ITT Technical Institute

STUDENT HANDBOOK

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

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

ALPHABETICAL TABLE OF CONTENTS

INDEX OF APPENDICES

* 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 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

Subject	School Personnel	Online School Personnel
Academic Programs	Dean School and Program Chair(s)	Director of Instructional Operations Managing Director of Program
Academic Advising	Dean and Associate Dean(s) School and Program Chair(s)	Director of Instructional Operations Managing Director of Program
Accreditation and Licensing	Director	Director of Instructional Operations
Alcohol and Drug Policy	Dean	Manager of Student Support
Class Schedule	Registrar	Associate Registrar
Community Resources	Dean	Manager of Student Support
Completion, Retention and Graduate Employment Rate Information	Director of Career Services	Director of Career Services
Copyright Infringement Policy	Director	Director of Instructional Operations
Cost of Attendance and Financial Aid	Director of Finance	Director of Finance
· Description of Federal, State, Private and Institutional Student Financial Assistance Programs Available at the School · Estimated Cost of Attendance · Estimated Cost of Tools · Estimated Transportation Costs · Financial Aid Advising · Refund Policy · Return of Federal Loan or Grant Assistance · Student Account Information · Tuition and Fees	Financial Aid Coordinators	Financial Aid Coordinators
Family Educational Rights and Privacy Act	Dean	Manager of Student Support
Faculty	Dean	Managing Director of Program
Graduate and Professional Education Pursued by the School's Bachelor Degree Graduates	Director of Career Services	Director of Instructional Operations
Institutional Facilities	Dean	N/A
Learning Resource Center	Dean	N/A
Lost and Found	Dean	N/A
Program or Course Charges or Withdrawals	Registrar	Registrar Student Support Coordinator
Safety and Security Policies and Crime Statistics	Registrar	Director of Administration
Servicemember Coordinator and Notice of Service and Intent to Return	Registrar	Registrar
Student Car Pooling/Transportation Assistance	Director of Career Services	N/A
Student Disability Coordinator (also known as the Section 504 Coordinator)	Director	Manager of Academic Administration
Student Diversity	Director	Director of Administration
Student Housing Assistance	Director of Career Services	N/A
Substance Abuse Prevention Coordinator	Dean or Associate Dean	Manager of Student Support
Student Employment Assistance	Director of Career Services	Director of Career Services
Title IX Coordinator	Director	Director of Administration
Vaccination Policy	Director	N/A
Voter Registration	Dean or Associate Dean	Manager of Student Support

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.

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; 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)
1st 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.

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

Organization	Website	Phone Number
Alcoholics Anonymous	www.aa.org	1 (800) 234-0246
Al-Anon	www.al-anon.org	1 (888) 425-2666
Cocaine Anonymous	www.ca.org	1 (800) 347-8998
Drug and Alcohol Abuse Hotline	www.nida.nih.gov	1 (800) 234-0420
Family and Children's Services	www.acf.hhs.gov	1 (800) 222-8000
HIV/AIDS	www.AIDS.gov	See website
Men's Health	www.health.nih.gov	See website
Narcotics Anonymous	www.na.org	See website
Obesity	www.obesity.org	See website
Rape Crisis Center	www.therapecrisiscenter.org	1 (888) 366-1640
Women's Health	www.womenshealth.gov	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/. 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 11th 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.

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 rate 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.

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.

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.

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.

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:

The possession of a controlled substance:	Ineligibility period is:
First offense	1 year
Second offense	2 years
Third offense	Indefinite

The sale of a controlled substance:	Ineligibility period is:
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:

- certificate, diploma or degree seeking;
- undergraduate;
- first-time (i.e., entering students who have never previously attended any institution of higher education); and
- 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 95th 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. 190th 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 183rd 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 9th 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 119th St., Suite 100, Overland Park, KS 66213
(52)	8111 E. 32nd Street North, Suite 103, Wichita, KS 67226
(53)	3020 Old Todds Road, Lexington, KY 40509
(54)	4420 Dixie Highway, Suite 230, Louisville, KY 40216
(55)	14111 Airline Highway, Suite 101, Baton Rouge, LA 70817
(56)	140 James Drive East, St. Rose, LA 70087
(57)	333 Providence Highway, Route 1, Norwood, MA 02062
(58)	200 Ballardvale Street, Building 1, Suite 200, Wilmington, MA 01887
(59)	7030 Dorsey Road, Suite 100, Hanover, MD 21076
(60)	11301 Red Run Boulevard, Owings Mills, MD 21117
(61)	1905 S. Haggerty Road, Canton, MI 48188
(62)	19855 West Outer Drive, Suite L10W, Dearborn, MI 48124
(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
(68)	1930 Meyer Drury Drive, Arnold, MO 63010
(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 103rd Plaza, Suite 200, Omaha, NE 68114
(78)	9000 Lincoln Drive East, Suite 100, Marlton, NJ 08053
(79)	5100 Masthead Street, N.E., Albuquerque, NM 87109
(80)	2300 Corporate Circle, Suite 150, Henderson, NV 89074
(81)	3825 W. Cheyenne Avenue, Suite 600, North Las Vegas, NV 89032
(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
(86)	4717 Hilton Corporate Drive, Columbus, OH 43232
(87)	3325 Stop Eight Road, Dayton, OH 45414
(88)	3781 Park Mill Run Drive, Suite 1, Hilliard, OH 43026
(89)	1656 Henthorne Boulevard, Suite B, Maumee, OH 43537
(90)	4750 Wesley Avenue, Norwood, OH 45212
(91)	14955 Sprague Road, Strongsville, OH 44136
(92)	24865 Emery Road, Warrensville Heights, OH 44128
(93)	1030 N. Meridian Road, Youngstown, OH 44509
(94)	50 Penn Place Office Tower, 1900 NW Expressway, Suite 305 R, Oklahoma City, OK 73118
(95)	4500 S. 129th East Avenue, Suite 152, Tulsa, OK 74134-5891
(96)	9500 N.E. Cascades Parkway, Portland, OR 97220
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(105)	1628 Browning Road, Suite 180, Columbia, SC 29210
(106)	Six Independence Pointe, Greenville, SC 29615
(107)	9654 N. Kings Highway, Suite 101, Myrtle Beach, SC 29572
(108)	2431 W Aviation Avenue, North Charleston, SC 29406
(109)	5600 Brainerd Road, Suite G-1, Chattanooga, TN 37411
(110)	7260 Goodlett Farms Parkway, Cordova, TN 38016
(111)	4721 Lake Park Drive, Suite 100, Johnson City, TN 37615
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(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:

69.51%   Male

27.03%   Female

75.29%   Received a Pell Grant

94.43%   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 95th 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. 190th 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 183rd 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, Suite100, Lake Mary, FL 32746
(31)   6913 North 9th 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 119th St., Suite 100, Overland Park, KS 66213
(52)	8111 E. 32nd Street North, Suite 103, Wichita, KS 67226
(53)	3020 Old Todds Road, Lexington, KY 40509
(54)	4420 Dixie Highway, Suite 230, Louisville, KY 40216
(55)	14111 Airline Highway, Suite 101, Baton Rouge, LA 70817
(56)	140 James Drive East, St. Rose, LA 70087
(57)	333 Providence Highway, Route 1, Norwood, MA 02062
(58)	200 Ballardvale Street, Building 1, Suite 200, Wilmington, MA 01887
(59)	7030 Dorsey Road, Suite 100, Hanover, MD 21076
(60)	11301 Red Run Boulevard, Owings Mills, MD 21117
(61)	1905 S. Haggerty Road, Canton, MI 48188
(62)	19855 West Outer Drive, Suite L10W, Dearborn, MI 48124
(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
(68)	1930 Meyer Drury Drive, Arnold, MO 63010
(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 103rd Plaza, Suite 200, Omaha, NE 68114
(78)	9000 Lincoln Drive East, Suite 100, Marlton, NJ 08053
(79)	5100 Masthead Street, N.E., Albuquerque, NM 87109
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(131)	2450 Rimrock Road, Suite 100, Madison, WI 53713
(132)	5183 U.S. Route 60, Building 1, Suite 40, Huntington, WV 25705

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 North 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 cannot be resolved after exhausting the institution's grievance procedure, the student must contact the State Board for further details. If the complaint has not been resolved by ITT/ESI to the satisfaction of the student and the student is a Tennessee resident, the complaint may be referred to the Tennessee Higher Education Commission, 404 James Robertson Parkway, Suite 1900, Nashville, TN 37243-0830, telephone (615) 741-5293. If the complaint has not been resolved to the satisfaction of the student and the student is a Wisconsin resident, the complaint may be registered with the Educational Approval Board, 431 Charmany Drive, Suite 102, Madison, Wisconsin 53719, telephone (608) 266-1996. If the complaint has not been resolved by ITT/ESI to the satisfaction of the student, and the student is a Georgia resident, the student may contact the Georgia Nonpublic Education Commission, 2082 East Exchange Place, Suite 220, Tucker, GA 30084, telephone (770) 414-3300 or www.gnpec.org. If the complaint has not been resolved by ITT/ESI to the satisfaction of the student, and the student is a Kentucky resident, the student may contact the Kentucky Council on Postsecondary Education, 1024 Capital Center Drive, Suite 320, Frankfort, KY 40601-8204, telephone (502) 573-1555. If the complaint cannot be resolved after exhausting the institution's grievance procedure and the student is a Kansas resident, the student may contact the Kansas board of Regents. The complaint procedure and form are located at the following website: http://www.kansasregents.org/privatepostsecondarycomplaintprocess. Kansas Board of Regents, 1000 SW Jackson St., Ste 520, Topeka, KS 66603 (785) 296-4917. If the complaint cannot be resolved after exhausting the institution's grievance procedure and the student is a Maryland resident, the student may file a complaint with the Maryland Higher Education Commission, 6 North Liberty Street, Baltimore MD 21201, telephone (410) 767-3301, Web site address, http://www.mhec.state.md.us/. The student may also contact the Maryland Attorney General's Office, Consumer Protection Division, located at 200 Saint Paul Place, Baltimore, MD 21201, telephone (410) 528-8662, toll free (888) 743-0823. If the complaint cannot be resolved after exhausting the institution's grievance procedure and the student is a resident of a state other than those listed above, the applicant may file a complaint with the State of Indiana Board for Proprietary Education, 101 West Ohio Street, Suite 670, Indianapolis, Indiana 46204-1984 (317) 464-4400. The student must contact the Commission for further details. The student may also file a complaint with the Indiana Attorney General's Office, located at Indiana Government Center South, 302 W. Washington St., 5th Floor, Indianapolis, IN 46204, telephone (317) 232-6201, email address Constituent@atg.in.gov.

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   Print Name   Class Number

COMP 21 REV. 01/16 INDIANAPOLIS

APPENDIX

Wisconsin Division of Public Health
Department of Health and Family Services

Pursuant to Wisconsin Act 61 (2003) students residing in Wisconsin are advised of the following information with respect to: a) Hepatitis B; b) Viral Meningitis; and c) Meningococcal Disease.

Hepatitis B
Disease Fact Sheet Series

What is Hepatitis B?

Hepatitis B (formerly known as serum hepatitis) is a liver disease caused by the Hepatitis B virus (HBV). The disease is fairly common; about 50 acute cases and 600 chronic/unspecified cases are reported in Wisconsin each year.

Who is most likely to get hepatitis B?

- Injection drug users
- Healthcare workers
- Men who have sex with men
- Heterosexuals with multiple partners
- Hemodialysis patients
- Sexual/household contacts of infected people
- Infants born to infected mothers
- Infants/children of immigrants from HBV-endemic countries

How is the virus spread?

HBV is spread by contact with blood, serum, semen, vaginal fluids and, rarely, saliva. Direct contact with infected body fluids; usually by needle stick injury, sharing needles, or sexual contact, is necessary for spread. HBV is not spread by casual contact or by respiratory droplets.

What are the signs and symptoms of hepatitis B?

The signs and symptoms of hepatitis B include fatigue, poor appetite, nausea, vomiting, abdominal discomfort and sometimes joint pain or rash. Later, urine may become dark and jaundice (a yellowing of the skin and whites of the eyes) may appear. Many people do not have typical signs and symptoms of hepatitis; only 10% of children and 30-50% of adults develop jaundice.

When do symptoms appear?

Symptoms usually appear 2-3 months after exposure (range: 1½-6 months).

How long can a person spread the virus?

HBV is present in blood and other body fluids several weeks before symptoms appear and usually persists for about 3 months. However, the likelihood of complete

recovery with elimination of the virus from the body depends on the age when infection occurs.

Chronic infection occurs in 80-90% of infants infected during the first year of life, in 30-50% of children infected between 1-4 years of age and in 5-10% of people infected after 6 years of age. People with chronic hepatitis B may infect others and 15-25% may die prematurely of either cirrhosis or liver cancer.

What is the treatment for hepatitis B?

Hepatitis B infected persons should be evaluated by their doctor for liver disease. There are no medications available for recently acquired (acute) HBV infection. Hepatitis B vaccine is available for the prevention of HBV infection. There are antiviral drugs available for the treatment of chronic HBV infection. Currently five drugs are used for the treatment of persons with chronic hepatitis B. These drugs include adefovir dipivoxil, interferon alfa-2b, pegylated interferon alfa 2-a, lamivudine and entecavir. Additional anti-virals are under development.

What precautions should a person with acute or chronic hepatitis B take?

The person should follow standard hygienic practices to protect close contacts from blood and other body fluids. The infected person must not share razors, toothbrushes, needles, or any other object that may have become contaminated with blood. Use of latex condoms during sexual activity may reduce transmission of HBV among homosexuals and heterosexuals. The infected person must not donate blood and should inform dental and medical care providers so that proper precautions can be followed.

How can hepatitis B be prevented?

Hepatitis B can be prevented either before or right after exposure to the virus. To prevent disease before exposure, hepatitis B vaccine is recommended for all infants and children <19 years of age, people in high risk occupations (e.g., healthcare workers) and people with a high risk behavior (e.g., injection drug use or multiple sexual partners). Susceptible sexual and household contacts of people with chronic hepatitis B should also be immunized and the sexual partners should be tested for immunity after they complete the 3-dose series.

To prevent disease after exposure, hepatitis B immune globulin (HBIG) is given along with hepatitis B vaccine.

> • Infants of infected mothers. Because these infants are exposed to the virus during labor and delivery, all pregnant women should be screened for hepatitis B prenatally. Infants of women who test positive should receive HBIG and the first dose of hepatitis B vaccine within 12 hours of birth. The infant should receive the remaining doses of hepatitis B vaccine at 1-2 months and 6 months of age.

> • Sex partners of a person with acute hepatitis B should be given HBIG within 2 weeks of the last sexual contact.

> • Household contacts of a person with acute hepatitis B do not need HBIG unless

they have had a blood exposure to the case within the past 2 weeks. Questions
about preventing hepatitis B after other types of exposures should be directed to
your physician or local health department.

Developed by the Division of Public Health, Bureau of Communicable Disease, Communicable Disease
Epidemiology Section. PPH 42055 (Rev. 12/05)

Viral Meningitis
(aseptic meningitis, nonbacterial meningitis)
Disease Fact Sheet Series

What is viral meningitis?

Meningitis is an inflammation of the meninges, the tissues that cover the brain and spinal cord. Bacteria,
fungi or viruses may cause infectious meningitis. Viral (aseptic) meningitis, the most common form of
meningitis, is caused by an infection with one of several types of viruses.

What are the symptoms?

The symptoms may include fever, headache, stiff neck, nausea, vomiting and fatigue. These symptoms
are often difficult to identify in infants, who may become irritable, lethargic, and inconsolable or refuse to
eat. Viral meningitis is rarely fatal, unlike bacterial meningitis, which often presents with the same
symptoms.

How soon do symptoms appear?

Symptoms generally appear between 3-7 days after exposure. The symptoms usually last 7-10 days and
the person completely recovers.

Who gets viral meningitis?

Anyone can get viral meningitis but it occurs most often in children. Most cases occur in late summer and
early autumn.

Which viruses cause this form of meningitis?

Approximately 90% of cases are due to a group of common intestinal viruses called enteroviruses,
including coxsackie viruses and echoviruses. Occasionally, viral meningitis is also associated with
mumps or herpes virus infections. Viruses carried by mosquitoes also account for a few cases each year in
Wisconsin (see Arboviral Infections fact sheet).

How are the viruses that cause viral meningitis spread?

Because a number of different viruses are capable of causing viral meningitis, the manner in which the
virus is spread depends upon the type of virus involved. Some are spread by direct or indirect contact with
fecal material or possibly respiratory secretions (saliva, sputum or nasal mucus) from an infected person.
Mosquitoes spread others however these infections are rare (see Arboviral Infections fact sheet). You can
usually spread the virus to someone else beginning about 3-days after you are infected until about 10 -
days after you develop symptoms.

Is a person with viral meningitis contagious?

Enteroviruses, which cause most cases of viral meningitis, are contagious. Fortunately, most people exposed to these viruses experience mild or no symptoms. Most people are exposed to these viruses at some time in their lives, but less than 1 in every 1000 persons infected actually develop meningitis. The viruses that are spread by mosquitoes are rarely spread from person to person (see Arboviral Infections fact sheet).

Should a person with viral meningitis be isolated?
Strict isolation is not necessary. Since most cases are due to enteroviruses that may be passed in the stool and possibly through respiratory secretions, people diagnosed with viral meningitis should be instructed to thoroughly wash their hands after using the toilet or blowing their noses. The infected person should also cover coughs and sneezes.

How is viral meningitis treated?

There are no specific medicines or antibiotics used to treat viral meningitis. However, doctors often administer medicines to relieve the fever and headache and recommend bed rest and fluids. Most patients recover completely after 7-10 days.

Developed by the Division of Public Health, Bureau of Communicable Disease, Communicable Disease Epidemiology Section. PPH 42103 (Rev. 05/04)

Meningococcal Disease
(meningococcal meningitis, meningococcemia)
Disease Fact Sheet Series

What is meningococcal disease?

Meningococcal disease includes meningococcal meningitis and meningococcemia. Meningococcal meningitis is a severe form of meningitis (inflammation of the meninges, the tissues that cover the brain and spinal cord) caused by the bacterium *Neisseria meningitidis*. Meningococcemia is an infection of the blood with *Neisseria meningitidis*. A person may have either meningococcal meningitis or meningococcemia, or both at the same time.

What are the symptoms?

The signs and symptoms of meningococcal disease can vary widely, but include sudden onset of high fever, headache, vomiting, stiff neck and a rash. Sensitivity to light, sleepiness and confusion may also occur. Symptoms may be difficult to detect in infants and the infant may only appear lethargic, irritable, have vomiting, or be feeding poorly. As the disease progresses, patients of any age may have seizures. Meningococcal disease is fatal in 8-15% of cases.

How soon do the symptoms appear?

The symptoms may develop rapidly, sometimes in a matter of hours, but usually over the course of 1-2 days. In some cases, death may occur within hours of the onset of symptoms. The symptoms may appear anytime between 2 and 10 days after *exposure,*

but usually within 3 to 4 days.

Who gets meningococcal disease?

N. meningitidis bacteria are commonly found in the nose and throat without ever causing disease. Nationally, it is estimated that 5-10% of the population is carrying the bacterium at any given time. Most people exposed to *N. meningitidis* do not become ill. It is not well understood why only a few people develop invasive illness, but may be influenced by genetic, immune (e.g., preceding viral illness, immune compromised), societal (e.g., overcrowding, smoke exposure) or physical factors making them more susceptible to disease.

Anyone can get meningococcal disease, but it is most common in children under 5. Compared to other persons their age, college freshmen, especially those that live in dormitories, are at a slightly increased risk for meningococcal disease.

How are the bacteria that cause meningococcal disease spread?

The meningococcus bacteria are spread by direct contact with respiratory and oral secretions (saliva, sputum or nasal mucus) of an infected person.

When and for how long is an infected person able to spread the disease?

A person with meningococcal disease may transmit the disease beginning several days before he/she becomes ill, until the bacteria are no longer present in discharges from the nose and throat. Patients should be excluded from school, daycare or the work place until at least 24 hours after therapy was begun and the illness has subsided.

What is the treatment for meningococcal disease?

Meningococcal disease can be treated with a number of effective antibiotics. Persons who have been in close, direct contact with a patient with meningococcal disease may need to take antibiotics such as rifampin, ciprofloxacin or ceftriaxone as a preventive measure to eliminate the bacteria that they may be carrying in their throat.

Should people who have been in contact with a person with a diagnosed case of meningococcal disease be treated?

Only people who have been in close, direct contact need to be considered for preventive treatment. Close contacts include household members, intimate contacts, persons performing mouth to mouth resuscitation or endotracheal intubation, day care center classmates, or anyone directly exposed to the patient's oral or nasal secretions (e.g., kissing, sharing eating utensils or beverage containers). Direct contacts are usually advised to take preventive antibiotics. Close contacts should be alerted to watch for early signs of illness, especially fever, and seek treatment promptly.

Casual contact that might occur in a classroom, office or work setting is not usually significant enough to warrant antibiotic treatment.

Is there a vaccine to prevent meningococcal disease?

There are two vaccines (Menomune®, Menactra™) that will protect against four of the types of meningococcus, including 2 of the 3 types most common in the U.S. (serogroup C, Y, and W-135) and a type that causes epidemics in Africa (serogroup A). Meningococcal vaccines cannot prevent all types of the disease (neither protect against type B). The vaccine is recommended in some outbreak situations or for travelers to areas of the world where high rates of the disease are known to occur. College freshman living in dormitories should consider receiving the vaccine due to their slightly elevated risk of acquiring the disease.

In 2005, the Advisory Committee on Immunization Practices (ACIP) recommended that children receive the new meningococcal vaccine (Menactra™) at their routine 11-12 year old doctor's visit and that for the next two to three years, teens entering high school should also be vaccinated.

ASSOCIATE DEGREE IN NURSING
STUDENT HANDBOOK APPENDIX

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PROGRAM OVERVIEW

MISSON, PHILOSOPHY AND FRAMEWORK

Mission: **The mission of the Breckinridge School of Nursing and Health Sciences @ ITT Technical Institute ("BSNHS") Associate Degree in Nursing program is to help prepare individuals from diverse backgrounds to be well-prepared registered nurses who can provide competent care in a variety of ever-changing healthcare settings. Within the program, a learner-centered environment of mutual respect encourages individuals to grow intellectually and personally through the integration of theoretical concepts, values and nursing knowledge in classroom-centered activities and clinical experiences. Individual accountability as a member of the nursing profession and commitment to life-long learning and community service, are graduate expectations.**

Philosophy: **The associate degree in Nursing program's philosophy represents the faculty's beliefs concerning the Nursing Paradigm: Nursing, Person, Environment, Health and Learning.**

- **Nursing:** Nursing is both an art and a science, the interactions of which make nursing unique. Nursing values guide the delivery of compassionate nursing care in all settings. Nursing, as an evidenced-based practice, is organized and directed by the use of the Nursing Process, a critical thinking, problem solving decision tool for directing competent nursing care. The goal of nursing care is health promotion and maintenance for optimal living. Nursing is requires critical thinking, therapeutic communication skills and competent technical abilities in the application of evidence-based practice. Nursing knowledge has its foundations in concepts and principles from the humanities, and the social, behavioral, physical and biological sciences. Professional nursing care is guided by the American Nurses Association's Code of Ethics for Nurses, the professional standards of practice, and state and national regulatory standards.

- **Person:** Individuals are unique, have innate value and are worthy of respect. All individuals have physical, psychological, social and spiritual needs through differing levels of growth and life span development. Each individual has rights, interests and goals, which must be considered in care plan development and the provision of nursing care. Each person is part of a social structure, which may be a family, a group or a community.

- **Environment:** The environment includes both external and internal elements. The external environment in which the individual functions includes family, groups and communities. Family consists of the individual's immediate support system and may be by either choice or contract. Physical aspects of shelter and food, along with economic, political, cultural and spiritual influences, are part of the external environment. By contrast, the internal environment includes the individual's unique life experiences and perceptions, including their spiritual and cultural beliefs. Physiologic processes affected by stress and adaptation are also part of the internal environment. Both the external and internal environments influence individual responses to nursing care.

- **Health:** Health is a dynamic state, defined by each person in relation to personal values, beliefs, feelings and needs. Health is on a continuum from wellness to illness to death, where health promotion and maintenance for optimal living are the goals of nursing care.

- **Learning:** Learning is a life-long pursuit of the acquisition of knowledge and includes the development of critical thinking abilities, competent skill development, and behavioral and attitudinal changes. Learning is influenced by individual experiences and previous knowledge attained. Students are diverse individuals with differing learning needs and styles. The nurse educator provides an environment of mutual respect conducive to learning and serves as a facilitator and role model. This is accomplished through the establishment of clearly defined objectives, expectations and practice experiences, and role socialization. The learning process includes effective teacher and learner communications and interactions where both have responsibilities toward goal attainment.

Framework: **Education in the associate degree in Nursing program is achieved through a curriculum based on the program's Mission and Philosophy. The philosophical concepts of Nursing, Person, Environment, Health and Learning are organized within an eclectic framework. The framework includes the curricular components of Nursing Values, Nursing Process, Health Promotion and Maintenance, Nursing Roles, Therapeutic Communication Skills and Competent Nursing Care. The framework structures the curricular content, guides the selection of learning experiences and provides the basis for program as well as course objectives.**

The curricular organizational framework includes both pervasive and progressive concepts. Pervasive concepts are introduced at the beginning of the curriculum and continue in all areas of the program. They are Nursing Values, Nursing Process, and Health Promotion & Maintenance. Progressive concepts - Nursing Roles, Therapeutic Communication Skills and Competent Nursing Care - build throughout the program from simple to complex.

Framework: Associate in Science, Nursing
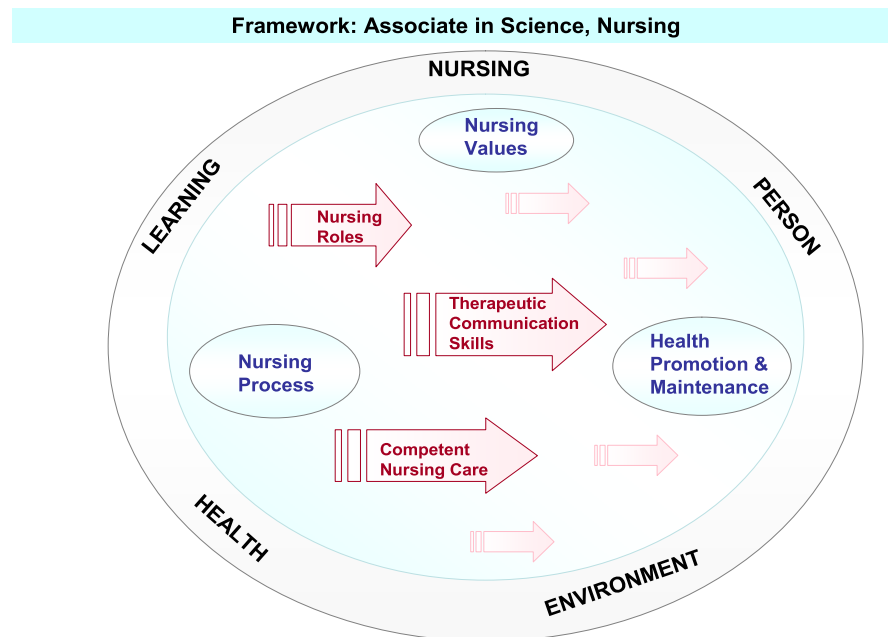
- **Nursing Values:** Nursing values guide the provision of compassionate nursing care in all environments. Values include caring, human dignity, autonomy, integrity, accountability, advocacy, and ethical behavior. Nursing values are inherent in the American Nurses Association's Code of Ethics for Nurses and professional standards of practice. Nursing values include the demonstration of caring behaviors, active participation in the profession, a commitment to life-long learning, and involvement in community service. The nursing faculty member serves as a role model for the development and internalization of nursing values.

- **Nursing Process:** The nursing process is a critical thinking, problem-solving decision tool for directing competent nursing care in all settings. As part of the process, critical thinking is the development, execution and implementation of nursing judgments based on sound clinical reasoning. Those judgments are demonstrated by analysis of assessment data, formulation of nursing diagnoses, establishment of goals, and the planning, implementation and evaluation of competent nursing care.

- **Health Promotion & Maintenance:** Health promotion and maintenance for optimal living is accomplished through healthy lifestyles implementation, illness prevention, disease management, pain alleviation and/or supporting a dignified death. Teaching individuals, families, groups and communities to promote and maintain health is a nursing responsibility and inherent in the development of continuity of care strategies.

- **Nursing Roles:** Nursing roles are Provider of Care, Manager of Care, and Member of the Profession. These roles are interrelated and include components essential for entry-level registered nurses. The nurse as a provider of care begins by learning the fundamentals and skills of direct patient care. The individual then continues knowledge and skill acquisition in the provider role through the application of the nursing process with diverse patient populations from across the life span. The provider role always includes the application of teaching-learning principles for health promotion and maintenance.

  The nurse, as a Manager of Care, coordinates healthcare interventions with members of an interdisciplinary team. The team not only includes the nurse but the patient, the patient's family and other healthcare providers. Within the role of Manager of Care, the nurse delegates routine technical functions to ancillary personnel but continues to assume patient care accountability and responsibility. Managing care involves collaboration, mutual respect, and the efficient use of human, physical, financial and technological resources to meet patient needs.

  The nurse, as a Member of the Profession, demonstrates accountability and responsibility for competent nursing care and internalizes professional commitment. Life-long learning and professional development are expected due to continually changing healthcare technologies and settings. Decisions made and actions taken should be consistent with ethical, professional and regulatory standards.

- **Therapeutic Communication Skills:** Communication in nursing is a process where information is exchanged either verbally, nonverbally, in writing or through information technology. Therapeutic communication is a process where nurse-patient interactions promote coping and adaptation strategies, healthy interpersonal relationships, and the development of new knowledge and skills. Communication techniques are used to collaborate with individuals, families, groups, communities and members of the health care team in assessing, planning, implementing, evaluating and reporting nursing care.

- **Competent Nursing Care:** Competent nursing care means the integration of essential knowledge, skills, techniques and judgments to safely and effectively function within the roles of the associate in science, nursing graduate: Provider of Care, Manager of Care and Member of the Profession. As an evidence-based practice, competent nursing care requires the integration of theoretical knowledge and technical skill application. Competent nursing care is consistent with ethical, professional and regulatory standards.

PROGRAM OUTCOMES

Upon completion of the associate in nursing program the graduate will:

1. Integrate nursing knowledge and theoretical concepts and principles from the humanities and the social, behavioral, physical, and biological sciences in the implementation of competent nursing care.

2. Integrate nursing values within the roles of Provider of Care, Manager of Care, and Member of the Profession to provide direct patient care across the life span.

3. Incorporate the nursing process in the implementation of competent nursing care.

4. Implement health promotion and maintenance concepts in all healthcare settings.

5. Synthesize therapeutic communication skills in caring for individuals, families, groups, and communities across the life span.

6. Implement competent technical skills, based on scientific rationales in the delivery of safe and effective nursing care.

NURSING STUDENT CONDUCT

AMERICAN NURSES ASSOCIATION'S CODE OF ETHICS FOR NURSES

The student is expected to adhere to the American Nurses Association's Code of Ethics for Nurses and act in accordance with the Patient's Bill of Rights. The Code of Ethics for Nurses can be found at:

http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html

PATIENT CONFIDENTIALITY

Confidentiality is the protection of a patient's privacy through careful use of oral and written communications and by judicious protection of private health care information. The student is expected to protect patient information consistent with the provisions of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Patient health care information is confidential and cannot be disclosed to other individuals or groups without prior consent.

A patient's chart is a legal document. All entries must be legible and accurate. Information communicated by patients to students may not be repeated except to nursing faculty or the patient's healthcare provider, who has the prerogative to advise the student to share the information with the

appropriate staff. Care should be taken when in corridors, lounges, classrooms or other public areas, so that conversations are not overheard.

Students must use only the patient's initials when completing coursework, such as care plans. Under no circumstances is the student allowed to remove, photocopy or email any chart documents. Students must not post information that violates confidentiality on social media. Any violation of patient confidentiality may result in failure from the course or dismissal from the program.

Students are not permitted to have cell phones or recording devices in the clinical setting. Under no circumstance is a student allowed to communicate or post confidential information about patients or clinical activities on social media or elsewhere.

CODE OF CONDUCT

Students are bound by the Conduct section in the ITT Technical Institute school catalog. In addition, the nursing program is subject to the following policy related to safe and ethical nursing practice:

Certain behaviors are essential for safe and ethical nursing practice. A non-exclusive list of violations of such practice is defined below, so that each nursing student may be aware of the seriousness of his/her actions. Unsafe or unethical practice may result in course failure, suspension and/or dismissal from the program. Unsafe or unethical student nursing practice may be evidenced by one or more of the following behaviors:

1. Performing activities/skills for which the student is not prepared or which are beyond the capacities of the student.

2. Performing activities/skills which are not permitted by the clinical facility or do not fall within the realm of professional nursing practice.

3. Recording or reporting inaccurate data regarding patient assessment, care plans, nursing interventions, and/or patient evaluations.

4. Failing to recognize and/or report and record one's own errors (incidents) performed in relation to patient care.

5. Having physical, mental, and/or cognitive limitations which endanger or impair the welfare of the patient and/or others.

6. Disclosing confidential or private information inappropriately (See Patient Confidentiality section).

7. Behaving in a disrespectful manner toward patients, other health care team members, other students or faculty.

8. Attending class or clinical experiences under the influence of alcohol or drugs, including prescriptive medications which impair performance.

9. Engaging in acts or omissions which result in violation of laws related to negligence, malpractice, libel, slander, or other acts.

10. Falsifying clinical paperwork such as clinical hour logs or patient care plans.

Any nursing student who demonstrates extreme unsafe, unethical, or disruptive behavior in the clinical area will be dismissed from the clinical location immediately and may be subject to immediate dismissal from the program. Examples of extreme unsafe, unethical, or disruptive behavior include, but are not limited to the following: intentionally or recklessly jeopardizing patient safety, intentionally or recklessly causing physical harm to a patient, and verbally or physically abusing a patient, student, staff member, or instructor.

ACADEMIC POLICIES

RELEASE OF INFORMATION/SOCIAL SECURITY NUMBER

Students are required to sign a statement releasing their social security number to clinical facilities. Clinical facilities may also require the campus to provide a copy of the background check and drug screen, proof of immunizations, proof of required pre-clinical training, a copy of the course syllabus, proof of CPR certification, a photo of the student, etc. Many facilities have specific packets that must be completed by the student prior to attending clinical.

HEALTH REQUIREMENTS

If an acute medical condition arises while a student is enrolled in the nursing program, a written statement must also be obtained by the students from their health care provider which states the students' ability to perform the following activities without restriction: moving, lifting, transferring patients, and standing for long periods of time. The above requirement also pertains to pregnancy with reasonable accommodation. All students attending a clinical rotation must meet the "Standards and Functional Abilities for Nursing Students." Students are responsible for their own medical insurance and care.

Before any student is assigned to any medical care facility for any portion of the clinical, the student must:

(a) have completed all prerequisites for taking that portion of the clinical;

(b) be making satisfactory academic progress in the program;

(c) have obtained an on-ground CPR certification from the American Heart Association for healthcare providers within the past 12 months; and

(d) have completed training on:

(i) universal precautions, blood born pathogens, and infection control;
(ii) fire safety;
(iii) disaster safety;
(iv) protected health information and the Privacy Rule under the Health Insurance Portability and Accountability Act;
(v) any HIV/AIDS training as required by state law; and
(vi) additional training required by the clinical facility.

DRUG TESTING AND BACKGROUND CHECK

BSNHS is committed to providing a safe learning environment and fostering the well being and health of its employees and students. That commitment is jeopardized when any student is intoxicated or impaired during any classroom, laboratory or clinical portion of any program of study offered by ITT Technical Institute.

Students may not possess, distribute or use illegal drugs or alcohol on ITT Technical Institute premises or at any activities sponsored or organized by ITT Technical Institute, including, without limitation, any clinical that is part of the student's program of study.

Prior to the start of any portion of the clinical at any medical care facility, students will be required to consent to and pass drug/alcohol testing, a physical examination and a background check. The student may also be required to document that he/she is free from any contagious diseases and/or have been immunized against certain illnesses and diseases. The physical examination needs to demonstrate that the student is physically fit to perform essential nursing tasks as determined by the medical care facility. Students are required to comply with additional health or immunization requirements of a clinical facility.

The background check(s) may include, but is not limited to, an investigation regarding whether:

(a)   The student is on any federal list of excluded individuals;

(b)   The student is registered as a sex offender;

(c)   The criminal history of the student which raises reasonable questions as to the student's ability to provide safe and competent patient care;

(d)   The student has had disciplinary action under a previous healthcare license; and

(e)   The student has been determined by a government agency to be an unsafe or unqualified caregiver.

Questions about the student's ability to provide safe and competent patient care may arise if the student has a criminal background that involved:

(a)   Abuse, neglect, assault, battery, criminal sexual conduct;

(b)   Any fraud or theft against a vulnerable adult within ten years of the student's admission to the program; and

(c)   Illegal or prescription drug abuse or distribution.

Prior to the clinical, students in the nursing program who test positive on the drug screen are not permitted to progress and are immediately dismissed from the program. Students who do not show for a scheduled drug screen within 24 hours of being notified of the test will be considered to have refused the drug screen. Students who have more than two invalid or inconclusive drug screens are considered to have failed the drug screen. Nursing students are not permitted to use marijuana, medical or otherwise, due to Board of Nursing rules and clinical facility requirements.

DRUG TESTING "FOR CAUSE":

(a) If, during a student's classroom, clinical or laboratory experience, a faculty or clinical instructor perceives evidence of intoxication or impairment on the student or observes behaviors by the student such as, but not limited to, slurred speech, unsteady gait, or confusion, and these or other behaviors cause the faculty or clinical instructor to reasonably suspect the student is impaired by alcohol or drugs, the following steps will be taken:
- (i) The instructor will remove the student from the patient care or assigned work area;
- (ii) The student will be required to undergo "For Cause" drug testing;
- (iii) The instructor will contact a transportation service and arrange for student transport to a designated medical service facility contracted for drug and alcohol testing services;
- (iv) After testing, the student will call a transportation service or other ride of their choice for transport home; and
- (v) If the student admits to alcohol or drug use, he/she will still require drug testing for purposes of documentation.

(b) If the results of the test(s) are negative for alcohol, drugs, other illegal substances, or non-prescribed legal substances, the student will meet with the Program Chair within 24 hours of receipt of the test results to discuss the circumstances surrounding the impaired clinical behavior. Based on the information provided and any warranted further medical evaluations, the Program Chair will make a decision regarding the student's return to the clinical setting.

(c) If the results of the test(s) are positive for alcohol, drugs, other illegal substances or for non-prescribed legal substances, the student's enrollment in the program will be immediately terminated. The student will pay for all costs associated with the "For Cause" drug testing.

(d) If a student refuses "For Cause" drug testing:
- (i) The instructor will remove the student from the clinical setting pending a full investigation;
- (ii) The instructor will contact a transportation service or other ride to request that the student be transported home; and
- (iii) Enrollment in the program will be immediately suspended, pending an investigation or terminated.

(e) Subject to the Family Educational Right and Privacy Act of 1974, as amended, state regulations may require the school to report information regarding the incident to a state regulatory body or agency.

READMISSION TO THE NURSING PROGRAM RELATED TO SUBSTANCE ABUSE

(a) Readmission after a positive drug or alcohol test may occur no sooner than six (6) months after the beginning of the student's most recent quarter of enrollment.

(b) Readmission will be considered if and only if the student has three (3) consecutive negative drug/alcohol tests conducted over a period of no less than three (3) months. Retesting will be at the student's expense.

(c) Students seeking readmission to the program are subject to the following drug/alcohol retesting procedure:
- (i) The student submits a letter requesting readmission to the program of study.
- (ii) The Nursing Chair will select three (3) random dates, to span a period of no less than

three (3) months for the student's drug retesting. The Nursing Chair will disclose the selected dates, one date at a time, to the student.

(iii) For each of three dates selected by the Nursing Chair, the student must be retested for drugs <u>within 24 hours of notice</u> by the Nursing Chair to submit a sample for retesting.

(iv) If required by the state or deemed appropriate by the Program Chair in his/her discretion for the safety of patients and the public, the student must provide documentation from a therapist specializing in addiction behaviors evidencing compliance with a treatment program, including a statement that the student will be able to function effectively and provide safe and ethical care for clients in a clinical setting.

(d) If a student, after being readmitted to program, has any subsequent positive alcohol/drug test, the student will be permanently terminated from the program.

<u>CAMPUS DRESS CODE</u>

Nursing students attending any general education or Nursing theory courses must abide by the dress code set forth in the ITT Technical Institute Student Handbook. The Nursing Program Chair may specify specific attire for the classroom, lab, or school events.

In the classroom setting, cellular phones and pagers should be set so they do not interrupt or disrupt classroom activities. No texting is allowed during class. Students whose cellular phones or pagers disrupt class may be asked to leave and will be considered absent. Repeated violations may lead to disciplinary action. Cellular phones are not permitted in the lab or clinical setting.

<u>CLINICAL DRESS CODE</u>

The dress code of BSNHS is consistent with the standard of professional dress in a health care setting. The dress code standards address the principles of safety for the patients, staff, and students in the health care setting.

Clinical Uniform: Students are to wear the official uniform of the BSNHS at clinical agencies and in clinical areas. The uniform must be clean, neatly pressed and in good repair. It must be evenly hemmed, with buttons and zippers in good condition. Dress length is to be no shorter than the bottom of the knee. Appropriate undergarments must be worn. Shoes must be white tennis shoes or nursing shoes. Cloth shoes, canvas shoes, sneakers, Crocs and other types of leisure shoes are unacceptable. White hose/stockings/socks are to be worn with the uniform. If wearing a lab coat, it must be white, clean, neatly pressed and in good repair. Name badges are to be worn **<u>at all times</u>** while at the clinical site.

Hair must be clean, neatly combed and not interfere with one's vision or nursing care delivery. In length, hair should not cover the uniform collar. Long hair must be worn up, neatly secured with a neutral tie, band or clip, and not require handling throughout the day. Facial hair on male students must be short-clipped and well-groomed.

Conservative cosmetics/make-up and hair coloring is permitted. Perfume is not allowed in the clinical environment.

Jewelry may not be worn with the uniform except one ring and a single small post in each ear. Facial and oral piercings are not allowed. Nails should be kept short, clean and filed. Colored nail polish is not to be worn in the clinical areas. Artificial nails/extensions/wraps are not allowed in the lab or clinical setting. No visible tattoos are allowed. Visible tattoos must be covered by wearing a white long sleeve shirt under the uniform top.

Nursing students must comply with any additional dress code requirements of their clinical facility.

Faculty may dismiss a student from the clinical setting or other learning experiences, including lab, if dress code violations occur. If student is dismissed, the day will be marked as an absence and the student will be required to make up the hours missed.

CLINICAL PLACEMENT/ASSIGNMENT

Multiple clinical facilities are used for the education of nursing students in an associate degree program. Dates and times for clinical assignments are determined by school nursing program faculty based on clinical site availability and may include weekend and night clinical hours.

Students are not allowed to smoke during clinical hours.

CLINICAL ATTENDANCE

Punctual and regular attendance at clinical is mandatory. An absence must be reported to the appropriate faculty member no later than one hour prior to the start of the clinical. Students are to follow instructions provided by the instructor at clinical orientation for proper notification of course faculty. A student who does not come to a clinical rotation (no call no show) and does not properly notify the faculty may receive a failure for the course unless suitable documentation is provided. Any student who is absent from a clinical more than once and has not provided suitable documentation will not be allowed to continue in the course. The student will be administratively withdrawn from the course and issued a course grade of "F".

Clinical Tardiness is defined as being late by five minutes or more. Being tardy two times is considered the equivalent of a clinical absence.

Clinical days missed due to administrative closure and/or inclement weather will be made up at time and dates determined by the faculty.

Students who miss clinical rotation with proper notification and/or documentation must make up all missed clinical hours at the time and date(s) to be determined by the faculty.

LAB ATTENDANCE

Any student who does not satisfactorily complete the requisite lab activities of the course is considered to be unable to meet the objectives of the course and must be assigned a failing grade for the course. In addition, a student who does not properly notify the faculty and does not come to the scheduled lab activities (no call no show) will receive a course grade of "F" unless suitable documentation is provided. Any student who is absent from the scheduled lab activities more than twice and has not provided suitable documentation will not be allowed to continue in the course, and will be administratively withdrawn from the course and issued a course grade of "F".

Lab Tardiness is defined as being late by five minutes or more. Being tardy two times is considered the equivalent of a lab absence.

A student must satisfactorily complete skills check prior to applying laboratory skills in a clinical setting. Missed laboratory skills/objectives must be made up by the student to the satisfaction of his/her instructor, prior to applying skills in a clinical setting.

Students must make up all missed lab hours at the time and dates to be determined by the faculty.

UNSATISFACTORY CLINICAL AND LAB PERFORMANCE

Unsatisfactory clinical and lab behavior consists of, but is not limited to, the following:

1. Consistent lateness;
2. Absenteeism, and time is not made up;
3. Non-compliance with uniform code requirements;
4. Not prepared to meet the lab objectives for that day;
5. Not prepared to meet the clinical objectives for that day;
6. Inappropriate in applying safety measures;
7. Consistently inappropriateness in decision making;
8. Failure to complete clinical care assignment(s); and
9. Inappropriate communication with patients, their families, and staff.

The clinical nursing instructor will assess the student's performance in the clinical on a daily basis and record "Satisfactory," "Needs Improvement," or "Unsatisfactory" for the day. A nursing student who engages in unsafe or unethical nursing activities will receive an Unsatisfactory or "U" for that day's clinical. Two (2) "U's" for a nursing course's clinical will result in administrative withdrawal from the course and grade assignment of "F".

Any student whose performance is evaluated as being unable to meet the objectives of the course will fail the course. Any student who is determined to be failing a clinical may not continue in the clinical or classroom component of the course.

NURSING LAB SAFETY GUIDELINES

There are many pieces of equipment that students will be handling while in the nursing skills laboratory. Students should be sure they have been oriented to the proper use of lab equipment prior to use (example: controls on electronic beds, side rails, wheelchairs, suction machines). If a piece of equipment is unfamiliar, always wait for instructions from the faculty member before handling. If a student has been introduced to the equipment and is still unsure of how to operate it, always ask the faculty member before using. If the student needs different or additional equipment, ask the faculty member to obtain the required supplies. Do not open cupboards/drawers without permission. Students should not be using lab facilities or equipment without checking in with the faculty member.

During the time that students are practicing with needles and syringes, please remember that for the safety of all, no equipment is to leave the lab area. Great care should be taken during practice to protect oneself from needle punctures. Should a needle puncture happen, report it immediately to the faculty member. The equipment used should be immediately discarded in the appropriate container.

At the end of the practice session in the lab, students are to dispose of waste material appropriately. Nursing students are to leave the workspace clean and orderly. Children are not allowed in the lab at any time.

SKILL RETURN DEMONSTRATION

As part of their coursework, students will be required to successfully demonstrate critical nursing skills in the lab environment. Student must pass these demonstrations satisfactorily in order to successfully complete the lab component of the course. Transfer students may be required to demonstrate mastery of

critical nursing skills prior to attending a clinical rotation. Transfer students are required to make up any deficit in clinical hours between their previous nursing programs and the current nursing program.

SATISFACTORY NURSING PROGRAM PROGRESSION ("SNPP")

Upon earning his/her second grade of less than "B" in a NU-prefixed course, that student must be dismissed from the program for failure to maintain Satisfactory Nursing Program Progression ("SNPP") unless (a) the student appeals the dismissal in writing and (b) his/her appeal is approved. If the student wishes to appeal this dismissal, he/she must do so in writing, using electronic appeal form ("SNPP Appeal"). The Nursing Chair is responsible for initiating the electronic SNPP Appeal process for a student desiring to appeal his/her dismissal from the program. The student will receive an email that contains a link to his/her SNPP Appeal. The student's SNPP Appeal must include the following:

- an explanation of special/extenuating circumstance(s) that has caused the student to be unable to maintain passing grades in his/her NU-prefixed courses. Supporting documentation of the disclosed special/extenuating circumstance(s) is required;

    o Examples of circumstances that may be considered acceptable include, but are not limited to: the student suffering an illness or injury; the death of a relative of the student; serious illness of a family member for whom the student is the primary caregiver; or other special circumstance(s).
    o Examples of circumstances that are not considered acceptable include, but are not limited to: work hours conflict; lack of study/study time; childcare issues; transportation issues or other circumstances; and

- a description of change(s) to the student's situation that will allow the student to continue and complete the program without earning additional non-passing grades. Supporting documentation evidencing the situational changes is recommended.

The student's SNPP appeal will be routed according to the following:

- The Admission Progression Graduation Committee ("APGC") and Chair, Breckinridge School of Nursing and Health Sciences, will make recommendations regarding the student's capacity for academic and professional success.
- The Dean will review the SNPP appeal and make a recommendation.
- The Dean will forward the student's SNPP Appeal, along with a copy of the student's academic transcript and supporting documentation, to the Senior National Director of Academic Administration ("SNDAA"). The SNDAA will review the information submitted by the student in his or her SNPP Appeal and any other special circumstances. The SNDAA may deny, defer or recommend approval of the student's SNPP Appeal to the Chief Academic Officer ("CAO"). The student's SNPP Appeal will only be reviewed by the CAO if the SNDAA recommends approval.
- The CAO will review the student's SNPP Appeal e-Form, supporting documentation, and recommendation from the SNDAA and make a determination of the student's SNPP Appeal.

The determination of the student's written SNPP Appeal will be communicated in writing to the student, and is final and binding on the student. If the CAO grants the student's SNPP Appeal, the timing of the student's readmission into the nursing program will be subject to resource and space availability and the student will be required to repeat any core course(s) in the nursing program for which the student was not awarded at least a grade of "B." Conditions (e.g., requirement to repeat or audit one or more courses) for approval or deferral may be imposed by the SNDAA or CAO.

A student may seek readmission to the nursing program through the SNPP Appeal process only once; any subsequent non-passing grade earned in a core course in the nursing program by that student will result in his or her immediate and final termination from the program of study. ITT/EAI reserves the right, however, to approve a second appeal due to additional extreme, documented, mitigating circumstances suffered by the student. Secondary appeals cannot be approved at the school level; rather, they must be approved by the SNDAA and CAO.

EXIT HESI TESTING AS A GRADUATION REQUIREMENT

The satisfactory completion of the Health Education Systems, Inc., Exit Examination ("Exit HESI") is a graduation requirement of the associate degree program in nursing. A student in the associate degree program in nursing may not graduate until he or she has achieved an Exit HESI exam score of 850 or higher. Please refer to the Graduation Requirements section of your school catalog for more information.

The Exit HESI is administered up to three (3) times during the final quarter of a student's associate degree program in nursing. Any student who scores below 850 on the Exit HESI must be assigned a faculty mentor and must complete remediation through a combination of online tools and/or faculty tutoring prior to the student's second and/or third Exit HESI attempts. If a student does not achieve a passing score of at least 850 or higher after the third attempt of the Exit HESI, the Dean, Nursing Chair, Assigned Faculty Mentor and student must complete the Nursing Student Remediation Agreement ("Remediation Agreement"), a copy of which will be explained to the student and signed by all parties involved. Prior to the fourth EXIT HESI exam being taken, the student must satisfactorily complete the remediation plan as outlined on the Remediation Agreement.

If the student is not successful in achieving a score of 850 or higher on the fourth attempt, the student may appeal to retake the Exit HESI an unlimited number of times provided, however, that the student completes further remediation before attempting each subsequent retake of the Exit HESI exam. The student must:

- Participate in self-guided remediation activities and/or participate in additional remediation offered by the ITT Tech;

- Provide evidence of his/her self-guided remediation activities and/or successful participation in additional remediation offered by the ITT Tech;

- Wait at least thirty (30) days from the previous retake of the Exit HESI before retaking the Exit HESI another time; and

- Pay all costs associated with the self-guided remediation and all costs and/or fees associated with retaking the Exit HESI. The student may, however, continue to audit remediation courses at ITT Tech at no cost.

The student will not be permitted to retake the Exit HESI after ITT Tech has surrendered the program approval with its respective state Board of Nursing.

Upon satisfactory completion of all graduation requirements, including the Exit HESI exam where required, the student will be permitted to graduate and his/her associate degree will be conferred.

REQUIREMENTS FOR LICENSURE

Upon graduation from the nursing program, graduates are eligible to make application to the National Council of State Boards of Nursing ("NCSBN") National Council Licensure Examination for Registered Nurses ("NCLEX-RN"). Passage of the NCLEX-RN is dependent on the graduate's preparation and ITT Technical Institute does not promise or represent that any graduates of the program will pass the NCLEX-RN. To receive a license to practice as a registered nurse, a graduate must pass the NCLEX-RN and meet the criteria specific to the state.

STUDENT NURSE ORGANIZATIONS

Students in the nursing program may have the opportunity to join the State Student Nurses Association and/or the National Student Nurses Association www.nsna.org and the Chapter established at ITT Technical Institute. A nursing faculty member will serve as the Faculty Sponsor for the ITT Technical Institute local Chapter. Dues are the responsibility of the student.

STUDENTS WITH DISABILITIES

The typical physical demands of a student participating in the clinical require a full range of body motions, including handling and lifting patients, manual and finger dexterity, and eye-hand coordination. The clinical usually involves standing and walking for extensive periods of time and the occasional lifting and carrying of items weighing up to 50 pounds. The clinical requires corrected vision and hearing to normal range. The student must be able to react calmly and effectively in emergency situations and have the ability to establish and maintain effective relationships with patients, the staff of the medical care facility, the public and other students.

The school Director is designated as the school's Student Disability Coordinator and coordinates Section 504 [of the Rehabilitation Act of 1973] compliance. If the student has a physical, mental or sensory condition which could affect his or her ability to participate fully in the clinical or any other portion of the program, or to perform the essential duties and responsibilities typically associated with the clinical, then it is the student's responsibility to timely notify the school Director to discuss any reasonable accommodation or modification that may be available.

STANDARDS AND FUNCTIONAL ABILITIES FOR NURSING STUDENTS

Standards	**Functional Ability**
Critical thinking: ability sufficient for clinical judgment.	Identify cause-effect relationships; problem solve; predict, evaluate outcomes; develop/evaluate care plans.
Reading: ability sufficient to comprehend etc.	Read written documents, the graphs, written word.
Arithmetic: ability sufficient to perform computations at least at the tenth grade level.	Measure time; compute medication dosage, count rates: use measuring tools; add; subtract; multiply whole numbers; compute fractions.
Hearing: ability sufficient for physical and environmental monitoring.	Auscultate faint body sounds; hear voices; hear monitor alarms and emergency signals.
Visual: ability sufficient for accurate observation and assessment.	Observe patient response/condition; distinguish color and color intensity; prepare medications; see graphs, computer screens, oscilloscopes.
Smell: ability sufficient to detect environmental and client odors.	Detect foul smelling odors from patient; detect smoke, gasses.
Physical strength/endurance: ability sufficient to perform full range of patient activities.	Stand for long periods of time at bedside; perform nursing care duties for entire shift; push/pull/support light and heavy objects up to 50 lbs; carry equipment; support patients in ambulation, turning, standing.
Motor skills: ability sufficient to provide safe and effective nursing care.	Position patient; obtain specimens; calibrate instruments/equipment; prepare and administer medications; grasp small objects; write.
Mobility: ability sufficient to move from room and within confined space.	Move about in populated areas; room to twist, stoop, squat, move quickly; administer repetitive motions (CPR).
Tactile: ability sufficient for physical and assessment.	Perform palpation; detect monitoring hot/cold; detect differences in skin surface; check for drafts.
Communication: ability sufficient for interaction with others, in both the oral and written English language.	Teach; explain procedures; develop rapport with patient and family; give oral report; speak on telephone; document and interpret actions and patient response.

APPENDIX

HEALTH INFORMATION TECHNOLOGY PROGRAM

INTRODUCTION

Welcome to the Health Information Technology ("HIT") program of study at ITT Technical Institute. The material contained in this Student Handbook, along with the School Catalog and Student Practicum Agreement, Acknowledgement of Risk and Release that you signed prior to admission, provides you with important information relevant to your enrollment in the HIT program.

PRACTICUM

The practicum course is a primary instructional tool within the HIT program and is designed to give students supervised practical application of previously studied theories. Two courses within the HIT program include a practicum component that you must successfully complete at one or more facilities that are assigned to you by the school. The courses that include a practicum are identified in the HIT program outline in the Curricula section of the school catalog.

Prior to the start of a practicum course at any medical care facility, you may be required to consent to and pass drug/alcohol testing, a background check and/or a physical examination.

Drug/Alcohol Testing

If a drug and/or alcohol test is required, you will be responsible for obtaining the test and paying the fee. Also, certain employers may require drug/alcohol testing as a condition of employment, and an applicant who does not consent to and successfully pass a drug/alcohol test may ultimately be unable to obtain employment as a health information technician or a health information management (HIM) professional.

Background Check

A background check may include, but will not necessarily be limited to, an investigation regarding whether:

     a) You are on any federal list of excluded individuals;
     b) You are a registered sex offender; and
     c) Your criminal history raises any questions about your ability to provide safe and competent patient care.

If a background check is required, you will be responsible for paying any fee associated with that check.

Physical Examination and Wellness

If a physical examination is required, you will be responsible for obtaining the examination and paying any fees associated with that examination. You may also be required to document that you are free from any contagious diseases and/or have been immunized against certain illnesses and diseases.

Additional Requirements

Certain medical care facilities to which you may be assigned for a practicum may impose additional requirements with which you must comply.

These requirements may include, but are not necessarily limited to, the following:

- CPR certification: You may be required to obtain a CPR certification for healthcare providers within the 12 months immediately proceeding the start of the practicum at the facility;

- Training: You may need to complete training on:

  i. universal precautions and infection control;
  ii. fire safety;
  iii. disaster safety; and
  iv. HIV/AIDS;

- Dress Code: You must comply with the medical care facility's dress code, including wearing a name badge at all times that identifies you as a student, if required by the facility; and

- Confidentiality: You must keep confidential and not disclose any information obtained during or in connection with the practicum relating to any patient record, medical record or other information of the medical care facility, except as permitted by the facility. You must not disclose what you see or hear with respect to any oral or written information concerning any patient or staff member at the facility. You must not discuss patients publicly, either within or outside the facility. Any breach of these confidentiality requirements may result in your termination from the practicum and/or the program of study.

ETHICAL STANDARDS

Students in the HIT program should be aware of the ethical standards applicable to health information technicians and the HIM profession. These ethical standards can be accessed via the Internet at the Web sites of the American Health Information Management Association ("AHIMA") below:

Code of Ethics

http://library.ahima.org/xpedio/groups/public/documents/ahima/bok1_024277.hcsp?dDocName=bok1_024277

Standards of Ethical Coding

http://www.ahima.org/infocenter/guidelines/standards.asp

<u>REGISTERED HEALTH INFORMATION TECHICIANS ("RHIT")</u>

In order to become an RHIT upon graduation from the Health Information Technology ("HIT") program, you must satisfy certain eligibility requirements and pass a certification examination for RHIT. The certification exam is administered by the Commission on Certification for Health Informatics and Information Management ("Certification Exam").

The Certification Exam is based on an explicit set of competencies. These competencies have been determined through a job analysis study conducted on practitioners. The competencies are subdivided into domains, subdomains and tasks, and the examination tests only content pertaining to these competencies. A copy of the current RHIT competency statements may be obtained from the Program Chair.

In order for you to be allowed to take the Certification Exam to become an RHIT, you must:

- Graduate from a program of study in health information technology that is accredited by the Commission on Accreditation for Health Information and Information Management Education ("CAHIIM"); and

- Pay an examination fee, for which you are solely responsible.

The HIT program is accredited by CAHIIM. A graduate of the HIT program is unlikely to qualify for any employment opportunities involving the management of health information, unless and until he or she is able to pass the Certification Exam.