Catalog Addendum #24-01

Catalog Published October 2022

SATISFACTORY ACADEMIC PROGRESS

Students will be placed on SAP warning if they receive a failing grade in a course. They will be placed on an academic remediation plan in order to reestablish their SAP status.

FEDERAL FINANCIAL AID STUDENT ELIGIBITY

-Delete-

Register (or already be registered) with the Selective Service System, if you are a male and not currently on active duty in the U.S. Armed Forces. (Students from the Federated States of Micronesia, the Republic of the Marshall Islands and the Republic of Palau are exempt from registering; see https://sss.gov for more information.)

STUDENT RIGHTS AND RESPONSBILITIES

As a student financial aid recipient, it is your responsibility to:

-Add-

- Complete the MPN (master promissory note)
- Complete Entrance Counseling
- Complete Exit Counseling upon either withdrawing or completing the program

FINANCIAL AID PROGRAMS

- If selected for verification, a tax transcript from the prior year is required. For example, the 2022-23 uses the 2020 tax transcript.

HOW TO ENROLL

For a student to secure their seat in a program they must sign:

1) SIGN the Student Enrollment Agreement and return it to MPI.
2) PAY the $150.00 registration fee
3) PAY $ 350.00 commitment deposit (applied to tuition).

Updated December 19, 2022

Addendum 24-02 effective for all Motion Picture Production Programs beginning on or after February 20th, 2023

OVERVIEW (Credit Hour)

The Motion Picture Production Program is a certificate program comprised of twenty-two filmmaking courses that consists of 61.5 quarter credit hours spanning forty-six weeks. Students are required to take every course and maintain satisfactory academic progress and maintain good attendance. Students can expect to spend additional time outside of class to be devoted studies, homework and film productions.

SATISFACTORY ACADEMIC PROGRESS (Credit Hour)

A student's Satisfactory Academic Progress (SAP) in the program is reviewed to determine if a student is eligible to continue to the next evaluation point. SAP applies to all students regardless of whether they are receiving Title IV funds.

Evaluation period: SAP is measured at the completion of the second phase and at the end of the fourth phase of the program. The school must determine that the student has successfully completed both the credit hours and weeks of instructional time required for the period SAP is evaluated.

Length of time: To measure the length of time it takes to complete a program's requirements, all credits attempted are included in the evaluation. A student cannot attempt more than 150% of the published credits for the program of study.

	Total program academic credit hours	Maximum attempted academic credit hours allowed (150%)
Motion Picture Production Program	61.5 quarter credit hours	92.25 quarter credit hours

SAP requirements: There are two SAP requirements. One is qualitative and one is quantitative. All SAP requirements are cumulative.

Qualitative: A student must maintain a cumulative GPA of 70% or better in order to remain in school and be considered in good academic standing at each evaluation point which are at the end of the second and fourth phases. The Director of Education may permit a student to retake a failed examination or turn in make-up work. A passing grade on the retaken examination or make-up work would replace the original failed grade. The school maintains all student progress records.

If the student's cumulative GPA is below 70% at the evaluation point, the student will be placed on financial aid warning for the next SAP evaluation period. The student must raise their cumulative GPA to a 2.0 or a "C" or better by the end of the warning period. If they fail to do so financial aid eligibility is terminated. They must file an appeal with the Director of Education if they want to remain in school. After a successful appeal the student will be placed on financial aid probation and will not be eligible for additional funding.

Quantitative: Attendance is checked at each evaluation point. A student must have at least 66.67% pace of attendance at the evaluation period, or the student will be placed on financial aid warning for the next evaluation period. If the student fails to meet the 66.67% pace of attendance by the end of the warning period, financial aid eligibility is terminated. The student must file an appeal with the Director of Education if they wish to remain in school. If the appeal is approved the student will be placed on financial aid probation and will not be eligible for any additional financial aid. If a student is not a Title IV recipient, and at the time of an SAP evaluation is not meeting the minimum standards of 66.67% pace of attendance and a cumulative GPA 70% or better, they will be placed on academic warning. The student will be counseled on the risks and consequences of reaching the maximum time frame for program completion. Students not receiving Title IV funding who are in a Title IV program will be evaluated at the same time as a Title IV student.

When a student has completed the second phase and is not meeting the SAP requirement, they will be placed on financial aid warning status for the next evaluation period. A Title IV eligible student is still eligible for Federal Student Aid Title IV funding while on financial aid warning.

At end of the fourth phase, if the student is not meeting the SAP requirements the student that wishes to remain in school must appeal the unsatisfactory progress status. The appeal must be given to the School Director of Education for evaluation. If the Director of Education approves the appeal, the student would be placed on financial aid probation for the next evaluation period. Students who had been receiving Title IV funds would not receive any additional financial aid funding at this point.

MAXIMUM TIME FRAME (MTF for Credit Hour)

Students must complete the program requirements within 1.5 times the normal duration of the program in order to graduate. Students unable to complete the program within the maximum time frame will be withdrawn. Student may seek re-entry; however, they will not be eligible for student loans. Normal time frame for students is 61.5 quarter credit hours or 46 weeks, the maximum time frame is 92.25 quarter credit hours or 69 weeks.

If a course that is to be retaken is not available within the Maximum Time Frame the student will be required to withdraw and re-enroll the following program start date.

MAKEUP HOURS (Credit Hour)

Students cannot make up missed classes. Students may request to attend another cohort that is running concurrently in order satisfy attendance and avoid an absence.

ABSENCES (Credit Hour)

Absences are accrued by a student for:

1. Failing to attend a scheduled class (in-person or online).
2. Having four or more tardies in a course within a phase (see tardy policy).

Any student exceeding two excused absences in any one course will have their letter grade lowered by one full letter grade and will be advised by the Director of Education on the importance of attendance. Any student exceeding three absences will automatically fail the course and will have retake the course. Any student failing a course may be subject to termination.

ATTENDANCE MINIMUM STANDARDS (Credit Hour)

To satisfactorily complete the program and receive a Certificate of Achievement, a student must have an attendance rate (pace) of 66.67%.

ATTENDANCE (Credit Hour)

Attendance on-campus is recorded using the school's online student information system. Students must clock in before class and clock out when classes are concluded. Failure to clock in and out can result in incorrect attendance being recorded, which can delay financial aid and graduation.

Instructors also take daily attendance at the beginning of each class. Every student is expected to be ON TIME and attend ALL CLASSES and LAB sessions unless prevented by illness or emergency. Regular class attendance, lab work and participation on out-of-class film projects are the three most significant factors which promote the success of the student.

MPI maintains attendance records for students in all programs and documents students' absences from classes. ON-LINE classes require students to have video and audio turned on. Students are NOT ALLOWED TO HAVE AVATARS and must be visibly present on video. Otherwise, student will be counted as ABSENT.

GRADUATION REQUIREMENTS (Credit Hour)

Students receive a Certificate of Achievement if they have achieved a cumulative average of at least 70% or GPA of 2.0 for the program and have maintained at least a cumulative attendance rate of 66.67% (pace of completion), passed the Capstone project requirement and has met all financial responsibilities.

EVALUATION PERIODS (Credit Hour)

All students will be evaluated for academic purposes after each course (the marking period), with a formal SAP evaluation occurring at the end of the 2nd phase and at the end of the 4th phase.

Consistent with SAP requirements and described hereinafter, evaluations assess the student's qualitative and quantitative progress against the SAP standards, as well as review his or her progress against maximum time frame (MTF). At each marking period and at the official SAP evaluation point, students will be advised on their progress towards achieving SAP. MPI feels that early intervention regarding academic performance is an essential service for students to ensure their success.

PROGRAM LENGTH (Credit Hour)

The Motion Picture Production Program academic year is 61.5 quarter credit hours over 46 weeks. The Motion Picture Production program is considered part time.

HYFLEX (Credit Hour)

Students are allowed once each phase to attend a lecture a based course(s) (that is two courses if within the same day) via hyflex for course(s) in which they have if they have already accumulated three absences and cannot attend or whose attendance was impacted due to Covid.

Course Sequence

	Course#	Course Name	Hours Per Day	Days Per Week	Weeks	Qrt Credit Hours	Clock Hours	On Campus	On Line
1ST PHASE	BCS100	Basic Camera and Soimd	1	1	12	.5	12	12	0
	SCN112	Intro to Screenwriting	2	1	12	2.5	24	12	12
	DIR114	Film Directing	3	1	12	5.5	36	36	0
	CIN116	Cinematography	2	1	12	1.5	24	12	12
	PRL118	Production Lab	4	1	12	2.5	48	48	0
	EDL120	Film Editing	2	1	12	2.5	12	6	18
	PRM122	Preproduction	2	1	12	2.5	12	6	18
2nd PHASE	SCN212	Advanced Screenwriting	2	1	12	2.5	24	12	12
	DIR214	Directing Actors	4	1	12	7.5	52	28	12
	CIN216	Advanced Cinematography	2	1	12	1.5	24	12	12
	PRL218	Lighting for Film	4	1	12	3	48	48	0
	PRL219	Motion Picture Sound	2	1	12	1.5	24	12	12
	EDL220	Advanced Film Editing	2	1	12	2	24	12	12
3rd PHASE	PRL316	Camera Department	4	1	12	3	48	48	0
	PRL318	Film, Art and Design	3.5	1	12	2.5	42	42	0
	PRL319	Commercial Media Production	3.5	1	12	3	42	42	0
	PRL350	Thesis Project	3	1	12	4	36	9	27
4th PHASE	SCN312	Feature and TV Screenwriting	2	1	10	1.5	20	20	0
	DIR314	Independent Filmmaking	4	1	10	7	40	20	20
	EDL320	Intro to Visual Effects	2	1	10	2	20	6	14
	FCP400	Film Career Preparation	2	1	10	1.5	20	6	14
	FCP410	Film Business	2	1	10	1.5	20	20	0
		Totals			46	61.5	676	453	223

"*" denotes four additional hours on a Saturday allocated for students to attend a mandatory casting call.