



# **ITT Technical Institute**

## **STUDENT HANDBOOK**

Lexington  
March 2010

## 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 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!

Dr. P. Michael Linzmaier  
Chief Academic Officer

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## INDEX OF APPENDIX

Completion and Retention Rate Disclosure
Student Body Diversity
Student Complaint/Grievance Procedure
Health Information Technology Program (where applicable) *
Nursing Program (where applicable) *

\* 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](http://info.itt-tech.edu/CAMPUS_SAFETY) and a paper copy can be obtained from the school's Registrar.

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

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

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

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

Rehabilitation Act of 1973 and its regulations.

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

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

## WHO TO SEE

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

## **GENERAL POLICIES**

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

### **ACADEMIC DISHONESTY**

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

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

It is academically unethical and unacceptable to:

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

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

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

### **ADVISING**

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

- Substance abuse costs American society over \$250,000,000,000 each year.
- American businesses suffered a productivity loss of over \$134.2 billion in 1998 due to drinking, either-on-the-job or away from the office.
- Frequent drinking is associated with absenteeism, tardiness, leaving work early and poor coworker relationships.

#### Criminal Realities

- In 2006 5.3 percent of the 14,990 homicides were narcotics related.
- 35% believe the offender was drinking or on drugs during assault in the workplace.
- Alcohol and drugs weaken the brain mechanisms that normally restrain impulsive behaviors, including inappropriate aggression.

#### Medical Realities

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

## Drug Usage Realities

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Ineligible to receive or purchase a firearm.

### Miscellaneous

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

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

## ANTI-HARASSMENT POLICY

It continues to be the policy of ITT Technical Institute that sexual harassment of students or applicants for admission in any form is unacceptable conduct, which will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the school of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault

and other verbal, visual or physical conduct of a sexual nature. No student, applicant, faculty member or other employee of ITT Technical Institute shall threaten or insinuate, either explicitly or implicitly, that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades, studies or educational experience at ITT Technical Institute. Similarly, no faculty member or other employee of ITT Technical Institute shall promise, imply, or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

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

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

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

## ATTENDANCE

Students are required to regularly attend scheduled class meetings and other activities that are part of a course in which the student is registered. Students who fail to academically participate in a campus course for 22 consecutive calendar days will be administratively dropped from that course. For six (6) week online courses, students who fail to academically participate in a course for 11 consecutive days will be administratively dropped from that course. Student holidays that are scheduled during a quarter, except for the two-week winter break, are included in the 22 and 11 calendar days referenced above.

In order to be considered "present" in an online course, a student must log in and complete a required activity at least once during the week. A week runs from 12:00 a.m. Monday morning through 11:59 p.m. Sunday evening.

## AVAILABILITY OF COURSE MATERIALS

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

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

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

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

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

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

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

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

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

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

### **Penalties for Hate Crimes**

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

### **Procedures**

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

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

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

### **BULLETIN BOARDS AND ANNOUNCEMENTS**

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

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

CAMPUS SEX CRIMES PREVENTION ACT NOTICE

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

CHILDREN

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

COMMUNITY RESOURCES

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

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

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

COMPLETION AND RETENTION RATES

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

## 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 course requirements of the student's program of study at the school is determined, in the school's discretion, to be substantially the same as the subject matter of such core 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 in the same area of study (i.e., the humanities, composition, mathematics, the sciences and the social sciences) as the area of study 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 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 grade of "C" (i.e., 2.0 on a 4.0 scale), if the credits were earned at a postsecondary educational institution other than an ITT Technical Institute, or the student's program of study at the school is the Nursing associate's degree program; or (ii) a passing grade, if the credits were earned at an ITT Technical Institute and the student's program of study at the school is not the Nursing associate's degree program.
- 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 any other institution that may be set forth in the School's Catalog. 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**

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 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.

#### **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;
  - c. Keeps confidential information regarding a student's disability; and
  - d. With a student's consent, notifies the student's instructors in writing that a student has a disability and describing any agreed upon accommodations.

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 and flexibility.
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 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.
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.

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 or misleading.**

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 or misleading.

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 and dates of attendance; (i.e., enrollment periods(s), not daily attendance record); and student or user ID number (other than a social security number), but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity which are known or possessed only by the authorized user.

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

## FIRE AND EMERGENCY

### **Fire and Emergency Drills**

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

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

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

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

## NON-DISCRIMINATION AND DIVERSITY

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

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

## ONLINE ASSIGNMENT SUBMISSION

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

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

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

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

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

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

required graded activities after the due date.

## ORIENTATION AND ONLINE STUDENT PREPARATION

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

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

## PARKING

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

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

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

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

## PERSONAL PROPERTY

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

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

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

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

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

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

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

### **The Realities of Rape**

In 2000 the U.S. Department of Justice, Bureau of Justice Statistics report on "The Sexual Victimization of College Women" indicated that:

- Vast majority of sexual victimizations occur in the evening after 6:00 PM;
- 60% of completed rapes occurred on campus at the victim's residence;
- 70% of victim's in a attempted rape use physical force against the assailant; and
- 3 in 10 women reported they were injured emotionally or psychologically.

A 2006 National Crime Victimization survey indicated that:

- Estimated 272,350 sexual assaults in 2006 against victims age 12 and older;
- 41.6% of sexual assaults were reported to police over the last five (5) years;
- 73% of sexual assaults were committed by someone known to the victim; and
- Every two (2) minutes another American is sexually assaulted.

### **What is Date Rape?**

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

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

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

### **Why Does it Happen?**

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

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

### **Preventing Date Rape**

#### **As a woman, you can**

- be clear with men in your life about what, if any, sexual behavior you are comfortable with and keep talking as you get deeper into a relationship.
- not use alcohol or other drugs—they decrease your ability to take care of yourself and make sensible decisions.
- trust your gut feelings. If a place or the way your date acts makes you nervous or uneasy, leave. Always take enough money for a phone call for help.
- check out a first date or blind date with friends. Meet in and go to public places. Take public transportation or drive your own car.
- leave social events with friends not with someone you just met or don't know well.
- always watch your drink and never leave it unattended. Don't accept beverages from someone you don't know and trust.

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

- realize that forcing a woman to have sex against her will is rape, a violent crime with serious consequences.
- accept a woman's decision when she says “no.” Don't see it as a challenge.
- ask yourself how sexual stereotypes affect your attitudes and actions toward women.

- not use alcohol and other drugs—it clouds your judgment and understanding of what another person wants.
- get help if you see men involved in a gang rape.
- understand that if a woman is drunk and you have sex with her against her will, it's still rape.
- seek counseling or a support group to help you if you feel violent or aggressive toward women.

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

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

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

### SAFETY AND SECURITY POLICIES AND CRIME STATISTICS REPORT

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

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

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

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

## SAFETY TIPS

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

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

## SCHOOL CLOSING DUE TO INCLEMENT WEATHER

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

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

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

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

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

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

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

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

### SOLICITING

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

### 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 800-388-3368, ext. 362.

## VISITORS AND GUESTS

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

## VOTER REGISTRATION

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

## WEAPONS

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

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

## **EDUCATIONAL ASSISTANCE**

### ABSENCES

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

### ASSIGNMENTS

All classroom and laboratory assignments are required to be completed by the student. Any missed assignments, due to absenteeism or otherwise, are required to be made up by the student in accordance with the make-up policy specified in the school Catalog.

## EXAMS

Exams must be taken in compliance with school policy.

## EXAM MAKE-UP

Students are required to take exams at the regularly scheduled times unless circumstances beyond the student's control prevent it. These circumstances include documented illness, documented business travel or an online student's technological failure. Students are required to reschedule the missed exam as soon as possible. To reschedule an exam, a student must send a written request to his or her instructor. Online students must submit the request through the course management system. Notwithstanding anything above, the decision to allow a student to make up an exam is at the sole discretion of the school and is final and binding on the student.

## EXTRA HELP FOR ACADEMICS

Students may receive extra help by making a request to their instructor and/or the School or Program Chair. Extra help sessions will be arranged outside the normal classroom instruction hours to assist the student.

Academic assistance includes, but is not limited to, tutoring and group seminars. Specific course tutoring is provided by the staff, peers and through open lab sessions.

Many of these services are provided on a regularly scheduled basis, while others are by appointment only. Students are encouraged to inquire of their instructor or School or Program Chair. Students may be required to accept special help or attend scheduled assistance sessions as a condition of their continuation in the program.

## EXTRA HELP FOR LABORATORY WORK

Students needing additional lab work time to complete assigned lab projects may do so by permission of their instructor or School or Program Chair. Extra help lab sessions are made available outside the normal lab instruction hours.

## LEARNING RESOURCE CENTER

The school maintains a Learning Resource Center ("LRC") that includes access to the ITT Technical Institute Virtual Library. The LRC contains reference and reading materials related to the school's academic programs. Hours of operation and available services are posted in the LRC. Students needing access to the LRC during non-scheduled hours should see a School or Program Chair or the Dean. A student is responsible to the school for the replacement cost of any lost or damaged materials the student removes from the LRC. A student's degree or diploma will be withheld by the school until all LRC materials the student removes from the LRC are returned to the school in good condition or the student pays the school the replacement cost of those LRC materials.

## SCHEDULE CHANGES AND WITHDRAWALS

Any student desiring to change his or her program of study or class schedule must first obtain permission from the Dean. Such permission is at the discretion of the school. Students who wish to withdraw from a program of study or a course should notify the Dean or School or Program Chair in advance of withdrawal. Students must also contact the school's Director of Finance in the event of any change in student status.

## FINANCIAL ASSISTANCE

### BOOKSTORE

The textbooks, tools and supplies required for the program of study are to be furnished to the student or made available for sale the week prior to the upcoming term or on the first day of that term's classes. Students are not obligated to buy any of the required books, tools, or supplies for their program of study from the school, but students are required to possess the requisite books, tools and supplies, whether purchased from the school or elsewhere.

### CHECK CASHING POLICY

The cashier's office will not cash any checks and will only accept those checks made out to the school for educational costs.

### ENTRANCE AND EXIT COUNSELING

Students are provided individual entrance and exit counseling with respect to financial aid received under the federal student financial aid programs. Information on topics, such as loan options, financial planning, repayment obligations, and deferment/forbearance options, are provided to each student upon entering and leaving school.

### FINANCIAL AID ASSISTANCE

School financial aid services are generally available during normal business hours. If a student needs to meet with a financial aid professional during a particular evening and he/she is unavailable, contact the Director of Finance to make other arrangements. See the Director of Finance for additional information.

### SMARTFORMS

ITT Technical Institute offers students the use of a web-based program to aid them in completing their financial aid forms such as the FAFSA and Stafford Loan forms. This convenient application enables cosigners and/or parents, who would otherwise be unavailable, to participate in required portions of the financial aid process.

### SUSPENSION AND REINSTATEMENT OF ELIGIBILITY FOR FEDERAL STUDENT FINANCIAL AID AS A RESULT OF DRUG-RELATED OFFENSES

#### **Suspension of Eligibility for Federal Student Financial Aid as a Result of Drug-Related Offenses**

A student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan or work assistance under the federal student financial aid programs during the period beginning on the date of such conviction and ending after the interval specified in the following table:

**If convicted of an offense involving:**

<b><u>The possession of a controlled substance:</u></b>	<b><u>Ineligibility period is:</u></b>
First offense	1 year
Second offense	2 years
Third offense	Indefinite
<b><u>The sale of a controlled substance:</u></b>	<b><u>Ineligibility period is:</u></b>
First offense	2 years
Second offense	Indefinite

**Reinstatement of Eligibility for Federal Student Financial Aid as a result of Drug-Related Offenses**

In the event you are notified that your eligibility for federal student financial aid has been suspended as a result of a conviction of an offense under a federal or state law involving the possession or sale of a controlled substance, you may regain your eligibility before the end of the ineligibility period if:

- (a) you satisfactorily complete a drug rehabilitation program that:
  - (i) complies with such criteria prescribed in the U.S. Department of Education’s regulations; and
  - (ii) includes two unannounced drug tests;
- (b) you successfully pass two unannounced drug tests conducted by a drug rehabilitation program that complies with such criteria prescribed in the U.S. Department of Education’s regulations; or
- (c) the conviction is reversed, set aside or otherwise rendered nugatory.

The term “controlled substance” has the meaning given the term in section 102(6) of the Controlled Substances Act (21 U.S.C. 802(6)).

**TUITION PAYMENT**

Acceptable means of payment are: cash, personal check made out for the exact amount, money order made out for the exact amount and credit card (if accepted).

**CAREER SERVICES ASSISTANCE**

Today’s professional must be well prepared. In order to help students be knowledgeable and marketable as they enter the workforce, ITT Technical Institute provides Career Services designed to help students pursue their career goals.

## PROFESSIONAL DEVELOPMENT

Through a series of workshops, seminars, panels and other events Career Services provides information on career development components, such as resume writing, interviewing, professional dress, networking, occupational and industry knowledge, evaluating job offers and salary negotiations. Additionally, Career Services and faculty provide instruction on career search development through the Professional Procedures and Portfolio Development course material.

## INDIVIDUAL CAREER SEARCH ADVISING

Students and graduates are encouraged to regularly meet with Career Services staff to receive personalized coaching and advice regarding their career search, and interview preparation.

## PRE-GRADUATE EMPLOYMENT ASSISTANCE

The Career Services staff assists students in identifying employment opportunities involving their fields of study while they pursue their programs.

## CAREER BANK – ITT TECHNICAL INSTITUTE’S ONLINE JOBS DATABASE

ITT Technical Institute offers its students and alumni access to a password-protected database of both local and national employment opportunities. Through Career Bank students and graduates have the opportunity to: upload resumes; search and apply for jobs online; sign up for a time slot for an on-campus interview; and conduct research on occupations, industries, companies and job-search topics. Employers who are interested in connecting with our students and graduates can post employment opportunities in this database and keyword-search resumes students have uploaded into this system.

Career Bank is also available to prospective students once they are admitted to ITT Technical Institute.

## CAREER FAIRS

The campus may sponsor Career Fairs to help students connect with 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**

Business Administration (Bachelor's): Communications; Finance; Government; Manufacturing; Marketing; and Sales.

Business Accounting Technology (Bachelor's): Accountant; Accounting Clerk; Accounting Technician; Auditor; Bookkeeper; Claims Examiner; Payroll Administrator; and Tax Preparer.

Business Administration-Project Management (Bachelor's): Financial Services; Government; Information Systems; Insurance; and Manufacturers.

Technical Project Management (Bachelor's): E-Commerce Architect; E-Commerce Programmer; E-Commerce Project Manager; Intranet Engineer; Online Producer; Support Specialist; Web Architect; Web Administrator; and Web Programmer.

## **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 Private Investigator.

Criminal Justice-Cyber Security (Bachelor's Degree): Business; Financial Services; Government; Insurance; Security; and Systems Security.

Paralegal Studies (Associate's Degree): Paralegal; Real Estate Paralegal; Legal Assistant; Contracts Administrator.

## **School of Drafting and Design**

Computer Drafting and Design (Associate's Degree): Construction Drafter; Design Landscaper; Drafting Technician; Illustrator; Mapping Technician; Structural Auto CAD Technician; and Utility Design Contractor.

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 Animator; Flash Developer; Game Tester; and Graphic Designer.

Graphic Design (Bachelor's Degree): Desktop Publishing Operator; Internet/Web Designer; Prepress Technician; and Print Production Assistant.

Information Technology-Multimedia (Associate's Degree): Computer Animator; Computer Graphics Technician; Computer Modeler; GUI Design Specialist; Interactive Training Materials Designer; Multimedia Authoring Specialist; and Multimedia Technician.

Visual Communications (Associate's Degree): Computer Graphics Technician; Interactive Media Designer, Multimedia Technician; and Production Artist.

## **School of Electronics Technology**

Computer and Electronics Engineering Technology (Associate's Degree): Assembler; Computer Hardware Technician; Digital 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 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.

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.

Industrial Automation Engineering Technology (Bachelor's Degree): Automation Technician; Field Service Technician; Manufacturing Technician; Process Control Technician; Production Maintenance Technician; Service Technician; and Technical Sales Representative.

### **School of Health Sciences**

Health Information Technology (Associate's Degree): Registry Specialist; Health Information Technician; Medical Records Technician; Patient Information Coordinator; Health Data Analyst; Health Record Analyst; Release of Information Specialist and Reimbursement Specialist.

Nursing (Associate's Degree): Adult Intensive Care Nurse; Extended Care Nurse; Health Educator; Home Health Nurse; Labor and Delivery Nurse; Psychiatric Nurse; and Staff Nurse (Hospital, Clinic or Physician's Office.)

### **School of Information Technology**

Data Communication Systems Technology (Bachelor's Degree): Computer Technician; Data Communications Specialist; Data Governance Manager; Data Quality Assurance; IT Data Center Technician; Network Administrator; Network Installation Technician; Network Maintenance Technician; Programmer Analyst; System Analyst; and Test Data Manager.

Information Systems Administration (Associate's Degree): Computer Security Specialist; Computer Support Specialist; Network Administrator; Operations Manager; and Technical Support Specialist.

Information Systems Security (Bachelor's Degree): Application Security Analyst; Computing Security Specialist; Information Security Administrator; Information Systems Security Representative; Network Security Specialist; Security Auditor; Security Technician; and Systems Engineer.

Information Technology-Computer Network Systems (Associate's Degree): Computer Technician; Desktop Support Technician; Help Desk Support; IT Assistant; Network User-Support Specialist; 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.

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 Technology (Associate's Degree): Application Development; Associate Software Engineer; Database Programmer; Developer; Help Desk Support; and IT Assistant.

Software Engineering Technology (Bachelor's Degree): Software Applications Analyst; Software Applications Specialist; Software Design Engineer; Software Developer; Software Graphics Engineer; Software Tester; and Web Application Developer.

Information Technology-Web Development (Associate's Degree): Database Technician; HTML Programmer; Web Application Developer; Web Programmer; and Website Designer.

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.

## Appendix

Completion and Retention Rate Disclosure

Student Body Diversity

Student Complaint/Grievance Procedure

Health Information Technology Program (where applicable) \*

Nursing Program (where applicable) \*

\* 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

### COMPLETION AND RETENTION RATE DISCLOSURE

#### ITT TECHNICAL INSTITUTE

Main Campus: 10999 Stahl Rd., Newburgh, IN 47630

Additional Location(s): 1930 Meyer Drury Dr., Arnold, MO 63010  
10 Forbes Road, Woburn, MA 01801  
333 Providence Highway, Route 1, Norwood, MA 02062  
2473 Fortune Drive, Suite 180, Lexington, KY 40509  
9500 Ormsby Station Road, Suite 100, Louisville, KY 40223  
863 Glenrock Rd., Suite 100, Norfolk, VA 23502

#### **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 N/A % 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) N/A % Male
  - (ii) N/A % Female
- (b) Ethnicity:
  - (i) N/A % Hispanic or Latino
  - (ii) N/A % White
  - (iii) N/A % Black or African American
  - (iv) N/A % Asian or Pacific Islander
  - (v) N/A % American Indian or Alaska Native
  - (vi) N/A % Two or more races
  - (vii) N/A % Decline to disclose
- (c) N/A % received a Pell Grant
- (d) N/A % 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
- (e) N/A % received neither a Federal Pell Grant nor a loan under either the FFEL Program or FDL Program, other than an Unsubsidized Stafford Loan under either program

The completion rate represents the percentage of the total number of Students (as defined below) who (a) started any program of study in the Fall quarter of 2005 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, 2005 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").

Note: If the data fields contained herein state "N/A", the 150% Completion Period has not yet elapsed for the total number of students as defined above.

**Retention Rate:**

The entire institution has a retention rate of 53.05 % as determined in accordance with the following formula (the “Retention Rate”).

The retention rate represents the percentage of the total number of Students who (a) started any program of study in the Fall quarter of 2005 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, 2005 and following the start of the Fall quarter of 2006 (the “Retention Period”).

**Definition:**

“Students” are defined for purposes of the Completion and Retention Rates Disclosure 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;
- (d) first-time (i.e., entering students who have never previously attended any institution of higher education); and
- (e) 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 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.

**APPENDIX**  
**STUDENT BODY DIVERSITY**

ITT Technical Institute

Main Campus: 10999 Stahl Rd., Newburgh, IN 47630

Additional Locations: 1930 Meyer Drury Dr., Arnold, MO 63010  
10 Forbes Road, Woburn, MA 01801  
333 Providence Highway, Route 1, Norwood, MA 02062  
2473 Fortune Drive, Suite 180, Lexington, KY 40509  
9500 Ormsby Station Road, Suite 100, Louisville, KY 40223  
863 Glenrock Rd., Suite 100, Norfolk, VA 23502

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 September 2008 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, 2008 was as follows:

73.80% Male  
20.38% Female  
57.85% Received a Pell Grant  
97.85% 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).

**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 Senior Vice President, Chief Compliance Officer, 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 Senior Vice President, Chief Compliance Officer, ITT/ESI, or designee will reply to the student in writing, specifying what action, if any, ITT/ESI will undertake.

**STEP THREE - Contact the State**

If the complaint has not been resolved by ITT/ESI to the satisfaction of the student, the student may contact the Kentucky Council of Postsecondary Education, 1024 Capital Center Drive, Suite 320, Frankfort, KY 40601-

8204. Telephone (502) 573-1555.

**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 26 REV. 08/06 KENTUCKY

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ITT Manufacturing Enterprises, Inc.**

## **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 preceding 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](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>

### REGISTERED HEALTH INFORMATION TECHICIANS (“RHIT”)

As specified in the Acknowledgment Concerning the Programmatic Accreditation and Certification Examination Pertaining to the Health Information Technology Program Offered by ITT Technical Institute that you signed and in the program outline for the HIT program in the school catalog, in order to become an RHIT upon graduation, you must satisfy certain eligibility requirements and pass a certification examination for RHIT administered by the Council on Certification of the American Health Information Management Association.

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.

At this time, the HIT program is not accredited by CAHIIM. If the Program does not become accredited by CAHIIM by the time you graduate from the HIT program, you will not be allowed to take the Certification Exam to become an RHIT, unless and until such time as the HIT program becomes accredited by CAHIIM and you were a student in the HIT program during its candidacy for CAHIIM accreditation.

The school is seeking accreditation of the HIT program by CAHIIM, but the school has not and cannot make any promise or representation whatsoever to you:

- That the HIT program will ever become accredited by CAHIIM;
- That you will ever be able to take the Certification Exam or become an RHIT upon your graduation from the HIT program; or
- That you will pass the Certification Exam, even if you are allowed to take it upon graduation from the HIT program.

**APPENDIX**  
**NURSING PROGRAM**  
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## Associate Degree, Nursing Program

### Mission, Philosophy and Framework

**Mission:** The mission of the ITT Technical Institute's *Associate Degree, Nursing program* is the education of individuals from diverse backgrounds to be well-prepared registered nurses who can provide competent care in a variety of ever-changing health care settings. Within the program, a learner-centered environment of mutual respect promotes individuals to grow intellectually and personally through the integration of theoretical concepts, values and nursing knowledge in classroom learning 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.

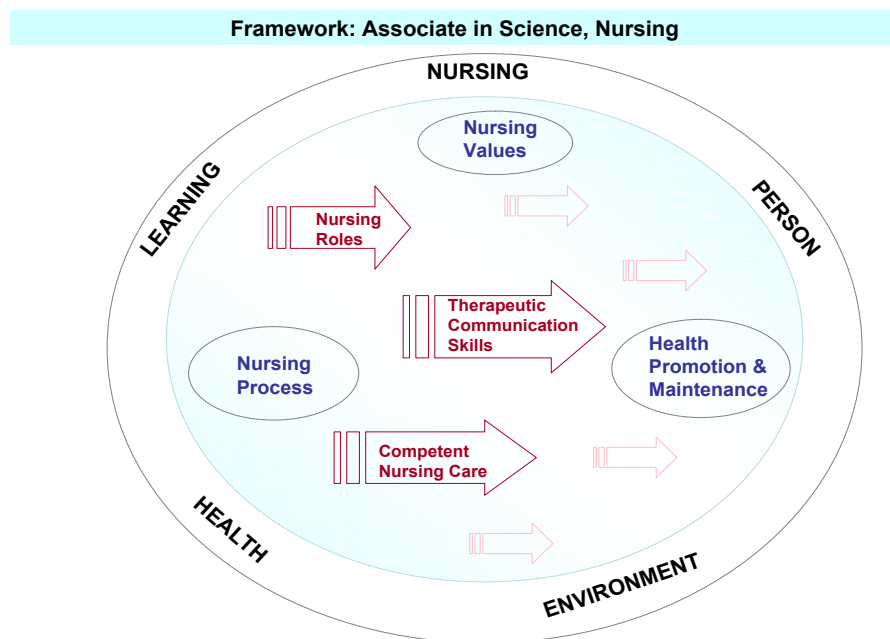
**Philosophy:** The philosophy of the *Associate Degree, Nursing program* represents the faculty's beliefs concerning the Nursing Paradigm: **Nursing, Person, Environment, Health and Learning.**

- **Nursing:** Nursing is both an art and a science, the interactions of which make nursing unique. Nursing values guide the provision 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 dynamic and 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, 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 attainment. 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 through role socialization. The learning process includes effective teacher and learner communications and interactions where both have responsibilities for goal attainment.

**Framework: Education in the Associate Degree, 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 build throughout the program from simple to complex. They are Nursing Roles, Therapeutic Communication Skills and Competent Nursing Care.



- **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:** 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. Always within the provider role is the application of teaching-learning principles for health promotion and maintenance.

The nurse, as a Manager of Care, coordinates health care interventions with members of an interdisciplinary team. The team includes not only the nurse but the patient, the patient's family and other health care 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 expectations due to continually changing health care technologies and settings. Decisions are made and actions taken that are 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: that of 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.

## ACADEMIC POLICIES

### CLINICAL ATTENDANCE

Punctual and regular attendance at clinical is mandatory. The following policies apply: 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 specific course syllabi for proper notification of course faculty. A student who does not properly notify the faculty and does not come to clinical (no call no show) will receive a failure for the course unless suitable documentation is provided. Any student absent from clinical more than once, will not be allowed to continue in the course and will be withdrawn. Please see a current ITT Technical Institute catalog for steps on withdrawing from a course.

Tardiness is defined as being late by five minutes or more. Being tardy two times will constitute 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.

### CLINICAL PLACEMENT/ASSIGNMENT

Multiple clinical facilities are used for the education of nursing students in an associate degree program through the application of the nursing process across the spectrum of health care settings and populations. Dates and times for clinical assignments are determined by school nursing program faculty based on clinical site availability. Students will not be placed on a clinical unit where they are currently employed.

### 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/ethics/code/protected\\_nwcoe813.htm](http://nursingworld.org/ethics/code/protected_nwcoe813.htm)

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, 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 or photocopy any chart documents. Any violation of patient confidentiality may result in dismissal from the program.

### DRESS CODE

Students are to wear the official ITT Technical Institute uniform during clinicals. The uniform should be clean, neatly ironed and in good repair. If the female student chooses to wear a dress or skirt, the length is to be no shorter than the bottom of the knee. Shoes are to be all white. Cloth/canvas shoes are unacceptable. Name badges are to be worn at all times while at the clinical site. There may be additional

uniform requirements at your location. Please see the Program Chair of Nursing for further information.

### **DRUG TESTING AND HEALTH REQUIREMENTS**

The ITT Technical Institute School of Health Sciences 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 uses illegal drugs or other substances, is intoxicated with illegal drugs, other substances or alcohol during any classroom, laboratory or clinical portion of any program of study offered by ITT Technical Institute, or possesses, distributes or uses illegal drugs or alcohol on ITT Technical Institute premises or at any events or 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 may be required to consent to and pass drug/alcohol testing, physical examination and 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. The background check(s) may include, but not be 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; and
- (c) The criminal history of the student which raises reasonable questions as to the student's ability to provide safe and competent patient care.

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

- (i) Abuse, neglect, assault, battery, criminal sexual conduct; and
- (ii) Any fraud or theft against a vulnerable adult within ten years of the student's admission to the program.

Prior to the clinical, students in the Nursing program that test positive to the drug screen are not permitted to progress and are immediately dismissed from the program. Readmission after a positive drug test will require three negative screens in the preceding year. Retesting will be at the student's expense. Records of drug screening results will be maintained in the student's permanent file.

If an acute medical condition arises while a student is enrolled in the Nursing program, a written statement must also be obtained by the student from their health care provider which states the student's ability to perform the following activities without restriction: moving, lifting and transferring patients. The above requirement also pertains to pregnancy. Students are responsible for their own medical 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 a CPR certification from the American Heart Association for healthcare providers within the past 12 months; and
- (d) have completed training (and have documentation evidencing that training) on:
  - (i) universal precautions 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; and
  - (v) any HIV/AIDS training required by state law.

DRUG TESTING “FOR CAUSE”: \_

- (a) If, during a student’s clinical or laboratory experience, a faculty or clinical instructor perceives the odor of alcohol 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 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 and notify the clinical agency supervising personnel;
  - (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 may call the transportation service 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 or drugs, other illegal substances, or for 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 or drugs, or 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 to request that the student be transported home; and
  - (iii) Enrollment in the program will be immediately terminated.
- (e) State regulations may require the school to report the incident to a state regulatory body.

## READMISSION TO THE NURSING PROGRAM RELATED TO SUBSTANCE ABUSE

- (a) Readmission after a positive drug or alcohol test will require at least three negative tests in a designated period of time not less than the preceding academic quarter, or as required by state law. Retesting will be at the student's expense.
- (b) Students seeking readmission to the program must:
  - (i) Submit a letter requesting readmission to the program of study.
  - (ii) Provide evidence of a minimum of three negative random drug/alcohol tests in a designated period of time not less than the preceding academic quarter, or as required by state law, with retesting to be conducted at the student's expense;
  - (iii) Repeat and pass a drug/alcohol test immediately prior to his/her readmission; and
  - (iv) Include 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, if such documentation is either required by the state or deemed appropriate by the Program Chair in his/her discretion for the safety of patients and the public.
- (c) If a student, after being readmitted to program, has any positive result on an alcohol/drug test, the student will be permanently terminated from the program.

## MIDPROGRAM EXAMINATION

Students are required to take a Mid-Curricular HESI Examination. Upon examination completion, a customized remediation plan is provided by HESI for each student. The purpose of the examination is to assess the student's development of knowledge and skills, provide feedback to the student, and promote preparation for the Exit HESI Examination and the NCLEX licensure exam. The student's score on the Mid-Curricular HESI Examination will not affect the student's progression in the program.

## NURSING CONDUCT/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 a clinical failure, suspension and/or dismissal from the program. Unsafe or unethical 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 do not fall within the legal 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 Confidentiality section).
7. Behaving in a disrespectful manner toward patients and/or other health care team members.
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, etc.

The following measures may be taken by the clinical faculty member if a nursing student demonstrates an unsafe and unethical nursing practice as defined above:

1. Immediate dismissal from the clinical area.
2. Assignment of additional learning activities to assist the student to meet the clinical objectives.
3. Provide written list of criteria and/or activities that the student must meet or complete in order to change unsafe or unethical behaviors.
4. Suspension from the clinical area if the student repeats the unsafe or unethical nursing activity.  
**Suspension will result in failure of the clinical component of the nursing course.**

Any nursing student who demonstrates extreme unsafe or unethical behavior in the clinical area will be subject to immediate dismissal from the program. Examples of extreme unsafe or unethical behavior includes, but are not limited to, intentionally or recklessly jeopardizing patient safety, intentionally or recklessly causing physical harm to a patient, and abusing a patient. Abuse of a patient occurs when the misuse of power or betrayal of trust, respect, or intimacy causes or is likely to cause physical, mental, emotional, or financial harm to a patient.

### **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 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.

Leave the workspace clear of debris, clean and orderly. Children are not allowed in the lab at any time.

### **RELEASE OF INFORMATION/SOCIAL SECURITY NUMBER**

Students are required to sign a statement releasing their social security number to clinical facilities as requested.

### **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.

### **SATISFACTORY ACADEMIC PROGRESS**

In addition to following the Satisfactory Academic Progress policy that is outlined in the School Catalog, nursing students receiving a grade of less than a “C” in any two nursing courses will be automatically dismissed from the nursing program. The student may appeal the dismissal decision to the Dean, following the appeal process outlined in the Catalog.

### **SKILL RETURN DEMONSTRATION**

Students will be provided with opportunities to successfully return demonstrated critical skills. Students must pass the return demonstrations according to current required criteria.

### **SKILL RETURN DEMONSTRATION DEADLINE**

Skill return demonstration deadlines will be announced during the applicable courses in the program.

### **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.nсна.org](http://www.nсна.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.

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 instructor to discuss any reasonable accommodation or modification that may be available.

### **UNSATISFACTORY CLINICAL PERFORMANCE**

Unsatisfactory behavior may consist of, but not be restricted to the following. If the student is:

1. Consistently late;
2. Absent, and time is not made up;
3. Non-compliant with uniform code requirements;
4. Not prepared to meet the laboratory objectives for that day;
5. Not prepared to meet the clinical objectives for that day;
6. Inappropriate in applying safety measures;
7. Consistently inappropriate in decision making;
8. Not compliant in assignment completion; and
9. Inappropriate in communication with patients, their families, and staff.

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.

## STANDARDS AND FUNCTIONAL ABILITIES FOR NURSING STUDENTS

### Standards

Critical thinking: ability sufficient for clinical judgment.

Reading: ability sufficient to comprehend

Arithmetic: ability sufficient to perform least at the tenth grade

Hearing: ability sufficient for physical and environmental monitoring.

Visual: ability sufficient for accurate observation and assessment.

graphs, computer screens,

Smell: ability sufficient to detect environmental and client odors.

Physical strength/endurance: ability sufficient to perform full range of patient activities.

Motor skills: ability sufficient to provide safe and effective nursing care.

Mobility: ability sufficient to move from room and within confined space.

Tactile: ability sufficient for physical and assessment.

### Functional Ability

Identify cause-effect relationships; problem solve; predict, evaluate outcomes; develop/evaluate care plans.

Read written documents, the graphs, etc. written word.

Measure time; compute computations at medication dosage, count rates; level. use measuring tools; add; subtract; multiply whole numbers; compute fractions.

Auscultate faint body sounds; hear voices; hear monitor alarms and emergency signals.

Observe patient response/condition; distinguish color and color intensity; prepare medications; see oscilloscopes.

Detect foul smelling odors from patient; detect smoke, gasses.

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.

Position patient; obtain specimens; calibrate instruments/equipment; prepare and administer medications; grasp small objects; write.

Move about in populated areas; room to twist, stoop, squat, move quickly; administer repetitive motions (CPR).

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.

