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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.

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

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
		General Education Courses*	
———		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
		Subtotal	**56**
		Core Courses	
———		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
		Subtotal	**94**
		Elective Courses	
———		Unspecified Elective courses (must include either TB143 or TB145)	30
		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.

**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, IT109, IT113, IT203, IT220, IT221, IT222, IT250, IT260, IT302, IT320 and IT321. The course descriptions for these courses are in the Course Descriptions section of this catalog.

✪ This course is eligible for the President's Scholarship. Refer to the Institutional Scholarships section of this catalog for further information.

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
	General Education Courses	
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
	Subtotal	**28**
	Core Courses	
IT103	Operating Systems	4
IT104	Introduction to Computer Programming	4
IT109	Microsoft Desktop Operating System	4
IT113	Structured Cabling	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
IT260	Networking Application Services and Security	4
IT302	Linux System Administration	4
IT320	WAN Technology and Application	4
IT321	Network Technology and Service Integration	4
IT331	Network Development Capstone Project	4
	Subtotal	**56**
	Technical Basic Courses	
TB133	Strategies for the Technical Professional+	4
TB143	Introduction to Personal Computers+	4
TB332	Professional Procedures and Portfolio Development+	4
	Subtotal	**12**
	Program Total	**96**

+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
		General Education Courses*	
--------		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
		Subtotal	**54**
		Core Courses	
--------		Unspecified Core courses**	36
ET375	✪	C Programming in Linux	4
ET385	✪	Data and Network Communications	4
ET390	✪	Embedded Systems	4
ET395	✪	Modern Wireless Communications	4
ET415	✪	Process Control	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
TM380	✪	Advanced Topics in Technical Mathematics	4
TM420	✪	Technical Calculus	4
		Subtotal	**92**
		Elective Courses	
----------		Unspecified Elective courses	34
		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.

**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.

✪ This course is eligible for the President's Scholarship. Refer to the Institutional Scholarships section of this catalog for further information.

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
	General Education Courses	
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
	Subtotal	**32**
	Core Courses	
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
	Subtotal	**52**
	Technical Basic Courses	
TB133	Strategies for the Technical Professional+	4
TB143	Introduction to Personal Computers+	4
TB332	Professional Procedures and Portfolio Development+	4
	Subtotal	**12**
	Program Total	**96**

+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.

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

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. 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
		General Education Courses*	
--------		Unspecified General Education courses++	28
GE364	✪	Art Appreciation+	4
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
		Subtotal	**60**
		Core Courses	
--------		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
		Subtotal	**108**
		Elective Courses	
--------		Unspecified Elective courses	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.

**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.

✪ This course is eligible for the President's Scholarship. Refer to the Institutional Scholarships section of this catalog for further information

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 draftsperson 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
	General Education Courses	
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
	Subtotal	**28**
	Core Courses	
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
	Subtotal	**56**
	Technical Basic Courses	
TB133	Strategies for the Technical Professional+	4
TB143	Introduction to Personal Computers+	4
TB332	Professional Procedures and Portfolio Development+	4
	Subtotal	**12**
	Program Total	**96**

+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
		General Education Courses**		
------	✪	Unspecified General Education courses++		56
GE172		State and Local Government+		4
			Subtotal 60	
		Core Courses		
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
CJ263		Emergency Procedures+		4
CJ264		Transportation Security+		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
CJ439	✪	Juvenile Justice+		4
CJ445	✪	Spatial Aspects of Crime+		4
CJ446	✪	The Criminalistics of Computer Forensics+		4
CJ456	✪	Controversial Issues in Law Enforcement+		4
CJ464	✪	Homeland Security+		4
CJ475	✪	Bachelor's Thesis+		4
			Subtotal 108	
		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.

✪ For the Core Courses, this course is eligible for the President's Scholarship. For the Unspecified General Education courses, only those courses beginning with the letters "EG" are eligible for the President's Scholarship. Refer to the Institutional Scholarships section of this catalog for further information.

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.

PARALEGAL STUDIES
ASSOCIATE OF SCIENCE DEGREE

Objectives - The purpose of this program is to help students prepare for entry-level positions as paralegals. Areas of study include ethics, legal research and writing, law office technology, and specific areas of the law, such as criminal law, corporate law and litigation, among others. The program is also intended to help the student develop problem-solving and critical thinking skills.

Career Opportunities - Graduates of this program may begin their career in a variety of entry-level positions such as corporate paralegal, paralegal real estate, litigation paralegal, and court paralegal.

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
	General Education Courses		
GE117	Composition I+		4
GE127	College Mathematics I+		4
GE150	Survey of the Sciences+		4
GE172	State and Local Government+		4
GE184	Problem Solving+		4
GE217	Composition II+		4
GE375	Psychology+		4
		Subtotal	**28**
	Core Courses		
PL101	Introduction to Paralegal Studies+		4
PL102	Ethics for Paralegals+		4
PL103	Technology in the Law Office+		4
PL104	Wills, Trusts and Estates+		4
PL105	Real Estate Law+		4
PL106	Legal Research and Writing I+		4
CJ123	Criminal Law+		4
PL201	Family Law+		4
PL202	Civil Litigation+		4
PL206	Legal Research and Writing II+		4
PL207	Contract Law+		4
PL208	Tort Law+		4
PL299	Paralegal Capstone+		4
		Subtotal	**52**
	Technical Basic Courses		
TB133	Strategies for the Technical Professional+		4
TB150	Computing and Productivity Software+		4
		Subtotal	**8**
	Elective Core Courses		
_____	Unspecified Elective Core courses*		8
		Program Total	**96**

+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 the 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.**

*Courses offered at this school that satisfy the Unspecified Elective Core course requirement are BU222, CJ333 and PL270. The course descriptions for these courses are in the Course Descriptions section of the catalog. The PL270 course involves an externship. Externship opportunities are limited and may not be available every quarter or for every student who desires to take PL270. Any student interested in PL270 must apply for and be selected for any externship opportunity that may be available at that time.

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, PL, TM and VC courses = Core
TB courses = Technical Basic

General Education Courses

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 or 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 Science 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**

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**

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.

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**

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: CJ241 Criminal Investigation, TB143 Introduction to Personal Computers or TB145 Introduction to Computing or TB150 Computing and Productivity Software**

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**

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**

CJ264 Transportation Security
4 credit hours
This course examines current and future threats to the transportation systems and discusses methods and technologies designed to confront these threats. Coverage of relevant security issues relating to transportation by sea, land, pipeline and air will be included.

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.

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**

CJ439 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**

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 TB145 Introduction to Computing 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. **Prerequisite: GE217 Composition II or equivalent**

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: CJ264 Transportation Security or equivalent**

CJ475 Bachelor's Thesis
4 credit hours
This course is designed to teach students how to apply the skills of scientific analysis and inquiry. The skills learned in writing a thesis will help students prepare to effectively analyze policies in public and private organizations. Students will choose a specific topic in criminal justice about which to write. **Prerequisites: All previous courses except CJ464 Homeland Security and CJ456 Controversial Issues in Law Enforcement**

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 or 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**

ET385 Data and Network Commmunications
4 credit hours
This course involves the study of data communication and its application in computer-based network systems, including basic principles of data and computer communications, communication architecture, protocols and standards. **Prerequisite: ET225 Networking Concepts or equivalent**

ET390 Embedded Systems
4 credit hours
This course covers the fundamentals of embedded systems, with emphasis on effectively programming, interfacing, and implementing a microcontroller. **Prerequisites: ET355 Microprocessors or equivalent, ET375 C Programming in Linux**

ET395 Modern Wireless Communications
4 credit hours
Principles, technology and applications of wireless communications systems are introduced in the course. Topics of study include signal propagation and transmission through the air interface, analog and digital modulation, coding techniques, cellular concepts, personal communications systems and wireless networking. **Prerequisite: ET385 Data and Network Communications**

ET415 Process Control
4 credit hours
This course involves the study of the fundamentals in automatic process control of industrial systems. Areas of instruction include signal conditioning, sensors, and the controllers using analog and digital techniques. **Prerequisite: ET245 Electronic Devices II 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: ET395 Modern Wireless Communications, ET456 Digital Communication Systems II; 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**

IT113 Structured Cabling
4 credit hours
This course provides the study of industry standards and practices involved in wiring a computer network, including media and protocol specifications, connection topologies, installation, testing and troubleshooting. **Prerequisite: TB143 Introduction to Personal Computers or TB145 Introduction to Computing**

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**

IT212 Broadcast Graphics
4 credit hours
Principles of type design, image manipulation and communication are applied in the creation of models and motion graphics for the broadcast industry. **Prerequisites: IT209 3D Modeling or VC210 Modeling in 3D, IT210 Visual Design Theory or VC100 Introduction to Design**

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**

IT260 Networking Application Services and Security
4 credit hours
This course explores common network-based services such as Web services, email and FTP in a given server operating systems environment. Related security issues will also be discussed. **Prerequisite: IT222 Microsoft Network Operating System II**

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: IT320 WAN Technology and Application**

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**

PL101 Introduction to Paralegal Studies
4 credit hours
This course introduces students to the American legal system, the role of courts, lawyers and the roles and responsibilities of the paralegal/legal assistant. This course reviews legal terms and office procedures and practice.

PL102 Ethics for Paralegals
4 credit hours
This course provides a foundation of legal and ethics necessary for the paralegal/legal assistant to properly deal with the public, clients, and professionals in any type of legal setting. It reviews ethical considerations and responsibilities regulating the paralegal/legal assistant. **Prerequisite: PL101 Introduction to Paralegal Studies**

PL103 Technology in the Law Office
4 credit hours
This course introduces students to computer technology and applications commonly used in law offices. Students will receive hands-on instruction with emphasis on software common to paralegal/legal assistant. **Prerequisites: PL101 Introduction to Paralegal Studies, TB150 Computing and Productivity Software**

PL104 Wills, Trusts, and Estates
4 credit hours
This course will introduce students to the preparation and handling of wills, trusts, and estates. It will cover the responsibilities and duties in the field of estate administration that can be performed by a paralegal, emphasizing the drafting of estate planning documents, such as wills and trusts. Probate proceedings are also covered, including the preparation of probate court pleadings, collection and valuation of assets, review of claims, distribution of assets among beneficiaries and accounting. **Prerequisite: PL103 Technology in the Law Office**

PL105 Real Estate Law
4 credit hours
This course covers the legal concepts and specialized terminology related to real property law, title examination, title insurance, and transfer of interests in real property. Students review title examination and title searches, as well as the procedures and documents used in real estate closings. **Prerequisite: PL103 Technology in the Law Office**

PL106 Legal Research and Writing I
4 credit hours
This course introduces how to use a law library and online resources to find statues, precedents, and other relevant legal authority and how to cite them. Basic principles of legal analysis are covered. Correct and effective written communication through letters, legal memoranda, briefs, and other documents is emphasized. **Prerequisites: GE217 Composition II, PL103 Technology in the Law Office**

PL201 Family Law
4 credit hours
Students study prenuptial agreements, marriage, adoption, annulment, dissolution of marriage and legal separation, alimony, property settlement, child custody and support, and paternity actions. This course will focus on practical aspects such as investigation, preparation of pleadings and other documents, court procedures, settlement agreements, and post decree modifications. **Prerequisite: PL103 Technology in the Law Office**

PL202 Civil Litigation
4 credit hours
This course introduces the structure and operation of civil courts as well as the paralegal's role in gathering and organizing factual information with emphasis on the discovery process and document drafting. **Prerequisite: PL103 Technology in the Law Office**

PL206 Legal Research and Writing II
4 credit hours
This course continues to study legal research and writing and will emphasize the development and ability to capably analyze, interpret and communicate facts, ideas, and law through comprehension of legal research techniques. **Prerequisite: PL106 Legal Research and Writing I**

PL207 Contract Law
4 credit hours
This course reviews the basic theory of contract law and how to draft simple contracts. This course covers the fundamentals of contract law, specifically contractual elements and standard contractual provisions, contract provisions in selected specialized practice areas, the Statue of Fraud, and the Uniform Commercial Code. **Prerequisite: PL103 Technology in the Law Office**

PL208 Tort Law
4 credit hours
This course introduces civil tort liability, negligence, strict liability, and product liability, focusing on the role of the paralegal in the role of the paralegal in personal injury litigation. **Prerequisite: PL103 Technology in the Law Office**

PL270 Paralegal Externship
4 credit hours
This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a law office or agency or other suitable location for 120 hours. **Prerequisite: Completion of a minimum of 72 credits earned in the program of study and approval of the School of Criminal Justice Chair**

PL299 Paralegal Capstone
4 credit hours
This course provides a culminating experience in the paralegal program. Students are given the opportunity to demonstrate competency and knowledge they have learned throughout the program. **Prerequisite: Completion of a minimum of 84 credits earned in the program of study**

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**

VC100 Introduction to Design
4 credit hours
The fundamental principles of design and color through creative problem solving exercises are covered in this course. Elements of two dimensional form, Gestalt principles, the working relationship between perceptual design principles and communication concepts in the graphic design context will be examined.

VC210 Modeling in 3D
4 credit hours
Students explore principles of 3-dimensioning and apply them in the creation of 3D computer representations using appropriate modeling software. Emphasis will be placed on creation of accurate models rendered with color, shading, texture mapping and lighting to simulate effects of materials, finishes and surface graphics. **Prerequisite: CD140 Rapid Visualization**

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) is examined in a given popular operating systems environment. Terminology and concepts related to major PC hardware components and their functions will be discussed consistent with industry standards and practices.

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 <u>not</u> 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. 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.

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

ADMINISTRATIVE INFORMATION

ADMISSION

Admission Requirements and Procedures
A student may be admitted into a program of study offered by the school upon satisfying all of the following requirements:
(a) The student is at least 16 years of age.
(b) The student has:
  (1) a high school diploma; 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 (formerly verbal) and math portions of the SAT; or
(3) have earned 36 quarter credit hours or 24 semester or trimester credit hours with an overall cumulative grade point average of 2.0 on a 4.0 grading scale from a postsecondary educational institution located either (A) in the U.S. that is accredited by an accrediting agency recognized by the U.S. Department of Education or (B) outside the U.S. that is accredited or similarly acknowledged by an agency deemed acceptable to the school in its discretion.

(d) 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 specific general education course requirements of the student's program of study at the school is determined, in the school's discretion, to be in the same area of study (i.e., the humanities, composition, mathematics, the sciences and the social sciences) as the area of study of such general education course(s). The subject matter of the course(s) represented by the credits that the student desires to transfer to the school to satisfy any elective course requirements of the student's program of study at the school is determined, in the school's discretion, to represent a level of rigor that is equal to or greater than the rigor of the school's lower division courses.

(c) The number of credits that the student desires to transfer to the school to satisfy the requirements of a specific course in the student's program of study at the school must equate, as determined by the school, to at least the same number of quarter credit hours of that course as specified in the Program Outline for the student's program of study at the school.

(d) The student completed each course represented by credits that the student desires to transfer to the school to satisfy specific course requirements of the student's program of study at the school with at least: (i) a grade of "C" (i.e., 2.0 on a 4.0 scale), if the credits were earned at a postsecondary educational institution other than an ITT Technical Institute; or (ii) a passing grade, if the credits were earned at an ITT Technical Institute.

Other institutions of higher education with which the school has established an articulation agreement include the other ITT Technical Institutes across the country. Many of the same and other limitations and conditions specified above with respect to credit granted by the school for a student's previous postsecondary education at a different institution will apply to credit granted by a different institution for a student's postsecondary education at the school. As a result, any student considering continuing his or her education at, or transferring to, any institution other than an ITT Technical Institute must not assume that any credits earned in any course taken at the school will be accepted by the receiving institution. The student must contact the registrar of the receiving institution to determine what credits earned at the school, if any, that institution will accept.

(2) **Previous Experience** - Following the Registrar's receipt of the student's written request, the school may grant the student credit for course(s) in the student's program of study based on the student's previous experience, if the student demonstrates, to the school's satisfaction, that he or she has sufficiently grasped the knowledge and skills offered by the specific course(s) contained in the student's program of study at the school that the student desires credit for previous experience. The student must demonstrate

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

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

STUDENT CALENDAR

	2009	2010*	2011*
Classes Resume After Winter Break	January 5	January 4	January 3
Presidents' Day**	February 16	February 15	February 21
Winter Quarter Ends	March 7	March 13	March 12
Spring Quarter Begins	March 9	March 15	March 14
Memorial Day**	May 25	May 31	May 30
Spring Quarter Ends	May 30	June 5	June 4
Summer Break**	June 1-7	June 7-13	June 6-12
Summer Quarter Begins	June 8	June 14	June 13
Independence Day**	July 3-4	July 5	July 4
Summer Quarter Ends	August 29	September 4	September 3
Fall Break**	August 31-September 6	September 6-12	September 5-11
Labor Day**	September 7	September 6	September 5
Fall Quarter Begins	September 8	September 13	September 12
Thanksgiving**	November 26-28	November 25-27	November 24-26
Fall Quarter Ends	November 28	December 4	December 3
Pre-Winter Break**	November 30-December 6	---	---
Winter Quarter Begins	December 7	December 6	December 5
Winter Break**	December 21, 2009-January 3, 2010	December 20, 2010-January 2, 2011	December 19, 2011-January 1, 2012

*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, genetic information, or any other protected status, in employment, educational programs and activities, and admissions. The school also encourages cultural and ethnic diversity in its faculty, staff, and student body.

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

Academic Achievement

Grading

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

Grade	Points	Description
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. **Any student earning a grade of "F" in a course specified in the program outline of his/her program of study must repeat and successfully complete that course prior to graduation.**
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:

Grade Level	Total Number of Quarter Credit Hours of Courses Successfully Completed in the Student's Program of Study
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, 3735 Queen Court SW, Cedar Rapids, Iowa 52404, telephone (xxx) xxx-xxxx), 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, 10th Floor, New York, New York 10019, by telephone at (800) 778-7879 or through its Web site at www.adr.org.

Family Educational Rights and Privacy Act of 1974, as Amended

Statement of Compliance

1. General Policy

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

2. Education Records

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

3. Exemptions

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

4. Review of Records

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

5. Directory Information

Directory Information (as defined below) is that information which may be unconditionally released without the student's consent, unless the student specifically requests in writing that such information not be released. The school requires that such request must (I) specify what categories of Directory Information are to be withheld by the student and (II) be delivered to the school Director within 15 days after the student starts class. Any such request must be renewed annually by the student. "Directory Information" means information

contained in a student's education record which would generally not be considered harmful or an invasion of privacy if disclosed. Directory Information includes, but is not limited to, the student's name; address(es); telephone number(s); electronic mail address(es); photograph; grade level; enrollment status (e.g., full-time or part-time); date and place of birth; program of study; extracurricular activities; credentials, awards and recognition (i.e., honors) received; last school attended; dates of attendance (i.e., enrollment period(s), not daily attendance record); and student or user ID number (other than a social security number), but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity which are known or possessed only by the authorized user.

6. Access Without Student Consent

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

(a) Other school officials who have a legitimate educational interest.
(b) Other schools where the student has applied for admission, so long as the information is for purposes related to the student's attendance at those other schools.
(c) Authorized representatives of the U.S. Department of Education, state and local education authorities, the Comptroller General of the United States or the Attorney General of the United States.
(d) Providers of financial aid (and services in connection therewith) for which the student has applied or received, including, without limitation, lenders, 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.
(r) The United States Attorney General (or designee not lower than an Assistant Attorney General) pursuant to an ex parte court order concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331.
(s) The public, if the disclosure concerns an individual required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the school under 42 U.S.C. 14071 and applicable federal guidelines.

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

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

Foreign Student Information

Financial Assistance

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

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

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

(i) I-94 (Arrival-Departure Record) with an appropriate endorsement;

(ii) a passport confirming permanent residency in the Trust Territory of the Pacific Islands;
(iii) official documentation that the student has been granted asylum in the U.S.; or
(iv) other proof from the USCIS that the student is in the U.S. for other than a temporary purpose.

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

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

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

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

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

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

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:

	Program of Study	Current Tuition Per Credit Hour	Tuition Per Credit Hour Beginning March 1, 2010
(a)	Computer and Electronics Engineering Technology (Associate's Degree)	$468	$493
(b)	Computer Drafting and Design (Associate's Degree)	$468	$493
(c)	Construction Management (Bachelor's Degree)	$468	$493
(d)	Criminal Justice (Bachelor's Degree)	$468	$493
(e)	Electronics and Communications Engineering Technology (Bachelor's Degree)	$468	$493
(f)	Information Systems Security (Bachelor's Degree)	$468	$493
(g)	Information Technology - Computer Network Systems (Associate's Degree)	$468	$493
(h)	Paralegal Studies (Associate's Degree)	$468	$493

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

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

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

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

(a) the student notifies the school that the student has canceled his or her application for enrollment in the program or the student's Enrollment Agreement with the school; or

(b) the school cancels the program.

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

(1) any program course during any of the following specified calendar weeks of the quarter, the student will be obligated to the school for

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

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

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

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

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

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

(1) any program course during any of the following specified calendar weeks of the quarter, the student will be obligated to the school for

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

CALENDAR WEEK OF THE QUARTER	PERCENTAGE OF THE TUITION
1st through 3rd	50%
After the 3rd	100%

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

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

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

(c) The student's withdrawal or termination date for purposes of calculating any refund due under this section will be the student's last date of recorded attendance in a program course.

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

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

(e) If, at the time the student withdraws or is terminated from any program course or the program, the school has received any monies for tuition, the Academic Fee, the Administrative Fee or any tools from or on behalf of the student in excess of the student's obligation for those items as provided in this section, the school will refund such excess to the appropriate party(ies) as specified below in this section.

(f) Any refund required under this section will be paid first to eliminate any outstanding balances for any student financial aid received by or with respect to the student in the following order and priority (unless applicable law requires otherwise) and within the time period prescribed by law:

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

(g) The school will pay the student any refund remaining after all outstanding balances specified in Item (f) immediately above in this section are eliminated, within 60 days following:

(1) the student's last date of recorded attendance in a program course, if the school terminated the student from the program course or the program;

(2) the latter of

- the student's last date of recorded attendance in a program course,
- the date that the school received the student's written notice of withdrawal from a program course or the program, or
- the withdrawal date from a program course or the program specified in the student's written notice of withdrawal received by the school,

if the student withdrew from the program course or the program and the school received the student's written notice of withdrawal; or

(3) the 22nd consecutive calendar day after the student's last date of recorded attendance in a program course, if the student withdrew from the program course or the program and such calendar day occurred before any applicable date in Item (2) immediately above in this section.

Return of Federal Financial Aid

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

(a) If the student's withdrawal or termination from the program occurs:

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

- after the first 60% of the quarter, the student and/or his or her parents may use 100% of the federal student financial aid awarded for use in that quarter.

(b) If the student and/or his or her parent(s) are ineligible to use a portion of any federal student financial aid remitted to the school to satisfy the student's obligation for tuition, fees or other costs of the student's education:

- federal law requires the school to return to the appropriate party(ies) such unusable aid;
- the school will advise the student of the amount of such unusable aid returned by the school; and
- the student will be liable for an amount equal to the portion of such unusable aid for which the student is obligated to the school under the Refund section above, and will immediately pay that amount to the school in full.

(c) If the student and/or his or her parent(s) are ineligible to use a portion of any federal student financial aid received by the student and/or the parent(s) and not remitted to the school:

- federal law requires the student and/or the parent(s) to repay to the appropriate party(ies) such unusable aid; and
- the school will advise the student and/or the parent(s) of the amount of such unusable aid.

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

1st: unsubsidized Federal Stafford loans;	5th: Federal Perkins loans;	9th: Federal Academic Competitiveness Grants;
2nd: subsidized Federal Stafford loans;	6th: Federal PLUS loans;	10th: Federal National Science and Mathematics Access to Retain Talent Grants; and
3rd: unsubsidized Federal Direct Stafford loans;	7th: Federal Direct PLUS loans;	11th: Federal SEOG Program aid.
4th: subsidized Federal Direct Stafford loans;	8th: 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, 3735 Queen Court SW, Cedar Rapids, Iowa 52404. 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 (a) information on federal, state and private education loans and grants, and other student financial aid (collectively, "Financial Assistance") for which he or she may apply to receive and/or (b) estimates of the amount of Financial Assistance for which he or she may qualify, but:

- the federal, state and private party providers determine the student's eligibility for any Financial Assistance;
- the federal, state and private party providers determine the amount of any Financial Assistance the student may receive, not the school;
- the student is responsible for applying for any Financial Assistance, not the school; and
- the student is responsible for determining when and where to apply for any Financial Assistance.

Federal Financial Aid
The school is designated as an eligible institution by the U.S. Department of Education for participation in the following federal 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 $976 to $5,350. 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 or an eligible noncitizen;
- be a Federal Pell Grant recipient;
- be enrolled at least halftime 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 or an eligible noncitizen;
- be a Federal Pell Grant recipient;
- be enrolled at least halftime 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 5.6%, 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. Depending on the lender chosen by the student, the student may be obligated for an origination fee of up to 1.5% and a default fee of up to 1% on each subsidized Federal Stafford Loan he or she receives.

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. An undergraduate student classified as (a) independent or (b) dependent and whose parents fail to qualify for a Federal PLUS Loan may borrow $6,000 for each of the first two academic years and $7,000 for each of the third and fourth academic years under this program. An undergraduate student classified as dependent and whose parents are not rejected for a Federal PLUS Loan may borrow $2,000 for each academic year under this program. A graduate student may borrow up to $10,000 each academic quarter. 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. Depending on the lender chosen by the student, the student may be obligated for an origination fee of up to 1.5% and a default fee of up to 1% on each unsubsidized Federal Stafford Loan he or she receives.

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 and a default fee of 1% 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 the U.S. Department of Education publication "Funding Education Beyond High School: The Guide to Federal Student Aid 2009-10."

Private Loan Programs

Chase Select Private Loan Program

Loans under the Chase Select Private Loan Program (the "CSPLP") are made available to eligible students by Chase Education Finance. The CSPLP 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 CSPLP, an eligible student may borrow from $500 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, not to exceed $120,000 in total. A student borrower can defer payments of principal and interest during the student's enrollment. A student borrower must begin repaying his or her CSPLP loans six months after the student's enrollment in any program at the school ends. The maximum repayment period for loans under the CSPLP is 20 years for amounts up to $30,000 and 25 years for amounts of $30,000 or more. To qualify for a loan under the CSPLP:

- the borrower or a cosigner must be a U.S. citizen or permanent resident alien with a valid Social Security number;
- the borrower or cosigner(s) must meet the lender's creditworthiness requirements;
- the borrower and cosigner(s) must be at least 18 years of age; and
- the student must be attending an ITT Technical Institute on a full-time, half-time or less than half-time basis.

No loan origination fee is charged on a CSPLP loan. The interest rate on a CSPLP loan ranges from the prime rate plus 11.0% for the least creditworthy eligible borrowers without a cosigner to the prime rate minus 3.0% for the most creditworthy eligible borrowers with a cosigner.

Student CU Connect Private Student Loan Program

Loans under the Student CU Connect Private Student Loan Program (the "CUCLP") are made available to eligible students by Eli Lilly Federal Credit Union. The CUCLP 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. CUCLP loans are not guaranteed by the federal government and may cost an eligible student more than federal loans. Under the CUCLP, 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, not to exceed:

(a) $35,000 in total for an associate degree program;
(b) $60,000 in total for a bachelor degree program (including any amount for an associate degree program); and
(c) $25,000 for a graduate degree program.

A student borrower can defer payments of principal and interest on his or her CUCLP loans during the student's enrollment. A student borrower must begin repaying his or her CUCLP loans:

(a) six months after the student graduates, unless he or she enrolls in a new program at an ITT Technical Institute;
(b) three months after the student's enrollment at an ITT Technical Institute ends for any reason other than graduation, unless he or she reenrolls in any program at an ITT Technical Institute; and
(c) in any event, seven years following the first disbursement of his or her CUCLP loans.

The maximum repayment period for CUCLP loans is 10 years. To qualify for a loan under the CUCLP:

(a) the borrower and any cosigner must be a U.S. citizen, U.S. national or permanent resident alien;
(b) the borrower or cosigner(s) must meet the lender's creditworthiness requirements;
(c) the borrower and cosigner(s) must be of majority age in his or her state of residence;
(d) the student must have graduated from or be attending an ITT Technical Institute on a full-time, half-time or less than half-time basis; and
(e) the student must possess a minimum of 20 quarter credit hours of credit for college-level courses.

An origination fee ranging from 0% to 10% of the loan amount is charged on a CUCLP loan, based on the creditworthiness of the borrower or whether there is a cosigner. The interest rate charged on a CUCLP loan is a variable rate that ranges from the prime rate plus 10.5% for the least creditworthy eligible borrowers without a cosigner to the prime rate plus 0.5% for the most creditworthy eligible borrowers, not to exceed 18%. The interest rate charged on a CUCLP loan adjusts monthly based on the prime rate that is in effect on the third to last business day of the immediately preceeding month.

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:

- are a first time student (as defined below);
- 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

- 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:

- 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
- 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.

President's Scholarship
The primary purpose of the President's Scholarship is to encourage graduates of an ITT Technical Institute associate degree program who have demonstrated above-average academic achievement to obtain a higher level of education. The President's Scholarship is available to eligible new students who begin a bachelor degree program of study at an ITT Technical Institute. At the end of each quarter that an eligible student is enrolled in a bachelor degree program, the school will determine if the student qualifies for a President's Scholarship award for that quarter. If the eligible student qualifies for a particular quarter, the student will receive a President's Scholarship award in the form of a retroactive 20% reduction in the cost per credit hour for each course taken by the student in that quarter that has a "✪" printed next to its course number in the Program Outline for that bachelor degree program, as shown in the Curricula Section of this Catalog.

Eligibility Requirements – To be eligible for the President's Scholarship, a student must:

- first begin attending classes in a bachelor degree program of study at an ITT Technical Institute on or after September 8, 2008; and
- have graduated from an ITT Technical Institute associate degree program of study with an overall cumulative grade point average of at least 3.0 for all of the courses included in that program.

Qualification Requirements – To qualify for a President's Scholarship award for a particular quarter, the student must:

- be enrolled at all times during that quarter in courses in his or her bachelor degree program that represent at least 12 quarter credit hours; and
- at the end of that quarter, be making satisfactory academic progress and have an overall cumulative grade point average of at least 3.0 for all courses taken in his or her bachelor degree program of study.

Upon admission to a bachelor's degree program of study at the school, the student must contact the school's Finance Department to determine if he or she is eligible for the President's Scholarship. If the school determines that the student satisfies the eligibility requirements of the President's Scholarship upon admission to a bachelor's degree program at the school, the student will have the opportunity to qualify for a President's Scholarship award for each quarter of attendance in his or her bachelor degree program. An eligible student may not receive a President's Scholarship award for more than eight quarters of the student's enrollment in his or her bachelor degree program.

FIRST/ITT Technical Institute Scholarship
FIRST (For Inspiration and Recognition of Science and Technology) is a non-profit organization whose mission is to inspire young people to be science and technology leaders, by engaging them in exciting mentor-based programs that build science, engineering and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership. The ITT Technical Institutes recognize 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*, each participating* ITT Technical Institute intends to award one scholarship annually to a *FIRST* Robotics Competition (FRC) or *FIRST* Tech Challenge (FTC) participant in the *FIRST* Region. The scholarship award will be in the amount of $18,000 ($9,000 per year) to be applied toward any associate's degree program offered at the school. The scholarship also may be used at other ITT Technical Institute locations. 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 10, 2009.
- 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/scholarships.
  - 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.
- 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 there 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 31st of the year in which the recipient graduates from high school.

*For a list of participating ITT Technical Institutes, please visit: www.usfirst.org/scholarships-itttech. For an application, please visit www.usfirst.org/scholarships-itttech-app.

Non-Institutional Scholarship

Champagne Scholarship

The primary purpose of the Champagne Scholarship is to provide and encourage higher education for working adults by helping to lessen the financial burden of going to college. The Champagne Scholarship Fund is a non-profit organization that intends to award four Champagne Scholarships each calendar year to four different students. One Champagne Scholarship will be awarded each academic quarter to a different student who is in his or her first academic quarter of attendance at the school. A Champagne Scholarship award is for a total of $3,000. A Champagne Scholarship award is disbursed to the school for application to the recipient's account in two equal installments of $1,500 each. The first installment is disbursed at the start of the recipient's second academic quarter of attendance at the school, and the second installment is disbursed at the start of the recipient's third academic quarter of attendance at the school.

Eligibility Requirements:

- The recipient must complete and submit a Champagne Scholarship Application.
- The recipient must be enrolled full-time in a program of study at the school.
- The recipient must be a U.S. citizen or serving/have served in the U.S. military.
- The recipient must have a $0 Expected Family Contribution ("EFC") as determined under the U.S. Department of Education's ("ED") regulations. The recipient's EFC will be determined based on the recipient's information used to apply for federal student financial aid in his or her first academic year of study at the school.
- The recipient must be enrolled full-time in a program of study at the school at the time of each disbursement of the Champagne Scholarship award.
- The recipient must be classified as an independent student under the ED's federal student financial aid regulations.
- The recipient must be making satisfactory academic progress in his or her program of study at the school at the time of each disbursement of the Champagne Scholarship award.
- A recipient is only eligible to receive one Champagne Scholarship award.
- Unless specifically authorized by the Champagne Scholarship Fund, any subsequent disbursement(s) of the Champagne Scholarship with respect to the recipient will be cancelled if the recipient fails at any time to be enrolled full-time in a program of study at the school during the recipient's first academic year of study at the school.

Selection Criteria:

- The Champagne Scholarship Fund will determine each recipient of the Champagne Scholarship.
- The Champagne Scholarship Fund will make its determination based on its review of the applicant's information contained in the Champagne Scholarship Application and information obtained from the school regarding the applicant's satisfactory academic progress and EFC.

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

FEDERAL AND PRIVATE EDUCATION LOAN CODE OF CONDUCT AND DISCLOSURE

Federal education loans and private education loans (collectively, "Loans") are two types of financial aid that are available to qualifying ITT Technical Institute students and their parents. It is important for you to understand ITT Technical Institute'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: ITT Technical Institute 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.

(3) No Employee who is employed in the institute's Finance Department or has any responsibilities with respect to student financial aid will serve or participate on any advisory board, commission or group established by a Lender, consult with a Lender or otherwise advise a Lender.

(4) An Employee, who is not employed in the institute's Finance Department or does not have any responsibilities with respect to student financial aid, may serve on any board of any publicly traded or privately held company and solicit, accept and receive remuneration or expense reimbursement related thereto, regardless of whether that company is a Lender.

(5) ITT Technical Institute 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;
- refuse to certify, or delay certification of, any Loan based on the Lender selected by its student or parent borrowers; 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; or
  - in the form of a specified number of federal Loans, a specified volume of those Loans or a preferred lender arrangement with respect to those Loans.

(6) ITT Technical Institute will allow all of its student and parent borrowers to select the Lender of their choice, and will not otherwise assign any of its student or parent borrowers' Loans to a particular Lender.

(7) If ITT Technical Institute refers or recommends any Lender(s) to its student or parent borrowers, ITT Technical Institute 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.

(8) "Gift" is defined as any money, discount, favor, gratuity, inducement, loan, stock, prize or thing of value, including, without limitation, any entertainment, hospitality, service, honoraria, transportation, lodging, meal, registration fee, forbearance, promise, computer hardware, printing or assistance with call center or Finance Department staffing, whether provided in kind, by purchase of a ticket, payment in advance or by reimbursement. A "gift" does not include, however, any of the following:

- standard informational material related to a Loan, financial literacy or debt management, or Lenders' promotional materials, provided that such materials disclose the names of any Lenders that provided or assisted in the preparation of those materials;
- 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;
- food, refreshments and receptions furnished to an Employee that are reasonable in cost and scheduled in conjunction with training, meeting or conference events, if those items are open to all attendees at the event;
- toll-free telephone numbers for use by ITT Technical Institute, Employees or others to obtain information about Loans;
- free data transmission service for use by ITT Technical Institute to electronically submit processing information or status confirmation data with respect to Loans made to, or applied for by, student and parent borrowers;
- 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;
- financial literacy-related outreach and default aversion activities provided by Lenders, excluding in-person required initial or exit counseling provided to student borrowers to meet ITT Technical Institute's responsibilities under federal law, provided that:
  - ITT Technical Institute staff is in control of the activities;
  - the name of the entity that developed and paid for any materials used in conjunction with those activities is provided to the participants; and
  - the Lender does not promote or secure applications for its Loans or other products or services during such activities;
- 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; and
  - the Employee has no reason to believe that the Gift was given because of the Employee's duties or responsibilities at ITT Technical Institute;
- items of nominal value that are offered as a form of generalized marketing or advertising, or to create good will; and
- other services provided by Lenders to ITT Technical Institute or an Employee that are identified and approved by the U.S. Department of Education.

<u>Disclosure</u>:

(1) All ITT Technical Institute 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) You and your parents:

- **may qualify for federal student financial aid available at ITT Technical Institute, and are advised to consider all federal student aid that is available, which:**
  - **is specified in ITT Technical Institute's 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; and**
  - **includes federal education Loans, which are guaranteed by the federal government and, therefore, charge lower rates of interest and may offer other more favorable Terms than private education Loans, which are not guaranteed by the federal government and may cost you more than federal education Loans;**
- **have the right and ability to select the Lender of your choice;**
- **are not required to use any Lender referred or recommended by ITT Technical Institute; and**
- **will not be penalized for selecting a Lender that is not referred or recommended by ITT Technical Institute.**

(3) ITT Technical Institute is required to process the documents required for you or your parents to obtain a federal education Loan from any eligible Lender that you or your parents select.

(4) If you have not identified a Lender to use, ITT Technical Institute can refer a Lender to you.

(5) ITT Technical Institute typically refers student and parent borrowers to either

- Wells Fargo Education Financial Services,
- Nelnet, Inc., or
- Sallie Mae Education Trust

as a federal education loan Lender ("Federal Lenders"), and to

- Student CU Connect Private Student Loan Program, or
- Chase Education Finance

as a private education loan Lender ("Private Lenders") to assist its students in obtaining financial aid to help pay their cost of education. None of the Federal Lenders are affiliated with any of the other Federal Lenders, and none of the Private Lenders are affiliated with any of the other Private Lenders. ITT Technical Institute typically refers the Federal and Private Lenders to student and parent borrowers, because of the Terms of their Loans. ITT Technical Institute compares the Terms of the Federal and Private Lenders' 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).

(6) ITT Technical Institute believes that the Terms of the Federal and Private Lenders' Loans are highly competitive with the Terms of Loans offered by other Lenders. ITT Technical Institute's goal is to refer Lenders that offer to ITT Technical Institute student and parent borrowers, as a whole, Loans with highly competitive Terms, and that administer those Loans efficiently. The general Terms of the Loans offered by the Federal and Private Lenders to ITT Technical Institute student and parent borrowers were determined through negotiations conducted on behalf of all of the ITT Technical Institutes across the country. ITT Technical Institute 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 the Federal, Private and other potential Lenders. **ITT Technical Institute cannot assure you, however, that the Terms of the Federal and Private Lenders' Loans contain lower rates or other Terms that are more beneficial, or are administered more efficiently, than Loans offered by other Lenders that you or your parents may be able to obtain.**

(7) ITT Technical Institute has been assured by the Federal and Private Lenders that any repayment benefits advertised with respect to any Loans that you obtain from any of the Federal or Private Lenders will continue to apply to your Loans, regardless of whether that Federal or Private Lender sells your Loans.

(8) ITT Technical Institute does not receive any payments, referral fees, revenue sharing or similar financial arrangements from any of the Federal or Private Lenders as a financial inducement for referring or recommending any of the Federal or Private Lenders to its student and parent borrowers seeking Loans.

(9) ITT Technical Institute encourages you and your parents to:

- shop around to obtain Loans from Lenders who offer the best combination of Terms for your particular circumstances;
- choose Lenders that can process and fund your Loans electronically, in order to avoid a slower paper process which may result in delays in funding your Loans; and
- make certain that all repayment benefits advertised by the Lender with respect to your Loans (such as discounts for a certain number of consecutive timely Loan payments) are specified in your Loan documents and will remain part of the Terms if the Loans are subsequently sold by the Lender.

ITT Technical Institute's financial aid professionals are available to assist you and answer any questions that you may have regarding the federal and private education loans available for those who qualify.

FEDERAL LOAN COMPARATIVE INFORMATION

	Nelnet, Inc.	Sallie Mae Education Trust	Wells Fargo Education Financial Services
Interest Rate			
Subsidized Stafford Loan	6.0%	6.0%	6.0%
Unsubsidized Stafford Loan	6.8%	6.8%	6.8%
PLUS Loan	8.5%	8.5%	8.5%
Origination Fee			
Subsidized Stafford Loan	1%	1%	1%
Unsubsidized Stafford Loan	1%	1%	1%
PLUS Loan	3%	3%	3%
Default Fee			
Subsidized Stafford Loan	1%	1%	1%
Unsubsidized Stafford Loan	1%	1%	1%
PLUS Loan	1%	1%	1%
Borrower Benefits			
Subsidized Stafford Loan Unsubsidized Stafford Loan PLUS Loan	N/A	N/A	N/A
Subsidized Stafford Loan Unsubsidized Stafford Loan PLUS Loan	0.25% interest rate reduction for Auto Debit from savings or checking account.	N/A	N/A

STUDENT SERVICES

Career Services

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

Part-time Career Services

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

Graduate Career Services

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

Preparatory Offering

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

Housing Assistance

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

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

CAMPUS INFORMATION

History of Main Campus - ITT Technical Institute, Spokane Valley, Washington
ITT Technical Institute was opened in Spokane, Washington in March 1985. The school moved to its present location in November 2004. The school now offers associate of applied science degree programs of study in Computer and Electronics Engineering Technology, Computer Drafting and Design, Criminal Justice, Information Technology, Paralegal Studies, Software Development Technology and Visual Communications and bachelor of science degree programs of study in Construction Management, Criminal Justice, Digital Entertainment and Game Design, Electronics and Communications Engineering Technology, Information Systems Security, Project Management and Software Applications Development. Branches of ITT Technical Institute are located in Cedar Rapids, Iowa, Everett, Washington, Morrisville, North Carolina and Wichita, Kansas.

History of Branch - ITT Technical Institute, Cedar Rapids, Iowa
ITT Technical Institute opened in Cedar Rapids, Iowa in xxxx. The school offers associate of science degree programs of study in Computer and Electronics Engineering Technology, Computer Drafting and Design, Information Technology - Computer Network Systems and Paralegal Studies and bachelor of science degree programs of study in Construction Management, Criminal Justice, Electronics and Communications Engineering Technology and Information Systems Security.

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.

Memberships
TBD

Faculty

General Education

Please see the school Director for a listing of 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.

Paralegal Studies Program
(Associate of Science Degree)

Please see the school Director for a listing of faculty.

Technical Basic

Please see the school Director for a listing of faculty.

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

TBD, Director

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
This xxxxx square foot modern 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, Cedar Rapids, 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

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Eugene W. Feichtner	Executive Vice President and President, ITT Technical Institute
Daniel M. Fitzpatrick	Executive Vice President, Chief Financial Officer
June M. McCormack	Executive Vice President and President, Online Division
Glenn E. Tanner	Executive Vice President, Chief Marketing Officer
Martin Van Buren	Executive Vice President, Chief Information Officer
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Jeffrey R. Cooper	Senior Vice President, Chief Compliance Officer
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