

**Attachment 7 – Clive, IA 2007 Catalog Draft**

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The information contained in this catalog was accurate at the time of publication. The information contained in this catalog is being provided in compliance with Iowa Code 261B.9. Following publication, any of the catalog information may change without notice, including, without limitation, the information regarding tuition, fees, costs, class schedules, the student calendar, the program outline, the course descriptions, curricula, faculty, advisory committees, student services, administrative policies, program objectives and career opportunities for graduates of the program.

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# CURRICULA

## SCHOOL OF INFORMATION TECHNOLOGY

### INFORMATION SYSTEMS SECURITY

#### BACHELOR OF SCIENCE DEGREE

**Objectives** - Individuals with knowledge of information systems security are now considered to be an important part of most IT infrastructure teams. Roles cover a range of activities spanning from analysis, to design and implementation of security systems, to security monitoring and countermeasures and ongoing administration. Students will study the essentials of information security and the security aspects of common information technology platforms. Students will be exposed to techniques used to deploy and manage security systems and configure security solutions.

**Career Opportunities** - Graduates of this program may begin their careers in a variety of entry-level positions involving information systems security, such as network/security administrators or security systems technologists. These positions are typically part of a team working on projects that require designing, configuring, implementing and maintaining security solutions as part of IT infrastructure projects. In other roles, graduates may be part of teams involved in auditing and verifying existing security systems and suggesting ways to improve the same.

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

**School Equipment** - Students will have the opportunity to use the following school equipment as required throughout the program: computer systems, network hubs, patch panels, printers and other common computer peripherals. Refer to Student Equipment in the Online Course Information section of this catalog for information relating to the student equipment requirements for the distance education courses that are taught online over the Internet.

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

#### Program Outline

Course Number	Course	Credit Hours
<b>Core Courses</b>		
	Unspecified Core courses*	30
EC311	Introduction to Project Management	4
IS311	Internetworking Infrastructure and Operations	4
IS312	Information Security Essentials	4
IS314	Security Architecture of Common IT Platforms	4
IS315	IS Risk Management and Intrusion Detection	4
IS316	Fundamentals of Network Security, Firewalls and VPNs	4
IS317	Hacker Techniques, Tools and Incident Handling	4
IS318	Information Security Perspective on Intranet, Internet and E-Commerce Infrastructure	4
IS411	Security Policies and Implementation Issues	4
IS413	Auditing E-Commerce Systems and IT Infrastructure	4
IS414	User Authentication Systems and Role-Based Security	4
IS415	System Forensics Investigation and Response	4
IS416	Securing Windows Platforms and Applications	4
IS417	Capstone Project	4
IS418	Securing Linux Platforms and Applications	4
IS421	Legal and Security Issues	4
	<b>Subtotal</b>	<b>94</b>
<b>General Education Courses**</b>		
	Unspecified General Education courses**	24
EG351	Social Psychology+	4
EG371	Research Methods+	4
EG372	Written Analysis+	4
EG381	Statistics+	4
EG452	Economics and Change+	4
EG462	Contemporary World Culture+	4
EG468	Ethics+	4
EG481	Environmental Issues+	4
	<b>Subtotal</b>	<b>56</b>
<b>Elective Courses</b>		
	Unspecified Elective courses (must include either TB143 or TB145)	30
<b>Minimum required credit hours for the Baccalaureate Degree (Grand total)</b>		<b>180</b>

+In this program, this course may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course information section of this catalog for additional information relating to these courses that the school decides to teach all or partially online over the Internet. In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.

\*\*Any general education courses taught by the school in this program may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course information section of this catalog for additional information relating to these courses that the school decides to teach all or partially online over the Internet. In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.

\*Examples of the subject matter included in the Unspecified Core courses are as follows: operating systems; PC technology; network technology; database applications; communications systems; needs assessment; word processing; project administration; project planning; Web technology; Web programming; information/communication systems; programming languages and software engineering. Courses offered at this school that satisfy the Unspecified Core course requirement are ET115, ET127, ET145, ET215, ET225, ET245, ET255, ET275, ET285, IT103, IT104, IT107, IT109, IT116, IT203, IT204, IT210, IT220, IT221, IT222, IT250, IT302, IT320, IT321 and IT330. The course descriptions for these courses are in the Course Descriptions section of this catalog.

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

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

# INFORMATION TECHNOLOGY - COMPUTER NETWORK SYSTEMS

## ASSOCIATE OF SCIENCE DEGREE

**Objectives** - Information technology (IT) is a diverse area of study encompassing several computer-based system and application areas. The advancement of computers and communication technology continues to have profound impact on our lives. A need exists for technically competent individuals to provide appropriate computing solutions for users. The objective of the IT program is to provide a broad-based foundation in the area of IT and a concentration in computer network systems.

In addition to technical knowledge, it is important for IT workers to be able to communicate, handle multi-tasking situations and to assess user needs when developing computer-based solutions.

The Information Technology - Computer Network Systems program can help graduates prepare to perform tasks associated with installing, upgrading and maintaining computer network systems in typical LAN/WAN environments. This option explores a number of networking and internetworking technologies. Additional curriculum topics, investigated through classroom and laboratory experiences, include introductory computer programming, survey of operating systems, network design and implementation, network systems management and other related technical subjects. Information Technology - Computer Network Systems consists of a foundation core of computing and general education courses, followed by studies in computer network systems applications.

**Career Opportunities** - Graduates of this program may begin their careers in Information Technology - Computer Network Systems in a variety of entry-level positions in various fields involving information technology - computer network systems, such as computer network analyst, computer network technician, help desk analyst and WAN/LAN technician.

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

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

**School Equipment** - Students will have the opportunity to use the following school equipment as required throughout the program: computer systems, network hubs, patch panels, printers and other common computer peripherals. Refer to Student Equipment in the Online Course Information section of this catalog for information relating to the student equipment requirements for the distance education courses that are taught online over the Internet.

**Class Size** - Classes generally range in size from 15 to 40 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

### Program Outline

Course Number	Course	Credit Hours
<b>Core Courses</b>		
IT103	Operating Systems	4
IT104	Introduction to Computer Programming	4
IT109	Microsoft Desktop Operating System	4
IT116	Intermediate Programming	4
IT203	Database Development	4
IT220	Network Standards and Protocols	4
IT221	Microsoft Network Operating System I	4
IT222	Microsoft Network Operating System II	4
IT250	Linux Operating System	4
IT302	Linux System Administration	4
IT320	WAN Technology and Application	4
IT321	Network Technology and Service Integration	4
IT330	Network Systems Management	4
IT331	Network Development Capstone Project	4
		<b>Subtotal 56</b>
<b>General Education Courses</b>		
GE117	Composition I+	4
GE127	College Mathematics I+	4
GE184	Problem Solving+	4
GE192	College Mathematics II+	4
GE217	Composition II+	4
GE273	Microeconomics+	4
GE347	Group Dynamics+	4
		<b>Subtotal 28</b>
<b>Technical Basic Courses</b>		
TB133	Strategies for the Technical Professional +	4
TB143	Introduction to Personal Computers+	4
TB332	Professional Procedures and Portfolio Development+	4
		<b>Subtotal 12</b>
<b>Program Total</b>		<b>96</b>

+In this program, this course may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course information section of this catalog for additional information relating to these courses that the school decides to teach all or partially online over the Internet. In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.

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

# SCHOOL OF ELECTRONICS TECHNOLOGY

## ELECTRONICS AND COMMUNICATIONS ENGINEERING TECHNOLOGY

### BACHELOR OF SCIENCE DEGREE

**Objectives** - The purpose of this program is to help graduates prepare for career opportunities in a variety of entry-level positions in various fields involving electronics engineering technology, including communication systems. Courses in this program offer an expansive foundation in electronic circuitry and communications engineering technology through the study of subjects such as circuit analysis, circuit design, data and network communications, digital communications in the presence of noise, calculus and additional general education coursework.

**Career Opportunities** - Graduates of this program may begin to pursue career opportunities in a variety of entry-level positions, such as electronics engineering technologist, electronics engineering assistant, engineering sales/service representative, computer systems technologist, industrial systems technologist, technical consultant, telecommunications technician, communication systems installer, field service representative, engineering technician or research technician. Among the types of work environments that may use the services of graduates with the skills addressed in this program are: data and telecommunications service providers, TV and satellite services organizations, computer network sales and service organizations, entertainment industries, transportation companies, communications R&D facilities, product development departments, research and development groups, quality engineering departments, field service offices and maintenance departments.

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

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

**School Equipment** - Students will have the opportunity to use the following school equipment as required throughout the program: standard electronics test equipment such as multimeters, oscilloscopes, power supplies, signal generators and spectrum analyzers, cabling tools and test instruments and circuit and system simulation software. Refer to Student Equipment in the Online Course Information section of this catalog for information relating to the student equipment requirements for the distance education courses that are taught online over the Internet.

**Class Size** - Classes generally range in size from 15 to 30 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

#### Program Outline

Course Number	Course	Credit Hours
<b>Core Courses</b>		
	Unspecified Core courses *	36
ET375	C Programming in Linux	4
ET445	Advanced Circuit Analysis I	4
ET446	Advanced Circuit Analysis II	4
ET455	Digital Communication Systems I	4
ET456	Digital Communication Systems II	4
ET475	Electronic Circuit Design I	4
ET476	Electronic Circuit Design II	4
ET485	Capstone Project	4
IT340	Communications Cabling	4
IT342	Data and Network Communications I	4
IT343	Data and Network Communications II	4
IT350	Modern Wireless Communications	4
TM380	Advanced Topics in Technical Mathematics	4
TM420	Technical Calculus	4
	<b>Subtotal</b>	<b>92</b>
<b>General Education Courses**</b>		
	Unspecified General Education courses**	26
EG360	Introductory Calculus+	4
EG371	Research Methods+	4
EG372	Written Analysis+	4
EG452	Economics and Change+	4
EG462	Contemporary World Culture+	4
EG468	Ethics+	4
EG481	Environmental Issues+	4
	<b>Subtotal</b>	<b>54</b>
<b>Elective Courses</b>		
	Unspecified Elective courses	34
	<b>Minimum required credit hours for the Baccalaureate degree (Grand total)</b>	<b>180</b>

+In this program, this course may be taught either completely in residence at the school, completely online over the internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course information section of this catalog for additional information relating to these courses that the school decides to teach all or partially online over the internet. In order to help students become familiar with fundamentals of taking courses online over the internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.

++Any general education courses taught by the school in this program may be taught either completely in residence at the school, completely online over the internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course information section of this catalog for additional information relating to these courses that the school decides to teach all or partially online over the internet. In order to help students become familiar with fundamentals of taking courses online over the internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.

\*Examples of the subject matter included in the Unspecified Core courses are as follows: basic electronics and devices; digital electronics, computer technology; and electronic systems. Courses offered at this school that satisfy the Unspecified Core course requirement are ET115, ET145, ET215, ET245, ET255, ET275, ET285, ET315 and IT104. The course descriptions for these courses are in the Course Descriptions section of this catalog.

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

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

**COMPUTER AND ELECTRONICS ENGINEERING TECHNOLOGY**  
ASSOCIATE OF SCIENCE DEGREE

**Objectives** - This program helps graduates begin to prepare for careers in a variety of entry-level positions in many fields of electronics and computer technology, such as aviation, communications, computers, consumer products, defense and research and development. The program acquaints students with certain circuits, systems and specialized techniques used in electronics and computer technology career fields and exposes students to a combination of classroom theory and practical application in a laboratory environment.

**Career Opportunities** - Graduates of this program may begin their careers in a variety of entry-level positions in various fields involving electronics engineering technology and computer engineering technology such as technician, electronics technician, field service representative, salesperson and computer technician.

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

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

**School Equipment** - In laboratory, students typically work in teams. Students will have the opportunity to use the following school equipment as required throughout the program: computers, applications programs relevant to the field, standard hand tools and various pieces of test equipment which include the multimeter, power supply, oscilloscope and signal generator. Other types of specialized test equipment may be available for student use in various individual applications. Refer to Student Equipment in the Online Course Information section of this catalog for information relating to the student equipment requirements for the distance education courses that are taught online over the internet.

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

**Program Outline**

Course Number	Course	Credit Hours
<b>Core Courses</b>		
ET115	DC Electronics	4
ET127	PC Technology	4
ET145	AC Electronics	4
ET215	Electronic Devices I	4
ET225	Networking Concepts	4
ET245	Electronic Devices II	4
ET255	Digital Electronics I	4
ET275	Electronic Communications Systems I	4
ET285	Digital Electronics II	4
ET315	Electronic Communications Systems II	4
ET345	Control Systems	4
ET355	Microprocessors	4
IT104	Introduction to Computer Programming	4
<b>Subtotal</b>		<b>52</b>
<b>General Education Courses</b>		
GE117	Composition I+	4
GE127	College Mathematics I+	4
GE184	Problem Solving+	4
GE192	College Mathematics II+	4
GE217	Composition II+	4
GE253	Physics+	4
GE273	Microeconomics+	4
GE347	Group Dynamics+	4
<b>Subtotal</b>		<b>32</b>
<b>Technical Basic Courses</b>		
TB133	Strategies for the Technical Professional+	4
TB143	Introduction to Personal Computers+	4
TB332	Professional Procedures and Portfolio Development+	4
<b>Subtotal</b>		<b>12</b>
<b>Program Total</b>		<b>96</b>

+In this program, this course may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course information section of this catalog for additional information relating to these courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

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

# SCHOOL OF DRAFTING AND DESIGN

## CONSTRUCTION MANAGEMENT BACHELOR OF SCIENCE DEGREE

**Objectives** - This program covers the fundamentals and offers a foundation in construction management, construction techniques and legal issues relating to the construction management field. Areas of study include building codes, site construction and measurement, construction documents, construction project management and construction safety management. The goal of the program is to help the student acquire skills that can be used to enter the workplace and be a versatile member of a construction team.

**Career Opportunities** - Graduates of this program may begin their careers in a variety of entry-level positions involving construction estimating, construction safety, construction project management or building code compliance.

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

**School Equipment** - Students will have the opportunity to use the following school equipment as required throughout the program: computer systems, project scheduling and construction estimating software, computer graphics software, printers and other common computer peripherals.

**Class Size** - Classes generally range in size from 15 to 30 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

### Program Outline

Course Number	Course	Credit Hours
<b>Core Courses</b>		
	Unspecified Core courses*	56
CM310	Commercial Construction Methods+	4
CM320	Principles of Building Construction Management+	4
CM330	Statics and Strength of Materials+	4
CM340	Building Codes+	4
CM350	Site Construction and Measurement+	4
CM360	Construction Management Information Systems+	4
CM420	Construction Documents and Contracts+	4
CM430	Mechanical Systems+	4
CM440	Construction Project Scheduling+	4
CM450	Cost Estimating and Analysis+	4
CM470	Legal Issues in Construction+	4
CM480	Construction Safety Management+	4
EC311	Introduction to Project Management+	4
	<b>Subtotal</b>	<b>108</b>
<b>General Education Courses**</b>		
	Unspecified General Education courses**	28
EG371	Research Methods+	4
EG372	Written Analysis+	4
EG381	Statistics+	4
EG453	Political Issues and the Economy+	4
EG462	Contemporary World Culture+	4
EG468	Ethics+	4
EG481	Environmental Issues+	4
GE364	Art Appreciation+	4
	<b>Subtotal</b>	<b>60</b>
<b>Elective Courses</b>		
	Unspecified Elective courses	12
<b>Minimum required credit hours for the Baccalaureate Degree (Grand total)</b>		<b>180</b>

+In this program, this course may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course information section of this catalog for additional information relating to these courses that the school decides to teach all or partially online over the Internet. In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.

++Any general education courses taught by the school in this program may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course information section of this catalog for additional information relating to these courses that the school decides to teach all or partially online over the Internet. In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.

\*Examples of the subject matter included in the Unspecified Core courses are as follows: 3D modeling, design theory, computer drafting and design, engineering drafting and design, architectural drafting and design, civil drafting and design and visualization skills. Courses offered at this school that satisfy the Unspecified Core course requirement are CD111, CD121, CD130, CD140, CD210, CD220, CD230, CD240, CD250, CD260, CD310, CD320, CD331 and CD340. The course descriptions for these courses are in the Course Descriptions section of this catalog.

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

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

**COMPUTER DRAFTING AND DESIGN**  
ASSOCIATE OF SCIENCE DEGREE

**Objectives** - Drafting is a graphic language used by industry to communicate ideas and plans from the creative-design stage through production. Computer drafting and design is one way to produce drawings in traditional design and drafting fields. This program combines wherever appropriate computer-aided drafting with conventional methods of graphic communication to solve drafting and basic design-related problems. The program will help graduates prepare to work in entry-level positions in many diverse areas of technical drafting and design.

Students will be exposed to both classroom theory and laboratory projects. Students will be required to create a variety of drawings of various sizes on different drawing media, and will use conventional as well as computer-aided drafting equipment.

The goal of the Computer Drafting and Design program is to help the student acquire the skills to enter the workplace as a versatile draftsman able to make basic design decisions and capable of addressing the challenges of future technological advances in the drafting and design profession.

**Career Opportunities** - Many industries use drafters who can translate ideas, sketches and specifications of an engineer, architect or designer into complete and accurate working plans needed to make products, engineer projects or create structures. Graduates may begin their careers in a variety of entry-level positions in various fields involving drafting and design, some of which include mechanical drafting, piping drafting, architectural and construction drafting, civil drafting, interior design, illustration and design detailing. The availability of micro-CAD systems has enabled even small drafting firms to utilize computer-aided drafting and design.

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

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

**School Equipment** - Throughout the program students will use drawing tables, light tables, parallel edges and print machines. The CAD laboratory is equipped with micro-CAD terminals, plotters and a draft printer. Students regularly use smaller tools such as portable drafting boards, drafting instruments, scales and calculators. Refer to Student Equipment in the Online Course Information section of this catalog for information relating to the student equipment requirements for the distance education courses that are taught online over the Internet.

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

**Program Outline**

Course Number	Course	Credit Hours
<b>Core Courses</b>		
CD111	Introduction to Design and Drafting	4
CD121	Drafting/CAD Methods	4
CD130	Architectural Drafting I	4
CD140	Rapid Visualization	4
CD210	Engineering Graphics I	4
CD220	Materials and Processes	4
CD230	Architectural Drafting II	4
CD240	Descriptive Geometry	4
CD250	Engineering Graphics II	4
CD260	Digital Information Management	4
CD310	Civil Drafting and Introduction to GIS	4
CD320	Basic Design Theory and Methods	4
CD331	Design and Drafting Capstone Project	4
CD340	Physical and Computer-Aided 3D Modeling	4
	<b>Subtotal</b>	<b>56</b>
<b>General Education Courses</b>		
GE117	Composition I+	4
GE127	College Mathematics I+	4
GE184	Problem Solving+	4
GE192	College Mathematics II+	4
GE217	Composition II+	4
GE253	Physics+	4
GE273	Microeconomics+	4
	<b>Subtotal</b>	<b>28</b>
<b>Technical Basic Courses</b>		
TB133	Strategies for the Technical Professional+	4
TB143	Introduction to Personal Computers+	4
TB332	Professional Procedures and Portfolio Development+	4
	<b>Subtotal</b>	<b>12</b>
	<b>Program Total</b>	<b>96</b>

+In this program, this course may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course information section of this catalog for additional information relating to these courses that the school decides to teach all or partially online over the Internet. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

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

# SCHOOL OF CRIMINAL JUSTICE

## CRIMINAL JUSTICE BACHELOR OF SCIENCE DEGREE

**Objectives** - This program teaches the fundamentals of the criminal justice system and criminal justice skills. The program offers a foundation in criminal law, legal procedures, criminal evidence and criminology. Areas of study include law enforcement, the courts and corrections. Students are taught about the legal system and law enforcement standards to help them develop technical skills used in today's criminal justice environment. The upper-level courses enhance the study of the criminal justice system and expand into areas such as criminalistics, victimology and forensics investigations. The curriculum is designed to offer a balance of theory and application used in the field by integrating interpersonal skills and administrative subject matter. Students will examine the criminal justice process and study interpersonal communication skills. The program offers an interdisciplinary study of the mechanisms of social control, criminology and criminal justice in American society. Program content includes communication, criminal law and procedures, cybercrime and homeland security issues as well as technology skills. The program can help graduates cultivate particular human relations skills appropriate to the industry and an understanding of the causes and prevention of crime.

**Career Opportunities** - The program can help graduates prepare for careers in community corrections, the private investigation and security fields and law enforcement\*. Upon completion of the program, graduates will have developed knowledge and skills that can be used to pursue entry-level positions involving a broad spectrum of criminal justice careers in the private sector involving workplace security, private investigations, and insurance investigations as private detectives, safety officers and security patrol officers. The program also offers the academic preparation to pursue entry-level positions involving criminal justice, such as local, state and federal law enforcement jobs in policing\*, crime commissions, parole and probation, corrections and court systems.

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

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

**School Equipment** - Students will have the opportunity to use the following school equipment as required throughout the program: computer systems, network hubs, patch panels, printers and other common computer peripherals. Refer to Student Equipment in the Online Course Information section of this catalog for information relating the student equipment requirements for the distance education courses that are taught online over the Internet.

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

Program Outline Course Number	Course	Credit Hours
	<b>Core Courses</b>	
CJ121	Courts and the Criminal Justice System+	4
CJ131	Introduction to Criminal Justice+	4
CJ132	Criminal Justice Organization and Administration+	4
CJ133	Criminology+	4
CJ151	Principles of Policing and Law Enforcement+	4
CJ152	Law Enforcement Reporting and Recording+	4
CJ211	Correctional Programs, Probation and Parole+	4
CJ241	Criminal Investigation+	4
CJ242	Forensics and Crime Scene Investigation+	4
CJ243	The Criminalistics of Cybercrime+	4
CJ253	Policing Techniques: Interviewing and Interrogation+	4
CJ261	Essentials of Security+	4
CJ262	Aviation Security+	4
CJ263	Emergency Procedures+	4
CJ312	Correctional Operation and Administration+	4
CJ322	Criminal Law and Procedures+	4
CJ334	Crime Prevention+	4
CJ335	Victimology+	4
CJ354	Community Policing+	4
CJ355	Multicultural Law Enforcement+	4
CJ436	Substance Abuse and Crime in America+	4
CJ437	Gangs and Juvenile Justice+	4
CJ438	Special Topics and Final Project+	4
CJ445	Spatial Aspects of Crime+	4
CJ446	The Criminalistics of Computer Forensics+	4
CJ455	Controversial Issues in Law Enforcement+	4
CJ464	Homeland Security+	4
	Subtotal	108
	General Education Courses**	
	Unspecified General Education courses++	56
GE172	State and Local Government+	4
	Subtotal	60
	Technical Basic Courses	
TB133	Strategies for the Technical Professional+	4
TB150	Computing and Productivity Software+	4
TB332	Professional Procedures and Portfolio Development+	4
	Subtotal	12
	Minimum required credit hours for the Baccalaureate Degree (Grand total)	180

+In this program, this course may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course information section of this catalog for additional information relating to these courses that the school decides to teach all or partially online over the Internet. In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.

++Any general education courses taught by the school in this program may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. Refer to the Online Course information section of this catalog for additional information relating to these courses that the school decides to teach all or partially online over the Internet. In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.

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

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

## COURSE DESCRIPTIONS

EG and GE courses = General Education  
CD, CJ, CM, EC, ET, IS, IT, TM and VC courses = Core  
TB courses = Technical Basic

### *General Education Courses*

#### EG351 Social Psychology

**A 4 credit hour Social Science course**

This course introduces theories and principles of how an individual's thoughts, feelings and actions are influenced by their social interaction. This course focuses on how to apply these principles to understanding our dynamic world. **Prerequisites: EG372 Written Analysis or equivalent, An introductory level Social Science course**

#### EG360 Introductory Calculus

**A 4 credit hour Mathematics course**

This course is an introduction to differential and integral calculus. This course will include, but is not limited to, the following concepts: limits, derivatives, antiderivatives and antidifferentiation, and both indefinite and definite integrals. **Prerequisite: GE192 College Mathematics II or equivalent**

#### EG371 Research Methods

**A 4 credit hour Social Science course**

This course offers a step-by-step, systematic approach to conducting research. Emphasis is on using critical thinking, efficient research techniques and the ITT Tech Virtual Library to produce an in-depth white paper. **Prerequisite: GE117 Composition I or equivalent**

#### EG372 Written Analysis

**A 4 credit hour Composition course**

This upper level writing course focuses on writing analytical documents. Areas of study include principles and techniques of drafting and refining an analysis of a complex document or situation. **Prerequisites: EG371 Research Methods or equivalent, GE217 Composition II or equivalent**

#### EG381 Statistics

**A 4 credit hour Mathematics course**

This course is designed to offer students the skills necessary to interpret and critically evaluate statistics commonly used to describe, predict and evaluate data in our information-driven environment. The focus is on the conceptual understanding of how statistics can be used and how to evaluate statistical data. **Prerequisites: EG371 Research Methods or equivalent, GE127 College Mathematics I or equivalent**

#### EG452 Economics and Change

**A 4 credit hour Social Science course**

This course examines the issues of the changing global economy in an information society. Topics include contemporary economic issues and the impact they have on our daily lives. **Prerequisites: EG371 Research Methods or equivalent, An introductory level Social Science course**

#### EG453 Political Issues and the Economy

**A 4 credit hour Social Science course**

This course introduces the role of government in the dynamic economy of the information age. The focus is on the relationship between the high-tech, information-driven, global economy and political decision making and regulations. Topics include political issues that may impact students' lives and their future. **Prerequisites: EG372 Written Analysis or equivalent, A college level Economics course**

#### EG462 Contemporary World Culture

**A 4 credit hour Humanities course**

This interdisciplinary study of contemporary world culture focuses on the impact of globalization and electronic communication. This course explores how global economical, cultural, political and communication processes are influenced by the rapid technological changes within our contemporary world. **Prerequisites: EG372 Written Analysis or equivalent, An introductory level Social Science course**

#### EG468 Ethics

**A 4 credit hour Humanities course**

This course provides students the opportunity to explore competing ethical theories and through analysis and critical thinking to determine their own code of ethics. **Prerequisite: EG372 Written Analysis or equivalent**

### **EG481 Environmental Issues**

#### **A 4 credit hour Science course**

This course offers an integrative approach to global, environmental issues. Topics of study include the analysis of environmental challenges confronting contemporary, global society against a political, geographical, cultural and economical backdrop. Students are instructed on how to apply a systematic problem solving approach in reviewing the issues, related policies and recommendations for confronting these challenges. **Prerequisites: EG371 Research Methods or equivalent, An introductory level Social Science course**

### **GE117 Composition I**

#### **A 4 credit hour Composition course**

This course covers phases of the writing process, with special emphasis on the structure of writing and techniques for writing clearly, precisely and persuasively. **Prerequisite or Corequisite: TB133 Strategies for the Technical Professional**

### **GE127 College Mathematics I**

#### **A 4 credit hour Mathematics course**

This course will include, but is not limited to, the following concepts: quadratic, polynomial and radical equations, linear functions and their graphs, systems of linear equations, functions and their properties and triangles and trigonometric functions. Activities will include solving problems and using appropriate technological tools. **Prerequisite: GE184 Problem Solving, TB184 Problem Solving or GE150 Survey of the Sciences or equivalent; Prerequisite or Corequisite: TB133 Strategies for the Technical Professional**

### **GE150 Survey of the Sciences**

#### **A 4 credit hour Science course**

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

### **GE172 State and Local Government**

#### **A 4 credit hour Social Science course**

This course studies institutions and structures of state, city and county governments and policy areas within their province, such as education, law enforcement, welfare, policy, citizen responsibility and other areas. **Prerequisite: GE117 Composition I or equivalent**

### **GE184 Problem Solving**

#### **A 4 credit hour Mathematics course**

This course introduces students to problem solving techniques and helps them apply the tools of critical reading, analytical thinking and mathematics to help solve problems in practical applications.

### **GE192 College Mathematics II**

#### **A 4 credit hour Mathematics course**

This course will include, but is not limited to, the following concepts: exponential and logarithmic equations and functions, graphs of trigonometric functions, trigonometric equations, polar coordinates, oblique triangles, vectors and sequences. **Prerequisite: GE127 College Mathematics I or equivalent**

### **GE217 Composition II**

#### **A 4 credit hour Humanities course**

This course focuses on appropriate rhetoric structures and styles for analytical and argumentative writing. Emphasis is placed on critical thinking, reading skills and elements of research in the information age. **Prerequisite: GE117 Composition I or equivalent**

### **GE253 Physics**

#### **A 4 credit hour Science course**

Students in this course study the concepts of mechanical physics. Practical applications demonstrate the theory. **Prerequisite: GE192 College Mathematics II or equivalent**

### **GE273 Microeconomics**

#### **A 4 credit hour Social Science course**

This course introduces the economic way of thinking as it provides the basic principles of microeconomics. It is the study of choices made by households, firms, and government and how these choices impact the market economy. **Prerequisites: GE117 Composition I or equivalent, GE127 College Mathematics I or equivalent**

### **GE347 Group Dynamics**

#### **A 4 credit hour Social Science course**

In this course, students examine elements of successful teams and small decision-making groups. Emphasis is on communication, critical thinking and group process techniques. **Prerequisite: GE117 Composition I or equivalent**

### **GE364 Art Appreciation**

#### **A 4 credit hour Humanities course**

This course is a basic introduction to visual art, focusing primarily on drawing, painting, printmaking, sculpture and architecture. Students will examine well-known works of art through the study of content, technique, form and purpose.

## Core Courses

### CD111 Introduction to Design and Drafting

#### 4 credit hours

An introduction to graphic communication and its practices including an introduction to the design process with an understanding of manual drafting and computer-aided drafting (CAD) techniques. The theory of geometric construction, sketching, detail drawing, various projections, sections, auxiliary views, dimensioning, lettering, dimension tolerances and basic CAD procedures are presented in relation to the discipline of drafting and design. The course, being a theoretical foundation for the discipline of drafting and its application to various areas of design, has been developed to better acquaint students with concepts, processes and skills required by professionals in the field. **Corequisite: CD121 Drafting/CAD Methods**

### CD121 Drafting/CAD Methods

#### 4 credit hours

An application of graphic communications and its practices to practical experience in the use of drafting tools and CAD equipment. Hands-on projects include geometric construction, various projections, sections, auxiliaries, dimensioning, sketching, detail drawing and lettering that is practiced and applied using both manual drafting and CAD procedures. Maintenance of CAD drawing files through the use of operating system commands is applied and stressed. **Corequisite: CD111 Introduction to Design and Drafting**

### CD130 Architectural Drafting I

#### 4 credit hours

An introduction to the theory and practice of architectural planning and design. Fundamental design methods and practices for the creation of architectural drawings are presented, with emphasis on the content of the drawings and the production skills. Topics include the development of floor plans, elevations and perspective projection principles of a single-level building project incorporating material specifications, legal and building code requirements. **Prerequisites: CD111 Introduction to Design and Drafting, CD121 Drafting/CAD Methods**

### CD140 Rapid Visualization

#### 4 credit hours

This course is an introduction to the techniques of freehand drawing and its application to technical sketching and design visualization. Exercises include drawing of two- and three-dimensional shapes and objects, spatial thinking and eye-hand coordination in relation to the practice of drafting and design.

### CD210 Engineering Graphics I

#### 4 credit hours

An introduction to the creation of pictorial, auxiliaries, sections and orthographic working drawings incorporating developments, geometric dimensioning and tolerances as they relate to mechanical topics. The fundamentals of weldments, threads, fasteners, springs, mechanisms and symbol libraries are introduced in this course. Manual drafting and CAD techniques are used in the production of working drawings. **Prerequisites: CD111 Introduction to Design and Drafting, CD121 Drafting/CAD Methods**

### CD220 Materials and Processes

#### 4 credit hours

This course is a survey of various materials, their applications and production processes as found in the manufacturing and construction industries. Students will be introduced to various construction and manufacturing materials, machine tools and tooling used in a variety of processes. Emphasis is placed on terminology and function.

### CD230 Architectural Drafting II

#### 4 credit hours

A continuation of Architectural Drafting I through the functional planning of a progressively complex project using light construction systems. Drawings incorporating foundations, elevations, wall sections and roof framing details will be created using drafting and CAD techniques. **Prerequisites: CD130 Architectural Drafting I, CD220 Materials and Processes or equivalent**

### CD240 Descriptive Geometry

#### 4 credit hours

A study of spatial relations involving points, lines, planes and solids. Instruction includes solving for points and lines of intersections of different geometries and applying analytical graphics to solve design problems. **Prerequisites: CD111 Introduction to Design and Drafting, CD121 Drafting/CAD Methods**

### CD250 Engineering Graphics II

#### 4 credit hours

An introduction to the layout, design and drafting of mechanisms and machines using shafts, gears, fasteners, bushings, bearings and couplings. Students will be introduced to the techniques necessary to complete solid models of appropriate assembly drawings. **Prerequisites: CD210 Engineering Graphics I, CD220 Materials and Processes or equivalent**

### CD260 Digital Information Management

#### 4 credit hours

This course introduces students to current technology in sending and receiving graphical data in digital form. Topics include file types, file conversions, file transfer, Web collaboration and the interaction with different graphics-based information systems.

**CD310 Civil Drafting and Introduction to GIS**

**4 credit hours**

An introduction to site planning, civil engineering, plot plans, contour maps, map profile, highway layout and basic Geographic Information Systems (GIS). **Prerequisite: CD230 Architectural Drafting II**

**CD320 Basic Design Theory and Methods**

**4 credit hours**

This course is a study of the principles and elements of basic design which leads to the successful execution of form. Students demonstrate the uses of design as a creative and practical problem-solving and analytical tool. **Prerequisite: CD140 Rapid Visualization**

**CD331 Design and Drafting Capstone Project**

**4 credit hours**

An introduction to the theory and practical development, planning, management and presentation of a drafting project from start to finish. Topics include techniques of project planning, project design and execution, documentation and presentation. Students are required to apply project management techniques to a Capstone Project. **Prerequisites: CD310 Civil Drafting and Introduction to GIS, CD320 Basic Design Theory and Methods, CD340 Physical and Computer-Aided 3D Modeling**

**CD340 Physical and Computer-Aided 3D Modeling**

**4 credit hours**

Introduces the student to tools and skills used in the manipulation of two-dimensional materials to convert these into precise three-dimensional models of various forms, products or architectural space layouts. Students will also use software to model objects and spaces with light, shadows, color and textures that are placed in appropriate backgrounds. **Prerequisites: CD230 Architectural Drafting II, CD250 Engineering Graphics II**

**CJ121 Courts and the Criminal Justice System**

**4 credit hours**

This course addresses the structure of the court system (federal, state and local) in the United States and the relationship with the enforcement and correction entities of the criminal justice system. **Prerequisites: CJ131 Introduction to Criminal Justice, GE172 State and Local Government or equivalent**

**CJ131 Introduction to Criminal Justice**

**4 credit hours**

This survey course introduces the student to the scope, principles and purposes of the American criminal justice system with emphasis on crime, law enforcement, courts and corrections.

**CJ132 Criminal Justice Organization and Administration**

**4 credit hours**

This course examines the organization, administration and practice of police, courts and correctional organizations at the federal, state and municipal levels. **Prerequisite: CJ131 Introduction to Criminal Justice**

**CJ133 Criminology**

**4 credit hours**

This course offers an interdisciplinary and integrative approach to the study of crime. It includes an overview of criminological theories of causation, treatment and punishment. **Prerequisite: CJ131 Introduction to Criminal Justice**

**CJ151 Principles of Policing and Law Enforcement**

**4 credit hours**

This course is an introduction to policing and law enforcement in America including a historical and social review of policing and law enforcement. Emphasis is placed on contemporary strategies used in modern law enforcement organizations and administration to combat and prevent crime.

**CJ152 Law Enforcement Reporting and Recording**

**4 credit hours**

This course introduces students to fundamental guidelines for reports common to the criminal justice community. The course also studies how computers and technology are used as tools in this process. **Prerequisite or Corequisite: GE117 Composition I or equivalent**

**CJ211 Correctional Programs: Probation and Parole**

**4 credit hours**

This introduction to the probation and parole system in the United States tracks the progress of an individual through each phase of the system. **Prerequisite: CJ131 Introduction to Criminal Justice**

**CJ241 Criminal Investigation**

**4 credit hours**

This course explores theoretical and practical aspects of criminal investigation and introduces the student to investigative processes, procedures and challenges. **Prerequisite: CJ131 Introduction to Criminal Justice**

### **CJ242 Forensics and Crime Scene Investigation**

**4 credit hours**

This course explores the evolution and role of forensics in criminal justice and scientific crime scene investigation. Emphasis is placed on identification and detection methods and the collection and gathering of evidence. **Prerequisites:** TB143 Introduction to Personal Computers or TB150 Computing and Productivity Software, CJ241 Criminal Investigation

### **CJ243 The Criminalistics of Cybercrime**

**4 credit hours**

This course examines the scope of cybercrimes and the cybersecurity threat and legal considerations facing law enforcement and cybersecurity professionals in dealing with discovering, investigating and prosecuting cybercrimes. The role of intrusion detection in information security and different tools used to detect intrusion will also be discussed. **Prerequisite:** CJ242 Forensics and Crime Scene Investigation

### **CJ253 Policing Techniques: Interviewing and Interrogation**

**4 credit hours**

This course explores police techniques and tactics used to combat and prevent crime. Emphasis is placed on the knowledge and working skills involved in the art of interviewing and interrogating witnesses and suspects, and the relevant legal parameters that must be followed during field procedures. **Prerequisite:** CJ151 Principles of Policing and Law Enforcement

### **CJ261 Essentials of Security**

**4 credit hours**

This course offers an overview of security elements and types of security organizations with a focus on security measures used to protect lives, property and proprietary information through risk management and asset protection. **Prerequisite:** CJ131 Introduction to Criminal Justice

### **CJ262 Aviation Security**

**4 credit hours**

This course examines technology that is used in or has application to aviation security, with a focus on emerging technologies that are expected to have an impact on aviation security. **Prerequisite:** CJ261 Essentials of Security

### **CJ263 Emergency Procedures**

**4 credit hours**

The purpose of this course is to present techniques and principles on which law enforcement and security professionals rely in times of crisis. The course focuses on the principles of disaster management strategies, structure and response. **Prerequisite:** CJ131 Introduction to Criminal Justice

### **CJ312 Correctional Operation and Administration**

**4 credit hours**

This course addresses the structure, principles, organization, administration and operations of a variety of correctional institutions and programs. **Prerequisite:** CJ211 Correctional Programs: Probation and Parole

### **CJ322 Criminal Law and Procedures**

**4 credit hours**

This course introduces the history and development of criminal law and analyzes its effectiveness as a system of social control. The course also focuses on the purposes and scope of criminal law, criminal liability, use of force, criminal punishment and jurisdiction. **Prerequisite:** CJ131 Introduction to Criminal Justice

### **CJ334 Crime Prevention**

**4 credit hours**

This course explores the development and implementation of crime-prevention programs designed by police departments, retail firms, commercial establishments, community action groups and individual citizens. **Prerequisite:** CJ131 Introduction to Criminal Justice

### **CJ335 Victimology**

**4 credit hours**

This comprehensive study of victimization includes an analysis of contemporary victim assistance and compensation programs and related research. **Prerequisite:** CJ133 Criminology

### **CJ354 Community Policing**

**4 credit hours**

This course provides an overview of community-based police programs and the interaction that takes place between policing agencies to combat and prevent crime.

### **CJ355 Multicultural Law Enforcement**

**4 credit hours**

This course includes a discussion and analysis of sensitive topics and issues related to diversity and multiculturalism in today's policing environments. The course also reviews common encounters law enforcement or correctional officers respond to in their line of work and includes instruction on basic conversational Spanish they use to be more effective in those situations. **Prerequisite:** CJ151 Principles of Policing and Law Enforcement

### **CJ436 Substance Abuse and Crime in America**

**4 credit hours**

This course investigates the relationship between substance abuse and crime in America. Emphasis is placed on methods for detecting and preventing substance abuse. **Prerequisite: CJ131 Introduction to Criminal Justice**

### **CJ437 Gangs and Juvenile Justice**

**4 credit hours**

This course offers a multi-disciplined approach to the study of the juvenile justice system and juvenile delinquency as it relates to and emerges from the youth's family, neighborhood, school, peer group, social class and overall cultural and social environment. **Prerequisite: CJ131 Introduction to Criminal Justice**

### **CJ438 Special Topics and Final Project**

**4 credit hours**

This course is designed to spark discussions and critical thinking on a variety of issues faced by criminal justice professionals in the daily line of duty. Students will choose a specific topic or area in criminal justice to complete a comprehensive project. **Prerequisites: All previous courses except CJ464 Homeland Security and CJ456 Controversial Issues in Law Enforcement**

### **CJ445 Spatial Aspects of Crime**

**4 credit hours**

This course offers instruction on the use of computer technology in crime mapping to solve crimes. Emphasis is placed on crime and place, use of geographic information systems and spatial analysis of crime. **Prerequisites: CJ243 The Criminalistics of Cybercrime, TB143 Introduction to Personal Computers or TB150 Computing and Productivity Software**

### **CJ446 The Criminalistics of Computer Forensics**

**4 credit hours**

This course introduces the student to system forensics investigation and response including procedures for investigating computer and cybercrimes and concepts for collecting, analyzing, recovering and preserving forensic evidence. **Prerequisite: CJ243 The Criminalistics of Cybercrime**

### **CJ456 Controversial Issues in Law Enforcement**

**4 credit hours**

This course presents two sides of controversial law enforcement issues to spark debate and critical thinking. **Prerequisites: GE217 Composition II or equivalent, CJ121 Courts and the Criminal Justice System**

### **CJ464 Homeland Security**

**4 credit hours**

This course explores private and public security threats, including domestic and foreign terrorism, and introduces the student to measures for preventing, combating and responding. **Prerequisite: CJ262 Aviation Security**

### **CM310 Commercial Construction Methods**

**4 credit hours**

The purpose of this course is to provide students an overview of commercial building techniques and materials. Basic materials and installation methods for commercial construction are studied, and include site-work, concrete, masonry, metals, curtain-walls and finishes. **Prerequisite: CD230 Architectural Drafting II**

### **CM320 Principles of Building Construction Management**

**4 credit hours**

This survey of the construction industry includes an overview of the history of construction management, roles and responsibilities typically involved in residential and commercial construction projects, current issues such as environmental considerations in construction, and potential career paths for construction managers.

### **CM330 Statics and Strength of Materials**

**4 credit hours**

This course is a study of stresses, deflections and static loads in members and simple structural systems. Emphasis is given to the application of building structures. **Prerequisites: CD220 Materials and Processes, GE253 Physics or equivalent**

### **CM340 Building Codes**

**4 credit hours**

This course familiarizes students with structural, mechanical, electrical, and plumbing building codes. Organizations responsible for developing building codes and zoning ordinances are referenced. The role of inspections in ensuring compliance with building codes is discussed. **Prerequisites: CD230 Architectural Drafting II, CM310 Commercial Construction Methods**

### **CM350 Site Construction and Measurement**

**4 credit hours**

Site construction methods, soil conditions and storm water drainage are discussed in this course. Additional topics include layout, leveling, surveying and underground utilities as they relate to the building site. **Prerequisite: CD310 Civil Drafting and Introduction to GIS**

### **CM360 Construction Management Information Systems**

**4 credit hours**

This course provides a study of computer applications in construction. Topics include project costs control, field data collection and processing, estimating, scheduling and productivity analysis.

### **CM420 Construction Documents and Contracts**

**4 credit hours**

Documents generated during the design and construction of a building, the format and administration of construction specifications, its contracts, and subsequent changes are the focus of this course. Topics include warranties, liability and indemnity and dispute resolution. **Prerequisite: CD230 Architectural Drafting II**

### **CM430 Mechanical Systems**

**4 credit hours**

This course explores electrical, plumbing and HVAC systems in commercial construction. **Prerequisites: CD230 Architectural Drafting II, CM340 Building Codes**

### **CM440 Construction Project Scheduling**

**4 credit hours**

This course introduces the planning and scheduling of construction projects. Topics include time schedules for materials, labor and equipment and use of communication tools in project planning. **Prerequisite: CM310 Commercial Construction Methods**

### **CM450 Cost Estimating and Analysis**

**4 credit hours**

This course focuses on the estimation of construction project costs: direct and indirect, labor, material and equipment. Included is a discussion on overhead and profit, bidding and computer-based estimating. **Prerequisite: CM310 Commercial Construction Methods**

### **CM470 Legal Issues in Construction**

**4 credit hours**

This course explores the legal issues arising from design and construction services. Topics include contracts, land zoning and property ownership, contractor liability, mechanics liens, litigation and arbitration, hazardous waste issues and labor law. **Prerequisites: CM340 Building Codes, CM420 Construction Documents and Contracts**

### **CM480 Construction Safety Management**

**4 credit hours**

This course explores construction safety management from the point of view of the construction manager or general contractor. Studies include safety administration, program development, federal and state regulations, personnel protection and life saving equipment. **Prerequisite: CM310 Commercial Construction Methods**

### **EC311 Introduction to Project Management**

**4 credit hours**

This course is an introduction to the discipline of project management. Topics include an overview of its evolution, its various processes and principles, tools and techniques and project life cycle. Students will also be introduced to a project management software. **Prerequisite: TB143 Introduction to Personal Computers, TB145 Introduction to Computing or TB150 Computing and Productivity Software**

### **ET115 DC Electronics**

**4 credit hours**

A study of electronic laws and components in DC circuits, emphasizing the study and application of network theorems interrelating voltage, current and resistance. Students apply practical mathematics as it supports understanding the principles of electronics. A laboratory provides practical experience using both physical components and computer-generated simulations. **Corequisite or Prerequisite: GE127 College Mathematics I or equivalent**

### **ET127 PC Technology**

**4 credit hours**

A study of personal computers emphasizing analyzing and optimizing system performance and troubleshooting and repairing malfunctioning systems. **Prerequisite: TB143 Introduction to Personal Computers**

### **ET145 AC Electronics**

**4 credit hours**

This course covers an analysis of reactive components as they relate to an AC sine wave. Transformers, filters and resonant circuits are studied in this course. Laboratory supports the theory and continues the use of both physical components and computer-generated models. **Prerequisite: ET115 DC Electronics; Corequisite or Prerequisite: GE192 College Mathematics II or equivalent**

### **ET215 Electronic Devices I**

**4 credit hours**

Students in this course study solid state devices, including diodes and transistors. Emphasis is placed on linear amplifiers and DC switching applications. Laboratory projects involve constructing, testing and troubleshooting circuits using solid state devices. **Prerequisite: ET145 AC Electronics**

### ET225 Networking Concepts

4 credit hours

Computer network and internetworking concepts, such as standards, topology, models, protocols, devices, operating systems and applications, will be explored. Students will have the opportunity to assemble a simple computer network and test its operations.

**Prerequisite:** ET127 PC Technology

### ET245 Electronic Devices II

4 credit hours

Students study integrated circuits such as those used in communications and control systems. The circuits include, but are not limited to, amplifiers, timing circuits, summation amplifiers, active filters and oscillators. Laboratory projects include constructing, testing and troubleshooting circuits containing operational amplifiers. **Prerequisite:** ET215 Electronic Devices I

### ET255 Digital Electronics I

4 credit hours

This course is a study of the fundamental concepts of digital electronics. The focus in this course is on combinatorial logic. In lab, students construct, test and troubleshoot digital circuits. **Prerequisite:** ET215 Electronic Devices I

### ET275 Electronic Communications Systems I

4 credit hours

In this course, several methods of signal transmission and reception are covered, including such techniques as mixing, modulating and amplifying. **Prerequisites:** ET245 Electronic Devices II, ET255 Digital Electronics I, GE192 College Mathematics II or equivalent

### ET285 Digital Electronics II

4 credit hours

This course continues the study of digital electronics. The focus in this course is on sequential logic. In lab, students construct, test and troubleshoot digital circuits. **Prerequisites:** ET245 Electronic Devices II, ET255 Digital Electronics I

### ET315 Electronic Communications Systems II

4 credit hours

A continuation of Electronic Communications Systems I, this course emphasizes digital techniques and the transmission and recovery of information. **Prerequisites:** ET275 Electronic Communications Systems I, ET285 Digital Electronics II

### ET345 Control Systems

4 credit hours

Students examine the control of systems with programmable units. Applying digital logic to control industrial processes is emphasized. A final capstone project in laboratory provides the students with the opportunity to apply knowledge of electronics gained in previous coursework. **Prerequisite:** ET285 Digital Electronics II

### ET355 Microprocessors

4 credit hours

Students study the architecture, interfacing and programming of a microprocessor, including interfacing the microprocessor with memory and with input and output devices. In lab, students will write, run and debug programs. **Prerequisite:** ET285 Digital Electronics II

### ET375 C Programming in Linux

4 credit hours

Students will have the opportunity to program in the C language running in the Linux operating environment. Emphasis is on problem solving, structured programming style and documentation. Instruction on the use of debugging techniques is also included.

**Prerequisite:** An introduction to computer programming course or a microprocessors and industrial applications course or equivalent

### ET445 Advanced Circuit Analysis I

4 credit hours

This course of study concentrates on the analysis of analog circuits. Some methods utilized are transient and impulse analysis of circuit response, using such techniques as differential equations, Laplace transforms and computer-aided circuit simulation programs.

Laboratory includes applications to support the analysis of analog circuits. **Prerequisites:** ET285 Digital Electronics II or equivalent, TM420 Technical Calculus

### ET446 Advanced Circuit Analysis II

4 credit hours

A continuation of transform circuit analysis, including transfer functions and Fourier techniques. Laboratory includes applications to support the analysis of analog circuits. **Prerequisite:** ET445 Advanced Circuit Analysis I

### ET455 Digital Communication Systems I

4 credit hours

A study of how digital signals are processed by communications receivers and transmitters, with an emphasis on applying the nature of digital signals to signal formatting, modulation and coding. **Prerequisite:** ET315 Electronic Communications Systems II or equivalent; **Corequisite:** ET446 Advanced Circuit Analysis II

### ET456 Digital Communication Systems II

4 credit hours

A continuation of Digital Communication Systems I, emphasizing more advanced concepts such as multiple access, spread spectrum and synchronization methods. **Prerequisite:** ET455 Digital Communication Systems I

### ET475 Electronic Circuit Design I

4 credit hours

This course covers the analysis and design of electronic circuits, and includes a laboratory that utilizes computer-aided software tools for circuit design and simulation. **Prerequisite:** ET446 Advanced Circuit Analysis II

### ET476 Electronic Circuit Design II

4 credit hours

This course continues the study of circuit design, and includes a laboratory that focuses on the circuit design aspects of the capstone project. **Prerequisite:** ET475 Electronic Circuit Design I; **Corequisite:** ET485 Capstone Project

### ET485 Capstone Project

4 credit hours

Each student will be assigned to a team of students to complete a communications project approved by the instructor. The project objectives will represent several areas of study from courses in the program and include the use of appropriate project management tasks. **Prerequisites:** ET456 Digital Communication Systems II, IT350 Modern Wireless Communications; **Corequisite:** ET476 Electronic Circuit Design II

### IS311 Internetworking Infrastructure and Operations

4 credit hours

This course involves the fundamentals of networking concepts. It includes various concepts used in a TCP/IP network. The course highlights how information flows in a network through various hardware devices and protocols and how these impact network security. The course offers an overview of security issues that are typically considered when managing the infrastructure, internetworking and operations in a network. **Prerequisite:** TB143 Introduction to Personal Computers or TB145 Introduction to Computing

### IS312 Information Security Essentials

4 credit hours

This course is an introduction to the security essentials. The course identifies and examines types of information security used in industry and how they are implemented. **Prerequisites:** Basic courses in computer applications and functioning of operating systems

### IS314 Security Architecture of Common IT Platforms

4 credit hours

This course is an introduction to security architecture of common IT platforms and applications. Course topics include how to identify security needs within the network, in operating systems, databases and applications and over the Web. The course also includes instruction on how to implement different security measures. **Prerequisite:** IS311 Internetworking Infrastructure and Operations or equivalent

### IS315 IS Risk Management and Intrusion Detection

4 credit hours

This course addresses concepts of risk management and intrusion detection. Areas of instruction include how to assess and manage risks to information security and identifying the activities involved in the process of information security risk management for an organization. The role of intrusion detection in information security and different tools used to detect intrusion will also be discussed. **Prerequisites:** IS311 Internetworking Infrastructure and Operations, IS312 Information Security Essentials

### IS316 Fundamentals of Network Security, Firewalls and VPNs

4 credit hours

This course offers an introduction to Virtual Private Networks (VPNs) and firewalls for securing a network. Various network security related issues are introduced and examined. Different types of VPNs for securing data in an organizational setup are discussed as well as the benefits and architecture of a VPN and how to implement a VPN. Other topics include the utility of firewalls in tackling security problems and the limitations of a firewall. In addition, instruction is also given on how to construct, configure and administer a firewall and the functionality of a firewall. **Prerequisites:** IS312 Information Security Essentials, IS314 Security Architecture of Common IT Platforms

### IS317 Hacker Techniques, Tools and Incident Handling

4 credit hours

This course is an introduction to hacking tools and incident handling. Areas of instruction include various tools and vulnerabilities of operating systems, software and networks used by hackers to access unauthorized information. This course also addresses incident handling methods used when information security is compromised. **Prerequisite:** IS316 Fundamentals of Network Security, Firewalls and VPNs

### IS318 Information Security Perspective on Intranet, Internet and E-Commerce Infrastructure

4 credit hours

Topics include security issues to address when connecting to an intranet or the internet and related concepts with respect to e-commerce infrastructure. **Prerequisite:** IS311 Internetworking Infrastructure and Operations

#### **IS411 Security Policies and Implementation Issues**

**4 credit hours**

The course includes a discussion on security policies that can be used to help protect and maintain a network, such as password policy, e-mail policy and Internet policy. The issues include organizational behavior and crisis management. **Prerequisites:** IS315 IS Risk Management and Intrusion Detection, IS316 Fundamentals of Network Security, Firewalls and VPNs

#### **IS413 Auditing E-Commerce Systems and IT Infrastructure**

**4 credit hours**

This course offers instruction on security auditing and teaches how to audit a network infrastructure and Web-based applications. **Prerequisite:** IS314 Security Architecture of Common IT Platforms

#### **IS414 User Authentication Systems and Role-Based Security**

**4 credit hours**

The course introduces various systems and techniques that are used to authenticate users. The course also discusses how users can be assigned permissions based on the role they perform in an organization. **Prerequisites:** IS312 Information Security Essentials, IS314 Security Architecture of Common IT Platforms

#### **IS415 System Forensics Investigation and Response**

**4 credit hours**

This course offers an introduction to system forensics investigation and response. Areas of study include a procedure for investigating computer and cyber crime and concepts for collecting, analyzing, recovering and preserving forensic evidence. **Prerequisites:** IS317 Hacker Techniques, Tools and Incident Handling, IS411 Security Policies and Implementation Issues

#### **IS416 Securing Windows Platforms and Applications**

**4 credit hours**

This course discusses security implementations for various Windows platforms and applications. Areas of study involve identifying and examining security risks, security solutions and tools available for various Windows platforms and applications. **Prerequisites:** IS312 Information Security Essentials, IS314 Security Architecture of Common IT Platforms, IS318 Information Security Perspective on Intranet, Internet and E-Commerce Infrastructure

#### **IS417 Capstone Project**

**4 credit hours**

The Capstone Project involves a demonstration of the information studied in the core program courses. The assigned project contains a typical scenario involving setting up and securing both intranet and Internet/e-commerce systems for an organization. Students may choose an individual or team project to develop and implement an enterprise wide IS Security Policy and Plan. Students will also audit the project of another student or team. **Prerequisite or Corequisite:** All required program courses

#### **IS418 Securing Linux Platforms and Applications**

**4 credit hours**

This course is an introduction to the securing of Linux platforms and applications. Areas of study include identifying and examining methods of securing Linux platforms and applications and implementing those methods. **Prerequisites:** IS312 Information Security Essentials, IS314 Security Architecture of Common IT Platforms

#### **IS421 Legal and Security Issues**

**4 credit hours**

This course offers an overview of the legal processes involved in implementing and maintaining an e-commerce Web site. In addition, this course examines security issues involved in maintaining a Web or intranet/Internet site and potentials for misuse.

#### **IT103 Operating Systems**

**4 credit hours**

This course serves as a survey on typical internal functions of a generic computer operating system. The computer's ability to manage such resources as memory, device, I/O, files and user interfaces, etc., is discussed to rationalize how a computer takes a user's command and accomplishes the task. Some typical user interface of popular operating systems will be introduced. **Prerequisite:** TB143 Introduction to Personal Computers or TB145 Introduction to Computing

#### **IT104 Introduction to Computer Programming**

**4 credit hours**

This course serves as a foundation for understanding the logical function and process of computer programming in a given language environment. Basic computer programming knowledge and skills in logic and syntax will be covered. Coding convention and procedures will be discussed relevant to the given programming language environment. **Prerequisite:** TB143 Introduction to Personal Computers or TB145 Introduction to Computing

#### **IT109 Microsoft Desktop Operating System**

**4 credit hours**

This course introduces general knowledge and skills required in installation, configuration and management of popular Microsoft operating system(s) for standalone and network client computers. **Prerequisite:** IT103 Operating Systems

### IT116 Intermediate Programming

4 credit hours

This course is a continuation of Introduction to Computer Programming. Main topics include arrays, file processing, database interaction, SQL, classes and error handling. Hands-on active learning required. **Prerequisite:** IT104 Introduction to Computer Programming

### IT203 Database Development

4 credit hours

Students will be introduced to database design and implementation. Topics include database history, structure, objects and introductory Structured Query Language (SQL). **Prerequisite:** IT104 Introduction to Computer Programming

### IT220 Network Standards and Protocols

4 credit hours

This course serves as a foundation for students pursuing knowledge and skills in computer networking technologies. Major concepts such as OSI and TCP/IP models, network media specifications and functions, LAN/WAN protocols, topologies and capabilities will be discussed. Industry standards and a brief historical development of major networking technologies will be surveyed in conjunction with basic awareness of software and hardware components used in typical networking and internetworking environments. **Prerequisite:** TB143 Introduction to Personal Computers or TB145 Introduction to Computing

### IT221 Microsoft Network Operating System I

4 credit hours

The current Microsoft networking server operating system will be the focus of this course. Coverage includes installation, configuration and management of a popular Microsoft network server in relation to its clients and to other servers. Aspects of typical Microsoft client-server network administration functions are discussed. **Prerequisite:** IT109 Microsoft Desktop Operating System

### IT222 Microsoft Network Operating System II

4 credit hours

This course serves as an extension on Microsoft network server technologies. Issues on infrastructure administration are discussed. Aspects of active directory technologies will be introduced. **Prerequisite:** IT221 Microsoft Network Operating System I

### IT250 Linux Operating System

4 credit hours

Installation, configuration and management of a Linux operating system will be explored. Focus will be on functions that resemble the UNIX environment. Directory and file management, user account management and certain device management (such as drives, printers, interface cards, etc.) will be discussed. **Prerequisite:** IT103 Operating Systems

### IT302 Linux System Administration

4 credit hours

This course covers intermediate to advanced system and network administrative tasks and related skills required by a Linux based network. Functional areas include the setup, configuration, maintenance, security and troubleshooting of Linux servers and related services in a complex network environment. Tools and scripting skills associated with these areas will also be discussed. **Prerequisite:** IT250 Linux Operating System

### IT320 WAN Technology and Application

4 credit hours

This course discusses typical Wide Area Network (WAN) technologies along with survey on existing services and applications. Introductory router configuration skills will be included. **Prerequisite:** IT220 Network Standards and Protocols

### IT321 Network Technology and Service Integration

4 credit hours

Discussions on areas where computer networking and telecommunication technologies converge in today's networking and internetworking industry. Concepts and case studies of how voice, data and video can be integrated on to one network will be discussed. Extended coverage on router configuration will be included. **Prerequisite or Corequisite:** IT320 WAN Technology and Application

### IT330 Network Systems Management

4 credit hours

Issues on network design and management will be discussed. Focus will be on network performance-based management using some basic network monitoring and analytical tools. **Prerequisites:** IT222 Microsoft Network Operating System II, IT250 Linux Operating System

### IT331 Network Development Capstone Project

4 credit hours

Network design and implementation project to be jointly agreed upon by the student and the faculty member. The project includes major process of product lifecycle such as data gathering and analysis, needs assessment, planning, designing, testing, implementation, documentation, etc., in addition to actually building a simulated network using existing equipment. **Prerequisites:** IT320 WAN Technology and Application, IT321 Network Technology and Service Integration

### **IT340 Communications Cabling**

**4 credit hours**

This course involves the study of communications cabling practices using both wired and fiber optic channels, including standards, connection topologies, installation, testing and troubleshooting.

### **IT342 Data and Network Communications I**

**4 credit hours**

The study of data communications and its applications in computer-based network systems. **Prerequisite:** IT340 Communications Cabling

### **IT343 Data and Network Communications II**

**4 credit hours**

A continuation of the study of network communications, emphasizing architecture, protocols and standards. **Prerequisite:** IT342 Data and Network Communications I

### **IT350 Modern Wireless Communications**

**4 credit hours**

Wireless transmission of voice, video and data signals using radio transmission and reception methods will be studied. Modulation techniques in the presence of electrical noise and interference will be studied, so as to predict appropriate performance. Areas of cellular, mobile and personal communications systems and satellite communications are included. **Prerequisite:** IT343 Data and Network Communications II

### **TM380 Advanced Topics in Technical Mathematics**

**4 credit hours**

A study of math topics relevant to advanced technical applications. A laboratory is included involving the use of a math graphing utility. **Prerequisites:** College algebra and trigonometry

### **TM420 Technical Calculus**

**4 credit hours**

A continuation of Introductory Calculus, this course includes the study of partial derivatives, double integrals, infinite series, introductory ordinary differential equations and Laplace transforms, plus technical applications. **Prerequisite:** EG360 Introductory Calculus or equivalent

## ***Technical Basic Courses***

### **TB133 Strategies for the Technical Professional**

**4 credit hours**

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

### **TB143 Introduction to Personal Computers**

**4 credit hours**

Organization of a typical Personal Computer (PC) at the hardware level is examined in a given popular operating systems environment. Terminology and concepts related to major PC hardware components and their functions will be discussed. Entry-level hands-on skills as well as theoretical knowledge in handling PC hardware will be covered.

### **TB145 Introduction to Computing**

**4 credit hours**

The course offers an overview of the computing field and computer technology trends with emphasis on terminology and concepts related to PC hardware and software components and their functions from a hands-on approach. Entry-level hands-on skills as well as theory in handling PC hardware will be taught.

### **TB150 Computing and Productivity Software**

**4 credit hours**

The course covers the fundamentals of computing and the use of computers in communications and networks. Emphasis is placed on the use of computer technology, Internet and the World Wide Web in enterprise computing and working environments. The course will also focus on using productivity software and hands-on applications to problem solving in business and other working environments.

### **TB184 Problem Solving**

**4 credit hours**

This course introduces students to problem solving techniques and helps them apply the tools of critical reading, analytical thinking and mathematics to help solve problems in practical applications.

## **TB332 Professional Procedures and Portfolio Development**

### **4 credit hours**

Students are required to plan and compile their projects in the form of a portfolio. Instruction on interviewing procedures and writing business communications is also included in this course. **Prerequisite: Students must have completed 72 quarter credit hours prior to taking this course.**

## **ONLINE COURSE INFORMATION**

**Online Courses** – Any or all of the courses in a program that are marked with a "+" or a "++" in the program outline for that program in the Curricula section of this catalog may be taught either completely in residence at the school, completely online over the Internet as a distance education course or partially in residence and partially online, as determined by the school from time to time in its discretion. **In order to help students become familiar with fundamentals of taking courses online over the Internet, the school may determine that a portion of the first online course that a student takes in this program must be taken online at the school in a supervised setting.**

Distance education courses are delivered online over the Internet through an asynchronous learning network. There is a prescribed schedule for completion for each of these courses. Support materials for each distance education course are sent to the student. These materials may include course syllabus, textbook, CD-ROM and other printed documents required for the distance education course. Students are assigned a cohort group for each distance education course. Online interaction within their assigned group and with the instructor is through electronic bulletin board and e-mail systems.

**Online Course Orientation** - Prior to starting any of the distance education courses taught online over the Internet in any program, the student must complete the online course orientation, which describes the protocols that the student must follow when taking a distance education course online over the Internet.

**Student Equipment** - The student is responsible, at his or her expense, for providing all supplies and equipment for the student's use in the distance education courses in any program that is taught online over the Internet. The student equipment includes, without limitation, a computer (and the associated accessories and peripheral equipment, including without limitation, a monitor, keyboard and printer), software, Internet service and e-mail account ("Student Equipment"). In order to assist students whose access to their Student Equipment is disrupted, the school will, from time to time in its discretion, make available certain computers, associated peripheral equipment and Internet access at the school for use by those students.

**Computer, Software Requirements and Specifications and Internet Service** - The computer (and the associated accessories and peripheral equipment), software and Internet service included in the Student Equipment must satisfy the following specifications:

**Minimum Requirements for Computer:** Pentium III or equivalent PC-compatible (MacIntosh or Unix-based machines are not supported), 256MB RAM (512MB preferred), CD-ROM, 2GB free space (5GB preferred) on master hard drive.

**Minimum Requirements for Software:** Windows XP or 2000 (or higher), Microsoft Office Professional 2003 (or higher), Internet Explorer 6.0 (or higher), and functional e-mail address with file attachment capabilities. The student will be required to obtain any software tools, plug-ins and/or applications identified in the course syllabus for any course in the program of study.

**Minimum Requirements for Internet Service:** 56Kb modem (Cable or DSL connection strongly preferred).

The student is obligated for any expense associated with obtaining access to the above specified computer equipment, software, Internet service and e-mail account.

## **COURSE NUMBERING SYSTEM**

The prefix of a course designated in the program outline for each program of study stands for the type of course. One hundred and two hundred level courses are lower division courses. Three hundred and four hundred level courses are upper division courses. Some three hundred level courses may be required during the latter quarters of an associate degree program. Refer to the Program Outline for a listing of any required three hundred level courses.

## **CREDIT HOUR**

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

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

**Online Courses:** A quarter credit hour represents at least 10 clock hours of distance education instruction taught online over the Internet and at least 10 clock hours of outside preparation. A clock hour is 50 minutes.

## **CURRICULUM**

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

## **PROGRAMS AND COURSES OFFERED**

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

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

## **HOMEWORK**

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

## **DIRECTED INDEPENDENT STUDY**

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

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

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

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

## **MAXIMUM COURSE LOAD**

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

## **PRACTICUM OR CLINICAL COMPONENT**

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

## **ADMINISTRATIVE INFORMATION**

### **ADMISSION**

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

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

- (a) The student is at least 16 years of age.
- (b) The student has:
  - (1) a high school diploma; or
  - (2) a recognized equivalent of a high school diploma (e.g., typically a general education development (GED) certificate or a document from a state authority (to the satisfaction of the school) recognizing that the student has successfully completed secondary school through home schooling (as defined by state law)).

The student must either:

- (i) certify (on a form and in a manner acceptable to the school) the following at or before the start of the student's first quarter of attendance at the school, or the student will be terminated from his or her program of study:
  - (A) the student has graduated from a high school; or
  - (B) the student has obtained a recognized equivalent of a high school diploma; or

- (ii) provide the school with the following before the end of the student's first quarter of attendance at the school, or the student will be terminated from his or her program of study:
  - (A) a copy of the student's high school diploma;
  - (B) a copy of the student's recognized equivalent of a high school diploma;
  - (C) the student's official high school transcript;
  - (D) the student's GED scores at or above the passing level set by the state agency awarding the GED; or
  - (E) a document from a state authority (to the satisfaction of the school) recognizing that the student successfully completed secondary school through home schooling (as defined by state law).
- (c) The student must:
  - (1) have scored, within the immediately preceding eighteen months, a minimum of 13 on the Wonderlic Scholastic Level Exam; or
  - (2) have scored, within the immediately preceding five years, a minimum of:
    - (i) 17 on the ACT; or
    - (ii) 400 each on both the critical reading and math portions of the SAT; or
  - (3) have earned 36 quarter credit hours or 24 semester or trimester credit hours with an overall cumulative grade point average of 2.0 on a 4.0 grading scale from a postsecondary educational institution located either (A) in the U.S. that is accredited by an accrediting agency recognized by the U.S. Department of Education or (B) outside the U.S. that is accredited or similarly acknowledged by an agency deemed acceptable to the school in its discretion.
- (d) The student provides the school with an official transcript from each educational institution awarding the degree or any course credits that the student desires to transfer to satisfy the requirements in (c) (3) above.
- (e) The student passes (as determined by the school in its discretion) an individual interview with the Registrar, if the Registrar requests an interview with the student.

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

#### Late Admission

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

#### Credit for Previous Education or Experience

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

- (1) **Previous Postsecondary Education** - Following the Registrar's receipt of the student's written request, the school may grant the student credit for course(s) in the student's program of study based on the student's previous postsecondary education at a different institution, if the student satisfies all of the following requirements:
  - (a) The student provides the school with an official transcript from each educational institution awarding any credits that the student desires to transfer to the school to satisfy specific course requirements of the student's program of study at the school. If the educational institution is located (I) in the U.S., it must be accredited by an accrediting agency recognized by the U.S. Department of Education, or (II) outside the U.S., it must be accredited or similarly acknowledged by an agency deemed acceptable to the school in its discretion.
  - (b) The subject matter of the course(s) represented by the credits that the student desires to transfer to the school to satisfy specific core 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). The subject matter of the course(s) represented by the credits that the student desires to transfer to the school to satisfy 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). The subject matter of the course(s) represented by the credits that the student desires to transfer to the school to satisfy any elective course requirements of the student's program of study at the school is determined, in the school's discretion, to represent a level of rigor that is equal to or greater than the rigor of the school's lower division courses.
  - (c) The number of credits that the student desires to transfer to the school to satisfy the requirements of a specific course in the student's program of study at the school must equate, as determined by the school, to at least the same number of quarter credit hours of that course as specified in the Program Outline for the student's program of study at the school.
  - (d) The student completed each course represented by credits that the student desires to transfer to the school to satisfy specific course requirements of the student's program of study at the school with at least: (i) a grade of "C" (i.e., 2.0 on a 4.0 scale), if the credits were earned at a postsecondary educational institution other than an ITT Technical Institute; or (ii) a passing grade, if the credits were earned at an ITT Technical Institute.
- (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.

Any student eligible to receive veterans educational benefits while attending any course(s) in an eligible program of study at the school will be denied veterans educational benefits for any such course(s) that the student previously successfully completed (as determined in the school's discretion in accordance with U.S. Department of Veterans Affairs regulations) elsewhere. As a result, each student eligible and desiring to receive veterans educational benefits while attending an eligible program of study at the school must provide the school with an official transcript for all previous postsecondary education and the student's military discharge document DD214, prior to the first scheduled class in the first course that the student is registered to take in the student's eligible program of study at the school.

The school will determine, in its discretion, whether: (a) the subject matter of any course previously taken by the student is substantially the same as the subject matter of any course contained in the student's eligible program of study at the school; and (b) the number of credits of any course previously taken by the student equate to at least the same number of quarter credit hours of any course having substantially the same subject matter that is contained in the student's eligible program of study at the school. If the school determines that (I) the subject matter of any prior course taken by the student is substantially the same as the subject matter of a course in the student's eligible program of study at the school and (II) the number of credits of that prior course equates to at least the same number of quarter credit hours as the course in the student's eligible program of study that has substantially the same subject matter, the school will grant the student credit for such prior course.

The total number of credits for courses in the student's program of study which may be granted to the student by the school based on the student's previous postsecondary education or experience as provided above cannot exceed 75% of the quarter credit hours required to graduate from the program. See the Graduation Requirements section of this catalog for further information.

If the school grants the student credit for any course in the student's program of study based on the student's previous postsecondary education or experience as provided above: (a) the student will receive a grade of "TR" for that course, if credit was granted based on the student's previous postsecondary education at a different institution; and (b) the student will receive a grade of "CR" for that course, if credit was granted based on the student's previous experience.

## CLASS SCHEDULE

(a) Prior to the student's attendance in any program course in a quarter, the school will notify the student in writing of:

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

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

(b) The student may modify his or her Class Schedule for any quarter at any time prior to his or her first recorded attendance in any program course in that quarter, by notifying the school in writing. The student's written notification must specify any program course(s) that the student wants deleted from and/or added to his or her Class Schedule. Upon receipt of the student's written notification, the school will:

- cancel the student's registration for, and delete from his or her Class Schedule, any program course(s) specified in the notice;
- register the student for, and add to his or her Class Schedule, any program course(s) specified in the notice, but only if the school determines that the program course(s) are being taught in that quarter, the student has satisfied any prerequisites and the class size of the program course(s) can accommodate the student; and
- notify the student in writing of his or her modified Class Schedule.

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

(c) At any time prior to the start of any program course that the student is registered to take in any quarter, the school may:

- change the start date of that quarter;
- assign the student a new Class Schedule for that quarter; and/or
- cancel the program.

(1) If the school changes the start date of a quarter and/or assigns the student a new Class Schedule for a quarter, the student may modify his or her Class Schedule by notifying the school in writing prior to the student's first recorded attendance in any program course in that quarter. The student's written notification must specify any program course(s) that the student wants deleted from and/or added to his or her Class Schedule. Upon receipt of the student's written notification, the school will:

- cancel the student's registration for, and delete from his or her Class Schedule, any program course(s) specified in the notice;
- register the student for, and add to his or her Class Schedule, any program course(s) specified in the notice, but only if the school determines that the program course(s) are being taught in that quarter, the student has satisfied any prerequisites and the class size of the program course(s) can accommodate the student; and
- notify the student in writing of his or her modified Class Schedule.

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

(2) If the school cancels the program, the student's enrollment in the program will have been canceled by the school.

(d) At any time following the start of any program course that the student is registered to take in any quarter, the school may:

- merge the student's class taking that program course into one or more other classes taking the same program course;
- divide the student's class taking that program course into more than one class taking the same program course;
- change the times and/or meeting days of the student's class periods in a program course that is taught in residence at the school;
- change the instruction site of the student's class periods in a program course that is taught in residence at the school; and/or
- cancel that program course.

(1) If the school merges the student's class taking a program course into one or more other classes taking the same program course and/or divides the student's class taking a program course into more than one class taking the same program course, the student's Enrollment Agreement with the school will remain in full force and effect, any affected terms and provisions of that Enrollment Agreement will be automatically revised to reflect such changes and the student will not be relieved of any of his or her obligations under that Enrollment Agreement, except as may be otherwise expressly required by applicable state law.

(2) If the school changes the times and/or meeting days of the student's class periods in a program course taught in residence at the school, the student may cancel his or her registration for that program course by delivering written notice of such cancellation to the school within 10 days of the school's notice of such change. Upon receipt of the student's written notification, the school will:

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

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

(3) If, following the start of a program course taught in residence at the school, the school changes the instruction site of the student's class periods in that program course from the instruction site specified on the student's Class Schedule, the school will:

- provide the student with 30 days prior written notice of that change (or such lesser amount as is reasonably practicable in the event of an act of God, fire or any circumstance not within the school's control); and
- request that the student acknowledge that change by executing a written amendment to his or her Enrollment Agreement with the school that specifies the student's new instruction site for the remainder of that program course.

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

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

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

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

(f) Any class period in a program course taught in residence at the school, or any portion of a practicum or clinical component of a program course, that is cancelled by the school in any quarter due to a holiday or any other reason will be rescheduled by

the school for a different day and time in the same quarter. A cancelled class period in such a program course may be rescheduled by the school for a day and/or time that differ from the student's regular Class Schedule. A cancelled portion of a practicum or clinical component of such a program course may be rescheduled by the school for a day and/or time that differ from the day and/or time that were previously scheduled.

## STUDENT CALENDAR

	2007	2008*	2009*
Classes Resume After Winter Break	January 2	January 7	January 5
Presidents' Day**	February 19	February 18	February 16
Winter Quarter Ends	March 4	March 9	March 8
Spring Break**	March 5-11	March 10-16	March 9-15
Spring Quarter Begins	March 12	March 17	March 16
Memorial Day**	May 28	May 26	May 25
Spring Quarter Ends	June 3	June 8	June 7
Summer Break**	June 4-10	June 9-15	June 8-14
Summer Quarter Begins	June 11	June 16	June 15
Independence Day**	July 4	July 4	July 3-4
Summer Quarter Ends	September 2	September 7	September 6
Fall Break**	September 3-9	---	---
Labor Day**	September 3	September 1	September 7
Fall Quarter Begins	September 10	September 8	September 7
Thanksgiving**	November 22-23	November 27-28	November 26-27
Fall Quarter Ends	December 2	November 30	November 29
Winter Quarter Begins	December 3	December 1	November 30
Winter Break**	December 24, 2007- January 6, 2008	December 22, 2008- January 4, 2009	December 21, 2009- January 3, 2010

\*Tentative Dates \*\*No classes

The school may at any time change or modify the Student Calendar to the extent the school determines necessary, in its discretion, by reason of any: (a) act of God, including, without limitation, any natural disaster or inclement weather; (b) fire; (c) riot; (d) local, state or national emergency; (e) business necessity; (f) war; (g) act of terrorism; (h) civil insurrection; (i) strike or other labor difficulty; (j) rule, order, regulation and/or law of any governmental entity; and/or (k) school-sponsored activity. The school will promptly notify the student body as soon as practical following any determination by the school to change or modify the Student Calendar. If the school exercises any of its rights to change or modify the Student Calendar, the student's Enrollment Agreement with the school will remain in full force and effect, and the student will not be relieved of any of his or her obligations thereunder.

## ADMINISTRATION POLICIES

### Non-Discrimination and Diversity

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

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

### Academic Achievement

#### **Grading**

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

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

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

#### **Graduation Requirements**

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

#### **Credential**

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

## Honors

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

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

## Academic Transcript

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

## Satisfactory Academic Progress

A student must make satisfactory academic progress towards completing his or her program of study. To be making satisfactory academic progress, a student must satisfy the criteria set forth below in this Satisfactory Academic Progress section. Any student who is failing to make satisfactory academic progress in his or her program of study at any Evaluation Point specified below will be placed on academic probation, placed on extended enrollment status or terminated from that program of study as provided below.

## Evaluation Points

A student will not be making satisfactory academic progress, if at any Evaluation Point specified below (a) the student's overall cumulative grade point average ("OCGPA") in his or her program of study is less than the OCGPA required at that Evaluation Point or (b) the student has not successfully completed the percentage of the total cumulative credit hours he or she has attempted in his or her program of study ("Credit Completion Percentage") required at such Evaluation Point.

Evaluation Point*	Required OCGPA	Required Credit Completion Percentage	See Notes
End of the student's first academic year (as defined below)	1.5	60%	(1)
End of each of the student's fourth and any subsequent academic quarters	2.0	66.67%	(1)
End of each of the student's second and any subsequent academic years	2.0	66.67%	(2)
100% of the Maximum Time Frame for Completion ("MTFC") (as defined below)	2.0	66.67%	(3)

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

## Notes:

- (1) If a student is not making satisfactory academic progress in his or her program of study at this Evaluation Point, the student will be terminated from that program of study, unless the student appeals the school's determination in writing to the Dean (as provided below in the Appeal section) and the Dean grants the student's appeal. If the Dean grants the student's appeal and all of the requirements specified below in the Academic Probation and Extended Enrollment sections are satisfied, the student will, at the school's discretion, be placed on either academic probation or extended enrollment status during the student's next quarter of attendance in the program.
- (2) If a student is not making satisfactory academic progress in his or her program of study at this Evaluation Point, the student will be terminated from that program of study, unless the student appeals the school's determination in writing to the Dean (as provided below in the Appeal section) and the Dean grants the student's appeal. If the Dean grants the student's appeal and all of the requirements specified below in the Extended Enrollment section are satisfied, the student will be placed on extended enrollment status during the student's next quarter of attendance in the program.

- (3) If a student is not making satisfactory academic progress in his or her program of study at this Evaluation Point, the student will be terminated from that program of study at the school.

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

#### Maximum Time Frame for Completion

The student's Maximum Time Frame for Completion ("MTFC") for his or her program of study is 150% of the credit hours designated in the Program Outline for such program of study (as such credit hours may be revised or modified from time to time by the school in its discretion) less the credit hours associated with any course that the student receives a grade of "CR" or "TR," rounded down to the nearest whole credit hour. For example, if a program of study consists of 96 credit hours and the school accepted 11 transfer credits earned by the student at another postsecondary educational institution, the student's MTFC is 127 credit hours (150% of (96 - 11) is 127.5, which rounds down to 127). Each credit hour in a program of study that is "attempted" (as defined below) by a student is counted toward the student's MTFC of that program of study each and every time the credit hour is attempted by the student. A credit hour or course is "attempted" if the student receives a grade of "A," "B+," "B," "C+," "C," "D+," "D," "F," "I," "W" or "P" for the course that the credit hour is part from the school and/or from any other ITT Technical Institute. For example, if a student takes Course X, consisting of 4 credit hours, and receives a grade of "W" and the student retakes Course X and earns a grade of "B," the student will have attempted 8 credit hours with respect to Course X. A student may not exceed his or her MTFC for the student's program of study. The student's MTFC for his or her program of study will include the credit hours attempted with respect to each course that the student took at the school and/or at any other ITT Technical Institute when the student: (a) was enrolled in that program of study; and (b) was enrolled in a different program of study, if (i) the subject matter of that course is substantially the same as any course in his or her current program of study or (ii) that course counts toward or satisfies any of the coursework requirements of his or her current program of study (whether core, general education, technical basic, elective or otherwise). A student will not be making satisfactory academic progress and will be terminated from his or her program of study if, at any time, the school determines that the student is unable to graduate from his or her program of study without exceeding the student's MTFC for that program of study.

#### Academic Year

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

#### Credit Completion Percentage

The Credit Completion Percentage is calculated by dividing the total number of credit hours that the student has successfully completed in his or her program of study by the total number of credit hours that the student has attempted in his or her program of study. The calculation of the student's Credit Completion Percentage in his or her program of study will include the number of credit hours attempted by the student with respect to each course that the student took at the school and/or at any other ITT Technical Institute when the student: (a) was enrolled in that program of study; and (b) was enrolled in a different program of study, if (i) the subject matter of that course is substantially the same as any course in his or her current program of study or (ii) that course counts toward or satisfies any of the coursework requirements of his or her current program of study (whether core, general education, technical basic, elective or otherwise).

#### Student Status

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

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

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

<b>Grade Level</b>	<b>Total Number of Quarter Credit Hours of Courses Successfully Completed in the Student's Program of Study</b>
First	0-36
Second	37-72
Third	73-108
Fourth	109-144
Fifth	145-180

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

### **Academic Probation**

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

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

Notwithstanding anything to the contrary in the Evaluation Points section: (a) a student will not be placed on academic probation more than three times during any specific program of study in which the student is or was enrolled at the school or at any other ITT Technical Institute; and (b) a student will not be placed on academic probation, if such placement would represent the third consecutive quarter of academic probation for that student while enrolled in that program of study at the school or at any other ITT Technical Institute.

### **Extended Enrollment Status**

If a student is placed on extended enrollment status, during the quarter of the student's extended enrollment status the Dean will require the student to repeat some or all of the course(s) that he or she received a grade of "D+," "D," "F" or "W" before the student can attempt any other courses in the student's program of study. At the end of the quarter of the student's extended enrollment status, the student's OCGPA and Credit Completion Percentage will be recalculated to determine if the student is making satisfactory academic progress in the program of study at that Evaluation Point. Notwithstanding anything to the contrary in the Evaluation Points section, if the student is making satisfactory academic progress in the program of study at the Evaluation Point at the end of the quarter of the student's extended enrollment status, the student will be placed on academic probation during the student's next quarter of attendance in the program.

A student will not be considered to be making satisfactory academic progress during the quarter of the student's extended enrollment status.

All of the credit hours represented by the courses that the student repeats during the quarter of the student's extended enrollment status will have been attempted by the student in determining the student's Credit Completion Percentage, and all of the grades (and associated points) earned by the student in those courses will replace the previous grades (and associated points) earned in determining the student's OCGPA. All grades earned for any courses the student attempts will, however, remain on the student's transcript. A student is ineligible for any federal, state or other student financial aid to attend any course(s) in his or her program of study at the school during the student's extended enrollment status.

Notwithstanding anything to the contrary in the Evaluation Points section, a student will not be granted extended enrollment status more than two times during any specific program of study in which the student is or was enrolled at the school or at any other ITT Technical Institute.

### **Incompletes and Repeats**

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

### **Readmission**

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

All readmission determinations will be made by the school in its discretion and will be final and binding on the student. The school is not obligated to readmit any student. As part of the school's determination to readmit any student, the school will consider whether the student was making satisfactory academic progress at the last Evaluation Point that the student was enrolled in a program of study at the school. If the student was not making satisfactory academic progress in his or her program of study as of that Evaluation Point, the student will not be readmitted into the same or a different program, unless the student appeals the school's determination in writing to the Dean (as provided below in the Appeal section) and the Dean grants the student's appeal. If the Dean grants the student's appeal, the student will be placed on either academic probation or extended enrollment status (at the Dean's discretion, unless extended

enrollment status is required under the satisfactory academic progress requirements associated with the last Evaluation Point) during the student's next quarter of attendance in any program of study at the school. If a student for any reason is terminated or withdraws from his or her program of study at the school during a quarter when the student is on: (a) academic probation, the student will be on either academic probation or extended enrollment status (at the Dean's discretion, unless extended enrollment status is required under the satisfactory academic progress requirements associated with the last Evaluation Point) if and when the student is readmitted to the same or a different program of study at the school; or (b) extended enrollment status, the student will be on (i) extended enrollment status if and when the student is readmitted to the same program of study at the school, or (ii) either academic probation or extended enrollment status (at the Dean's discretion, unless extended enrollment status is required under the satisfactory academic progress requirements associated with the last Evaluation Point) if and when the student is readmitted to a different program of study at the school.

In no event will any student be readmitted to the same or a different program of study at the school, if the school determines that the student (i) is unable to make satisfactory academic progress in that program of study or (ii) does not possess the motivation, desire or academic ability to satisfactorily progress academically through and graduate from that program of study. If the school decides to readmit the student, the student must agree in writing to the terms for readmission and execute a new Enrollment Agreement with the school and pay all then current tuition, fees and any other costs associated with the student's program of study.

#### **Prior Attendance at a Different ITT Technical Institute**

If the student withdrew or was terminated from a program of study at any other ITT Technical Institute prior to the student's admission to a program of study at the school, the school will consider whether the student was making satisfactory academic progress at the last Evaluation Point that the student was enrolled in a program of study at the other ITT Technical Institute. If the student was not making satisfactory academic progress in his or her program of study as of that Evaluation Point, the student will not be admitted into the same or a different program at the school, unless the student appeals the school's determination in writing to the Dean (as provided below in the Appeal section) and the Dean grants the student's appeal. If the Dean grants the student's appeal, the student will be placed on either academic probation or extended enrollment status (at the Dean's discretion, unless extended enrollment status is required under the satisfactory academic progress requirements associated with the last Evaluation Point) during the student's first quarter of attendance in any program of study at the school. If the student for any reason was terminated or withdrew from his or her program of study at the other ITT Technical Institute during a quarter when the student was on: (a) academic probation, the student will be on either academic probation or extended enrollment status (at the Dean's discretion, unless extended enrollment status is required under the satisfactory academic progress requirements associated with the last Evaluation Point) if and when the student is admitted to the same or a different program of study at the school; or (b) extended enrollment status, the student will be on (i) extended enrollment status if and when the student is admitted to the same program of study at the school, or (ii) either academic probation or extended enrollment status (at the Dean's discretion, unless extended enrollment status is required under the satisfactory academic progress requirements associated with the last Evaluation Point) if and when the student is admitted to a different program of study at the school.

In no event will any student who withdrew or was terminated from a program of study at any other ITT Technical Institute be admitted to the same or a different program of study at the school, if the school determines that the student (i) is unable to make satisfactory academic progress in that program of study or (ii) does not possess the motivation, desire or academic ability to satisfactorily progress academically through and graduate from that program of study.

#### **Reestablishing Financial Aid**

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

#### **Non-Credit Courses**

Non-credit courses, which are taken on a pass-fail basis, do not affect a student's grade point average. Nevertheless, the student must repeat and successfully complete any failed non-credit courses prior to the student graduating from his or her program of study at the school.

#### **Appeal**

If the school determines that a student is failing to make satisfactory academic progress in his or her program of study at the school, the student may appeal the school's determination in writing to the Dean. The student's written appeal must explain in detail the special circumstances affecting the student's academic progress (such as the student suffering a serious illness or injury, the death of a relative of the student or other special circumstances) that may give rise to the school changing its determination to terminate the student from (or not to readmit the student into) his or her program of study at the school, despite the student's failure to conform to the requirements of the Satisfactory Academic Progress section of this catalog. The Dean will review the student's written appeal to determine whether, because of the special circumstances explained in the student's written appeal, the student can remain enrolled in (or be readmitted into) his or her program of study at the school despite the student's failure to conform to the requirements of the Satisfactory Academic Progress section of this catalog. The determination of the student's written appeal will be made by the Dean (in his or her discretion and in conformity with the Satisfactory Academic Progress section of this catalog) and will be final and binding on the student. If the Dean grants the student's appeal, the student will be placed (as specified by the Dean and in conformity with the Satisfactory Academic Progress section of this catalog) on either academic probation or extended enrollment status during the student's next quarter of attendance in that program of study.

#### **Attendance Requirements**

Each student is required to regularly attend each course that the student is registered to take in the program in which the student is enrolled. For residence courses, attendance means (a) physical participation in the class meetings and other activities of the course;

and (b) other positive academic participation by the student, as approved by the school, such as attending a class meeting in a different class section of the same course or completing and submitting coursework. For online courses, attendance means participating in class communications and activities of the course electronically over the Internet in the manner and in accordance with the directions specified by the school. Students attending online courses are required to follow the protocols specified by the school to record the student's attendance in the class communications and activities that are part of the course. Any failure by a student attending an online course to follow the protocols specified by the school to record the student's attendance in a class communication or activity that is part of the course may, as determined by the school, result in the school identifying the student as absent from or a non-participant in the class communication or other activity of the course.

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

#### **Make-Up Work**

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

#### **Leave of Absence**

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

#### **Program Changes**

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

#### **Withdrawals**

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

#### **Advising**

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

#### **Transfer of Credit**

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

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

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

### Conduct

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

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

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

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

### Anti-Harassment

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

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

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

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

### Disabled Applicants and Students

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

### Health, Security and Safety

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

### Disclaimer of Warranties

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

### Limitation of Liability

**IN NO EVENT WILL THE STUDENT OR THE SCHOOL BE LIABLE TO THE OTHER PARTY OR ANY THIRD PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, CONSEQUENTIAL OR PUNITIVE DAMAGES, REGARDLESS OF THE FORM OF ACTION (WHETHER IN CONTRACT, TORT OR OTHERWISE) OR EVEN IF THE LIABLE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL THE SCHOOL'S MAXIMUM LIABILITY TO THE STUDENT FOR ALL DAMAGES ARISING OUT OF OR IN ANY WAY RELATED TO THE STUDENT'S ENROLLMENT AGREEMENT (INCLUDING ANY AMENDMENTS OR ADDENDA THERETO) OR THIS CATALOG OR THE SUBJECT MATTER THEREOF EXCEED THE LESSER**

OF: (A) THE ACTUAL DIRECT DAMAGES INCURRED BY THE STUDENT THAT WERE CAUSED BY THE SPECIFIC SERVICE OR PRODUCT PROVIDED BY THE SCHOOL UNDER THE STUDENT'S ENROLLMENT AGREEMENT THAT IS THE SUBJECT OF THE STUDENT'S COMPLAINT; OR (B) THE AMOUNT OF TUITION, FEES AND/OR COST OF ANY TOOLS RECEIVED BY THE SCHOOL FROM OR ON BEHALF OF THE STUDENT FOR THE SPECIFIC SERVICE OR PRODUCT PROVIDED BY THE SCHOOL UNDER THE STUDENT'S ENROLLMENT AGREEMENT THAT DIRECTLY CAUSED SUCH DAMAGE. Notwithstanding anything above to the contrary in this Limitation of Liability section, if any limitation of liability conflicts with the substantive law governing the student's Enrollment Agreement or this catalog, the substantive law with respect to such limitation will control.

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

### **Student Complaint/Grievance Procedure**

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

### **Procedure**

All student complaints will be handled in the following manner:

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

1. A student must present to the school Director (ITT Technical Institute, 1830 NW 118<sup>th</sup> Street, Clive, IA 50325, 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 N. Meridian Street, Carmel, Indiana 46032-1404, telephone (800) 388-3368.
2. Within ten (10) days after receipt of the student's written letter of complaint, the 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 Accrediting Council**

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

### **Resolution of Disputes**

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

- (a) The parties are encouraged to make an initial attempt, in good faith, to resolve the Dispute pursuant to the school's Student Complaint/Grievance Procedure or through other informal means.
- (b) If the Dispute is not resolved pursuant to the school's Student Complaint/Grievance Procedure or through other informal means, then the Dispute will be resolved by binding arbitration between the parties. Arbitration is the referral of a dispute to one or more impartial persons for a final and binding determination. Both the student and the school agree that the Enrollment Agreement involves interstate commerce and that the enforceability of this Resolution of Disputes section will be governed, both procedurally and substantively, by the Federal Arbitration Act, 9 U.S.C. §1-9. The arbitration between the student and the school will be administered by the American Arbitration Association ("AAA") or, in the event the AAA declines or is unable to administer the arbitration, by an arbitration forum or arbitrator that the student and the school mutually agree upon. If, after making a reasonable effort, the student and the school are unable to agree upon an arbitration forum or arbitrator, a court having proper jurisdiction will appoint an arbitration forum or arbitrator. The arbitration will be conducted in accordance with the AAA's Commercial Arbitration Rules ("Commercial Rules") and, when deemed appropriate by the arbitration forum or arbitrator, the AAA's Supplementary Procedures for Consumer-Related Disputes ("Consumer Procedures"), or the appropriate rules of any alternative arbitration forum selected by the student and the school or appointed by a court, subject to the following modifications:
  - (1) The arbitration will be conducted before a single arbitrator who will be a former federal or state court judge and will have at least 10 years of experience in the resolution of civil disputes.

- (2) The site of the arbitration will be the city in which the school is located.
- (3) The substantive law which will govern the interpretation of a student's Enrollment Agreement and the resolution of the Dispute will be the law of the state where the school is located.
- (4) The scope of the arbitration will be limited to the Dispute between the student and the school. In the arbitration between the student and the school:
  - no claims of any other person will be consolidated into the arbitration;
  - no claims will be made on behalf of any class of persons; and
  - no representative actions of any kind are permitted.
- (5) The parties may take discovery through interrogatories, depositions and requests for production that the arbitrator determines to be appropriate to allow for a fair hearing, taking into consideration the claims involved and the expedited nature of arbitration.
- (6) The school will pay the amount of any arbitration costs and fees charged to the student under the Commercial Rules or Consumer Procedures that exceed the costs and fees that the student would incur if the student filed a similar action in a court having proper jurisdiction.
- (7) In any of the following arbitration-related proceedings, the prevailing party will be entitled to recover its reasonable attorneys' fees:
  - any motion which any party is required to make in the courts to compel arbitration of a Dispute; or
  - any challenge to the arbitration award, whether to the arbitrator or the courts, for the purpose of vacating, modifying or correcting the award.
- (8) All aspects of the arbitration proceeding, and any ruling, decision or award by the arbitrator, will be strictly confidential. The parties will have the right to seek relief in the appropriate court to prevent any actual or threatened breach of this provision.
- (9) If any provision of this Resolution of Disputes section or its application is invalid or unenforceable, that provision will be severed from the remainder of this section and the remainder of this section will be binding and enforceable.

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

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

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

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

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

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

#### **3. Exemptions**

The following records are exempt from the Act:

- (a) Financial records of the student's parents.
- (b) Confidential letters and recommendations relating to admission, employment or honors to which the student has waived his or her right to inspect.
- (c) Records about students made by faculty or administrators which are maintained by, and accessible only to, the faculty or administrators.
- (d) Employment records for school employees who are also current or former students.
- (e) Records compiled or maintained by physicians, psychiatrists, psychologists or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to persons providing the treatment.
- (f) Records that only contain information about an individual after he or she is no longer a student at the school.

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

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

#### **5. Directory Information**

Directory Information (as defined below) is that information which may be unconditionally released without the student's consent, unless the student specifically requests in writing that such information not be released. The school requires that such request must (I) specify what categories of Directory Information are to be withheld by the student and (II) be delivered to the school Director within 15 days after the student starts class. Any such request must be renewed annually by the student. "Directory Information" means information contained in a student's education record which would generally not be considered harmful or an invasion of privacy if disclosed. Directory Information includes, but is not limited to, the student's name; address(es); telephone number(s); electronic mail address(es); photograph; grade level; enrollment status (e.g., full-time or part-time); date and place of birth; program of study; extracurricular

activities; credentials and awards received; last school attended; honors list or equivalent; and dates of attendance (i.e., enrollment period(s), not daily attendance record).

#### **6. Access Without Student Consent**

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

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

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

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

#### **Foreign Student Information**

##### **Financial Assistance**

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

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

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

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

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

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

## Career Services

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

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

## Student Handbook

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

## Revisions to Policies and Procedures

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

## TUITION, FEES AND TOOLS

### Tuition

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

<u>Program of Study</u>	<u>Current Tuition Per Credit Hour</u>	<u>Tuition Per Credit Hour Beginning March 1, 2008</u>
(a) Computer and Electronics Engineering Technology (Associate's Degree)	\$425	\$446
(b) Computer Drafting and Design (Associate's Degree)	\$425	\$446
(c) Construction Management (Bachelor's Degree)	\$425	\$446
(d) Criminal Justice (Bachelor's Degree)	\$425	\$446
(e) Electronics and Communications Engineering Technology (Bachelor's Degree)	\$425	\$446
(f) Information Systems Security (Bachelor's Degree)	\$425	\$446
(g) Information Technology - Computer Network Systems (Associate's Degree)	\$425	\$446

The school may, at any time and from time to time in its discretion, increase the tuition per credit hour charged to students for courses in any program of study offered by the school by publishing the higher tuition per credit hour in the school catalog at least 60 days before the effective date of the increase. A student will be obligated to pay the school the higher tuition per credit hour with respect to any program course that (a) the student is registered to take from the school and (b) begins after the effective date of the increase. Students can expect the school to increase, at least once during any calendar year, the tuition per credit hour charged for program courses offered by the school.

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

### Fees

#### Academic Fee

Each student will pay the school an Academic Fee of \$200 each time the student enrolls in a program of study offered by the school. The Academic Fee is due and payable by the student to the school on the student's first day of recorded attendance in any program course following the student's enrollment in a program of study offered by the school.

### **Administrative Fee**

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

### **Tools**

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

<u>Program of Study</u>	<u>ESTIMATED Cost of Tools if Purchased From the School</u>
(a) Computer and Electronics Engineering Technology (Associate's Degree)	\$500
(b) Computer Drafting and Design (Associate's Degree)	\$500
(c) Construction Management* (Bachelor's Degree)	\$500
(d) Criminal Justice (Bachelor's Degree)	\$150
(e) Electronics and Communications Engineering Technology* (Bachelor's Degree)	\$500
(f) Information Systems Security* (Bachelor's Degree)	\$500

\*Depending on the courses that the student chooses to take to satisfy the Unspecified Core course requirements in the Program Outline, the student may be required to purchase tools for use in these courses.

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

### **Alternative Payment Arrangement**

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

### **Delinquent Payment**

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

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

The student must pay all amounts owed to the school prior to leaving the school. If the student is unable to pay all such amounts before leaving the school, the student must make arrangements to pay such amounts that are acceptable to the school in its discretion. If the student fails to (a) make arrangements that are acceptable to the school within 30 days of leaving the school or (b) fulfill the terms of any arrangements accepted by the school, the school will be forced to exercise all of its rights and remedies against the student to collect all such amounts, including, without limitation, referring the student's account to a collection agency.

### **Repeat**

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

## FINANCIAL INFORMATION

### Cancellation

Student's enrollment in the Program will be canceled and all monies received by the School from or with respect to Student under this Agreement will be returned to the appropriate party(ies) within 30 days, if:

- (a) Student notifies the School before Student's first day of recorded attendance in any Program course that Student has canceled this Agreement; or
- (b) the School cancels the Program.

### Refund

(a) If, during the first Quarter that Student is enrolled in the Program, Student withdraws or is terminated from:

- (1) any Program course during any of the following specified calendar weeks of the Quarter, Student will be obligated to the School for

- the entire cost of any Tools purchased by Student from the School for use in that Program course, and
- the following corresponding percentage of the tuition for that Program course; and

<u>CALENDAR WEEK OF THE QUARTER</u>	<u>PERCENTAGE OF THE TUITION</u>
1 <sup>st</sup>	10%
2 <sup>nd</sup>	20%
3 <sup>rd</sup>	30%
After the 3 <sup>rd</sup>	100%

- (2) the Program during any of the following specified calendar weeks of the Quarter, Student will also be obligated to the School for the following corresponding percentage of

- any Academic Fee charged to Student in that Quarter, and
- the Administrative Fee.

<u>CALENDAR WEEK OF THE QUARTER</u>	<u>PERCENTAGE OF ANY ACADEMIC FEE AND THE ADMINISTRATIVE FEE</u>
1 <sup>st</sup>	10%
2 <sup>nd</sup>	20%
3 <sup>rd</sup>	30%
After the 3 <sup>rd</sup>	100%

- (b) If, during any Quarter that Student is enrolled in the Program (other than the first Quarter), Student withdraws or is terminated from:

- (1) any Program course during any of the following specified calendar weeks of the Quarter, Student will be obligated to the School for

- the entire cost of any Tools purchased by Student from the School for use in that Program course, and
- the following corresponding percentage of the tuition for that Program course; and

<u>CALENDAR WEEK OF THE QUARTER</u>	<u>PERCENTAGE OF THE TUITION</u>
1 <sup>st</sup> through 3 <sup>rd</sup>	50%
After the 3 <sup>rd</sup>	100%

- (2) the Program during any of the following specified calendar weeks of the Quarter, Student will also be obligated to the School for the following corresponding percentage of

- any Academic Fee charged to Student in that Quarter, and
- the Administrative Fee.

<u>CALENDAR WEEK OF THE QUARTER</u>	<u>PERCENTAGE OF ANY ACADEMIC FEE AND THE ADMINISTRATIVE FEE</u>
1 <sup>st</sup> through 3 <sup>rd</sup>	50%
After the 3 <sup>rd</sup>	100%

- (c) Student's withdrawal or termination date for purposes of calculating any refund due under this Section will be Student's last date of recorded attendance in a Program course.

- (d) Notwithstanding anything to the contrary above in this Section, if Student withdraws or is terminated from any Program course or the Program during any Quarter, Student will remain obligated to the School for:
- all of the tuition, fees, cost of any Tools and cost of any other supplies owed to the School for any previous attendance by Student at the School; and
  - all other amounts owed to the School under this Agreement (including any addenda to this Agreement) and/or any other agreement between Student and the School.
- (e) If, at the time Student withdraws or is terminated from any Program course or the Program, the School has received any monies for tuition, the Academic Fee, the Administrative Fee or any Tools from or on behalf of Student in excess of Student's obligation for those items as provided in this Section, the School will refund such excess to the appropriate party(ies) as specified below in this Section.
- (f) Any refund required under this Section will be paid first to eliminate any outstanding balances for any student financial aid received by or with respect to Student in the following order and priority (unless applicable law requires otherwise) and within the time period prescribed by law:

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

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

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

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

- (a) If Student's withdrawal or termination from the Program occurs:
- within the first 60% of the Quarter, the amount of federal student financial aid awarded for use in that Quarter that Student and/or his or her parents may use is a proportional calculation based on the percentage of the Quarter that has elapsed as of Student's withdrawal or termination date; or
  - after the first 60% of the Quarter, Student and/or his or her parents may use 100% of the federal student financial aid awarded for use in that Quarter.
- (b) If Student and/or his or her parent(s) are ineligible to use a portion of any federal student financial aid remitted to the School to satisfy Student's obligation for tuition, fees or other costs of Student's education:
- federal law requires the School to return to the appropriate party(ies) such unusable aid;
  - the School will advise Student of the amount of such unusable aid returned by the School; and
  - Student will be liable for an amount equal to the portion of such unusable aid for which Student is obligated to the School under the Refund Section above, and will immediately pay that amount to the School in full.
- (c) If Student and/or his or her parent(s) are ineligible to use a portion of any federal student financial aid received by Student and/or the parent(s) and not remitted to the School:
- federal law requires Student and/or the parent(s) to repay to the appropriate party(ies) such unusable aid; and
  - the School will advise Student and/or the parent(s) of the amount of such unusable aid.

- (d) Any return or repayment of unusable federal student financial aid required under this Section will be paid first to eliminate any outstanding balances for any federal student financial aid received by or with respect to Student in the following order and priority and within the time period prescribed by law:

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

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

### **Cancellation and Refund Requests**

Any cancellation or refund request by a student should be made in writing and mailed to: Director, ITT Technical Institute, 1830 NW 118<sup>th</sup> Street, Clive, IA 50325. If the student is a minor, however, the request must be made by the student's parent or guardian.

## **FINANCIAL ASSISTANCE**

The school may, from time to time, provide the student with (I) information on federal, state and other student financial aid for which he or she may apply to receive and/or (II) estimates of the amount of federal, state and other student financial aid for which he or she may qualify, but: (a) the federal, state and other authorities, and not the school, determine the student's eligibility for any federal, state or other student financial aid; (b) the federal, state and other authorities, and not the school, determine the amount of any federal, state or other student financial aid the student may receive; (c) the student, and not the school, is responsible for applying for any federal, state or other student financial aid; and (d) the student, and not the school, is responsible for determining when and where to apply for any federal, state or other student financial aid.

The school is designated as an eligible institution by the U.S. Department of Education for participation in the following programs:

### **Federal Pell Grant Program**

The Federal Pell Grant Program is intended to allow eligible students financial access to the school or college of their choice. For eligible students, Federal Pell Grants are the "floor" or base upon which all other federal student financial aid is built. Current year awards range from \$400 to \$4,310. The amount a student may receive depends on the student's family's financial situation, the student's full- or part-time enrollment status and how much of the student's remaining education at the school falls within the current federal award year (July 1 through June 30). In order to be eligible for a Federal Pell Grant, a student may not have previously received a bachelor's degree from any institution.

### **Federal Academic Competitiveness Grant Program**

An eligible student may receive a federal Academic Competitiveness Grant of up to \$750 for the student's first academic year of study and up to \$1,300 for the student's second academic year of study. To be eligible for each academic year, a student must:

- be a U.S. citizen;
- be a Federal Pell Grant recipient;
- be enrolled full-time in a degree program;
- be enrolled in the first or second academic year of his or her program of study at a two-year or four-year degree-granting institution;
- have completed a rigorous secondary school program of study (after January 1, 2006, if a first-academic-year student, and after January 1, 2005, if a second-academic-year student);
- if a first-academic-year student, not have been previously enrolled in an undergraduate program; and
- if a second-academic-year student, have at least a 3.0 cumulative grade point average on a 4.0 scale for the first academic year.

The goal of this federal grant program is to encourage more students to pursue fields of study involving physical, life or computer science, engineering, mathematics, technology, or a critical foreign language.

### **Federal National Science and Mathematics Access to Retain Talent ("SMART") Grant Program**

An eligible student may receive a federal SMART Grant of up to \$4,000 for each of the student's third and fourth academic years of study. To be eligible for each academic year, a student must:

- be a U.S. citizen;
- be a Federal Pell Grant recipient;
- be enrolled full-time in a bachelor degree program in a field of study involving physical, life or computer science, engineering, mathematics, technology, or a critical foreign language;
- be enrolled in a four-year degree-granting institution; and
- have at least a 3.0 cumulative grade point average on a 4.0 scale.

The goal of this federal grant program is to assist students who have demonstrated academic ability and require financial aid to help pay their cost of education.

### **Subsidized Federal Stafford Loan Program**

These loans are available to eligible students enrolled at least half-time in an eligible institution and are based on the financial need demonstrated by each student. A student may borrow up to \$3,500 for the first academic year, \$4,500 for the second academic year and \$5,500 for each of the third and fourth academic years under this program. The loan amounts will be pro rated for academic years of less than nine months. A student must repay his or her subsidized Federal Stafford Loans based on the amount borrowed but no less than \$50 per month, beginning six months after graduation or termination of studies. The maximum interest rate on a subsidized Federal Stafford Loan is 6.8%, as of the date this catalog was published. Repayment of a subsidized Federal Stafford Loan may be deferred for up to three years for any student who: (1) is seeking and is unable to find full-time employment; (2) suffers economic hardship; or (3) returns to school and is enrolled at least half-time. A student will be obligated for a 2% origination fee and a 1% guarantee fee on each subsidized Federal Stafford Loan he or she receives, unless the lender waives the fees.

### **Unsubsidized Federal Stafford Loan Program**

These loans are available to eligible students enrolled at least half-time in an eligible institution and who do not demonstrate financial need. A student may borrow \$4,000 for each of the first two academic years and \$5,000 for each of the third and fourth academic years under this program. This loan was created so that any student, regardless of income, would be able to obtain a Federal Stafford Loan. The terms and conditions of the unsubsidized loan, including deferments, interest rate and loan charges, with few exceptions, are the same as the subsidized Federal Stafford Loan described above. However, a student must pay the interest on any unsubsidized Federal Stafford Loans during the time he or she is in school and during any deferment period. The maximum interest rate on an unsubsidized Federal Stafford Loan is 6.8%, as of the date this catalog was published. A student will be obligated for a 2% origination fee and a 1% guarantee fee on each unsubsidized Federal Stafford Loan he or she receives, unless the lender waives the fees.

### **Federal PLUS Loan Program**

Federal PLUS Loans are for parent borrowers. The maximum interest rate for Federal PLUS Loans is 8.5%, as of the date this catalog was published. The interest rates charged on these loans may change, so the student must check with a lender or the school for the current rate. Parents will be obligated for a 3% origination fee on each Federal PLUS Loan they receive. Federal PLUS Loans enable parents to borrow the cost of the student's education, less other aid received by the student. Federal PLUS Loan borrowing is limited to parents with a favorable credit history. If the student's bank or lending institution does not participate in the Federal PLUS Loan program, the student should contact the Finance Department for the names of lenders who have provided these loans in the past.

### **Federal Work Study Program**

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

**NOTE:** The regulations governing all federal financial assistance programs are subject to change. The Finance Department will have information regarding available programs, and will make available to the student a copy of "2007-2008 Financial Aid Facts-A Guide for the Student Financial Aid Policies and Procedures at the ITT Technical Institutes" and a copy of "The Student Guide 2007-2008."

### **College Advantage Loan Program**

Loans under the College Advantage Loan Program (the "CALP") are made available to eligible students by Commerce Bank and Sallie Mae Servicing, Inc. The CALP was designed to help eligible students fill the funding gap when federal and state student financial aid sources do not fully cover the students' cost of education. Under the CALP, an eligible student may borrow from \$1,000 up to the cost of the student's ITT Technical Institute education less all federal and state grant and loan aid received by the student and his or her parents for the student's ITT Technical Institute education. A student borrower must begin repaying his or her CALP loans six months after the student's enrollment in any program at the school ends. The maximum repayment period for loans under the CALP is 10 years, except that the most creditworthy eligible borrowers may qualify for a 15 year repayment period. In no event will the monthly payment of principal and interest on the student borrower's CALP loans be less than \$50. To qualify for a loan under the CALP: (a) the borrower or cosigner must be a U.S. citizen or permanent resident alien; (b) the borrower or a cosigner must meet the lender's creditworthiness requirements; (c) the borrower and a cosigner must be 18 years of age; (d) the student must be attending an ITT Technical Institute that is eligible to participate in the Federal Family Education Loan Program; and (e) the student must be enrolled in an eligible program of study under the Federal Family Education Loan Program at the ITT Technical Institute. The loan origination fee charged on a CALP loan ranges from 8% for the least creditworthy eligible borrowers to 0% for the most creditworthy eligible borrowers. The interest rate on a CALP loan ranges from the prime rate plus 8% for the least creditworthy eligible borrowers to the prime rate plus 2% for the most creditworthy eligible borrowers.

### **Second Opportunity Loan Program**

Loans under the Second Opportunity Loan Program (the "SOLP") are made available to eligible students by Commerce Bank and Sallie Mae Servicing, Inc. The SOLP was designed to help eligible students obtain financial aid to pay the students' cost of education. Under the SOLP, an eligible student may borrow from \$1,000 to \$5,000 per academic year. A student borrower must begin repaying his or her SOLP loans six months after the student's enrollment in any program at the school ends. The maximum repayment period for SOLP loans is 10 years. In no event will the monthly payment of principal and interest on the student borrower's SOLP loans be less than \$50. The loan origination fee charged on a SOLP loan is 10%. The interest rate on a SOLP loan is prime rate plus 10%. To qualify for a

SOLP loan: (a) the borrower must be a U.S. citizen or eligible permanent resident alien; (b) the borrower and two cosigners must have been denied a loan under the College Advantage Loan Program, (c) the borrower must be at least 18 years of age; (d) the student must be attending an ITT Technical Institute that is eligible to participate in the Federal Family Education Loan Program; and (e) the student must be enrolled in an eligible program of study under the Federal Family Education Loan Program at the ITT Technical Institute.

### **Institutional Scholarship**

#### **Daniel P. Weadock Military Scholarship**

The Daniel P. Weadock Military Scholarship is available to certain students beginning in their second quarter of enrollment in a program of study at the school, if they:

- (a) are a first time student (as defined below);
- (b) are currently serving in the military (including the armed forces, national guard or reserves) or have received an honorable, medical or general discharge from the military, armed forces, national guard or reserves; and
- (c) have an overall cumulative grade point average ("OCGPA") of at least 2.0 in his or her program of study at the school.

A first time student is defined as any student:

- (1) enrolled in a bachelor degree program of study who has never previously attended any bachelor degree program of study at any ITT Technical Institute for any length of time; or
- (2) enrolled in an associate degree program of study who has never previously attended any associate or diploma program of study at any ITT Technical Institute for any length of time.

Any student who the school determines meets the eligibility requirements of the scholarship will be awarded a 10% reduction in the cost per credit hour with respect to each course that the student takes in his or her current program of study at the school in each quarter following any quarter in which the student's OCGPA at the end thereof is at least 2.0, as long as the student remains continuously enrolled in that program of study at the school. Any student who is eligible for the scholarship must contact the school's Finance Department to receive the scholarship award.

#### **FIRST/ITT Technical Institute Scholarship**

FIRST (For Inspiration and Recognition of Science and Technology) is a multinational non-profit organization that aspires to transform culture by making science, math, engineering and technology as attractive to high school students as are sports. ITT Technical Institute recognizes the positive effects of FIRST programs in encouraging learning in science and technology and in fostering character development and teambuilding skills.

#### **Scholarship Description**

To further the goals of FIRST, participating\* ITT Technical Institutes intend to award one scholarship annually to a FIRST participant in the FIRST Region. The scholarship award will be in the amount of \$36,000 (\$9,000 per year) to be applied toward any bachelor's degree program offered at the school. In instances in which the participating ITT Technical Institute of choice offers only associate degrees, the recipient may transfer credits to any ITT Technical Institute that offers bachelor's degree programs at any time during his or her program of study and retain the full scholarship award of \$36,000 (\$9,000 per year). The scholarship may also be transferred to another ITT Technical Institute at any time during a recipient's program of study. Scholarship funds will be applied over the length of the program.

#### **Eligibility Requirements**

- An applicant must be a junior or senior in high school at the time the application is submitted.
- An applicant must be able to demonstrate active participation on a FIRST team located in the FIRST region during the school year in which the scholarship application is submitted.
- An applicant must apply to a participating ITT Technical Institute within the FIRST Region in which the applicant's team resides.

#### **Selection Criteria**

- Interest in mathematics, science and technology as demonstrated by the applicant's high school grades.
- Leadership and team skills as demonstrated by the nature of participation on a FIRST team.

#### **Application Process**

- Applications will be accepted only by a participating ITT Technical Institute located in the FIRST Region in which the applicant's team resides.

- Applications must be received by the participating ITT Technical Institute no later than 5 p.m. on Friday, April 4, 2008.\*\*
- Applications should be addressed to the Dean at the participating ITT Technical Institute in the FIRST Region in which the applicant's team resides.
- Applications **must include all of the following** to be considered:
  - Completed application form, available from participating ITT Technical Institutes or on the FIRST website located at [www.usfirst.org](http://www.usfirst.org).
  - Official high school transcript.
  - Letter of recommendation from an adult sponsor of the applicant's FIRST team that describes the applicant's level of participation on and commitment to the FIRST team.
  - Letter written by the applicant describing what he or she learned about mathematics, science or technology through participation on the FIRST team. This letter should be between 500 and 600 words in length.
- The applicant selected to receive the scholarship will be notified no later than Friday, April 11, 2008.\*\*
- ITT Technical Institute reserves the right not to award the scholarship if there are no applicants who meet the minimum criteria.

#### **Scholarship Award Requirements**

- The scholarship recipient must meet the admission requirements of ITT Technical Institute.
- The scholarship recipient must maintain a cumulative grade point average (GPA) of 3.0 in order to maintain the scholarship. If the student's cumulative GPA drops below 3.0, scholarship funds will not be applied toward tuition payments until the cumulative GPA has been restored to 3.0.
- The scholarship is transferable to other ITT Technical Institutes, but not transferable to non-ITT Technical Institutes. Please note there will be no refund of dollars if the student withdraws from a course or from the program of study.
- The recipient must begin his or her program of study at the ITT Technical Institute of choice by December 31<sup>st</sup> of the year in which the recipient graduates from high school.

\*For a list of participating ITT Technical Institutes, please visit:

[http://www.usfirst.org/uploadedFiles/Community/FRC/Scholarships/Assets/Current/2007\\_FIRST\\_ITT\\_Technical\\_Institute\\_Scholarship\\_Desc.pdf](http://www.usfirst.org/uploadedFiles/Community/FRC/Scholarships/Assets/Current/2007_FIRST_ITT_Technical_Institute_Scholarship_Desc.pdf)

\*\*In certain circumstances, a participating ITT Technical Institute may establish a different application and notification deadline. Please visit the website above for the most current information.

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

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

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

#### **Code of Conduct**

The school has adopted the following code of conduct with respect to Lenders:

- (1) ITT Technical Institute officers, employees, agents, directors and trustees shall avoid real and perceived conflicts of interest between their duties and responsibilities at ITT Technical Institute and the Loans or other student financial aid made available to qualifying ITT Technical Institute students and their parents.
- (2) No ITT Technical Institute officer, employee, agent, contractor, director or trustee (collectively, "Employees") shall knowingly solicit, accept or receive any:
  - Gift (as defined below) from or on behalf of a Lender in connection with or related to his or her duties or responsibilities at ITT Technical Institute; or
  - remuneration for serving or participating on a Lender's advisory board, consulting with a Lender or otherwise advising a Lender, including reimbursement of expenses for such service, consulting or advising; provided, however, that:
    - an Employee may solicit, accept and receive remuneration and expense reimbursement for service or participation on any advisory board of a Lender that is unrelated to Loans; and
    - an Employee, who is not involved in the affairs of the institute's Finance Department, may serve on any board of any publicly traded or privately held company and solicit, accept and receive remuneration or expense reimbursement related thereto, regardless of whether that company is a Lender.
- (3) ITT Technical Institute shall not knowingly:
  - solicit, accept or receive any Gift from or on behalf of a Lender in exchange for any advantage or consideration provided to that Lender related to the Lender's Loan activities;
  - solicit, accept or receive any payments, referral fees, revenue sharing or similar financial arrangements from any Lender as a financial inducement for referring or recommending that Lender to its student and parent borrowers;
  - permit any employee or other agent of a Lender to:
    - identify himself or herself to ITT Technical Institute's student or parent borrowers as an employee, representative or agent of ITT Technical Institute; or

- work in the ITT Technical Institute Finance Department;
  - direct any of its student or parent borrowers to any electronic promissory notes or other loan agreements with respect to any Loans that do not provide the student or parent borrowers with a reasonable and convenient alternative to select their Lender for a particular type of Loan and complete that Lender's Loan documentation; or
  - request, accept or consider from any Lender any offer of funds to be used for private Loans to its student or parent borrowers, in exchange for ITT Technical Institute providing concessions or promises to the Lender that may prejudice any other of its student or parent borrowers.
- (4) If ITT Technical Institute refers or recommends any Lender(s) to its student or parent borrowers, ITT Technical Institute shall:
- disclose the process by which it selected the Lender(s), including the method and criteria that it used in determining to refer or recommend the Lender(s) and the relative importance of those criteria;
  - disclose to students and their parents that they are free to use any Lender;
  - only refer or recommend a Lender that, as a whole, it has determined offers Loans that have competitive rates, terms, borrower benefits, services and loan administration (collectively, "Terms");
  - review annually the competitiveness of the Terms of the Loans offered by the Lender(s) that it refers or recommends to its student and parent borrowers;
  - update annually the Lender(s) that it refers or recommends to its student and parent borrowers;
  - obtain each Lender's assurance that any repayment benefits that the Lender advertised with respect to the Loans made to its student and parent borrowers will continue to apply to those Loans, regardless of whether the Lender sells those Loans;
  - inquire whether the Lender has any agreement to sell the Loans made to its student and parent borrowers to an unaffiliated Lender and, if the Lender informs ITT Technical Institute that the Lender has such an agreement, ITT Technical Institute will disclose that information to its student and parent borrowers; and
  - not refer or recommend any Lender more favorably for a particular type of Loan, in exchange for the Lender providing more favorable Terms to student or parent borrowers in connection with a different type of Loan.
- (5) "Gift" is defined as any money, discount, favor, gratuity, inducement, loan, stock or thing of value, including, without limitation, any entertainment, hospitality, service, honoraria, transportation, lodging, meal, registration fee, forbearance, promise, computer hardware or printing, whether provided in kind, by purchase of a ticket, payment in advance or by reimbursement. A "gift" does not include, however, any of the following:
- standard informational material related to a Loan, financial literacy or debt management, or a Lender's promotional material;
  - food, refreshments, training or informational material furnished to an Employee as an integral part of a training session that is designed to improve the Lender's service to ITT Technical Institute, if such training contributes to the professional development of the Employee;
  - favorable Terms on an educational Loan provided to a student employed by ITT Technical Institute, if such Terms are comparable to those available to all ITT Technical Institute students;
  - exit counseling services provided to student borrowers to meet ITT Technical Institute's responsibilities for exit counseling as required by federal law, provided that:
    - ITT Technical Institute's staff is in control of the counseling (whether conducted in person or electronically); and
    - such counseling does not promote the products or services of any Lender;
  - a Gift to a family member of an Employee, or to any other individual based on that individual's relationship with an Employee, if;
    - the Gift was given without the knowledge or acquiescence of the Employee; or
    - the Employee has no reason to believe that the Gift was given because of the Employee's duties or responsibilities at ITT Technical Institute; and
  - items of nominal value that are offered as a form of generalized marketing or advertising, or to create good will.

#### Disclosure

- (1) All of the school's officers, employees and agents with responsibilities for Loans or other student financial aid are required to obtain annual training on the Code of Conduct above.
- (2) Students and their parents:
- are advised to consider all federal student financial aid available at the school for those who qualify, which:
    - is specified in the school catalog;
    - is explained in detail in The Guide to Federal Student Aid, published by the U.S. Department of Education and available at [http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html); and
    - includes federal education loans, which charge lower rates of interest and may offer other more favorable Terms than private education loans;
  - have the right and ability to select the Lender of their choice;
  - are not required to use any Lender referred or recommended by the school; and
  - will not be penalized for selecting a Lender that is not referred or recommended by the school.
- (3) If a student or parent borrower has not identified a Lender to use, the school can refer a Lender to the student or parent borrower.
- (4) The school typically refers student and parent borrowers to Sallie Mae Education Trust as a federal education loan Lender, and to The Sallie Mae Bank as a private education loan Lender (collectively, "Sallie Mae"). Sallie Mae is one of the largest Lenders of Loans to student and parent borrowers. The school typically refers Sallie Mae to student and parent borrowers, because of the Terms of Sallie Mae's Loans. The school compares the Terms of Sallie Mae's Loans with the Terms of other Lenders' Loans on an annual basis through an informal process. The most important Terms include the interest rates and fees charged on the Loans, the borrower benefits associated with the Loans (such as repayment benefits and loan consolidation), and various aspects of the administration of the Loans (such as the manner and ease by which the Loans are processed, funded and serviced).

- (5) The school believes that the Terms of Sallie Mae's Loans are competitive with the Terms of Loans offered by other Lenders. The school's goal is to refer Lenders that offer to the school's student and parent borrowers, as a whole, Loans with competitive Terms, and that administer those Loans efficiently. The general Terms of the Loans offered by Sallie Mae to the school's student and parent borrowers were determined through negotiations conducted on behalf of all of the ITT Technical Institutes across the country. The school believes that this approach can generally help reduce the rates and improve the other Terms of the Loans, because the volume of potential borrowers attending all of the ITT Technical Institutes combined is much greater than the volume attending a single ITT Technical Institute campus and, therefore, more attractive to Sallie Mae and other potential Lenders. **The school cannot assure its student and parent borrowers, however, that the Terms of Sallie Mae's Loans contain lower rates or other Terms that are more beneficial, or are administered more efficiently, than Loans offered by other Lenders that its student and parent borrowers may be able to obtain.**
- (6) The school has been assured by Sallie Mae that any repayment benefits advertised with respect to any Loans that the school's student and parent borrowers obtain from Sallie Mae will continue to apply to their Loans, regardless of whether Sallie Mae sells their Loans.
- (7) The school does not receive any payments, referral fees, revenue sharing or similar financial arrangements from Sallie Mae as a financial inducement for referring or recommending Sallie Mae to its student and parent borrowers seeking Loans.
- (8) The school encourages its student and parent borrowers to:
  - shop around to obtain Loans from Lenders who offer the best combination of Terms for their particular circumstances;
  - choose Lenders that can process and fund their Loans electronically, in order to avoid a slower paper process which may result in delays in funding their Loans; and
  - make certain that all repayment benefits advertised by the Lender with respect to their Loans (such as discounts for a certain number of consecutive timely Loan payments) are specified in their Loan documents and will remain part of the Terms if the Loans are subsequently sold by the Lender.

The school's financial aid professionals are available to assist its student and parent borrowers and answer any questions that they may have regarding the federal and private education loans available for those who qualify.

**The school makes no representation or promise whatsoever that any student will receive any of the above-described financial assistance. The availability of the above-described financial assistance does not imply that the federal government, state government, any of their agencies or any other source of student financial aid guarantees the quality of instruction or the truth or accuracy of any representation contained herein.**

## **STUDENT SERVICES**

### **Career Services**

The school's career services as specified below, are available to students and interested graduates, but the school does not make any promise or representation whatsoever to any student or graduate: (1) that the student or graduate will obtain any employment, whether full-time, part-time, upon graduation, during school, related to his or her education or otherwise; or (2) regarding any career opportunity, position, salary level and/or job title in any employment that the student or graduate may obtain, whether during school or upon graduation. No employment information or career service provided by the school to any student or graduate will be considered by the student or graduate, either expressly or impliedly, as any: (a) guarantee or promise of employment; (b) likelihood of employment; (c) indication of the level of employment or compensation any student or graduate may expect; or (d) indication of the types or job titles of positions for which students or graduates may qualify. Students and graduates are encouraged to not place restrictions on their job search endeavors regarding location, starting salary or specific benefits, as doing so may similarly restrict employment options and opportunities. Any employment that a student or graduate may obtain with the help of the school's career services will, in all probability and likelihood, be at an entry-level position.

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

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

### **Graduate Career Services**

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

### **Preparatory Offering**

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

### **Housing Assistance**

The student may obtain from the school a list of potential housing accommodations within the vicinity of the school. The school does not operate any on- or off-campus housing. Any student requiring housing assistance is encouraged to contact the school prior to beginning classes for information on local apartment availability and general rental matters such as lease requirements, security deposits,

furniture rentals and utilities. The student and his or her parents are, however, solely responsible for the student's housing arrangements, as well as the student's security and safety.

### **Student Activities**

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

## **CAMPUS INFORMATION**

### **History ITT Technical Institute, Clive, IA**

TBD

### **Accreditation**

Accredited by the Accrediting Council for Independent Colleges and Schools to award associate of science degrees and bachelor of science degrees.

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

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

### **Approvals**

TBD

### **Memberships**

TBD

## Faculty

### **School of Information Technology**

#### **Information Systems Security Program (Bachelor of Science Degree)**

Please see the school Director for a listing of faculty.

#### **Information Technology - Computer Network Systems Program (Associate of Science Degree)**

Please see the school Director for a listing of faculty.

### **School of Electronics Technology**

#### **Electronics and Communication Engineering Technology Program (Bachelor of Science Degree)**

Please see the school Director for a listing of faculty.

#### **Computer and Electronics Engineering Technology Program (Associate of Science Degree)**

Please see the school Director for a listing of faculty.

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

#### **Construction Management Program (Bachelor of Science Degree)**

Please see the school Director for a listing of faculty.

#### **Computer Drafting and Design Program (Associate of Science Degree)**

Please see the school Director for a listing of faculty.

### **School of Criminal Justice**

#### **Criminal Justice Program (Bachelor of Science Degree)**

Please see the school Director for a listing of faculty.

### **General Education**

Please see the school Director for a listing of faculty who teach online courses.

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

## Administration

Please see the school Director for a listing of Administration

## Advisory Committees

### **School of Information Technology**

Please see the school Director for a listing of Advisory Committee members

### **School of Electronics Technology**

Please see the school Director for a listing of Advisory Committee members

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

Please see the school Director for a listing of Advisory Committee members

### **School of Criminal Justice**

Please see the school Director for a listing of Advisory Committee members

## Physical Facility Description

The facility is divided into administrative and educational areas complete with classrooms and laboratories. Ample and well-lighted parking is available. The facility has been designed to serve the disabled. Please see the Disabled Applicants and Students section of this catalog for further information. The facility is in compliance with federal, state and local ordinances and regulations, including those relating to safety and health.

## Statement of Ownership

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

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

Kevin M. Modany	Chief Executive Officer and President
Jeffrey R. Cooper	Senior Vice President, Chief Compliance Officer
Clark D. Elwood	Senior Vice President, General Counsel and Secretary
Nina F. Esbin	Senior Vice President, Human Resources
Eugene W. Feichtner	Senior Vice President, Operations
Daniel M. Fitzpatrick	Senior Vice President, Chief Financial Officer
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