





## OUR MISSION

ITT Technical Institute is an institution of higher learning that is committed to offering quality undergraduate and continuing education locally, nationally and worldwide to students of diverse backgrounds, interests and abilities.

The institution offers career-related educational programs that integrate lifelong learning with knowledge and skills to help students:

- pursue their personal interests and objectives;
- develop intellectual, analytical and critical thinking abilities; and
- provide service to their communities.

The programs employ traditional, applied and adult-learning pedagogies and are delivered through traditional, accelerated and distance methodologies in a learner-centered environment of mutual respect.

# TABLE OF CONTENTS

**GETZVILLE, NY**  
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CURRICULA	2
SCHOOL OF INFORMATION TECHNOLOGY	2
NETWORK SYSTEMS ADMINISTRATION	
(HEGIS CODE 5103.00)	2
SCHOOL OF ELECTRONICS TECHNOLOGY	3
ELECTRICAL TECHNOLOGY	
(HEGIS CODE 5310.00)	3
SCHOOL OF DRAFTING AND DESIGN	4
DRAFTING AND DESIGN TECHNOLOGY	
(HEGIS CODE 5304.00)	4
GRAPHIC COMMUNICATIONS AND DESIGN	
(HEGIS CODE 5008.00)	5
SCHOOL OF CRIMINAL JUSTICE	6
CRIMINOLOGY AND FORENSIC TECHNOLOGY	
(HEGIS CODE 5619.00)	6
COURSE DESCRIPTIONS	7
COURSE NUMBERING SYSTEM	14
CREDIT HOUR	14
CURRICULUM	14
PROGRAMS AND COURSES OFFERED	15
HOMEWORK	15
DIRECTED INDEPENDENT STUDY	15
MAXIMUM COURSE LOAD	15
PRACTICUM OR CLINICAL COMPONENT	15
EXTERNSHIP	16
ADMINISTRATIVE INFORMATION	16
ADMISSION	16
Admission Requirements and Procedures	16
Late Admission	16
Credit for Previous Education or Experience	16
Immunization	17
CLASS SCHEDULE	18
STUDENT CALENDAR	21
ADMINISTRATION POLICIES	22
Non-Discrimination and Diversity	22
Academic Achievement	22
Grading	22
Graduation Requirements	22
Credentialed	22
Honors	23
Academic Transcript	23
Satisfactory Academic Progress	23
Evaluation Points	23
Maximum Time Frame for Completion	24
Academic Year	24
Credit Completion Percentage	24
Student Status	24
Academic and Financial Aid Probation	25
Incompletes and Repeats	25
Readmission	25
Reestablishing Financial Aid	26
Non-Credit Courses	26
Non-Punitive Grades	26
Appeal	26
Attendance Requirements	26
Make-Up Work	27
Leave of Absence	27
Program Changes	27
Withdrawals	27
Advising	27
Transfer of Credit	27
Conduct	27
Anti-Harassment	28
Disabled Applicants and Students	29
Health, Security and Safety	29
Disclaimer of Warranties	29
Limitation of Liability	29
Student Complaint/Grievance Procedure	30
Resolution of Disputes	30
Family Educational Rights and Privacy Act of 1974, as Amended	31
Foreign Student Information	33
Student Handbook	33
Revisions to Policies and Procedures	33
Records Retention	33
TUITION, FEES AND TOOLS	34
Tuition	34
Fees	34
Tools	35
Alternative Payment Arrangement	35
Delinquent Payment	35
Methods Used to Collect Delinquent Payments	35
Repeat	35
FINANCIAL INFORMATION	35
Cancellation	35
Refund	35
Return of Tools	37
Return of Federal Financial Aid	37

Cancellation and Refund Requests	38
FINANCIAL ASSISTANCE	38
Federal Financial Aid Administered by the	
U.S. Department of Education	38
Federal Pell Grant Program	38
Federal Supplemental Educational Opportunity Grant	
("FSEOG") Program	39
Iraq and Afghanistan Service Grant Program	39
Federal Work Study Program	39
Direct Subsidized Loan Program	39
Direct Unsubsidized Loan Program	40
Direct PLUS Loan Program	40
GI Bill® Education Benefits	40
Military Tuition Assistance	41
State Financial Aid	41
Tuition Assistance Program	41
Institutional Scholarship	41
Opportunity Scholarship	41
Corporate Education Program Scholarship	42
FEDERAL AND PRIVATE EDUCATION LOAN	
CODE OF CONDUCT	43
Code of Conduct	43
STUDENT SERVICES	44
Career Services	44
Preparatory Offering	45
Housing Assistance	45
Student Activities	45
CAMPUS INFORMATION	45
History of Main Campus -	
ITT Technical Institute, Indianapolis (Angola Court), Indiana	45
History of Branch -	
ITT Technical Institute, Getzville, New York	46
Institutional Graduation Rate Information	46
Institutional Graduate Employment Information	46
Accreditation	46
Approvals	46
Memberships	46
Faculty	47
Administration	48
Advisory Committees	48
Physical Facility Description	48
Statement of Ownership	48
ITT Educational Services, Inc. Corporate Officers and Directors	49
APPENDICES	50
ACICS Student Achievement Outcomes	
Student Handbook	

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The information contained in this catalog was accurate at the time of publication. Following publication, any of the catalog information may change without notice, including, without limitation, the information regarding tuition, fees, costs, class schedules, the student calendar, the program outline, the course descriptions, curricula, faculty, advisory committees, student services, administrative policies, program objectives and career opportunities for graduates of the program.

Enrollment in other than registered programs may jeopardize a student's eligibility for certain student aid awards. All programs offered by the ITT Technical Institute are registered with the New York State Education Department.

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# CURRICULA

## SCHOOL OF INFORMATION TECHNOLOGY

### NETWORK SYSTEMS ADMINISTRATION (HEGIS CODE 5103.00)

#### ASSOCIATE IN OCCUPATIONAL STUDIES DEGREE

**Objectives** - This program exposes students to a variety of fundamental skills utilized in entry-level computer network systems administration positions. Students will be exposed to various aspects of network hardware and software maintenance and monitoring, configuring and supporting a local area network (LAN) and a wide area network (WAN), Internet systems and segments of network systems.

**Career Opportunities** - This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level network systems administration and support positions, such as network administrator, network technician, network specialist, information technology specialist, local area network (LAN) or wide area network (WAN) administrator.

Graduates who have difficulty distinguishing colors may not be able to perform the essential functions of various positions involving network systems administration.

**Admission Requirements** - Refer to the Admission section of this catalog for information relating to the Admission Requirements and Procedures for this program.

**School Equipment** - Students will have the opportunity to use the following school equipment as required throughout the program: computer systems, network hubs, patch panels, printers and other common computer peripherals.

**Class Size** - Classes generally range in size from 20 to 40 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

#### Program Outline

Course Number	Course	Credit Hours
<b>General Education Courses</b>		
MA1210	College Mathematics I	4.5
MA1310	College Mathematics II	4.5
EN1320	Composition I	4.5
EN1420	Composition II	4.5
CO2520	Communications	4.5
SP2750	Group Theory	4.5
<b>Subtotal</b>		<b>27.0</b>
<b>Core Courses</b>		
NT1110	Computer Structure and Logic	4.5
NT1210	Introduction to Networking	4.5
NT1230	Client-Server Networking I	4.5
NT1310	Physical Networking	4.5
NT1330	Client-Server Networking II	4.5
PT1420	Introduction to Programming	4.5
NT1430	Linux Networking	4.5
PT2520	Database Concepts	4.5
NT2580	Introduction to Information Security	4.5
NT2640	IP Networking	4.5
NT2670	Email and Web Services	4.5
NT2799	Network Systems Administration Capstone Project	4.5
<b>Subtotal</b>		<b>54.0</b>
<b>General Studies Courses</b>		
GS1140	Problem Solving Theory	4.5
GS1145	Strategies for the Technical Professional	4.5
<b>Subtotal</b>		<b>9.0</b>
<b>Elective Course</b>		
-----	Unspecified Elective course*	3.0
<b>Program Total</b>		<b>93.0</b>

\*Courses offered at this school that satisfy the Unspecified Elective course requirement are GS2745, NT2730, NT2731, NT2732, NT2735 and NT2740. The course descriptions for these courses are in the Course Descriptions section of the catalog.

**NOTE:** The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.

## SCHOOL OF ELECTRONICS TECHNOLOGY

### ELECTRICAL TECHNOLOGY (HEGIS CODE 5310.00)

#### ASSOCIATE IN OCCUPATIONAL STUDIES DEGREE

**Objectives** - This program exposes students to a variety of fundamental skills utilized in entry-level electrical and electronics technician positions. Students are exposed to the theory of various electronics and electrical circuitry in a classroom environment and to various techniques and applications in a laboratory environment.

**Career Opportunities** - This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level electrical and electronics engineering technology positions, such as electronics technician, service technician, telecommunications technician and electrical technician.

Graduates who have difficulty distinguishing colors may not be able to perform the essential functions of various positions involving electrical technology.

**Admission Requirements** - Refer to the Admission section of this catalog for information relating to the Admission Requirements and Procedures for this program.

**School Equipment** - In laboratory, students typically work in teams. Students will have the opportunity to use the following school equipment as required throughout the program: computers, applications programs relevant to the field, standard hand tools and various pieces of test equipment which include the multimeter, power supply, oscilloscope and signal generator.

**Class Size** - Classes generally range in size from 20 to 40 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

#### Program Outline

Course Number	Course	Credit Hours
<b>General Education Courses</b>		
MA1210	College Mathematics I	4.5
MA1310	College Mathematics II	4.5
EN1320	Composition I	4.5
EN1420	Composition II	4.5
CO2520	Communications	4.5
PH2530	Physics	4.5
SP2750	Group Theory	4.5
<b>Subtotal</b>		<b>31.5</b>
<b>Core Courses</b>		
NT1110	Computer Structure and Logic	4.5
ET1210	DC-AC Electronics	4.5
NT1210	Introduction to Networking	4.5
ET1220	Digital Fundamentals	4.5
ET1310	Solid State Devices	4.5
ET1410	Integrated Circuits	4.5
ET2530	Electronic Communications	4.5
ET2560	Introduction to C Programming	4.5
ET2640	Microprocessors and Microcontrollers	4.5
ET2750	Programmable Logic Controllers	4.5
ET2799	Electrical Engineering Technology Capstone Project	4.5
<b>Subtotal</b>		<b>49.5</b>
<b>General Studies Courses</b>		
GS1140	Problem Solving Theory	4.5
GS1145	Strategies for the Technical Professional	4.5
<b>Subtotal</b>		<b>9.0</b>
<b>Elective Course</b>		
-----	Unspecified Elective course*	3.0
<b>Program Total</b>		<b>93.0</b>

\*Courses offered at this school that satisfy the Unspecified Elective course requirement are ET2760, GS2745 and NT2710. The course descriptions for these courses are in the Course Descriptions section of the catalog

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## SCHOOL OF DRAFTING AND DESIGN

### DRAFTING AND DESIGN TECHNOLOGY (HEGIS CODE 5304.00)

#### ASSOCIATE IN OCCUPATIONAL STUDIES DEGREE

**Objectives** - This program exposes students to a variety of fundamental skills utilized in entry-level computer aided-drafting (CAD) and design positions. Students are exposed to CAD technologies and conventional drafting methods to produce various designs, working drawings, charts, forms and records. Students will be exposed to both classroom theory and laboratory projects.

**Career Opportunities** - This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level positions involving drafting and design, and may include mechanical drafting and design, Building Information Modeling (BIM), architectural drafting and design, parametric modeling, civil drafting and design and structural detailing.

Graduates who have difficulty distinguishing colors may not be able to perform the essential functions of various positions involving drafting and design technology.

**Admission Requirements** - Refer to the Admission section of this catalog for information relating to the Admission Requirements and Procedures for this program.

**School Equipment** - Throughout the program students will use portable drafting tables and parallel edges. The CAD laboratory is equipped with computers, design software and plotters. Students regularly use smaller tools such as drafting instruments, scales and calculators.

**Class Size** - Classes generally range in size from 15 to 35 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

#### Program Outline

Course Number	Course	Credit Hours
<b>General Education Courses</b>		
MA1210	College Mathematics I	4.5
MA1310	College Mathematics II	4.5
EN1320	Composition I	4.5
EN1420	Composition II	4.5
CO2520	Communications	4.5
PH2530	Physics	4.5
ES2555	Survey of Economics	4.5
<b>Subtotal</b>		<b>31.5</b>
<b>Core Courses</b>		
DT1110	Introduction to Drafting and Design Technology	4.5
DT1210	Rapid Visualization Techniques	4.5
DT1230	CAD Methods	4.5
DT1320	Building Information Modeling (BIM)	4.5
DT1325	Sustainability in Design	4.5
DT1410	Materials and Processes in Design	4.5
DT1430	Parametric Modeling	4.5
DT2510	Advanced CAD Methods	4.5
DT2520	3D Civil Drafting	4.5
DT2630	3D Modeling and Visualization	4.5
DT2799	Drafting and Design Technology Capstone Project	4.5
<b>Subtotal</b>		<b>49.5</b>
<b>General Studies Courses</b>		
GS1140	Problem Solving Theory	4.5
GS1145	Strategies for the Technical Professional	4.5
<b>Subtotal</b>		<b>9.0</b>
<b>Elective Course</b>		
-----	Unspecified Elective course*	3.0
<b>Program Total</b>		<b>93.0</b>

Courses offered at this school that satisfy the Unspecified Elective course requirement are GS2745 and DT2740. The course descriptions for these courses are in the Course Descriptions section of the catalog

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## GRAPHIC COMMUNICATIONS AND DESIGN (HEGIS CODE 5008.00)

### ASSOCIATE IN OCCUPATIONAL STUDIES DEGREE

**Objectives** - This program exposes students to fundamental skills utilized in entry-level graphic design, visual communications and related positions. The program can help students explore communicating ideas and concepts through print and interactive multimedia communication. The program emphasizes creativity, visualization and critical thinking to help students generate technologically appropriate, functional and aesthetically pleasing solutions for graphic communications and design projects.

**Career Opportunities** - This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level positions involving graphic communications and design which may include the production of interactive multimedia, print media and other communications at a variety of organizations.

Graduates who have difficulty distinguishing colors may not be able to perform the essential functions of various positions involving graphic communications and design.

**Admission Requirements** - Refer to the Admission section of this catalog for information relating to the Admission Requirements and Procedures for this program.

**School Equipment** - Students will have the opportunity to use the following school equipment as required throughout the program: computer systems, video cameras, printers and other common computer peripherals.

**Class Size** - Classes generally range in size from 15 to 35 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

#### Program Outline

Course Number	Course	Credit Hours
<b>General Education Courses</b>		
MA1210	College Mathematics I	4.5
EN1320	Composition I	4.5
EN1420	Composition II	4.5
AR1440	Art Appreciation	4.5
CO2520	Communications	4.5
ES2555	Survey of Economics	4.5
<b>Subtotal</b>		<b>27.0</b>
<b>Core Courses</b>		
GC1110	Fundamentals of Design	4.5
DT1210	Rapid Visualization Techniques	4.5
GC1220	Fundamentals of Typography	4.5
GC1320	Advanced Photoshop	4.5
GC1330	3D Modeling Techniques	4.5
GC1430	Video Production Techniques	4.5
GC1435	Interactive Design with Flash	4.5
GC2520	Sustainable Graphic Design	4.5
GC2530	Animation	4.5
GC2620	Digital Prepress and Production Processes	4.5
GC2630	Graphic Design for the Web	4.5
GC2799	Graphic Communications and Design Capstone Project	4.5
<b>Subtotal</b>		<b>54.0</b>
<b>General Studies Courses</b>		
GS1140	Problem Solving Theory	4.5
GS1145	Strategies for the Technical Professional	4.5
GS2745	Advanced Strategies for the Technical Professional	3.0
<b>Subtotal</b>		<b>12.0</b>
<b>Program Total</b>		<b>93.0</b>

**NOTE:** The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the offering and/or sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any program course.



## SCHOOL OF CRIMINAL JUSTICE

### CRIMINOLOGY AND FORENSIC TECHNOLOGY (HEGIS CODE 5619.00)

#### ASSOCIATE IN OCCUPATIONAL STUDIES DEGREE

**Objectives** - This program exposes students to fundamental knowledge and skills utilized in the field of criminology and forensics. Areas of study include the criminal justice system, criminal law, law enforcement, forensics and investigations. This program contains report writing, communications, problem solving and computer coursework designed to help students prepare for entry-level positions in the field of criminal justice.

**Career Opportunities** - This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level corrections, criminology and investigative positions.

\*This program of study may not qualify a graduate for a career in law enforcement involving employment as a police officer or agent by federal, state, county, local or municipal authorities. An applicant must contact the applicable governmental authority prior to beginning the program at the school to determine if there are any specific requirements and/or qualifications that a candidate must satisfy to be eligible for employment as a police officer or agent by that authority. Those requirements and/or qualifications may include, among other things, that a candidate must: (a) successfully complete an academy or other specialized training; (b) be younger than a certain age; (c) pass a physical, mental and/or personality examination; (d) pass a background check; (e) not have a criminal record; (f) be a graduate from an institution that is regionally accredited (as opposed to nationally accredited, such as ITT Technical Institute); (g) complete a certain number of credit hours or a certain type of degree program at an accredited postsecondary educational institution; (h) have served a certain number of years in the military; (i) have a certain number of years of prior law enforcement experience; (j) be a U.S. citizen and/or a resident of the governmental authority's jurisdiction; (k) have earned a bachelor or graduate degree in certain areas of study; and/or (l) have a valid driver's license.

**Admission Requirements** - Refer to the Admission section of this catalog for information relating to Admission Requirements and Procedures for this program.

**School Equipment** - Students will have the opportunity to use the following school equipment as required throughout the program: computers, pertinent software, printers and other common computer peripherals.

**Class Size** - Classes generally range in size from 20 to 40 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

#### Program Outline

Course Number	Course	Credit Hours
<b>General Education Courses**</b>		
SC1130	Survey of the Sciences	4.5
MA1210	College Mathematics I	4.5
EN1320	Composition I	4.5
PS1350	American Government	4.5
EN1420	Composition II	4.5
CO2520	Communications	4.5
<b>Subtotal</b>		<b>27.0</b>
<b>Core Courses</b>		
CJ1110	Introduction to Criminal Justice	4.5
CJ1210	Criminology	4.5
CJ1220	Fundamentals of Law Enforcement	4.5
CJ1310	Criminal Justice Report Writing	4.5
CJ1320	Investigations	4.5
LE1430	Fundamentals of Criminal Law	4.5
CJ1440	Community Corrections	4.5
CJ1470	Criminalistics	4.5
CJ2570	Forensic Technology	4.5
CJ2670	Computer Forensics	4.5
CJ2799	Criminology and Forensic Technology Capstone Project	4.5
<b>Subtotal</b>		<b>49.5</b>
<b>General Studies Courses</b>		
GS1140	Problem Solving Theory	4.5
GS1145	Strategies for the Technical Professional	4.5
GS2745	Advanced Strategies for the Technical Professional	3.0
<b>Subtotal</b>		<b>12.0</b>
<b>Elective Core Courses</b>		
-----	Unspecified Elective Core course***	4.5
<b>Program Total</b>		<b>93.0</b>

\*\*General Education courses include courses in the humanities, composition, mathematics, the sciences and the social sciences. Students must satisfactorily complete at least one course in each of the following categories: the humanities, composition, mathematics and the social sciences. Refer to the Course Descriptions section of this catalog for the general education category pertaining to each general education course.

\*\*\*Courses offered at this school that satisfy the Unspecified Elective Core course requirement are CJ2640, CJ2650 and CJ2699. The course descriptions for these courses are in the Course Descriptions section of the catalog. The CJ2699 course involves an externship. Externship opportunities are limited and may not be available every quarter or for every student who desires to take CJ2699. Any student interested in CJ2699 must apply for and be selected for any externship opportunity that may be available at that time.

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## COURSE DESCRIPTIONS

AR, CO, EN, ES, MA, PH, PS, SC and SP courses = General Education  
CJ, DT, ET, GC, LE, NT, PL and PT courses = Core  
GS courses = General Studies

### *General Education Courses*

#### **SC1130 Survey of the Sciences**

##### **A 4.5 credit hour Science course**

This survey course is designed to familiarize the student with the methods of rational inquiry and problem solving in the sciences. Students will explore a selection of topics in the scientific fields including physics, chemistry, biology, astronomy and earth science, to develop basic scientific literacy and the ability to critically analyze issues of science. This course includes a laboratory component.

#### **MA1210 College Mathematics I**

##### **A 4.5 credit hour Mathematics course**

This course focuses on fundamental mathematical concepts including quadratic, polynomial and radical equations, linear functions and their graphs, systems of linear equations, functions and their properties and matrices. Activities will include solving problems and using appropriate technological tools. **Prerequisite: GS1140 Problem Solving Theory or equivalent**

#### **MA1310 College Mathematics II**

##### **A 4.5 credit hour Mathematics course**

This course will include the following concepts: exponential and logarithmic equations and functions, graphs of trigonometric functions, trigonometric equations, polar coordinates, oblique triangles, vectors and sequences. **Prerequisite: MA1210 College Mathematics I or equivalent**

#### **EN1320 Composition I**

##### **A 4.5 credit hour Composition course**

This course examines phases of the writing process, with emphasis on the structure of writing and techniques for communicating clearly, precisely and persuasively. **Prerequisite: GS1145 Strategies for the Technical Professional or equivalent**

#### **PS1350 American Government**

##### **A 4.5 credit hour Social Science course**

This course examines principles and theory related to the United States federal government, including the development and foundations of the U.S. Constitution, the organization and function of the federal government including the legislative, executive and judicial branches, political parties, the electoral process, and the relationship between states and the federal government.

**Prerequisite: EN1320 Composition I or equivalent**

#### **EN1420 Composition II**

##### **A 4.5 credit hour Composition course**

This course builds on the foundations of Composition I with emphasis on rhetorical structures, argumentation and research. Students study how to make strong arguments using visual and oral communication techniques. **Prerequisite: EN1320 Composition I or equivalent**

#### **AR1440 Art Appreciation**

##### **A 4.5 credit hour Humanities course**

This course is a basic introduction to visual art. Focus is on drawing, painting, printmaking, sculpture and architecture. Students study well-known works of art by examining content, technique, form and purpose.

#### **CO2520 Communications**

##### **A 4.5 credit hour Humanities course**

This course focuses on the communication skills and attitudes required to be effective in a professional environment. Students compile and present a portfolio of their projects and create and evaluate a variety of business communications. **Prerequisites: Completion of a minimum of 54 credits earned in the program of study including EN1320 Composition I or equivalent**

#### **PH2530 Physics**

##### **A 4.5 credit hour Science course**

This course introduces students to the principles of general physics. Practical applications demonstrate the theory. This course includes a laboratory component. **Prerequisite: MA1310 College Mathematics II or equivalent**

#### **ES2550 Microeconomics**

##### **A 4.5 credit hour Social Science course**

This course introduces the economic way of thinking and applies basic principles of microeconomics. It is the study of choices made by households, firms and governments and how these choices impact the market economy. **Prerequisites: MA1210 College Mathematics I or equivalent, EN1320 Composition I or equivalent. Students may not receive credit for both ES2550 Microeconomics or equivalent and ES2555 Survey of Economics or equivalent.**

### **ES2555 Survey of Economics**

#### **A 4.5 credit hour Social Science course**

This course introduces basic principles of both microeconomics and macroeconomics. **Prerequisites:** MA1210 College Mathematics I or equivalent, EN1320 Composition I or equivalent. Students may not receive credit for both ES2555 Survey of Economics or equivalent and ES2550 Microeconomics or equivalent or for both ES2555 Survey of Economics or equivalent and ES2560 Macroeconomics or equivalent.

### **ES2560 Macroeconomics**

#### **A 4.5 credit hour Social Science course**

This course is the study of aggregate economic activity. Students apply basic principles of macroeconomics to unemployment, inflation and economic growth. **Prerequisites:** MA1210 College Mathematics I or equivalent, EN1320 Composition I or equivalent. Students may not receive credit for both ES2555 Survey of Economics or equivalent and ES2560 Macroeconomics or equivalent.

### **SP2750 Group Theory**

#### **A 4.5 credit hour Social Science course**

This course is an overview of the theory related to groups of people bonded by task or culture. Emphasis is on communication, critical thinking and group process theory, including social exchange theory, structuration theory, functional theory, group ethics, diversity and related communication conflicts, group decision-making, creativity, leadership and gender. **Prerequisite:** EN1320 Composition I or equivalent

## ***Core Courses***

### **CJ1110 Introduction to Criminal Justice**

#### **4.5 credit hours**

This survey course introduces the scope, principles and purposes of the American criminal justice system with emphasis on criminology, forensics, law enforcement, courts, corrections and security.

### **CJ1210 Criminology**

#### **4.5 credit hours**

This course introduces the fundamentals of the causes and control of crime. **Prerequisite:** CJ1110 Introduction to Criminal Justice or equivalent

### **CJ1220 Fundamentals of Law Enforcement**

#### **4.5 credit hours**

This course provides an overview of policing and law enforcement, criminal justice administration and community policing. Topics include a historical and social review of policing with an emphasis on current trends and strategies used by modern law enforcement agencies to combat and prevent crime. **Prerequisite:** CJ1110 Introduction to Criminal Justice or equivalent

### **CJ1310 Criminal Justice Report Writing**

#### **4.5 credit hours**

This course introduces the process of documenting and writing clear, concise, complete and accurate reports common in criminal justice fields. **Prerequisites:** CJ1110 Introduction to Criminal Justice or equivalent, EN1320 Composition I or equivalent

### **CJ1320 Investigations**

#### **4.5 credit hours**

This course introduces the processes and procedures used in conducting investigations in criminal justice fields. Students will practice detection, investigation and solution of criminal justice problems. **Prerequisite:** CJ1110 Introduction to Criminal Justice or equivalent

### **CJ1440 Community Corrections**

#### **4.5 credit hours**

This course introduces fundamentals of the probation and parole system in the United States as well as other components of community corrections. **Prerequisite:** CJ1210 Criminology or equivalent

### **CJ1470 Criminalistics**

#### **4.5 credit hours**

This course introduces modern methods used to examine and investigate evidence. This course includes problem sets and a laboratory component. **Prerequisite:** CJ1320 Investigations or equivalent

### **CJ2570 Forensic Technology**

#### **4.5 credit hours**

This course is a continuation of the study of forensics begun in the Criminalistics course. Students use principles of forensics and technology tools to further examine evidence and recreate crime scenes. **Prerequisite:** CJ1470 Criminalistics or equivalent

**CJ2640 The American Jail****4.5 credit hours**

This course introduces the process and procedures used in jailing in the United States, including security, booking, operations and jail programs. Topics include the relationship between courts and jails. **Prerequisite: CJ1210 Criminology or equivalent**

**CJ2650 Security Operations and Management****4.5 credit hours**

This course introduces fundamentals of planning, resource allocation, risk management and implementation of a prepared plan in providing security and in times of crisis. **Prerequisite: CJ1110 Introduction to Criminal Justice or equivalent**

**CJ2670 Computer Forensics****4.5 credit hours**

This course introduces fundamentals of securing a crime scene and gathering evidence from computers used in a crime. **Prerequisite: CJ1110 Introduction to Criminal Justice or equivalent**

**CJ2699 Criminal Justice Externship****4.5 credit hours**

This course provides students with an opportunity to apply knowledge and skills acquired in the program in a real world experience for 135 hours. **Prerequisites: Completion of a minimum of 67 credits earned in the program of study**

**CJ2799 Criminology and Forensic Technology Capstone Project****4.5 credit hours**

This is a culminating course in the Criminology and Forensic Technology program. Students are given the opportunity to demonstrate skills and knowledge developed from courses in the program. **Prerequisites: Must be taken during the student's final quarter of study, and requires prior satisfactory completion of CJ2570 Forensic Technology or equivalent**

**DT1110 Introduction to Drafting and Design Technology****4.5 credit hours**

This course introduces technical drafting and design practices. Topics include lettering, metric construction, technical sketching, orthographic projection, sections, intersections, development, fasteners, theory and applications of dimensioning and tolerances, pictorial drawing, and the preparation of working and detailed drawings.

**DT1210 Rapid Visualization Techniques****4.5 credit hours**

This course introduces the concepts of rapid communication of design topics utilizing techniques of freehand drawing and their application to technical sketching and design visualization. Hands-on projects include drawing of two- and three-dimensional shapes and objects, spatial thinking and eye-hand coordination in relation to the practice of drafting and design.

**DT1230 CAD Methods****4.5 credit hours**

This course examines computer-aided drafting (CAD) techniques utilizing CAD equipment. Hands-on projects include geometric construction, various projections, sections, auxiliaries, dimensioning, sketching, and detail drawing that is practiced and applied using proper CAD procedures. Maintenance of CAD drawing files through the use of operating system commands is applied and stressed. **Prerequisite: DT1110 Introduction to Drafting and Design Technology or equivalent**

**DT1320 Building Information Modeling (BIM)****4.5 credit hours**

This course examines architectural planning and design utilizing Building Information Management (BIM) techniques. Fundamental design methods and practices for the creation of architectural drawings are presented, with emphasis on the content of the drawings and the production skills. Topics include the development of floor plans, elevations and sections of building projects. **Prerequisite: DT1230 CAD Methods or equivalent**

**DT1325 Sustainability in Design****4.5 credit hours**

In this course, students investigate the challenges of implementing sustainability in a variety of contexts, from the perspectives of climate change, energy use, natural resource use and ecosystems/land use. Students explore current trends of sustainability as it applies to design, manufacturing and building. Topics include materials, manufacturing techniques, new technologies, renewable resources and product life cycle analysis. **Prerequisite: DT1230 CAD Methods or equivalent**

**DT1410 Materials and Processes in Design****4.5 credit hours**

This course emphasizes the materials and processes used in manufacturing and construction. Students are introduced to a variety of construction and manufacturing materials, machine tools and tooling used in a variety of processes. Emphasis is placed on terminology and function.

**DT1430 Parametric Modeling****4.5 credit hours**

This course examines the creation of parametric models utilizing design software. Topics include working with constrained geometry, creating and documenting assemblies, and advanced part modeling techniques. **Prerequisite: DT1230 CAD Methods or equivalent**

**DT2510 Advanced CAD Methods****4.5 credit hours**

This is a course in computer-aided design for the advanced CAD user. Students utilize a typical CAD system to design and analyze mechanical systems, architectural structures and other devices. This course reinforces CAD skills studied in the CAD Methods course.

**Prerequisite: DT1230 CAD Methods or equivalent**

**DT2520 3D Civil Drafting****4.5 credit hours**

This course provides an introduction to civil drafting and design using surveying and engineering data to draw civil engineering plans. Topics include legal descriptions, plan and profile drawings, topographic mapping, cross-sections and required calculations.

**Prerequisite: DT1320 Building Information Modeling (BIM) or equivalent**

**DT2630 3D Modeling and Visualization****4.5 credit hours**

This course explores 3D modeling, the application of realistic textures, lighting principles and techniques for the use of camera types. An emphasis is placed on industry trends and issues pertaining to rendering output for different mediums. **Prerequisite: DT1320**

**Building Information Modeling (BIM) or equivalent**

**DT2740 Advanced CAD Methods using AutoCAD****3.0 credit hours**

This course focuses on the tools, features and common tasks of AutoCAD. Topics will include altering objects, annotations, creating template content, creating additional drawing objects, dimensioning, drawing organization and inquiry commands, hatching objects, inserting and managing external references, isolating or hiding displayed objects, manipulating objects, layouts and visibility, printing and plotting, and reusable content. Students will demonstrate competency using all the AutoCAD commands and features. This course examines the concepts found in the AutoCAD Certified Professional certification exam. **Prerequisite: DT2510 Advanced CAD**

**Methods or equivalent**

**DT2799 Drafting and Design Technology Capstone Project****4.5 credit hours**

An introduction to the theory and practical development, planning, management and presentation of a drafting project from start to finish. Topics include techniques of project planning, project design and execution, documentation and presentation. Students are required to apply project management techniques to a Capstone Project. **Prerequisites: Must be taken during the student's final quarter of study, and requires prior satisfactory completion of DT1320 Building Information Modeling (BIM) or equivalent and DT1430 Parametric Modeling or equivalent**

**ET1210 DC-AC Electronics****4.5 credit hours**

This course examines properties and operations of electronics systems and circuits. Topics include types of circuits, electromagnetism, frequency, capacitance, transformers and voltage. Students apply electronics laws to solve circuit problems. **Prerequisite or**

**Corequisite: MA1210 College Mathematics I or equivalent**

**ET1220 Digital Fundamentals****4.5 credit hours**

In this course, students examine the differences between analog and digital signals. Topics include transmission methods, binary data, logic operations, logic circuits, logic symbols, registers and counters. **Prerequisite: ET1210 DC-AC Electronics or equivalent;**

**Prerequisite or Corequisite: MA1210 College Mathematics I or equivalent**

**ET1310 Solid State Devices****4.5 credit hours**

In this course, students study a variety of electronic devices, such as semiconductors, diodes, transistors and amplifiers. Bias circuits and methods and switching applications are discussed. Students analyze circuits and troubleshoot a power supply. **Prerequisite:**

**ET1210 DC-AC Electronics or equivalent**

**ET1410 Integrated Circuits****4.5 credit hours**

This course explores principles of operational amplifier circuits (op-amps), AC and DC parameters and applications for power amplifiers, feedback, oscillation and line and load regulation. Students analyze and troubleshoot op-amp circuits. **Prerequisite: ET1310**

**Solid State Devices or equivalent**

### **ET2530 Electronic Communications**

#### **4.5 credit hours**

In this course, students explore topics of electronic communications, such as the electromagnetic frequency spectrum, frequency bands, modulation, digital data, antennas, transmission lines and loads, government services and fiber optics. Exercises include diagramming modern transmitter and receiver components, plotting impedances, and making line and load conversions. **Prerequisites: ET1410 Integrated Circuits or equivalent, ET1220 Digital Fundamentals or equivalent, MA1310 College Mathematics II or equivalent**

### **ET2560 Introduction to C Programming**

#### **4.5 credit hours**

This course is designed to help students understand the fundamental concepts and terminology of computer programming and practical skills used in designing, writing and debugging simple computer programs in C. **Prerequisite: NT1110 Computer Structure and Logic or equivalent**

### **ET2640 Microprocessors and Microcontrollers**

#### **4.5 credit hours**

This course examines the creation, assembly, features, function, programming and product applications of contemporary microprocessors and microcontrollers. Students perform exercises in planning, designing, implementing and debugging functional microcontrollers. **Prerequisites: ET1220 Digital Fundamentals or equivalent, ET1410 Integrated Circuits or equivalent, ET2560 Introduction to C Programming or equivalent**

### **ET2750 Programmable Logic Controllers**

#### **4.5 credit hours**

In this course, students study components, operations, maintenance and troubleshooting of programmable logic controllers (PLC). Topics include I/O addressing, ladder schematics, scan sequence, sensors, actuators, controls, data manipulation methods, timers and counters, sequencers and shift-registers. Students have a PLC project in this course. **Prerequisites: ET1220 Digital Fundamentals or equivalent, ET1410 Integrated Circuits or equivalent**

### **ET2760 Advanced PLC Programming**

#### **3.0 credit hours**

This course focuses on the advanced use of core Programmable Logic Controllers (PLC) programming skills. The student will be required to demonstrate mastery of skills to create, modify, and troubleshoot PLC systems. This course examines the concepts found in the S7 Certified Programmer certification exam. **Prerequisite: ET2750 Programmable Logic Controllers or equivalent**

### **ET2799 Electrical Engineering Technology Capstone Project**

#### **4.5 credit hours**

Final capstone project with fundamental review provides students with a design experience and integration of knowledge in electronics and computers gained in previous coursework, as well as a means to practice problem solving and teamwork, project management, technical writing skills and project presentation skills. **Prerequisites: Must be taken during the student's final quarter of study, and requires prior satisfactory completion of ET2640 Microprocessors and Microcontrollers or equivalent**

### **GC1110 Fundamentals of Design**

#### **4.5 credit hours**

This course introduces fundamental concepts, processes and skills required for design. Topics include principles of formal, spatial and material relationships, and critical analysis of these relationships and techniques.

### **GC1220 Fundamentals of Typography**

#### **4.5 credit hours**

This course focuses on type development, terminology, type specifications, copy fitting, and design and construction skills. Emphasis is on developing presentation formats. **Prerequisite: GC1110 Fundamentals of Design or equivalent**

### **GC1320 Advanced Photoshop**

#### **4.5 credit hours**

This course focuses on image manipulation and utilizing existing images to create new and unique compositions in a digital framework. **Prerequisite: GC1220 Fundamentals of Typography or equivalent**

### **GC1330 3D Modeling Techniques**

#### **4.5 credit hours**

In this course, students generate graphics and short, animated sequences in a 3D environment. Projects emphasize 3D modeling skills, including data construction, applying attributes and lighting. **Prerequisite: DT1210 Rapid Visualization Techniques or equivalent**

### **GC1430 Video Production Techniques**

#### **4.5 credit hours**

This course examines technical skills and creative principles required for video field and post production. Topics include video recording technology, composition, lighting, continuity, sound and editing. Practice in planning, shooting and editing video is provided through hands-on exercises, projects and assignments.

**GC1435 Interactive Design with Flash****4.5 credit hours**

In this course, students explore tools and concepts of designing interactive software applications. Topics include drawing, image, text, animation, sound and basic actions scripting integration. **Prerequisite: GC1110 Fundamentals of Design or equivalent**

**GC2520 Sustainable Graphic Design****4.5 credit hours**

This course introduces strategies of sustainable practices for the graphic designer. Topics include green materials and processes, paper reduction strategies, pollution prevention and end of product life. **Prerequisite: GC1110 Fundamentals of Design or equivalent**

**GC2530 Animation****4.5 credit hours**

This course focuses on principles of form topology, visual design and movement as applied in the creation of simple animated sequence. Students are introduced to methods of integrating lighting, texture mapping, rendering and finer details of motion graphics to create 3D computer animated solutions. **Prerequisite: GC1330 3D Modeling Techniques or equivalent**

**GC2620 Digital Prepress and Production Processes****4.5 credit hours**

This course involves theory and techniques for pre-press preparation using industry standard software for final file output. Topics include procedures and problems involved in computer file preparation, ranging from trapping, color separations, and resolutions to printing basics and service bureaus. **Prerequisite: GC2520 Sustainable Graphic Design or equivalent**

**GC2630 Graphic Design for the Web****4.5 credit hours**

This course focuses on methods and techniques of developing a simple to moderately complex Web site. Using standard Web page language, students will create and maintain a simple Web site. **Prerequisites: GC1430 Video Production Techniques or equivalent, GC2520 Sustainable Graphic Design or equivalent**

**GC2799 Graphic Communications and Design Capstone Project****4.5 credit hours**

This course provides an independent learning experience directed toward the completion of a graphic design project from start to finish. The project requires prior approval by the instructor. **Prerequisites: Completion of a minimum of 75 credits earned in the program of study including GC2530 Animation or equivalent and GC2620 Digital Prepress and Production Processes or equivalent**

**LE1430 Fundamentals of Criminal Law****4.5 credits hours**

This course is an overview of criminal law, criminal procedures and crimes against person, property or public order. Students also explore the distinction between criminal law and civil law. **Prerequisites: EN1320 Composition I or equivalent, PL1110 Introduction to Paralegal or equivalent or CJ1110 Introduction to Criminal Justice or equivalent**

**NT1110 Computer Structure and Logic****4.5 credit hours**

The organization of a computer is examined in a typical operating systems environment. Terminology and underlying principles related to major computer functions are discussed in the context of hardware and software environments.

**NT1210 Introduction to Networking****4.5 credit hours**

This course serves as a foundation for the study of computer networking technologies. Concepts in data communications, such as signaling, coding and decoding, multiplexing, circuit switching and packet switching, OSI and TCP/IP models, LAN/WAN protocols, network devices and their functions, topologies and capabilities are discussed. Industry standards and the development of networking technologies are surveyed in conjunction with a basic awareness of software and hardware components used in typical networking and internetworking environments. **Prerequisite: NT1110 Computer Structure and Logic or equivalent**

**NT1230 Client-Server Networking I****4.5 credit hours**

This course introduces operating principles for the client-server based networking systems. Students will examine processes and procedures involving the installation, configuration, maintenance, troubleshooting and routine administrative tasks of popular desktop operating system(s) for standalone and network client computers, and related aspects of typical network server functions. **Prerequisite or Corequisite: NT1210 Introduction to Networking or equivalent**

**NT1310 Physical Networking****4.5 credit hours**

This course examines industry standards and practices involving the physical components of networking technologies (such as wiring standards and practices, various media and interconnection components), networking devices and their specifications and functions. Students will practice designing physical network solutions based on appropriate capacity planning and implementing various installation, testing and troubleshooting techniques for a computer network. **Prerequisite: NT1210 Introduction to Networking or equivalent**

### **NT1330 Client-Server Networking II**

#### **4.5 credit hours**

The typical network server operating system and its functions are the focus of this course. Areas of study include installation, configuration, maintenance and routine administrative tasks of the network services provided by the server in relation to its clients and other servers. **Prerequisite: NT1230 Client-Server Networking I or equivalent**

### **NT1430 Linux Networking**

#### **4.5 credit hours**

This course covers system and network administrative tasks associated to Linux-based components on a network. Routine tasks in installation, configuration, maintenance, and troubleshooting of Linux workstations and servers will be discussed with emphasis on the network services provided by open source solutions. **Prerequisite: NT1210 Introduction to Networking or equivalent**

### **NT2580 Introduction to Information Security**

#### **4.5 credit hours**

This course provides an overview of security challenges and strategies of counter measures in the information systems environment. Topics include definitions of terms, concepts, elements and goals incorporating industry standards and practices with a focus on availability, vulnerability, integrity and confidentiality aspects of information systems. **Prerequisites: NT1330 Client-Server Networking II or equivalent, NT1430 Linux Networking or equivalent**

### **NT2640 IP Networking**

#### **4.5 credit hours**

This course explores network design and implementation by applying the TCP/IP protocols to provide connectivity and associated services. Planning and deployment of network addressing structures, as well as router and switch configurations, are also examined. **Prerequisite: NT1210 Introduction to Networking or equivalent**

### **NT2670 Email and Web Services**

#### **4.5 credit hours**

This course explores common network-based services such as Web services, email and FTP in a given server operating systems environment. Related security issues will also be studied. **Prerequisites: NT1330 Client-Server Networking II or equivalent, NT1430 Linux Networking or equivalent**

### **NT2710 Advanced Computer Maintenance, Troubleshooting, and Repair**

#### **3.0 credit hours**

This course is an intensive study of PC hardware and software including physical devices, BIOS, operating systems, and applications. Instruction will include installation, configuration, troubleshooting, and repairing software and hardware implementations. This course examines the concepts found in the CompTIA A+ certification exam. **Prerequisite: NT1110 Computer Structure and Logic or equivalent**

### **NT2730 Advanced Server Operating Systems**

#### **3.0 credit hours**

This course is an intensive study of the server operating system including installation, configuration, management, core infrastructure services, policies and permissions, and virtualization. This course examines the concepts found in the Microsoft Certified Professional Installing and Configuring Windows Server 2012 certification exam. **Prerequisite: NT2670 Email and Web Services or equivalent**

### **NT2731 Advanced Server and Storage Infrastructure**

#### **3.0 credit hours**

This course is an intensive study of common solutions for servers and storage devices in business environments. Instruction will include topics for the HP ATA – Servers and Storage certification. This course examines the concepts found in the HP Accredited Technical Associate (ATA) certification exam. **Prerequisite: NT2670 Email and Web Services or equivalent**

### **NT2732 AIX Operating System Administration**

#### **3.0 credit hours**

This course is an intensive study of the AIX enterprise server operating system including installation, configuration, backup and recovery, and user administration. This course examines the concepts found in the IBM Certified Associate System Administrator - AIX 7 certification exam. **Prerequisite: NT2670 Email and Web Services or equivalent**

### **NT2735 Advanced Linux Server Operating Systems**

#### **3.0 credit hours**

This course is an intensive study of the Linux enterprise server operating system including installation, configuration, backup and recovery, management, core infrastructure services, and user administration. This course also examines the concepts found in the Red Hat Certified System Administrator (RHCSA) certification exam. **Prerequisite: NT2670 Email and Web Services or equivalent**

### **NT2740 Advanced Networking Devices**

#### **3.0 credit hours**

This course is an intensive study of routers, switches, and other computer and telecommunication network devices. Instruction will include network and routing protocols, local and wide area networks, and VLANs as well as device configuration, management, and troubleshooting. This course examines the concepts found in the Cisco Certified Entry Networking Technician (CCENT) certification exam. **Prerequisite: NT2640 IP Networking or equivalent**



### **NT2799 Network Systems Administration Capstone Project**

#### **4.5 credit hours**

This course provides an opportunity for students to work on a comprehensive project that includes the design, planning and implementation of a network solution for solving specific business problems. Common project management processes are applied to identify deliverables and outcomes of the project. **Prerequisites: Must be taken during the student's final quarter of study, and requires prior satisfactory completion of NT2640 IP Networking or equivalent**

### **PL1110 Introduction to Paralegal**

#### **4.5 credit hours**

This course provides an overview of the paralegal's role in the legal services industry, including an introduction to client interaction, case preparation, legal research, courtroom assistance and related ethical considerations. The structure of the American legal system and its processes are examined.

### **PT1420 Introduction to Programming**

#### **4.5 credit hours**

This course serves as a foundation for understanding the logical function and process of computer programming. Basic computer programming knowledge and skills in logic and syntax will be covered. Coding convention and procedures will be discussed relevant to the given programming language environment. **Prerequisite: NT1110 Computer Structure and Logic or equivalent**

### **PT2520 Database Concepts**

#### **4.5 credit hours**

This course introduces the basic concepts in databases and their applications. Topics include database history, structure, objects, relational database management systems (RDBMS) and introductory Structured Query Language (SQL). **Prerequisite: PT1420 Introduction to Programming or equivalent**

## ***General Studies Courses***

### **GS1140 Problem Solving Theory**

#### **4.5 credit hours**

This course introduces students to fundamental principles, strategies and methods of problem solving theory.

### **GS1145 Strategies for the Technical Professional**

#### **4.5 credit hours**

This course reviews characteristic and trends of the global information society including basic information processing, Internet research, other skills used by the technical professionals and techniques that can be used for independent technical learning.

### **GS2745 Advanced Strategies for the Technical Professional**

#### **3.0 credit hours**

This course focuses on skills, characteristics and attitudes that contribute to professional life. Topics include personal integrity, business communication skills, teamwork and conflict resolution, financial literacy, professional work habits, networking and social media, and lifelong learning. **Prerequisites: Completion of a minimum of 65 credits earned in the program of study including GS1145 Strategies for the Technical Professional or equivalent**

## **COURSE NUMBERING SYSTEM**

The prefix of a course designated in the program outline for each program of study stands for the type of course. Courses may be designated with a three digit or four digit numerical code. The first digit indicates the course level. Courses designated with a first digit of one or two are lower division courses. Courses designated with a first digit of three or four are upper division courses. Some courses designated with a first digit of three may be required during the latter quarters of an associate degree program. Refer to the Program Outline for a listing of any required associate degree courses designated with a first digit of three.

## **CREDIT HOUR**

A credit hour is an artificial measurement of the amount of learning that can occur in a program course based on a specified amount of time spent on class activities and student preparation each week during the program course. The learning that actually occurs may vary depending on the instructor's delivery method and style, the student's background, demonstrated effort and capability, and the size and composition of the class, notwithstanding the amount of time spent on class activities and student preparation each week during the program course.

**Residence Courses:** In all courses, other than those taken through directed independent study, a quarter credit hour represents: (a) at least 10 clock hours of classroom activities and at least 20 clock hours of outside preparation; (b) at least 20 clock hours of laboratory activities; or (c) at least 30 clock hours of externship or practicum or clinical component. A clock hour is 50 minutes.

## **CURRICULUM**

The school may, at any time in its discretion, (a) vary the offering and/or sequence of courses in any program of study, (b) revise the curriculum content of any program of study or any course in any program of study, and (c) change the number of credit hours in any

program of study or any course in any program of study. Information on any plans that the school has for improving the curricula can be obtained from the Dean.

## **PROGRAMS AND COURSES OFFERED**

The school offers only those specific programs of study and courses within those specific programs of study that are expressly discussed in the Curricula section of this catalog. Other ITT Technical Institutes offer only those specific programs of study and courses within those specific programs of study that are specified in their respective current catalogs. The school does not make any representation or promise whatsoever regarding any program of study or course within any program of study that the school or any other ITT Technical Institute may offer in the future.

All of the courses in every program of study are not offered every academic quarter. New classes in every program of study do not begin every academic quarter. Course offerings and new classes in programs of study are dependent on a variety of factors, including student interest and faculty availability, among others. The school will, in its discretion, determine which courses will be offered each academic quarter and which programs of study will begin new classes each academic quarter. The school does not make any representation or promise whatsoever that any course will be offered by the school in any academic quarter or that a new class in any program of study will begin in any academic quarter. As a result, a student may not be able to take all of the courses that he or she desires to take in any academic quarter or begin a program of study in any academic quarter, which may affect the amount of time it takes the student to graduate from a particular program of study.

Textbook information for each of the offered courses is available on the ITT Technical Institute website at [www.itt-tech.edu/textbooks/](http://www.itt-tech.edu/textbooks/).

## **HOMEWORK**

Each course included in a program of study will entail varying amounts of homework and outside class preparation depending on the course, faculty member and the student's progress in the course.

## **DIRECTED INDEPENDENT STUDY**

A situation may arise that prevents a student from taking a program course in its regular format during a particular quarter. If this situation occurs, the school may, in its discretion, permit the student to take the program course through directed independent study ("DIS"). In order to take a program course through DIS, the student must request permission in writing from the Dean to take the program course through DIS. If the school grants the student permission to take the program course through DIS, the student must agree in writing to a syllabus that outlines the learning objectives, texts, course requirements, evaluation criteria, meeting dates and examination dates for that course. A student who takes any program course through DIS will be required to meet with the assigned faculty member for that course at least once per week during the quarter for at least 50 minutes each meeting to review the student's progress in the course and for the student to submit required assignments, make any scheduled presentations and take scheduled exams. The student should expect to be assigned a significant amount of laboratory activity with respect to any program course taken through DIS that includes a laboratory component.

A student may not seek permission to take a program course through DIS:

- (a) until the student has successfully completed program courses worth at least 36 quarter credit hours at the school or at any other ITT Technical Institute;
- (b) unless the student has an overall cumulative grade point average of at least 2.50 for all of the program courses that the student has taken at the school;
- (c) unless the student is making satisfactory academic progress in his or her program of study as of the end of the most recent quarter during which the student was enrolled in that program;
- (d) if the student would be on academic and financial aid probation status during the quarter that the student would take the program course through DIS; or
- (e) if the student previously attempted and failed the program course at the school or at any other ITT Technical Institute.

The school may, in its discretion, vary from time to time the program courses available to be taught through DIS. Not all program courses will be made available by the school to be taught through DIS, including, without limitation, courses with a one hundred level course number. A student will not be permitted to attempt more than: (a) one program course through DIS during any quarter; and (b) four program courses through DIS in any associate's degree program of study in which the student is enrolled at the school.

## **MAXIMUM COURSE LOAD**

A student cannot register to take program courses in any quarter that, in total, represent more than 24 credit hours. Any student who wishes to register to take program courses in any quarter that represent more than 19 credit hours must first consult with and obtain the permission of the Dean prior to the beginning of that quarter.

## **PRACTICUM OR CLINICAL COMPONENT**

Certain courses within specific programs of study include a practicum or clinical component that must be successfully completed by the student at one or more facilities that are assigned to the student by the school. The course(s) that include a practicum or clinical component are identified in the program outline for the particular program of study contained in the Curricula section of this catalog. Students who are enrolled in a program of study that contains one or more courses that include a practicum or clinical component are required to enter into an agreement with the school that sets forth the terms of the student's practicum or clinical component, identifies risks associated with that component and releases the school from any liability to the student with respect to that component. Students may obtain an advance copy of the practicum or clinical agreement from the school's administration.

## **EXTERNSHIP**

The course requirements of certain courses within specific programs of study may be satisfied through externship opportunities that may be available to a student. Externships are conducted at locations off campus at facilities that are unaffiliated with the school. An externship must be successfully completed by the student in order for the student to receive credit for the course requirement in the program of study. The course requirements that may be substituted with an externship opportunity are identified in the program outline for the particular program of study contained in the Curricula section of this catalog. Students who are enrolled in a program of study in which one or more courses may be satisfied with externship opportunities are required to enter into an agreement with the school that sets forth the terms of the student's externship, identifies risks associated with that externship and releases the school from any liability to the student with respect to that externship. Students may obtain an advance copy of the externship agreement from the school's administration.

## **ADMINISTRATIVE INFORMATION**

### **ADMISSION**

#### **Admission Requirements and Procedures**

A student may be admitted into a program of study offered by the school upon satisfying all of the following requirements:

- (a) The student is at least 16 years of age.
- (b) The student has:
  - (1) a high school diploma (excluding special diplomas, special education diplomas, modified diplomas, applied studies diplomas, adjusted diplomas, alternative diplomas, certificates of completion/attendance/participation, etc.); or
  - (2) a recognized equivalent of a high school diploma (e.g., a certification that the student has demonstrated high-school level academic skills or an official document from a state authority (to the satisfaction of the school) recognizing that the student has successfully completed secondary school through home schooling (as defined by state law)).The student must provide the school with the following before the end of the student's first quarter of attendance at the school, or the student will be terminated from his or her program of study:
  - (i) a copy of the student's high school diploma;
  - (ii) the student's official high school transcript;
  - (iii) a copy of the certification evidencing the student's receipt of a recognized equivalent of a high school diploma;
  - (iv) an official score report from the testing agency that certified that the student demonstrated high-school level academic skills; or
  - (v) an official document from a state authority (to the satisfaction of the school) recognizing that the student successfully completed secondary school through home schooling (as defined by state law).
- (c) If a U.S. Service member eligible for U.S. Department of Defense Tuition Assistance ("TA") funding, the student must:
  - (1) have scored, within the immediately preceding eighteen months, a minimum of 13 on the Wonderlic Scholastic Level Exam; or
  - (2) have scored, within the immediately preceding five years, a minimum of:
    - (i) 17 on the ACT; or
    - (ii) 400 each on both the critical reading (formerly verbal) and math portions of the SAT; or
  - (3) have earned 36 quarter credit hours or 24 semester or trimester credit hours with an overall cumulative grade point average of 2.0 on a 4.0 grading scale from a postsecondary educational institution located either (A) in the U.S. that is accredited by an accrediting agency recognized by the U.S. Department of Education or (B) outside the U.S. that is accredited or similarly acknowledged by an agency deemed acceptable to the school in its discretion.
- (d) If a U.S. Service member eligible for U.S. Department of Defense Tuition Assistance ("TA") funding, the student provides the school with an official transcript from each educational institution awarding the degree or any course credits that the student desires to transfer to satisfy the requirements in (c) (3) above.
- (e) The student passes (as determined by the school in its discretion) an individual interview, which may include assessment of English proficiency for an English as a Second Language ("ESL") student, with the Registrar, if the Registrar requests an interview with the student.

Upon the student's satisfaction of all of the above requirements with respect to his or her selected program of study, the school will promptly notify the student that he or she is admitted into that program of study at the school.

#### **Late Admission**

A new student must be admitted into a program of study and begin attending classes in at least one of the program courses that he or she is registered to take during the first quarter of the student's enrollment in that program of study within 14 calendar days following the first class session of a program course, or the student's registration in that program of study will be canceled by the school. If a student's enrollment in a program of study is canceled by the school, the student may seek readmission to the program of study at the next available date that the program of study is offered by the school.

#### **Credit for Previous Education or Experience**

A student may request credit for courses in the student's program of study at the school based on the student's previous postsecondary education or experience, by submitting a written request to the Registrar.

- (1) **Previous Postsecondary Education** - Following the Registrar's receipt of the student's written request, the school may grant the student credit for course(s) in the student's program of study based on the student's previous postsecondary education at a different institution, if the student satisfies all of the following requirements:
  - (a) The student provides the school with an official transcript from each educational institution awarding any credits that the student desires to transfer to the school to satisfy specific course requirements of the student's program of study at the school. If the educational institution is located (I) in the U.S., it must be accredited by an accrediting agency recognized by

the U.S. Department of Education, or (II) outside the U.S., it must be accredited or similarly acknowledged by an agency deemed acceptable to the school in its discretion.

- (b) The subject matter of the course(s) represented by the credits that the student desires to transfer to the school to satisfy specific core, technical basic and general studies course requirements of the student's program of study at the school is determined, in the school's discretion, to be equivalent to the subject matter of such core, technical basic and general studies course(s). The subject matter of the course(s) represented by the credits that the student desires to transfer to the school to satisfy specific general education course requirements of the student's program of study at the school is determined, in the school's discretion, to be substantially similar to the subject matter of such general education course(s). The subject matter of the course(s) represented by the credits that the student desires to transfer to the school to satisfy any elective course requirements of the student's program of study at the school is determined, in the school's discretion, to represent a level of rigor that is equal to or greater than the rigor of the school's lower division courses.
- (c) The number of credits that the student desires to transfer to the school to satisfy the requirements of a specific course in the student's program of study at the school must equate, as determined by the school, to at least the same number of quarter credit hours of that course as specified in the Program Outline for the student's program of study at the school.
- (d) The student completed each course represented by credits that the student desires to transfer to the school to satisfy specific course requirements of the student's program of study at the school with at least: (i) a grade of "C" (i.e., 2.0 on a 4.0 scale), if the credits were earned at a postsecondary educational institution other than an ITT Technical Institute; or (ii) a passing grade, if the credits were earned at an ITT Technical Institute.

Other institutions of higher education with which the school has established an articulation agreement include the other ITT Technical Institutes across the country and those institutions listed on the ITT Technical Institute website at [www.itt-tech.edu/articulation/](http://www.itt-tech.edu/articulation/). Many of the same and other limitations and conditions specified above with respect to credit granted by the school for a student's previous postsecondary education at a different institution will apply to credit granted by a different institution for a student's postsecondary education at the school. As a result, any student considering continuing his or her education at, or transferring to, any institution other than an ITT Technical Institute must not assume that any credits earned in any course taken at the school will be accepted by 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.

- (2) **Previous Experience** - Upon the Registrar's receipt of the student's written request, a \$500 processing charge will be due and payable by the student to the school, unless the student's previous experience is based solely on military experience (e.g., a SMART transcript). Following the Registrar's receipt of the student's written request, the school: (a) will add the \$500 processing charge, as applicable, to the amount that is due and payable by the student to the school; and (b) may grant the student credit for course(s) in the student's program of study based on the student's previous experience, if the student demonstrates, to the school's satisfaction, that he or she has sufficiently grasped the knowledge and skills offered by the specific course(s) contained in the student's program of study at the school that the student desires credit for previous experience. The student must demonstrate such knowledge and skills by completing a proficiency examination(s) and/or project(s) acceptable to the school for each such course and receiving a grade or score thereon as required by the school. Notwithstanding the foregoing, a student may not receive credit based on the student's previous experience with respect to any course(s) in the student's program of study at the school that the student previously attempted at the school or at any other ITT Technical Institute.

Any student eligible to receive veterans educational benefits while attending any course(s) in an eligible program of study at the school will be denied veterans educational benefits for any such course(s) that the student previously successfully completed (as determined in the school's discretion in accordance with U.S. Department of Veterans Affairs regulations) elsewhere. As a result, each student eligible and desiring to receive veterans educational benefits while attending an eligible program of study at the school must provide the school with an official transcript for all previous postsecondary education and the student's military discharge document DD214, prior to the first scheduled class in the first course that the student is registered to take in the student's eligible program of study at the school. The school will determine, in its discretion, whether: (a) the subject matter of any course previously taken by the student is substantially the same as the subject matter of any course contained in the student's eligible program of study at the school; and (b) the number of credits of any course previously taken by the student equate to at least the same number of quarter credit hours of any course having substantially the same subject matter that is contained in the student's eligible program of study at the school. If the school determines that (I) the subject matter of any prior course taken by the student is substantially the same as the subject matter of a course in the student's eligible program of study at the school and (II) the number of credits of that prior course equates to at least the same number of quarter credit hours as the course in the student's eligible program of study that has substantially the same subject matter, the school will grant the student credit for such prior course.

The total number of credits for courses in the student's program of study which may be granted to the student by the school based on the student's previous postsecondary education at an institution other than the school (which includes the main campus or any additional location of the school) and/or previous experience as provided above cannot exceed 75% of the quarter credit hours required to graduate from the program. See the Graduation Requirements section of this catalog for further information. If the school grants the student credit for any course in the student's program of study based on the student's previous postsecondary education or experience as provided above: (a) the student will receive a grade of "TR" for that course, if credit was granted based on the student's previous postsecondary education at a different institution; and (b) the student will receive a grade of "CR" for that course, if credit was granted based on the student's previous experience.

### **Immunization**

As required by New York state law, each student born on or after January 1, 1957 must furnish the school with the immunization documentation described below in (a), (b), (c) or (d) within 30 days following the date that the student first begins attending any program course at the school:

- (a) A Certificate of Immunization (as defined below) that shows the student has:

- (1) either:
  - (i) received two doses of live measles virus vaccine, the first dose administered after the age of 12 months and the second dose administered more than 30 days after the first dose but after 15 months of age;
  - (ii) been diagnosed by a physician as having had measles disease;
  - (iii) demonstrated serological evidence of measles antibodies; or
  - (iv) if the student is unable to provide a Certificate of Immunization that satisfies the requirements in (i), (ii) or (iii) above, documentation that proves the student attended primary or secondary school in the United States after 1980 will be sufficient proof that the student received one dose of live measles virus vaccine. If such documentation is provided, then the student must also provide a Certificate of Immunization that documents a dose of measles vaccine was administered within one year prior to attendance at the postsecondary institution; and
- (2) either:
  - (i) received a single dose of live rubella virus vaccine administered after the age of 12 months; or
  - (ii) demonstrated serological evidence of rubella antibodies; and
- (3) either:
  - (i) received a single dose of live mumps virus vaccine administered after the age of 12 months;
  - (ii) been diagnosed by a physician as having had mumps disease; or
  - (iii) demonstrated serological evidence of mumps antibodies.
- (b) A Certificate of Immunization that shows the student is in the process of completing the requirements of (a) above and has:
  - (1) received at least one dose of live measles virus vaccine as required in (a) above;
  - (2) complied with the requirements in (a) above for mumps and rubella; and
  - (3) an appointment to return to a health practitioner for the remainder of the immunizations specified in (a) above, if this appointment is scheduled no more than 90 days since administration of the first dose of measles virus vaccine.

If the student provides a Certificate of Immunization that satisfies the requirements in (1), (2) and (3) above, then the student must also furnish a Certificate of Immunization (within 10 days following all of the appointments scheduled pursuant to (3) above) that the student received the remaining immunizations in accordance with the appointment schedule as provided in (3) above.
- (c) If any licensed physician or nurse practitioner certifies in writing that one or more of the required immunizations may be detrimental to the student's health or is otherwise medically contraindicated, the requirements of (a) and (b) above shall be waived until such immunization is determined no longer to be detrimental to the student's health or otherwise medically contraindicated. This written certification must specify those immunizations which may be detrimental and the length of time they may be detrimental.
- (d) A written and signed statement from the student (and the student's parent or guardian in the event the student is a minor) that the student holds sincere and genuine religious beliefs which prohibit immunization of the student.

The immunizations described above may be administered by a health practitioner or public health officer in the county where the student resides or in which the school is located. Any student who fails to furnish the school with the required immunization documentation described above within 30 days following the date that the student first begins attending any program course at the school will be immediately terminated from the school. A "Certificate of Immunization" means that document, prepared by the health practitioner who administers an immunization, which specifies the products administered and the dates of administration. It may also show physician-verified history of disease and/or laboratory evidence of immunity. "Certificate of Immunization" shall also mean an immunization record submitted by the school which the student previously attended, which specifies the products administered and the dates of administration and whose source was a Certificate of Immunization from a health practitioner.

## CLASS SCHEDULE

- (a) Prior to the student's attendance in any program course in a quarter, the school will notify the student in writing of:
  - the program course(s) that the student has been registered by the school to take in that quarter;
  - whether the program course will be taught either completely in residence at the school, completely online over the Internet as a distance education course, or partially in residence and partially online; and
  - for residence courses, the meeting days of the class periods in each such program course and the times and instruction site of those class periods ("Class Schedule").

The school will notify the student of the location, times and dates associated with the practicum or clinical component of any program course(s) that the student is registered to take in a quarter prior to the start of that component, and this information will not be contained on his or her Class Schedule.

- (b) The student may modify his or her Class Schedule for any quarter at any time prior to his or her first recorded attendance in any program course in that quarter, by notifying the school in writing. The student's written notification must specify any program course(s) that the student wants deleted from and/or added to his or her Class Schedule. Upon receipt of the student's written notification, the school will:
  - cancel the student's registration for, and delete from his or her Class Schedule, any program course(s) specified in the notice;
  - register the student for, and add to his or her Class Schedule, any program course(s) specified in the notice, but only if the school determines that the program course(s) are being taught in that quarter, the student has satisfied any prerequisites and the class size of the program course(s) can accommodate the student; and
  - notify the student in writing of his or her modified Class Schedule.

If the student does not modify his or her Class Schedule for any quarter by notifying the school in writing prior to the student's first recorded attendance in any program course in that quarter, the student will have accepted and agreed to his or her Class Schedule and will remain registered for the program course(s) specified in his or her Class Schedule. The student cannot modify the location, times or dates associated with the practicum or clinical component of any program course(s).

- (c) At any time prior to the start of any program course that the student is registered to take in any quarter, the school may:
- change the start date of that quarter;
  - assign the student a new Class Schedule for that quarter; and/or
  - cancel the program.
- (1) If the school changes the start date of a quarter and/or assigns the student a new Class Schedule for a quarter, the student may modify his or her Class Schedule by notifying the school in writing prior to the student's first recorded attendance in any program course in that quarter. The student's written notification must specify any program course(s) that the student wants deleted from and/or added to his or her Class Schedule. Upon receipt of the student's written notification, the school will:
- cancel the student's registration for, and delete from his or her Class Schedule, any program course(s) specified in the notice;
  - register the student for, and add to his or her Class Schedule, any program course(s) specified in the notice, but only if the school determines that the program course(s) are being taught in that quarter, the student has satisfied any prerequisites and the class size of the program course(s) can accommodate the student; and
  - notify the student in writing of his or her modified Class Schedule.

If the student does not modify his or her Class Schedule for any quarter by notifying the school in writing prior to his or her first recorded attendance in any program course in that quarter, the student will have accepted and agreed to the changed start date of that quarter and/or the student's new Class Schedule.

- (2) If the school cancels the program, the student's enrollment in the program will have been canceled by the school.
- (d) At any time following the start of any program course that the student is registered to take in any quarter, the school may:
- merge the student's class taking that program course into one or more other classes taking the same program course;
  - divide the student's class taking that program course into more than one class taking the same program course;
  - change the times and/or meeting days of the student's class periods in a program course that is taught in residence at the school;
  - change the instruction site of the student's class periods in a program course that is taught in residence at the school; and/or
  - cancel that program course.
- (1) If the school merges the student's class taking a program course into one or more other classes taking the same program course and/or divides the student's class taking a program course into more than one class taking the same program course, the student's Enrollment Agreement with the school will remain in full force and effect, any affected terms and provisions of that Enrollment Agreement will be automatically revised to reflect such changes and the student will not be relieved of any of his or her obligations under that Enrollment Agreement, except as may be otherwise expressly required by applicable state law.
- (2) If the school changes the times and/or meeting days of the student's class periods in a program course taught in residence at the school, the student may cancel his or her registration for that program course by delivering written notice of such cancellation to the school within 10 days of the school's notice of such change. Upon receipt of the student's written notification, the school will:
- cancel the student's registration for, and delete from his or her Class Schedule, that program course; and
  - notify the student in writing of his or her modified Class Schedule.

If the student does not notify the school in writing that he or she is canceling his or her registration for that program course within 10 days of the school's notification of such change, the student will have accepted and agreed to the changed times and/or meeting days of his or her class periods in that program course.

- (3) If, following the start of a program course taught in residence at the school, the school changes the instruction site of the student's class periods in that program course from the instruction site specified on the student's Class Schedule, the school will:
- provide the student with 30 days prior written notice of that change (or such lesser amount as is reasonably practicable in the event of an act of God, fire or any circumstance not within the school's control); and

- request that the student acknowledge that change by executing a written amendment to his or her Enrollment Agreement with the school that specifies the student's new instruction site for the remainder of that program course.

Any failure by the student to execute a written amendment to that Enrollment Agreement specifying his or her new instruction site for that program course will constitute the student's intent to withdraw from that program course.

(4) If the school cancels any program course that the student is registered to take in any quarter, the school will:

- cancel the student's registration for, and delete from his or her Class Schedule, that program course; and
- notify the student in writing of his or her modified Class Schedule.

(e) The student understands and acknowledges that his or her Class Schedule with respect to the times, meeting days and/or instruction site of the class periods in the program course(s) that the student is registered to take are likely to change from one quarter to the next.

(f) Any class period in a program course taught in residence at the school, or any portion of a practicum or clinical component of a program course, that is canceled by the school in any quarter due to:

- A holiday or any other foreseen event will be rescheduled by the school for a different day and time in the same quarter. A canceled class period in such a program course may be rescheduled by the school for a day and/or time that differ from the student's regular Class Schedule. A canceled portion of a practicum or clinical component of such a program course may be rescheduled by the school for a day and/or time that differ from the day and/or time that were previously scheduled.
- An unforeseen event may not be rescheduled by the school, but the student will be required, during the same quarter, to make up the coursework missed as a result of the canceled class period.



<b>STUDENT CALENDAR RESIDENCE COURSES</b>			
	<b>2016</b>	<b>2017*</b>	<b>2018*</b>
New Year's Day**	January 1	January 1 - 2	January 1
Classes Resume After Winter Break	January 4	January 3	January 8
Presidents' Day**	February 15	February 20	February 19
Winter Quarter Ends	March 12	March 11	March 10
Spring Quarter Begins	March 14	March 13	March 12
Memorial Day**	May 30	May 29	May 28
Spring Quarter Ends	June 4	June 3	June 2
Summer Break**	June 6 - 12	June 5 - 11	June 4 - 10
Summer Quarter Begins	June 13	June 12	June 11
Independence Day**	July 4	July 4	July 4
Summer Quarter Ends	September 3	September 2	September 1
Labor Day**	September 5	September 4	September 3
Fall Break**	September 5 - 11	September 4 - 10	September 3 - 9
Fall Quarter Begins	September 12	September 11	September 10
Thanksgiving**	November 24 - 25	November 23 - 24	November 22 - 23
Fall Quarter Ends	December 3	December 2	December 1
Winter Quarter Begins	December 5	December 4	December 3
Winter Break**	December 19, 2016 - January 1, 2017	December 25, 2017 - January 7, 2018	December 24, 2018 - January 6, 2019
<p>*Tentative Dates  **No classes</p> <p>The school may at any time change or modify the Student Calendar to the extent the school determines necessary, in its discretion, by reason of any: (a) act of God, including, without limitation, any natural disaster or inclement weather; (b) fire; (c) riot; (d) local, state or national emergency; (e) business necessity; (f) war; (g) act of terrorism; (h) civil insurrection; (i) strike or other labor difficulty; (j) rule, order, regulation and/or law of any governmental entity; and/or (k) school-sponsored activity. The school will promptly notify the student body as soon as practical following any determination by the school to change or modify the Student Calendar. If the school exercises any of its rights to change or modify the Student Calendar, the student's Enrollment Agreement with the school will remain in full force and effect, and the student will not be relieved of any of his or her obligations thereunder.</p>			

## ADMINISTRATION POLICIES

### Non-Discrimination and Diversity

The school is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, religion, color, age, sex, sexual orientation, national origin, disability, gender, genetic information, or any other protected status, in employment, educational programs and activities, and admissions. The school also encourages cultural and ethnic diversity in its faculty, staff, and student body.

In accordance with the requirements of Title IX of the Education Amendments of 1972 and their regulations, the school does not discriminate on the basis of sex in the educational programs and activities which it operates, including employment and admissions. The school Director is designated the school's Title IX Coordinator to coordinate Title IX compliance.

### Academic Achievement

#### **Grading**

Grading is administered to assess the student's educational progress. Grading is based on the student's performance in class and level of achievement on assignments, projects and examinations. The following is a list of possible grades that a student may receive for a course, the points that each grade will contribute per course credit hour to the student's grade point average and a brief description of the grade:

<u>Grade</u>	<u>Points</u>	<u>Description</u>
A	4.0	Indicates a superior level of achievement.
B+	3.5	Indicates a good level of achievement.
B	3.0	Indicates a good level of achievement.
C+	2.5	Indicates an average level of achievement.
C	2.0	Indicates an average level of achievement.
D+	1.5	Indicates a marginal level of achievement.
D	1.0	Indicates a marginal level of achievement.
F	0.0	Indicates an unsatisfactory level of achievement. <b>Any student earning a grade of "F" in a course specified in the program outline of his/her program of study must repeat and successfully complete that course prior to graduation.</b>
I	N/A	Incomplete - Indicates that the student has not completed all work required for the course. All work required for the course must be successfully completed within six weeks following the end of the course or the otherwise earned letter grade is awarded (normally an "F"). Incompletes may only be awarded upon approval of the instructor and Dean.
CR	N/A	Credit - Indicates that the student demonstrated knowledge and skill in the course through previous experience. "CR" is not considered in computing the grade point average.
TR	N/A	Transferred Credit - Indicates the school accepted credit earned for previous postsecondary education at an institution other than an ITT Technical Institute. "TR" is not considered in computing the grade point average.
W	N/A	Withdrawal - Indicates that the student withdrew or was terminated from the course within the first 75% of that course. "W" is not considered in computing the grade point average. Withdrawals after the first 75% of the course has been completed will receive the otherwise earned letter grade (normally an "F").
P	N/A	Passing - Indicates a passing grade in a course designated as a pass-fail course. "P" is not considered in computing the grade point average.
*	N/A	Indicates that the course was repeated.
(R)	N/A	Indicates that the course was attempted previously.

A grade earned by a student in a course taken at any other ITT Technical Institute will be accepted by the school and appear on the student's academic transcript.

#### **Graduation Requirements**

In order to graduate from his or her program of study at the school: (a) a student must attain an overall 2.0 cumulative grade point average for all of the courses included in the program; (b) a student must either successfully complete all of the course requirements for the program (as such courses may be revised or modified from time to time in the school's discretion) within the Maximum Time Frame for Completion as specified below or receive credit for such courses from the school based on the student's previous postsecondary education or experience; (c) at least 25% of the quarter credit hours required to graduate from the program must be earned at the main campus or any additional location of the school; and (d) a student's administrative record, academic record and account with the school must be up to date and current.

#### **Credential**

Upon successfully completing all of the requirements for graduation and satisfying all indebtedness to the school, the school will award the student the appropriate credential for the student's program of study as specified in the Curricula section of this catalog. The school only awards graduates of a specific program of study the credential specified for the student's program in the Curricula section of this catalog. Other ITT Technical Institutes only award their graduates of a specific program of study the credential specified for that program in that ITT Technical Institute's current catalog. The school does not make any representation or promise whatsoever

regarding any future credential that may be awarded to any graduate of any program of study that the school or any other ITT Technical Institute may offer.

## Honors

To accent the importance of academic performance and give recognition to students who achieve a better than average scholastic record, the school has the following academic achievement recognition levels:

- (a) Honors List - Any student who, during a quarter, takes program courses that represent at least eight credit hours and who achieves an overall grade point average of 3.50 to 3.79 for the program courses taken in that quarter will be placed on the Honors List.
- (b) Highest Honors List - Any student who, during a quarter, takes program courses that represent at least eight credit hours and who achieves an overall grade point average of at least 3.80 for the program courses taken in that quarter will be placed on the Highest Honors List.
- (c) Graduation with Honors - Any student who graduates from his or her program of study at the school with an overall cumulative grade point average of: (i) 3.50 to 3.79 for all of the courses taken in the program will be designated an Honors Graduate; and (ii) at least 3.80 for all of the courses taken in the program will be designated a Highest Honors Graduate.

## Academic Transcript

An unofficial copy of each student's transcript is available from the Registrar upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The school reserves the right to withhold an official academic transcript if: (a) the student's financial obligation to the school is in arrears; or (b) the student is in arrears on any federal or state student loan obligation. The school also reserves the right to limit, in its discretion, the number of official academic transcripts provided without a processing fee.

## Satisfactory Academic Progress

Each student must make satisfactory academic progress toward completing his or her program of study, regardless of the student's course load in any academic quarter or whether the student receives financial aid. To be making satisfactory academic progress, a student must satisfy the criteria set forth below in this Satisfactory Academic Progress section. Any student who is failing to make satisfactory academic progress in his or her program of study at any Evaluation Point specified below will be notified by the School of such failure and either be placed on academic and financial aid probation ("AFAP") or terminated from that program of study as provided below.

## Evaluation Points

A student will not be making satisfactory academic progress, if at any Evaluation Point specified below:

- the student's overall cumulative grade point average ("OCGPA") in his or her program of study is less than the OCGPA required at that Evaluation Point; or
- the student has not successfully completed the percentage of the total cumulative credit hours he or she has attempted in his or her program of study ("Credit Completion Percentage") required at such Evaluation Point:

<b><u>Evaluation Point*</u></b>	<b><u>Required OCGPA</u></b>	<b><u>Required Credit Completion Percentage</u></b>	<b><u>See Note</u></b>
End of the student's first academic year (as defined below)	1.5	50%	(1)
End of the student's second academic year	2.0	66.67%	(1)
End of each of the student's seventh and any subsequent academic quarters	2.0	66.67%	(1)
End of any academic quarter of the student's AFAP	See Note (2) below	See Note (2) below	(3)
100% of the Maximum Time Frame for Completion ("MTFC") (as defined below)	2.0	66.67%	(3)

\*If, at any point in time, more than one Evaluation Point is applicable to a student, the student's satisfactory academic progress determination will be based on the applicable Evaluation Point that requires the highest OCGPA and Credit Completion Percentage and the most restrictive note(s).

## Notes:

- (1) If a student is not making satisfactory academic progress in his or her program of study at this Evaluation Point, the student will be terminated from that program of study, unless:
  - the student appeals the school's determination in writing to the Dean (as provided below in the Appeal section);
  - the Dean grants the student's appeal; and

- the student satisfies all of the conditions specified below in the Academic and Financial Aid Probation section to be placed on AFAP.

If all of the conditions specified in the sentence immediately above are satisfied, the student will be placed on AFAP during the student's next academic quarter of attendance in the program.

- (2) The OCGPA and Credit Completion Percentage required at the end of the immediately preceeding academic quarter.
- (3) If a student is not making satisfactory academic progress in his or her program of study at this Evaluation Point, the student will be terminated from that program of study at the school.

The calculation of the student's OCGPA in his or her program of study will include the points associated with the grade earned by the student with respect to each course that the student took at the school and/or at any other ITT Technical Institute when the student: (a) was enrolled in that program of study; and (b) was enrolled in a different program of study, if (i) the subject matter of that course is substantially the same as any course in his or her current program of study or (ii) that course counts toward or satisfies any of the coursework requirements of his or her current program of study (whether core, general education, general studies, technical basic, elective or otherwise).

### **Maximum Time Frame for Completion**

The student's Maximum Time Frame for Completion ("MTFC") for his or her program of study is 150% of the credit hours designated in the Program Outline for such program of study (as such credit hours may be revised or modified from time to time by the school in its discretion), rounded down to the nearest whole credit hour. For example, if a program of study consists of 90 credit hours, the student's MTFC is 135 credit hours (150% of 90). Each credit hour in a program of study that is "attempted" (as defined below) by a student is counted toward the student's MTFC of that program of study each and every time the credit hour is attempted by the student. A credit hour is "attempted," if the student receives any of the following grades from the school and/or from any other ITT Technical Institute for the course represented by the credit hour: "A," "B+," "B," "C+," "C," "D+," "D," "F," "I," "W," "P," "CR" or "TR". For example, if a student takes Course X, consisting of 4.5 credit hours, and receives a grade of "W" and the student retakes Course X and earns a grade of "B," the student will have attempted 9 credit hours with respect to Course X. A student may not exceed his or her MTFC for the student's program of study. The student's MTFC for his or her program of study will include the credit hours attempted with respect to each course that the student took at the school and/or at any other ITT Technical Institute when the student:

- (a) was enrolled in that program of study; and
- (b) was enrolled in a different program of study, if
  - (i) the subject matter of that course is substantially the same as any course in his or her current program of study or
  - (ii) that course counts toward or satisfies any of the coursework requirements of his or her current program of study (whether core, general education, general studies, technical basic, elective or otherwise).

A student will not be making satisfactory academic progress and will be terminated from his or her program of study if, at any time, the school determines that the student is unable to graduate from his or her program of study without exceeding the student's MTFC for that program of study.

### **Academic Year**

An academic year is three academic quarters in length. Any academic quarter that the student attended in any program of study at the school or any other ITT Technical Institute during which the student attempted any course that is included in, counts toward or satisfies any of the coursework requirements of the student's current program of study (whether a core, general education, general studies, technical basic, elective or any other type of course), will be counted for purposes of determining the student's applicable academic year and/or academic quarter under the Evaluation Points section.

### **Credit Completion Percentage**

The Credit Completion Percentage is calculated by dividing (a) the total number of credit hours in the courses included in the student's program of study for which the student receives a grade of "A," "B+," "B," "C+," "C," "D+," "D," "CR" or "TR" from the school by (b) the total number of credit hours that the student has attempted in the courses included in the student's program of study (including, without limitation, the credit hours associated with any course for which the student receives a grade of "CR" or "TR"). The calculation of the student's Credit Completion Percentage in his or her program of study will include the number of credit hours attempted by the student with respect to each course that the student took at the school and/or at any other ITT Technical Institute when the student:

- (a) was enrolled in that program of study; and
- (b) was enrolled in a different program of study, if
  - (i) the subject matter of that course is substantially the same as any course in his or her current program of study or
  - (ii) that course counts toward or satisfies any of the coursework requirements of his or her current program of study (whether core, general education, general studies, technical basic, elective or otherwise).

### **Student Status**

A student who, in any academic quarter, takes courses in his or her program of study that represent:

- 12 or more credits is a full-time student;
- 9 to 11 credits is a three-quarter-time student;
- 6 to 8 credits is a half-time student; or
- less than 6 credits is a less than half-time student.

If the total number of quarter credit hours of the courses which comprise a program of study offered by the school exceeds 72, the school has determined that the program of study cannot normally be completed in two academic years of full-time study, based on a full-time student taking a course load representing 12 or 13.5 quarter credit hours at the school each academic quarter. A student's grade level is based on the total number of quarter credit hours of the courses in the student's program of study at the school that the student has successfully completed, as follows:

<u>Undergraduate Grade Level</u>	<u>Total Number of Quarter Credit Hours of Courses Successfully Completed in the Student's Program of Study</u>
First	Less than 36
Second	At least 36 but less than 72
Third	At least 72 but less than 108

The amount of federal and state student financial aid that a student may qualify to receive may depend on the student's grade level and could be adversely affected if the student is anything other than a full-time student. Any student who is not a full-time student should contact the school's Finance Department for more information.

### **Academic and Financial Aid Probation**

During any academic quarter that a student is on AFAP, the Dean may require the student to repeat some or all of the courses that the student previously received a grade of "D+," "D," "F" or "W" before the student can attempt any other courses in the student's program of study. At the end of the academic quarter of the student's AFAP, the student's OCGPA and Credit Completion Percentage will be recalculated to determine if the student is making satisfactory academic progress in the program of study based on the OCGPA and Credit Completion Percentage required at the end of the immediately preceding academic quarter.

All of the credit hours represented by the courses that the student repeats during the academic quarter of the student's AFAP will have been attempted by the student in determining the student's Credit Completion Percentage, and all of the grades (and associated points) earned by the student in those courses will replace the previous grades (and associated points) earned in determining the student's OCGPA. All grades earned for any courses the student attempts will, however, remain on the student's transcript.

Notwithstanding anything to the contrary in the Evaluation Points section, a student will not be placed on AFAP:

- if the school determines that the student will be unable to make satisfactory academic progress in the student's program of study at the end of the academic quarter of the student's AFAP;
- more than three times during any specific program of study in which the student is or was enrolled at the school or at any other ITT Technical Institute; or
- if the student was on AFAP during the immediately preceding academic quarter that the student was enrolled in that program of study at the school or at any other ITT Technical Institute.

### **Incompletes and Repeats**

If the student receives a grade of "A," "B+," "B," "C+," "C," "D+," "D," "P," "CR" or "TR" with respect to any course, the student will have successfully completed that particular course. If the student receives an "I" grade and does not successfully complete the required work to remove the "I" grade from his or her record within six weeks following the end of the quarter in which the "I" grade was received, the student will receive the otherwise earned letter grade (normally an "F"). Any student who does not successfully complete a course included in his or her program of study must repeat and successfully complete that course prior to: (a) taking any course with respect to which the failed course is a prerequisite; and (b) graduation. Any student who successfully completes a course may request in writing for permission from the school to repeat that course. If a course is repeated, the grade earned for repeating the course will replace the previous grade earned in determining the student's OCGPA in the student's program of study and whether the student has successfully completed the course. All grades earned for all courses the student attempts will, however, remain on the student's transcript.

### **Readmission**

A student who withdraws or is terminated from a program of study at the school or any other ITT Technical Institute may not seek readmission into any program of study at the school, whether the same or a different program, before the next academic quarter that the course(s) the student would take upon readmission into the program of study is(are) offered by the school.

All readmission determinations will be made by the school in its discretion and will be final and binding on the student. The school is not obligated to readmit any student. As part of the school's determination to readmit any student, the school will consider whether the student was making satisfactory academic progress at the last Evaluation Point that the student was enrolled in a program of study, whether at the school or at a different ITT Technical Institute. If the student was not making satisfactory academic progress in his or her program of study as of that Evaluation Point, the student will not be readmitted into:

- a different program of study that is at a different credential level; or
- the same program of study or a different program of study that is at the same credential level, unless:
  - the student appeals the school's determination in writing to the Dean (as provided below in the Appeal section);
  - the Dean grants the student's appeal; and
  - the student satisfies all of the conditions specified above in the Academic and Financial Aid Probation section to be placed on AFAP.

In no event will any student be readmitted into the same program of study, or a different program of study that is at the same credential level, at the school, if the student:

- for any reason withdrew or was terminated from a program of study at the school or at a different ITT Technical Institute during an academic quarter when the student was on AFAP;
- is unable to make satisfactory academic progress in that program of study, as determined by the school; or
- does not possess the motivation, desire or academic ability to satisfactorily progress academically through and graduate from that program of study, as determined by the school.

If the school decides to readmit a student, who was not making satisfactory academic progress at the last Evaluation Point that the student was enrolled in a program of study at an ITT Technical Institute, into the same program of study or a different program of study that is at the same credential level, the student:

- will be placed on AFAP during the student's next academic quarter of attendance in that program of study at the school; and
- must agree in writing to the terms for readmission and execute a new Enrollment Agreement with the school and pay all then current tuition, fees and any other costs associated with the student's program of study.

### **Reestablishing Financial Aid**

A student must be making satisfactory academic progress to be eligible to receive any federal, state or other student financial aid to attend any course(s) in his or her program of study at the school. If a student loses his or her eligibility to receive financial aid for failure to make satisfactory academic progress in his or her program of study, the student cannot reestablish his or her eligibility to receive financial aid to attend any course(s) at the school, unless:

- the student enrolls in a different program of study at the school that is at the same credential level as the program of study in which he or she failed to make satisfactory academic progress; and
- the school determines that the student is making satisfactory academic progress in that different program of study.

### **Non-Credit Courses**

Non-credit courses are taken on a pass-fail basis. Grades earned in non-credit courses are not included in the computation of a student's OCGPA. Nevertheless, the student must repeat and successfully complete any failed non-credit courses prior to the student graduating from his or her program of study at the school. Non-credit courses are also not included in the calculation of the student's MTFC or Credit Completion Percentage at any Evaluation Point, because non-credit courses are not worth any credit hours.

### **Non-Punitive Grades**

Non-punitive grades for courses awarded by the school include: "CR," "TR," "W," "P" and "I." Non-punitive grades are not included in the computation of a student's OCGPA. The credit hours associated with any courses for which non-punitive grades are received by a student are included in the calculation of the student's MTFC and Credit Completion Percentage as specified above in those sections.

### **Appeal**

If the school determines that a student is failing to make satisfactory academic progress in his or her program of study at the school, the student may appeal the school's determination in writing to the Dean. The student's written appeal must explain in detail the special circumstances that caused the student not to make satisfactory academic progress (such as the student suffering an illness or injury, the death of a relative of the student or other special circumstances) and what has changed in the student's situation that will allow the student to be making satisfactory academic progress at the end of the student's next quarter of attendance in a program of study at the school. The Dean will review the student's written appeal to determine whether, based on the student's special circumstances and the information submitted by the student in his or her written appeal, the student can remain enrolled in (or be readmitted into) that same program of study at the school despite the student's failure to conform to the requirements of this Satisfactory Academic Progress section. The determination of the student's written appeal will be:

- made by the Dean (in his or her discretion and in conformity with this Satisfactory Academic Progress section);
- communicated in writing to the student; and
- final and binding on the student.

If the Dean grants the student's appeal and all of the conditions specified above in the Academic and Financial Aid Probation section are satisfied, the student will, at the school's discretion, be placed on AFAP during the student's next academic quarter of attendance in a program of study at the school. The school will not develop or consider any academic plan for a student.

### **Attendance Requirements**

Each student is required to regularly attend each course that the student is registered to take in the program in which the student is enrolled. For residence courses, attendance means (a) physical participation in the class meetings and other activities of the course; and (b) other positive academic participation by the student, as approved by the school, such as attending a class meeting in a different class section of the same course or completing and submitting coursework.

As required by federal law, each student must annually participate in the programs presented by the school that address the following subjects: (a) promoting the awareness of rape, acquaintance rape and other forcible and nonforcible sex offenses (20 U.S.C. 1099c); (b) preventing the use of illicit drugs and the abuse of alcohol by students (20 U.S.C. 1145g); and (c) any other subject that the federal government may, from time to time, require the school to present to its students. If a student fails to participate in any of the above

programs and execute any documentation confirming his or her participation that the school may require, the school may, in its discretion, suspend and/or terminate the student from his or her program of study at the school.

### **Make-Up Work**

A student may, at the school's discretion, make up coursework missed due to the student's absences from class meetings and other activities that are part of a course that the student is registered to take or the program in which the student is enrolled. If the school allows the student to make up any coursework missed due to absences from the scheduled class meetings and other activities that are part of a course that the student is registered to take or a program in which the student is enrolled, the school will determine, in its discretion, whether the student's make-up work is satisfactory, and any decision by the school with respect thereto will be final and binding on the student.

### **Leave of Absence**

A student may be granted a leave of absence only to accommodate the student's: (a) two-week military service obligation; and (b) jury duty in excess of one week, but not to exceed two weeks. Only one leave of absence (not to exceed 10 days) will be granted in a 12 month period. Any student who requests a leave of absence must submit in advance to the school Director a written request, supported by third party documentation that is acceptable to the school Director. The student's written request must be dated and signed by the student and must specify the dates of the requested leave of absence and the reason for the leave. The determination of whether to grant the student's requested leave of absence will be made in the school's discretion and will be final and binding on the student. The student is responsible for contacting the appropriate faculty member(s) to arrange to make up the coursework missed by the student as a result of any granted leave of absence.

### **Program Changes**

Any student who desires to change his or her enrollment in a program of study at the school to a different program of study at the school must request the change in writing to, and obtain the prior permission of, the Dean. All determinations with respect to any request by a student to change his or her enrollment in a program of study at the school will be made by the school in its discretion and will be final and binding on the student.

### **Withdrawals**

If a student wishes to withdraw from any program course(s) that the student is registered to take at the school or the student's entire program of study at the school, the student must notify the Dean or Chair in writing prior to the date of withdrawal. The writing must specify the date that the student will withdraw from the course(s) or program of study and the reason for the withdrawal. Prior to the student's withdrawal date from his or her program of study, the student must also have an exit interview with the Academic Affairs Department and the Finance Department. If, during any quarter that a student is enrolled in a program of study at the school, the student fails to attend for a period of 22 consecutive calendar days any component, whether a classroom, laboratory, practicum, and/or clinical component, of a program course that the student is registered to take during that quarter, the student will have withdrawn from that program course at the school. Any student who withdraws from a program course may not re-enter that same course and may not re-take that course until the next time that the course is offered by the school. A student who withdraws from his or her program of study may be considered for readmission only in accordance with the Readmission section of this catalog.

### **Advising**

The student must receive academic, attendance and/or financial aid advising from the school, as the school deems necessary in its discretion.

### **Transfer of Credit**

**Credits earned in any course taken at the school will be accepted for transfer by any other ITT Technical Institute located outside of Maryland toward the credits required in the same course, if that course is offered by the other ITT Technical Institute. Any ITT Technical Institute located in Maryland will accept for transfer toward the credits required in the same course any credits earned in any (a) 100- or 200-level course at any other ITT Technical Institute that is only authorized to award associate degrees, and (b) course at any other ITT Technical Institute that is authorized to award bachelor degrees.**

**DECISIONS CONCERNING THE ACCEPTANCE OF CREDITS EARNED IN ANY COURSE TAKEN AT THE SCHOOL ARE MADE AT THE DISCRETION OF THE RECEIVING INSTITUTION. THE SCHOOL MAKES NO REPRESENTATION WHATSOEVER CONCERNING THE TRANSFERABILITY OF ANY CREDITS EARNED AT THE SCHOOL TO ANY INSTITUTION OTHER THAN AN ITT TECHNICAL INSTITUTE AS SPECIFIED ABOVE. IT IS UNLIKELY THAT ANY CREDITS EARNED AT AN ITT TECHNICAL INSTITUTE WILL BE TRANSFERABLE TO OR ACCEPTED BY ANY INSTITUTION OTHER THAN AN ITT TECHNICAL INSTITUTE.**

**ANY STUDENT CONSIDERING CONTINUING HIS OR HER EDUCATION AT, OR TRANSFERRING TO, ANY INSTITUTION OTHER THAN AN ITT TECHNICAL INSTITUTE MUST NOT ASSUME THAT ANY CREDITS EARNED IN ANY COURSE TAKEN AT THE SCHOOL WILL BE ACCEPTED BY THE RECEIVING INSTITUTION. AN INSTITUTION'S ACCREDITATION DOES NOT GUARANTEE THAT CREDITS EARNED AT THAT INSTITUTION WILL BE ACCEPTED FOR TRANSFER BY ANY OTHER 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.**

### **Conduct**

Each student must conduct himself or herself in accordance with the school's rules, regulations, policies and procedures as stated in this catalog, in the student's Enrollment Agreement and Student Handbook.

Any student who engages on or off the school's premises in any of the following types of misconduct will be subject to discipline by the school, which may include, without limitation, the suspension and/or termination from one or more courses the student is taking or the



student's entire program of study at the school and the referral to the proper authorities. Any student who, prior to his or her enrollment at the school, has engaged in any of the following types of misconduct may be subject to discipline by the school, which may include, without limitation, the student's suspension and/or termination from one or more courses the student is taking or the student's entire program of study at the school.

- a. Physical or verbal abuse, intimidation or harassment of another person or group of persons, including any harassment based on race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status.
- b. Deliberate or careless endangerment; tampering with safety alarms or equipment; violation of safety regulations; failure to render reasonable cooperation in any emergency; possession or use on school premises or at organized school activities of any firearm (except for law enforcement officers who are required to carry a firearm at all times and who have notified the school Director of, and documented, that requirement), knife (excepting non-spring pocket knives with blades less than four inches), other weapon, explosive or fireworks.
- c. Obstruction or disruption of any regular school activities, including, without limitation, teaching, research, administration, student services, discipline, organized events and operation and maintenance of facilities; interference with the free speech and movement of academic community members; refusal to identify oneself when requested or to obey any other lawful instruction from a school official or faculty member to discontinue or modify any action which is judged disruptive.
- d. Dishonesty, including, without limitation, provision of false information, alteration or misuse of documents, plagiarism and other academic cheating, impersonation, misrepresentation or fraud.
- e. Obscene, indecent or inconsiderate behavior; insubordinate behavior towards any faculty member or school official; exposure of others to offensive conditions; disregard for the privacy of self or others.
- f. Theft, abuse or unauthorized use of school property, the personal property of others or public property, including, without limitation, unauthorized entrance into school facilities or information technology systems, possession of stolen property and littering.
- g. Illegal use, distribution or possession of stimulants, intoxicants or drugs.
- h. Use, distribution or possession of alcoholic beverages on school premises or at organized school activities or events.
- i. Gambling on school premises or at organized school events.
- j. Failure to comply with the lawful directions of any school official, staff member or student employee who is acting in performance of duties of position or is explicitly assuming responsibility on behalf of the school in the absence of a particular official. (Emergency orders may supersede some written regulations. Any student who receives orders which he or she considers unreasonable although not illegal must obey the orders.)
- k. Violation of any federal, state or local law.
- l. Intentional or careless destruction, damage or defacement of any school property. The school may, in addition to imposing discipline, hold any student who is responsible for any such destruction, damage or defacement liable for the repair or replacement of the property.
- m. Failure to behave in a manner that reflects favorably upon the student's association with the school.
- n. Falsification of any information on his or her Enrollment Agreement or any other documentation that the student provides to the school, including, without limitation, his or her educational status.
- o. Failure to maintain satisfactory academic progress as specified in the Satisfactory Academic Progress section of this catalog.
- p. Failure to strictly adhere to any term, provision, requirement, policy or procedure stated in this catalog, the student's Enrollment Agreement or Student Handbook.
- q. Failure to pay the program costs as agreed in writing.
- r. Breach of any term of the student's Enrollment Agreement or any other agreement between the student and the school.
- s. Failure to exhibit good citizenship and respect for the community and other persons.
- t. Hazing, defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, as determined by the school, for the purpose of initiation or admission into an affiliation with any organization recognized by the school. Hazing includes, without limitation, the following as determined by the school: any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics; exposure to the elements; forced consumption of any food, liquor, drug or other substance; forced physical activity which could adversely affect the physical health or safety of a student; any activity which would subject a student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment; or any forced activity which could adversely affect the mental health or dignity of a student.
- u. Incitement of others to commit any of the acts prohibited above; involvement as an accessory to any of the prohibited acts by providing assistance or encouragement to others engaged in such acts; or by failure to separate oneself clearly from a group in which others are so engaged.

Any student who is terminated from his or her program of study at the school for violating this Conduct section may petition the school Director, in writing, for readmission into a program of study, but not before the next quarter that the course(s) that the student would take upon reentry into the program of study is (are) offered by the school. The determination of whether to readmit the student will be based on the student's written petition, will be made by the school and will be final and binding on the student.

### **Anti-Harassment**

It continues to be the policy of ITT Technical Institute that sexual harassment of students or applicants for admission in any form is unacceptable conduct which will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the school of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault and other verbal, visual or physical conduct of a sexual nature. No student, applicant, faculty member or other employee of ITT Technical Institute shall threaten or insinuate, either explicitly or implicitly, that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's admission, enrollment, grades, studies or educational experience at ITT Technical Institute. Similarly, no faculty member or other employee of ITT Technical Institute shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Other types of harassment that will not be tolerated include any unwanted or unwelcome words, gestures or actions of a persistent or offensive nature involving any person's race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status. Harassment of this nature also includes any conduct, whether verbal, visual or physical, relating to or involving a person's race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status that is sufficiently pervasive or severe to: (I) unreasonably interfere with a student's education at the school or a student's admission to a program offered by the school; or (II) create an intimidating, hostile or offensive learning environment for students.

Any student or applicant who feels that he or she is a victim of prohibited harassment (including, but not limited to, any of the conduct listed above) by any student, applicant, faculty member or other ITT Technical Institute employee, or visitor or invitee of the school in connection with the educational experience offered by ITT Technical Institute should, as described in the Student Complaint/Grievance Procedure section, bring the matter to the immediate attention of the school Director, at the telephone number specified in this catalog. A student or applicant who is uncomfortable for any reason in bringing such a matter to the attention of the school Director, or who is not satisfied after bringing the matter to the attention of the school Director, should report the matter to the Senior Vice President, Chief Compliance Officer, ITT/ESI, telephone (800) 388-3368. Any questions about this policy or potential prohibited harassment should also be brought to the attention of the same persons.

ITT Technical Institute will promptly investigate all allegations of prohibited harassment in as confidential a manner as the school deems reasonably possible and take appropriate corrective action, if warranted.

### **Disabled Applicants and Students**

The school is committed to compliance with Section 504 of the Rehabilitation Act of 1973 and its regulations. The school does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. The school Director is designated the school's Student Disability Coordinator and coordinates Section 504 compliance. Applicants or students with a disability may request an accommodation by contacting the school Director.

### **Health, Security and Safety**

The school strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, and the Board of Health and Fire Marshal regulations. Students are responsible for their own security and safety both on-campus and off-campus, and each student must be considerate of the security and safety of others. **THE SCHOOL HAS NO RESPONSIBILITY OR OBLIGATION WHATSOEVER FOR ANY STUDENT'S PERSONAL BELONGINGS THAT ARE LOST, STOLEN OR DAMAGED, WHETHER ON OR OFF SCHOOL PREMISES OR DURING ANY SCHOOL ACTIVITIES. THE SCHOOL HAS NO RESPONSIBILITY OR OBLIGATION WHATSOEVER WITH RESPECT TO ANY ALTERCATIONS OR DISPUTES BETWEEN STUDENTS, WHETHER ON OR OFF THE SCHOOL'S PREMISES OR FOR ANY DAMAGES OR INJURIES ARISING THEREFROM.** Students should immediately report any medical, criminal or other emergency occurring on the school premises to the school Director or Dean (or any other school employee if such officials are not available). Upon receipt of any report of a medical or criminal emergency, the school will, on behalf of the student, obtain the services of medical or security professionals, as required. Following a criminal emergency, the school may require the reporting student to confirm in writing the details of the criminal emergency reported. Students are encouraged to promptly and accurately report all crimes that occur on school premises or during any school activities to school officials and the appropriate police agencies. The school compiles and issues on an annual basis an ITT Technical Institute Security Policies and Crime Statistics Report. This report discloses information about this school's campus security policies and procedures, and statistics concerning the number of certain crimes that may have taken place on campus. Students may obtain a copy of the report from the school Director.

### **Disclaimer of Warranties**

**EXCEPT AS EXPRESSLY STATED IN THE STUDENT'S ENROLLMENT AGREEMENT OR THIS CATALOG, THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, BY OPERATION OF LAW OR OTHERWISE, REGARDING OR RELATING TO ANY SERVICE OR PRODUCT FURNISHED BY THE SCHOOL TO THE STUDENT PURSUANT TO OR IN CONNECTION WITH THE STUDENT'S ENROLLMENT AGREEMENT OR THIS CATALOG. THE SCHOOL SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR ANY PURPOSE.**

### **Limitation of Liability**

**IN NO EVENT WILL THE STUDENT OR THE SCHOOL BE LIABLE TO THE OTHER PARTY OR ANY THIRD PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, CONSEQUENTIAL OR PUNITIVE DAMAGES, REGARDLESS OF THE FORM OF ACTION (WHETHER IN CONTRACT, TORT OR OTHERWISE) OR EVEN IF THE LIABLE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL THE SCHOOL'S MAXIMUM LIABILITY TO THE STUDENT FOR ALL DAMAGES ARISING OUT OF OR IN ANY WAY RELATED TO THE STUDENT'S ENROLLMENT AGREEMENT (INCLUDING ANY AMENDMENTS OR ADDENDA THERETO) OR THIS CATALOG OR THE SUBJECT MATTER THEREOF EXCEED THE LESSER OF: (A) THE ACTUAL DIRECT DAMAGES INCURRED BY THE STUDENT THAT WERE CAUSED BY THE SPECIFIC SERVICE OR PRODUCT PROVIDED BY THE SCHOOL UNDER THE STUDENT'S ENROLLMENT AGREEMENT THAT IS THE SUBJECT OF THE STUDENT'S COMPLAINT; OR (B) THE AMOUNT OF TUITION, FEES AND/OR COST OF ANY TOOLS RECEIVED BY THE SCHOOL FROM OR ON BEHALF OF THE STUDENT FOR THE SPECIFIC SERVICE OR PRODUCT PROVIDED BY THE SCHOOL UNDER THE STUDENT'S ENROLLMENT AGREEMENT THAT DIRECTLY CAUSED SUCH DAMAGE. Notwithstanding anything above to the contrary in this Limitation of Liability section, if any limitation of liability conflicts with the substantive law governing the student's Enrollment Agreement or this catalog, the substantive law with respect to such limitation will control.**

The provisions of the student's Enrollment Agreement and this catalog allocate risks between the student and the school. The amount of tuition and fees and the cost of any tools purchased by the student from the school that the student was required to obtain for the program of study reflect this allocation of risk and the limitation of liability.

## **Student Complaint/Grievance Procedure**

Statement of Intent: To afford full consideration to student complaints concerning any aspect of the programs, facilities or other services offered by or associated with ITT Technical Institute. This complaint procedure is intended to provide a formal framework within which such complaints may be resolved. This procedure is not, however, a substitute for other available informal means of resolving complaints or other problems. Students are encouraged to communicate their concerns fully and frankly to members of the school faculty and administration. Reasonable measures will be undertaken to preserve the confidentiality of information that is reported during the investigation and to protect persons who report information from retaliation.

### **Procedure**

All student complaints will be handled in the following manner:

#### **Step One - Contact School Director**

1. A student must present to the school Director (ITT Technical Institute, 2295 Millersport Highway, Getzville, New York 14068, telephone (716) 689-2200) any complaint relating to any: (a) aspect of the programs, facilities or other services provided by the school; (b) action or alleged misrepresentation by an employee or representative of the school; (c) discrimination or harassment based on race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status by any student, applicant, faculty member or other school employee, or visitor or invitee of the school; and (d) school activity. The complaint may be oral or written. The school Director will promptly acknowledge receipt of the complaint.
2. The school Director will meet with the student to discuss and respond to the complaint. The school Director's response may be oral or written and will address the specific complaint and indicate what, if any, corrective action has been proposed or accomplished.
3. Within three (3) school days of any such discussion, the school Director will prepare a written summary of the discussion, including any agreed upon or proposed solution of the student's complaint. The school Director will take the necessary steps to ensure that any agreed upon solution or other appropriate action is taken.

#### **Step Two - Appeal to ITT Educational Services, Inc. ("ITT/ESI")**

1. If a complaint is not resolved to the student's satisfaction, the student will, as soon as possible after the student's discussion with the school Director, submit the complaint on a Student Complaint Summary form to the Student Relations Specialist, ITT/ESI, 13000 N. Meridian Street, Carmel, Indiana 46032-1404, telephone (800) 388-3368.
2. Within ten (10) days after receipt of the student's written letter of complaint, the Student Relations Specialist, ITT/ESI, or designee will reply to the student in writing, specifying what action, if any, ITT/ESI will undertake.

#### **Step Three - Contact the State**

If the complaint has not been resolved by ITT/ESI to the satisfaction of the student, the complaint may be referred to the New York State Education Department - Office of College and University Evaluation, Education Building, 5 North Mezzanine, Albany, NY 12234; phone: 518-474-2593. Students may also contact the New York State Attorney General's office: The Capitol, Albany, NY 12224-0341; phone: 518-474-7330.

#### **Step Four - Contact the Accrediting Council**

If the complaint has not been resolved by ITT/ESI to the satisfaction of the student, the complaint may also be referred to the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4241, telephone (202) 336-6780.

## **Resolution of Disputes**

The following procedure applies to the resolution of any dispute arising out of or in any way related to a student's Enrollment Agreement with the school, any amendments or addenda thereto, and or the subject matter thereof, including, without limitation, any statutory, tort, contract or equity claim (individually and collectively, the "Dispute"):

- (a) The parties are encouraged to make an initial attempt, in good faith, to resolve the Dispute pursuant to the school's Student Complaint/Grievance Procedure or through other informal means.
- (b) If the Dispute is not resolved pursuant to the school's Student Complaint/Grievance Procedure or through other informal means, then the Dispute will be resolved by binding arbitration between the parties. Arbitration is the referral of a dispute to an impartial person for a final and binding determination. Both the student and the school agree that the Enrollment Agreement involves interstate commerce and that the enforceability of this Resolution of Disputes section will be governed, both procedurally and substantively, by the Federal Arbitration Act, 9 U.S.C. §1-9 (the "FAA").

The arbitration between the student and the school will be administered by the American Arbitration Association ("AAA") or, in the event the AAA declines or is unable to administer the arbitration, by an arbitration forum or arbitrator that the student and the school mutually agree upon. If, after making a reasonable effort, the student and the school are unable to agree upon an arbitration forum or arbitrator, a court having proper jurisdiction will appoint an arbitration forum or arbitrator. The arbitration will be conducted in accordance with the AAA's Commercial Arbitration Rules ("Commercial Rules") and, when deemed appropriate by the arbitration forum or arbitrator, the AAA's Supplementary Procedures for Consumer-Related Disputes ("Consumer Procedures"), or the appropriate rules of any alternative arbitration forum selected by the student and the school or appointed by a court, subject to the following modifications:

- (1) The arbitration will be conducted before a single arbitrator (without a jury) who will be a former federal or state court judge and will have at least 10 years of experience in the resolution of civil disputes.
- (2) The site of the arbitration will be the city in which the school is located.
- (3) The substantive law which will govern the interpretation of a student's Enrollment Agreement and the resolution of the Dispute will be the law of the state where the school is located, except that the enforceability of this Resolution of Disputes section will be governed, both procedurally and substantively, by the FAA.

- (4) The arbitrator will have the exclusive authority to determine and adjudicate any challenge to the enforceability of this Resolution of Disputes Section.
- (5) The scope of the arbitration will be limited to the Dispute between the student and the school. In the arbitration between the student and the school:
  - no claims of any other person will be consolidated into the arbitration or otherwise arbitrated together with any claims of Student;
  - no claims will be made on behalf of any class of persons;
  - no representative actions of any kind are permitted, including, without limitation, class actions and class arbitrations; and
  - the arbitrator may not preside over any representative action.
- (6) The parties may take discovery through interrogatories, depositions and requests for production that the arbitrator determines to be appropriate to allow for a fair hearing, taking into consideration the claims involved and the expedited nature of arbitration.
- (7) The school will pay the amount of any arbitration costs and fees charged to the student under the Commercial Rules or Consumer Procedures that exceed the costs and fees that the student would incur if the student filed a similar action in a court having proper jurisdiction.
- (8) In any of the following arbitration-related proceedings, the prevailing party will be entitled to recover its reasonable attorneys' fees:
  - any motion which any party is required to make in the courts to compel arbitration of a Dispute; or
  - any challenge to the arbitration award, whether to the arbitrator or the courts, for the purpose of vacating, modifying or correcting the award.
- (9) All aspects of the arbitration proceeding, and any ruling, decision or award by the arbitrator, will be strictly confidential. The parties will have the right to seek relief in the appropriate court to prevent any actual or threatened breach of this provision.
- (10) If any provision of this Resolution of Disputes section or its application is invalid or unenforceable, that provision will be severed from the remainder of this section and the remainder of this section will be binding and enforceable.

The Commercial Rules, Consumer Procedures and other information regarding the AAA's arbitration procedures are available from the AAA, which can be contacted by mail at 1633 Broadway, 10<sup>th</sup> Floor, New York, New York 10019, by telephone at (800) 778-7879 or through its Web site at [www.adr.org](http://www.adr.org).

#### **Family Educational Rights and Privacy Act of 1974, as Amended**

##### **Statement of Compliance**

###### **1. General Policy**

Under the authority of the Family Educational Rights and Privacy Act of 1974, as amended ("Act"), a student has the right to examine certain records concerning the student which are maintained by the school. The school must permit the student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee. A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student's right of privacy. In the event the school refuses to so amend the records, the student may, after complying with the Student Complaint/Grievance Procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record. A student has the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605, concerning the school's alleged failure to comply with the Act.

###### **2. Education Records**

Education records are records maintained by the school which contain information directly related to the student. Examples of education records are the student's education, career services and financial aid files. The only persons allowed access to such records are those who have a legitimate administrative or educational interest.

###### **3. Exemptions**

The following records are exempt from the Act:

- (a) Financial records of the student's parents.
- (b) Confidential letters and recommendations relating to admission, employment or honors to which the student has waived his or her right to inspect.
- (c) Records about students made by faculty or administrators which are maintained by, and accessible only to, the faculty and administration.
- (d) Records made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting or assisting in such capacity, and which are available only to persons providing the treatment.
- (e) Employment records for school employees who are also current or former students.
- (f) Records created or received after an individual is no longer a student at the school and are not directly related to the individual's attendance as a student at the school.
- (g) Grades on peer-graded papers that have not been collected and recorded by an instructor.

###### **4. Review of Records**

It is the policy of the school to monitor educational records to insure that they do not contain information which is inaccurate, misleading or otherwise inappropriate. The school may destroy records which it determines, in its discretion, are no longer useful or pertinent to the student's circumstances.

## 5. Directory Information

Directory Information (as defined below) is that information which may be unconditionally released without the student's consent, unless the student specifically requests in writing that such information not be released. The school requires that such request must (I) specify what categories of Directory Information are to be withheld by the student and (II) be delivered to the school Director within 15 days after the student starts class. Any such request must be renewed annually by the student. "Directory Information" means information contained in a student's education record which would generally not be considered harmful or an invasion of privacy if disclosed. Directory Information includes, but is not limited to, the student's name; address(es); telephone number(s); electronic mail address(es); photograph; grade level; enrollment status (e.g., full-time or part-time); date and place of birth; program of study; extracurricular activities; credentials, awards and recognition (i.e., honors) received; last school attended; dates of attendance (i.e., enrollment period(s), not daily attendance record); and student or user ID number (other than a social security number), but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity which are known or possessed only by the authorized user.

## 6. Access Without Student Consent

The school may release a student's education records without written consent of the student to:

- (a) Other school officials who have a legitimate educational interest.
- (b) Other schools where the student has applied for admission or is enrolled, so long as the information is for purposes related to the student's attendance at those other schools.
- (c) Authorized representatives of the U.S. Department of Education, state and local education authorities, the Comptroller General of the United States or the Attorney General of the United States.
- (d) Providers of financial aid (and services in connection therewith) for which the student has applied or received, including, without limitation, lenders, Veterans Administration, state vocational rehabilitation agencies and collection agencies, if the information is for purposes of determining eligibility for aid, determining the amount of the aid, determining the conditions of the aid or enforcing the terms and conditions of the aid.
- (e) State and local authorities where required.
- (f) Accrediting agencies.
- (g) A parent (whether a natural parent, guardian or an individual acting as a parent in the absence of a parent or guardian) of a student who is a dependent of the parent for purposes of the Internal Revenue Code. The school is not required, however, to release such records.
- (h) Any court in which the student or a parent of the student initiates a legal action against the school, but only with respect to the student's education records that are relevant for the school to defend itself.
- (i) Any court in which the school initiates a legal action against the student or a parent of the student, but only with respect to the student's education records that are relevant for the school to prosecute the legal action.
- (j) Any person pursuant to and in compliance with a judicial order or subpoena, provided that the school reasonably attempts to notify the student prior to compliance (unless the order or subpoena specifies that the student must not be notified).
- (k) Appropriate persons or agencies in the event of a health or safety emergency, where such release without consent is deemed necessary by the school under the circumstances.
- (l) Organizations conducting studies to develop, validate or administer predictive tests, administer student aid programs or improve instruction.
- (m) The public, if the school determines, in its discretion, that the student, as an alleged perpetrator, has committed a Crime of Violence (as defined below) or a Non-forcible Sex Offense (as defined below) in violation of the Conduct section of this catalog, but only the following information from the student's education records: the student's name, the violation committed; and any sanction imposed by the school on the student. A Crime of Violence means an act that would, if proven, constitute any of the following offenses or offenses to commit the following offenses: arson; assault offenses; burglary; criminal homicide, whether manslaughter by negligence, murder or non-negligent manslaughter; the destruction, damage or vandalism of property; kidnapping or abduction; robbery; or forcible sex offense. A Non-forcible Sex Offense means an act that would, if proven, constitute statutory rape or incest.
- (n) The purported victim, regardless of whether the school determines that the student, as an alleged perpetrator, committed a Crime of Violence or a Non-forcible Sex Offense in violation of the Conduct section of this catalog, but only the following information from the student's education records: the student's name; the violation committed; and any sanction imposed by the school on the student.
- (o) Any person, if the education records disclosed are Directory Information on the student.
- (p) The student, or the student's parents if the student is less than 18 years old.
- (q) A parent of the student regarding the student's violation of any federal, state or local law or any rule or policy of the school concerning the use or possession of alcohol or a controlled substance, if the student is under the age of 21 and the school has determined that the student has violated the Conduct section of this catalog with respect to that use or possession.
- (r) The United States Attorney General (or designee not lower than an Assistant Attorney General) pursuant to an ex parte court order concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331.
- (s) The public, if the disclosure concerns an individual required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the school under 42 U.S.C. 14071 and applicable federal guidelines.

The school will obtain the written consent of the student prior to releasing the student's education records to any other person or organization, except with respect to Directory Information.

ITT Educational Services, Inc. has adopted a detailed Family Educational Rights and Privacy Act policy (AA 9.0) which is available to the student upon request.

## **Foreign Student Information**

### **Financial Assistance**

Some foreign students may be eligible for federal student financial aid. To be eligible, a foreign student must be one of the following:

- (a) a U.S. national; or
- (b) a U.S. permanent resident and possess an I-551 (Alien Registration Receipt Card).

Any foreign student who is not one of the above must have one of the following documents from the U.S. Citizenship and Immigration Services ("USCIS"):

- (i) I-94 (Arrival-Departure Record) with an appropriate endorsement;
- (ii) a passport confirming permanent residency in the Trust Territory of the Pacific Islands;
- (iii) official documentation that the student has been granted asylum in the U.S.; or
- (iv) other proof from the USCIS that the student is in the U.S. for other than a temporary purpose.

Any foreign student who possesses any of these documents should check with the Finance Department for more information regarding his or her eligibility for federal student financial aid.

All classes will be conducted in English. English language services and visa services are not available at the school.

### **Career Services**

Foreign students may not be permitted by the USCIS to be employed in the United States during school. Therefore, a foreign student should have sufficient funds available to cover tuition, fees, the cost of any tools that the student is required to obtain for his or her program of study or other supplies and living costs.

Most, if not all reference sources provided by the school to assist the foreign student in securing graduate employment related to his or her education will involve firms and employment opportunities located in the United States. The foreign student is responsible for obtaining all of the necessary governmental authorizations to remain in the United States and obtain employment in the United States following graduation from his or her program of study at the school.

### **Student Handbook**

The school maintains a Student Handbook for students that includes information relating to various areas of student interest and responsibility. Copies of the Student Handbook are available from the school administration. Each student is provided a copy of the Student Handbook and must abide by the student requirements and responsibilities specified therein.

### **Revisions to Policies and Procedures**

The school reserves the right from time to time in its discretion to revise all terms, provisions, policies, requirements and procedures contained in this catalog and the Student Handbook. Each student will be bound by and must comply with all terms, provisions, policies, requirements and procedures contained in this catalog and/or the Student Handbook that the school revises.

### **Records Retention**

The school maintains a student's records for seven (7) years following the student's graduation or last date of attendance. The school will permanently retain: (a) the student's final transcript (through his or her last date of attendance) with respect to the student's enrollment in a program of study at the school; and (b) any transcripts with respect to the student's enrollment at any other postsecondary institution that the school may have received.

## TUITION, FEES AND TOOLS

### Tuition

Each student who enrolls in any of the following programs of study offered by the school will pay the school the corresponding amount of tuition for each credit hour of each course in that program of study that the student is registered to take from the school:

	<b><u>Program of Study</u></b>	<b><u>Current Tuition Per Credit Hour</u></b>
(a)	Criminology and Forensic Technology (Associate's Degree)	\$493
(b)	Drafting and Design Technology (Associate's Degree)	\$493
(c)	Electrical Technology (Associate's Degree)	\$493
(d)	Graphic Communications and Design (Associate's Degree)	\$493
(e)	Network Systems Administration (Associate's Degree)	\$493

The tuition for each program course that a student is registered to take from the school is determined by multiplying the tuition per credit hour by the number of credit hours in the program course. The tuition for each quarter in which a student is enrolled in a program of study offered by the school is determined by multiplying the tuition per credit hour by the total number of credit hours in all of the program courses that the student is registered to take during the quarter. The tuition for all of the credit hours in all of the program courses that a student is registered to take from the school during a quarter is due and payable by the student to the school on the first day of that quarter.

### Fees

#### **Academic Fee**

Each student will pay the school an Academic Fee of \$200. Notwithstanding anything to the contrary in the immediately preceding sentence, if the school or any other ITT Technical Institute previously received and retained any monies from or on behalf of the student for an Academic Fee charged to the student ("Prior Academic Fee Retained"), the student will only be obligated to pay the school an Academic Fee in the amount of \$200, less the amount of the Prior Academic Fee Retained. The Academic Fee is due and payable by the student to the school on the student's first day of recorded attendance in any program course following the student's enrollment in a program of study offered by the school.

#### **Administrative Fee**

Each student will pay the school an Administrative Fee of \$100 each time the student's enrollment in a program of study offered by the school is terminated, regardless of the reason for the termination (including, without limitation, any termination of enrollment resulting from a student's graduation, withdrawal, failure to make satisfactory academic progress or violation of the Conduct section of the school catalog). The Administrative Fee is due and payable by the student to the school immediately upon the termination of the student's enrollment in the program of study.



## **Tools**

Each student who enrolls in any of the following programs of study offered by the school must obtain, at the student's own expense, the tools required by the school for use in one or more of the program courses in that program of study:

<b><u>Program of Study</u></b>	<b><u>ESTIMATED Cost of Tools if Purchased From the School</u></b>
(a) Criminology and Forensic Technology (Associate's Degree)	\$150
(b) Drafting and Design Technology (Associate's Degree)	\$500
(c) Electrical Technology (Associate's Degree)	\$500
(d) Graphic Communications and Design (Associate's Degree)	\$100

The actual use of, and instruction regarding, the tools in any program course may vary depending on the program course and any changes thereto, the faculty member teaching the program course and the student's progress in the program course. The ESTIMATED cost specified above for the tools required for certain program courses in the corresponding program of study is an ESTIMATED cost of those tools if purchased from the school. The ACTUAL cost of the tools required for the particular program of study could be higher or lower than the ESTIMATED cost. The ESTIMATED cost of those tools is subject to change by the school at any time. No student is obligated to purchase any tools from the school. Any tools that a student purchases from the school are unreturnable and the cost is nonrefundable, except as expressly specified in the Return of Tools section. The cost of any tools that a student purchases from the school is due and payable by the student to the school upon the student's receipt of those tools.

## **Alternative Payment Arrangement**

If the student is unable to pay the school, on or before the applicable due dates, all of the tuition, applicable fees and/or cost of any required tools purchased from the school that are or may become owed by the student to the school with respect to the student's enrollment in a program of study at the school, the school may, in its discretion, agree in writing to a different payment arrangement.

## **Delinquent Payment**

Any student who is delinquent in the payment of any sum owed to the school may be suspended or terminated from the student's program of study at the school's discretion. If a student is terminated from his or her program of study for failing to pay the school when due any sum owed to the school, the student will not be considered for readmission to the program of study until the school receives full payment of all such delinquent sum or the student makes written arrangements with the school to pay such delinquent sum that are acceptable to the school in its discretion. If the student fails to fulfill the terms of any such arrangement that is accepted in writing by the school, the school may, in its discretion, terminate the student from his or her program of study at the school.

## **Methods Used to Collect Delinquent Payments**

The student must pay all amounts owed to the school prior to leaving the school. If the student is unable to pay all such amounts before leaving the school, the student must make arrangements to pay such amounts that are acceptable to the school in its discretion. If the student fails to (a) make arrangements that are acceptable to the school prior to leaving the school or (b) fulfill the terms of any arrangements accepted by the school, the school will be forced to exercise all of its rights and remedies against the student to collect all such amounts, including, without limitation, referring the student's account to a collection agency.

## **Repeat**

If a student repeats any course(s) in his or her program of study at the school, the student must pay all then current tuition and fees applicable to such program course(s).

## **FINANCIAL INFORMATION**

### **Cancellation**

The student's enrollment in the program will be canceled and all monies received by the school from or with respect to the student under the student's Enrollment Agreement with the school will be returned to the appropriate party(ies) within 30 days, if:

- (a) the student notifies the school in writing prior to the student's first scheduled day of class attendance in any program course that the student has canceled the student's Enrollment Agreement with the school; or
- (b) the school cancels the program.

### **Refund**

(a) If, during the first quarter that the student is enrolled in the program, the student withdraws or is terminated from:

- (1) any program course within the first 60% of that program course, the student will be obligated to the school for

- a Pro Rata Portion (as defined below in this section) of the tuition for that program course, and

- the entire cost of any tools purchased by the student from the school for use in that program course, except as specified below in the Return of Tools section;

(2) any program course after the first 60% of that program course, the student will be obligated to the school for

- all of the tuition for that program course, and
- the entire cost of any tools for that program course;

(3) the program within the first 60% of that quarter, the student will be obligated to the school for a Pro Rata Portion of

- any Academic Fee charged to the student in that quarter, and
- the Administrative Fee; and

(4) the program after the first 60% of that quarter, the student will be obligated to the school for all of

- any Academic Fee charged to the student in that quarter, and
- the Administrative Fee.

(b) If, during any quarter that the student is enrolled in the program (other than the first quarter), the student withdraws or is terminated from:

(1) any program course during any of the following specified portions of that program course, the student will be obligated to the school for

- the entire cost of any tools purchased by the student from the school for use in that program course, and
- the following corresponding percentage of the tuition for that program course; and

<b><u>PORTION OF THE PROGRAM COURSE</u></b>	<b><u>PERCENTAGE OF THE TUITION</u></b>
First 25%	50%
After the First 25%	100%

(2) the program during any of the following specified portions of that quarter, the student will also be obligated to the school for the following corresponding percentage of

- any Academic Fee charged to the student in that quarter, and
- the Administrative Fee.

<b><u>PORTION OF THE QUARTER</u></b>	<b><u>PERCENTAGE OF ANY ACADEMIC FEE AND THE ADMINISTRATIVE FEE</u></b>
First 25%	50%
After the First 25%	100%

(c) "Pro Rata Portion" with respect to a program course means the percentage derived by dividing the total number of hours of instruction in that program course into the number of those hours of instruction that had expired at the time of the student's withdrawal or termination, rounded upward to the nearest 10%. "Pro Rata Portion" with respect to any fee(s) charged to the student in a quarter means the percentage derived by dividing the total number of hours of instruction in all of the program course(s) that the student was registered to take in that quarter at the time of the student's withdrawal or termination into the number of those hours of instruction that had expired at the time of the student's withdrawal or termination, rounded upward to the nearest 10%. The student's withdrawal or termination date for purposes of calculating any refund due under this section and for purposes of the Return of Tools section below will be the student's last date of recorded attendance in a program course.

(d) Notwithstanding anything to the contrary above in this section, if the student withdraws or is terminated from any program course or the program during any quarter, the student will remain obligated to the school for:

- all of the tuition, fees, cost of any tools and cost of any other supplies owed to the school for any previous attendance by the student at the school; and
- all other amounts owed to the school under the student's Enrollment Agreement with the school (including any addenda to the student's Enrollment Agreement with the school) and/or any other agreement between the student and the school.

- (e) If, at the time the student withdraws or is terminated from any program course or the program, the school has received any monies for tuition, the Academic Fee, the Administrative Fee or any tools from or on behalf of the student in excess of the student's obligation for those items as provided in this section, the school will refund such excess to the appropriate party(ies) as specified below in this section.
- (f) Any refund required under this section will be paid first to eliminate any outstanding balances for any student financial aid received by or with respect to the student in the following order and priority (unless applicable law requires otherwise) and within the time period prescribed by law:

1 <sup>st</sup> : private or institutional student loans;	5 <sup>th</sup> : unsubsidized Federal Direct Stafford loans;	9 <sup>th</sup> : Federal Direct PLUS loans;
2 <sup>nd</sup> : private or institutional parental loans;	6 <sup>th</sup> : subsidized Federal Direct Stafford loans;	10 <sup>th</sup> : state student loans; and
3 <sup>rd</sup> : unsubsidized Federal Stafford loans;	7 <sup>th</sup> : Federal Perkins loans;	11 <sup>th</sup> : state parental loans.
4 <sup>th</sup> : subsidized Federal Stafford loans;	8 <sup>th</sup> : Federal PLUS loans;	

- (g) The school will pay the student any refund remaining after all outstanding balances specified in Item (f) immediately above in this section are eliminated, within 60 days following:
- (1) the student's last date of recorded attendance in a program course, if the school terminated the student from the program course or the program;
  - (2) the latter of
    - the student's last date of recorded attendance in a program course,
    - the date that the school received the student's written notice of withdrawal from a program course or the program, or
    - the withdrawal date from a program course or the program specified in the student's written notice of withdrawal received by the school,
 if the student withdrew from the program course or the program and the school received the student's written notice of withdrawal; or
  - (3) the 22<sup>nd</sup> consecutive calendar day after the student's last date of recorded attendance in a program course, if the student withdrew from the program course or the program and such calendar day occurred before any applicable date in Item (2) immediately above in this section.

#### **Return of Tools**

- (a) If the student withdraws or is terminated from any program course, the student may return to the school any of the tools purchased by the student from the school for use in that program course if all of the following conditions are satisfied:
- (1) the student withdraws or is terminated from the program course within the first
    - 60% of the first quarter that the student is enrolled in the program, or
    - 25% of any quarter (other than the first quarter) that the student is enrolled in the program;
  - (2) the school receives all of those tools within 30 days following the student's withdrawal or termination date; and
  - (3) all of those tools are in good condition when received by the school.
- (b) If any of the above conditions is not satisfied, the student will be obligated to the school for the entire cost of those tools.
- (c) If all of the above conditions are satisfied, the student will be obligated to the school for a percentage of the cost of those tools, that is the same percentage as the percentage of that program course's tuition for which the student is obligated to the school under the Refund section above.

#### **Return of Federal Financial Aid**

If the student withdraws or is terminated from the program, depending on when his or her withdrawal or termination occurs during the quarter, the student and/or his or her parent(s) may be ineligible to use a portion of any federal student financial aid awarded to the student and/or his or her parent(s) for use in that quarter.

- (a) If the student's withdrawal or termination from the program occurs:
- within the first 60% of the quarter, the amount of federal student financial aid awarded for use in that quarter that the student and/or his or her parents may use is a proportional calculation based on the percentage of the quarter that has elapsed as of the student's withdrawal or termination date; or

- after the first 60% of the quarter, the student and/or his or her parents may use 100% of the federal student financial aid awarded for use in that quarter.
- (b) If the student and/or his or her parent(s) are ineligible to use a portion of any federal student financial aid remitted to the school to satisfy the student's obligation for tuition, fees or other costs of the student's education:
- federal law requires the school to return to the appropriate party(ies) such unusable aid:
  - the school will advise the student of the amount of such unusable aid returned by the school; and
  - the student will be liable for an amount equal to the portion of such unusable aid for which the student is obligated to the school under the Refund section above and will immediately pay that amount to the school in full.
- (c) If the student and/or his or her parent(s) are ineligible to use a portion of any federal student financial aid received by the student and/or the parent(s) and not remitted to the school:
- federal law requires the student and/or the parent(s) to repay to the appropriate party(ies) such unusable aid; and
  - the school will advise the student and/or the parent(s) of the amount of such unusable aid.
- (d) Any return or repayment of unusable federal student financial aid required under this section will be paid first to eliminate any outstanding balances for any federal student financial aid received by or with respect to the student in the following order and priority and within the time period prescribed by law:

1 <sup>st</sup> : unsubsidized Federal Stafford loans;	5 <sup>th</sup> : Federal Perkins loans;	9 <sup>th</sup> : Federal Academic Competitiveness Grants;
2 <sup>nd</sup> : subsidized Federal Stafford loans;	6 <sup>th</sup> : Federal PLUS loans;	10 <sup>th</sup> : Federal National Science and Mathematics Access to Retain Talent Grants; and
3 <sup>rd</sup> : unsubsidized Federal Direct Stafford loans;	7 <sup>th</sup> : Federal Direct PLUS loans;	11 <sup>th</sup> : Federal SEOG Program aid.
4 <sup>th</sup> : subsidized Federal Direct Stafford loans;	8 <sup>th</sup> : Federal Pell Grants;	

**NOTE:** The Cancellation, Refund and Return sections contained herein apply to a student who is a resident of the state in which the school is located. A student who is a non-resident will be subject to the Cancellation, Refund and Return sections contained in the student's Enrollment Agreement with the school.

### **Cancellation and Refund Requests**

Any cancellation or refund request by a student should be made in writing and mailed to Director, ITT Technical Institute, 2295 Millersport Highway, Getzville, New York 14068. If the student is a minor, however, the request must be made by the student's parent or guardian.

## **FINANCIAL ASSISTANCE**

ITT Technical Institute must provide the student with (a) information on federal, state and institutional grants and loans, private education loans and any other sources of student financial aid (collectively, "Financial Assistance") for which he or she may apply to receive and/or (b) estimates of the amount of Financial Assistance for which he or she may qualify. However:

- the federal, state and private party providers determine the student's eligibility for any Financial Assistance;
- the federal, state and private party providers determine the amount of any Financial Assistance the student may receive, not the school;
- the school determines the student's eligibility for and amount of any institutional Financial Assistance;
- any Financial Assistance, including, without limitation, scholarships, may terminate at any time for any reason including due to changes in legislation or availability of funds;
- the student is responsible for applying for any Financial Assistance, not the school; and
- the student is responsible for repaying the full amount of any Financial Assistance received in the form of a loan, plus interest and less any amount of the loan that may be refunded.

### **Federal Financial Aid Administered by the U.S. Department of Education**

ITT Technical Institute is designated as an eligible institution by the U.S. Department of Education ("DOE") for participation in the following federal student financial aid programs. To apply for student financial aid under the following federal programs, a student needs to complete and submit a Free Application for Federal Student Aid online at [www.fafsa.gov](http://www.fafsa.gov) or mail a completed PDF FAFSA or paper FAFSA to Federal Student Aid Programs, P. O. Box 7650, London, KY, 40742-7650.

### **Federal Pell Grant Program**

The Federal Pell Grant Program is intended to allow eligible students financial access to the school or the college of their choice. For eligible students, Federal Pell Grants are the "floor" or base upon which all other federal student financial aid is built. Current award year awards range from \$590 to \$5,815. The amount a student may receive depends on the student's expected family contribution

("EFC"), the student's enrollment status (full-time, part-time, three-quarter time or less than half-time), Pell Lifetime Eligibility Used and how much of the student's remaining education at the school falls within the current federal award year (July 1 through June 30). In order to be eligible for a Federal Pell Grant, a student may not have previously received a bachelor's degree from any institution.

A student can receive a Federal Pell Grant for no more than 12 semesters or the equivalent of six academic years of enrollment.

### **Federal Supplemental Educational Opportunity Grant ("FSEOG") Program**

The Federal Supplemental Educational Opportunity Grant Program ("FSEOG") provides assistance to exceptionally needy undergraduate students. A priority must be given to Pell Grant recipients with the lowest EFCs. The federal rules permit an eligible student to receive a FSEOG award of \$100 to \$4,000 for each of the student's academic years of study, but at ITT Technical Institute the awards for eligible students are typically between \$200 and \$500 each year, given the limited amount of FSEOG funds available. A student's eligibility for FSEOG funds is determined annually.

### **Iraq and Afghanistan Service Grant Program**

A student who is not eligible for a Federal Pell Grant based only on EFC but meets the remaining Pell eligibility requirements and whose parent or guardian was a member of the U.S. Armed Forces and died as a result of military service performed in Iraq or Afghanistan after September 11, 2001, may be eligible to receive a grant under the Iraq and Afghanistan Service Grant Program. The grant award is equal to the amount of a maximum Federal Pell Grant\* for the current federal award year, but cannot exceed the student's cost of attendance for that federal award year. An additional eligibility requirement is that at the time of the parent's or guardian's death the student must have been either:

- under 24 years old; or
- enrolled in college at least part-time at the time.

A student can receive an Iraq and Afghanistan Service Grant for no more than 12 semesters or the equivalent of six academic years of enrollment.

\* An Iraq and Afghanistan Service Grant where the first disbursement is on or after October 1, 2016 and before October 1, 2017 requires a reduction of 6.9 percent from the maximum Federal Pell Grant award amount for relevant award year.

### **Federal Work Study Program**

The Federal Work Study Program ("FWS") provides jobs for eligible students to earn funds to pay a portion of their educational expenses. A student enrolled at least half-time in an approved postsecondary educational institution may work on campus or off campus for a Federal, state, or local public agency, a private non-profit or a private for-profit organization. The salary is at least the current federal minimum wage, unless the employer is willing to pay a higher wage rate for particular skills. The number of hours a student may work is based on the financial need demonstrated by the student, the number of hours it is possible for the student to work and the availability of FWS funds at ITT Technical Institute. Only a limited number of FWS jobs are available on campus and off-campus; information with respect to these campus positions is available from the Career Services Department.

### **Direct Subsidized Loan Program**

Direct Subsidized loans are available to eligible undergraduate students enrolled at least half-time at an eligible institution and are based on the financial need demonstrated by the student. An undergraduate student may borrow up to \$3,500 for the first academic year, \$4,500 for the second academic year and \$5,500 for each of the third and subsequent academic years under this program. The annual loan limit amounts will be pro rated for enrollment in programs that are less than one academic year or if enrolled in a program of study that is one academic year or longer and the remaining enrollment period of study is shorter than a full academic year. As of July 1, 2016, the interest rate on a Direct Subsidized Loan is 3.76% for each Direct Subsidized Loan that the student receives during the 2016-2017 award year. A first time borrower on or after July 1, 2013 may not receive Direct Subsidized Loans for more than 150% of the published length of their program of study. For example, if the student is enrolled in a 4-year bachelor's degree program, the maximum period for which the student can receive Direct Subsidized Loans is 6 years (150% of 4 years = 6 years).

A student must repay his or her Direct Subsidized Loans based on the amount borrowed, the interest rate and the repayment plan selected by the borrower. Under the standard repayment plan the payments must be at least \$50 a month (\$600 a year) and will be more, if necessary, to repay the loan within the required time period. Repayment of the Direct Subsidized Loan begins six months after enrollment on a less than half-time basis, graduation or termination of studies. The U.S. Department of Education pays the interest on a Direct Subsidized Loan (1) while a student is in the school at least half-time, (2) for the first six months after the student leaves school (referred to as a grace period), and (3) during a period of deferment (a postponement of loan payments). The DOE may stop paying interest for a student who received Direct Subsidized Loans for the maximum eligibility period and who continues enrollment.

A student who (1) is seeking and is unable to find full-time employment or (2) suffers economic hardship may also receive a forbearance, a temporary suspension or reduction of monthly payment, of a Direct Subsidized Loan for up to three years. During forbearance, principal payments are postponed but interest continues to accrue. Unpaid interest that accrues during the forbearance will be added to the principal balance (capitalized) of the student's Direct Subsidized Loan(s).

### **Direct Unsubsidized Loan Program**

Direct Unsubsidized loans are available to eligible undergraduate and graduate students enrolled at least half-time at an eligible institution. A demonstration of financial need is not required. Undergraduate student annual borrowing limits:

- A dependent undergraduate student whose parents are not rejected for a Direct PLUS Loan may borrow up to:
- \$3,500 combined of Direct Subsidized and/or Direct Unsubsidized Loans, plus \$2,000 additional Direct Unsubsidized Loan for the first academic year;
- \$4,500 combined of Direct Subsidized and/or Direct Unsubsidized Loans, plus \$2,000 additional Direct Unsubsidized Loan for the second academic year; and
- \$5,500 combined of Direct Subsidized and/or Direct Unsubsidized Loans, plus \$2,000 additional Direct Unsubsidized Loan for each of the third and subsequent academic years.
- An independent undergraduate or dependent undergraduate and whose parents fail to qualify for a Direct PLUS Loan, may borrow up to:
- \$3,500 combined of Direct Subsidized and/or Direct Unsubsidized Loans plus, \$6,000 additional Direct Unsubsidized Loan for the first academic year;
- \$4,500 combined of Direct Subsidized and/or Direct Unsubsidized Loans, plus \$6,000 additional Direct Unsubsidized Loan for the second academic year; and
- \$5,500 combined of Direct Subsidized and/or Direct Unsubsidized Loans, plus \$7,000 additional Direct Unsubsidized Loan for each of the third and subsequent academic years.

A graduate student may borrow up to \$20,500 each academic year under the Direct Unsubsidized Loan program.

Effective July 1, 2016, the interest rate on a Direct Unsubsidized Loan is 3.76% for an undergraduate student and 5.31% for a graduate student for each Direct Unsubsidized Loan received during the 2016-2017 award year. The terms and conditions of the Direct Unsubsidized Loan, including deferments and loan charges, with a few exceptions, are the same as the Direct Subsidized Loan described above. However, the student is responsible for paying the interest on any Direct Unsubsidized Loan during all periods (in school, grace period, deferment, and forbearance). If the student chooses not to pay the interest while in school and during grace periods and deferment or forbearance periods, the interest will accrue (accumulate) and be capitalized (interest will be added to the principal amount of the loan). The capitalized interest becomes part of the amount (principal) on which the student pays future interest.

### **Direct PLUS Loan Program**

Direct PLUS Loans are for the parent(s) of a dependent undergraduate student and graduate students enrolled on at least a half-time basis in a program of study leading to a degree or certificate at an eligible institution. The maximum Direct PLUS Loan amount a parent or graduate student may borrow is the cost of attendance minus any other Financial Assistance received. As of July 1, 2016 the interest rate for Direct PLUS Loans is 6.31% on each Direct PLUS Loan that a borrower receives during the 2016-2017 award year. Direct PLUS Loan borrowing is limited to parent(s) of dependent undergraduate students and graduate students with a favorable credit history.

The Direct PLUS Loan enters repayment once the loan is fully disbursed (paid out). A graduate student's loan will be placed in deferment while the student is enrolled at least half-time and for an additional six months (grace period) after the student ceases to be enrolled at least half-time.

The parent borrower may contact the loan servicer to request a deferment (1) while the parent or dependent undergraduate student is enrolled at least half-time and (2) for an additional six months (grace period) after the dependent undergraduate student ceases to be enrolled at least half-time.

If the loan is deferred, interest will accrue on the loan during the deferment. The graduate student or parent borrower may choose to pay the accrued interest or allow the interest to capitalize when the deferment period ends. The loan servicer will notify the graduate student or parent borrower when the first payment is due.

### **GI Bill® Education Benefits**

Some of the programs offered at ITT Technical Institute are approved by the State of New York, Division of Veterans' Affairs for the training of veterans, Ready Reservists, National Guard members, spouses and children of deceased or 100 percent disabled veterans, and, in some cases, spouses and children of active duty service members under Titles 10, 32 and 38 of the United States Code. Veterans desiring to train using the benefits of the GI Bill® must first establish eligibility with the Department of Veterans Affairs ("VA") by submitting Form 22-1990, and dependents must submit form 22-5490, Application for VA Education Benefits, or by applying online at [www.gibill.va.gov](http://www.gibill.va.gov). For a complete description of each VA education assistance program, go to the GI Bill® website at [www.gibill.va.gov](http://www.gibill.va.gov). Veterans should contact the school's Finance Department with questions regarding institutional procedures for certifying enrollment.

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)"

<b>VA CERTIFICATION CALENDAR</b>			
<b>RESIDENCE COURSES</b>			
	<b>2016</b>	<b>2017*</b>	<b>2018*</b>
Classes Resume After Winter Break	January 4	January 2	January 8
Winter Quarter Ends	March 5	March 4	March 3
Spring Quarter Begins	March 14	March 13	March 12
Spring Quarter Ends	May 28	May 27	May 26
Summer Quarter Begins	June 13	June 12	June 11
Summer Quarter Ends	August 27	August 26	August 25
Fall Quarter Begins	September 12	September 11	September 10
Fall Quarter Ends	November 26	November 25	November 24
Winter Quarter Begins	December 5	December 4	December 3
Winter Break	December 19, 2016 - January 1, 2017	December 25, 2017 – January 7, 2018	December 24, 2018 – January 6, 2019
*Tentative Dates			

### **Military Tuition Assistance**

The Tuition Assistance (TA) Program provides financial assistance for voluntary off-duty education programs in support of an active military member's professional and personal self-development goals. The Department of Defense ("DoD") has directed a uniform TA fiscal policy across the military services. The per-quarter hour cap is \$166, the semester hour cap is \$250 and the fiscal year ceiling is \$4,500.

Service members on active duty or current members of the National Guard who are considering college must obtain authorization for tuition assistance through their branch of service. Students should contact their unit education services officer for information regarding full details and current tuition benefits.

**NOTE:** The regulations governing all federal Financial Assistance programs are subject to change. The Finance Department will have current information regarding available programs, and will make available to the student a copy of the U.S. Department of Education publication "Do You Need Money for College? The Guide to Federal Student Aid, 2016-2017."

### **State Financial Aid**

#### **Tuition Assistance Program**

The Tuition Assistance Program ("TAP") is intended to provide non-repayable financial assistance based on financial need to students who have been residents of the State of New York for at least 12 months. Applicants must be enrolled at an eligible postsecondary educational institution in the State of New York. Current year awards to eligible students range from \$500 to \$5,000, and are based on the type of program in which the student is enrolled and the availability of funds. Students should contact the Finance Department for further information about eligibility for TAP.

### **Institutional Scholarship**

#### **Opportunity Scholarship**

The primary purpose of the Opportunity Scholarship (the "OS") is to encourage certain students to commit to pursuing their educational goals. The OS is only available to eligible students attending classes at an ITT Technical Institute in an associate degree program of study ("AP Students"). An AP Student will qualify for an OS award for the first quarter of attendance for which the AP student is eligible to receive an OS award. At the end of each quarter that an eligible AP Student is enrolled in an associate degree program, the school will determine if the eligible AP Student qualifies for an OS award for next quarter. If the eligible AP Student qualifies for an OS award for a particular quarter, the eligible AP Student will receive an OS award in the form of a disbursement not to exceed the amount of tuition and fees charged to the eligible AP Student for the course(s) of the associate degree program of study taken by the eligible AP Student in that quarter.

The amount of an OS award to an eligible AP Student in any particular quarter will be based on the eligible AP Student's demonstrated need. An eligible AP Student's demonstrated need will be determined by the school, in its sole discretion, based on the AP Student's expected family contribution toward his or her tuition and fees owed to the school for that quarter. The maximum amount of the OS awards for which:

- an AP Student who (1) is less than 21 years of age at the time of his or her initial enrollment in the associate degree program and (2) graduated from high school with an overall cumulative grade point average of at least 3.0 on a 4.0 grading scale, may be eligible and qualify will not exceed:
  - \$5,000 in the first quarter of attendance for which the AP Student is eligible and qualifies for an OS award;
  - \$4,285 in any subsequent quarter of attendance for which the AP Student is eligible and qualifies for an OS award; or
  - \$35,000 in total for all quarters of all academic years; or

- an AP Student who (1) is at least 21 years of age at the time of his or her initial enrollment in the associate degree program or (2) did not graduate from high school with an overall cumulative grade point average of at least 3.0 on a 4.0 grading scale, may be eligible and qualify will not exceed:
  - \$4,375 in the first quarter of attendance for which the AP Student is eligible and qualifies for an OS award;
  - \$3,750 in any subsequent quarter of attendance for which the AP Student is eligible and qualifies for an OS award; or
  - \$25,000 in total for all quarters of all academic years.

**Eligibility Requirements** – To be eligible for the OS, an AP Student must attend one or more courses in an associate degree program of study at the school in a quarter that begins on or after March 18, 2013. The first quarter of attendance for which an AP Student is eligible to receive an OS award, however, is:

- the first quarter of the AP Student's next academic year that would start on or after March 18, 2013, if the AP Student:
  - was attending one or more courses in an associate degree program of study at an ITT Technical Institute at any time in the quarter that began on December 10, 2012 ("12/12 Quarter"); and
  - remained continuously enrolled in his or her associate degree program of study at an ITT Technical Institute; or
- the first quarter of the AP Student's first academic year that starts on or after March 18, 2013, if the AP Student was not attending one or more courses in an associate degree program of study at an ITT Technical Institute at any time in the 12/12 Quarter.

**Qualification Requirements** – An eligible AP Student will qualify for an OS award for the first quarter of attendance for which the AP Student is eligible to receive an OS award, as specified above in the Eligibility Requirements section. To qualify for an OS award for any subsequent quarter, an eligible AP Student must:

- be enrolled at all times during that quarter in courses in his or her associate degree program of study at the school that represent at least six quarter credit hours; and
- at the end of the AP Student's last quarter of attendance, be making satisfactory academic progress and have an overall cumulative grade point average of at least 2.0 for all courses taken in his or her associate degree program of study.

Upon admission to an associate degree program of study at the school, a student must contact the school's Finance Department to determine if he or she is eligible for the OS. If the school determines that the student satisfies the eligibility requirements of the OS, the eligible AP Student will have the opportunity to qualify for an OS award for each quarter that the AP Student remains enrolled in his or her associate degree program of study at the school, beginning with the student's first quarter of eligibility. The school may, at any time in its sole discretion, terminate the OS, which termination will be effective as of the start of the next quarter and will not affect any OS awards received prior to termination.

### **Corporate Education Program Scholarship**

The primary purpose of the Corporate Education Program Scholarship ("CEP Scholarship") is to encourage employees of participating companies\* and their immediate family (i.e., spouses and children) to pursue a higher level of education at an ITT Technical Institute. The CEP Scholarship is available each academic quarter to eligible students who enroll, or are enrolled, in a program of study at an ITT Technical Institute and who are employed or have a spouse or parent employed at a participating company for the entire academic quarter.

At the end of each academic quarter during which an eligible student is enrolled in a program, the school will determine if the student qualifies for a CEP Scholarship award for that quarter. If the eligible student qualifies for a particular quarter, the student will receive a CEP Scholarship award in the form of a retroactive disbursement not to exceed the amount of tuition and fees that was financed by debt and charged to the eligible student for the courses taken by the student in that academic quarter.

The maximum amount of the CEP Scholarship for which a student may be eligible and qualify will not exceed:

- \$2,500 in any quarter of attendance for which the student is eligible and qualifies for the CEP Scholarship;
- \$5,000 in any academic year of attendance for which the student is eligible and qualifies for the CEP Scholarship; or
- \$10,000 in total for all academic years.

**Eligibility Requirements** - to be eligible for the CEP Scholarship, a student must:

- be employed by or be the spouse or child of an individual employed by a company that has entered into a CEP Agreement with ITT/ESI, which was in effect on both the first and last days of the academic quarter to which the CEP Scholarship will apply; and
- successfully complete each course taken during the academic quarter to which the CEP Scholarship will apply.

**Qualification Requirements** - to qualify for a CEP Scholarship award for a particular academic quarter, an eligible student must:

- remain employed by or have a spouse or parent who remains employed by the company at all times during the academic quarter to which the CEP Scholarship will apply; or
- provide a letter from the company to ITT/ESI within 14 days following the end of the applicable academic quarter certifying the student's uninterrupted employment or the uninterrupted employment of the student's spouse or parent with the company during the academic quarter to which the CEP Scholarship will apply.



Upon admission to a program of study at the school, the student must contact the school's Finance Department to determine if he or she is eligible for a CEP Scholarship. If the school determines that the student satisfies the eligibility requirements of the CEP Scholarship, the student will have the opportunity to qualify for a CEP Scholarship award for each academic quarter of attendance in his or her program. A student who qualifies for a CEP Scholarship award for any particular quarter shall not be entitled to any other institutional scholarship in connection with that student's enrollment in a program during that academic quarter.

The CEP Scholarship may end at any time without notice, at which time no further CEP Scholarships will be awarded. The termination of the CEP Scholarship will not, however, affect any CEP awards received prior to termination.

\*For a list of participating companies, please see the Finance Department.

**The school makes no representation or promise whatsoever that any student will receive any of the above-described financial assistance. The availability of the above-described financial assistance does not imply that the federal government, state government, any federal or state agency, any private lender or any other provider of Financial Assistance guarantees the quality of instruction or the truth or accuracy of any representation contained herein.**

## **FEDERAL AND PRIVATE EDUCATION LOAN CODE OF CONDUCT**

Federal education loans and private education loans (collectively, "Loans") are two types of financial aid that may be available to qualifying ITT Technical Institute students and their parents. It is important for ITT Technical Institute student and parent borrowers to understand ITT Technical Institute's position with respect to Lenders, which are defined to include:

- private lenders who make Loans that ITT Technical Institute student and parent borrowers can use to help pay the cost of an ITT Technical Institute education;
- the entities that service, guaranty and/or securitize those Loans; and
- the entities, such as trade or professional associations, that receive money related to Loan activities from those private lenders, servicers, guarantors and securitizers.

**Code of Conduct:** ITT Technical Institute has adopted the following code of conduct with respect to Lenders:

- (1) ITT Technical Institute officers and employees (collectively, "Agents") will avoid real and perceived conflicts of interest between their duties and responsibilities at ITT Technical Institute and the Loans or other student financial aid made available to qualifying ITT Technical Institute students and their parents.
- (2) No Agent will solicit, accept or receive any Gift (as defined below) from a Lender.
- (3) No Agent who is employed in the institute's Finance Department or has any responsibilities with respect to student financial aid will:
  - serve or participate on any advisory board, commission or group established by a Lender; or
  - accept from a Lender or an affiliate of a Lender any fee, payment or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to, or on behalf of, a Lender relating to federal or private Loans.
- (4) An Agent, who is not employed in the institute's Finance Department or does not have any responsibilities with respect to student financial aid, may serve on any board of any publicly traded or privately held company and solicit, accept and receive remuneration or expense reimbursement related thereto, regardless of whether that company is a Lender.
- (5) ITT Technical Institute will not:
  - accept or request any Gift from a Lender in exchange for any advantage or consideration provided to that Lender related to the Lender's Loan activities;
  - solicit, accept or receive any payments, referral fees, revenue sharing or similar financial arrangements from any Lender in exchange for referring or recommending that Lender to ITT Technical Institute's student and parent borrowers;
  - permit any employee or other agent of a Lender to:
    - identify himself or herself to ITT Technical Institute's student or parent borrowers as an employee, representative or agent of ITT Technical Institute; or
    - work in the Finance Department or any call center operation of ITT Technical Institute;
  - direct any of its student or parent borrowers to any electronic promissory notes or other loan agreements with respect to any Lender's Loans that do not provide the student or parent borrowers with a reasonable and convenient alternative to select their Lender for a particular type of Loan and complete that Lender's Loan documentation;
  - refuse to certify, or delay certification of, any Lender's Loan based on the Lender selected by its student or parent borrowers; or
  - request or accept from any Lender any offer of funds to be used for private Loans to its student or parent borrowers, in exchange for ITT Technical Institute providing concessions or promises to the Lender:
    - that may prejudice any other of its student or parent borrowers; or

- in the form of a specified number of federal or private Loans, a specified volume of those Loans or a preferred lender arrangement with respect to those Loans.
- (6) ITT Technical Institute will allow all of its student and parent borrowers to select the Lender of their choice, and will not otherwise assign any of its student or parent borrowers' Loans to a particular Lender.
- (7) If ITT Technical Institute refers or recommends any Lender(s) to its student or parent borrowers, ITT Technical Institute will:
- disclose the process by which it selected the Lender(s), including the method and criteria that it used in determining to refer or recommend the Lender(s) and the relative importance of those criteria;
  - disclose to students and their parents that they are free to use any Lender;
  - only refer or recommend a Lender that, as a whole, it has determined offers Loans that have competitive rates, terms, borrower benefits, services and loan administration (collectively, "Terms");
  - review annually the competitiveness of the Terms of the Loans offered by the Lender(s) that it refers or recommends to its student and parent borrowers;
  - update annually the Lender(s) that it refers or recommends to its student and parent borrowers;
  - obtain each Lender's assurance that any repayment benefits that the Lender advertised with respect to the Lender's Loans made to its student and parent borrowers will continue to apply to those Loans, regardless of whether the Lender sells those Loans;
  - inquire whether the Lender has any agreement to sell the Loans made to its student and parent borrowers to an unaffiliated Lender and, if the Lender informs ITT Technical Institute that the Lender has such an agreement, ITT Technical Institute will disclose that information to its student and parent borrowers; and
  - not refer or recommend any Lender more favorably for a particular type of Loan, in exchange for the Lender providing more favorable Terms to student or parent borrowers in connection with a different type of Loan.
- (8) "Gift" is defined as any money, discount, favor, gratuity, inducement, loan, stock, prize or thing of value, including, without limitation, any entertainment, hospitality, service, honoraria, transportation, lodging, meal, registration fee, forbearance, promise, computer hardware, printing or assistance with call center or Finance Department staffing, whether provided in kind, by purchase of a ticket, payment in advance or by reimbursement. A Gift to a family member of an Agent, or to any other individual based on that individual's relationship with an Agent, is considered to be a Gift to the Agent, if:
- the Gift was given with the knowledge and acquiescence of the Agent; and
  - the Agent has reason to believe that the Gift was given because of the Agent's duties or responsibilities at ITT Technical Institute;

A "Gift" does not include, however, any of the following:

- standard informational material, activities or programs on issues related to a Lender's Loan, default aversion, default prevention or financial literacy, such as a brochure, workshop or training;
- food, refreshments, training or informational material furnished to an Agent as an integral part of a training session that is designed to improve the Lender's service to ITT Technical Institute, if such training contributes to the professional development of the Agent;
- favorable Terms on a Lender's Loan provided to a student employed by ITT Technical Institute, if such Terms are comparable to those available to all ITT Technical Institute students;
- educational counseling, financial literacy or debt-management materials provided to borrowers, if the identification of any Lender that assisted in preparing, providing or paying for any of those materials is disclosed on the materials;
- entrance and exit counseling services provided by Lenders to student borrowers to meet ITT Technical Institutes' responsibilities under federal law, provided that:
  - ITT Technical Institute staff is in control of the services;
  - the services are not provided in-person by any Lenders; and
  - the Lender does not promote or secure applications for its Loans or other products or services during the provision of those services;
- items of de minimus value that are offered as a form of generalized marketing or advertising, or to create good will; and
- other services provided by Lenders to ITT Technical Institute or an Agent that are identified and approved by the U.S. Department of Education ("DOE").

ITT Technical Institute's financial aid professionals are available to assist student and parent borrowers and answer any questions that they may have regarding the federal and private Loans available for those who qualify.

## **STUDENT SERVICES**

### **Career Services**

The school's career services as specified below, are available to students and interested graduates, but the school does not make any promise or representation whatsoever to any student or graduate: (1) that the student or graduate will obtain any employment, whether full-time, part-time, upon graduation, during school, related to his or her education or otherwise; or (2) regarding any career opportunity, position, salary level and/or job title in any employment that the student or graduate may obtain, whether during school or upon

graduation. No employment information or career service provided by the school to any student or graduate will be considered by the student or graduate, either expressly or impliedly, as any: (a) guarantee or promise of employment; (b) likelihood of employment; (c) indication of the level of employment or compensation any student or graduate may expect; or (d) indication of the types or job titles of positions for which students or graduates may qualify. Students and graduates are encouraged to not place restrictions on their job search endeavors regarding location, starting salary or specific benefits, as doing so may similarly restrict employment options and opportunities. Any employment that a student or graduate may obtain with the help of the school's career services will, in all probability and likelihood, be at an entry-level position.

### **Part-time Career Services**

The school will assist any interested student in finding part-time work during his or her enrollment in a program of study at the school. The student must schedule his or her part-time employment so it does not interfere with the student's Class Schedule.

### **Graduate Career Services**

The student will be advised of job postings and interview opportunities. Students will also be advised of where to access information on how to prepare for and appear at job interviews and how to conduct himself or herself during job interviews. The school offers helpful reference sources to assist the student in locating firms and geographic areas within the United States that offer employment opportunities related to his or her education. Job search activities generally intensify as the student nears graduation, so the student is encouraged to maintain contact with the Career Services Department and utilize its assistance. The Career Services Department is available to consult with any interested student regarding career opportunities that may be available to him or her upon graduation. Alumni are also welcome to contact the Career Services Department for information on career opportunities. The graduate may have to relocate to take advantage of employment opportunities he or she may receive from potential employers.

### **Preparatory Offering**

All students are strongly encouraged to utilize the services and tools offered by the school to help them improve their preparation for the math and verbal coursework in their programs.

### **Housing Assistance**

The student may obtain from the school a list of potential housing accommodations within the vicinity of the school. The school does not operate any on- or off-campus housing. Any student requiring housing assistance is encouraged to contact the school prior to beginning classes for information on local apartment availability and general rental matters such as lease requirements, security deposits, furniture rentals and utilities. The student and his or her parents are, however, solely responsible for the student's housing arrangements, as well as the student's security and safety.

### **Student Activities**

The school encourages student activities to help develop individual initiative, group leadership and cooperation. It is a goal of the school to help provide students with the opportunity to participate in activities which relate to educational objectives, satisfy social needs, provide recreational opportunities and encourage cultural enrichment. School-related student activities must be sanctioned, approved and supervised by the school.

## **CAMPUS INFORMATION**

### **History of Main Campus - ITT Technical Institute, Indianapolis (Angola Court), Indiana**

ITT Technical Institute, Indianapolis, opened in 1956. ITT Corporation acquired the Sams Company and the school in 1966. This school was one of the three original schools of ITT Educational Services, Inc. The school now offers associate's degree programs of study in Accounting, Business Accounting Technology, Business Administration, Business Management, Computer and Electronics Engineering Technology, Computer Drafting and Design, Computer Forensics, Construction Technology, Criminal Justice, Criminology and Forensic Technology, Drafting and Design Technology, Electrical Engineering Technology, Graphic Communications and Design, Health Information Technology, Industrial Engineering Technology, Information Systems Administration, Information Technology - Computer Network Systems, Network Systems Administration, Nursing, Paralegal, Paralegal Studies, Software Development, Visual Communications, Web Design and Web Design Technology, bachelor's degree programs of study in Accounting, Business Accounting Technology, Business Administration, Business Management, Construction Management, Criminal Justice, Criminal Justice - Cyber Security, Digital Entertainment and Game Design, Electrical Engineering and Communications Technology, Electronics and Communications Engineering Technology, Information Systems Security, Information Systems and Cybersecurity, Nursing, Project Management, Project Management and Administration, Software Development and a master's degree programs of study in Business Administration.

The following locations are branch campuses of ITT Technical Institute, Indianapolis (Angola Court): Akron, Ohio; Albany, New York; Albuquerque, New Mexico; Arlington, Texas; Arlington Heights, Illinois; Arnold, Missouri; Atlanta, Georgia; Aurora, Colorado; Austin, Texas; Baton Rouge, Louisiana; Bessemer, Alabama; Boise, Idaho; Brooklyn Center, Minnesota; Canton, Michigan; Chantilly, Virginia; Charlotte North, North Carolina; Charlotte South, North Carolina; Chattanooga, Tennessee; Clive, Iowa; Clovis, California; Columbia, South Carolina; Columbus, Ohio; Concord, California; Cordova, Tennessee; Corona, California; Dayton, Ohio; Dearborn, Michigan; DeSoto, Texas; Douglasville, Georgia; Duluth, Georgia; Dunmore, Pennsylvania; Durham, North Carolina; Earth City, Missouri; Eden Prairie, Minnesota; Fort Lauderdale, Florida; Fort Myers, Florida; Fort Wayne, Indiana; Getzville, New York; Greenfield, Wisconsin; Greenville, South Carolina; Hanover, Maryland; Harrisburg, Pennsylvania; Henderson, Nevada; Hialeah, Florida; High Point, North Carolina; Hilliard, Ohio; Houston (North Freeway), Texas; Houston (South Gessner), Texas; Huntington, West Virginia; Indianapolis (N. Shadeland Avenue), Indiana; Jacksonville, Florida; Johnson City, Tennessee; Kansas City, Missouri; Kennesaw, Georgia; Knoxville, Tennessee; Lake Mary, Florida; Las Vegas, Nevada; Lathrop, California; Levittown, Pennsylvania; Lexington, Kentucky; Little Rock, Arkansas; Liverpool, New York; Louisville, Kentucky; Madison, Alabama; Madison, Mississippi; Madison, Wisconsin; Marlton, New Jersey; Maumee, Ohio; Merrillville, Indiana; Mobile, Alabama; Murray, Utah; Myrtle Beach, South Carolina; Nashville, Tennessee;

National City, California; Newburgh, Indiana; Norfolk, Virginia; North Charleston, South Carolina; Norwood, Massachusetts; Norwood, Ohio; Oak Brook, Illinois; Oakland, California; Oklahoma City, Oklahoma; Omaha, Nebraska; Orange, California; Orland Park, Illinois; Orlando, Florida; Owings Mills, Maryland; Oxnard, California; Pensacola, Florida; Philadelphia, Pennsylvania; Phoenix (N. 25<sup>th</sup> Avenue), Arizona; Phoenix (N. 95<sup>th</sup> Avenue), Arizona; Pittsburgh, Pennsylvania; Plymouth Meeting, Pennsylvania; Portland, Oregon; Rancho Cordova, California; Richardson, Texas; Richmond, Virginia; Salem, Oregon; Salem, Virginia; San Antonio (Northwest Parkway), Texas; San Antonio (NE Loop 410), Texas; San Bernardino, California; San Dimas, California; South Bend, Indiana; Springfield, Illinois; Springfield, Missouri; Springfield, Virginia; St. Petersburg, Florida; St. Rose, Louisiana; Strongsville, Ohio; Swartz Creek, Michigan; Sylmar, California; Tallahassee, Florida; Tampa, Florida; Tarentum, Pennsylvania; Tempe, Arizona; Torrance, California; Troy, Michigan; Tucson, Arizona; Tulsa, Oklahoma; Vista, California; Waco, Texas; Warrensville Heights, Ohio; Webster, Texas; West Palm Beach, Florida; Westminster, Colorado; Wichita, Kansas; Wilmington, Massachusetts; Wyoming, Michigan; and Youngstown, Ohio.

#### **History of Branch - ITT Technical Institute, Getzville, New York**

ITT Technical Institute, Getzville opened in October 1995 as a branch of ITT Technical Institute, Wyoming, Michigan. The school offers associate in occupational studies degree programs of study in Criminology and Forensic Technology, Drafting and Design Technology, Electrical Technology, Graphic Communications and Design and Network Systems Administration.

#### **Institutional Graduation Rate Information**

The percentage of students graduating from a program of study offered at ITT Technical Institute, Getzville, for the reporting year ending August 31, 2015, was 24%. This percentage is calculated by dividing (a) the total number of full-time, first-time students who entered a program of study in Fall 2012 into (b) the total number of those students who graduated from a program of study at any time before August 31, 2015.

#### **Institutional Graduate Employment Information**

ITT Technical Institute measures graduate employment information by calculating the percentage of total graduates of a program of study who obtained employment by April 30 of the year following their graduation in a position that requires direct or indirect use of the skills taught in their program of study. This calculation includes graduates who obtained this employment prior to enrolling in a program, while enrolled in a program or after graduating from a program (collectively "Employed Graduates"). The percentage of Employed Graduates of ITT Technical Institute, Getzville, as of April 30, 2016, was 74.2%.

#### **Accreditation**

Accredited by the Accrediting Council for Independent Colleges and Schools to award associate in occupational studies degrees.

Accrediting Council for Independent Colleges and Schools  
750 First Street, NE, Suite 980  
Washington, DC 20002-4241  
Telephone: (202) 336-6780

#### **Approvals**

ITT Technical Institute, Getzville, is authorized by the New York Board of Regents to award the Associate in Occupational Studies degree.

All programs are approved by the State of New York, Division of Veterans' Affairs for the training of veterans and other eligible persons.

Evidence of the institution's approvals is on display at the school or may be obtained from the Director.

#### **Memberships**

Amherst Chamber of Commerce  
Cheektowaga Chamber of Commerce  
Greater Buffalo Niagara Partnership  
InfoTech Niagara  
Lancaster Chamber of Commerce

## **Faculty**

### **General Education**

Amanda Battel, Adjunct Instructor  
A.O.S., B.S., M.B.A., ITT Technical Institute

John Clark, Adjunct Instructor  
B.A., Wabash College  
J.D., Valparaiso University

Brittany Ferraraccio, Adjunct Instructor  
B.A., St. John Fisher College  
M.A., University at Buffalo, State University of New York

Thomas R. Giasomo, Adjunct Instructor  
B.S., Bowling Green State University  
M.S., University of Connecticut

Douglas Jacob, Adjunct Instructor  
B.S., B.A., M.A., University at Buffalo, State University of  
New York

James Lowe, Adjunct Instructor  
B.A., M.S., Niagara University

Sandra Lytle, Adjunct Instructor  
B.A., Seton Hall University  
M.A., New York University  
M.S., Daemen College

Gregory Opalinski, Adjunct Instructor  
B.A., B.S., M.S., University at Buffalo, State University of  
New York

Thomas Rajczak, Adjunct Instructor  
B.S., M.S., Buffalo State College, State University of  
New York

### **School of Information Technology**

#### **Network Systems Administration Program (Associate in Occupational Studies Degree)**

Amanda Battel, Adjunct Instructor  
A.O.S., B.S., M.B.A., ITT Technical Institute

Walter Hargrove, Adjunct Instructor  
B.S., Creighton University  
M.T.S., Emory University

James Hussiere, Adjunct Instructor  
A.O.S., B.S., University of Maine at Augusta  
B.A., University of Southern Maine  
M.A., New York Institute of Technology

Douglas Jacob, Adjunct Instructor  
B.S., B.A., M.A., University at Buffalo, State University of  
New York

Darrel Kassahn, Adjunct Instructor  
A.A.S., Community College of Denver  
B.A., Metropolitan State College of Denver

Edward Matrak, Adjunct Instructor  
B.S., M.B.A., University at Buffalo, State University of New  
York

Thomas Reid, Adjunct Instructor  
B.A., M.B.A., University at Buffalo, State University of New  
York

William Vincent, Adjunct Instructor  
A.A., A.S., Onondaga Community College  
B.S., University of Cincinnati  
M.S., Buffalo State College, State University of New York

### **School of Electronics Technology**

#### **Electrical Technology Program (Associate in Occupational Studies Degree)**

Jeffrey Foulis, Adjunct Instructor  
A.A.S., Erie Community College, State University of New York  
B.T., Rochester Institute of Technology

Thomas R. Giasomo, Adjunct Instructor  
B.S., Bowling Green State University  
M.S., University of Connecticut

Walter Hargrove, Adjunct Instructor  
B.S., Creighton University  
M.T.S., Emory University

Douglas Jacob, Adjunct Instructor  
B.S., B.A., M.A., University at Buffalo, State University of  
New York

Paul Smith, Adjunct Instructor  
A.O.S., Bryant and Stratton College  
B.P.S., State University of New York, Empire State College  
M.B.A., ITT Technical Institute

### **School of Drafting and Design**

#### **Drafting and Design Technology Program (Associate in Occupational Studies Degree)**

Brianne Behringer, Adjunct Instructor  
A.A.S., Villa Maria College  
B.S., Buffalo State College, State University of New York

Darrel Kassahn, Adjunct Instructor  
A.A.S., Community College of Denver  
B.A., Metropolitan State College of Denver

Robert Kutty, Adjunct Instructor  
A.A.S., Erie Community College, State University of New York  
B.S., Buffalo State College, State University of New York

Phillip Wolfling, Adjunct Instructor  
A.A.S., A.S., Erie Community College, State University of New  
York  
B.S., M.Arch., University at Buffalo, State University of New  
York

#### **Graphic Communications and Design Program (Associate in Occupational Studies Degree)**

Please see the school Director for a listing of faculty.

## **School of Criminal Justice**

### **Criminology and Forensic Technology Program (Associate in Occupational Studies Degree)**

Please see the school Director for a listing of faculty.

### **General Studies**

John Clark, Adjunct Instructor  
B.A., Wabash College  
J.D., Valparaiso University

Brittany Ferraraccio, Adjunct Instructor  
B.A., St. John Fisher College  
M.A., University at Buffalo, State University of New York

James D. Lowe, Adjunct Instructor  
B.A., M.S., Niagara University

**NOTE:** Any faculty assigned to a student's class may be changed from time to time in the school's discretion.

### **Administration**

Becky Strathearn, Director  
A.S., Genesee Community College  
B.S., State University of New York at Geneseo  
M.B.A., ITT Technical Institute

Peter Gullo, Dean  
B.S., Buffalo State College, State University of New York  
M.B.A., ITT Technical Institute

Christi Horanburg, Director of Career Services  
A.S., State University of New York, Empire State College  
B.S.ED., Buffalo State College, State University of New York

Nicole Totten, Director of Finance  
B.S., Canisius College

Caroline Kennon, Librarian  
B.A., M.A., St. Bonaventure University  
M.L.S., University at Buffalo, State University of New York

Richard Wodka, Financial Aid Coordinator  
A.S., Niagara County Community College  
B.S., Canisius College

Rasheed Muhammad, Systems Support Technician  
A.O.S., ITT Technical Institute

### **Advisory Committees**

#### **School of Information Technology**

Ryan French	Yahoo!
Debbie Rogers	Computer Staffing Solutions
John Schunak	Quality Management Practices
Mark Sorrento	Boces 1
Christopher Squire	Ingram Micro
Melanie Tarantelli	Ingram Micro
Joseph Tomei	United Memorial Medical Center

#### **School of Electronics Technology**

Chuck Battaglia	PCB Piezotronics Inc.
Jim Berent	Lifetime Service Center
Tim Black	Audubon Machinery Corporation
Kathleen Faulhaber	Staffing Solutions of Western New York, Inc.
Judy Healy	Eastman Machine Company
Joe Switniewski	Lifetime Service Center
John Zielinski	SoPark Corporation

#### **School of Drafting and Design**

Please see the school Director for a listing.

#### **School of Criminal Justice**

Please see the school Director for a listing.

#### **Physical Facility Description**

ITT Technical Institute occupies approximately 35,800 square feet of space in a one-story building. The school has large classrooms and laboratories, a learning resource center and a student lounge. Parking for students, staff and visitors is adjacent to the building. Special facilities for disabled individuals include special parking spaces, ramped entrances and restroom facilities. Please see the Disabled Applicants and Students section of this catalog for further information. The facility is in compliance with federal, state and local ordinances and regulations, including those relating to safety and health.

#### **Statement of Ownership**

ITT Technical Institute, Getzville, is one of a network of co-educational, non-denominational private postsecondary educational institutions owned and operated by ITT Educational Services, Inc., a Delaware corporation.

**ITT Educational Services, Inc. Corporate Officers and Directors**

Kevin M. Modany	Chief Executive Officer
John E. Dean	Executive Chairman of the Board
Eugene W. Feichtner	President and Chief Operating Officer
June M. McCormack	Executive Vice President and President, Online Division
Glenn E. Tanner	Executive Vice President, Chief Marketing Officer
Rocco F. Tarasi	Executive Vice President, Chief Financial Officer
David E. Catalano	Senior Vice President, Business Development
Shawn J. Crawford	Senior Vice President, Chief Compliance and Risk Officer
Phillip B. Frank	Senior Vice President, General Counsel and Secretary
Angela K. Knowlton	Senior Vice President, Controller and Treasurer
Jill M. Minnick	Senior Vice President, Marketing
John E. Montgomery	Senior Vice President, Program Management Office
Barry S. Simich	Senior Vice President, Operations
Erica J. Bisch	Vice President, Human Resources
Nicole A. Elam	Vice President, Government Relations and External Affairs
Dean C. Kempter	Vice President, Chief Academic Officer, ITT Technical Institute
David J. Kleiman	Vice President, Management Information Systems
Michael J. Lindvay	Vice President, Student Finance
Elizabeth A. Moore	Vice President, External Communications Strategy
Shantanu A. Phadnis	Vice President, Instructional Operations
Michael A. Quesada	Vice President, IT Infrastructure
Amy M. Rusiloski	Vice President, Student Services
C. David Brown III	Director
Jerry M. Cohen	Director
John F. Cozzi	Director
John E. Dean	Director
James D. Fowler, Jr.	Director
Joanna T. Lau	Director
Thomas I. Morgan	Director
Samuel L. Odle	Director
Vin Weber	Director



**ITT Technical Institute**

**APPENDICES**





## ACICS STUDENT ACHIEVEMENT OUTCOMES

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ITT Technical Institute reports student achievement outcomes to its recognized accrediting agency, the Accrediting Council for Independent Colleges and Schools (ACICS) annually. The Campus Accountability Reports (CAR) includes retention rates, placement rates and, if applicable, licensure examination pass rates.<sup>1</sup>

Please see the following page for the campus-level and program-level rates reported in the 2015 Campus Accountability Report.

These are the data reported to ACICS by the institution in its most recent Campus Accountability Report<sup>2</sup>:

### <sup>1</sup> ACICS Rate Calculations:

ITT Technical Institutes follow the guidelines for calculating rates as published by ACICS in the Campus Accountability Report Guidelines which can be accessed at <https://www.itt-tech.edu/downloads/2015-CAR-Guidelines-and-Instructions.pdf>. The formulas used in calculating the rates are provided on Page 17 of the Guidelines document.

<sup>2</sup> Not all programs of study identified in the ACICS Campus Accountability Report may be offered at the ITT Technical Institute. Please refer to the Curricula section of the school catalog for a complete listing of the programs of study offered at this ITT Technical Institute location.



# 2015 Campus Accountability Report

As of: 4/26/2016

ITT Technical Institute - Getzville, NY (00016087)

## Campus Level Standards

**Retention:** 64%

**Placement:** 75%

## Program Level Standards

Program Name	Retention	Placement	Licensure
Criminology And Forensic Technology (Academic Associate's Degree)	55%	58%	N/A
Drafting And Design Technology (Academic Associate's Degree)	61%	87%	N/A
Electrical Technology (Academic Associate's Degree)	66%	78%	N/A
Graphic Communications And Design (Academic Associate's Degree)	100%	0%	N/A
Network Systems Administration (Academic Associate's Degree)	67%	78%	N/A



**ITT Technical Institute**

**STUDENT HANDBOOK**

Getzville  
August 2016

## MISSION STATEMENT

The ITT Technical Institute is an institution of higher learning that is committed to offering quality undergraduate, graduate and continuing education locally, nationally and worldwide to students of diverse backgrounds, interests and abilities. The institution offers career-related educational programs that integrate life-long learning with knowledge and skills to help students:

- Pursue their personal interests and objectives;
- Develop intellectual, analytical and critical thinking abilities; and
- Provide service to their communities.

The programs employ traditional, applied and adult-learning pedagogies and are delivered through traditional, accelerated and distance methodologies in a learner-centered environment of mutual respect.

## FROM THE CHIEF ACADEMIC OFFICER

Congratulations on your decision to pursue your education at ITT Technical Institute. Your decision to increase your knowledge can help you positively affect your future.

During your enrollment, you will be challenged by your instructors to accomplish predetermined goals that can help you develop knowledge and skills to prepare for a career in a variety of fields involving your program of study. During my experience in education, I have observed that a person's attitude is the single most important determinant of success. A positive can-do attitude, both during your educational experience and your employment, can help lead you to further growth. You are now a member of the lifelong learning community.

Scientific research has shown that there are five keys to achieving your maximum potential. These five keys can help you unlock opportunities for future growth and happiness.

The first of these keys is to **clarify your vision**, to determine what is important to you and what it is you want. When you know what you want, you will be able to make better decisions. It can help you better determine whether a choice will lead you closer to or take you farther from your ideal.

The second of these keys is to **be positive**; to develop a positive self-image by knowing that you have what it takes to be a success. You have the ability to be creative and find solutions if only you allow yourself to do so.

The third of these keys is to **become goal oriented**. Having and living toward specific, measurable, attainable and realistic goals can help you become resilient and overcome the obstacles that otherwise could make realizing your vision more difficult.

The fourth of these keys is to **take action**. Goals without action are only wishes. You have already taken action toward your career goals by seeking knowledge at ITT Technical Institute. Don't let fear of success keep you from taking the actions you need to take.

The fifth of these keys is to **build relationships**. Individuals are most effective when they build relationships with other people who share similar visions and goals. The staff at ITT Technical Institute will be there to assist you as you work toward realizing your vision.

Good Luck as you learn, grow and pursue your goals!

Dean Kempter  
Chief Academic Officer

<b>INDEX</b>	<b>Page</b>
List of Available Information	6
Who to See	9
General Policies	10
Educational Assistance	37
Financial Assistance	38
Career Services Assistance	40
Appendix	46

Note: If discrepancies are found between the School Catalog and the Student Handbook, the School Catalog prevails.

## ALPHABETICAL TABLE OF CONTENTS

Absences	37
Academic Clubs	45
Academic Dishonesty	10
Academic Programs-Improvements and Changes	10
Advising	10
Alcohol and Drug Policy	11
Anti-Harassment Policy	13
Appendix	46
Assignments	37
Availability of Course Materials	14
Bias-Related Crime Prevention (New York)	14
Bulletin Boards and Announcements	15
Bookstore	38
Campus Sex Crimes Prevention Act Notice	16
Career Bank-ITT Technical Institute Online Jobs Database	40
Career Fairs	40
Career Services Assistance	40
Check Cashing Policy	38
Children	16
Community Resources	16
Completion and Retention Rates	16
Computer and Electronic Information Policy	17
Connecting with Employers	40
Continuing Education	40
Copyright Infringement is Prohibited	20
Credit for Previous Education or Experience	20
Disabled Applicants and Students	22
Dress Code	24
Educational Assistance	37
Emergencies-Personal	25
Entrance and Exit Counseling	38
Exams	37
Exam Make-up	37
Extra-Curricular Activities	45
Extra Help for Academics	37
Extra Help for Laboratory Work	37
Faculty Work Areas	25
Family Educational Rights and Privacy Act Annual Notification	25
Financial Assistance	38
Fire and Emergency	26
General Policies	10
Individual Career Search Advising	40
Learning Resource Center (LRC)	38
List of Available Information	6
Non-Discrimination and Diversity	27
Online Assignment Submission	27
Orientation and Online Student Preparation	28
Parking	28
Personal Property	28

Pre-Graduate Employment Assistance	40
Professional Development	40
Rape, Acquaintance Rape and other Forcible and Non-Forcible Sex Offense Prevention Information	29
Safety and Security Policies and Crime Statistics Report	31
Safety Tips	32
Schedule Changes and Withdrawals	38
School Closing Due to Inclement Weather	32
Sexual Assault, Sexual Harassment and other Prohibited Harassment (California)	33
SmartForms	38
Soliciting	34
Sports and Social Events	45
Student Activities	34
Students' Bill of Rights (New York)	34
Student Body Diversity	34
Student Complaint/Grievance Procedure	34
Student Entry	35
Student Lounge/Break Area	35
Student Portal	35
Suspension and Reinstatement of Eligibility for Federal Student Financial Aid as a result of Drug-Related Offenses	39
Telephones	35
Tuition Payment	39
Types of Employment Obtained by Graduates	41
Types of Graduate and Professional Education Pursued by Graduates of the Bachelor's Degree Programs	45
Vaccination Policy	35
Virtual Library	36
Visitors and Guests	36
Voter Registration	36
Weapons	36
Who to See	9

## INDEX OF APPENDICES

Program of Study Information

Completion and Retention Rate Disclosure

Student Body Diversity

Student Complaint/Grievance Procedure

Nursing Program (where applicable) \*

Health Information Technology Program (where applicable) \*

Wisconsin Department of Health and Family Services Disclosures (Wisconsin Only)

\* Not every campus has every school of study or offers all of the programs within a particular school of study. Please refer to the particular ITT Technical Institute campus' school catalog for details on the schools of study at that campus.

## LIST OF AVAILABLE INFORMATION

The following information can be obtained by current and prospective students, at any time upon request from the individual or Department identified.

1. The refund policy with which the school is required to comply. This information is contained in the School Catalog and Enrollment Agreement, and can also be obtained from the school's Finance Department.
2. A summary of the requirements under 34 CFR Section 668.22 for the return of grant or loan assistance received under any federal student aid programs under Title IV of the Higher Education Act of 1965, as amended ("Act"). This information is contained in the School Catalog and Enrollment Agreement, and can also be obtained from the school's Finance Department.
3. Procedures for officially withdrawing from the school. This information can be obtained from the school's Registrar.
4. The ITT Technical Institute Safety and Security Policies with Crime Statistics report. This report contains, among other things:
  - statistics of crimes that have occurred on campus;
  - school policies on reporting crimes and other emergencies that occur on campus;
  - school policies concerning security of and access to campus facilities;
  - school policies concerning campus law enforcement;
  - a description of the type and frequency of programs regarding campus security procedures and practices;
  - a description of the program on crime prevention;
  - school policies and programs on illegal drugs and alcohol;
  - school policies regarding sexual assault;
  - where information on registered sex offenders can be obtained;
  - school policies on emergency response and evacuations; and
  - school policies on missing student notification procedures.

A copy of this report is posted at [http://info.itt-tech.edu/campus\\_safety/Pages/default.aspx](http://info.itt-tech.edu/campus_safety/Pages/default.aspx) and a paper copy can be obtained from the school's Registrar.

5. A description of all federal, state, private, and institutional student financial assistance programs available at the school to students who may qualify, including:
  - the procedures by which students apply for assistance;
  - the forms by which students apply for assistance;
  - the eligibility requirements;
  - the criteria for selecting recipients;
  - the criteria for determining the amount of aid awarded;
  - the method by which disbursement will be made and the frequency of payment;
  - the rights and responsibilities of students receiving financial assistance;
  - criteria for continued student eligibility;
  - the standards which the student must maintain to be considered making satisfactory academic progress;



- the criteria by which the student who has failed to make satisfactory academic progress may re-establish eligibility for aid;
- the terms of any loans received by the student as part of the student's financial assistance package;
- a sample loan payment schedule and the necessity for repaying loans;
- the general conditions and terms applicable to any employment provided to the student as part of the student's financial assistance package;
- entrance and exit counseling information; and
- the terms and conditions of the federal student loans available to students at the school who qualify.

This information can be obtained from the school's Finance Department.

6. The school's completion and retention rates. This information can be obtained from the school's Director of Career Services.
7. The cost of attending the school. This information can be obtained from the school's Finance Department.
8. Tuition and fees charged. This information can be obtained from the school's Finance Department.
9. Estimates of necessary books, tools and supplies. This information can be obtained from the school's Finance Department.
10. Estimates of transportation costs for commuting students or for students living on or off campus. This information can be obtained from the school's Finance Department.
11. Any additional cost of a program in which the student is enrolled or expresses a specific interest. This information can be obtained from the school's Finance Department.
12. The academic program(s) offered at the school, including the current degree programs and other educational and training programs. This information can be obtained from the school's Dean or School and Program Chairs.
13. The school's instructional, laboratory and other physical facilities which relate to the academic program(s). This information can be obtained from the school's Dean.
14. The school's faculty and other instructional personnel. This information can be obtained from the school's Dean.
15. Any plans by the school for improving the academic program(s) of the school. This information can be obtained from the school's Dean.
16. The names and associations, agencies or governmental bodies that accredit, approve, or license the school and its programs and the procedures by which documents describing that activity may be reviewed. This information can be obtained from the school's Director.
17. A description of any special facilities and services available to disabled students, including students with intellectual disabilities. This information can be obtained from the school's Director who is also the school's Student Disability Coordinator and coordinates compliance with Section 504 of the

Rehabilitation Act of 1973 and its regulations.

18. The Family Educational Rights and Privacy Act Notification. This information is contained in this Student Handbook and the School Catalog. A copy of the policy can be obtained from the school's Dean.
19. The school's policies and sanctions related to copyright infringement. This information is contained in this Student Handbook and can be obtained from the school's Director.
20. The student body diversity at the school. This information is contained in this Student Handbook and can be obtained from the school's Director.
21. Graduate employment rate information, including the types of employment obtained by the school's graduates. This information can be obtained from the Career Services Department.
22. Types of graduate and professional education in which graduates of the school's bachelor degree programs have enrolled. This information can be obtained from the Career Services Department.
23. The school's vaccination policy for students. This information is contained in this Student Handbook and can be obtained from the school's Director.

The "Who To See" section of this Student Handbook also contains a list of subjects and the corresponding school personnel who can provide information on each subject.

## WHO TO SEE

<b>Subject</b>	<b>School Personnel</b>
Academic Programs	Dean School and Program Chair(s)
Academic Advising	Dean and Associate Dean(s) School and Program Chair(s)
Accreditation and Licensing	Director
Alcohol and Drug Policy	Dean
Class Schedule	Registrar
Community Resources	Dean
Completion, Retention and Graduate Employment Rate Information	Director of Career Services
Copyright Infringement Policy	Director
Cost of Attendance and Financial Aid	Director of Finance
<ul style="list-style-type: none"> <li>· Description of Federal, State, Private and Institutional Student Financial Assistance Programs Available at the School</li> <li>· Estimated Cost of Attendance</li> <li>· Estimated Cost of Tools</li> <li>· Estimated Transportation Costs</li> <li>· Financial Aid Advising</li> <li>· Refund Policy</li> <li>· Return of Federal Loan or Grant Assistance</li> <li>· Student Account Information</li> <li>· Tuition and Fees</li> </ul>	Financial Aid Coordinators
Family Educational Rights and Privacy Act	Dean
Faculty	Dean
Graduate and Professional Education Pursued by the School's Bachelor Degree Graduates	Director of Career Services
Institutional Facilities	Dean
Learning Resource Center	Dean
Lost and Found	Dean
Program or Course Charges or Withdrawals	Registrar
Safety and Security Policies and Crime Statistics	Registrar
Servicemember Coordinator and Notice of Service and Intent to Return	Registrar
Student Car Pooling/Transportation Assistance	Director of Career Services
Student Disability Coordinator (also known as the Section 504 Coordinator)	Director
Student Diversity	Director
Student Housing Assistance	Director of Career Services
Substance Abuse Prevention Coordinator	Dean or Associate Dean
Student Employment Assistance	Director of Career Services
Title IX Coordinator	Director
Vaccination Policy	Director
Voter Registration	Dean or Associate Dean

## **GENERAL POLICIES**

The following rules and policies apply to all members of ITT Technical Institute's student body.

### **ACADEMIC DISHONESTY**

ITT Technical Institute defines academic dishonesty as the "submission of work completed by another person as your own." All ideas, words or work from others that are included in a student's submitted work must be identified and cited. Failure to appropriately identify the ideas, words or work of others included in a student's work is considered academic dishonesty and violates the conduct section of the School's Catalog. Academic dishonesty may result in a zero on the graded activity, suspension and/or termination from one or more of the courses the student is taking or the student's entire program of study at the school.

Ideas, words or work that require citation include, but are not limited to, hard copies or electronic publications, whether copyrighted or not, and visual and verbal communication that clearly originates from an identifiable source. This policy applies to all courses whether taught in residence or online and all sources whether electronic or hardcopy.

It is academically unethical and unacceptable to:

- submit work completed in whole or in part by another person as if it were your own;
- restate or paraphrase another writer's work without acknowledging the source;
- copy another student's homework and submit the work as if it were the product of your own labor;
- attempt to gain an advantage through the use of crib sheets, hidden notes, viewing another student's paper, revealing the questions or answers on exams or quizzes to other students or viewing quiz or exam questions obtained by another student; and
- store or communicate information not distributed to students through the use of electronic devices, recording devices, cellular telephones, headsets or portable computers.

### **ACADEMIC PROGRAMS-IMPROVEMENT AND CHANGES**

Improvement to ITT Technical Institute's curriculum is an ongoing process. The Institution's Curriculum Department receives input from faculty members, staff, students, graduates, and employers of graduates through the use of surveys, local Advisory Committee meetings, national curriculum committees and outside consultants. It then updates existing programs and adds new programs, including updating textbooks and equipment to support new techniques that meet the ever-changing work environment in which our graduates are employed.

### **ADVISING**

The student must receive academic, attendance, and/or financial aid advising from the school, as the school deems necessary in its discretion. Students should contact the School and Program Chair(s), Associate Dean(s) or Dean for academic and attendance advising. The Director of Finance and Financial Aid Coordinator(s) conduct financial aid advising.

Instructors in online courses are available for class communications, tutoring and/or student advising at least six days per week by e-mail. They will respond to messages within 72 hours. Academic Service Representatives and Program Managers are also available for assistance with issues related to online courses.

### ALCOHOL AND DRUG POLICY

The school makes available information on drug awareness to all students through the Substance Abuse Prevention Coordinator. In compliance with the Drug Free Schools and Communities Act, as amended, a copy of the school's Alcohol and Drug Policy is printed below to assure that all students at ITT Technical Institute are aware of the standards of conduct with respect to alcohol and drugs that affect them.

The possession, use, and/or sale of alcohol and/or drugs on any part of the school's premises or at any school-sponsored event are prohibited. Students using illegal drugs or alcohol on any part of the school's premises or at any school-sponsored event will be terminated from the school and/or referred to appropriate rehabilitation agencies. Students selling drugs on any part of the school's premises or any school-sponsored event will be terminated from school and referred to the appropriate legal authorities for prosecution. See "Suspension and Reinstatement of Eligibility for Federal Student Financial Aid as a result of Drug-Related Offenses" contained herein for additional information concerning how drug related convictions may impact your ability to obtain Student Financial Aid. The school will also make available information on the health risks associated with the use of illicit drugs and the abuse of alcohol. This information is available from the Substance Abuse Prevention Coordinator.

### POLICY FOR ALCOHOL AND/OR DRUG USE AMNESTY (NEW YORK)

In compliance with Article 129-B of the New York State Education Law, the following amnesty to the Student Alcohol and Drug Policy is offered:

The health and safety of every student at ITT Technical Institute is of utmost importance. ITT Technical Institute recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. ITT Technical Institute strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to ITT Technical Institute officials or law enforcement will not be subject to its code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

Note that this provision only covers the student disciplinary process. This does not cover the criminal justice process (but see New York State Good Samaritan Law, Penal Law §220.78), does not cover areas outside of conduct, and does not apply to employees of the institution.

### **The Realities of Drug and Alcohol Abuse**

#### Economic Realities (2014 Information)

- Substance abuse costs American society over \$193,000,000,000 each year.
- American businesses suffered a productivity loss of over \$120 billion in 2007 due to labor participation cost, participation in drug abuse treatment, incarceration, and premature death.
- Frequent drinking is associated with absenteeism, tardiness, leaving work early and poor coworker relationships.

### Criminal Realities

- In 2009 almost 1.7 state and local arrest for drug abuse violations.
- Approximately 60% of individuals arrested for most types of crimes test positive for illegal drugs at arrest.
- Alcohol and drugs weaken the brain mechanisms that normally restrain impulsive behaviors, including inappropriate aggression.

### Medical Realities

- There is a strong correlation between alcohol use and cancers of the mouth, larynx, pharynx, and esophagus.
- The correlation between alcohol and oral cancer is even more pronounced for those who use alcohol and tobacco.
- There is a significant negative impact on the health of children who are exposed to illegal drugs or nicotine who grow up in a household where drugs and tobacco are abused.

### Drug Usage Realities

- The use of marijuana, cocaine and opiates continues to rise in the United States.
- Marijuana is the nation's most commonly used illicit drug.
- Adults 18-25 years old have higher cocaine use than any other age group.

For additional information see: 1998 National Institute of Drug Abuse Report to Congress National Institute on Drug Abuse and the National Institute on Alcohol and Alcohol Abuse [www.nida.nih.gov](http://www.nida.nih.gov); and U.S. Drug Enforcement Administration website at <http://www.dea.gov/index.shtml>; and Bureau of Justice Statistics, <http://www.bjs.gov/>.

### Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

#### 21 U.S.C. 844(a)

1<sup>st</sup> conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

#### 21 U.S.C.853 (a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack.)

#### 21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

#### 21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations.)

#### 18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

### Miscellaneous

Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc, are vested within the authorities of individual Federal agencies.

(NOTE: These are only federal penalties and sanctions. Additional state and local penalties and sanctions may also apply.)

### ANTI-HARASSMENT POLICY

It continues to be the policy of ITT Technical Institute that sexual harassment of students or applicants for admission in any form is unacceptable conduct, which will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the school of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault and other verbal, visual or physical conduct of a sexual nature. No student, applicant, faculty member or other employee of ITT Technical Institute shall threaten or insinuate, either explicitly or implicitly, that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades, studies or educational experience at ITT Technical Institute. Similarly, no faculty member or other employee of ITT Technical Institute shall promise, imply, or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Other types of harassment that will not be tolerated include any unwanted or unwelcome words, gestures or actions of a persistent or offensive nature involving any person's race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status. Harassment of this nature also includes any conduct, whether verbal, visual or physical, relating to or involving a person's race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status that is sufficiently pervasive or severe to: (i) unreasonably interfere with a student's education at the school or a student's admission to a program offered by the school; or (ii) create an intimidating, hostile or offensive learning environment for students.

Any student or applicant who feels that he or she is a victim of prohibited harassment (including, but not limited to, any of the conduct listed above) by any student, applicant, faculty member or other ITT Technical Institute employee, or visitor or invitee of the school in connection with the educational experience offered by ITT Technical Institute should, as described in the Student Complaint/Grievance Procedure section, bring the matter to the immediate attention of the school Director, at the telephone number specified in the school catalog. A student or applicant who is uncomfortable for any reason in bringing such a matter to the attention of the school Director, or who is not satisfied after bringing the matter to the attention of the school Director, should report the matter to the Senior Vice President and Chief Compliance Officer, ITT Educational Services, Inc. ("ITT/ESI") at (800) 388-3368. Any questions about this policy or potential prohibited harassment should also be brought to the attention of the same persons.

ITT Technical Institute will promptly investigate all allegations of prohibited harassment in as confidential a manner as the school deems reasonably possible and take appropriate corrective action, if warranted.

## AVAILABILITY OF COURSE MATERIALS

Students enrolled on a resident campus will receive books for both online and on campus courses at the campus. Course materials for online courses offered through the Indianapolis online program will be mailed to the student prior to the start of the course. Materials for all courses the student is registered to take in the quarter will be mailed together prior to the start of that quarter. Online materials for online courses will not be made available more than ten (10) days prior to the start of the course.

## BIAS-RELATED CRIME PREVENTION INFORMATION (NEW YORK)

In compliance with Article 129-A of the New York State Education Law, information about bias-related crime prevention is printed below in order to assure that all students at ITT Technical Institute are aware of the laws, penalties and standards of conduct with respect to these crimes.

### **What is a Hate Crime?**

In enacting the Hate Crimes Act of 2000, the New York Legislature found that:

Criminal acts involving violence, intimidation and destruction of property based upon bias and prejudice have become more prevalent in New York state in recent years. The intolerable truth is that in these crimes, commonly and justly referred to as “hate crimes”, victims are intentionally selected, in whole or in part, because of their race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation.

A hate crime is committed when a person commits a specified offense *and intentionally selects the person against whom the crime is committed* in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct. A hate crime is also committed when a person commits a specified offense and *intentionally commits the act or acts constituting the offense* in whole or in substantial part because of such belief or perception.

For purposes of this definition, specified offenses include the following offenses, or any attempt or conspiracy to commit the following offenses:

- assault in the first, second or third degree;
- aggravated assault upon a person less than 11 years old;
- menacing in the first, second or third degree;
- reckless endangerment in the first or second degree;
- manslaughter in the first or second degree;
- murder in the second degree;
- stalking in the first, second, third or fourth degree;
- rape in the first degree;
- criminal sexual act in the first degree;
- sexual abuse in the first degree;
- aggravated sexual abuse in the first or second degree;
- unlawful imprisonment in the first or second degree;
- kidnapping in the first or second degree;
- coercion in the first or second degree;
- criminal trespass in the first, second or third degree;
- burglary in the first or second degree;
- criminal mischief in the first, second, third or fourth degree;



- arson in the first, second, third or fourth degree;
- petit larceny;
- grand larceny in the first, second, third or fourth degree;
- robbery in the first, second or third degree;
- harassment in the first degree; or
- aggravated harassment in the first or second degree.

### **Penalties for Hate Crimes**

The Hate Crimes Act generally provides that when a person commits a hate crime, the penalty to which he or she will be sentenced will generally be longer than if the person had committed the same specified offense without the hate crime.

### **Procedures**

Victims of hate crimes are encouraged to report the offense as soon as possible after the incident. The school Director can provide information regarding assistance, resources and options of action available to the victim. The information provided by the Director will include the availability of counseling and other support services in the community. Counseling services are not available at the school. In addition, victims of hate crimes are reminded of their right to report the matter directly to local law enforcement officials.

Reports received by the school of alleged hate crimes perpetrated by enrolled students or school employees will be forwarded to the school Director, who will refer the matter to local law enforcement officials. In addition to the criminal penalties described above under “Penalties for Hate Crimes”, the school may also impose sanctions against students or employees found guilty of hate crimes. For students, these sanctions may include, without limitation, suspension or termination from the school. For employees, these sanctions may include, without limitation, suspension or termination of employment.

ITT Technical Institute issues, on an annual basis, a ***Safety and Security Policies and Crime Statistics Report***, which discloses, among other things, information about the school’s safety and security policies and procedures.

### **BULLETIN BOARDS AND ANNOUNCEMENTS**

Official notices from the faculty and administration are posted on bulletin boards. Students are expected to periodically review the official school notices posted on the bulletin boards, read the notices and comply with the notices. Notices of available jobs and housing are posted on the Career Services bulletin board. If you wish to post a notice of saleable items, please talk to an Associate Dean or Dean.

Official notices to online students from the administration are posted in the Announcements page of the ITT Technical Institute Online Programs Website <http://www.distance-education.itt-tech.edu/itt/clikslogin>. Students are required to periodically review the posted official notices, read the notice, and comply with the notices. Within each online course, faculty will use the Course Announcements area to post important information specific to their courses. Students are required to read and comply with notices posted by the faculty. See also Student Portal herein.

## CAMPUS SEX CRIMES PREVENTION ACT NOTICE

For information on the Campus Sex Crimes Prevention Act Notice, see “Safety and Security Policies and Crime Statistics Reports” contained herein.

## CHILDREN

Children of students may not be brought into the school while the student is in class. The school is not responsible for the safety of children on school premises. Please contact your instructor should childcare responsibilities prevent you from attending class.

## COMMUNITY RESOURCES

Information about Community Resources such as Alcoholics Anonymous, Al-Anon, and other related groups is set forth below

<b>Organization</b>	<b>Website</b>	<b>Phone Number</b>
Alcoholics Anonymous	<a href="http://www.aa.org">www.aa.org</a>	1 (800) 234-0246
Al-Anon	<a href="http://www.al-anon.org">www.al-anon.org</a>	1 (888) 425-2666
Cocaine Anonymous	<a href="http://www.ca.org">www.ca.org</a>	1 (800) 347-8998
Drug and Alcohol Abuse Hotline	<a href="http://www.nida.nih.gov">www.nida.nih.gov</a>	1 (800) 234-0420
Family and Children’s Services	<a href="http://www.acf.hhs.gov">www.acf.hhs.gov</a>	1 (800) 222-8000
HIV/AIDS	<a href="http://www.AIDS.gov">www.AIDS.gov</a>	See website
Men’s Health	<a href="http://www.health.nih.gov">www.health.nih.gov</a>	See website
Narcotics Anonymous	<a href="http://www.na.org">www.na.org</a>	See website
Obesity	<a href="http://www.obesity.org">www.obesity.org</a>	See website
Rape Crisis Center	<a href="http://www.therapeccrisiscenter.org">www.therapeccrisiscenter.org</a>	1 (888) 366-1640
Women’s Health	<a href="http://www.womenshealth.gov">www.womenshealth.gov</a>	1 (800) 994-9662

Please see the Dean for additional information concerning Community Resources that may be available to you.

## COMPLETION AND RETENTION RATES

ITT Technical Institute provides completion and retention rate information, categorized by gender, ethnicity and the percentage of students receiving federal grants and loans, in the “Completion and Retention Rate Disclosure” which can be found in the Appendix attached hereto.

## COMPUTER AND ELECTRONIC INFORMATION POLICY

### **Introduction**

ITT Technical Institute, in furtherance of its educational objectives, provides computing and network services, usually without charge as part of the tuition and fees, to its educational community. These services and the hardware associated with providing them are all considered part of the campus infrastructure and are the property of ITT Technical Institute. The following guidelines reflect ITT Technical Institute's policy for responsible use of these services and resources. This policy should be used in connection with ITT Technical Institute's other existing policies, including those regarding discrimination, harassment, and equal opportunity. Those policies can be found in the School Catalog and in this Student Handbook. The following policy statements do not constitute a contract and ITT Technical Institute reserves the right to change them at any time. Failure to abide by this policy may result in revocation of computing and network privileges and/or disciplinary action.

### **Authorized Use of ITT Technical Institute Resources**

- a) Use of ITT Technical Institute's computing and network systems is limited to authorized users (i.e., students admitted and attending classes, faculty and staff only).
- b) User network IDs, computer sign-ons and passwords are the property of ITT Technical Institute and should never be shared. A user must use only his or her own network ID, computer sign-on or password and should never provide his or her network ID, computer sign-on or password to any other user.
- c) ITT Technical Institute's resources or private computer hardware connected to ITT Technical Institute's computer systems must not be used to provide access to any ITT Technical Institute's network to anyone who is not an authorized user. No ITT Technical Institute resources may be used to route non-ITT Technical Institute network traffic through any ITT Technical Institute computer system without the prior written consent of ITT Technical Institute.
- d) All usage of ITT Technical Institute's computing resources, networks, and software is to be made for legitimate educational, research, or employment purposes related to ITT Technical Institute. Any commercial or other use of ITT Technical Institute's computing resources, networks, or software is strictly prohibited.
- e) If ITT Technical Institute receives any evidence of any violation of this policy, security breach or use of ITT/ESI resources for an illegal purpose (including the unauthorized use of copyrighted materials or licensed software), ITT Technical Institute may terminate the user's network access without consent or notice and impose other disciplinary action.

### **Electronic Mail**

- a) All electronic mail ("e-mail") accounts and the contents thereof are the property of ITT Technical Institute.
- b) ITT Technical Institute uses its e-mail system to communicate important information to students. Students should check their e-mail account frequently.
- c) E-mail messages should not be regarded as private, and ITT Technical Institute cannot guarantee the confidentiality of e-mail messages for many reasons, including the following: e-mail messages may

be saved indefinitely on the receiving computer, e-mail messages can be intentionally or accidentally forwarded to non-intended recipients, and e-mail messages may be improperly delivered by an e-mail system.

- d) ITT Technical Institute, although it does not regularly monitor e-mail communications, reserves the right to inspect, monitor, disclose or discontinue e-mail communications without consent or notice when consistent with and/or required by law; when there is evidence or reason to believe violations of law or ITT Technical Institute policy are taking or have taken place; or when computer maintenance or operational concerns require such action.
- e) ITT Technical Institute e-mail services may not be used for: unlawful activities; commercial purposes (whether or not under the auspices of ITT Technical Institute); personal financial gain; or any other use that violates any other ITT Technical Institute policy or guideline, including any policy regarding intellectual property or regarding sexual or other forms of harassment.
- f) Each user must properly identify himself or herself as the originator of all e-mail messages he or she sends and shall not employ any false identity on e-mail messages. Users shall also not give the impression that they are representing or otherwise making statements on behalf of ITT Technical Institute unless appropriately authorized to do so.
- g) Users shall not be permitted to send unsolicited "junk" e-mail or mass electronic mailings or chain letters without a legitimate ITT Technical Institute educational purpose.
- h) ITT Technical Institute e-mail systems are intended for purposes related to ITT Technical Institute's educational mission. Incidental personal uses of the e-mail system may be made, however, provided such use does not: (1) burden ITT Technical Institute with noticeable incremental cost; (2) violate any provision of this policy; or (3) otherwise interfere with the operation of ITT Technical Institute's computing and network services. Users should be aware that such personal communications are not private and are subject to the same conditions as all other e-mail, as described above.

## **Software Use**

ITT Technical Institute makes a variety of software programs and applications available to the authorized users of its computing systems. This software is generally licensed to ITT Technical Institute. Failure to adhere to the terms of such licenses can subject violators to legal action and can jeopardize ITT Technical Institute's ability to procure such software for its users. Users of ITT Technical Institute's computing systems must adhere to the following guidelines:

- a) Users should ensure they are covered by the appropriate site-license for each software program or application they use. To determine whether you are an authorized user, contact the Dean.
- b) Unauthorized copying of software is illegal and strictly prohibited, even when such software is not protected against copying. There is generally a no "fair use" provision for copying software. ITT Technical Institute's software licenses do not permit you to obtain a copy of any of its software programs for your use or installation on any computer.
- c) Software must not be removed or copied from any ITT Technical Institute hardware or system without prior written authorization from the Dean.
- d) Personal software must not be installed or downloaded from the internet onto any ITT Technical Institute hardware or system without written authorization from the Dean.

## **Internet Use and Creation of Web Pages**

All use and access of the Internet from ITT Technical Institute's computing systems is subject to the following guidelines:

- a) Access to pornographic, gambling, "hate speech", or similar web sites is strictly prohibited. Web sites accessed by ITT Technical Institute's computing systems users may be monitored.
- b) The Dean must authorize any web page created. Each such web page must include contact information, including an e-mail address, of the writer or publisher on each page.
- c) Creation of any web page must comply with copyright laws for all content, including photographs, illustrations, and other graphic images that were created by others. Downloading an image from any web site without permission usually violates copyright law. See also "Copyright Infringement is Prohibited" contained herein.
- d) Any personal, club or organization web page created must be clearly marked with a legend indicating that such page is personal in nature and does not represent the views or opinions of ITT Technical Institute.
- e) While ITT Technical Institute does not typically provide editorial review of web pages, ITT Technical Institute reserves the right to edit or terminate such pages at any time to comply with third party complaints, any applicable law or regulation, or computer and network management concerns.

## **Proper and Responsible Use of ITT Technical Institute Computing Systems**

- a) Users of ITT Technical Institute's computing systems must respect the privacy and rules governing all information accessible through the systems. For example, users must not intentionally seek information on, obtain copies of or modify files, tapes or passwords belonging to other users or ITT Technical Institute available on ITT Technical Institute's computing systems.
- b) Users of ITT Technical Institute's computing systems must respect the finite capacity of the computing systems. For example, users shall limit usage of the computing systems so as to not interfere with the usage of others and must not use the computing systems for profit-making or fund-raising activities without specific prior written authorization from the Dean to do so.
- c) Users of ITT Technical Institute's computing systems must respect the integrity of the computing systems. For example, users must not download, transmit, or install any virus, Trojan horse, worm, or other potentially destructive code on any ITT Technical Institute computing system.
- d) Users of ITT Technical Institute's computing systems must ensure that their usage of such systems complies with all applicable local, state and federal laws.

## COPYRIGHT INFRINGEMENT IS PROHIBITED

Copyright laws protect original works of authorship. The owner of a copyright has the exclusive right to the original work, including the right to copy the work, distribute the work, display or perform the work publicly, and create derivative works. A copyright interest attaches to an original work that is “fixed in any tangible medium of expression,” including traditional works like books, photographs, architectural drawings, music, drama and sculpture, as well as works affected by new technologies, like movies, electronic media, web pages, software, multimedia works and databases. The use of file-sharing networks to download and share copyrighted works without permission from the copyright owner – like software, music, movies, TV shows, games and images – violates copyright laws. Both the person who makes an illegal copy of a copyrighted work available and the person who receives or downloads an illegal copy have violated the copyright laws. In most instances, a student must obtain permission from the copyright owner in order to copy, distribute, display or perform a copyrighted work in any medium for any purpose.

Any copyright infringement, including, without limitation, distribution of copyrighted material through unauthorized peer-to-peer file sharing, in connection with a student’s enrollment in a program of study at the school or conducted by a student through the use of any of the school’s equipment or information systems is prohibited and violates both the Conduct section of the School Catalog and the law. Any student who engages in copyright infringement will be subject to discipline by the school, which may include, without limitation, the suspension or termination from one or more courses the student is taking or the student’s entire program of study at the school and the referral to the proper authorities. Copyright infringement may also subject the student to civil and criminal liabilities. A summary of the penalties for violating federal copyright laws include:

- unlimited actual damages proven for each act of copyright infringement;
- up to \$30,000 for each act of copyright infringement that is determined not to be willful;
- up to \$150,000 for each act of copyright infringement that is determined to be willful; and
- criminal penalties.

## CREDIT FOR PREVIOUS EDUCATION OR EXPERIENCE

A student may request credit for courses in the student’s program of study at the school based on the student’s previous postsecondary education or experience, by submitting a written request to the Registrar.

### **1. Previous Postsecondary Education**

Following the Registrar’s receipt of the student’s written request, the school may grant the student credit for course(s) in the student’s program of study based on the student’s previous postsecondary education at a different institution, if the student satisfies all of the following requirements:

- a) The student provides the school with an official transcript from each educational institution awarding any credits that the student desires to transfer to the school to satisfy specific course requirements of the student’s program of study at the school. If the educational institution is located (i) in the U.S., it must be accredited by an accrediting agency recognized by the U.S. Department of Education, or (ii) outside the U.S., it must be accredited or similarly acknowledged by an agency deemed acceptable to the school in its discretion.
- b) The subject matter of the course(s) represented by the credits that the student desires to transfer to the school to satisfy specific core, technical basic and general studies course requirements of the student’s program of study at the school is determined, in the school’s discretion, to be equivalent to the subject matter of such core, technical basic and general studies course(s).

- c) The subject matter of the course(s) represented by the credits that the student desires to transfer to the school to satisfy specific general education course requirements of the student's program of study at the school is determined, in the school's discretion, to be substantially similar to the subject matter of such general education course(s). In addition, any credit for courses that the student desires to transfer to the school to satisfy any Science course requirements in the Nursing associate's degree program must have been earned by the student within seven years of the Registrar's receipt of the student's written request.
- d) The subject matter of the course(s) represented by the credits that the student desires to transfer to the school to satisfy any elective course requirements of the student's program of study at the school is determined, in the school's discretion, to represent a level of rigor that is equal to or greater than the rigor of the school's lower division courses.
- e) The number of credits that the student desires to transfer to the school to satisfy the requirements of a specific course in the student's program of study at the school must equate, as determined by the school, to at least the same number of quarter credit hours of that course as specified in the Program Outline for the student's program of study at the school.
- f) The student completed each course represented by credits that the student desires to transfer to the school to satisfy specific course requirements of the student's program of study at the school with at least: (i) a passing grade in the student's program of study at the school, if the credits were earned at an ITT Technical Institute; (ii) a grade of "C" (i.e., 2.0 on a 4.0 scale), if the credits were earned at a postsecondary educational institution other than an ITT Technical Institute and the student's program of study at the school is not the associate degree program in Nursing; or (iii) a grade of "B" (i.e., 3.0 on a 4.0 scale), if the credits were earned at a postsecondary educational institution other than an ITT Technical Institute and the student's program of study at the school is the associate degree program in Nursing.
- g) Other institutions of higher education with which the school has established an articulation agreement include the other ITT Technical Institutes across the country and those institutions listed on the ITT Technical Institute website at [www.itt-tech.edu/articulation/](http://www.itt-tech.edu/articulation/). Many of the same and other limitations and conditions specified above with respect to credit granted by the school for a student's previous postsecondary education at a different institution will apply to credit granted by a different institution for a student's postsecondary education at the school. As a result, any student considering continuing his or her education at, or transferring to, any institution other than an ITT Technical Institute must not assume that any credits earned in any course taken at the school will be accepted by 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.

## 2. Previous Experience

Upon the Registrar's receipt of the student's written request, a \$500 processing charge will be due and payable by the student to the school, unless the student's previous experience is based solely on military experience (e.g., a SMART transcript). Following the Registrar's receipt of the student's written request, the school: (a) will add the \$500 processing charge, as applicable, to the amount that is due and payable by the student to the school; and b) may grant the student credit for course(s) in the student's program of study based on the student's previous experience, if the student demonstrates, to the school's satisfaction, that he or she has sufficiently grasped the knowledge and skills offered by the specific course(s) contained in the student's program of study at the school that the student desires credit for previous experience. The student must demonstrate such knowledge and

skills by completing a proficiency examination(s) and/or project(s) acceptable to the school for each such course and receiving a grade or score thereon as required by the school. Notwithstanding the foregoing, a student may not receive credit based on the student's previous experience with respect to any course(s) in the student's program of study at the school that the student previously attempted at the school or at any other ITT Technical Institute.

## **DISABLED APPLICANTS AND STUDENTS**

The school is committed to compliance with Section 504 of the Rehabilitation Act of 1973 and its regulations. The school does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. The school Director is designated the school's Student Disability Coordinator and coordinates Section 504 compliance. Applicants or students with a disability (whether physical or intellectual) may request an accommodation by contacting the school Director. The school's facilities are in compliance with federal, state and local laws and regulations, including those related to safety, health and disabilities. Additional information may be obtained from the Student Disability Coordinator.

### **General Guidelines Regarding Disabilities and Accommodations**

The following are General Guidelines. They provide a general description addressing disabilities and accommodations for both applicants and students. These General Guidelines are a resource for students and provide general information about accommodating individuals with disabilities. For purposes of these Guidelines, the terms "student" or "students" collectively refer to both applicants and students.

Please carefully read these General Guidelines, as well as other specific guidelines that may apply. Additional information may be found in more specific guidelines available from the Student Disability Coordinator. Please address any questions or issues to the Student Disability Coordinator who is also the school Director.

Students with disabilities are encouraged to meet with the school's Student Disability Coordinator to learn about accommodation opportunities. The decision to use these services is voluntary and a matter of individual choice.

#### **A. The Student Disability Coordinator**

1. The school Director is also this school's Student Disability Coordinator.
2. For all questions, concerns, and issues regarding disability-related and accommodation-related issues please see the Student Disability Coordinator.
3. To provide appropriate accommodations to students with disabilities, the Student Disability Coordinator:
  - a. Serves as a resource to provide information regarding how to obtain accommodations;
  - b. Helps determine the accommodations to be provided to a student, taking into consideration the student's documentation, preferences, available resources, and course requirements; and
  - c. Keeps confidential information regarding a student's disability.



## B. The Accommodation Procedure

1. A reasonable accommodation is a modification or adjustment to a program, service, or activity that provides a qualified student with a disability an equal opportunity to participate in the school's programs.
2. Reasonable accommodations are individualized and developed on a case-by-case basis. Identifying an appropriate accommodation requires an exchange of information as part of the interactive process.
3. Eligibility for reasonable accommodations is determined on an individual basis based on documented need.
4. A student's decision about whether to self-identify as a person with a disability is a personal one. Individuals with disabilities are welcome, if they choose, to discuss their concerns with the Student Disability Coordinator. The decision not to self-identify as disabled is understood and respected.
5. Self-disclosure and documentation are required only if a student requests an accommodation.
6. Self-disclosure and the submission of documentation to obtain a reasonable accommodation can be initiated at any time. However, reasonable time should be allowed before the student can expect accommodations to be in place.
7. Students should provide information and documentation at a reasonably early date to allow time for the development and arrangement of reasonable accommodations.
8. Upon admission, incoming students with disabilities are urged to contact the Student Disability Coordinator as soon as possible. Early identification of a student's disability status and accommodation requests can assist the school in arranging to reasonably accommodate that student on a timely basis. The more time the Student Disability Coordinator has to make these arrangements, the easier arranging accommodations can be. If a student has a concern regarding an accommodation, the student may use the Student Complaint/Grievance procedure described in the Appendix to the Student Handbook.
9. Students deemed eligible for and granted an accommodation will be given a Request for Accommodation letter. That letter is prepared by the Student Disability Coordinator and describes the appropriate accommodation. That letter is given to each instructor where an accommodation has been granted. If the student or instructor has additional questions, he/she must contact the Student Disability Coordinator for clarification and/or assistance. A student may not require an accommodation in every course.
10. It is each student's responsibility to make use of these accommodations. Each student is ultimately responsible for his or her academic success. Each student must take the initiative to use time, facilities, and support services in a productive manner. Each student is responsible for his or her own work and grade in each course.
11. Accommodations cannot be retroactive. Accommodations begin only after appropriate documentation is received and a reasonable time for the development of a reasonable accommodation has been allowed.

12. Accommodations can be made only to known limitations of otherwise qualified students with disabilities.

C. Temporary Disability

1. Students with temporary disabilities are encouraged to contact the Student Disability Coordinator to find out what services are available to them. Examples of temporary disabilities include, for example, a broken arm/leg or a short-term illness or an injury.

D. Additional Sources of Information

1. In addition to these General Guidelines Regarding Disability and Accommodations, additional information can be obtained by contacting the Student Disability Coordinator.

DRESS CODE

While on school property, students must accept individual responsibility for appropriate dress. Certain items of dress are not acceptable due to safety reasons, such as shower clogs, flip-flops, etc. Some programs within the school will require more stringent dress codes for safety and professional reasons.

Students are expected to wear clothing that adequately covers the person and to wear shoes on the school premises. Clothing must not contain printed matter that may be considered vulgar or offensive. More formal attire, as announced, may be required for special events or occasions. Students will maintain their own personal hygiene so as not to be offensive to fellow students and staff.

Each faculty member may set stricter dress and cleanliness requirements related to specific safety and hygiene factors for the particular class and laboratory setting. (Such requirements will be either posted in each classroom and laboratory, or included in the course syllabus given to each student at the beginning of the course.)

Cellular telephones and pagers should be set so they do not interrupt or disrupt regular classroom activities. Students whose telephones or pagers disrupt class may be asked to leave and may be marked absent. Repeated violations may lead to disciplinary action. See also "Telephones" contained herein.

Students violating the dress code will be asked to leave school until they are properly dressed and may be counted absent for the time they are not in class.

## EMERGENCIES-PERSONAL

The school and administration should be notified immediately of any illness, accident, or hospitalization affecting any student.

Student messages or telephone calls of an emergency nature received at the school will normally be delivered to the student during class breaks. In such cases, the caller should give the school the student's class schedule so he/she can be more readily located.

The school will not accept student telephone calls, messages and letters of a personal nature. Telephone calls, messages, etc., of a personal nature must be directed to the student's home or cell phone. Office phones are not to be used for personal calls.

Emergency doors are to be used only for emergencies.

## FACULTY WORK AREAS

Students are not permitted in the faculty office area or staff lounge unless an instructor escorts them.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTIFICATION

The Family Educational Rights and Privacy Act ("FERPA") affords students certain rights with respect to their education records. These rights include:

- 1. The right to inspect and review the student's education records within 45 days of the day the school receives a written request for access.**

Students should submit to the school Director a written request that identifies the record(s) the student wishes to inspect. A school official will make arrangements for access and notify the student of the time and place where the records may be inspected.

- 2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.**

A student may request the school to amend an education record the student believes is inaccurate or misleading. The student must write to the school Director, clearly identify the part of the education record the student wants changed and specify why the education record is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

If the school decides not to amend the education record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the student's request for amendment. Additional information regarding the hearing procedures will be provided to the student when the student is notified by the school of his or her right to a hearing.

- 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without the student's consent.**

One exception permits the school to disclose personally identifiable information contained in the student's education records without the student's consent to school officials with legitimate

educational interests. A school official is: a person employed by the school in an administrative supervisory, academic or research, or support staff position; a person or company with whom the school has contracted; a person serving on an advisory board; or a student assisting a school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility. Upon request, the school discloses education records without student consent to officials of other schools at which the student seeks or intends to enroll or where the student is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.

**4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:**

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605

Directory information (as defined below) in a student's education records may be unconditionally released by the school without the student's consent, unless the student specifically requests in writing that such information may not be released. The school requires that any such request by the student must (i) specify what categories of Directory Information are to be withheld and (ii) be delivered to the school Director within 15 days after the student starts class. Any such request must be renewed annually by the student. Directory Information means information contained in a student's education record which would generally not be considered harmful or an invasion of privacy if disclosed. Directory Information includes, but is not limited to, the student's: name; address(es); telephone number(s); electronic mail address(es); photograph; grade level; enrollment status (e.g., full-time or part-time); date and place of birth; program of study; extracurricular activities; credentials, awards and recognition (i.e., honors) received; last school attended; dates of attendance; (i.e., enrollment periods(s), not daily attendance record); and student or user ID number (other than a social security number), but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity which are known or possessed only by the authorized user.

The school has adopted a detailed Family Educational Rights and Privacy Act Policy (AA 9.0), which is available to the student upon request. See also the School Catalog for additional information about FERPA.

## **FIRE AND EMERGENCY**

### **Fire and Emergency Drills**

Periodically, fire and other emergency drills (earthquake, hurricane, etc.) will be conducted at the school in order to familiarize on campus students with fire and emergency procedures. Students are expected to recognize the need for fire and emergency drills and cooperate fully. If you discover a fire or fire hazard, notify an instructor or staff member immediately. Fire alarm stations are located throughout the building and will be activated in the event of a fire. All exits are marked and students are expected to leave the building in a prompt and orderly fashion using these exits. Check the posted exit guide in your classroom or lab. Class will resume following the all-clear signal.

## **Fire and Emergency Response and Evacuation Procedures**

As part of ITT Technical Institute's Fire and Emergency Response and Evacuation Procedures, the school will attempt to immediately contact students and employees via email, phone and other means reasonably designed to inform students about any immediate threat to the health or safety of students or employees occurring on the campus.

In case of fire and/or other emergency, students must follow the directions of school officials. All rooms have exit routes designated on the maps posted in each classroom, office, and restroom. Students must follow directions as given to them by a school-designated official.

## **NON-DISCRIMINATION AND DIVERSITY**

The school is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, religion, color, age, sex, sexual orientation, national origin, disability, gender, genetic information or any other protected status, in employment, educational programs and activities, and admissions. The school also encourages cultural and ethnic diversity in its faculty, staff, and student body.

In accordance with the requirements of Title IX of the Education Amendments of 1972 and their regulations, the school does not discriminate on the basis of sex in the educational programs and activities which it operates, including employment and admissions. The school Director is designated the school's Title IX Coordinator to coordinate Title IX compliance.

## **ONLINE ASSIGNMENT SUBMISSION**

It is important that all assigned activities be submitted by the due date in all courses. Consequently, activities submitted after the due date will not receive full credit in the determination of the student's grade.

For courses scheduled to meet throughout the quarter, activities submitted within one week after the due date will receive a 10% penalty. This means the score entered for the activity will be reduced by 10% when entered into the faculty member's gradebook. A paper submitted up to one week after the scheduled due date that would have otherwise earned a 100% will receive a score of 90%. For courses scheduled to meet only the first half or the second half of the quarter, activities submitted up to three days after the due date should receive a 10% penalty.

For courses scheduled to meet throughout the quarter, activities submitted eight to 14 days late will receive a 20% penalty. A quiz that would have otherwise earned a 75% had it been on time will receive a score of 55%. For courses scheduled to meet only the first half or the second half of the quarter, activities submitted four to seven days after the due date shall receive a 20% penalty.

Any required activities submitted more than 14 days after the due date for courses scheduled throughout the quarter or more than seven days after the due date for courses scheduled to meet only part of the quarter may receive a maximum score of 50%. Faculty members are not required to accept activities submitted more than 14 days after the due date in quarter long courses or more than seven days after the due date for courses schedule to meet only part of a quarter.

Please note that no late work will be accepted after the last day of the 11<sup>th</sup> week for full quarter classes and the last day of the sixth week of classes for courses meeting only part of the quarter.

Each faculty member teaching an online course reserves the right to waive the penalty if the student has extenuating circumstances, approved in advance by the faculty member, that have led to the submission of

required graded activities after the due date.

### ORIENTATION AND ONLINE STUDENT PREPARATION

Campus Locations: All students are encouraged to participate in the school's Orientation Program.

Online Student Preparation: Students entering online courses with ITT Technical Institute for the first time are automatically enrolled in, and are encouraged to complete, the online "Online Student Preparation" program prior to or in conjunction with the first online course of their program. Other students may contact their Program Chair to request access to the "Online Student Preparation" program.

### PARKING

There are designated parking spaces for both the school staff and student body. Please use only one space per vehicle. Parking is not allowed in the driveways.

In order to prevent personal injury and property damage, the speed limit in the parking lot and driveways is 5 MPH. Excessive speed and squealing of tires will result in disciplinary action.

Parking spaces for the disabled are marked and any vehicles parked in these spaces without the appropriate disabled designation will be towed at the owner's expense. Visitor parking is permitted in the parking spaces designated for visitors. Students must not park in the visitors parking area. Unauthorized parking may result in the vehicle being towed at the owner's expense and suspension of the individual's on-campus parking privileges.

Parking areas must be kept free of trash. Student assistance and cooperation in this regard is both expected and appreciated.

### PERSONAL PROPERTY

The school expressly disclaims all liability and responsibility of every kind and nature whatsoever for any loss, theft, damage, destruction, or other casualty to any personal property of any kind owned by any student, visitor, or other. Students are advised and warned they must personally take full and complete responsibility for safekeeping of all their property on school premises and during any school activities.

The Academic Affairs Department maintains a lost and found. The school will dispose of any items left in the lost and found over 30 days.

## RAPE, ACQUAINTANCE RAPE AND OTHER FORCIBLE AND NON-FORCIBLE SEX OFFENSE PREVENTION

ITT Technical Institute is committed to maintaining an environment supportive of its primary educational missions and free of exploitation and intimidation. It will not tolerate sexual assault or other forms of non-consensual sexual activity. This policy is applicable to students, faculty, and staff. The school enforces this policy through internal disciplinary and grievance procedures and encouragement of external prosecution through the appropriate local law enforcement officials.

Sex offenses covered under this policy include any sexual act directed against another person forcibly or against that person's will where the victim is incapable of giving consent due to his/her youth or temporary or permanent mental or physical incapacity.

Victims of sex offenses are encouraged to report the offense as soon as possible after the incident. The school Director can provide information regarding assistance, resources, and options for action available to the victim. In addition, victims of sex offenses are reminded of their right to report the matter directly to local law enforcement officials.

Complaints against enrolled students or school employees will be forwarded to the school Director for resolution. Sanctions may be imposed against students or employees found guilty of sex offenses defined under the policy are varied and include, without limitation, suspension, or termination from the school for students, suspension, or termination of employment for employees and referral of the matter to local law enforcement officials.

### AFFIRMATIVE CONSENT TO SEXUAL ACTIVITY: (NEW YORK)

In compliance with Article 129-B of the New York State Education Law, ITT Technical Institute has adopted the following definition of affirmative consent as part of its code of conduct: "Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Consent may be initially given but withdrawn at any time. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression."

### **The Realities of Rape**

In 2014 the U.S. Department of Justice, Bureau of Justice Statistics report on "Rape and Sexual Assault Among College-Age Females" indicated that:

(<http://www.bjs.gov/content/pub/pdf/rsavcaf9513.pdf>)

- 80% of rape and sexual assault victims know their offender
- 1 in 10 sexual assaults victimizations the offender had a weapon
- 51% of student rape and sexual assault victimizations occurred while the victim was pursuing leisure activities
- The rate of rape and sexual assault was 1.2 times higher for nonstudent than for student

A 2013 National Crime Victimization survey indicated that:

<http://www.bjs.gov/content/pub/pdf/cv13.pdf>

- In 2013 300,170 reports of rape/sexual assaults were reported
- In 2013, 0.4% of all persons age 12 or older experienced serious violence
- In 2013 35% of sexual assault victimizations were reported to the police

## What is Date Rape?

**Date rape**, also known as **acquaintance rape**, is sexual assault- the unlawful, possibly violent sexual behavior that includes unwanted touching of another person's vagina, penis or buttocks, or forced penetration of a genital or anal opening with an object.

**Date rape** is **forced sex**, even if the attacker knows the victim and even if the attacker and the victim have had sex before. The force can be verbal or physical. Some acquaintance rapists use emotional coercion as well as physical force. Forcing someone to have sex against his/her will, even if the attacker knows the person, is still rape and it is still a crime.

Victims can be male, female, gay, straight, or bisexual. Regardless of poor communication, mixed signals or body language that contradicts the spoken word, forced sexual conduct or intercourse with a nonconsenting acquaintance is **date rape**, and it is a crime.

## Why Does it Happen?

Let's look at sexual stereotyping and how males and females talk to each other.

- Although things are changing, society still frequently encourages men to be competitive and aggressive and teaches women to be passive and avoid confrontation.
- Men say they misunderstand a woman's words and actions—the excuse, “She said no, but meant yes.”
- Some people—men and women alike—still believe that it's okay for a man to demand sex if he takes a woman out or buys her gifts, and that it's not rape if he forces sex on a woman who previously had sex with him or other men.
- Women also feel that if they've previously had sex with a boyfriend who later forces them to have sex against their will, it may not be considered rape.

## Preventing Date Rape

### As a woman, you can

- be clear with men in your life about what, if any, sexual behavior you are comfortable with and keep talking as you get deeper into a relationship.
- not use alcohol or other drugs—they decrease your ability to take care of yourself and make sensible decisions.
- trust your gut feelings. If a place or the way your date acts makes you nervous or uneasy, leave. Always take enough money for a phone call for help.
- check out a first date or blind date with friends. Meet in and go to public places. Take public transportation or drive your own car.



- leave social events with friends not with someone you just met or don't know well.
- always watch your drink and never leave it unattended. Don't accept beverages from someone you don't know and trust.

### **As a man, you can**

- realize that forcing a woman to have sex against her will is rape, a violent crime with serious consequences.
- accept a woman's decision when she says "no." Don't see it as a challenge.
- ask yourself how sexual stereotypes affect your attitudes and actions toward women.
- not use alcohol and other drugs—it clouds your judgment and understanding of what another person wants.
- get help if you see men involved in a gang rape.
- understand that if a woman is drunk and you have sex with her against her will, it's still rape.
- seek counseling or a support group to help you if you feel violent or aggressive toward women.

### **If Date Rape Happens To You**

- Remember that rape is rape. You are not to blame. Know that action against the rapist can prevent others from becoming victims.
- Get help immediately. Phone the police, a friend, a rape crisis center, a relative. Don't isolate yourself, don't feel guilty or ashamed, and don't try to ignore it. It is a crime that should be reported.
- Get medical attention as soon as possible. Do not shower, wash, douche, or change your clothes. Valuable evidence could be destroyed.
- Get counseling to help you through the recovery process. Rape is a traumatic experience and trained counselors can make recovery easier and quicker.
- If you think you've been sexually assaulted under the influence of a date rape drug, get medical help immediately. Try not to urinate before providing any urine samples. If possible, collect any containers from which you drank.

Source: National Crime Prevention Council (NCPC): Date Rape at [www.ncpc.org](http://www.ncpc.org).

### **SAFETY AND SECURITY POLICIES AND CRIME STATISTICS REPORT**

The ITT Technical Institute issues, on an annual basis, a Safety and Security Policies and Crime Statistics Report. The information contained in the Report is distributed pursuant to 20 U.S.C. §1092 and 34 C.F.R. §668.41(e).

The Report discloses information about the school's safety and security policies and procedures, and statistics concerning the number of particular crimes reported to the school and local law enforcement agencies as occurring on the school's premises or public property adjacent to the school. The Report serves to inform the school's students, prospective students, employees, and prospective employees of the existence and enforcement of the school's safety and security policies.

The most recent Report is posted at [http://info.itt-tech.edu/campus\\_safety/Pages/default.aspx](http://info.itt-tech.edu/campus_safety/Pages/default.aspx).

If you do not have access to the Internet, please contact the school Registrar for a printed version of the Report.

### SAFETY TIPS

Students can do several things to protect themselves from crime. Many crimes occur only because there is an opportunity for them to happen. For example, most crimes of burglary and theft are random, not calculated. They occur because a window is rolled down, valuables are left in plain sight or a vehicle is left unlocked. The following are some safety tips:

- Walk in well-lit areas;
- Arrange to walk in groups with at least one companion, especially at night;
- Do not carry large sums of cash;
- Avoid less-frequented places when alone, especially at night;
- Be aware how you carry your valuables and don't leave them unattended;
- If a driver stops to ask for directions, do not get too close to the car and risk being pulled in;
- Do not ignore your intuition; if you suspect you are being followed, change direction or go to a public area or group of people; and
- If you are being followed while driving, drive to the nearest police station, fire station or a well-lit, open business where you can safely call the police. Try to get the car's license number and description. If no safe areas are near, honk the horn repeatedly and turn on your emergency flashers.

### SCHOOL CLOSING DUE TO INCLEMENT WEATHER

The school will issue announcements to local radio and television stations when classes are canceled and the school closes due to inclement weather. The call letters of such stations will be posted on the student bulletin board. It is the student's responsibility to utilize these sources to ascertain any school closing. If in doubt, call the school. Should the school reschedule a canceled class meeting, all students are expected to attend the rescheduled meeting and are responsible for material covered during the rescheduled meeting. Students unable to attend the rescheduled class meeting must arrange to make up the assigned work with the instructor prior to the rescheduled class meeting.

## SEXUAL ASSAULT, SEXUAL HARASSMENT AND OTHER PROHIBITED HARASSMENT (CALIFORNIA)

It continues to be the policy of ITT Technical Institute that sexual assault or harassment of students or applicants for admission in any form is unacceptable conduct which will not be tolerated. Sexual assault is defined in California Education Code Section 94385 to include without limitation, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery or threat of sexual assault. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the school of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault and other verbal, visual or physical conduct of a sexual nature. No student, applicant, faculty member or other employee of ITT Technical Institute shall: (a) sexually assault or harass any student or applicant; or (b) threaten or insinuate, either explicitly or implicitly, that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's admission, enrollment, grades, studies or educational experience at ITT Technical Institute. Similarly, no faculty member or other employee of ITT Technical Institute shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Other types of harassment that will not be tolerated include any unwanted or unwelcome words, gestures or actions of a persistent or offensive nature involving any person's race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status. Harassment of this nature also includes any conduct, whether verbal, visual or physical, relating to or involving a person's race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status that is sufficiently pervasive or severe to: (I) unreasonably interfere with a student's education at the school or a student's admission to a program offered by the school; or (II) create an intimidating, hostile or offensive learning environment for students.

Any student or applicant who feels that he or she is a victim of sexual assault, sexual harassment or other prohibited harassment (including, but not limited to, any of the conduct listed above) by any student, applicant, faculty member or other ITT Technical Institute employee, or visitor or invitee of the school in connection with the educational experience offered by ITT Technical Institute should, as described in the Student Complaint/Grievance Procedure section, bring the matter to the immediate attention of the school Director, at the school in which the student is enrolled at the telephone number specified in this catalog. A student or applicant who is uncomfortable for any reason in bringing such a matter to the attention of the school Director, or who is not satisfied after bringing the matter to the attention of the school Director, should report the matter to the Senior Vice President, Chief Compliance Officer, ITT/ESI, telephone (800) 388-3368. Any questions about this policy or potential sexual assault, sexual harassment or other prohibited harassment should also be brought to the attention of the same persons.

The school encourages students and ITT Technical Institute employees to promptly and accurately report all sexual assaults occurring at any of the school's facilities to the appropriate police agencies. Upon the request of a sexual assault complainant, the school will: (a) transport the complainant to the hospital or contact emergency personnel on behalf of the complainant; (b) refer the complainant to a counseling center or an agency that can make such referral; and (c) notify the police on behalf of the complainant.

ITT Technical Institute will promptly investigate all allegations of sexual assault, sexual harassment or other prohibited harassment in as confidential a manner as the school deems reasonably possible and take appropriate corrective action, if warranted. The school will inform the complainant of the results of the school's investigation. Sexual assault complainants may, in their discretion, pursue their own remedies against the alleged perpetrator, whether civilly and/or criminally. The school will assist any student with

academic difficulties arising as a direct result of a sexual assault on the student by any ITT Technical Institute student or employee occurring at any of the school's facilities.

### SOLICITING

In the interest of all students, faculty and staff, no outside solicitation whatsoever is permitted in the classroom or laboratory, regardless of the reason, without the express consent of the school Director.

### STUDENTS' BILL OF RIGHTS (NEW YORK)

In compliance with Article 129-B of the New York State Education Law, all students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

### STUDENT ACTIVITIES

The school encourages student activities that develop individual initiative, group leadership, and cooperation. It is a goal of the school to provide students with the opportunity to participate in activities that relate to vocational objectives, satisfy social needs, provide recreational opportunities, and encourage cultural enrichment. School-related student activities must be sanctioned and supervised by the school. Students should contact the Dean regarding activities in which they would like to participate.

### STUDENT BODY DIVERSITY

ITT Technical Institute provides information about Student Body Diversity in the "Disclosure - Student Body Diversity" which can be found in the Appendix attached hereto.

### STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Please see the Student Handbook Appendix for information on the school's Student Complaint/Grievance Procedure, and the Enrollment Agreement for information on the Resolution of Disputes procedure, with respect to any complaint or dispute that may arise between a student and the school. The Student

Complaint/Grievance Procedure and Resolution of Disputes procedure are also published in the School Catalog, which is posted electronically on the portal at <http://www.itt-tech.edu>, and is also available from your school Director.

### STUDENT ENTRY

Students must only enter and exit the school through the designated student entry doors. The lobby entrance is only for the use of guests and visitors.

### STUDENT LOUNGE/BREAK AREA

The student lounge/break area is provided for the students' convenience and enjoyment before and after class and during break periods. It is the student's responsibility to keep this area as neat as possible. Please use the trash receptacles to dispose of candy wrappers, drink containers and other refuse. If smoking is permitted in an outside break area, please use the ashtrays to dispose of cigarettes.

Your help in keeping the school neat and clean is expected and appreciated.

### STUDENT PORTAL

The Student Portal provides important information about the school and can be accessed at <http://studentportal.itt-tech.edu>.

### TELEPHONES

Student messages or telephone calls of an emergency nature received at the school will normally be delivered to the student during class breaks. In such cases, the caller should give the school the student's class schedule so he/she can be more readily located.

The school will not accept student telephone calls, messages and letters of a personal nature. Telephone calls, messages, etc. of a personal nature must be directed to the student's home or cell phone. Office phones are not to be used for personal calls.

Cellular phones should not be used during a class meeting as the call may disturb other members of the class. Cellular telephones and pagers should be set so they do not interrupt or disrupt regular classroom activities. Students whose telephones or pagers disrupt class may be asked to leave and may be marked absent. Repeated violations may lead to disciplinary action.

Office phones are for school use only and may not be used by students without the expressed permission of a staff member.

### VACCINATION POLICY

The school recommends that, within the 12 months immediately preceding the start of the student's program of study at the school, the student receive the following vaccinations or immunizations:

- tetanus-diphtheria;
- polio series;
- mumps;
- rubella;
- chickenpox;
- two rubeola;

- varicella;
- hepatitis-A; and
- hepatitis-B.

Certain clinical or practicum experiences that may be part of the student's program of study at the school may require these and/or other vaccinations or immunizations.

Certain states require that students receive specific vaccinations. Any requirements in this regard are detailed in your School Catalog.

### VIRTUAL LIBRARY

ITT Technical Institute students have access to the ITT Technical Institute Virtual Library. Students may access the Virtual Library at: <http://library.itt-tech.edu>. Please see the Virtual Library Users Guide for complete information. Students or staff may direct any questions on the Virtual Library to the Corporate Librarian at (317) 875-8748.

### VISITORS AND GUESTS

Students must notify the Dean prior to bringing any visitors or guests into the school. All visitors and guests must enter the building through the lobby entrance and are required to sign the guest book. No visitors or guests may tour the facility without being accompanied by a school employee. No visitors or guests may attend a student's class without the prior permission of the instructor and the Dean or the School or Program Chair.

### VOTER REGISTRATION

The school encourages eligible students to register and vote. Every September, the school will electronically transmit a message containing a voter registration form acceptable for use in the state in which the institution is located, or an Internet message where such a form can be downloaded. Students are encouraged to check their student e-mail for this message. Also, please see the Dean for information on voter registration.

### WEAPONS

The possession or use of firearms, knives (except non-spring pocket knives with blades less than four inches), other weapons, explosives or fireworks of any kind are prohibited on school property and during any school activity, except for law enforcement officers who are required to carry a firearm at all times. Any law enforcement officer who is required to carry a firearm on school premises or during any school activity must notify the school in writing of that requirement and provide a copy of the applicable directive that requires the officer to carry a firearm while on school premises and during school activities.

The school reserves the right to inspect any and all items brought onto the school premises, including any building or parking lot. Except for law-enforcement officers as specified above, possession or use of a firearm, knife (except a non-spring pocket knife with a blade less than four inches), other weapon, explosive or firework on school premises or during any school activity will result in the student's immediate termination from the school.

## **EDUCATIONAL ASSISTANCE**

### **ABSENCES**

In the event of an absence, a student should make every effort to contact his or her instructor. The instructor can provide the student with class assignments and/or inform the student of all the necessary make-up work and time necessary to help the student keep up with his or her courses. Students may also use e-mail to communicate with instructors. Students are encouraged to see their instructor for specific information on make-up work policies.

### **ASSIGNMENTS**

All classroom and laboratory assignments are required to be completed by the student. Any missed assignments, due to absenteeism or otherwise, are required to be made up by the student in accordance with the make-up policy specified in the school Catalog.

### **EXAMS**

Exams must be taken in compliance with school policy.

### **EXAM MAKE-UP**

Students are required to take exams at the regularly scheduled times unless circumstances beyond the student's control prevent it. These circumstances include documented illness, documented business travel or an online student's technological failure. Students are required to reschedule the missed exam as soon as possible. To reschedule an exam, a student must send a written request to his or her instructor. Online students must submit the request through the course management system. Notwithstanding anything above, the decision to allow a student to make up an exam is at the sole discretion of the school and is final and binding on the student.

### **EXTRA HELP FOR ACADEMICS**

Students may receive extra help by making a request to their instructor and/or the School or Program Chair. Extra help sessions will be arranged outside the normal classroom instruction hours to assist the student.

Academic assistance includes, but is not limited to, tutoring and group seminars. Specific course tutoring is provided by the staff, peers and through open lab sessions.

Many of these services are provided on a regularly scheduled basis, while others are by appointment only. Students are encouraged to inquire of their instructor or School or Program Chair. Students may be required to accept special help or attend scheduled assistance sessions as a condition of their continuation in the program.

### **EXTRA HELP FOR LABORATORY WORK**

Students needing additional lab work time to complete assigned lab projects may do so by permission of their instructor or School or Program Chair. Extra help lab sessions are made available outside the normal lab instruction hours.

## LEARNING RESOURCE CENTER

The school maintains a Learning Resource Center (“LRC”) that includes access to the ITT Technical Institute Virtual Library. The LRC contains reference and reading materials related to the school’s academic programs. Hours of operation and available services are posted in the LRC. Students needing access to the LRC during non-scheduled hours should see a School or Program Chair or the Dean. A student is responsible to the school for the replacement cost of any lost or damaged materials the student removes from the LRC. A student’s degree or diploma will be withheld by the school until all LRC materials the student removes from the LRC are returned to the school in good condition or the student pays the school the replacement cost of those LRC materials.

## SCHEDULE CHANGES AND WITHDRAWALS

Any student desiring to change his or her program of study or class schedule must first obtain permission from the Dean. Such permission is at the discretion of the school. Students who wish to withdraw from a program of study or a course should notify the Dean or School or Program Chair in advance of withdrawal. Students must also contact the school’s Director of Finance in the event of any change in student status.

## **FINANCIAL ASSISTANCE**

### BOOKSTORE

The textbooks, tools and supplies required for the program of study are to be furnished to the student or made available for sale the week prior to the upcoming term or on the first day of that term’s classes. Students are not obligated to buy any of the required books, tools, or supplies for their program of study from the school, but students are required to possess the requisite books, tools and supplies, whether purchased from the school or elsewhere.

### CHECK CASHING POLICY

The cashier’s office will not cash any checks and will only accept those checks made out to the school for educational costs.

### ENTRANCE AND EXIT COUNSELING

Students are provided individual entrance and exit counseling with respect to financial aid received under the federal student financial aid programs. Information on topics, such as loan options, financial planning, repayment obligations, and deferment/forbearance options, are provided to each student upon entering and leaving school.

### FINANCIAL AID ASSISTANCE

School financial aid services are generally available during normal business hours. If a student needs to meet with a financial aid professional during a particular evening and he/she is unavailable, contact the Director of Finance to make other arrangements. See the Director of Finance for additional information.

### SMARTFORMS

ITT Technical Institute offers students the use of a web-based program to aid them in completing their financial aid forms such as the FAFSA and Stafford Loan forms. This convenient application enables cosigners and/or parents, who would otherwise be unavailable, to participate in required portions of the



financial aid process.

### SUSPENSION AND REINSTATEMENT OF ELIGIBILITY FOR FEDERAL STUDENT FINANCIAL AID AS A RESULT OF DRUG-RELATED OFFENSES

#### **Suspension of Eligibility for Federal Student Financial Aid as a Result of Drug-Related Offenses**

A student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan or work assistance under the federal student financial aid programs during the period beginning on the date of such conviction and ending after the interval specified in the following table:

#### **If convicted of an offense involving:**

<b><u>The possession of a controlled substance:</u></b>	<b><u>Ineligibility period is:</u></b>
First offense	1 year
Second offense	2 years
Third offense	Indefinite

<b><u>The sale of a controlled substance:</u></b>	<b><u>Ineligibility period is:</u></b>
First offense	2 years
Second offense	Indefinite

#### **Reinstatement of Eligibility for Federal Student Financial Aid as a result of Drug-Related Offenses**

In the event you are notified that your eligibility for federal student financial aid has been suspended as a result of a conviction of an offense under a federal or state law involving the possession or sale of a controlled substance, you may regain your eligibility before the end of the ineligibility period if:

- (a) you satisfactorily complete a drug rehabilitation program that:
  - (i) complies with such criteria prescribed in the U.S. Department of Education's regulations; and
  - (ii) includes two unannounced drug tests;
- (b) you successfully pass two unannounced drug tests conducted by a drug rehabilitation program that complies with such criteria prescribed in the U.S. Department of Education's regulations; or
- (c) the conviction is reversed, set aside or otherwise rendered nugatory.

The term "controlled substance" has the meaning given the term in section 102(6) of the Controlled Substances Act (21 U.S.C. 802(6)).

### TUITION PAYMENT

Acceptable means of payment are: cash, personal check made out for the exact amount, money order made out for the exact amount and credit card (if accepted).

## **CAREER SERVICES ASSISTANCE**

Today's professional must be well prepared. In order to help students be knowledgeable and marketable as they enter the workforce, ITT Technical Institute provides Career Services designed to help students pursue their career goals.

### **PROFESSIONAL DEVELOPMENT**

Through a series of workshops, seminars, panels and other events Career Services provides information on career development components, such as resume writing, interviewing, professional dress, networking, occupational and industry knowledge, evaluating job offers and salary negotiations. Additionally, Career Services and faculty provide instruction on career search development through the Professional Procedures and Portfolio Development course material.

### **INDIVIDUAL CAREER SEARCH ADVISING**

Students and graduates are encouraged to regularly meet with Career Services staff to receive personalized coaching and advice regarding their career search, and interview preparation.

### **PRE-GRADUATE EMPLOYMENT ASSISTANCE**

The Career Services staff assists students in identifying employment opportunities involving their fields of study while they pursue their programs.

### **EMPLOYER INTERVIEWS AND HIRING EVENTS**

Employer interviews and hiring events may be held at the campus or at other locations to offer students and graduates opportunities to meet with potential employers.

### **CONNECTING WITH EMPLOYERS**

Students may connect with employers during their education through avenues such as:

- Panels, workshops and other professional development events conducted by employers;
- Classroom speakers;
- On/off campus interview sessions;
- Field trips;
- Informational Interviews; and
- Company Information Sessions.

### **CONTINUING EDUCATION**

ITT Technical Institute is a strong proponent of continuing education for graduates. Career Services staff will assist graduating students in exploring continuing education opportunities at ITT Technical Institute.

**Note:** The school's career services as specified above, are available to students and interested graduates, but the school does not make any promise or representation whatsoever to any student or graduate: (1) that the student or graduate will obtain any employment, whether full-time, part-time, upon graduation, during school, related to his or her education or otherwise; or (2) regarding any career opportunity, position, salary level and/or job title in any employment that the student or graduate may obtain, whether during school or upon graduation. No employment information or career service provided by the school to any student or graduate

will be considered by the student or graduate, either expressly or impliedly, as any: (a) guarantee or promise of employment; (b) likelihood of employment; (c) indication of the level of employment or compensation any student or graduate may expect; or (d) indication of the types or job titles of positions for which students or graduates may qualify. Students and graduates are encouraged to not place restrictions on their job search endeavors regarding location, starting salary or specific benefits, as doing so may similarly restrict employment options and opportunities. Any employment that a student or graduate may obtain with the help of the school's career services will, in all probability and likelihood, be at an entry-level position.

### **TYPES OF EMPLOYMENT OBTAINED BY GRADUATES**

ITT Technical Institute, through its Career Services Department, maintains and can provide information to students and prospective students concerning the types of employment obtained by graduates of its degree programs. Depending on the program of study, ITT Technical Institute graduates have obtained employment in the types of careers listed below. Further, where there have not been graduates of a program of study, future graduates could potentially obtain this type of employment, although we do not represent or guarantee that a graduate will obtain employment or employment in any particular type of position of any program. Note: All programs listed below may not be available at all ITT Technical Institutes.

#### **School of Business**

Accounting (Associate's Degree): Accounting Associate; Accounting Clerk; Accounts Payable Clerk; Accounts Receivable Clerk; Bookkeeper; Finance Assistant; and Payroll Clerk.

Accounting (Bachelor's Degree): Accountant; Associate Auditor; Bookkeeper Specialist; Financial Analyst; Junior Staff Accountant; and Staff Accountant.

Business Administration (Associate's Degree): Account Auditor; Account Manager; Administrative Assistant; Customer Service Support; Office Administrator; Purchasing Assistant; and Records Coordinator.

Business Administration (Bachelor's Degree): Account Manager; Business Development Manager; Contract Analyst; Customer Service Representative; Financial Analyst; Inventory Control Manager; Line Leader; and Market Research Analyst.

Business Administration (Master's Degree): Account Manager; Business Analyst; Management Trainee; Manager; Manufacturer's Representative; Supervisor; and Team Leader.

Business Accounting Technology (Associate's Degree): Accounting Technician; Accounts Payable Clerk; Accounts Receivable Clerk; Bookkeeper; Customer Support Technician; Help Desk Support; Payroll Administrator; and Records Coordinator.

Business Accounting Technology (Bachelor's Degree): Accountant; Accounting Clerk; Accounting Technician; Auditor; Bookkeeper; Claims Examiner; Payroll Administrator; and Tax Preparer.

Business Management (Associate's Degree): Assistant Branch Manager; Assistant Manager; Assistant Store Manager; Assistant Supervisor; Marketing Associate; and Sales Representative.

Business Management (Bachelor's Degree): Account Manager; Business Analyst; Management Trainee; Manufacturer's Representative; Sales Representative; and Team Leader.

Project Management and Administration (Bachelor's Degree): Business Analyst; Project Coordinator; Project Manager; and Project Specialist.

## **School of Criminal Justice**

Criminal Justice (Associate's Degree): Communications; Correctional Programs; Criminal Investigations; Criminology; and Security and Policing.

Criminal Justice (Bachelor's Degree): Corrections Officer; Customs Inspector; Police Officer; Private Investigator; Probation Officer; and Security Officer.

Criminal Justice-Cyber Security (Bachelor's Degree): Business; Financial Services; Government; Insurance; Security; and Systems Security.

Criminology and Forensic Technology (Associate's Degree): Corrections Officer; Crime Scene Investigator; Crime Scene Technician; Detention Officer; Loss Prevention Specialist; and Private Investigator.

Paralegal (Associate's Degree): Legal Assistant; and Paralegal.

Paralegal Studies (Associate's Degree): Contracts Administrator; Legal Assistant; Paralegal; and Real Estate Paralegal.

## **School of Drafting and Design**

Computer Drafting and Design (Associate's Degree): Building Information Modeler; Civil Drafter; Construction Drafter; Illustrator; Landscape Drafter; Mechanical Drafter; and Structural Detailer.

Construction Management (Bachelor's Degree): Assistant Scheduler; Construction Business Manager; Construction Cost Estimator; Construction Modeler; Construction Specialist; and Field Engineer.

Construction Technology (Associate's Degree): Compliance Assistant; Construction Site Representative; Estimator; Safety Coordinator; and Scheduling Assistant.

Digital Entertainment and Game Design (Bachelor's Degree): 3-D Animator; 3-D Artist; Flash Developer; Graphic Designer; and Simulation Developer.

Drafting and Design Technology (Associate's Degree): CAD Designer; CAD Operator; Civil Drafter; Computer-Aided Design Technician; Design Drafter; Drafter; Draftsman; and Mechanical Drafter.

Graphic Communications and Design (Associate's Degree): Digital Media Designer; Graphic Designer; Multimedia Animator; Multimedia Designer; and Web Designer.

Industrial Engineering Technology (Associate's Degree): Engineering Technician; Industrial Engineering Technician; Industrial Technician; Manufacturing Technician; Quality Technician; and Test Technician.

Visual Communications (Associate's Degree): Computer Graphics Technician; Interactive Media Designer; Multimedia Technician; and Production Artist.

Web Design (Associate's Degree): Web Applications Developer; Web Designer; Web Developer; Web Programmer; and Webmaster.

Web Design Technology (Associate's Degree): Web Applications Developer; Web Designer; Web Developer; Web Programmer; and Webmaster.

## **School of Electronics Technology**

Computer and Electronics Engineering Technology (Associate's Degree): Assembler; Computer Hardware Technician; Digital Electronic Technician; Development Engineering Technician; Electronics Support Technician; Field Service Representative; Mechanical Calibration Technician; Network Maintenance Technician; Production Technician; Quality Assurance Technician; RF Technician; and Test Technician.

Computer Electronics Technology (Associate's Degree): Assembler; Computer Hardware Technician; Digital Electronic Technician; Development Engineering Technician; Electronics Support Technician; Field Service Representative; Mechanical Calibration Technician; Network Maintenance Technician; Production Technician; Quality Assurance Technician; RF Technician; and Test Technician.

Electrical Engineering Technology (Associate's Degree): Associate Engineer; Biomedical Equipment Technician; Electrical and Instrument Technician; Electrical Engineering Technician; Electronics Technician; Engineering Technician; Service Technician, and Telecommunications Technician.

Electronics and Communications Engineering Technology (Bachelor's Degree): Communication Systems Installer; Computer Systems Technologist; Electronics Engineering Technologist; Engineering Sales/Service Representative; Engineering Technician; Field Service Representative; Industrial Systems Technologist; Research Technician; Technical Consultant; and Telecommunications Technician.

Electrical Engineering and Communications Technology (Bachelor's Degree): Applications Engineer; Associate Engineer; Biomedical Equipment Technician; Bench Technician; Communications Technician; Electronics Technician; Engineering Technician; and Field Service Engineer.

## **School of Health Sciences**

Health Information Technology (Associate's Degree): Health Data Analyst; Health Information Technician; Health Record Analyst; Medical Records Technician; Patient Information Coordinator; Registry Specialist; Release of Information Specialist; and Reimbursement Specialist.

Medical Assisting and Administration (Associate's Degree): Clinical Medical Assistant; Medical Administrative Assistant; Medical Assistant; Medical Office Assistant; and Medical Office Insurance Specialist.

Nursing (Associate's Degree): Extended Care Nurse; Geriatric Care Nurse; Home Health Nurse; Labor and Delivery Nurse; Psychiatric Nurse; Rehabilitation Nurse; and Staff Nurse (Hospital, Clinic or Physician's Office.)

Nursing (Bachelor's Degree): Adult Intensive Care Nurse; Extended Care Nurse; Health Educator; Home Health Nurse; Labor and Delivery Nurse; Psychiatric Nurse; and Staff Nurse.

## **School of Information Technology**

Computer Forensics (Associate's Degree): Computer Forensics Specialists; Cyber-Squad Professionals and Technicians; Forensic Laboratory Technicians; Security Administrators; and Security Telecommunications Technicians.

Information Systems Administration (Associate's Degree): Computer Security Specialist; Computer Support Specialist; Network Administrator; Operations Manager; and Technical Support Specialist.

Information Systems and Cybersecurity (Bachelor's Degree): IT Specialist; Network Administrator; Network Engineer; Network Security Analyst; Network Support Analyst; Security Analyst; Systems Administrator; Systems Engineer; Systems Support Technician; Technical Support Analyst; and Technician.

Information Systems Security (Bachelor's Degree): IT Specialist; Network Administrator; Network Engineer; Network Security Analyst; Network Support Analyst; Security Analyst; Systems Administrator; Systems Engineer; Systems Support Technician; Technical Support Analyst; and Technician.

Information Technology-Computer Network Systems (Associate's Degree): Computer Network Technician; Desktop Support Technician; Help Desk Analyst; IT Assistant; Network User-Support Specialist; PC Technician; System Administrator; Web Server Administrator; and Windows Administrator.

Information Technology-Software Applications and Programming (Associate's Degree): C++ Programmer; Data Analyst; Database Administrator; Junior Web Designer; Lead Web Developer; Programmer Librarian; Software Quality Analyst; and Systems Support Specialist.

Information Technology-Web Development (Associate's Degree): Database Technician; HTML Programmer; Web Application Developer; Web Programmer; and Website Designer.

Mobile Communications and Technology (Associate's Degree): Applications Development Technician, Applications Support Specialist; Data Center Technician; Development Engineering Technician; Exchange System Administrator; Field Technician/Field Service Specialist; Help Desk Analyst; Mobile Devices Support Consultant; Mobile Client Support Specialist; Mobile Server Support Specialist; QA Technician; and Wireless Technician.

Network Systems Administration (Associate's Degree): Information Technology Specialist; Local Area Network Administrator; Network Administrator; Network Analyst; Network Specialist; Network Technician; Systems Administrator; Systems Specialist; Systems Technician; and Telecommunications Technician.

Project Management (Bachelor's Degree): Project Coordinator; Project Manager; Project Resource Coordinator; Project Scheduler; and Project Team Member.

Software Applications Development (Bachelor's Degree): IT Programmer; Software Administrator; Software Applications Developer; Software Applications Engineer; Software Development Engineer; Software Developer; and Software Engineer.

Software Development (Associate's Degree): Database Programmer; Developer; Software Tester; Support Specialist; Systems Analyst; and Web Developer.

Software Development (Bachelor's Degree): Application Developer; Programmer; Software Engineer; Systems Administrator; Systems Analyst; and Web Developer.

Software Development Technology (Associate's Degree): Application Development; Associate Software Engineer; Database Programmer; Developer; Help Desk Support; and IT Assistant.

For additional information, see the Director of Career Services.

**NOTE:**

School of Study and Program: Not every campus has every school of study or offers all of the programs within a particular school of study. Please refer to the particular ITT Technical Institute campus' School Catalog for details on the schools of study at that campus.

Bachelor's Degree Programs: Bachelor's degree programs are not offered at every ITT Technical Institute campus, and not every ITT Technical Institute campus that offers Bachelor's degree programs offers every Bachelor's degree program. See the specific ITT Technical Institute campus' School Catalog for a complete list of programs offered at that campus.

**TYPES OF GRADUATE AND PROFESSIONAL EDUCATION PURSUED BY GRADUATES OF BACHELOR'S DEGREE PROGRAMS.**

The Career Services Department makes available to students and prospective students upon request information concerning the types of graduate and professional education pursued by graduates of bachelor's degree programs.

**EXTRA-CURRICULAR ACTIVITIES**

**ACADEMIC CLUBS**

Please see a School or Program Chair for a current list of student professional organizations sponsored by the school.

**SPORTS AND SOCIAL EVENTS**

These activities are generally student lead and, where applicable, organized by the Student Council, which plans events that would interest the maximum number of students. Students are encouraged to work with the Student Council if they have a hobby, special interest or sport that they would like incorporated into the extra-curricular activity program. If your school does not have a Student Council, contact the School Dean.

## Appendices

Program of Study Information

Completion and Retention Rate Disclosure

Student Body Diversity

Student Complaint/Grievance Procedure

Nursing Program (where applicable) \*

Health Information Technology Program (where applicable) \*

Wisconsin Department of Health and Family Services Disclosures (Wisconsin Only)

\* Not every campus has every school of study or offers all of the programs within a particular school of study. Please refer to the particular ITT Technical Institute campus' school catalog for details on the schools of study at that campus.



## **APPENDIX**

### **PROGRAM OF STUDY INFORMATION**

ITT Technical Institute

Go to <http://programinfo.itt-tech.edu/> to access information on the programs of study offered at the ITT Technical Institutes, including, among other things: the occupations that each Program can help students prepare to enter; the on-time graduation rate for each Program; the costs associated with each Program; the placement rate for students who completed each Program; and the median loan debt incurred by students who completed each Program.

## APPENDIX

### COMPLETION AND RETENTION RATE DISCLOSURE

#### ITT TECHNICAL INSTITUTE

Main Campus: 9511 Angola Court, Indianapolis, IN 46268

Additional Location(s): Refer to the list of additional locations at the end of this document.

#### **Completion Rate:**

The entire institution (i.e., a combination of the ITT Technical Institute main campus and all of its additional locations as specified above) has a completion rate of 35.60 %, as determined in accordance with 34 CFR Section 668.45 (the “Completion Rate”).

The diversity of the student body of the institution represented in the Completion Rate is as follows:

- (a) Gender:
  - (i) 73.51 % Male
  - (ii) 22.27 % Female
- (b) Racial and Ethnic Subgroup:
  - (i) N/A % Nonresident Alien
  - (ii) 28.61 % Race and Ethnicity Unknown
  - (iii) 13.50 % Hispanics of Any Race
  - (iv) 0.93 % American Indian or Alaska Native (non-Hispanic)
  - (v) 1.40 % Asian (non-Hispanic)
  - (vi) 19.35 % Black or African American (non-Hispanic)
  - (vii) 0.00 % Native Hawaiian or Other Pacific Islander (non-Hispanic)
  - (viii) 35.77 % White (non-Hispanic)
  - (ix) 0.44 % Two or More Races (non-Hispanic)
- (c) 81.57 % received a Federal Pell Grant (“FPG”) for the Fall quarter of 2009
- (d) 14.28 % received a loan under the Federal Family Education Loan (the “FFEL”) Program or the Federal Direct Loan (the “FDL”) Program, other than an Unsubsidized Stafford Loan under either program, and did not receive a FPG for the Fall quarter of 2009
- (e) 4.15 % received neither a FPG nor a loan under either the FFEL Program or FDL Program for the Fall quarter of 2009, other than an Unsubsidized Stafford Loan under either program

The completion rate represents the percentage of the total number of Full-Time Students (as defined below) who (a) started any program of study in the Fall quarter of 2009 at the main campus or any additional location of the institution, (b) were still attending a program of study at the main campus or any additional location of the institution on October 15, 2009 and (c) completed a program by the end of the 12-month period ending August 31 during which 150% of the normal time for completion of their program has lapsed (the “150% Completion Period”).

**Retention Rate:**

The entire institution has a retention rate of 35.64% for Full-Time Students and 10.81% for Part-Time Students (as defined below) as determined in accordance with the following formula (the “Retention Rate”).

The retention rate represents a measure of the rate at which Full-Time Students or Part-Time Students persist in their programs of study at the institution expressed as a percentage of the total number of Full-Time Students or Part-Time Students who (a) started any bachelor degree program of study in the Fall quarter of 2014 at the main campus or any additional location of the institution and (b) were still attending a program of study at the main campus or any additional location of the institution on both October 15, 2014 and October 15, 2015 (the “Retention Period”).

**Definitions:**

“Students” are defined as only those students who satisfy all of the following criteria:

- (a) certificate, diploma or degree seeking;
- (b) undergraduate;
- (c) first-time (i.e., entering students who have never previously attended any institution of higher education); and
- (d) do not during the 150% Completion Period for purposes of the Completion Rate or during the Retention Period for purposes of the Retention Rate:
  - (i) leave school to serve in the Armed Forces;
  - (ii) leave school to serve on an official church mission;
  - (iii) leave school to serve with a foreign aid service of the U.S. Government;
  - (iv) die; or
  - (v) become totally and permanently disabled.

“Full-Time Students” are defined as Students who carry a full-time academic workload during an academic quarter, as determined by the institution under a standard applicable to all Students and which is at least 12 quarter credit hours.

“Part-Time Students” are defined as Students who carry a part-time academic workload during an academic quarter, as determined by the institution under a standard applicable to all Students and which is less than 12 quarter credit hours.

## LIST OF BRANCH CAMPUSES

- (1) 6270 Park South Drive, Bessemer, AL 35022
- (2) 9238 Madison Boulevard, Suite 500, Madison, AL 35758
- (3) 3100 Cottage Hill Road, Building 3, Mobile, AL 36606
- (4) 12200 Westhaven Drive, Little Rock, AR 72211
- (5) 10220 North 25th Avenue, Suite 100, Phoenix, AZ 85021
- (6) 1840 North 95<sup>th</sup> Avenue, Suite 132, Phoenix, AZ 85037
- (7) 5005 S. Wendler Drive, Tempe, AZ 85282
- (8) 1455 West River Road, Tucson, AZ 85704
- (9) 362 N. Clovis Avenue, Clovis, CA 93612
- (10) 1140 Galaxy Way, Suite 400, Concord, CA 94520
- (11) 4160 Temescal Canyon Road, Suite 100, Corona, CA 92883
- (12) 16916 S. Harlan Road, Lathrop, CA 95330
- (13) 401 Mile of Cars Way, Suite 100, National City, CA 91950
- (14) 1200 Clay Street, Suite 200, Oakland, CA 94612
- (15) 4000 West Metropolitan Drive, Suite 100, Orange, CA 92868
- (16) 2051 Solar Drive, Suite 150, Oxnard, CA 93036
- (17) 10863 Gold Center Drive, Rancho Cordova, CA 95670
- (18) 670 East Carnegie Drive, San Bernardino, CA 92408
- (19) 650 West Cienega Avenue, San Dimas, CA 91773
- (20) 12669 Encinitas Avenue, Sylmar, CA 91342
- (21) 2555 W. 190<sup>th</sup> Street, Suite 125, Torrance, CA 90504
- (22) 440 South Melrose Drive, Suite 100, Vista, CA 92081
- (23) 14001 East Iliff Avenue, Suite 118, Aurora, CO 80014
- (24) 8620 Wolff Court, Suite 100, Westminster, CO 80031
- (25) 3401 S. University Drive, Fort Lauderdale, FL 33328
- (26) 13500 Powers Court, Suite 100, Fort Myers, FL 33912
- (27) 5901 NW 183<sup>rd</sup> Street, Suite 100, Hialeah, FL 33015
- (28) 7011 A.C. Skinner Parkway, Suite 140, Jacksonville, FL 32256
- (29) 1400 South International Parkway, Lake Mary, FL 32746
- (30) 1400 South International Parkway, Suite 100, Lake Mary, FL 32746
- (31) 6913 North 9<sup>th</sup> Avenue, Pensacola, FL 32504
- (32) 2639 North Monroe Street, Building A, Suite 100, Tallahassee, FL 32303
- (33) 4809 Memorial Highway, Tampa, FL 33634
- (34) 4809 Memorial Highway, Suite 100, Tampa, FL 33634
- (35) 1756 N. Congress Avenue, West Palm Beach, FL 33409
- (36) 485 Oak Place, Suite 800, Atlanta, GA 30349
- (37) 5905 Stewart Parkway, Douglasville, GA 30135
- (38) 10700 Abbotts Bridge Road, Suite 190, Duluth, GA 30097
- (39) 2065 ITT Tech Way N.W., Kennesaw, GA 30144
- (40) 1860 NW 118th Street, Suite 110, Clive, IA 50325
- (41) 12302 W. Explorer Drive, Boise, ID 83713
- (42) 3800 N. Wilke Rd, Suite 100, Arlington Heights, IL 60004
- (43) 800 Jorie Blvd, Suite 100, Oak Brook, IL 60523
- (44) 11551 184th Place, Orland Park, IL 60467
- (45) 2501 Wabash Avenue, Springfield, IL 62704
- (46) 2810 Dupont Commerce Court, Fort Wayne, IN 46825
- (47) 8488 Georgia Street, Merrillville, IN 46410
- (48) 10999 Stahl Road, Newburgh, IN 47630

- (49) 2525 N. Shadeland Ave, Suite 103, Indianapolis, IN 46219
- (50) 17390 Dugdale Drive, Suite 100, South Bend, IN 46635
- (51) 7600 West 119<sup>th</sup> St., Suite 100, Overland Park, KS 66213
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- (54) 4420 Dixie Highway, Suite 230, Louisville, KY 40216
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- (56) 140 James Drive East, St. Rose, LA 70087
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- (63) 6359 Miller Road, Swartz Creek, MI 48473
- (64) 1522 E. Big Beaver Road, Troy, MI 48083
- (65) 1980 Metro Court S.W., Wyoming, MI 49519
- (66) 6120 Earle Brown Drive, Suite 100, Brooklyn Center, MN 55430
- (67) 7905 Golden Triangle Drive, Suite 100, Eden Prairie, MN 55344
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- (69) 3640 Corporate Trail Drive, Earth City, MO 63045
- (70) 9150 E. 41st Terrace, Kansas City, MO 64133
- (71) 3216 S. National Avenue, Springfield, MO 65807
- (72) 382 Galleria Parkway, Suite 100, Madison, MS 39110
- (73) 4135 Southstream Boulevard, Suite 200, Charlotte, NC 28217
- (74) 10926 David Taylor Drive, Suite 100, Charlotte, NC 28262
- (75) 4025 Stirrup Creek Drive, Suite 200, Durham, NC 27703
- (76) 4050 Piedmont Parkway, Suite 110, High Point, NC 27265
- (77) 1120 North 103<sup>rd</sup> Plaza, Suite 200, Omaha, NE 68114
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- (82) 13 Airline Drive, Albany, NY 12205
- (83) 2295 Millersport Highway, P.O. Box 327, Getzville, NY 14068
- (84) 235 Greenfield Parkway, Liverpool, NY 13088
- (85) 3428 W. Market Drive, Akron, OH 44333
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- (94) 50 Penn Place Office Tower, 1900 NW Expressway, Suite 305 R, Oklahoma City, OK 73118
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- (98) 1000 Meade Street, Suite 210, Dunmore, PA 18512

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- (106) Six Independence Pointe, Greenville, SC 29615
- (107) 9654 N. Kings Highway, Suite 101, Myrtle Beach, SC 29572
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- (110) 7260 Goodlett Farms Parkway, Cordova, TN 38016
- (111) 4721 Lake Park Drive, Suite 100, Johnson City, TN 37615
- (112) 9123 Executive Park Drive, Knoxville, TN 37923
- (113) 2845 Elm Hill Pike, Nashville, TN 37214-3717
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- (116) 921 W Belt Line Road, Suite 181, DeSoto, TX 75115
- (117) 15651 North Freeway, Houston, TX 77090
- (118) 2950 S. Gessner, Houston, TX 77063
- (119) 2101 Waterview Parkway, Richardson, TX 75080
- (120) 2895 NE Loop 410, San Antonio, Texas 78218
- (121) 5700 Northwest Parkway, San Antonio, TX 78249
- (122) 3700 S. Jack Kultgen Expressway, Suite 100, Waco, TX 76706
- (123) 1001 Magnolia Avenue, Webster, TX 77598
- (124) 920 W. Levoy Drive, Murray, UT 84123
- (125) 14420 Albemarle Point Place, Suite 100, Chantilly, VA 20151
- (126) 5425 Robin Hood Road, Suite 100, Norfolk, VA 23513
- (127) 300 Gateway Centre Parkway, Richmond, VA 23235
- (128) 2159 Apperson Drive, Salem, VA 24153
- (129) 7300 Boston Boulevard, Springfield, VA 22153
- (130) 6300 West Layton Avenue, Greenfield, WI 53220
- (131) 2450 Rimrock Road, Suite 100, Madison, WI 53713
- (132) 5183 U.S. Route 60, Building 1, Suite 40, Huntington, WV 25705

**APPENDIX**  
**STUDENT BODY DIVERSITY**  
**ITT TECHNICAL INSTITUTE**

Main Campus: 9511 Angola Court, Indianapolis, IN 46268

Additional Locations: Refer to the list of additional locations at the end of this document.

The student body diversity at the entire institution (i.e., a combination of the ITT Technical Institute main campus and all of its additional locations as specified above) for Students (as defined below) who (a) started any program of study in the Fall quarter of 2015 at the main campus or any additional location of the institution and (b) were still attending a program of study at the main campus or any additional location of the institution on October 15, 2015 was as follows:

<u>69.51%</u>	Male
<u>27.03%</u>	Female
<u>75.29%</u>	Received a Pell Grant
<u>94.43%</u>	Were Self-Identified Members of a Major Racial or Ethnic Group

“Students” are defined as only those students who satisfy all of the following criteria:

- (a) full-time (i.e., students who carry a full-time academic workload as determined by the institution under a standard applicable to all students and which is at least 12 quarter credit hours);
- (b) certificate, diploma or degree seeking;
- (c) undergraduate; and
- (d) first-time (i.e., entering students who have never previously attended any institution of higher education).

## LIST OF BRANCH CAMPUSES

- (1) 6270 Park South Drive, Bessemer, AL 35022
- (2) 9238 Madison Boulevard, Suite 500, Madison, AL 35758
- (3) 3100 Cottage Hill Road, Building 3, Mobile, AL 36606
- (4) 12200 Westhaven Drive, Little Rock, AR 72211
- (5) 10220 North 25th Avenue, Suite 100, Phoenix, AZ 85021
- (6) 1840 North 95<sup>th</sup> Avenue, Suite 132, Phoenix, AZ 85037
- (7) 5005 S. Wendler Drive, Tempe, AZ 85282
- (8) 1455 West River Road, Tucson, AZ 85704
- (9) 362 N. Clovis Avenue, Clovis, CA 93612
- (10) 1140 Galaxy Way, Suite 400, Concord, CA 94520
- (11) 4160 Temescal Canyon Road, Suite 100, Corona, CA 92883
- (12) 16916 S. Harlan Road, Lathrop, CA 95330
- (13) 401 Mile of Cars Way, Suite 100, National City, CA 91950
- (14) 1200 Clay Street, Suite 200, Oakland, CA 94612
- (15) 4000 West Metropolitan Drive, Suite 100, Orange, CA 92868
- (16) 2051 Solar Drive, Suite 150, Oxnard, CA 93036
- (17) 10863 Gold Center Drive, Rancho Cordova, CA 95670
- (18) 670 East Carnegie Drive, San Bernardino, CA 92408
- (19) 650 West Cienega Avenue, San Dimas, CA 91773
- (20) 12669 Encinitas Avenue, Sylmar, CA 91342
- (21) 2555 W. 190<sup>th</sup> Street, Suite 125, Torrance, CA 90504
- (22) 440 South Melrose Drive, Suite 100, Vista, CA 92081
- (23) 14001 East Iliff Avenue, Suite 118, Aurora, CO 80014
- (24) 8620 Wolff Court, Suite 100, Westminster, CO 80031
- (25) 3401 S. University Drive, Fort Lauderdale, FL 33328
- (26) 13500 Powers Court, Suite 100, Fort Myers, FL 33912
- (27) 5901 NW 183<sup>rd</sup> Street, Suite 100, Hialeah, FL 33015
- (28) 7011 A.C. Skinner Parkway, Suite 140, Jacksonville, FL 32256
- (29) 1400 South International Parkway, Lake Mary, FL 32746
- (30) 1400 South International Parkway, Suite 100, Lake Mary, FL 32746
- (31) 6913 North 9<sup>th</sup> Avenue, Pensacola, FL 32504
- (32) 2639 North Monroe Street, Building A, Suite 100, Tallahassee, FL 32303
- (33) 4809 Memorial Highway, Tampa, FL 33634
- (34) 4809 Memorial Highway, Suite 100, Tampa, FL 33634
- (35) 1756 N. Congress Avenue, West Palm Beach, FL 33409
- (36) 485 Oak Place, Suite 800, Atlanta, GA 30349
- (37) 5905 Stewart Parkway, Douglasville, GA 30135
- (38) 10700 Abbotts Bridge Road, Suite 190, Duluth, GA 30097
- (39) 2065 ITT Tech Way N.W., Kennesaw, GA 30144
- (40) 1860 NW 118th Street, Suite 110, Clive, IA 50325
- (41) 12302 W. Explorer Drive, Boise, ID 83713
- (42) 3800 N. Wilke Rd, Suite 100, Arlington Heights, IL 60004
- (43) 800 Jorie Blvd, Suite 100, Oak Brook, IL 60523
- (44) 11551 184th Place, Orland Park, IL 60467
- (45) 2501 Wabash Avenue, Springfield, IL 62704
- (46) 2810 Dupont Commerce Court, Fort Wayne, IN 46825
- (47) 8488 Georgia Street, Merrillville, IN 46410
- (48) 10999 Stahl Road, Newburgh, IN 47630



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# **Appendix**

## **Student Complaint/Grievance Procedure**

# ITT TECHNICAL INSTITUTE

## Student Complaint/Grievance Procedure

### STATEMENT OF INTENT:

To afford full consideration to student complaints concerning any aspect of the programs, facilities or other services offered by or associated with ITT Technical Institute. This complaint procedure is intended to provide a formal framework within which such complaints may be resolved. This procedure is not, however, a substitute for other available informal means of resolving complaints or other problems.

Students are encouraged to communicate their concerns fully and frankly to members of the school faculty and administration. Reasonable measures will be undertaken to preserve the confidentiality of information that is reported during the investigation and to protect persons who report information from retaliation.

**PROCEDURE:** All student complaints will be handled in the following manner:

#### STEP ONE - Contact School Director

1. A student must present to the school Director any complaint relating to any: (a) aspect of the programs, facilities or other services provided by the school; (b) action or alleged misrepresentation by an employee or representative of the school; (c) discrimination or harassment based on race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status by any student, applicant, faculty member or other school employee, or visitor or invitee of the school; and (d) school activity. The complaint may be oral or written. The school Director will promptly acknowledge receipt of the complaint.
2. The school Director will meet with the student to discuss and respond to the complaint. The school Director's response may be oral or written and will address the specific complaint and indicate what, if any, corrective action has been proposed or accomplished.
3. Within three (3) school days of any such discussion, the school Director will prepare a written summary of the discussion, including any agreed upon or proposed solution of the student's complaint. The school Director will take the necessary steps to ensure that any agreed upon solution or other appropriate action is taken.

#### STEP TWO - Appeal to ITT Educational Services, Inc. ("ITT/ESI")

1. If a complaint is not resolved to the student's satisfaction, the student will, as soon as possible after the student's discussion with the school Director, submit the complaint on a Student Complaint Summary form to the Student Relations Specialist, ITT/ESI, 13000 N. Meridian Street, Carmel, Indiana 46032-1404, telephone (800) 388-3368.
2. Within ten (10) days after receipt of the student's written letter of complaint, the Student Relations Specialist, ITT/ESI, or designee will reply to the student in writing, specifying what action, if any, ITT/ESI will undertake.

#### STEP THREE - Contact the State

If the complaint has not been resolved by ITT/ESI to the satisfaction of the student, the complaint may be referred to the New York State Education Department –Office of College and University Evaluation, Education Building, 5 North Mezzanine, Albany, NY 12234; phone: 518-474-2593. Students may also contact the New York State Attorney General's office: The Capitol, Albany, NY 12224-0341; phone: 518-474-7330.

#### STEP FOUR - Contact the Accrediting Council

If the complaint has not been resolved by ITT/ESI to the satisfaction of the student, the complaint may also be referred to the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4241, telephone (202) 336-6780.

I have been given a copy of the ITT/ESI Student Complaint/Grievance Procedure. I have read and understand my rights and responsibilities under it. I understand that if I have a complaint, I should use the procedure outlined above.

---

Signature

Date

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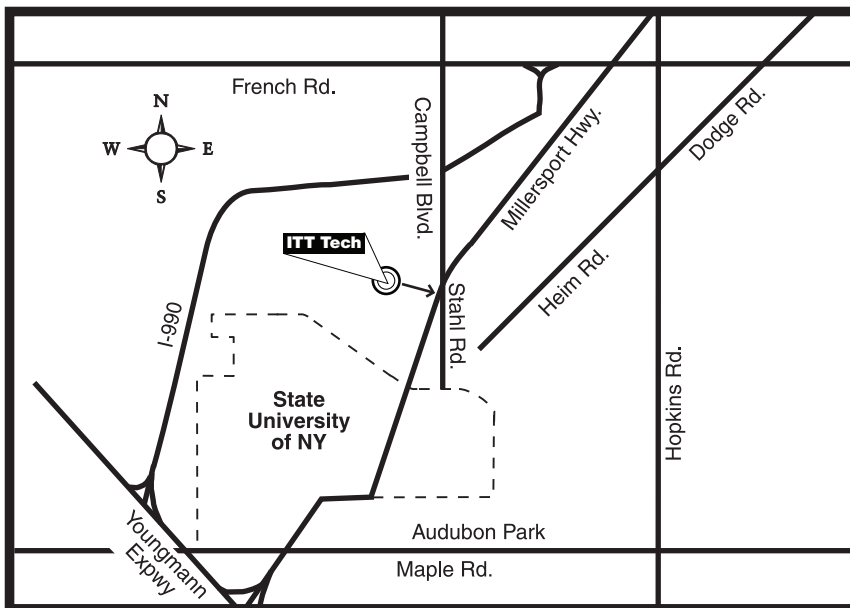
Print Name

Class Number

COMP 36 REV. 09/11 NEW YORK

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## Notes



**ITT Technical Institute**  
 2295 Millersport Highway  
 P.O. Box 327  
 Getzville, NY 14068  
 (716) 689-2200

For more information, visit us at our  
 Web site [www.itt-tech.edu](http://www.itt-tech.edu).





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