



MADISON MEDIA INSTITUTE
College of Media Arts

Student Handbook
Policies and Code of Conduct, 2012-2013

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GENERAL INFORMATION

Madison Media Institute's vision is to be the market leader in media arts training. MMI is the leading resource for information and training in media arts. We accomplish this by maintaining up-to-date facilities, and by building a staff of industry experts. MMI forges strong partnerships with media companies and individual media professionals throughout the United States.

Madison Media Institute strives to provide the highest quality media career training programs available to our students. We do this by keeping in close contact with the requirements of the industries that employ our graduates. It is our belief that career training is best done with hands-on instruction using professional equipment in real world job situations. Our curriculum and facilities are continually upgraded to reflect current industry standards.

Students that experience 100% success are those who show up on time with their goals in mind and take action on them.

Parking

Parking is allowed in designated stalls. Do not park in the spaces immediately in front of the building that are marked "Visitor Only" or in the No Parking Zone in front of the waste removal area. Parking in the driveways to the parking lot is prohibited. These areas need to be kept clear in case of a fire emergency. If all marked stalls are taken, there is parking available on the street and at Building B on Dairy Drive. If you choose to park on the street, be aware that sections of it are posted no parking. The City of Madison can change its designated no parking areas at any time and without warning.

If you park in one of the designated disabled parking spots, please display your state issued parking identification card in accordance with local ordinances. Violators are subject to fines and/or towing.

All students and staff are required to display Madison Media Institute parking permits in the window of their vehicle. Parking permits can be obtained at the front desk of Building A or Building B.

ID/Security Pass

All Madison Media Institute students, staff and guests are required to have an ID badge for entry into the building. Students are required to wear their ID badges while attending class or to access the school's facilities. Bring your ID badge with you everyday, you will need it to enter the building. There is a \$10.00 charge for replacing your ID badge. Report a lost or stolen card as soon as possible.

Smoking

In accordance with the City of Madison General Ordinance 23.05 that restricts smoking in certain public areas including the space within a fifty (50) foot radius of all exits and entrances to education facilities, Madison Media Institute education facility is smoke-free.

The designated smoking areas for the campus are:

- The picnic table area on the southwest side of the Building A
- The patio outside the break-room in Building B.

If you wish to smoke this is where you should go. This is the only designated smoking area on the school property for student use. The smoking ordinance will be enforced with warnings by

MMI staff and tickets issued by City of Madison Police at \$52.50 per occurrence.

Do not smoke at the front of the building. Use the ash trays for waste. Failure to comply with school and city policies will result in a revocation of smoking privileges on school property.

Food and Drink

No food or drink is allowed at any time in the classrooms, video suites, recording studios, or computer labs in the school. The break room is provided for the consumption of food and drink. Please cooperate in keeping this area clean and neat by placing beverage containers and food wrappers in the receptacles that are provided.

Copy Machine Policy / Student Printer

Madison Media Institute does not make copies for students. If you need copies of missed class materials, please request them from your instructor. Please plan ahead for any copies that you need for class work or class projects and have them made elsewhere. There are no exceptions to this policy.

Access to Administrative Staff and Instructors

We want all of our students to have complete access to administrative staff and instructors to discuss concerns or suggestions, and to have questions answered. Instructors have posted office hours where they will be available to meet with students. Appointments with the administrative staff should be made through the front desk receptionist in Building A.

E-mail Accounts

E-mail accounts are to be used for school reasons only. Please do not subscribe to electronic newsletters using your school

account. Your school email account will expire 60 days after your completion or withdrawal for school.

Computer Labs and Internet Use

Computer labs are to be used for school projects only. Recreational or other inappropriate use of the labs can be cause for dismissal from the school. Inappropriate use includes:

- Downloading and installing software on lab computers
- Downloading copyrighted materials for your personal use
- Running online chat clients
- Accessing pornographic or other materials that are likely to be deemed offensive to others.

Our proxy server blocks network access to specific ports and sites judged to be insecure or inappropriate for an educational environment. If you feel that a site has been blocked in error, please contact your instructor. If the site is deemed appropriate, the restriction will be removed.

Weather Related Closure

MMI rarely closes because of bad weather. You are urged to use your own judgment when deciding to come to class taking into consideration the distance you travel, road conditions, safety and other factors.

If you choose not come to class, it will count as an absence and you will be responsible for contacting your instructor to see if you can make up any work that you missed.

MMI announces school closings in the case of extreme weather conditions. Closures will be broadcast on Madison area radio and

TV stations. Radio stations include WBEV 1430AM, WXRO 95.3FM, and WKCH 106.5FM. TV stations include WISC channel 3, WMTV channel 15, and WKOW channel 27. You will also receive a text message indicating that the school will be closed so it is imperative that you keep your personal information up to date with the school. Changes to your phone numbers can be processed at the front desk of either building.

Exits and Entrances

Students should use the front entrance to the building when reporting for classes. All other doors will be locked and are armed with an alarm and are to be used only in the event of an emergency.

STUDENT SERVICES

Student Services and Administrative Support

Madison Media Institute encourages students to bring forth any questions or concerns that they may have about their education. We would like to know of your concern as soon as possible. Please feel free to come forward if an issue arises. Any member of the administrative staff would be happy to assist you.

Chris Hutchings..... President

Academics

Bret Ammons.....Dean of College
Bill Mallinson.....Career Services Director
Mandy Johnson.....Academic Services Manager
Lisa Casady.....Registrar
Carol Kaufman.....LRC Manager
Heather Seiberlich.....Transitional Services Coordinator

Business Office

Laura Klocke..... Controller
Jessica Lehman..... Accounting Assistant
Drew Wilson.....Accountant
Anthony Pilsner.....Accountant
Inger Hodgson.....Operations Coordinator

Information Technology

George Graham.....IT Director
Tim Albrecht..... Production Specialist
Larry Lensmith.....IT Programmer
Jim Albrecht..... Network Support Specialist
Michael Petersen.....Computer Support Specialist
Josh Oas..... Mac Administrator

Financial Aid

Deena Wettstein..... Financial Aid Director
Jenny Hasenfuss..... Financial Aid Representative
Pete Burton..... Financial Aid Representative
Danielle Kaul..... Financial Aid Representative

Admissions

Francisco Torres..... Director of Admissions
Nile McKibben.....Admissions Representative
Jerry Fink.....Admissions Representative
Gary Paul.....Admissions Representative

Marketing Staff

Sean McBryde..... Director of Admissions
Aimee Biba.....Public Relations Specialist
Jamie Burns..... Web Designer
Dara Lenz..... Graphic Designer
Dan Phillips.....Videographer

Career Services

The school maintains an active career services department that serves to help graduates locate suitable positions in their field of study.

It is the graduate's responsibility to follow through on positions and openings referred to him or her by the career services office. The student must prepare resumes and other pertinent data required for graduate employment.

Career services include job referrals, arranging on-campus career fairs, researching job opportunities in new markets, resume and portfolio reviews and advising and preparing for interviews.

Student Services

Minneapolis Media Institute's Student Services department works collaboratively with students, instructors and administration to create a positive learning environment for all students. We work to provide support and encouragement to enable our students to be successful in their education and gain competency in the skills they learn. The Student Services department provides services through Student Advising and Transitional services. Student Advising incorporates attendance tracking, midterm grade meetings and tutoring services to provide students with a supportive learning environment. Transitional Services include assistance with housing, transportation and part-time employment.

Financial Aid

MMI's Financial Aid department provides students assistance with completing FAFSA's, loan and grant applications and other financing options. For detailed information on federal student aid programs, private financing options or for assistance on applying please the Financial Aid office. Please keep your contact information up to date with the financial aid office. Note that during the process of issuing refund checks if MMI does not have a correct of updated address for student there will be a delay in receiving your refund check.

Legal Sanctions

A federal or state conviction can disqualify a student for Federal Student Aid funds. Convictions count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid. The period of ineligibility for FSA funds depends on whether the conviction was for sale or possession and whether the student had previous offenses. The student regains eligibility the day after the period of ineligibility ends or when (s)he successfully completes a qualified drug rehabilitation program.

Reference Library

The Learning Resources Center (LRC) is located in Building B and is comprised of course textbooks, general and subject-specific books, online databases, audio CDs and video DVDs, as well as current periodicals. In association with the LRC is the Writing Center (WC) and Student Resource lab.

The LRC/WC staff is willing and able to assist students in finding information and effectively utilizing it for their academic success. The LRC offers Information Literacy Instruction, writing and coursework assistance, from both instructor and student staff members. This includes in-class visits, in-library visits, and one-on-one instruction. The Student Resource lab provides access to both PC and Mac computers for the student's use. LRC/WC hours are posted each semester.

Textbooks and eBooks

Textbooks and other equipment required for completion of the program will be available for students to pick up at the beginning of the semester. The cost of books and equipment is included in tuition. MMI is not responsible for any lost or damaged equipment. Should students lose their equipment they can check the lost and found located at the lab desk or Student Services.

Beginning Spring Semester 2012 students will be issued an ereader to access downloadable ebooks. Students will be required to attend an ereader/ebook training seminar before receiving these supplies. Students will only be issued one (1) ereader and MMI will not be responsible should it become lost or damaged. If a student should drop or withdraw in the first semester that they receive their ereader it must be returned to the school. Students will be able to access ebooks online from any computer in addition to the ereader.

ACADEMIC POLICIES

Attendance Policy

Arriving on time is an outward sign of respect to your instructors, your peers, and your own commitment to your career. For this reason, attendance is taken daily in all classes at Minneapolis Media Institute and made a part of your permanent record. You are strongly encouraged to attend every meeting of every class in which you are enrolled. You should not schedule outside appointments that conflict with your academic program.

Frequent or prolonged absences are likely to result in the failure of a course. The effect of attendance on your grade is in each course syllabus.

Classes range from one (1) to eight (8) hours in length. MMI does not distinguish between types of absences, i.e., excused, unexcused, etc.. All absences are treated the same. Make-up work is at the discretion of your instructors.

Add/Drop

A course schedule is prepared for you in advance of the start of each semester. You can request changes to times and dates of your course schedules up to the end of the first week in any term. The Registrar must approve course schedule changes. Students will be charged for any courses dropped after week one.

Transfer of Credits

To transfer credits from another college or university, you need to provide the registrar with an official transcript from the school you wish to transfer credits from. The campus director will approve all transfer credits. You must submit a copy of transfer course

descriptions or syllabi with a completed transfer credit form, available at the front desk. Transfer credits must be applied for before the first day of the semester. Credits cannot be transferred beyond the first week of your first semester.

Test Outs

MMI does not offer test-outs for credit except for in special circumstances.

Repeated Coursework

In general, at MMI students may receive FSA funds for retaking coursework. The credits must be in addition to, not as a replacement for any credits earned previously for the course. In addition, the credits must be included in the total number of credits that the student is staking when determining enrollment status and satisfactory academic progress, as long as we allow the student to receive credit for repeating a course to earn a better grade unless the student failed the course the first time and received no credit.

Official and Unofficial Withdrawal

Students may officially withdraw from school by delivering written notice of their intent to withdraw to the school's Registrar by email, U.S. mail, or in person.

The school will determine a student's unofficial notice of withdrawal to have occurred when they miss 14 consecutive days of their scheduled academic program. If a student does not communicate their intent to return to classes during a 14 consecutive day absence, they will be withdrawn from school. If a student officially or unofficially withdraws from school before week nine of the semester, they will receive a WA as their final grade in all

of the courses for the semester. All withdrawals after week nine of the term will receive an A, B, C, D or F grade as determined by the relevant course instructors.

Leave of Absence

When deemed necessary, a student can be granted a leave of absence during his or her course of study. All requests for leave must be submitted in writing to the school Registrar. The director of financial aid will review all requests for leave and will determine whether leave can be granted. Circumstances such as medical ailments, military service, public services, family emergencies, or similar uncontrollable upsets may be cause for granting leave to a student. If a student does not return from the leave of absence on the date indicated in the written request, he or she will be withdrawn. The withdrawal date will then be the student's last day of attendance. A student may be granted multiple leaves of absence as long as the total number of days for all leaves does not exceed 180 days within a 12-month period. This 12-month period begins on the first day of the student's initial leave of absence.

Accommodation Services

MMI offers Accommodation Services to provide assistance to students with diagnosed disabilities or with a documented Individualized Education Program to maximize their academic potential and to minimize any barriers to their success. Students should contact Student Services to discuss reasonable accommodations and how to request them.

Transcripts

Student grade reports are maintained as a part of the student's permanent record. Student records are confidential and not released from the school without written consent. Transcripts can

be requested from our registrar office. A fee is charged for each official transcript requested. Transcripts will not be released until all financial obligations to the school have been satisfied.

Academic Honesty Policy

Honesty and integrity are essential to your success in your chosen profession. Moreover, every student must master a threshold level of knowledge before he or she will be permitted to graduate. That knowledge is based upon understanding the material taught in the classroom, online, or in a lab, and upon successful completion of assignments and projects. Grading is designed to assist an Instructor in determining whether a student is performing at the appropriate level. Students who cannot meet the threshold performance standard may require additional assistance; grades assist the school in identifying individuals in need of such assistance. To the extent that academic dishonesty prevents the accurate measurement of a student's grasp of material, it deprives the student of access to resources that may help the student master material essential to his or her success.

In order to ensure that the school may effectively serve all of its students, faculty and employers, it is essential that you are aware of the following Academic Honesty Policy:

Plagiarism

To plagiarize is to use the ideas and/or words of another without properly identifying and giving credit to the source. If a student uses another's work as if it were his or her own, the student neither learns the necessary information or skill set that he or she must master in order to be effective in his or her field, but also damages the morale of his or her peers. Plagiarism includes copying

or paraphrasing ideas, phrases, statements, papers or other information without proper citation.

The definition of plagiarism does not vary according to the source of the material. The original source could be a published item, such as a book, article, website, lyrics or movie; or it could be an unpublished item such as another student's work, or an instructor's notes.

Plagiarism will not be tolerated, and anyone who engages in plagiarism will be subject to immediate discipline as outlined below.

If the violation is the first instance or allegation of academic dishonesty, the student will receive an "F" on that assignment.

If a student engages in any additional academic dishonesty, whether of the same or different nature, the student will receive an "F" for the course and enrolment in the school will be terminated. Please refer to the school catalog for more information on termination of enrollment and appeals.

Tests/Quizzes/Exams/Written Projects

"Cheating" is defined as the act of using any source of information or information processing (other than the student's own knowledge or other source deemed acceptable by the instructor) during a test, quiz, exam, or written project.

Students may not assist one another on a test, quiz, exam, or written project, unless allowed by the instructor

Any student who is suspected of cheating or assisting another to cheat will be subject to the discipline outlined below.

If the violation is the first instance or allegation of academic dishonesty, the student will receive an "F" on that assignment.

If a student engages in any additional academic dishonesty, whether of the same or different nature, the student will receive an "F" for the course and enrolment in the school will be terminated. Please refer to the school catalog for more information on termination of enrollment and appeals.

Collaboration Among Students

Students must present original work at all times. While we encourage students to form study groups and assist each other in learning course material, all homework, projects, quizzes, tests, research papers and all assignments of any kind must be completed independently by each student, unless otherwise stated by the Instructor. If a student turns in work that an Instructor believes is the same as, or is substantially similar to, the work turned in by another student, both students will be subject to immediate discipline. MMI will not distinguish between the student who knowingly provides the materials to be copied and the student who copies the materials. Both will be subject to the same disciplinary process outlined above.

Satisfactory Academic Progress

All students are required to maintain satisfactory academic progress toward completion of their program. Statuses pertain to all students regardless of participation in Title IV Financial Aid.

A student's satisfactory academic progress will be evaluated at the end of each term. This means maintaining a cumulative grade point average (CGPA) and cumulative course completion pace (CCCP) that will ensure that the student will graduate within

the maximum time frame and with a minimum CGPA of 2.0. The maximum time frame for completing and program is a period of time during which a student attempts 1.5 times the number of credit hours or clock hours required to complete the program.

Example: A program requiring 62 credits would have a maximum time frame of 93 credits attempted ($62 \times 1.5 = 93$). Credits earned by transfer or proficiency exam will be included in the calculation. A student may not take longer than the maximum time frame to receive the original Academic credential for which the student enrolled and continue to receive Title IV Financial Aid.

All students are required to complete their program credits at a cumulative pace of 67% or higher. Cumulative Pace Example: taking the cumulative credits earned and dividing it by the cumulative credits attempted calculate cumulative course completion pace. A student who attempted 15 credits but earned only 7 credits would have a CCCP of 50% and would not be meeting the CCCP of 67%.

A student's CGPA and CCCP are calculated at the end of each term. A student is considered to be making SAP at the end of the term if their CGPA is 2.0 or higher and their CCCP is 67% or higher.

An attempted credit is any course in a student's program that a student is enrolled in for credit and remains enrolled in after week one (1) of a semester. If a student withdraws from a course on or before week one (1) of any semester, that course will not be counted as a course attempted.

The following grades are not counted as attempted credits: W and AU.

Transfer credits that are accepted toward a student's educational program are counted as both attempted and completed hours. Transfer credits are not used in calculating a student's CGPA. The following grades are not used in calculating a student's cumulative GPA: FR, TR, W, WA, and AU. Remedial courses are not offered at Minneapolis Media Institute.

A student has satisfactorily completed a course if a final grade of D or better is received. All courses in which a student receives a grade of F, W, or WA must be retaken in the next semester that the course is offered. The grade and credits earned in the subsequent attempt(s) of a course will be used in determining the student's GPA and will count as an attempted credit. If the student's grade in prior attempt(s) is an F, the grade for the prior course attempt(s) will be changed to FR and will count as an attempted credit but is not part of the cumulative GPA calculation.

The school will notify students of the results of the SAP calculation if the results of the evaluation impact the student's eligibility for Title IV Financial Aid or their successful completion of the program.

Definitions

Financial Aid Warning means a status assigned to a student who fails to make satisfactory academic progress at an institution that evaluates academic progress at the end of each payment period. A student on financial aid warning may continue to receive Title IV Financial Aid for one payment period while on Financial Aid Warning status.

Financial Aid Probation means a status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has eligibility for aid reinstated.

Appeal means a process by which a student who is not meeting the institution's satisfactory academic progress standards petitions the institution for reconsideration of the student's eligibility for Title IV, HEA program assistance.

Financial Aid Warning

The first time a student fails to meet the CGPA standards AND/OR CCCP standards, the student will be placed on Financial Aid Warning. If at the end of the Financial Aid Warning term the student continues to fall below the minimum CGPA standard AND/OR the CCCP standard, the student will lose Title IV Financial Aid eligibility. In order to continue to receive Title IV Financial Aid eligibility, the student must appeal the loss of financial aid eligibility in writing to Minneapolis Media Institute Appeals Board, 4100 West 76th Street, Edina, MN 55435.

Appeal

All appeal letters must meet the following criteria in order to be reviewed:

- Must be a formal typed letter addressed to the Appeals Board.
- The letter must include a signature from the student – no email appeals will be considered.
- The letter must describe the basis on which a student is filing an appeal. Examples include, but are not limited to, death of a relative an injury or illness of the student, or other special circumstances.
- The letter must also include an explanation as to why the student has been unable to meet Satisfactory Academic Progress and what has changed in the student's circumstances that will allow the student to meet the requirements of SAP.

A student will be informed of the Board's decision in writing within 14 days. Students who are approved to return on Appeal are placed on Financial Aid Probation. Such students are required to meet with the Student Services Coordinator and Program Chair to create an Academic Plan. The Academic Plan will be created individually for each student and will address the specific areas of deficiency that need to be improved upon in order for the student to be making SAP.

At the end of one payment period on financial aid probation, the student must meet SAP standards under this policy or meet the requirements of the academic plan developed by the institution and the student to qualify further for Title IV Financial Aid. The student will continue to be eligible to receive Title IV Financial Aid as long as the student complies with the criteria stipulated in the Academic Plan. A student who been reinstated to eligibility under an academic plan and is making progress under that plan is considered to be an eligible student and is not considered to be on financial aid warning status or financial aid probation status.

If a student fails to comply with the criteria stipulated in the Academic Plan, the student will be dismissed from the program and will lose eligibility to receive Title IV Financial Aid.

Academic Definitions

Academic Warning means a status assigned to a student who fails to make SAP at the end of a term.

Academic Probation means a status assigned to a student who fails to make SAP at the end of a term, who was on academic warning the previous term, and has successfully appealed.

The first time a student fails to meet the CGPA standards AND/OR CCCP standards, the student will be placed on Academic Warning if only one additional term is needed to return to SAP. If at the end of the Academic Warning term the student continues to fall below the minimum CGPA standard AND/OR the CCCP standard, the student will be dismissed from his or her program unless a successful appeal is completed.

If the school determines that more than one term is required for the student to return to SAP, the student will be dismissed from the program unless a successful appeal is completed.

The must appeal in writing to the Madison Media Institute Appeals Board, 2702 Agriculture Drive, Madison, WI 53718. If the student is appealing the loss of financial aid eligibility, the appeals may be combined and are subject to the process outlined under "Appeal." Students who appeal successfully will be placed on Academic Probation. Such students are required to meet with the Student Services Coordinator to create an Academic Plan. The Academic Plan will be created individually for each student and will address the specific areas of deficiency that need to be improved upon in order for the student to be making SAP.

A student on Academic Probation will remain on Academic Probation as long as he or she complies with the criteria stipulated in the Academic Plan. If a student fails to comply with the criteria in the Academic Plan, he or she will be dismissed from the program.

SAP Appeals Process

Committee Members: Student Services Coordinator, Registrar, Financial Aid Director

Letters addressed to the Appeals Board will be given to the Registrar. The Registrar will give a copy of the letter to each committee member and will schedule a meeting within 2 days of letter receipt.

Responsibilities:

- Student Services Coordinator defines new sequence
- Registrar approves new sequence
- Registrar calculates course grades required to meet SAP in subsequent semester
- Student Services Coordinator describes past student attendance in all classes
- Student Services Coordinator itemizes past documented correspondences with student
- Student Services Coordinator designates tutor sessions
- Financial Aid Director review funding amounts, determines award adjustments and calculates potential cumulative debt

The committee will meet to discuss the validity of the appeal request. The committee will review the details provided in Responsibilities and will determine feasibility of plan success.

Appeal Granted

Registrar will send letter to the student (signed Appeals Board) to the student. The new schedule will be attached. The student will be required to meet with his/her Student Services Coordinator for confirmation and acceptance of the Plan. The Student Services Coordinator will be responsible for providing the committee with monthly progress updates.

Appeal Not Granted

The Registrar will send letter to the student (signed Appeals Board) to the student.

POLICIES & PROCEDURES

Facility & Department Usage Policy

Madison Media Institute labs and studio rooms are available for use based on the following conditions.

Currently Enrolled Students

- Rooms are available only when classes are not in session. Each room has a schedule posted outside. Check the schedule first.
- Rooms 104, 105 and 106 are available to all currently enrolled MMI students and for six (6) months after graduation.
- Outside of regularly scheduled class times, Room 112, Video Studio 107 and Control Rooms A, B, and C are available only to currently enrolled 3rd and 4th semester students. Part time students will need to check with the Program Director or Registrar for qualification.
- All equipment must be checked in and out from the front desk. All cables will need to be properly wrapped and all other equipment put away neatly in cases before being returned.
- Controls ABC and the Video Studio 107 may be reserved by students through their Skills Integration class. The Skills Integration instructor(s) must approve any such requests.

Graduates of Madison Media Institute

- Graduates will have limited access to MMI facilities for six (6) months after their graduation. This is intended to help our students refine their portfolio and demo reel for employment in their chosen field.
- Graduates may use MMI labs (Rooms 104, 105 and 106) when not in use by an active class. Each room has a schedule posted outside. Check the schedule first.

- Graduates are not allowed to bring guests and may not displace any currently enrolled students from facilities.
- Graduates may ask for placement assistance up to two (2) years after graduation and may use other facilities for a nominal fee booked through either the Studio Manager or the School President.

Fees for graduates are as follows:

Recording Studio Rental Rates

- Studio and/or Control Room A – \$45.00/hour
- Studio and/or Control Room B – \$45.00/hour
- Studio and/or Control Room C – \$45.00/hour
- Pro Tools TDM Systems in 112 – \$35.00/hour

Video Editing Suites (Room 111 A-F)

- Editing Suite (Deck/Computer/Monitor) - \$30.00/hour
- Production Studio – Camera's and VT4 - \$55.00/hour

Guest Policy

- Students wishing to have a guest present with them must get an approval form signed by MMI faculty or staff at least 24 hours in advance.
- Guests must show identification and register at the front desk or security desk.
- Guests must have a visitor badge displayed at all times.
- Students may not have more than one (1) guest any given time.
- Guests may not operate any MMI equipment at any time.
- Guests may not connect or disconnect any equipment into MMI facilities.
- All policies that apply to students, apply to their guests.

Equipment Usage

MMI's equipment is to be used for school-related projects only. Any use of MMI Equipment for outside projects must be authorized and approved in advance by the Director of Madison Media Institute. MMI Students are only authorized to use equipment assigned to courses they are currently enrolled in.

Availability

MMI has an assortment of equipment that is available to students for checkout, although there will be times that equipment is in high use or out for maintenance. All equipment is available on a first-come, first-served basis, regardless of the date on which authorization forms are signed.

Check Out

Students must fill out an Equipment Authorization Form. An authorized staff member must sign the form. The student is required to verify that the equipment they are checking out is complete and functioning, and must list any faults prior to signing the equipment out.

Check In

Students must find an authorized staff member to check in equipment. All equipment must be in the same condition it was in upon checkout. Any faults that occur while equipment is checked out must be reported.

Personal Responsibility

Students are professionals-in-training and it is expected that all equipment used will be handled and maintained in a professional manner. Students are personally responsible for all of the

equipment in their possession and are accountable for any loss or damage.

Editing Suites

The video studios and computer labs are all accessible during open hours. You will find the open hours posted outside each individual room.

To use one of these rooms, you must check in with security and have him/her unlock the door for you. You will be held responsible for any damages at the time you have signed out, so for your own benefit, do not let anyone else in the suites with you unless they too have been to the security desk and signed it out. Upon completion of your use of the room, please make sure that the door is locked behind you and that you return to the security desk to log the completion of your sign out time.

Individual Department Policies

VMG:

- Only students who are properly trained and have passed their Equipment exam are allowed to checkout video equipment.
- Only one camera may be checked out per student, unless permission is granted by the VMG Department Chair.
- Equipment must be returned one hour before closing on the day equipment is checked out.
- Returning equipment late will result in the loss of check out privileges for a minimum of six weeks.
- Equipment may not be available for check out during certain Studio Lab periods or classes. It is the student's responsibility to contact the instructor during these times.

REC:

- Equipment must be returned thirty minutes before closing on the day equipment is checked out.
- Returning equipment late will result in the loss of check out privileges for a minimum of six weeks.
- First and second semester students are not eligible to check out equipment, 112 suites, or studios.

GAM:

- Students can only use the motion capture studio on a space available basis during open session times.
- Students using the Mocap Lab, must supervised by the Mocap instructor, Lead Instructor or Department Head or an approved intern.
- The schedule for the motion lab room will be available at the front desk of each campus. After identifying an open time slot, students will be required to arrange a supervisor for that time slot in advance of utilizing the lab.
- Only students who have completed the GM 301 Motion Capture course with a B or better final grade are eligible for reserving the lab.
- No food allowed in the motion capture studio.
- Actors/students in the volume must wear undergarments that are skin tight such as spandex bike shorts or of the like.
- If equipment is broken other than markers, it must be reported right away to the supervisor.
- If the suits are used then the motion capture supervisor will be responsible for washing the suits.

Conduct

MMI expects mature behavior from all of our students and will not allow actions that are detrimental to the right of others. A student may be dismissed for any form of disruptive or offensive behavior in class including insubordination, dishonesty, or other acts generally interpreted to be unacceptable in an educational environment. Drug or alcohol use on school premises or at any school-sponsored function is prohibited. A dismissed student has the right to appeal the dismissal through a written letter to the Campus Director.

Complaints and Grievances

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling students' complaints. Students with a complaint may submit their grievance in writing to the school's campus director. Anonymous complaints are not acted upon. The school campus director will investigate all complaints that fall within the domain of the school and a written response will be provided to the complainant within 10 working days. A record of all prior complaints will be kept on file at the school.

Students who believe their complaint has not been satisfactorily resolved may submit it at the national level to the Accrediting Commission of Career Schools and Colleges, or at the state level to the Wisconsin Educational Approval Board.

All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for response. The Commission will keep the complainant(s) informed as to the status of the complaint as well as to the final resolution. A copy of the Commission's complaint form is available at the school and may be obtained by contacting the campus director. Please direct all inquiries to the national accrediting agency or to the state organization that oversees private post-secondary education in the State of Wisconsin.

National Accrediting Agency

Accrediting Commission of Career Schools and Colleges
2101 West Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

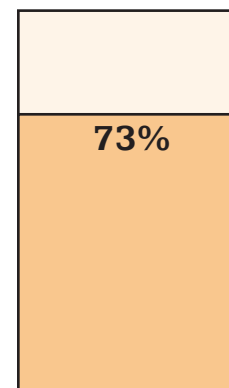
State Organization

Wisconsin EAB
30 W. Mifflin St #900
Madison, WI 53703

Retention Rates

The rate is 73%. The completion rate is defined as the number of students who completed their program within 150% of the normal time for completion divided by the number of students in the cohort. This calculation is based on the cohort of students who began their program in Fall 2009. Based on Department of Education guidelines, this is the most recent cohort available for disclosure.

Retention Rates for First-time Students Pursuing Degrees



Percentage of Students Who Began Their Studies in Fall 2009 and Returned in Fall 2010

EMERGENCY EVACUATION POLICIES

MMI will notify you upon confirmation of any significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees occurring on campus. MMI will, without delay and taking into account the safety of the campus, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

An emergency is any situation – actual or imminent – that endangers the safety and lives of MMI faculty, staff, students, visitors, or the security of MMI property.

Emergency Phone Numbers

Environmental, Health & Safety 305

In the event of a life-threatening emergency call 911.

In the event of a non-life threatening emergency call the Campus Security Authority at 305 (campus phone) or 608-237-8305 (non-campus phone). When you call:

- Identify yourself
- Give the specific location of the emergency
- Explain what is the emergency
- State how many persons are injured and the types of injuries.
- Tell what type of help is needed.
- Stay on the phone until the dispatcher tells you to hang up.
- Send someone to meet emergency personnel and bring them to the emergency location.

Violence on Campus

Because every incident of violence is different, each requires a different response. In the event of an incident, use your best judgment to keep yourself, and those around you safe.

Suspicious Person

- Do not approach the individual.
- Call Campus Security Authority at campus extension 305.
- Call Madison Police at 911 (campus phone) if the situation warrants.

Threats

Everyone should treat all threats or rumors of violence as serious. Any persons involved in a threat or rumor of violence should follow the instructions below:

- Those in danger of harm or who consider the threat to be immediate should call 911.
- Those persons who see a weapon or whom are informed that someone has a weapon on campus or intends to bring a weapon on campus should call 911 to contact external emergency personnel.
- Those persons not in immediate danger or those who do not perceive anyone else in danger should call Campus Security Authority at extension 305 and report the threat.
- The Campus will be put on lockdown by notifying students and employees via the overhead paging system. The notification words will be “Code Black”.

Violent Behavior

Persons hearing gunshots, seeing an armed person or during lockdown situations should:

- Warn others around them; everyone should take cover.
- Close, lock and barricade doors and lie on the floor.
- If caught in an open space, hide to the maximum extent possible (behind a planter, building etc); take cover in a building if it is safe to do so.
- Call 911 if it is safe to do so, providing as much information as possible; stay on the phone until the dispatcher tells you to hang up.
- Remain in place as long as it is safe. The Campus Security Authority or Madison police officer will notify all persons when the incident has ended.

Campus Closing

Official Closing of the Campus for unscheduled reasons will be ordered by the President or Campus Security Authority. In the event of a Campus closing:

- During working hours faculty and staff will be notified by their supervisor.
- Notice of closings will be broadcast via local media channels.
- All students/staff will receive notification via the text messaging system.

Media Communications

Emergency situations attract media attention and crisis communication is an important part of the emergency response procedures. In the event of an emergency:

- Call the Campus Security Authority and inform them of the situation.
- The Campus Security Authority will notify the local media channels of situation, if warranted.
- Instruct all employees to direct all media inquiries they receive to the Controller. This will ensure that all media interview the designated spokesperson and that all media receive accurate, identical information.

Severe Weather – Tornado

As severe thunderstorms and tornados affect the area these are the procedures that should be followed in the event of severe weather conditions.

Should threatening weather conditions develop the Campus Security Authority or designee will:

- Monitor the approach and development of storms using the campus weather radio.
 - » **Tornado watch** means that weather conditions are favorable for the formation of tornados.
 - » **Tornado warning** means a tornado has been sighted and to take cover immediately.
- If a tornado warning is issued for the Madison area, the CSA will warn employees, students and visitors in the immediate area and take shelter immediately. You will be notified of the

emergency via the campus intercom system for both Building A and Building B. When a notification is issued, you should:

- Move to the basement of the building or take shelter in an inner room on the lowest floor of the building.
- Stay away from windows.
- Remain in secure until it is safe to leave.
- Reconvene employees/students when the emergency is past to make sure everyone is present.
- Report all missing students/employees to Campus Security Authority (305).
- Report all injuries to Campus Security Authority (305).

Every room in the both buildings has a map located at the entrance indicating the safest and closet secure area to go to in the event a tornado warning is issued.

Fire

Fire has been identified as a possible hazard at MMI Campus. Fire and the associated risks: smoke, structural damage, and toxic fumes—pose a serious threat of injury or death to MMI faculty, staff, students and visitors. The first employee on the scene will call the fire department, 911 and the Campus Security Authority 305.

You will be notified of the emergency via the campus intercom system for both Building A and Building B by the Campus Security Authority. In the event of a fire notification, you should:

- Evacuate the building. The building will be evacuated under the supervision of the first faculty or staff member on the scene, and personnel will be moved a minimum of three-hundred (300) feet from the location of the fire.
- Pull the fire alarm to alert others.

- Close (do not lock) doors on the way out if you can do so safely.
- Call **911** from a cell phone when outside the endangered building.

When evacuating the building:

- Stay low to the floors.
- Do not use elevators (Minnesota Campus)
- Proceed immediately to your nearest exit.
- Go directly to your assembly area which is the grassy area behind the garbage dumpsters for your applicable building. Remember to stay at the assembly area until you are told to leave by the Madison Fire Department
- Notify Campus Security Authority immediately if someone who has been seen in the affected building is unaccounted for.

If trapped in a fire:

- Do not panic.
- If a phone is available, call Campus Security at extension 608-237-8305 and tell them your location.
- Close the door to your room and place any available towels under the door to prevent smoke from entering.
- Stay low, near the floor, where there is less smoke, heat and contaminants.
- Remember that help is on the way.

Only employees trained in the use of a fire extinguisher may attempt to put out a fire. They should attempt to extinguish the fire for only 30 seconds, then leave, whether or not the entire fire extinguisher has been discharged.

Sexual Offenses

Sexual offenses occur in epidemic proportions, particularly on college campuses. The MMI policy on sexual offenses includes definitions, reporting procedures, prevention suggestions, and Campus sanctions.

I. Statement of Policy

Sexual offenses against students, faculty, or staff are criminal acts and are not tolerated at MMI. It is the policy of the Campus to provide education to help prevent sexual offenses. Recommended measures include the following:

- Inform employees and students of the procedures for reporting sexual abuse to the Madison Police Department and Campus Security Authority.
- Educate employees and students as to the practices that may help them avoid becoming victims of sexual abuse.
- Assure that employees and students understand the Campus's policy, the law, and potential liabilities when sexual abuse occurs.
- Inform employees, and students of the counseling services available to victims of sexual abuse.
- Encourage victims of sexual abuse to report the abuse in hopes to prevent it from happening to someone else.

II. Definitions

The following definitions apply throughout this policy.

1. Assault. A person commits an assault when, without justification, the person does any of the following:

- Any act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act;
- Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting, or offensive, coupled with the apparent ability to execute the act; or
- Intentionally points any firearm toward another, or displays in a threatening manner any dangerous weapon toward another.

2. Sex Act / Sexual Activity. The term "sex act" or "sexual activity" means any sexual contact between two or more persons.

3. Incapacitated. "Incapacitated" means a person is disabled or deprived of ability, as follows:

- "Mentally incapacitated" means that a person is temporarily incapable of apprising or controlling the person's own conduct due to the influence of a narcotic, anesthetic, or intoxicating substance.
- "Physically helpless" means that a person is unable to communicate an unwillingness to act because the person is unconscious, asleep, or is otherwise physically limited.
- "Physically incapacitated" means that a person has a bodily impairment or handicap that substantially limits the person's ability to resist or flee.

III. Prohibited Conduct

The following conduct is prohibited by Iowa law and MMI's Student Code of Conduct.

Sexual Abuse

Performing any sex act when the act is performed with the other person in any of the following circumstances:

- The act is done by force or against the will of the other. If the consent of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug-inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other.
- The other person is suffering from a mental defect or incapacity that precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters.

Assault with Intent to Commit Sexual Abuse

The commission of an assault with the intent to commit sexual abuse, whether or not any injury results to the victim.

Indecent Exposure

Exposing one's genitals to another person or committing a sex act in another's presence for the purpose of arousing or satisfying sexual desires, if the person reasonably should know that the act is offensive to the viewer.

Invasion of Privacy—Nudity

Viewing, photographing, or filming another person in a state of full or partial nudity while the person has a reasonable expectation of privacy, without the person's knowledge or consent, if the

viewing, photographing, or filming is for the purpose of arousing or gratifying the sexual desire of any person.

IV. Procedures for Reporting Sexual Abuse and Other Prohibited Conduct

Reporting to Law Enforcement

Anyone who believes he or she has been the victim of sexual abuse or any other prohibited conduct set forth above is encouraged to contact the Madison Police Department by calling 911 as soon as possible following the incident. Campus Security Authority can assist and support a student through the process of reporting a sexual offense to the police if requested.

Obtaining Medical Treatment / Preservation of Potential Evidence

Victims of sexual abuse, assault with intent to commit sexual abuse, any sexual offense committed while the victim was incapacitated, or any other sexual offense that results in injury or contact with the bodily fluids of the attacker should receive a comprehensive medical examination as soon as possible after the incident occurs. This is important for two reasons. One is to provide an immediate opportunity to treat medical conditions that may arise as a result of the offense. A victim may also have injuries that are not physically visible. The second reason is to help in the collection of evidence.

The Campus Security Authority can assist and support a student through the process of obtaining medical treatment. If, for whatever reason, a victim does not obtain medical treatment, he or she should still report the offense to the police and/or to the Campus Security Authority.

Counseling and Resources Available to Victims

Victims of sexual offenses can experience emotional as well as physical consequences. Initial reactions vary and may include shock, denial, anxiety, guilt, anger, and self-blame. MMI strongly encourages individuals who have been the victim of a sexual offense to obtain help from a professional counselor as soon as they are ready after the incident occurs. Available resources, many of which are available at no cost to the victim can be obtained by contact the Campus Security Authority.

Victims' Rights

Under Wisconsin law, victims of sexual abuse, or any other sexual offense, have the following rights:

- To be informed of your rights and how to exercise your rights.
- To information regarding the offender's release from custody.
- To be notified of a decision not to prosecute if an arrest has been made.
- To speak with the Assistant Attorney General (AAG), or prosecutor representative upon your request, about the possible outcome of the case, potential plea agreements and sentencing options.
- To attend court proceedings in the case.
- To have reasonable attempts made to notify you of the time, date and place of upcoming court proceedings, if you so request.
- To be provided with a waiting area separate from defense witnesses.
- To a speedy disposition of the criminal case.
- To have your interest considered when the court is deciding to grant a request for a delay (continuance).
- To be notified if charges are dismissed.
- To be accompanied to court by a service representative. This right is limited to specific types of crimes.
- To ask for assistance with your employer if necessary, resulting from court appearances.
- To request an order for, and to be given the results of, testing the offender for sexually transmitted diseases or HIV. This right is limited to specific types of crimes.
- To provide a written or oral victim impact statement concerning the economic, physical and psychological effect of the crime upon you to be considered by the court at sentencing.
- To have the impact of the crime on you included in a presentence investigation.
- To be provided sentencing or dispositional information upon request.
- To restitution as allowed by law.
- To a civil judgment for unpaid restitution.
- To compensation for certain expenses as allowed by law.
- To have your property expeditiously returned when it is no longer needed as evidence.
- To be notified of the offender's eligibility for parole and to have input into the parole making decision.
- To have the Department of Corrections make a reasonable attempt to notify you of specific types of releases, escapes or confinements as provided by law.
- To have a reasonable attempt made to notify you of a pardon application to the governor and to make a written statement regarding the pardon application.
- To contact the Department of Justice about any concerns you may have about your treatment as a crime victim.

Changes in Academic, Living and Work Situations

Upon the request of the victim, the Campus will make changes to the victim's academic, and work situations to the extent such changes are reasonably available.

Campus's Disciplinary System

In addition to the criminal and civil remedies for sexual offenses under Wisconsin law, the Campus has its own disciplinary system that applies to perpetrators of sexual offenses set forth above.

When the Alleged Perpetrator Is an Employee of the Campus

When committed by an employee of the Campus, sexual offenses discussed above constitute violations of the Staff Employment Handbook. Such violations are punishable by sanctions up to and including termination of employment. Any such violations should be immediately reported to the Director of Human Resources, campus extension 305. Additionally, the Campus Security Authority can assist and support a student through the process of making a complaint of a sexual offense by an employee of the Campus.

Sexual Harassment Policy

Madison Media Institute strives to foster respect for the dignity and worth of all members of the Campus by providing an educational and professional environment free of unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct or intimidation.

Statement of Policy

Sexual harassment of students, faculty or staff is not tolerated at MMI. Sexual harassment undermines the mission of MMI through its unsafe and detrimental impact on individual students,

employees, and on the Campus community as a whole. Sexual harassment restrains the realization of the victim's full potential as a student, faculty or staff member. Sexual harassment is especially serious when it threatens relations between teacher and student or supervisor and subordinate by unfairly exploiting the power differential between the parties in the relationship

MMI does provide annual education on the subject of sexual harassment. A variety of measures are recommended to offset potential problems:

- Sensitize employees and students to the issue and ramifications of sexual harassment.
- Express intolerance of sexual harassment.
- Inform employees and students of the procedures in filing a sexual harassment complaint and encourage that all questions of sexual harassment be resolved informally or formally through the Human Resources Department.
- Ensure that all supervisors are aware of their responsibilities, MMI's policy, the laws and potential liabilities if violations occur.
- Regard each claim of sexual harassment as being serious and investigate immediately.

It shall be a violation of this policy for any member of MMI staff to harass another staff member or student through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass other students or staff members through conduct or communications of a sexual nature. For purposes of this policy, sexual harassment includes, but is not limited to:

1. Unwelcome sexual advances, unwelcome requests for sexual favors, verbal, written, visual depictions or physical conduct of a sexual nature, and other inappropriate verbal or physical conduct of a sexual nature, whether or not repeated, when made by any member of the school staff to a student, when made by any member of the school staff to another staff member, when made by any student to another student, or when made by a student to a staff member.

- a) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education, or when
- b) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when
- c) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

These definitions are in accordance with federal and state civil rights acts including Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964.

2. A range of subtle and not so subtle behaviors, which may involve individuals of the same or different sex. Behaviors that may be considered sexual harassment include, but are not limited to the following:

- a) Verbal harassment or abuse, sexual jokes and innuendo;
- b) Pressure for sexual activity or sexual favors, unwanted sexual advances;

- c) Remarks to a person with sexual or demeaning implications, including remarks about an individual's body, sexual prowess, or sexual deficiencies;
- d) Unwelcome touching, leering or whistling;
- e) Suggestive or demanding sexual involvement accompanied by implied or explicit threats concerning one's grade, job, etc.;
- f) Insulting or obscene comments or gestures;
- g) Display of sexually suggestive objects or pictures;
- h) Other physical, verbal or visual conduct of a sexual nature.

3. It is not considered harassment of any sort for members of management to enforce job performance and conduct standards in a fair and consistent manner.

MMI encourages reporting of all perceived incidents of harassment and/or retaliation regardless of the alleged offender's identity or position. In addition, MMI encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it stop immediately. Often this action alone will resolve the problem.

If for any reason a person believes that he/she has been the victim of, or has been witness to, conduct constituting sexual harassment and/or retaliation by any staff member, student or contractor/vendor or agent of MMI and does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the person should immediately report the alleged offensive behavior to the Director of Human Resources. In the event that the director is involved in the alleged offensive behavior, the person may report the incident and file a complaint with the President.

All reports of harassment or retaliation will be investigated promptly. The investigation may include interviews with persons involved, and where necessary, with persons who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality of any information related to complaints, complaint investigations, and the identity of person(s) named in complaints will be maintained to the extent consistent with adequate investigation and appropriate corrective action.

MMI will take appropriate corrective action, including disciplinary action, against any individual who engages in harassment, who impedes investigation of a harassment complaint, or who retaliates against any individual for reporting harassment or for assisting or participating in investigation of a harassment complaint. Corrective action may include, for example, training, referral to counseling, reassignment, and/or disciplinary action, as MMI believes appropriate under the circumstances. Employees who violate this policy will be subject to disciplinary action at the discretion of management, including, without limitation, suspension and termination. Students who violate this policy will be subject to discipline, suspension and/or expulsion. Both employees and students who violate this policy may be referred to law enforcement agencies should there be an alleged violation of criminal law.

Nothing in the policy restricts the right of an individual to file a complaint with police authorities regarding sexual harassment. In fact, the President may request that the individual file a complaint with the authorities as the result of his/her investigation of the complaint.

Crime Awareness and Campus Security

Madison Media Institute (MMI) keeps statistics on all criminal actions or emergencies that occur on our premises. Therefore we request that students report an occurrence to the Campus Security Authority. However, in an emergency situation, first report to the appropriate law enforcement or protective service. (For Police and Fire, dial 911.)

School facilities are open during designated hours (see the office for the current schedule). A school employee will be on site at all times the facilities are open.

MMI does not have any campus law enforcement. We request that students report an occurrence to the Campus Security Authority. However, in an emergency situation, first report to the appropriate law enforcement or protective service. (For Police and Fire, dial 911.)

Policies regarding campus security are updated annually. Updated material will be distributed to students as necessary.

Statistics concerning the occurrence on campus of the following offenses during the most recent calendar year (2009) and the three preceding calendar years (2006-2009):

	2006	2007	2008	2009
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses, Forcible	0	0	0	0
Sex Offenses, Non Forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0

Statistics concerning the number of arrests for the following crimes occurring on campus:

	2006	2007	2008	2009
Liquor Law Violations	0	0	0	0
Drug Law Violations	0	0	0	0
Weapons Possessions	0	0	0	0

MMI is an alcohol and drug free campus. It is unlawful to use alcoholic beverages while on site. It is unlawful to manufacture, distribute, dispense, possess or use controlled substances.

There have been no crimes committed on the campus for the calendar years 2000-2009 and none to date for the calendar year 2010. No crimes have been reported since 1986 when the current owners took possession of the school.

If a crime does occur, a copy of the report will be kept in this file. There are no off campus facilities or activities.

MMI is an alcohol and drug free environment. Weapons are not allowed. Bringing alcohol, drugs or a weapon of any kind onto campus can result in immediate expulsion from classes.

Drug Free Schools & Campuses Program

Policy at Madison Media Institute

The unlawful possession, distribution or use of drugs or alcohol by students or employee's on school premises or while participating in school activities is strictly prohibited except at authorized events.

The Drug Free Schools and Communities Act Amendments of 1989 requires that all institutions of higher learning with students receiving financial assistance under any federally funded programs, comply with certain standards related to issues surrounding drug abuse prevention on campus.

Madison Media Institute considers any such involvement with drugs or alcohol incompatible with the goals of the school. Students or employees violating this ban on drugs and alcohol will be subject to disciplinary action by the school. Actions taken by the school may include expulsion or termination of employment and/or referral for prosecution under state or federal laws. Disciplinary actions taken under this ban may be appealed in writing to the director.

Federal, State and Local Sanctions

The illegal use, distribution, or possession of drugs or alcohol is punishable under various laws. Some of the sanctions that may be imposed under these laws are listed in this document.

Health Risks Associated with Drug or Alcohol Use

Using illicit drugs or alcohol is a high-risk, low-reward endeavor. Health risks run the gamut from possible infection with the AIDS virus to death from overdose or withdrawal. Drugs or alcohol when misused can endanger either or both your mental or physical health. A list of the various effects and hazards involved with some drugs can be found in this document.

Treatment, Counseling, and Rehabilitation Programs

Madison Media Institute does not have any treatment, counseling or rehabilitation programs at the school for students or employees. Various area profit and non-profit agencies offer such programs for persons wanting help for problems associated with drug or alcohol use. A list of these agencies and organizations is available upon request.

Legal Sanctions

The laws of Wisconsin prohibit drug possession and delivery through the Uniform Controlled Substances Act. Wisconsin Statute 161 and mandate stiff penalties that include up to 15 years of prison and fines up to \$50,000.00. A person with a first-time conviction of possession of a controlled substance can be sentenced up to one year of prison and fined up to \$5,000.00, Wisconsin Statute 161.41(2r)(b). The penalties vary according to the amount of drug confiscated, the type of drug found, the number of previous offenses by the individual and whether the individual

intended to manufacture the drug, sell the drug or use the drug. (See Wisconsin Statutes 161.41.) In addition to the stringent penalties for possession or delivery, the sentences can be doubled when exacerbating factors are present such as when a person distributes a controlled substance to a minor, Wisconsin Statutes 161.46(1).

Substantial restrictions against alcohol abuse also exist in Wisconsin. It is against the law to sell alcohol to anyone who has not reached the legal drinking age of 21 and there is a concurrent duty on the part of an adult to prevent the illegal consumption of alcohol on his/her premises, Wisconsin Statutes Violation of this statute can result in a \$500.00 fine. It is against the law for an underage person to attempt to buy an alcoholic beverage, falsely represent his/her age, or enter a licensed premises. Violators of this law can be fined \$500.00, ordered to participate in a supervised work program, and have their drivers license suspended, Wisconsin Statutes 125.07(4)(3). Harsher penalties exist for the retailers of alcoholic beverages who violate it including up to 90 days in jail and revocation of their retail liquor permit.

The federal government has recently revised the penalties against drug possession and trafficking through its Federal Sentencing Guidelines. These guidelines reduce the discretion that federal judges may use in sentencing offenders of Federal drug statutes.

Under these guidelines, courts can sentence a person for up to 6 years for unlawful possession of a controlled substance including the distribution of a small amount (less than 250 grams) of marijuana. A sentence of life imprisonment can result from a conviction of possession of a controlled substance that results in death or bodily injury. Possession of more than 5 grams of cocaine

can trigger an intent to distribute penalty of 10-16 years in prison, USSG, s. 2D2.1(b)(l).

Health Risks

Drugs at work or school are a hidden habit but they have visible effects on the user. Whether the drug of choice is alcohol, marijuana, a prescription drug or cocaine, the habit can lead to a change in work habits, too. Some people may believe that drugs are harmless or even helpful. The truth is that drugs can have very serious, long-term physical and emotional health effects. And if drugs are mixed, the impact is even more detrimental.

The following is a partial list of drugs often found in the workplace and some of the consequences of their use. Only some of the known health risks are covered, and not all legal or illegal drugs are included.

Alcohol is the most commonly abused substance in the workplace. It can lead to poor judgment and coordination, drowsiness and mood swings, liver damage and heart disease.

Marijuana is an addictive drug although many still believe that it is harmless. It can cause short-term memory impairment, slowed reaction time, lung disease and infertility.

While cocaine and crack can speed up performance, their effect is short-lived. More lasting risks are short attention span, irritability and depression, seizure and heart attack.

Prescription drugs are often used to reduce stress. However, they aren't safe either unless they are taken as directed. If abused, they can lead to sluggishness or hyperactivity, impaired reflexes, addiction and brain damage.

Other drugs such as PCP, LDS, heroin, mescaline and morphine have a wide variety of negative health effects—from hallucinations and mental confusion to convulsions and death.

Summary

All students, employees, faculty and staff are strongly encouraged to help make Madison Media Institute a drug-free workplace. You can do this by learning about substance abuse (its dangers and warning signs), encouraging others to avoid substance abuse, and getting help if you need it—either for yourself or for someone you are concerned about.

2011-2012 Madison Media Institute School Calendar

Madison Media Institute reserves the right to make adjustments to this calendar.

2011 Spring Semester

February 7, 2011Classes Begin

May 22, 2011Classes End

May 23, 2011 –

June 5, 2011Semester Break

2011 Summer Semester

June 6, 2011Classes Begin

July 4, 2011 Independence Day Holiday

September 5, 2011 Labor Day Holiday

September 20, 2011.....Classes End

September 21, 2011 –

September 28, 2011.....Semester Break

2011 Fall Semester

September 29, 2011.....Classes Begin

November 24, 2011 –

November 27, 2011Thanksgiving Holiday

December 19, 2011 –

January 1, 2012 Winter Break

January 2, 2012Classes Resume

January 29, 2012.....Classes End

January 30, 2012 –

February 5, 2012Semester Break

2012 Spring Semester

February 6, 2012Classes Begin

May 20, 2012Classes End

May 21, 2012 –

June 3, 2012Semester Break



Phone: **1-800-236-4997**
Website: **www.mediainstitute.edu**

MADISON MEDIA INSTITUTE | College of Media Arts | 2702 Agriculture Drive | Madison, Wisconsin 53718

PUB: 03/2012



Madison Media Institute is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).
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