

## **Annual Security Report**

**[Click to view DMII's Annual Security Report -](#)**

<https://dmi.edu/wp-content/uploads/2019/06/Annual-Security-Report-2019-1.pdf>

## **Biennial Review**

**[Click to view DMII's Biennial Review of the Drug and Alcohol Abuse Prevention Program](#)**-<https://dmi.edu/wp-content/uploads/2019/04/DMII-2016-2018-Biennial-Review.pdf>

## **Cancellation & Refund Policy – Institutional**

Should a student wish to withdraw after acceptance and registration, the following conditions will apply:

Three-Business-Day Cancellation: I understand that if for any reason I am unable to enter, all monies paid, including the non-refundable deposit and program fees will be refunded if requested within three business days after signing an enrollment agreement and making an initial payment.

Cancellation after the three-business day cancellation period but before commencement of classes: Not more than \$100 of the tuition and fees collected in advance of entrance shall be retained by the institution. Refunds for a student who does not begin classes shall be made within 30 days of the start of the quarter, term, or semester.

I understand that the withdrawal after commencement of classes refund policy shall be:

1. During the first week of classes, the institution shall refund at least 90% of tuition, less the registration fee, thereafter;
2. During the next three weeks of classes, the institution shall refund at least 75% of tuition, less the registration fee, thereafter;
3. During the first 25% of the course, the institution shall refund at least 55% of tuition, less the registration fee, thereafter;
4. During the second 25% of the course, the institution shall refund at least 30% of tuition, less the registration fee, thereafter;

During the third and fourth 25% of the course, the institution shall retain 100% of the stated course price. Percentages of the course completion are to be computed based on clock hours. For programs longer than one year (12 calendar months) in length, 100% of the stated program price attributable to the period beyond the first year will be refunded when the student withdraws during the prior period.

This policy has been approved by the Louisiana Board of Regents.

### **Code of Conduct for Education Loans**

The Higher Education Opportunity Act requires institutions of higher education participating in the administration of educational loan programs to develop and publish a Code of Conduct. Any Digital Media Institute at InterTech (DMII) employee or agent who has responsibilities with respect to student educational loans is required to comply with this Code of Conduct as outlined below:

1. DMII shall not enter into any revenue-sharing arrangement with any lender.
2. No employees of financial aid offices and those employees who have responsibilities with respect to education loans shall solicit or accept any gift from a lender, guarantor, or servicer of education loans. Gifts are defined as any gratuity, favor, discount, entertainment, hospitality, loan or other item having a monetary value.
3. DMII shall not for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender; or refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.
4. Though DMII does not have a preferred lender list, they may provide a list of lenders that have made loans to DMII students or parents in the past. DMII will not provide any additional information about the lender, including, for example, the percentage of loans made to students by a particular lender. DMII will make it clear that we do not endorse the lenders and provide a clear statement that the borrower can choose to use any private lender that will make loans to the borrower for attendance at DMII.

5. DMII shall not request or accept from any lender any assistance with financial aid office staffing (there are exceptions such as professional development training, providing counseling materials, debt management materials, etc. provided that the lender is disclosed on the materials).

### **College Navigator**

<https://nces.ed.gov/collegenavigator/?q=digital&s=all&id=490498>

### **Constitution Day**

Constitution day is held annually on September 17 commemorating the September 17, 1787 signing of the Constitution. If this day falls on a weekend, we would celebrate on a Friday or Monday.

### **Copyright Infringement Policies and Sanctions (Including Computer Use & File Sharing)**

Any sharing of copyrighted material without proper licensing or permission from the owner/author/software manufacturer is prohibited by law and is not condoned by Digital Media Institute at InterTech. Any students accused of copyright violation or infringement will be required to resolve matters on their own without involvement from the Institution. Additionally, all students are subject to DMII's Copyright Policy and subject to disciplinary action should those policies be violated.

#### *Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws*

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please visit <https://www.copyright.gov/help/faq/index.html>

## **Cost of Attendance**

The Digital Media Institute at InterTech calculates the cost of attendance (COA) based on the individual student Federal Student Aid non-need-based on award eligibility, the student's program, and dependency status. The remaining Federal need-based award eligibility is calculated based on the student's COA minus the EFC (expected family contribution).

Direct Costs:

1. Tuition and fees normally assessed for a student carrying the same academic workload.

Indirect Costs:

2. Transportation and miscellaneous expenses—Average of the various means of transportation and other miscellaneous expenses used by students attending the school.

Average cost of attendance of student living with parents, with no dependents for the 2019-2020 school year: \$33,778.

Average cost of attendance, all others: \$42,574.

## **Definition of Placement**

### **Definition of Placement**

DMII uses the Council on Occupational Education (COE) placement rate methodology. The COE definition of a placement is: a completer of the program (1) who is employed in their field of study or related field for which trained or (2) has entered military or decided to continue their education. Placement includes full or part-time positions with an employer or self-employment in the field of study or related field.

### **COE calculates placement rates as follows:**

Total Completers Employed in Positions Related to Field of Instruction / ((Total Completers) – (Graduate Completers Waiting To Take Licensure Exam + Graduate Completers who are Awaiting Results + Graduate Completers Unavailable for Employment + Graduate Completers Who Refused Employment))

Placement rate exemptions (categories of students which are excluded from the placement rate calculation) include: pregnancy, other serious health-related issues, caring for ill family members, death, etc. Exemptions who refused employment are completers for whom the institution has documented evidence that the completers failed to keep interview appointments, enrolled in the program of instruction strictly for personal use, or simply refused an employment offer in the field of instruction.

## **Disbursement of Books and Supplies**

Effective July 1, 2011, Section 668.164(i) of the regulations under Title IV of the Higher Education Act of 1965, as amended, requires that a school provide a way for a Federal Pell Grant eligible student to obtain or purchase required books and supplies by the seventh day of a payment period under certain conditions if the student were to have a Title IV credit balance. To satisfy that requirement, DMII provides all required books and supplies to students, which are included in the fees.

Students may choose to opt out of this method and obtain books and supplies on their own. To do so the students will need to notify the Business Office prior to the start of the term.

## **Drug & Alcohol Abuse Prevention Program**

The passage of the Drug-Free Schools and Communities Act Amendments has placed requirements on institutions of higher education to develop policies and to provide information to students on drug and alcohol abuse.

The Digital Media Institute at InterTech engages in a comprehensive approach to reduce high-risk alcohol use and drug abuse. DMII will annually make available to each student and employee the following via the student handbook, employee manual, and online consumer information:

- Standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students, faculty or staff on DMII property or as part of any DMII activities.
- Information on the health risks associated with drug and alcohol abuse.
- Descriptions of applicable sanctions under state, local, and federal law.
- Description of available counseling, treatment, or rehabilitation programs.

DMII collaborates with civil authorities and abides by all state, federal and local laws pertaining to drugs and alcohol and will enforce underage drinking and possession laws.

The impairment of students or employees while at work is a violation and will result in disciplinary action. When there is a violation of this policy DMII will notify proper authorities once investigated and reviewed by DMII's Executive Director.

These policies support DMII's commitment to providing a safe and healthy living and learning environment on campus.

### **Educational Sanctions**

Sanctions are designed to foster an environment that reduces the risk of drinking and promotes responsible behavior while holding individuals accountable for their choices. The Executive Director will consider prior conduct record, mitigating circumstances, alcohol abuse issues, and high-risk drinking factors in determining the appropriate course of action, to best educate the student(s) while maintaining community standards when assigning sanctions. Sanctions range from student reprimand, disciplinary probation, or

suspension/expulsion from DMII for more serious and/or persistent violators. In addition to the administrative sanctions previously listed, sanctions generally also include an educational component (i.e. SBIRT- Screening, Brief Intervention, and Referral to Treatment). SBIRT is an evidence-based practice used to identify, reduce, and prevent problematic use, abuse, and dependence on alcohol and illicit drugs. Parents are notified of the alcohol related offense for students under the age of 21 after the case has been adjudicated.

### Legal Sanctions

In Louisiana, it is unlawful to produce, manufacture, distribute, dispense, or possess illegal drugs. The most common illegal drugs on college campuses are marijuana, opium derivatives, hallucinogens, depressants, cocaine, cocaine derivatives, and amphetamines. The Criminal Code of Louisiana carries specific penalties for the possession and use of illegal drugs. Louisiana Revised Statute 40:891.3, Violation of Uniform Controlled Dangerous Substances Law; Drug Free Zone, states that any person who violates a provision of the Uniform Controlled Dangerous Substances Law (Louisiana Revised Statute 40:966 through 970) while on any property used for school purposes by any school, within two thousand feet of any such property, or while on a school bus, shall, upon conviction, be punished by the imposition of the maximum fine and be imprisoned for not more than one and one-half times the longest term of imprisonment authorized by the applicable revisions of R.S. 40:966 through 970 of the Uniform Controlled Dangerous Substances Law.

It is also unlawful in Louisiana for anyone under 21 years of age to purchase or possess any alcoholic beverages for any reason, in any place open to the public. Exceptions occur when the alcohol is possessed or consumed for the following reasons: for established religious purposes; for medical purposes when prescribed by a licensed authority; when an 18-20-year-old is accompanied by a parent, spouse, or legal guardian at least 21 years of age; in private residences or private clubs or establishments when lawfully employed by a licensed enterprise for the lawful sale, handling, transport or dispensing of alcohol beverages. In accordance with Louisiana Revised Statute 14:98, Operating a Vehicle While Intoxicated, driving under the influence of alcohol is illegal in Louisiana, and anyone with a blood alcohol concentration of .08 or above will be charged with driving while intoxicated (DWI) or driving under the influence (DUI).

### Federal Law

According to federal laws, a person convicted of certain misdemeanor or felony offenses may forfeit certain civil rights, including his/her right to vote, hold public office, purchase or possess firearms, or obtain or maintain certain licenses for a specified period.

21 U. S. C. 841 makes it a crime (a) to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance; or (b) to create, distribute, or dispense, or possess with intent to distribute or dispense, a counterfeit substance.

Possession of a controlled substance is defined in 21 U.S. C. 844(a) is defined as knowingly or intentionally possesses a controlled substance unless such substance was obtained directly or pursuant to a valid prescription or order, from a practitioner. Possession is punishable by up to 1-year imprisonment and/or a minimum fine of \$1,000. Possession of Flunitrazepam (also known as Rohypnol) may be punishable by up to 3 years imprisonment.

The Controlled Substances Act (CSA) places all substances which are in some manner regulated into one of five schedules. The CSA provides penalties for unlawful manufacturing, distribution, and dispensing of controlled substances.

The U. S. Code establishes and authorizes the U. S. Attorney General to revise as needed, classifications of controlled substances. Schedule I is comprised essentially of “street drugs” and Schedule V is comprised of drugs with a “low potential for abuse” when compared with drugs in schedules I-IV. Examples of Schedule I drugs are heroin and marijuana. PCP, for example, is a Schedule II drug. Amphetamine is a Schedule III drug, while Barbitol is a Schedule IV drug. An example of a Schedule V drug would be a prescription medication with not more than 200 mg. of codeine per 100 grams.

The penalties are determined by the schedule of the drug or other substance, and sometimes are specified by drug name, as in the case of marijuana. Penalties for first offenses include a fine up to \$10 million and/or a prison term up to life, but no less than 1 year.

For the Drug Enforcement Agency’s complete list of Federal Trafficking Penalties for Schedules I-V, please see: <https://ifap.ed.gov/regcomps/attachments/86a.pdf>

#### Health Risks Associated with the Use of Alcohol and Other Drugs

Effects of Alcohol Abuse: Alcohol consumption causes several marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the risk that the driver will be involved in an accident. Poor decisions and aggressive acts such as sexual assault are commonly associated with alcohol use. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to problem solve, to process information and to remember information. Very high doses cause respiratory depression and death. Repeated, long-term use of alcohol can lead to physical dependence.

Sudden cessation of alcohol intake in chronic users is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and seizures. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome.

#### Effects of Other Drugs

The National Institute on Drug Abuse website at <http://www.drugabuse.gov/> features a page on the health effects of many drugs. To assist the public in keeping current on drug related issues, the NIDA website also features a page on emerging drugs.

Marijuana: Marijuana and related compounds are usually used for their “relaxation” effects or to produce an altered sense of reality, a “high.” In higher doses, marijuana can increase anxiety due to interaction with brain receptors for cannabis. Marijuana can put the user at increased risk for development of major psychiatric disorders that may include psychosis, altering the lives of individuals significantly.

Cocaine/Crack: All forms of cocaine are highly addictive, producing a habit that is extremely difficult to stop. In some individuals, cocaine may produce fatal cardiac

rhythm disturbances. Chronic cocaine use negatively affects concentration and memory.

Amphetamines: These are very addictive and may produce psychotic and violent behaviors.

Ecstasy or MDMA is a drug of the phenethylamine and amphetamine class. These drugs can cause fatal cardiac arrhythmias or lead to severe mood dysregulation and psychosis.

LSD and PCP (hallucinogens): These drugs can result in very poor decision making which can lead to accident or death. They can cause psychosis in some individuals. PCP is notable for the effects on mood, potentially leading to severe agitation and aggression. Individuals with a PCP psychosis can be aggressive and full of rage, increasing risk of danger both to the individual and those in the environment. The negative effects of PCP may continue after the drug is out of the system.

Heroin (narcotic): These are among some of the most addictive substances known. Withdrawal can produce seizures or even coma. Overdose is common and can result in death. Needle-drug users are in a high-risk group for infection with human immunodeficiency virus, the precursor of AIDS.

Prescription Drugs: Many medications and prescribed drugs have the potential for abuse. Those listed below are some of the most abused, addictive and dangerous.

Adderall, Concerta, Ritalin, etc. are stimulants and controlled by the Drug Enforcement Agency (DEA). The risk from misuse of these drugs ranges from lack of sleep and weight loss to the more severe risk of psychosis with severely disorganized thinking. For individuals abusing these stimulants, abrupt withdrawal may lead to significant mood changes including severe depression with a risk of self-harm.

Codeine, Hydrocodone, and Oxycodone are medications that are prescribed for severe pain. Addiction to pain medications is common and withdrawal can be very difficult to manage.

Xanax, Valium, and other benzodiazepine drugs are prescribed for acute anxiety and panic attacks. Symptoms associated with withdrawal from these drugs can be severe and include seizures.

### Substance Abuse Assessment and Treatment

When DMII becomes aware of a student's alcohol abuse or drug use it interferes with the goal of protecting the health of the student and the community. Students may be required to complete a substance abuse assessment. This assessment must be conducted by a mental health professional who is an addictions specialist. It is recommended that the student consult with DMII staff when finding a provider.

### *Drug & Alcohol Abuse Prevention Procedure*

Responsibilities:

Administrative Assistant & Financial Aid Liaison

- Place orders for any promotional materials at least one month prior to student orientation.
- Presents information to students and employee during orientation.



-Maintains the sign in sheet.

Executive Director

-Ensures that materials are presented annually during student orientation and to all employees.

Substance Abuse Assessment and Treatment

When DMII becomes aware of a student's alcohol abuse or drug use it interferes with the goal of protecting the health of the student and the community. Students may be required to complete a substance abuse assessment. This assessment must be conducted by a mental health professional who is an addictions specialist. It is recommended that the student consult with DMII staff when finding a provider.

**AI-Anon General Information, 318-683-1399 (for family/friends of those with addiction)**

**Council on Alcoholism and Drug Abuse of Northwest Louisiana, 318-228-2882 (Information and treatment for adults and children)**

**Alcoholics Anonymous, 318-865-2172**

**NW Regional Center for Addictive Disorders 318-632-2040 (Information and treatment for adults and children)**

**North Louisiana Area Narcotics Anonymous 800-624-9776 (24-hour helpline)**  
**Substance Abuse and Mental Health Services Administration**

## **Educational Programs**

### **Animation, Visual Effects, and Interactive Content 1-Year**

#### **Program: 1,030 Hours**

The Animation, Visual Effects and Interactive Content (AVEI) Program is a one-year, full time program for students who want to work in film, TV or gaming. Students will learn to create advanced digital media content and both 3D and advanced 2D graphics are covered. The areas of 3D modeling, texturing, animation, motion capture, film technology, digital compositing and editing are some of the core skills taught in this program while using latest state-of-the-art technology that you would see in a typical studio environment. Students who complete the program will have a complete demo reel and group capstone project to show prospective employers after graduation.

The AVEI Program is split into two terms, 3D and 2D, and students can enter the program at the beginning of either section. 3D Components include: 3D Modeling, Lighting, Game Assets, Animation, Motion Capture, and a 3D Final Project. 2D Components include: Compositing,

Rotoscoping, Match Moving & 3D integration, and a 2D Final Project. Students spend 6 weeks, about 150 hours in each of the two final projects. These projects simulate the industry as students work together to make a short film that replicates the workflow found in a studio environment. These group projects along with individual projects throughout the year will be impressive material for graduates to show off their skills to employers. This program currently runs during the day from 9:00a.m. to 3:00 p.m. Monday-Friday.

## **Greg Nelson**

AVEI Instructor

When you come by the school, Greg is the one teaching the classes on Animation, Visual Effects and Interactive Content. He writes curriculum based on his 20+ years of experience in the film and television industry.

Greg graduated with a degree in Journalism from Cal Poly State University in San Luis Obispo, CA. He has been with the DMII since the beginning and thoroughly enjoys watching his students truly “get it.”

## **Interactive Software Design 1-Year**

### **Program: 1024 Hours**

This game development program at the Digital Media Institute at InterTech is an intensive, cutting edge training and development experience. It gives students a year-long, immersive and project driven curriculum that is rooted in a hands on, learn by doing approach. Students that wish to learn the skills necessary to create gaming environments, 3D assets, game theory, and authoring will complete the program with the technical skills and proficiency that will leave them ready to work. This program focuses on the C# language in visual studio and the Unity Game Engine.

Students spend 350 hour or about 14 weeks on term projects. These projects simulate the industry as students work together to create playable video game demos in for mobile, desktop and browser settings. These group projects along with individual projects throughout the year will be impressive material for graduates to show off their skills to employers. This program is currently in the evenings from 5:30-11:00 p.m. Monday-Friday.

## **Nolan Baker**

ISD Instructor

Nolan is a software engineer and Shreveport native with 7 years of professional programming experience including a 3-year stint at Moonbot Interactive where he worked on award winning titles like The Fantastic Flying Books of Mr. Morris Lessmore (a favorite amongst orangutans), The Numberlys, and Chipotle's The Scarecrow. Nolan is also the founder of Shreveport Arcade – an indie game dev studio and arcade machine manufacturer bent on expanding the local game development community. He received his B.S. in Mathematics from Centenary in 2010 and joined DMII in 2016 as an instructor of programming and interactive development.

## **Facilities and Services Available to DMII Students with Disabilities**

DMII does not discriminate against students and applicants based on disability. For purposes of reasonable accommodation, a student or applicant with a disability is a person who has learning, physical or psychological impairment which limits one or more major life activities. DMII is committed to providing reasonable academic accommodations for students with disabilities.

### **Procedures:**

1. Prior to acceptance to the program, it is the student's obligation to inform the DMII administration of any condition that would inhibit the student's ability to successfully participate in and or limit the student's potential for success in the program so that reasonable accommodations can be made.
2. It is the responsibility of the student to provide appropriate documentation of their disability to the Executive Director during the enrollment process.
3. For students with a learning disability, a current college level IEP (Individual Learning Plan) must be submitted.
4. Given the specific nature of the disability, reasonable academic accommodations will be determined on an individual basis.

## **FERPA**

In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), Federal law protects the privacy of student education records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The Digital Media Institute at InterTech respects the right to student's privacy and will not allow disclosure of any individual records; educational or otherwise, without the written consent of a student. This consent is valid through the student's enrollment at the Digital Media Institute at InterTech and thereafter but may be modified by the student at any time upon request.

**<https://dmi.edu/wp-content/uploads/2018/04/FERPA-Form.pdf>**

DMII will provide a paper FERPA form upon request

Additional information on FERPA for students can be found at <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

## **Financial Assistance Available at DMII**

### ***Eligibility for Federal Student Aid***

To be eligible to receive federal student aid, you must:

- Be a citizen or eligible noncitizen of the United States.
- Have a valid Social Security Number
- Have a high school diploma or a General Education Development (GED) certificate or have completed homeschooling.
- Be enrolled in an eligible program as a regular student seeking a degree or certificate.
- Maintain satisfactory academic progress.
- Not owe a refund on a federal student grant or be in default on a federal student loan.
- 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.
- Not have a conviction for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid (such as grants, work-study, or loans).

Many types of federal student aid, such as the Federal Pell Grant or subsidized loans where the government pays the interest while you are in college, also require you to have financial need. Additionally, once you have a bachelor's degree or a first professional degree, you are generally not eligible for Pell.

### ***How to Apply for Federal Student Aid***

To apply for federal student aid, such as federal grants and loans, you need to complete the *FAFSA* at [studentaid.ed.gov/sa/fafsa](http://studentaid.ed.gov/sa/fafsa). Once you apply and select DMII's school code (042605) then we should receive your information within the next 5 business days.

The Financial Aid Office will then check the following:

- That the student is not in default
- If selected for Verification, have the student submit all required documents.
- That the student completed entrance counseling (if applicable)
- That the student has completed all enrollment documents.

### ***Eligibility for School based aid***

DMII offers internal scholarships for those who submit a portfolio. DMII also offers an additional Scholarship for Worthy Students. DMII will review student aid reports generated by the Free Application for Federal Student Aid (FAFSA) and will award scholarships to applicants with an Expected Family Contribution (EFC) of zero, and who qualify for dependent status.

Dependents are typically aged 18 to 23, single and not supporting other dependents, although there are various exceptions for other circumstances. Additionally, applicants must meet academic standards including a minimum high school GPA of 2.0, an ACT score of 16 and achieve a 75% or 85% on the ISD or AVEI placement exams, respectively.

### ***Eligibility for State Based Aid***

DMII maintains Louisiana state approval with the Louisiana Board of Regents to operate as a post-secondary school.

Administrative staff work with the Executive Director to submit necessary documents to the Board of Regents by July 27 of each year.

State based aid includes TOPS (Taylor Opportunity Program for Students). To qualify for this award, you should first fill out your FAFSA. If you choose not to fill out the FAFSA, please contact the financial aid office on how to apply.

### ***Entrance Counseling***

Entrance Counseling is required before you can receive your first Direct Loan. DMII requires that all incoming students that plan to take out a Direct Subsidized, Unsubsidized or PLUS loan complete entrance counseling online at [www.studentloans.gov](http://www.studentloans.gov). Documents will be available for the Financial Aid Office to review, upon completion of the counseling.

The Financial Aid Office corresponds with the student and makes sure they do their counseling and prints out documentation that it is complete. Documentation is kept in the student's file. The direct link to online Entrance Counseling is <https://studentaid.ed.gov/sa/fafsa/next-steps/entrance-counseling>.

### ***Exit Counseling***

Exit counseling provides important information to prepare you to repay your federal student loan(s). If you have received a subsidized, unsubsidized or PLUS loan under the Direct Loan Program or the FFEL Program, you must complete exit counseling each time you:

- Drop below half-time enrollment
- Graduate
- Leave school

You can complete Exit Counseling at [www.studentloans.gov](http://www.studentloans.gov). The Financial Aid Office will remind you to complete your Exit counseling prior to graduation, or at the time you choose to leave school. The direct link to online Exit Counseling is:

<https://studentloans.gov/myDirectLoan/counselingInstructions.action?counselingType=exit>.

Documents will be available for the Financial Aid Office to review, upon completion of the counseling and will be kept in the student's folder

### **Who do I speak with regarding financial aid?**

You can contact the Financial Aid Office at 318-213-0164 or email Elizabeth Simons at [esimons@dmi.edu](mailto:esimons@dmi.edu).

## **Gainful Employment**

### **Animation, Visual Effects and Interactive Content Certificate Program**

#### **Program Length: 1 year**

#### **Students graduating on time**

#### **N/A\* of Title IV students complete the program within 1 year**

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

#### **Program Costs\***

**\$27,730** for tuition and fees

**\$0** for books and supplies

#### **Other Costs**

**[Visit website for more program cost information](#)**

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

#### **Students Borrowing Money**

#### **The typical graduate leaves with**

#### **N/A\* in debt**

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### **The typical monthly loan payment**

#### **N/A\* per month in student loans with an interest rate of N/A\*.**

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**Graduates who got jobs: 100%** of program graduates got jobs according to the [Council on Occupational Education job placement rate](#)

Program graduates are employed in the following fields:

[Multimedia Artists and Animators](#)

Multimedia Artists and Animators: <https://onetonline.org/link/summary/27-1014.00>

Licensure Requirements: This program has no licensure requirements in any state

## **Interactive Software Development Certificate Program Program**

**Length: 1 year**

### **Students graduating on time**

**N/A\* of Title IV students complete the program within 1 year**

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

### **Program Costs:**

\$27,730 for tuition and fees

\$0 for books and supplies

[Other Costs](#)

[Visit website for more program cost information](#)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

### **Students Borrowing Money**

**The typical graduate leaves with**

**N/A\* in debt**

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### **The typical monthly loan payment**

**N/A\* per month in student loans with an interest rate of N/A\*.**

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### **Graduates who got jobs**

**80% of program graduates got jobs according to the Council on Occupational Education job placement rate**

**Program graduates are employed in the following fields:**

[Computer Programmers](#)

This program has no licensure requirements in any state.

## **Job Placement**

DMII provides each student with training & coaching for employment. However, there is no guarantee of placement. The Executive Director and Instructors provide guidance and assistance to students for placement and follow up. Graduates of DMII have been placed in some of the following areas:

- Architectural Visualization
- Animation
- Motion Graphics
- Post- Production/ Visual Effects
- Game Design
- Virtual Reality (VR) Software Design
- On- Air TV Graphics
- VR Animation
- Digital Sign Graphics
- Augmented Reality (AR) Development

## **National Student Loan Data System**

DMII is required to inform all students, potential students, or parents of students that enter into an agreement regarding a Title IV Loan, that their loan will be submitted to the National Student Loan Data System (NSLDS) and will be accessible by lenders, guaranty agencies and schools determined to be authorized users of the data system.

## **Non-Discriminatory Policy**

It is the DMII policy to abide by all laws pertaining to non-exclusionary practices and to not discriminate against any student because of race, color, religion, age, sex, gender, gender identity, national origin, ancestry, citizenship, sexual preference, sexual orientation, mental or physical disability, medical condition, union or nonunion affiliation, marital status, veteran status, or any other basis protected by federal, state or local law or ordinance in admission to, participation in, or receipt of the services and benefits under any of its programs and activities, whether carried out by DMII directly or through a contractor or any other entity with which DMII arranges to carry out its programs and activities.

Further, it is the policy of the school that students not discriminate against each other or faculty based on the above listed factors.

DMII is an equal opportunity educator. It is expected that every student and faculty member will be treated with respect and professionalism. The school will not tolerate harassment of individuals for any reason including, but not limited to, harassment based upon race, color, religion, age, sex, gender, gender identity, national origin, ancestry, citizenship, sexual



preference, sexual orientation, mental or physical disability, medical condition, union or nonunion affiliation, marital status, veteran status, or any other basis protected by federal, state or local law or ordinance.

The DMII is committed to equal access for all students and to providing an environment in which learning is done in a comfortable and welcoming space.

These statements are in accordance with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Regulations of the U.S. Department of Health and Human Services issued pursuant to these statutes at Title 45 Code of Federal Regulations Parts 80, 84, and 91. Prior to acceptance to

the program, it is the student's obligation to inform the DMII administration of any condition that would inhibit the student's ability to successfully participate in and or limit the student's potential for success in the program so that reasonable accommodations can be made.

## **Policy on the Transfer of Students and Credits**

The Digital Media Institute at InterTech is a private institution and reserves the right to be selective in its choice of students for enrollment. Because of our unique curriculum and model, DMII does not take academic credits from other institutions. DMII will however allow advanced placement to students who have completed an official certification from a software vendor in a computer graphics package (current list is available on our website) that is used in the program they are applying to.

### **Transfer of credits within DMII**

Once a student has begun the *Animation, Visual Effects & Interactive Content* program or *Interactive Software Development* program, they are expected to stay with that program for its entirety. In the event that a student wishes to transfer from one program to another, he or she must do so prior to the end of the first week of classes. In the event there is not an available section the student may join the next available class. After one week, the student must wait to enter until the next session of transfer target program is available. DMII does not permit transfers of credits between programs internally.

### **Enrolling in consecutive programs**

If a student decides to take both programs consecutively, they are exempt from taking the online assessment for the second program, but no credits or other exemptions will be allowed, and the student must have completed successfully and be in good standing.

### **Transfer of credits from DMII to other institutions**

DMII makes no representation whatsoever concerning the transferability of any credits earned at the school to another institution. Do to the unique nature of the programs at DMII it is unlikely that any credits earned will be transferrable to or accepted by another postsecondary institution.

Decisions concerning the acceptance of credits earned in any program taken at DMII are made at the discretion of the receiving institution. The student must contact the registrar of the receiving institution to determine what credits earned at the school, if any, that institution will accept.

## **Retention & Graduation Rates**

DMII is required to make available to all prospective and enrolled students' retention and graduation rates of first time, full-time undergraduate students. Disaggregated rates are not included as the number of students in each group is not enough to yield statistically reliable information.

Retention Rate: 100%

Total Completers within 150% / Adjusted Cohort: 100%

## **School Accreditation & Approval**

The Digital Media Institute at InterTech was awarded National Accreditation by the Council on Occupational Education (COE) in June 2017 and adheres to the rules, regulations and standards of quality of the Commission.

The Digital Media Institute at InterTech is licensed by the Louisiana Board of Regents (BoR) and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission.

### **Administrative staff work with the Executive Director to:**

- Submit all documents for new employees and new program approvals;
- Submit all documents needed for reporting information, including:
- Completion, Placement and Licensure data (CPL) and graduation data to COE
- Auditing data to COE, BoR, and ED

## **School Catalog**

<https://dmi.edu/wp-content/uploads/2019/06/STUDENT-HANDBOOK-V5.5.pdf>

## **State Grant Assistance**

State based aid includes TOPS (Taylor Opportunity Program for Students). To qualify for this award, you should first fill out your FAFSA. If you choose not to fill out the FAFSA, please contact the financial aid office on how to apply.

## **Student Body Diversity**

DMII regularly reports information on the diversity of the student body to the Integrated Postsecondary Education Data System (IPEDS). You can also visit the IPEDS College Navigator website directly by [clicking here](#).

## **Fall 2017 Enrollment**

### **Gender**

50% Male

50% Female

### **Race/Ethnicity Overall**

50% White

21% Black or African American

7% Hispanic

22% Unknown

### **Pell Grant Recipients**

35% of students have received a Pell Grant

**[Student Loan Information](https://studentaid.ed.gov/sa/types/loans)** <https://studentaid.ed.gov/sa/types/loans>

## **Voter Registration**

**Arkansas** - <https://www.sos.arkansas.gov/elections/voter-information/voter-registration-information>

**Louisiana** - <https://www.sos.la.gov/ElectionsAndVoting/Pages/OnlineVoterRegistration.aspx?>

**Texas** - <https://www.sos.state.tx.us/elections/voter/reqvr.shtml>

## **Withdrawal and Return of Title IV Funds (R2T4) Financial Aid Policy**

**DMII Withdrawal Policy** - [https://dmi.edu/wp-content/uploads/2018/04/Withdrawal\\_and\\_Return\\_Title\\_IV\\_R2T4\\_Policy.pdf](https://dmi.edu/wp-content/uploads/2018/04/Withdrawal_and_Return_Title_IV_R2T4_Policy.pdf)

## Digital Media Institute at InterTech Clery Act Annual Security Report

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires postsecondary institutions to disclose the number of instances in which specific types of crimes have occurred on campus property and public property in the surrounding area. This report is prepared by Digital Media Institute at InterTech (DMII) Staff in cooperation with local law enforcement agencies. In compliance with this law, the following reflects this institution's crime statistics for the period between 1/1/2016 and 12/31/2018.

See below map which includes our Clery geography:



**Note:** In complying with the crime statistical reporting requirements, the DMII provides a map to current and prospective students and employees that depict its campus.

**The following criminal offenses, published each year and must be report no later than October 1 of each year, include any crime statistics that occurred on campus during the previous three calendar year periods.**

## Report Distribution Date: July 1, 2019

**Occurrences within the 2016, 2017 and 2018 Calendar Years**

Crimes Reported	2016	2017	2018	Location: C=Campus N=Non-campus P=Public Area
<b>Criminal Offense</b>				
Murder (Includes non-negligent manslaughter)	0	0	0	
Negligent manslaughter	0	0	0	
Robbery	0	0	0	
Aggravated assaults	0	0	0	
Burglaries	0	0	0	
Motor Vehicle Thefts (on Campus)	0	0	0	
Arson	0	0	0	
Larceny - Theft	0	0	0	
Simple Assault	0	0	0	
Intimidation	0	0	0	
Destruction/Damage /Vandalism of property	0	0	0	
Any other Crime involving bodily injury	0	0	0	
<b>Sex Offenses</b>				
Sex offenses - forcible	0	0	0	
Sex offenses - non-forcible	0	0	0	
Rape & Forcible Foundling	0	0	0	
Domestic violence	0	0	0	
Dating violence	0	0	0	
Stalking (including cyber-stalking)	0	0	0	
Gender Identity	0	0	0	
<b>Arrests</b>				
Illegal Weapons Possession	0	0	0	
Drug Laws	0	0	0	
Liquor Laws	0	0	0	
Simple Assault	0	0	0	

**\*The above statistics were compiled by the Shreveport Police Department for offenses and arrests at the location of the campus and adjacent blocks.**

## Hate Offenses:

The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

### Contact Information:

Office Responsible to provide a copy of the Campus Security information	John Miralles, Executive Director; or Elizabeth Simons, Marketing & Communications Liaison
Who to contact to report an incident at the Institution	John Miralles, Executive Director

### Violence against Women – Definitions of:

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

1. "Domestic violence" means a "felony or misdemeanor crime of violence committed by—
  - A current or former spouse or intimate partner of the victim,
  - A person with whom the victim shares a child in common,
  - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
  - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under the VAWA],
  - Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction"
  -
2. "Dating violence" means "violence committed by a person –
  - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - The length of the relationship;
    - The type of the relationship; and
    - The frequency of interactions between the person involved in the relationship."
3. "Stalking" means "engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
  - Fear for his or her safety or the safety of others; or

- Suffer substantial emotional distress.”

**If you believe you are a victim of any of these situations you can and should seek out help and assistance from the following agencies:**

**Contact Information:**

Who to contact to report an incident at the Institution	John Miralles, Executive Director
Local Law enforcement agency to report an incident that occurred off campus	Shreveport Police Department
List agencies and contacts in your local area that can provide assistance to anyone who believes they are a victim and might need assistance.	Louisiana Coalition Against Domestic Violence <a href="http://lcadv.org/">http://lcadv.org/</a> 1-888-411-1333  Louisiana Foundation Against Sexual Assault <a href="http://www.LAFASA.org">www.LAFASA.org</a> 888-995-7273

**Sexual Assault Education & Prevention Programs**

DMII educates the student community about sexual assaults and date rape through permanent links on the website to sexual assault and violence prevention programs. If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment and report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Sexual assaults on campus should be reported immediately to the Executive Director, who will report it to (911) emergency and police units. DMII has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest. Though DMII does not have on-campus counseling services, we recommend that victims of sexual assault contact either the Louisiana Coalition for Domestic Violence (1-888-411-1333) or the Louisiana Foundation Against Sexual Assault (888-995-7273). DMII is obligated to comply with a student’s request for reasonable accommodation with their academic status following an alleged sex offense.

**Procedures for Campus Disciplinary Action**

- 1) Both the accuser and the accused are required to meet with the Executive Director. Both parties are entitled to the same opportunities to have others present during this meeting.
- 2) DMII has a zero-tolerance policy for sex offenses, and violation by students or employees could result in expulsion, termination and/or arrest.
- 3) Both the accuser and the accused will be informed of the any disciplinary actions that is

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brought alleging a sex offense. This information only includes the final determination and any sanction imposed against the accused.

## **Advising the Campus Community about Sex Offenders**

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, DMII is providing a link to the Louisiana State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. Any person who uses information contained in or accessed through the Louisiana State Police Sex Offender and Child Predator Registry Website to threaten, intimidate, or harass any individual, including registrants or family members, or who otherwise misuses this information, may be subject to criminal prosecution or civil liability. The Louisiana State Police is responsible for maintaining this registry. Follow the link below to access the Louisiana State Police website.  
<http://www.lsp.org/socpr/default.html>

### **General Information:**

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the Executive Director and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).
2. All students and employees are required to report any crime or emergency to the Executive Director in a timely manner (if the ED is not available then report to any DMII Administrative Staff member and they will reach out to the ED on your behalf).
3. If you are the victim of a crime and do not want to pursue action within the school or the criminal justice system, you may still want to consider making a confidential report. DMII Staff will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to without signature. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. If the student wishes not to maintain confidentiality, the student will contact his/her instructor or administrative staff member who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).



4. Upon written request, DMII must disclose to the alleged victim of a crime of violence, or a non- forcible sex offense, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, DMII will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.
5. All reports will be investigated. DMII does not employ Pastoral or Professional Counselors for voluntary, confidential reporting of crime statistics. All crimes will be included in DMII's annual crime statistics, even if a confidential report is made to DMII Staff. Violations of the law will be referred to law enforcement agencies. When a potentially dangerous threat to the DMII community arises, timely reports or warnings will be issued through e-mail, text message and in-class announcements.
6. Only students, employees and other tenants of the InterTech 1 building should be on institutional property. The building is secured 24 hours a day and is only accessible via a key card. Staff, faculty, and students must carry their keycard, which also acts as an ID badge, at all times. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building.
7. Current policies concerning campus law enforcement are as follows:
  - a) As DMII does not have law enforcement officials directly on campus, employees shall contact their immediate supervisor to report any criminal action or emergency to the appropriate agency by calling Ochsner Health Police at 676-6165 or dial 911. If possible, in the interim, DMII staff shall attempt to non-violently deal with the crime or emergency. Individual discretion must be used, as undue risk should not be taken.
  - b) The InterTech 1 building does have an MOU with Ochsner Health Police for security purposes. Students and employees of DMII are encouraged to report any criminal activity to University Police in a timely manner.
8. Though DMII does not offer regularly scheduled crime awareness or prevention programs, students and employees are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
  - a) Do not leave personal property in the classroom or flex lab.
  - b) Report any suspicious persons to a school official.
  - c) If you are waiting for a ride, wait within sight of other people.

- d) The “*Clery Act Annual Security Report*” is available upon request to students, employees (staff and faculty) and prospective students.
  - e) DMII has no formal program that disseminates this information. All information is available on request.
9. DMII does not offer regularly scheduled crime awareness or prevention programs, other than orientation, where all the institution’s policies and regulations are properly disclosed to students.
  10. Ochsner Health Police do not provide law enforcement service to any activities off-campus criminal activity recognized at any DMII activity or event off campus will be dealt with by the local police authority.
  11. DMII does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
  12. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
  13. Information concerning drug and alcohol abuse education can be found on the Council on Alcohol & Drug Abuse of Northwest LA’s website at <https://cadanwla.org/>.
  14. DMII encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the Executive Director.

Please note that any emergency that requires immediate attention should not be waited upon on to report to the school’s Executive Director but rather contact the appropriate agency by calling (911).

## ***GENERAL EMERGENCY PROCEDURES***

### **Who to Contact**

In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, employees and students are authorized make an emergency call to 911. Instructors and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Executive Director should be notified of the threat.

## **Medical Attention**

Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

## ***PERSONAL RESPONSIBILITY FOR SAFETY***

Common sense should always be used when dealing with questionable or dangerous situations. Each person is responsible for the following:

### **Individual Responsibility**

Follow all safety procedures as outlined in the Student Handbook. Let your Instructor or an Administrative Staff member know of any condition which might cause injury to any person or property.

Any injuries (to any extent) or damage to property shall be reported immediately to the Executive Director.

If anyone observes another who is about to endanger themselves, another person, or property at DMII they should intervene immediately in such a way as to not endanger themselves.

DMII is a drug and alcohol-free work environment. This policy is limited to substances banned by law and does not extend to medically prescribed substances, with the exception of instances in which the prescribed medication impairs the student's ability to perform in class. There is a no tolerance policy for illegal drugs and alcohol. Any student who violates this policy on campus or comes to class impaired will be expelled from the program.

### **Accident Investigation and Reporting**

All accidents and injuries regarding DMII students or employees must be reported appropriately.

Employees shall report any accidents and injuries to their supervisor, and students should report to their Instructor or the Executive Director.

Employee injuries will be reported to the Human Resources Administrator, who will complete the incident report form and make arrangements for medical treatment and drug testing if necessary.

Incidents involving building properties shall be reported immediately to the Executive Director who will document all information and provide a written report to the HR Administrator. The HR Administrator will determine if reporting to the Insurance Carrier is required.

The Facilities Manager will be notified if investigation is required or if the conditions require evaluation for correction of damage or repairs.

All incidents, accidents and injuries should also be reported to the Facility Maintenance Department.

### **Weapons**

It is not permitted to carry firearms or knives with blades longer than four inches on campus. Other weapons, such as explosives or fireworks, also are prohibited on school property. Any student who violates this policy will be expelled from the program.

### **Fire Safety**

The InterTech 1 building has fire safety protection for all occupants by means of fire detection and extinguishing systems.

Detection devices will activate upon recognition of heat or smoke in the facility.

Upon detection of heat or smoke indicating a fire or related incident in progress, the following processes will occur:

- a. Audible and visual warning devices will activate on the floor location of the incident and floors above and below the location.
- b. HVAC systems will automatically contain and exhaust smoke from the affected locations. Stairwell exhaust fans will activate to assist in smoke evacuation.
- c. Ochsner Health Police Department, the Shreveport Fire Department, and Facility Maintenance staff will automatically receive notification of alarm and will respond to the incident.
- d. Elevators will automatically return to the ground floor level.
- e. Evacuation and firefighting will be directed by the Shreveport Fire Department.

The fire detection and extinguishing systems are supplied by emergency power. All systems are inspected and certified annually for proper operation.

Fire extinguishers are located strategically throughout InterTech 1. Fire exit signs identify the location of stairwells and emergency exits.

### **First Aid**

First aid kits are located in the classroom, the main office and in the studio. If you feel like you need medical attention that cannot be handled with items in the first aid kit, please inform DMII Administrative Staff as soon as possible.

## ***SEVERE WEATHER***

### **Tornado**

If (in the judgment of the Executive Director) the threat of danger to the school or surrounding area warrants it, the following actions may be taken:

- Students and employees will assemble into interior hallways and away from glass windows, doors and partitions.
- Everyone should remain in these areas until the threat of danger has past.

### **Flooding**

Because of the elevation of the school, DMII is not likely to flood. However, during periods of flooding, the Executive Director will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

### **Ice and Snow**

In the event that ice and/or snow may make travel dangerous, the Executive Director may dismiss or cancel classes to allow students to return home safely.

### **Closing the School as the Result of Severe Weather**

Only the Executive Director has the authority to close the school, and in that event, they will notify the students and faculty.

## ***EMERGENCY RESPONSE & EVACUATION PROCEDURES***

DMII is required to immediately notify all students upon confirmation of an emergency or dangerous situation. These situations include but are not limited to: an outbreak of a serious illness, approaching extreme weather conditions, earthquake, gas leaks, terrorism incidents, armed intruders, bomb threats, rioting, hazardous waste spills, and explosions.

In the event of an actual emergency on campus, DMII will take the following steps to alert students and employees:

- 1) All employees and students are required to alert the Executive Director in case of emergency. The Executive Director will contact appropriate building personnel to confirm that there is an emergency or dangerous situation. If needed local Police will be contacted.

- 2) An Administrative Staff Member will send a mass e-mail to all students and employees as well as a text message. Students and staff should take responsibility for regularly checking their e-mail (all employees and students are given a school e-mail account during orientation) and notify DMII Staff if you change your cell phone number.
- 3) This e-mail/message will contain basic information of the situation and will let students know whether it is safe or not to be on campus. Updates will be sent once the situation has been taken care of or the campus is safe to return to. Instructors will be notified and asked to update students during class. During all notifications of emergency situations DMII will keep names of any victims confidential.
- 4) Members of the larger community who are interested in receiving information about emergencies on campus should notify a DMII Staff member that they would like to receive emergency text messages/e-mails.
- 5) DMII will, without delay, will take into account the safety of the campus community and notify all students and employees of an emergency in a timely manner, unless issuing a notification will compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.
- 6) Points of contact include DMII's Executive Director, John Miralles-318-213-0789; Ochsner Health Police-Police-676-6165 or 911.

*Evacuation:*

- 7) In a case where the building needs to be evaluated, orderly evacuation and accountability is used to ensure all occupants exit the building safely.
- 8) The decision for facility evacuation will be coordinated through Biomedical Research Foundation Administration, Ochsner Health Police and any other advising agencies.
- 9) The evacuation situation will indicate the communications means utilized. For example, local limited evacuation may be communicated verbally. Prompt, full facility evacuation may require the use of the paging system.
- 10) DMII employees and Students will gather in the South Parking lot to ensure accountability. Employees and students who are not present and accounted for will be reported to Ochsner Health Police.
- 11) Return to the building will only be allowed upon approval by Ochsner Health Police.

DMII tests this Emergency Response and Evacuation Procedures annually, including fire drills, the paging system and text message alerts. Students and staff will be notified of the date and times that the systems will be tested.

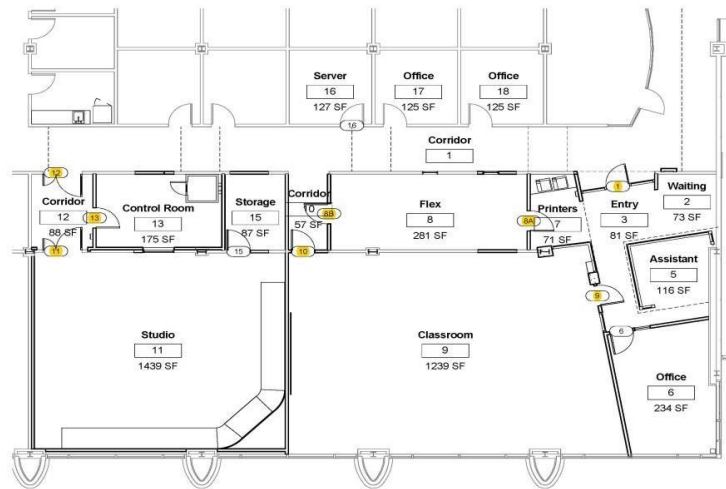
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Effective date: March 1, 2017

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## CAMPUS MAP (Exits Highlighted)



### TIMELY WARNINGS

In the event that a crime or emergency occurs, either on or off campus, that, in the judgment of the Executive Director, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. These warning(s) are generally written and distributed through the DMII e-mail system to students, faculty and staff. The message will be drafted Executive Director and sent to DMII’s Marketing team for dissemination. Updates with pertinent information are sent via e-mail blast or mass text message.

### TO REPORT A CRIME OR EMERGENCY:

<b>All Emergencies (Fire, Police, Sheriff, Ambulance)</b>	<b>911</b>
<b>Poison Control Center</b>	<b>1-800-222-1222</b>
<b>Suicide Hotline</b>	<b>1-800-273-8255</b>
<b>Hospitals:</b>	<b>Phone number</b>
<b>Ochsner Health</b>	<b>1-318-626-0000</b>
<b>Nearby Clinics:</b>	<b>Phone numbers</b>
<b>Urgent Care of Louisiana</b>	<b>1-318-868-2273</b>
<b>Velocity Care Urgent Treatment Center</b>	<b>1-318-798-3763</b>

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## ***EMERGENCY COMMUNICATION GUIDELINES***

In the event of an emergency that directly affects DMII, all students and employees will be notified by text message and e-mail. Below are some examples of emergency situations and appropriate responses:

### **Fires:**

1. If you notice a fire on campus grounds, please contact a school official immediately.
2. Clearly identify the location of the incident.
3. Evacuate the area.
4. Call the Fire Department. Remain in Parking lot until the Fire Department has indicated that it is safe to re-enter the building.

### **Elevator Outage:**

1. All elevators are equipped with telephones directly connected to the Ochsner Health Police Department. Any person trapped on a non-functioning elevator should use this telephone and report the problem to Ochsner Health Police, who will contact the Facilities Maintenance Department.
2. Problems with elevators will be reported to the elevator service vendor. The service vendor is obligated to report to the building and be responsible for the rescue and removal of trapped persons on elevators.

### **Bomb/Terrorist Threats**

1. All DMII students and employees must be prepared to document and report the threat immediately.
2. Do not panic, hang up or put the person on hold.
3. Listen to the entire message without interruption. Write down the entire message and ask the caller to repeat the message. It is important to ask the caller when the device will activate, where it is located, what kind of device, why this is to happen, and who is the caller.
4. Once the caller hangs up, notify the Executive Director.
5. The Executive Director will call the local law enforcement.
6. Do not take any further action, unless you are specifically asked to do so.

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**Disruptive Behavior:**

Examples of disruptive behavior include:

- Throwing items at cars, windows, or other people
- Defacing building property
- Verbal abuse to you or others
- Unauthorized protests

Immediately report all cases of disruptive behavior to the Executive Director.

**Drug/Alcohol Intoxication:**

Immediately contact the Executive Director.

## Withdrawal and Return of Title IV Funds (R2T4) Financial Aid Policy

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. The Digital Media Institute at InterTech (DMII) will calculate the amount of tuition to be returned according to the policies listed below. It is separate and distinct from DMII's refund policy (please see the Student Handbook for DMII's Cancellation & Refund Policy).

### **How a withdrawal affects financial aid:**

Federal regulations require Title IV financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from all courses for any reason, including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. For example, a student who withdraws in the third week of classes has earned less of his/her financial aid than a student who withdraws in the sixth week. Once 60% of the period is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any funds.

This policy applies to students who withdraw officially, unofficially, or are dismissed from enrollment at DMII. Dismissal is considered an unofficial withdrawal.

DMII has 45 days from the date it determines that the student withdrew to return all unearned funds for which it is responsible. DMII is required to notify the student if they owe a repayment via written notice.

DMII will advise the student or parent that they have 14 calendar days from the date DMII sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, DMII will return any earned funds that the school is holding to the appropriate aid program.

### **"Official" withdrawal from DMII:**

A student is considered to be officially withdrawn on the date the student notifies the Executive Director in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the date the student provided official notification of intent to withdraw, in writing. A student is allowed to rescind his notification in writing and continue the program. However, if the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, DMII, will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record;
2. Perform two calculations:
  - a. The student's attendance records are reviewed to begin the R2T4 calculation process, and determine what funds the student has earned, and if any, the amount of funds DMII is responsible to return to the appropriate aid programs. Returns are calculated using the Department of Education's Return of Title IV Aid Worksheets, scheduled attendance, and are based upon the payment period.
  - b. Calculate DMII's refund requirement as outlined in the Student Handbook.
3. The student's grade record will be updated to reflect his/her final grade.
4. DMII will return the amount for any unearned portion of the Title IV funds for which the

- school is responsible within 45 days of the date the official notice was provided.
5. DMII will provide the student with a letter explaining the R2T4 requirements:
    - a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
    - b. Any returns that will be made to the Title IV Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the appropriate aid program
    - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
  6. Supply the student with a notice of outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, payment, letter, and final notice will be kept in the student's file

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study and intends to complete the payment period. Title IV assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

### **Unofficial Withdrawal from DMII**

In the event DMII unofficially withdraws a student, the Executive Director must complete the Withdrawal Form using the last date of attendance as the drop date.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, or 10 scheduled class days, will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1. DMII administrative staff will make three documented attempts to notify the student regarding his/her enrollment status;
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance in the student's account;
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence or after missing 10 scheduled class sessions.
4. Notify the student in writing of their failure to contact DMII and attendance status resulting in the current termination of enrollment;
5. DMII calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate DMII's refund requirement as outlined in the Student Handbook.
7. DMII will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note the return on the student's balance sheet.
8. If applicable, DMII, will provide the student with a refund letter explaining Title IV
  - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend the program and the amount of aid the student received.
  - b. Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
  - c. Supply the student with a final student balance sheet showing outstanding

- balance due the school and the available methods of payment.
9. A copy of the completed worksheet, check, letter, and final account balance will be kept in the student's file.

## **Disbursement Restrictions – 30 Day, First time, First Year Undergraduate Students**

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements.

For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

### **Earned AID:**

Title IV aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the payment period. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the DMII Administrative Staff.

### **Withdraw Before 60%**

The institution must perform the R2T4 calculation process to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorated schedule to determine the amount of the Title IV funds the student has earned at the time of withdraw.

### **Withdraw After 60%**

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he/she was scheduled to receive during this period. The institution must still perform the R2T4 calculation to determine the amount of aid that the student has earned.

DMII measures progress in Clock Hours and uses the payment period for the period of calculation.

### **The Calculation Formula:**

Step 1: Determine the amount of Title IV aid that was disbursed plus Title IV aid that could have been disbursed.

Step 2: Calculate the percentage of Title IV aid earned:

Divide the number of clock hours completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

$$\text{HOURS COMPLETED} \div \text{TOTAL HOURS IN PERIOD} = \% \text{ EARNED}$$

If this percentage is greater than 60%, the student earns 100%.

If this percent is less than or equal to 60%, proceed with calculation.

Step 3: Calculate the percentage of Title IV aid earned by the student:

Percentage of Title IV earned (Step 2) (multiplied by) total amount of Title IV aid disbursed or could have been disbursed (Step 1).

TOTAL AID DISPURSED x PERCENTAGE COMPLETED = AMOUNT STUDENT EARNED.

Step 4: Calculate the amount of Title IV aid to be disbursed or returned

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned funds.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

DMII will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

- Repay the overpayment in full to DMII, OR
- Sign a repayment agreement with the U.S. Department of Education.

### **Order of Return**

DMII is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of DMII's R2T4 work sheet performed on the student's behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 funds is allocated in the following order:

1. Unsubsidized Direct Stafford loans (other than PLUS loans)
2. Subsidized Direct Stafford loans
3. Parent Plus loans – received on behalf of the student
4. Direct PLUS loans - received on behalf of the student
5. Federal Pell Grants for which a Return is required
6. Iraq and Afghanistan Service Grant for which a Return is required
7. Federal Supplemental Educational Opportunity Grant
8. Other Title IV assistance

### **Post-Withdrawal Disbursement**

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, DMII will get your permission before it will disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional

debt. DMII may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges.

DMII needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow DMII to keep the funds to reduce your debt at DMII.

### **Time frame for returning an unclaimed Title IV credit balance**

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.

If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

### **DMII's Responsibilities in regards to return of Title IV funds**

1. Providing students information with information on this policy
2. Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students
3. Returning any Title IV funds due to the correct Title IV programs.

DMII is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

### **Overpayment of Title IV Funds**

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with DMII or Department of Education to return the amount of unearned grant funds.

### **Student Responsibilities in regards to return of Title IV, HEA funds**

1. Returning to the Title IV programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
2. Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
3. A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
4. Either these notifications, to withdraw or rescind to withdraw must be made to the Executive Director.

### **Refund vs. Return of Title IV Funds**

The requirements for the Title IV program funds when you withdraw are separate from any refund policy

that DMII may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. DMII may also charge you for any Title IV program funds that they were required to return on your behalf.

If you do not already know what DMII's refund policy is, please refer the Student Handbook or ask an administrative staff member.

## **R2T4 questions?**

If you have questions regarding Title IV program funds after visiting with DMII Staff, you may call the Federal Student Aid Information Center at 1-800-4-fedaaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

\*NOTE: The procedures and policies listed above are subject to change without advance notice based on changes to federal laws, federal regulations, or school policies. If changes are made, students must abide by the most current policy.