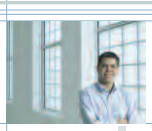
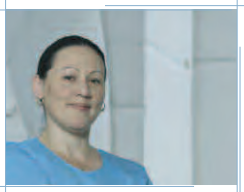
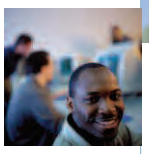
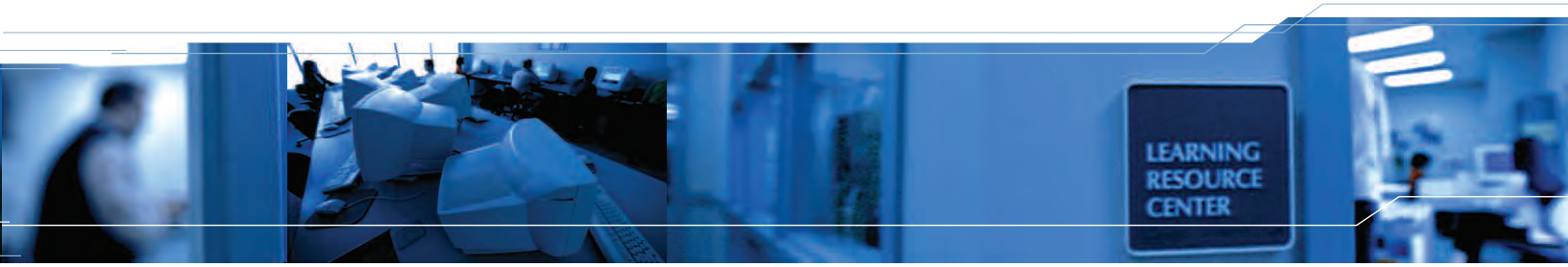






ITT Technical Institute

EDUCATION FOR THE FUTURE



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The Mission of the ITT Technical Institute

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

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

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

TABLE OF CONTENTS

CURRICULA 2
SCHOOL OF INFORMATION TECHNOLOGY 2
INFORMATION SYSTEMS SECURITY 2
DATA COMMUNICATION SYSTEMS TECHNOLOGY 3
PROJECT MANAGEMENT 4
SOFTWARE APPLICATIONS DEVELOPMENT 5
SOFTWARE ENGINEERING TECHNOLOGY 6
INFORMATION TECHNOLOGY - COMPUTER NETWORK SYSTEMS OPTION AND SOFTWARE APPLICATIONS AND PROGRAMMING OPTION 7
SOFTWARE DEVELOPMENT TECHNOLOGY 9
SCHOOL OF ELECTRONICS TECHNOLOGY 10
ELECTRONICS AND COMMUNICATIONS ENGINEERING TECHNOLOGY 10
COMPUTER AND ELECTRONICS ENGINEERING TECHNOLOGY 11
SCHOOL OF DRAFTING AND DESIGN 12
DIGITAL ENTERTAINMENT AND GAME DESIGN 12
CONSTRUCTION MANAGEMENT 13
COMPUTER DRAFTING AND DESIGN 14
VISUAL COMMUNICATIONS 15
SCHOOL OF CRIMINAL JUSTICE 16
CRIMINAL JUSTICE (Bachelor's Degree) 16
CRIMINAL JUSTICE (Associate's Degree) 17
PARALEGAL STUDIES 18
COURSE DESCRIPTIONS 19
ONLINE COURSE INFORMATION 43
COURSE NUMBERING SYSTEM 43
CREDIT HOUR 43
CURRICULUM 44
PROGRAMS AND COURSES OFFERED 44
HOMEWORK 44
DIRECTED INDEPENDENT STUDY 44
MAXIMUM COURSE LOAD 44
PRACTICUM OR CLINICAL COMPONENT 44
EXTERNSHIP 45
ADMINISTRATIVE INFORMATION 45
ADMISSION 45
Admission Requirements and Procedures 45
Late Admission 45
Credit for Previous Education or Experience 45
CLASS SCHEDULE 46
STUDENT CALENDAR 49
ADMINISTRATION POLICIES 50
Non-Discrimination and Diversity 50
Academic Achievement 50
Grading 50
Graduation Requirements 50
Credential 50
Honors 51
Academic Transcript 51
Satisfactory Academic Progress 51
Evaluation Points 51
Maximum Time Frame for Completion 52
Academic Year 52
Credit Completion Percentage 52
Student Status 52
Academic Probation 53
Extended Enrollment Status 53
Incompletes and Repeats 53
Readmission 53
Prior Attendance at a Different ITT Technical Institute 54
Reestablishing Financial Aid 54
Non-Credit Courses 54
Appeal 54
Attendance Requirements 55
Make-Up Work 55
Leave of Absence 55
Program Changes 55
Withdrawals 55
Advising 55
Transfer of Credit 55
Conduct 56
Anti-Harassment 57
Disabled Applicants and Students 57
Health, Security and Safety 57
Disclaimer of Warranties 57
Limitation of Liability 58
Student Complaint/Grievance Procedure 58
Resolution of Disputes 58
Family Educational Rights and Privacy Act of 1974, as Amended 59
Foreign Student Information 61
Student Handbook 61
Revisions to Policies and Procedures 61
TUITION, FEES AND TOOLS 61
Tuition 61
Fees 62
Tools 62
Alternative Payment Arrangement 63
Delinquent Payment 63
Methods Used to Collect Delinquent Payments 63
Repeat 63
FINANCIAL INFORMATION 63
Cancellation 63
Refund 64
Return of Federal Financial Aid 65
Cancellation and Refund Requests 66
FINANCIAL ASSISTANCE 66
Federal Financial Aid Administered by the U.S. Department of Education 66
Federal Pell Grant Program 66
Federal Academic Competitiveness Grant Program 66
Federal National Science and Mathematics Access to Retain Talent ("SMART") Grant Program 67
Subsidized Federal Stafford Loan Program 67
Unsubsidized Federal Stafford Loan Program 67
Federal PLUS Loan Program 67
Federal Work Study Program 67
GI Bill Education Benefits 67
Private Loan Programs 68
Chase Select Private Loan Program 68
Student CU Connect Private Student Loan Program 68
Institutional Scholarships 68
Daniel P. Weadock Military Scholarship 68
President's Scholarship 69
FIRST/ITT Technical Institute Scholarship 69
Technology Scholarship 70
Non-Institutional Scholarships 70
Champagne Scholarship 70
Arizona Private School Association 71
FEDERAL AND PRIVATE EDUCATION LOAN CODE OF CONDUCT AND DISCLOSURE 71
Code of Conduct 71
Disclosure 73
FEDERAL LOAN COMPARATIVE INFORMATION 74
STUDENT SERVICES 74
Career Services 74
Preparatory Offering 75
Housing Assistance 75
Student Activities 75
CAMPUS INFORMATION 75
History of ITT Technical Institute, Tempe, Arizona 75
Accreditation 75
Approvals 75
Memberships 76
Faculty 77
Administration 82
Advisory Committees 82
Physical Facility Description 82
Statement of Ownership 82
ITT Educational Services, Inc. Corporate Officers and Directors 83
APPENDIX - STUDENT HANDBOOK 85

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

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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(these) course(s) 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.**

*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, ET145, ET156, ET215, ET245, ET255, ET275, ET285, IT103, IT104, IT107, IT109, IT113, IT116, IT203, IT204, IT210, 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.

DATA COMMUNICATION SYSTEMS TECHNOLOGY
BACHELOR OF SCIENCE DEGREE

Objectives - This program can help graduates prepare to design, deploy and manage data communication systems and infrastructures. Courses are designed to address challenges in understanding and applying various solutions to help user organizations achieve their business goals with effective use of data communication technologies of choice. The technical content focuses on theories and applications of various popular data communication technologies and platforms. The curriculum builds upon topics of networking and internetworking standards and protocols, routing, switching, capacity planning, traffic engineering, web technologies, network service integration and various configurations that enable desired functions in given systems. The coursework offers a foundation in communication theories through the study of subjects such as data and networking communications, technical mathematics, theories and analyses in areas of integrated network systems and services, database functions and administration, and lifelong learning subjects.

Career Opportunities - Graduates of this program may pursue career opportunities involving the design, deployment, implementation and administration of networking and data communication systems and infrastructures, in a variety of entry-level positions with various titles, such as system administrator, network administrator, system engineer, network engineer, system analyst, network analyst, system specialist and network specialist.

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 exposure to some hands-on applications with typical data communication systems equipment, such as client computers, servers, hubs, routers, switches, software for such systems, selected wiring components and testing tools. Software-based simulation tools may be used in place of more sophisticated hardware tools and equipment. 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 28 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
EG360	✪	Introductory Calculus+		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**		40
IT344	✪	Data and Network Communications		4
IT350	✪	Modern Wireless Communications		4
IT360	✪	Networking Security I		4
IT361	✪	Networking Security II		4
IT362	✪	Networking Security III		4
IT370	✪	Advanced Routing and Switching I		4
IT371	✪	Advanced Routing and Switching II		4
TM380	✪	Advanced Topics in Technical Mathematics		4
IT390	✪	Business Database Administration		4
IT400	✪	Systems Analysis		4
IT410	✪	Web Technology		4
IT412	✪	Voice and Data Integration		4
IT490	✪	Capstone Project		4
			Subtotal **92**	
		Elective Courses		
----------		Unspecified Elective courses		32
		Minimum required credit hours for the Baccalaureate degree (Grand total)		**180**

+In this program, this(these) course(s) 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.**

*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; administration of typical network operating systems (NT, Windows 2000, Novell, Linux, etc.); computer programming; network standards and protocols; LAN/WAN technologies; network services; network systems management; needs assessment and project planning. Courses offered at this school that satisfy the Unspecified Core course requirement are IT103, IT104, IT109, IT113, IT203, IT220, IT221, IT250, IT260, 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.

PROJECT MANAGEMENT
BACHELOR OF SCIENCE DEGREE

Objectives - This program combines theory and techniques used by professional project management practitioners in a digital global environment. The program includes instruction on the project management knowledge areas and processes designated by the Project Management Institute (PMI). Courses teach knowledge and skills to help participate in and lead the management of a variety of project types. The program offers students the opportunity to learn and practice the techniques of initiating, planning, organizing, staffing, guiding, monitoring and controlling a project through an integrated process to meet identified requirements on time and on budget. The program is also designed to foster critical thinking, analysis and communication skills.

Career Opportunities - A variety of types and sizes of businesses, government agencies and other organizations use project teams to help accomplish their goals in a fast -paced dynamic environment. Graduates may begin their careers in entry-level positions as a project team member, project coordinator, project scheduler, project resource coordinator or project manager.

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+		24
EG351	✪	Social Psychology+		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	**56**
		Core Courses		
--------		Unspecified Core courses**		40
PM331	✪	Overview of Digital Technology+		4
PM332	✪	Project Management Techniques+		4
PM333	✪	Project Communication and Documentation+		4
PM341	✪	Project Cost and Budget Management+		4
PM342	✪	Project Procurement and Contract Management+		4
PM351	✪	Project Human Resource Management+		4
PM352	✪	Project Quality Management+		4
PM361	✪	Introduction to Project Management+		4
PM453	✪	Project Risk Management+		4
PM454	✪	Leadership and Project Team Management+		4
PM462	✪	Management of Global Projects+		4
PM468	✪	Project Management Integration I (Capstone Project)+		4
PM469	✪	Project Management Integration II (Capstone Project)+		4
			Subtotal	**92**
		Elective Courses		
--------		Unspecified Elective courses		32
		Minimum required credit hours for the Baccalaureate degree (Grand total)		**180**

+In this program, this(these) course(s) 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.**

*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.

**Unspecified Core courses may be accumulated from one selected discipline of study relating to the student's career path.

✪ 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.

SOFTWARE APPLICATIONS DEVELOPMENT
BACHELOR OF SCIENCE DEGREE

Objectives - The purpose of the Software Applications Development program is to help graduates develop knowledge and skills to pursue career opportunities in areas involving software design and development, systems analysis, programming, process design and management, and other areas related to computer software production and deployment. The coursework offers a foundation in programming skills using a number of languages and platforms while systematically addressing theories and methods of software engineering processes and models governed by industry standards.

Career Opportunities - Graduates of this program may pursue career opportunities involving the design, development and implementation of software-based solutions and products for business and consumer markets. Entry-level positions may include software developer, software programmer, application developer, Web application developer, software engineer, software applications analyst, Web applications analyst, Web applications specialist and software applications specialist.

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 perform activities in different software development environments with typical platforms that support specific technologies and standards. These platforms are typically comprised of networked computers installed with software development tools. 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+			24
EG371	✪	Research Methods+			4
EG372	✪	Written Analysis+			4
EG381	✪	Statistics+			4
EG421	✪	Numerical Methods+			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**			40
CS300	✪	Application Design+			4
CS302	✪	Data Structures with Java+			4
CS310	✪	Programming in C++ +			4
CS320	✪	Programming in C#+			4
CS330	✪	Database Design and Implementation+			4
CS331	✪	.NET Framework Programming+			4
CS333	✪	Enterprise Applications with Java+			4
CS340	✪	Software Engineering+			4
CS400	✪	Web Services and Applications+			4
CS410	✪	Enterprise Applications with .NET+			4
CS420	✪	Application Security+			4
CS430	✪	Database Administration and Optimization+			4
CS490	✪	Software Development Senior Project+			4
			Subtotal	**92**	
		Elective Courses			
----------		Unspecified Elective courses			32
		Minimum required credit hours for the Baccalaureate degree (Grand total)			**180**

+In this program, this(these) course(s) 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.**

*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: computer operating systems, computer programming logic and algorithms, HTML and programming using Visual Basic, C++ and JAVA. Courses offered at this school that satisfy the Unspecified Core course requirement are CS100, CS110, CS111, CS120, CS130, CS140, CS200, CS201, CS240 and CS250. 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.

SOFTWARE ENGINEERING TECHNOLOGY
BACHELOR OF SCIENCE DEGREE

Objectives - The purpose of the Software Engineering Technology program is to help graduates prepare for career opportunities in areas involving software design and development, systems analysis, programming, software development process design and management and other areas related to computer software production to help meet the needs of business and consumer markets. The coursework offers a foundation in programming skills using a number of popular languages and platforms while systematically addressing theories and methods of typical software engineering processes and models governed by industry standards.

Career Opportunities - Graduates of this program may pursue career opportunities involving the design, development and implementation of software-based solutions and products for business and consumer markets. Entry-level positions may include software developer, software programmer, application developer, Web application developer, software engineer, software applications analyst, Web applications analyst, Web applications specialist and software applications specialist.

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 perform activities in different software development environments with typical platforms that support specific technologies and standards. These platforms are typically comprised of networked computers installed with software development tools. 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+		24
EG371	✪	Research Methods+		4
EG372	✪	Written Analysis+		4
EG381	✪	Statistics+		4
EG421	✪	Numerical Methods+		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**		40
SE301	✪	Applied Database Development		4
SE319	✪	Advanced Programming in VB.NET		4
SE321	✪	Introduction to C# Programming		4
SE330	✪	Advanced JAVA I		4
SE340	✪	Structured Programming		4
SE350	✪	System Analysis for Software Engineers		4
SE401	✪	Programming in ASP.NET		4
SE420	✪	Programming .NET Framework with VB.NET and C#		4
SE421	✪	Secured Programming		4
SE430	✪	Advanced JAVA II		4
SE450	✪	Software Engineering Process I		4
SE451	✪	Software Engineering Process II		4
SE460	✪	Software Engineering Capstone Project		4
			Subtotal	**92**
		Elective Courses		
----------		Unspecified Elective courses		32
		Minimum required credit hours for the Baccalaureate degree (Grand total)		**180**

+In this program, this(these) course(s) 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.**

*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: computer operating systems, computer programming logic and algorithms, HTML and programming using Visual Basic, C++ and JAVA. Courses offered at this school that satisfy the Unspecified Core course requirement are IT103, IT104, IT106, IT116, IT203, IT217, IT218, IT219, IT250 and IT305. 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 OPTION AND SOFTWARE APPLICATIONS AND PROGRAMMING OPTION

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 one of four IT options.

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 Computer Network Systems option of the IT 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.

The Software Applications and Programming option of the IT program can help graduates prepare to perform tasks associated with developing and modifying software applications. Additional curriculum topics, investigated through classroom and laboratory experiences, include programming languages and algorithms, database development and applications and other related technical subjects. Information Technology (Software Applications and Programming) consists of a foundation core of computing and general education courses, followed by studies in programming applications.

Career Opportunities - Graduates may begin their careers in Information Technology involving the option pursued in a variety of entry-level positions. For the Computer Network Systems option, such positions may include computer network analyst, computer network technician, help desk analyst and WAN/LAN technician. For the Software Applications and Programming option, such positions may include database programmer, junior programmer, software support technician and software tester.

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 - This program of study offers two options of coursework for a student to pursue. All of the courses (as such courses may be revised or modified from time to time by the school in its discretion) in one of the following options must be successfully completed.

Computer Network Systems

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**	
	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.**

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.

Software Applications and Programming

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
IT106	Programming in C++ I		4
IT116	Intermediate Programming		4
IT203	Database Development		4
IT204	Scripting and Web Authoring I		4
IT217	Programming in C++ II		4
IT218	Programming in JAVA I		4
IT219	Programming in JAVA II		4
IT250	Linux Operating System		4
IT305	College Mathematics III		4
IT306	Software Application Programming		4
IT308	Software Development Capstone Project		4
IT327	Data Structures		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**	
		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.**

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.

SOFTWARE DEVELOPMENT TECHNOLOGY

ASSOCIATE OF SCIENCE DEGREE

Objectives - The purpose of this program is to help students develop knowledge and skills to pursue entry-level positions involving computer software development. Areas of study include logical and algorithmic analysis and design, object-oriented programming and relational databases, programming languages and development tools, Web scripting and programming, Web services and applications, software development lifecycles, and business and ethical impacts on software development practices. The goal of the program is to help the student learn a balanced combination of practical programming techniques and problem-solving skills.

Career Opportunities - Graduates of this program may begin their careers in a variety of entry-level positions involving software development skills, such as application developer, junior programmer, Web applications developer, database developer, software support technician and software tester.

Graduates who have difficulty distinguishing colors may not be able to perform the essential functions of various positions involving software development 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 perform activities in different software development environments with typical platforms that support specific technologies and standards. These platforms are typically comprised of networked computers installed with software development tools. 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
GE347	Group Dynamics+		4
EG360	Introductory Calculus+		4
		Subtotal	**28**
	Core Courses		
CS100	Introduction to Programming+		4
CS110	Introduction to Web Applications+		4
CS111	Client-Side Web Scripting+		4
CS120	Programming in Visual Basic+		4
CS130	Introduction to Databases+		4
CS140	Business Concepts for Application Developers+		4
CS200	Programming in Java I+		4
CS201	Programming in Java II+		4
CS210	Web Authoring and Design+		4
CS220	Server-Side Web Programming+		4
CS240	Software Development Lifecycles+		4
CS250	Open Source Application Programming+		4
CS280	Web Security and Ethics+		4
CS290	Software 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 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.**

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
ET376	✪	C/C++ Programming		4
TM380	✪	Advanced Topics in Technical Mathematics		4
ET385	✪	Data and Network Communications		4
ET390	✪	Embedded Systems		4
ET395	✪	Modern Wireless Communications		4
ET415	✪	Process Control		4
TM420	✪	Technical Calculus		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
		Subtotal	**92**	
		Elective Courses		
----------		Unspecified Elective courses		34
		Minimum required credit hours for the Baccalaureate degree (Grand total)		**180**

+In this program, this(these) course(s) 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.**

*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, ET156, ET215, ET245, ET255, ET275, ET285 and ET315. 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
ET145	AC Electronics		4
ET156	Introduction to C Programming		4
ET215	Electronic Devices I		4
IT220	Network Standards and Protocols		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
ET365	Computer and Electronics Capstone Project		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 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.**

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

DIGITAL ENTERTAINMENT AND GAME DESIGN
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 involving technology associated with designing and developing digital games and multimedia applications. Courses in this program offer a foundation in digital game design (through the study of subjects such as gaming technology, game design process, animation, level design) and general education subjects.

Career Opportunities - Graduates of this program may pursue entry-level positions in a number of different digital entertainment and game design companies. Job functions may include working as part of a team to help design, develop, test and produce video games, or create animations and 3D scenes for use in video games.

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

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, modeling and animation 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+		24
EG371	✪	Research Methods+		4
EG372	✪	Written Analysis+		4
EG381	✪	Statistics+		4
EG452	✪	Economics and Change+		4
EG462	✪	Contemporary World Culture+		4
EG465	✪	Modern and Contemporary Art+		4
EG468	✪	Ethics+		4
EG481	✪	Environmental Issues+		4
			Subtotal	**56**
		Core Courses		
---------		Unspecified Core courses**		40
GD300	✪	Introduction to Gaming Technology		4
GD310	✪	Managing Game Development		4
GD320	✪	Physics of Animation		4
GD330	✪	Game Design Process		4
GD340	✪	Creative Writing and Storyboarding for Games		4
GD345	✪	C++ Programming for Game Developers		4
GD350	✪	Game Design Strategies		4
GD360	✪	Advanced Animation		4
GD375	✪	Level Design		4
GD400	✪	Game Interface Design		4
GD410	✪	Game Engines and Production		4
GD430	✪	The Game Development Team		4
GD440	✪	Capstone Project		4
			Subtotal	**92**
		Elective Courses		
---------		Unspecified Elective courses		32
		Minimum required credit hours for the Baccalaureate degree (Grand total)		**180**

+In this program, this(these) course(s) 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.**

*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, animation and introductory computer programming. Courses offered at this school that satisfy the Unspecified Core course requirement are CD140, CD210, CD220, CD245, CD250, CD320, CD340, IT104, IT107, IT209, IT210, IT211, IT212, IT213, IT309, IT310, IT311, VC100, VC110, VC130, VC210, VC215, VC220, VC230, VC240 and VC250. 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.

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
EC311	✪	Introduction to Project Management+		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
			Subtotal	**108**
		Elective Courses		
---------		Unspecified Elective courses		12
		Minimum required credit hours for the Baccalaureate Degree (Grand total)		**180**

+In this program, this(these) course(s) 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.**

*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, CD245, CD250, 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
CD245	Sustainable Design		4
CD250	Engineering Graphics II		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 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.**

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.

VISUAL COMMUNICATIONS
ASSOCIATE OF SCIENCE DEGREE

Objectives - The purpose of this program is to help students prepare for entry-level positions in visual communications related professions. The curriculum of the program consists of a foundation core of design and general education courses, followed by studies in multimedia applications. The Visual Communications program can help graduates prepare to perform tasks associated with designing and creating interactive multimedia communications and print communications. Additional curriculum topics, investigated through classroom and laboratory experiences, include graphic design, multimedia applications and other related technical subjects.

Career Opportunities - Graduates of this program may pursue careers in a variety of entry-level positions involving the design and production of digital media, print media and a variety of applications used in corporate and public communications.

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

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, video cameras, 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
GE184	Problem Solving+		4
GE192	College Mathematics II+		4
GE217	Composition II+		4
GE347	Group Dynamics+		4
GE364	Art Appreciation+		4
		Subtotal	**28**
	Core Courses		
VC100	Introduction to Design+		4
IT107	Instructional Design+		4
VC110	Typography+		4
VC130	Digital Type and Image Manipulation+		4
CD140	Rapid Visualization+		4
VC210	Modeling in 3D+		4
IT212	Broadcast Graphics+		4
VC215	Interactive Communication Design+		4
VC220	Graphic Design Production Processes+		4
VC230	Digital Prepress+		4
VC240	Visual Design for the Web+		4
VC250	Design Project+		4
IT309	Animation I+		4
IT310	Audio/Video Techniques+		4
IT311	Animation II+		4
		Subtotal	**60**
	Technical Basic Courses		
TB133	Strategies for the Technical Professional+		4
TB332	Professional Procedures and Portfolio Development+		4
		Subtotal	**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 the 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+		52
GE172		State and Local Government+		4
GE375		Psychology+		4
		Subtotal	**60**	
		Core Courses		
---------		Unspecified Core courses***		56
CJ312	✪	Correctional Operation and Administration+		4
CJ333	✪	Constitutional Law +		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
TB143		Introduction to Personal Computers+		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(these) course(s) 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.**

**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: criminal law; introduction to criminal justice; criminal justice organization and administration; law enforcement and policing; law enforcement reporting and recording; criminal investigation; and cybercrime. Courses offered at this school that satisfy the Unspecified Core courses requirement are CJ123, CJ131, CJ132, CJ133, CJ151, CJ152, CJ211, CJ241, CJ242, CJ243, CJ253, CJ261, CJ264 and CJ299. The course descriptions for these courses are in the Course Descriptions section of this catalog.

✪ 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.

CRIMINAL JUSTICE
ASSOCIATE OF SCIENCE DEGREE

Objectives - This program teaches 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 curriculum is designed to offer a balance of theory and application used in the field by integrating interpersonal skills and criminal justice subject matter. The program examines the criminal justice process in the United States and involves the study of interpersonal communication skills. Program content includes communication, criminology, courts, correctional programs, criminal investigations, security and policing.

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+		20
GE172	State and Local Government+		4
GE375	Psychology+		4
		Subtotal	**28**
	Core Courses		
CJ123	Criminal Law+		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
CJ264	Transportation Security+		4
CJ299	Criminal Justice Capstone+		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(these) course(s) 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.**

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

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, real estate paralegal, 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
BU, CD, CJ, CM, CS, EC, ET, GD, IS, IT, PL, PM, SE, 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 or equivalent**

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 or equivalent**

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 general 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**

GE375 Psychology
A 4 credit hour Social Science course
This course introduces psychological theories from behavioristic, humanistic and biological viewpoints. Primary focus is on exploring how selected principles of psychology apply to students' personal lives and social behavior. Students apply the skills of critical thinking, observation, and information gathering and analysis as they practice social science and scientific methodology. **Prerequisite: GE117 Composition I 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 an information-driven environment. The focus is on the conceptual understanding of how statistics can be used and how to evaluate statistical data. **Prerequisite: GE127 College Mathematics I or equivalent**

EG421 Numerical Methods
A 4 credit hour Mathematics course
This course addresses numerical solutions for a number of common problems in mathematics, including methods such as interpolation, numerical integration, finding roots of higher-order equations and least-squares approximations. **Prerequisite: An introductory level Calculus course**

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**

EG465 Modern and Contemporary Art
A 4 credit hour Humanities course
This course focuses on the major artists, movements and issues in painting, sculpture, architecture and other media in both the modern and contemporary periods. **Prerequisite: EG372 Written Analysis or equivalent**

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

BU222 Business Law and Regulation
4 credit hours
This course offers a basic foundation in business law and regulation in a variety of areas, including bankruptcy, employment, consumer and contract law. Instruction on ethics, social responsibility and technology is integrated throughout the course. **Prerequisite: GE127 Composition II or equivalent**

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**

CD245 Sustainable Design
4 credit hours
This course examines a variety of issues surrounding the subject of sustainability. Students will explore the history of sustainability and current trends as they apply to design. Topics will include materials, manufacturing techniques, new technologies, renewable resources, and product life cycle analysis. **Prerequisite: CD220 Materials and Processes**

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**

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**

CJ123 Criminal Law
4 credit hours
This course introduces the student to criminal law, which involves the imposition of penalties for engaging in criminal conduct. The course also explores the distinction between criminal law, which typically is enforced by the government, and civil law, which may be enforced by private parties. **Prerequisites: GE172 State and Local Government or equivalent, GE217 Composition II or equivalent, An introductory level Criminal Justice or Paralegal Studies course**

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: GE217 Composition II 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**

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.

CJ299 Criminal Justice Capstone
4 credit hours
This course provides a culminating experience in the criminal justice 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**

CJ312 Correctional Operation and Administration
4 credit hours
This course addresses the structure, principles, organization, administration and operations of a variety of correctional institutions and programs. **Prerequisite: CJ131 Introduction to Criminal Justice**

CJ333 Constitutional Law
4 credit hours
This course provides a survey of major constitutional thought and a review of primary constitutional issues. **Prerequisite: CJ123 Criminal Law or equivalent**

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**

CS100 Introduction to 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 equivalent**

CS110 Introduction to Web Applications
4 credit hours
This course provides students with the foundation concepts and terminology necessary for Web development. Students build Web pages using HTML and XHTML, Cascading Style Sheets, and forms. Students will also practice how to write and present Web content to meet business requirements. They also examine concerns when choosing a Web host and learn how to build a Web site that is properly indexed in search engines. **Prerequisite: TB133 Strategies for the Technical Professional or equivalent**

CS111 Client-Side Web Scripting
4 credit hours
This course covers how to add interactivity to a Web page using the client-side scripting tools such as JavaScript and AJAX. Students examine client-side script issues including browser compatibility and caching. Students will practice processing arrays, manipulating strings, and using predefined objects. Students will also be introduced to event-driven programming. **Prerequisites: CS100 Introduction to Programming or equivalent, CS110 Introduction to Web Applications or equivalent**

CS120 Programming in Visual Basic
4 credit hours
This course discusses how to build Windows applications using Visual Basic with menus and multiple forms. Students will practice writing Visual Basic codes to perform operations, using arrays, manipulating strings, and performing file input and output. Fundamental principles of object oriented programming are also introduced. **Prerequisite: CS100 Introduction to Programming or equivalent**

CS130 Introduction to Databases
4 credit hours
This course introduces relational database concepts and the role of databases in both Windows and Web applications. The course introduces basic data modeling and normalization concepts. Extensible Markup Language (XML) is also introduced. **Prerequisite: TB133 Strategies for the Technical Professional or equivalent**

CS140 Business Concepts for Application Developers
4 credit hours
This course covers fundamental business concepts and terminology. Students are exposed to organizational structures and processes at a general level. The foundations discussed in this course will help students better understand the business needs reflected in software applications development. **Prerequisites: CS100 Introduction to Programming or equivalent, CS110 Introduction to Web Applications or equivalent**

CS200 Programming in Java I
4 credit hours
This course covers the fundamentals of Java programming. Object-oriented programming techniques and Unified Modeling Language (UML) are also introduced. Students practice how to build Java classes, graphical user interfaces, and event driven programs. They also explore how to write Java codes that use arrays, strings, file input and output, and exception handling. **Prerequisite: CS100 Introduction to Programming or equivalent**

CS201 Programming in Java II
4 credit hours
This course covers advanced programming concepts critical to the development of enterprise applications, including working with collections, multithreading, serialization, database access, internationalization, networking, and security features. It also covers commonly used Java features, such as Java Beans and Swing. **Prerequisites: CS130 Introduction to Databases or equivalent, CS200 Programming in Java I or equivalent**

CS210 Web Authoring and Design
4 credit hours
This course covers technologies for adding interactivity, animation, and visual elements to a Web site by applying Dynamic HTML (DHTML) and Adobe Flash with ActionScript. Students will practice how to build Flash movies with interactivity by using ActionScript. Students are also introduced to Adobe Dreamweaver as a Graphical User Interface (GUI) development environment. **Prerequisites: CS100 Introduction to Programming or equivalent, CS111 Client-Side Web Scripting or equivalent**

CS220 Server-Side Web Programming
4 credit hours
The course introduces server-side programming using leading Web scripting languages to build Web applications. The course also covers database access from Visual Basic. **Prerequisites: CS111 Client-Side Web Scripting or equivalent, CS120 Programming in Visual Basic or equivalent, CS130 Introduction to Databases or equivalent**

CS240 Software Development Lifecycles
4 credit hours
This course covers the concepts and soft skills needed to be functional on a software development team. Some requirements gathering and design techniques are also covered. The purpose of the course is to provide students with insight into the software development process in the workplace. **Prerequisite: CS200 Programming in Java I or equivalent**

CS250 Open Source Application Programming
4 credit hours
This course covers how to implement open source server-side Web applications by analyzing the LAMP development model: Linux, Apache, MySQL, and PHP. **Prerequisites: CS111 Client-Side Web Scripting or equivalent, CS130 Introduction to Databases or equivalent, CS200 Programming in Java I or equivalent**

CS280 Web Security and Ethics
4 credit hours
This course examines the ethical responsibilities in maintaining a Web or Intranet/Internet site and the potential chances of misuse. Information access and security issues in managing a Web site are also included. **Prerequisite: CS110 Introduction to Web Applications or equivalent**

CS290 Software Development Capstone Project
4 credit hours
This course provides an opportunity for the student to synthesize the theories and practices covered in the entire program by analyzing, designing and completing a software application development project. Teamwork, project management and presentation skills will also be integrated into the project. **Prerequisite: Completion of a minimum of 84 credits earned in the program of study**

CS300 Application Design
4 credit hours
This course introduces key design techniques and basic modeling to solve specific application design problems. Coverage includes object modeling, use cases, and requirements analysis. The course takes students through the application design and implementation process from requirements definition through testing. **Prerequisites: CS120 Programming in Visual Basic or equivalent, CS130 Introduction to Databases or equivalent, CS200 Programming in Java I or equivalent**

CS302 Data Structures with Java
4 credit hours
This course covers the theory of data structures and their implementation using Java. Topics include lists, queues, stacks, trees, and maps. The course covers various algorithms for searching and sorting data. Methods of evaluating algorithm efficiency are covered. **Prerequisite: CS300 Application Design or equivalent**

CS310 Programming in C++
4 credit hours
This course introduces the knoweldge and skills in how to write and maintain C++ programs. Object-oriented programming, Standard Template Library (STL), data structures, and file input/output are discussed. **Prerequisite: CS300 Application Design or equivalent**

CS320 Programming in C#
4 credit hours
This course covers building Windows application using C#. Students will practice writing C# codes to perform operations, use arrays, manipulate strings, and perform file input and output. Object-oriented programming using C# is also covered. **Prerequisite: CS300 Application Design or equivalent**

CS330 Database Design and Implementation
4 credit hours
This course examines Entity-Relationship modeling and data normalization by analyzing how keys and constraints are used to enforce design restrictions. Students will use SQL to build functionality commonly needed by applications. Database objects covered includes stored procedures, triggers, and constraints. **Prerequisite: CS130 Introduction to Databases or equivalent**

CS331 .NET Framework Programming
4 credit hours
This course covers advanced Windows programming topics using both Visual Basic and C#. Topics include various .NET Framework libraries, data structures, multithreading, globalization, and custom controls. **Prerequisite: CS320 Programming in C# or equivalent**

CS333 Enterprise Applications with Java
4 credit hours
This course discusses the development of distributed applications using Java 2 Enterprise Edition (J2EE) libraries by addressing key technologies such as Servlets, Java Server Pages, Hibernate and Spring. **Prerequisites: CS111 Client-Side Web Scripting or equivalent, CS300 Application Design or equivalent, CS330 Database Design and Implementation or equivalent**

CS340 Software Engineering
4 credit hours
This course discusses the requirements for designing and managing the software development process covering design, implementation and support. Various commonly accepted methodologies are used throughout the course to provide students a broad background in the required activities. **Prerequisite: CS300 Application Design or equivalent**

CS400 Web Services and Applications
4 credit hours
This course covers advanced Web application and Web service programming techniques by applying and referencing various platforms and tools such as ASP.NET applications, ASP.NET Web service, Extensible Markup Language (XML), and Java Web services. **Prerequisites: CS330 Database Design and Implementation or equivalent, CS331 .NET Framework Programming or equivalent, CS333 Enterprise Applications with Java or equivalent**

CS410 Enterprise Applications with .NET
4 credit hours
This course covers building multi-tier enterprise applications using the .NET Framework. The focus will be on writing scalable enterprise applications using .NET technologies. Topics related to network programming, transactional consistency, and Component Object Model (COM) interoperability will be covered. **Prerequisites: CS330 Database Design and Implementation or equivalent, CS331 .NET Framework Programming or equivalent**

CS420 Application Security
4 credit hours
This course emphasizes the importance of using safe programming practices by giving students a glimpse into the mind of the attacker. Key security technologies, such as cryptography and authentication are also discussed. **Prerequisites: CS310 Programming in C++ or equivalent, CS400 Web Services and Applications or equivalent**

CS430 Database Administration and Optimization
4 credit hours
This course covers the skills a person needs to administer and maintain a database. Students examine issues related to data availability, concurrency, consistency, and performance. **Prerequisite: CS330 Database Design and Implementation or equivalent**

CS490 Software Development Senior Project
4 credit hours
This course provides a comprehensive case study for the student to research, design, develop, test and deploy a software application to solve a specific business problem. The student is required to dynamically apply knowledge and skills acquired through the program of study and to complete the project to meet the technical requirements specified by the course. Teamwork, project management and presentation skills are also integrated as part of the course requirement. **Prerequisite: Completion of a minimum of 72 credits earned in the program of study**

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**

EC312 Project Management Techniques
4 credit hours
This course provides instruction on planning, scheduling and monitoring a project. Topics covered include elements of effective time management, scheduling and cost control techniques in developing, monitoring and controlling project plans. **Prerequisite: EC311 Introduction to Project Management**

EC314 Project Cost and Budget Management
4 credit hours
The purpose of this course is to provide the student with an introduction to the specific accounting concepts and budgeting skills necessary for the continuous monitoring of a project during its lifecycle. The student is to identify, master and put into practice the skills necessary to budget, control and report financial cost information to all parties involved in a project. **Prerequisites: EC312 Project Management Techniques, GE127 College Mathematics I or equivalent**

EC321 Introduction to E-Commerce
4 credit hours
This course is an introduction to the world of e-commerce. Students will identify and examine the latest trends and directions in e-commerce business applications. **Prerequisite: TB143 Introduction to Personal Computers or equivalent or TB145 Introduction to Computing or equivalent**

EC411 Project Human Resource Management
4 credit hours
The purpose of this course is to provide the student with an understanding of the tools and techniques required to make the most effective use of the people involved in a project. These individuals are project stakeholders, project sponsors, the project manager, project team members and the balance of the organization. In this course, human resource management policies and practices concentrate on project organizational planning, project staff acquisition and team development. **Prerequisites: EC312 Project Management Techniques, GE117 Composition I or equivalent**

EC421 E-Commerce Legal and Security Issues
4 credit hours
The purpose of this course is to provide an overview of the legal processes involved in implementing and maintaining an e-commerce Web site. In addition, this course also examines the security issues in maintaining a Web or intranet/Internet site and the potential chances of misuse. **Prerequisite: EC321 Introduction to E-Commerce**

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**

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**

ET156 Introduction to C Programming
4 credit hours
This course is designed to help students with the fundamental concepts and terminology of computer programming and practcial skills in designing, writing and debugging simple computer programs in C. **Prerequisite: TB143 Introduction to Personal Computers 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**

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. **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**

ET365 Computer and Electronics Capstone Project
4 credit hours
Final capstone project with fundamental review provides the students with significant design experience and integration of knowledge in electronics and computer gained in previous coursework, as well as a means to practice problem-solving and team work, project management, technical writing, and technical presentation skills. **Prerequisites: ET315 Electronics Communications Systems II, ET355 Microprocessors; Corequisite or Prerequisite: ET345 Control Systems**

ET376 C/C++ Programming
4 credit hours
This courses introduces structured and object-oriented programming in C and C++. Student will become familiar with concepts and techniques of problem-solving, fundamental algorithms, and working knowledge of programming. **Prerequisite: ET156 Introduction to C Programming 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: IT220 Network Standards and Protocols 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: ET156 Introduction to C Programming or equivalent, ET355 Microprocessors or equivalent**

ET395 Modern Wireless Communications
4 credit hours
Principles, technology and applications of wireless communications systems are introduced in this 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**

GD300 Introduction to Gaming Technology
4 credit hours
This course offers an introduction to game theory. Topics of study include the history of various types of games, survey of computer game categories and platforms, major game components, and an overview of the game development process.

GD310 Managing Game Development
4 credit hours
This course offers an overview for the game design process, from the concept phase to the final delivery phase. Topics include project management and game design documents.

GD320 Physics of Animation
4 credit hours
This course introduces concepts for simulating the real world in a virtual game environment. Topics include simulating gravity, simulating friction, modeling acceleration and velocity, trajectories, kinematics and motion control, collision detection and response and object mass displacement. **Prerequisites: CD340 Physical and Computer-Aided 3D Modeling or equivalent or IT209 3D Modeling or equivalent, IT309 Animation I or equivalent, GE192 College Mathematics II or equivalent**

GD330 Game Design Process
4 credit hours
This course introduces issues inherent in the process of game design. Topics of instruction include the skills and tools needed for story and character development, game design, pre-production, prototyping, testing, end-user testing, human interface, content development and communication documents. **Prerequisites: GD300 Introduction to Gaming Technology, GD310 Managing Game Development**

GD340 Creative Writing and Storyboarding for Games
4 credit hours
This course examines how creative writing techniques can be used to develop game interactions for helping to maintain the player's interest. Key elements include: translating rough ideas into a workable script; development of the storyboard based on the principles of storytelling, plot, conflict, action and character development; and camera angles, camera moves and character posing. **Prerequisites: GD330 Game Design Process, GE217 Composition II or equivalent**

GD345 C++ Programming for Game Developers
4 credit hours
This course provides an introduction to object oriented computer programming framed in the technical aspects of game programming. Students will apply the following concepts of variables, control structures, functions, arrays, data types, classes, inheritance and polymorphisms as they build a series of games.

GD350 Game Design Strategies
4 credit hours
This course explores game design concepts, such as challenge, reward, penalties, game balance, level of difficulty, artificial intelligence, game genres and the social aspects of gaming. A group project involves designing a simple 2D computer game. **Prerequisite: GD330 Game Design Process**

GD360 Advanced Animation
4 credit hours
This course examines advanced animation techniques such as multiple key frame methods, character setup tools and two-limb animation solver. A discussion of scripting as it pertains to video game development is also included. **Prerequisite: GD320 Physics of Animation**

GD375 Level Design
4 credit hours
This course introduces the art of game and level design. A combination of lecture, discussion and hands-on applications are used to teach issues addressed by game and level designers. The course integrates theories and skills from a number of other disciplines to demonstrate and simulate the decisions, skills, tools, problems and working conditions of a level designer. **Prerequisite: GD350 Game Design Strategies**

GD400 Game Interface Design
4 credit hours
This course examines the navigation and control, visual appeal and functional aspects of the game interface. Case studies of successful and unsuccessful user interfaces are used to illustrate and evaluate the effectiveness of user interface designs. **Prerequisite: GD330 Game Design Process**

GD410 Game Engines and Production
4 credit hours
This course analyzes both commercial and open-source game engines, and how to apply different technologies based on the type of game being developed. Additionally the strategies for building game engines from scratch will be explored. **Prerequisite: GD345 C++ Programming for Game Developers**

GD430 The Game Development Team
4 credit hours
This course describes the various teams involved during game development. The roles and skills of the game designer, artist, programmer, tester and project manager are described. **Prerequisite: GD330 Game Design Process**

GD440 Capstone Project
4 credit hours
Each student will be assigned to a team to design a game approved by the instructor. The project content will involve several areas of study from courses in the program and the use of project management technique, including concept paper, design document and prototype of their game idea. **Prerequisites: GD340 Creative Writing and Storyboarding for Games, GD360 Advanced Animation, GD375 Level Design, GD400 Game Interface Design, GD430 The Game Development Team**

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**

IT106 Programming in C++ I
4 credit hours
Students will write, enter, run and debug programs using the C++ language. Topics include simple C++ operations, functions, procedures and data operations. **Prerequisite: IT104 Introduction to Computer Programming**

IT107 Instructional Design
4 credit hours
Students are introduced to the theories and practices of instructional design in relation to the creation of interactive tools for training.

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**

IT116 Intermediate Programming
4 credit hours
This course is a continuation of Introduction to Computer Programming. Main topics include arrays, file processing, database interaction, SQL, classes and error handling. Hands-on active learning required. **Prerequisite: IT104 Introduction to Computer Programming**

IT203 Database Development
4 credit hours
Students will be introduced to database design and implementation. Topics include database history, structure, objects and introductory Structured Query Language (SQL). **Prerequisite: IT104 Introduction to Computer Programming**

IT204 Scripting and Web Authoring I
4 credit hours
Student will be introduced to using HTML to create Web pages. Some popular Web authoring tools will also be introduced. Project assignments include the development of simple Web pages and sites using both the HTML code and other tools. **Prerequisite: IT104 Introduction to Computer Programming**

IT209 3D Modeling
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: TB143 Introduction to Personal Computers or TB145 Introduction to Computing**

IT210 Visual Design Theory
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. Students will also be introduced to basics of typographic design.

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**

IT217 Programming in C++ II
4 credit hours
This course is a continuation of the preceding C++ course. Students will examine concepts of classes, dynamic memory allocation, exception handling, file input/output, and the STL. Basic object-oriented programming will be presented. **Prerequisite: IT106 Programming in C++ I**

IT218 Programming in JAVA I
4 credit hours
Students will be introduced to the essential concepts and programming elements of the JAVA language. Topics include Internet concepts, basic language concepts (declaring and evaluating data, statements, expressions control flow and input), the development environment, classes and objects and creation of applets. **Prerequisite: IT217 Programming in C++ II**

IT219 Programming in JAVA II
4 credit hours
This course covers the essentials of applet programming (URL, audio, image, test, animation), error handling, debugging, threads and the client/server environment. Creation of application programs through projects is a requirement. **Prerequisite: IT218 Programming in JAVA I**

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**

IT305 College Mathematics III
4 credit hours
Students in this course study the concepts of limits and differential and integral calculus in the context of practical problems. **Prerequisite: GE192 College Mathematics II or equivalent**

IT306 Software Application Programming
4 credit hours
Students will apply math skills, GUI principles and programming techniques to develop complex application software. Teamwork, project planning and implementation are the underlying criteria for this course. **Prerequisites: IT203 Database Development, IT217 Programming in C++ II, IT219 Programming in JAVA I**

IT308 Software Development Capstone Project
4 credit hours
Development of a complex software application in an area jointly agreed upon by the student as well as the faculty member. The faculty member acts more as a facilitator and project manager for this final assignment. **Prerequisite: Completion of a minimum of 84 credits earned in the program of study**

IT309 Animation I
4 credit hours
This course is a continuation of the 3D Modeling course. Principles of form topology, visual design and movement are applied in the creation of simple animated sequence. **Prerequisites: CD140 Rapid Visualization, CD340 Physical and Computer-Aided 3D Modeling or IT209 3D Modeling or VC210 Modeling in 3D**

IT310 Audio/Video Techniques
4 credit hours
Techniques of integrating visual and audio features into an edited multimedia or animated piece are introduced in this course. Students will have opportunities to output projects onto videotape or CD-ROM.

IT311 Animation II
4 credit hours
This course is a continuation of Animation I. Students will be introduced to methods of integrating lighting, texture mapping, rendering and the finer details of motion graphics to create 3D computer animated solutions. Techniques of concept development, story boarding, project planning and script writing will be applied during the creative process of generating a computer-animated sequence. **Prerequisite: IT309 Animation I**

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**

IT327 Data Structures
4 credit hours
Through exploring fundamental data structures, data manipulation techniques and algorithms necessary for good program development, students will be exposed to methods of selecting appropriate data structures to represent data with a given set of operations on that data. Topics include abstract data types, trees and graphs and their traversal, priority queues, searching and sorting, algorithm design techniques, external sorting techniques, hashing, etc. **Prerequisite: IT217 Programming in C++ II**

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. **Prerequisite: Completion of a minimum of 84 credits earned in the program of study**

IT344 Data and Network Communications
4 credit hours
This course examines various theoretical and technological foundations that enable data communications across networks. Focus will be on characteristics associated to the OSI model especially at the physical and data link layers, architecture, protocols and standards, and factors that affect the performance and efficiency of data networks. **Prerequisite: IT220 Network Standards and Protocols or equivalent**

IT350 Modern Wireless Communications
4 credit hours
Wireless transmission of voice, video and data signals using radio transmission and reception methods will be studied. Modulation techniques in the presence of electrical noise and interference will be studied, so as to predict appropriate performance. Areas of cellular, mobile and personal communications systems and satellite communications are included. **Prerequisite: IT344 Data and Network Communications or equivalent**

IT360 Networking Security I
4 credit hours
This course covers assessing and managing risks to information systems security and identifying activities involved in the process of risk management for an organization in association with techniques and tools of intrusion detection. **Prerequisite: IT220 Network Standards and Protocols or equivalent**

IT361 Networking Security II
4 credit hours
This course discusses how Virtual Private Networks (VPNs) and firewalls can be used to secure an enterprise network. Main characteristics, including the architecture, design, configuration and management of the VPN are examined to analyze the security capabilities and related issues. The functions of firewalls are also examined in this course to analyze how to design firewall deployment and how to construct, configure and administer a firewall and the functionality of a firewall. **Prerequisite: IT320 WAN Technology and Application or equivalent**

IT362 Networking Security III
4 credit hours
This introduces system forensics investigation and response. Topics include processes and procedures for investigating computer and cyber crime and techniques in collecting, analyzing, recovering and preserving forensic evidence. **Prerequisite: IT361 Networking Security II**

IT370 Advanced Routing and Switching I
4 credit hours
This course studies how to design and implement IP networks using scalable routing protocols such as OSPF, EIGRP and BGP. How to troubleshoot and manage networks running such protocols will also be studied. **Prerequisite: IT320 WAN Technology and Application or equivalent**

IT371 Advanced Routing and Switching II
4 credit hours
A continuation of IT370. Focus will be on advanced switching with additional discussion on remote access networks, on-demand connectivity, Quality of Service (QoS), troubleshooting and traffic management in a complex IP network. **Prerequisite: IT370 Advanced Routing and Switching I**

IT390 Business Database Administration
4 credit hours
Major features and functions of databases and major skill areas of a database administrator will be discussed in association with common issues such as capacity, efficiency and performance normally related to network administrators' daily tasks. **Prerequisite: IT203 Database Development or equivalent**

IT400 Systems Analysis
4 credit hours
A systematic study of purpose, approach, structure, environment and architecture of networking and internetworking technologies in association with their potential users' needs. Methods on capacity planning and traffic engineering in a data communication system's environment will be introduced. Implications of such analysis on the actual deployment and management process of related technologies will also be discussed. **Prerequisite: IT344 Data and Network Communications or equivalent**

IT410 Web Technology
4 credit hours
Selected discussion on modern Web technology and its applications. Topics include common technologies and techniques used in the development of Web-based applications (e.g., server-side and client-side programming), Web services, Web site creation, maintenance and management. Issues on Web application architecture will be discussed in reference to network infrastructure architecture. **Prerequisites: IT203 Database Development or equivalent, IT220 Network Standards and Protocols or equivalent**

IT412 Voice and Data Integration
4 credit hours
Technology and trends in integrating voice on the data network will be discussed. Voice over IP (VoIP) will be studied incorporating Quality of Service (QoS) with general coverage on some other typical integrated voice technologies, such as Voice over Frame Relay and ATM multimedia capabilities. **Prerequisite: IT371 Advanced Routing and Switching II**

IT490 Capstone Project
4 credit hours
A final project that incorporates the theories and skills taught in specified core courses of the program to provide a technology solution for solving a business problem by responding to a case study or an RFP. This is a team project-based course that simulates professional and business situations. **Prerequisites: IT350 Modern Wireless Communications, IT371 Advanced Routing and Switching II, IT400 Systems Analysis, IT410 Web Technology, IT412 Voice and Data 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**

PM331 Overview of Digital Technology
4 credit hours
This course emphasizes the use of digital technology to develop distinct competitive advantage in relations with competitors, customers and suppliers with respect to products and services and related projects. It examines the impact of technology on the global business community and business processes.

PM332 Project Management Techniques
4 credit hours
This course builds on Introduction to Project Management by introducing software that will be used throughout the program. Using a step-by-step approach, students are introduced to the skills and techniques used to initiate, plan, schedule, execute, monitor and close a project. **Prerequisite: EC311 Introduction to Project Management or PM361 Introduction to Project Management or equivalent**

PM333 Project Communication and Documentation
4 credit hours
In this course students examine techniques for effective and efficient documentation throughout the different project phases including initiation, planning, execution, and closing a project. The course will also present appropriate techniques to communicate to the different stakeholders. **Prerequisites: GE217 Composition II or equivalent, EC311 Introduction to Project Management or PM361 Introduction to Project Management or equivalent; Prerequisite or Corequisite: EC312 Project Management Techniques or PM332 Project Management Techniques or equivalent**

PM341 Project Cost and Budget Management
4 credit hours
This course provides the theory and techniques related to project cost management including the processes of cost estimating, budgeting resources, monitoring and controlling. Students will apply techniques provided in Project Management Techniques to facilitate scheduling, estimate tracking and control a project to meet the schedule and budget requirements. **Prerequisites: GE127 College Mathematics I or equivalent, EC312 Project Management Techniques or PM332 Project Management Techniques or equivalent**

PM342 Project Procurement and Contract Management
4 credit hours
This course examines project contracts and procurement processes and explores the stages of contracting and procurement in the project environment. The course will include skills and techniques designed to develop a procurement plan, contract statement of work, contract evaluation criteria, request for proposals, project management plans. The course also includes the processes of contract administration and closure. **Prerequisite: PM333 Project Communication and Documentation or equivalent**

PM351 Project Human Resource Management
4 credit hours
The purpose of this course is to provide the students with the processes and techniques required to make the most effective use of the people involved in a project. The course includes the development of a staffing management plan, acquiring and training the project team and monitoring the team performance. **Prerequisite: EC312 Project Management Techniques or PM332 Project Management Techniques or equivalent**

PM352 Project Quality Management
4 credit hours
This course explores project quality management and how it relates to both the processes and people of the project. The students will examine basic quality concepts and explore the sub-processes of quality management including quality planning, quality assurance and quality control. **Prerequisites: EC312 Project Management Techniques or PM332 Project Management Techniques or equivalent, EG381 Statistics or equivalent**

PM361 Introduction to Project Management
4 credit hours
This course is an introduction to the professional discipline of Project Management and the Project Management Institute's Body of Knowledge and processes. The student will be presented with an overview that identifies, defines and develops a flow chart of the integration of the processes. This course serves as a foundation for the program.

PM453 Project Risk Management
4 credit hours
This course examines identifying, analyzing and responding to project risk. It will address techniques to anticipate, prevent and alleviate major project risks. **Prerequisites: EC314 Project Cost and Budget Management or PM341 Project Cost and Budget Management or equivalent, EC421 E-Commerce Legal and Security Issues or PM342 Project Procurement and Contract Management or equivalent, PM352 Project Quality Management or equivalent**

PM454 Leadership and Project Team Management
4 credit hours
This course covers skills required to successfully lead a project team. It includes desirable project manager characteristics, skills and styles as well as techniques project managers can use to motivate project teams. In addition the course covers managing differences, team facilitation, decision-making techniques and communication with the stakeholders. **Prerequisite: EC411 Project Human Resource Management or PM351 Project Human Resource Management or equivalent**

PM462 Management of Global Projects
4 credit hours
This course provides an introduction to the integration of the project processes needed in developing and managing projects in a global digital environment. Emphasis is on impact of cultural differences in managing a project virtual team. **Prerequisites: EC321 Introduction to E-Commerce or PM331 Overview of Digital Technology or equivalent, PM333 Project Communication and Documentation or equivalent, EC411 Project Human Resource Management or PM351 Project Human Resource Management or equivalent**

PM468 Project Management Integration I (Capstone Project)
4 credit hours
Using the skills and knowledge from the program, Project Management Integration I is the first of a two-course series focused on the integration of the processes of the project management cycle. Through the use of case or problem analysis students integrate the principles from previous courses. Students will also initiate and plan their capstone project. **Prerequisite: PM453 Project Risk Management or equivalent**

PM469 Project Management Integration II (Capstone Project)
4 credit hours
This course is the second in a two-course series focused on the complete project management cycle. Students will execute, monitor and close their capstone project. The outcome of the course will require a demonstration of the knowledge and skills acquired through the earlier courses. **Prerequisite or Corequisite: All required program courses**

SE301 Applied Database Development
4 credit hours
This course offers instruction on a systematic approach to database design techniques and database development tools. Areas of study include SQL language, relational database concepts (such as object-oriented databases), distributed database management and client/server systems. **Prerequisites: IT116 Intermediate Programming or equivalent, IT203 Database Development or equivalent**

SE319 Advanced Programming in VB.NET
4 credit hours
This course discusses the development of applications necessary to support business operations using Microsoft Visual Basic.NET. The course focuses on such concepts as Visual Studio development environment, object oriented programming, data access, advanced user interface design, and implementation details applicable to VB.NET. **Prerequisite: IT116 Intermediate Programming or equivalent**

SE321 Introduction to C# Programming
4 credit hours
This course explores the structure and usage of the C# language. Topics include setting up the C# application development environment by incorporating object-oriented concepts, such as inheritance, polymorphism and encapsulation. **Prerequisite: IT217 Programming in C++ II or equivalent**

SE330 Advanced JAVA I
4 credit hours
Areas of instruction include knowledge and skills used in applying JAVA components to build Web-based applications. The focus will be on JSP, Servlet, JDBC and related components. **Prerequisites: IT204 Scripting and Web Authoring I or equivalent, IT219 Programming in JAVA II or equivalent**

SE340 Structured Programming
4 credit hours
Areas of study in this course include industry accepted programming practices and coding standards. This course is designed to help students apply concepts such as refactoring, design for performance, object orientation, use of frameworks and reusability/adaptability. This course emphasizes the application of the concepts covered in JAVA / C# / VB coding. **Prerequisites: SE319 Advanced Programming in VB.NET, SE321 Introduction to C# Programming, SE330 Advanced JAVA I**

SE350 System Analysis for Software Engineers
4 credit hours
The study of the information systems development life cycle, information requirements analysis and systems design. The course also includes theories, methodologies and strategies in system analysis, such as assessment of transactions and decisions, structured analysis development tools and introduction to computer-aided software engineering tools.

SE401 Programming in ASP.NET
4 credit hours
The study of programming techniques in the ASP.NET environment. The focus will be on applying a relevant language to develop Web applications by using various ASP.NET components and capabilities, such as assemblies, deployment and versioning, common type system and serialization. **Prerequisites: IT204 Scripting and Web Authoring I or equivalent, SE301 Applied Database Development, SE319 Adavanced Programming in VB.NET**

SE420 Programming .NET Framework with VB.NET and C#
4 credit hours
This course offers a systematic approach to the .NET framework and programming in VB.NET and C#. Topics include how to design and develop object-oriented programs using C# and the Microsoft Visual Studio.NET development environment. The best practices for porting and reusing existing Visual Basic code in the Microsoft .NET environment are also discussed. **Prerequisites: SE319 Advanced Programming in VB.NET, SE321 Introduction to C# Programming**

SE421 Secured Programming
4 credit hours
Discussion on basic principles of program structure and construct discipline used to protect the code against security hacks and malicious intercepts, as applied to platforms and environments such as JAVA, C# and VB. The course offers instruction on techniques used to assess the security vulnerability of a set of programs and applications. **Prerequisites: SE340 Structured Programming, SE420 Programming .NET Framework with VB.NET and C#, SE430 Advanced JAVA II**

SE430 Advanced JAVA II
4 credit hours
This course explores various components in the J2EE architecture with applications focused on EJB, Messaging and Web Service. **Prerequisite: SE330 Advanced JAVA I**

SE450 Software Engineering Process I
4 credit hours
The study of historical software development processes and methodologies. The primary focus will be on the waterfall method. Topics also include software testing and documentation, software release control and configuration management, and formal design methodology and tools. **Prerequisites: SE301 Applied Database Development, SE340 Structured Programming, SE350 System Analysis for Software Engineers**

SE451 Software Engineering Process II
4 credit hours
The study of alternative software development methodologies. UML (Unified Modeling Language) will be introduced and applied in a certain model. Advanced project estimation, planning and management techniques will also be discussed in conjunction with risk identification, mitigation and management. The course also discusses the SEI CMM process maturity model as applied to software assessment methods, applications and business benefits. **Prerequisite: SE450 Software Engineering Process I**

SE460 Software Engineering Capstone Project
4 credit hours
A final team project that incorporates the use of theories and skills taught in core courses of the program to develop a technology solution for solving a business problem by responding to a case study or an RFP. The team project will simulate professional and business situations. **Prerequisite: SE450 Software Engineering Process I**

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.

VC110 Typography
4 credit hours
This course focuses on principles of printing design and typography. Assignments encompass technical specifications, aesthetics, functionality and meaning in typographic design. **Prerequisite: VC100 Introduction to Design**

VC130 Digital Type and Image Manipulation
4 credit hours
This course focuses on image manipulation and typography with a focus on utilizing existing images and type to create new and unique compositions in a digital framework. **Prerequisite: VC110 Typography**

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**

VC215 Interactive Communication Design
4 credit hours
Students apply design principles to create an interactive software application that is both communicative and intuitive for its user. **Prerequisite: VC100 Introduction to Design**

VC220 Graphic Design Production Processes
4 credit hours
This course introduces concepts, applications and projects in page composition, document design and color pre-press. Text processing, typesetting, printing formats, color correction, page layout and pagination are also emphasized. Emphasis is placed on workflow production of documents in print. **Prerequisite: VC130 Digital Type and Image Manipulation**

VC230 Digital Prepress
4 credit hours
This course presents advanced printing production processes and various conventions used in industry. Students are familiarized with the conventions, practices and terminologies used in traditional and computer-based printing processes. **Prerequisite: VC220 Graphic Design Production Processes**

VC240 Visual Design for the Web
4 credit hours
Using current electronic media technologies, this course focuses on basic Web site design and development with emphasis on the intelligent and aesthetically cogent incorporation of still images and type. **Prerequisites: VC215 Interactive Communication Design, VC220 Graphic Design Production Processes**

VC250 Design Project
4 credit hours
The Design Project course provides an independent learning experience directed towards the completion of a graphic design project from start to finish. Project will require prior approval by the instructor. **Prerequisites: IT311 Animation II, VC230 Digital Prepress**

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 discussion board and e-mail systems.

Online Student Preparation - Prior to starting any of the distance education courses taught online over the Internet in any program, the student is encouraged to complete the online student preparation, 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 externship or practicum or clinical component. A clock hour is 50 minutes.

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

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

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

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

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

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

The school may, in its discretion, vary from time to time the program courses available to be taught through DIS. Not all program courses will be made available by the school to be taught through DIS, including, without limitation, courses with a one hundred level course number. A student will not be permitted to attempt more than: (a) one program course through DIS during any quarter; (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) seven 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 7	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 the school or 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, 5005 South Wendler Drive, Tempe, Arizona 85282, telephone (602) 437-7500 or (800) 879-4881), 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 State

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The State Board address is 1400 W. Washington St., Room 260, Phoenix, AZ 85007, telephone (602) 542-5709, Web site address, http://azppse.state.az.us. The student must contact the State Board for further details.

Step Four - Contact the Accrediting Council

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

Resolution of Disputes

The following procedure 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)	Criminal Justice (Associate's Degree)	$468	$493
(f)	Data Communication Systems Technology (Bachelor's Degree)	$468	$493
(g)	Digital Entertainment and Game Design (Bachelor's Degree)	$468	$493

(h)	Electronics and Communications Engineering Technology (Bachelor's Degree)	$468	$493
(i)	Information Systems Security (Bachelor's Degree)	$468	$493
(j)	Information Technology (Associate's Degree)	$468	$493
(k)	Paralegal Studies (Associate's Degree)	$468	$493
(l)	Project Management (Bachelor's Degree)	$468	$493
(m)	Software Applications Development (Bachelor's Degree)	$468	$493
(n)	Software Development Technology (Associate's Degree)	$468	$493
(o)	Software Engineering Technology (Bachelor's Degree)	$468	$493
(p)	Visual Communications (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)	Criminal Justice (Associate's Degree)	$150

(f)	Digital Entertainment and Game Design* (Bachelor's Degree)	$500
(g)	Electronics and Communications Engineering Technology* (Bachelor's Degree)	$500
(h)	Information Systems Security* (Bachelor's Degree)	$500
(i)	Project Management* (Bachelor's Degree)	$500
(j)	Visual Communications (Associate's Degree)	$100

*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 the student's Enrollment Agreement with the school

- within 3 days (excluding Saturdays, Sundays and federal or Arizona State holidays) following the date the student signs the student's Enrollment Agreement with the school, or
- before the student's first day of recorded attendance in any program course,

whichever occurs last, 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, 5005 South Wendler Drive, Tempe, Arizona 85282. 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 Administered by the U.S. Department of Education
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 half-time in a degree program;
- be enrolled in the first or second academic year of his or her program of study at a two-year or four-year degree-granting institution;
- have completed a rigorous secondary school program of study (after January 1, 2006, if a first-academic-year student, and after January 1, 2005, if a second-academic-year student);
- if a first-academic-year student, not have been previously enrolled in an undergraduate program; and
- if a second-academic-year student, have at least a 3.0 cumulative grade point average on a 4.0 scale for the first academic year.

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

Federal National Science and Mathematics Access to Retain Talent ("SMART") Grant Program
An eligible student may receive a federal SMART Grant of up to $4,000 for each of the student's third and fourth academic years of study. To be eligible for each academic year, a student must:

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

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

Subsidized Federal Stafford Loan Program
These loans are available to eligible students enrolled at least half-time in an eligible institution and are based on the financial need demonstrated by each student. A student may borrow up to $3,500 for the first academic year, $4,500 for the second academic year and $5,500 for each of the third and fourth academic years under this program. The loan amounts will be pro rated for academic years of less than nine months. A student must repay his or her Subsidized Federal Stafford Loans based on the amount borrowed but no less than $50 per month, beginning six months after graduation or termination of studies. The maximum interest rate on a Subsidized Federal Stafford Loan is 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 up to $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 up to $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."

GI Bill Education Benefits
Some programs offered at ITT Technical Institute are approved by The Arizona Department of Veterans' Services, State Approving Agency for the training of veterans, Ready Reservists, National Guard members, spouses and children of deceased or 100 percent disabled veterans, and, in some cases, spouses and children of active duty service members under Titles 10, 32 and 38 of the United States Code. Veterans desiring to train using the benefits of the GI Bill must first establish eligibility with the Department of Veteran's Affairs ("VA") by submitting Form 22-1990, Application for VA Education Benefits, or by applying online at www.gibill.va.gov. For a complete description of each VA education assistance program, go to the GI Bill website at www.gibill.va.gov. Service members on active duty or current members of the National Guard who are considering college should contact their post or unit education officer for

full details and current tuition benefits. Veterans should contact the school's Finance Department with questions regarding institutional procedures for certifying enrollment.

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 Scholarships

Daniel P. Weadock Military Scholarship
The Daniel P. Weadock Military Scholarship is available through the quarter that begins in March 2010 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 begins attending that program of study at the school prior to September 30, 2009 and 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 begins attending that program of study at the school prior to September 30, 2009 and 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 that begins prior to June 1, 2010 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 prior to attending classes in a bachelor degree program of study.

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 9, 2010.
- 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.

Technology Scholarship

Ten high school technology scholarships of $2,000 each are awarded annually to students who have passed the admission tests and who have enrolled in the Computer and Electronics Engineering Technology, the Computer Drafting and Design or the Information Technology associate of science degree programs at the school. The funds are spread over the length of the program.

Application Process:

(1) complete an enrollment agreement to attend either the June or September class start;
(2) visit the school;
(3) pass the admission test;
(4) submit two letters of reference (teachers, counselors, clergymen, coaches or business persons) that will recommend the student for the scholarship opportunity;
(5) complete an official ITT Technical Institute scholarship application form (available from the student's high school counselor);
(6) submit a self-composed, 250-500 word essay (typed and edited) on "Why I want to pursue a career in technology" and "Why I should be selected for the scholarship;" and
(7) send the application packet to ITT Technical Institute, 5005 South Wendler Drive, Tempe, Arizona 85282, Attention: Technology Scholarship Committee.

The deadline for submission of scholarship materials is April 23rd annually.

Applications are reviewed by a committee composed of school managers and members of the school's Advisory Committees. Applications are evaluated on the basis of student desire and need. Recipients will be notified by May 14th annually.

Non-Institutional Scholarships

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 Champagne Scholarships each academic quarter to students who are in their first academic quarter of attendance at the school, meet the eligibility requirements and are selected by the Champagne Scholarship Fund. 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.

- 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.

Arizona Private School Association

The Arizona Private School Association (APSA) annually offers two $1,000 scholarships to each Arizona high school. The selection process is decided by high school career counselors and the criteria, which are up to the counselor, could be based on academic excellence, financial need or student leadership. The criteria may vary from high school to high school. Recipients of scholarship certificates are entitled to redeem them at any of the participating member schools of APSA to receive a $1,000 credit toward their tuition. ITT Technical Institute student applicants must apply for admission, and be accepted, into a program of study at the school pursuant to receiving the tuition credit at ITT Technical Institute. All scholarships are on a first come, first served basis and are limited to two applicants for the Computer and Electronics Engineering Technology associate degree program, two applicants for the Computer Drafting and Design associate degree program and two applicants for the Information Technology (Computer Network Systems) associate degree program who start classes in June or September. Applicants are to return the application form to the appropriate high school career counselor or career center by April 30. Selections are due to APSA on or before May 3 annually. A listing of each participating school is published by APSA and can be obtained from the high school career counselor's office or by contacting APSA, 202 E. McDowell Road, Suite 273, Phoenix, Arizona 85004, telephone (602) 254-5199, fax (602) 254-5073, email apsa@eschelon.com or visit www.arizonapsa.org.

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

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.

Disclosure:

(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	5.6%	5.6%	5.6%
Unsubsidized Stafford Loan	6.8%	6.8%	6.8%
PLUS Loan	8.5%	8.5%	8.5%
Origination Fee			
Subsidized Stafford Loan	0.5%	0.5%	0.5%
Unsubsidized Stafford Loan	0.5%	0.5%	0.5%
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	N/A	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 ITT Technical Institute, Tempe, Arizona
ITT Technical Institute was founded in 1963 as Arizona Tech. In 1985, ITT Educational Services, Inc. acquired the institution and the name was changed to ITT Technical Institute. The school moved to its present location in June 2003. The school now offers associate of 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, Data Communication Systems Technology, Digital Entertainment and Game Design, Electronics and Communications Engineering Technology, Information Systems Security, Project Management, Software Applications Development and Software Engineering Technology. Branches of ITT Technical Institute are located in Albuquerque, New Mexico, Oklahoma City, Oklahoma and Tulsa, Oklahoma.

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

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

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

Approvals
Some programs are approved for the training of veterans by the Arizona Department of Veterans' Services, State Approving Agency (SAA).

Arizona State Board for Private Postsecondary Education.

Bureau of Indian Affairs.

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

Memberships

Alliance of Technology and Women
Alpha Beta Kappa, National Honor Society in Arts, Sciences and Trades
American Design Drafting Association
Arizona Association of Student Financial Aid Administrators
Arizona Private School Association
Arizona Small Business Association
Arizona Technology Council
Arizona Veterans Program Association
Association of Information Technology Professionals
Associated Schools of Construction
Authorized ADDA Certified Drafting Test Center
Better Business Bureau
Career College Association
Information Systems Security Association
Network Employment and Training Professional Association
Professional Electronic Technician Association
Tempe Chamber of Commerce

Faculty

General Education

Allen Spector, Associate Dean, General Studies
B.A., University of Kansas;
M.S., University of Phoenix

Rebecca Beltran, Adjunct Instructor
A.A., Phoenix College;
B.A., Arizona State University;
M.B.A., University of Phoenix

Margarite Breidenbach, Adjunct Instructor
B.S., Arizona State University;
J.D., The Sandra Day O'Conner College of Law at Arizona State University

Paul Corens, Adjunct Instructor
B.S., Arizona State University;
M.B.A., University of Phoenix

John Draftz, Instructor
B.A., Eastern Michigan College;
M.Ed., Arizona State University

Douglas Ekdahl, Senior Instructor
A.A., Chabot College;
B.S., California State University-Chico;
M.Ed., University of Phoenix

Don Goss, Adjunct Instructor
B.S., Brigham Young University;
M.B.A., Arizona State University

Kelly Hutchison, Adjunct Instructor
B.A., B.S., Converse College;
M.F.A., The University of North Carolina-Wilmington

Kathy Kell, Adjunct Instructor
B.S., Arizona State University;
M.Ed., Northern Arizona University

Leah Long, Adjunct Instructor
B.A., Brandeis University;
M.Ed., University of Phoenix

Karen Lorenghal, Adjunct Instructor
A.A., West Virginia University;
B.A., Marietta College;
M.A., Arizona State University

Daniel Martin, Adjunct Instructor
B.S., Kent State University;
M.S., Ph.D., Arizona State University

Wendy May, Adjunct Instructor
B.S., Arizona State University;
M.Ed., Northern Arizona University

Renee Morales, Adjunct Instructor
B.A., Florida Atlantic University;
M.A.F.M., Keller Graduate School of Management of Devry University

Robert Phifer, Adjunct Instructor
B.S., The University of the State of New York;
M.P.A., Troy University

Allan Smith, Adjunct Instructor
B.B.A., University of Massachusetts Amherst;
M.B.A., M.S., Arizona State University

Doyle Sweat, Adjunct Instructor
B.S., J.D., Arizona State University

Shannon Sweat, Chair, School of Criminal Justice
B.A., B.S., Arizona State University;
M.Ed., Wayland Baptist University

Anna Wathen, Adjunct Instructor
A.A.S., Otero Junior College;
B.S., M.A., Chapman University

Daniel Wilkins, Adjunct Instructor
A.S., B.S., M.S.M., Colorado Technical University

Ann Williams, Adjunct Instructor
B.S., Peru State College;
B.S., Arizona State University;
M.A., University of Nebraska

Gershom Williams, Adjunct Instructor
A.A.S., Community College of the Air Force;
B.S., Southern Illinois University Carbondale;
M.A., Webster University

Reginald Yeatman, Instructor
B.S., M.C.S., University of Illinois at Urbana-Champaign

School of Information Technology

Thomas J. Brennan, Chair, School of Information Technology
A.S.T., ITT Technical Institute;
B.S., Arizona State University

Information Systems Security Program (Bachelor of Science Degree)

Thomas J. Brennan, Chair, School of Information Technology
A.S.T., ITT Technical Institute;
B.S., Arizona State University

Timothy Garcia, Adjunct Instructor
B.S., M.B.A., University of Phoenix

Stephen Gose, Adjunct Instructor
A.A., Phoenix College;
B.S., University of Maryland University College;
M.B.A., Liberty University

Michael Moyen, Adjunct Instructor
B.S., M.B.A., University of Phoenix

Daniel Wilkins, Adjunct Instructor
A.S., B.S., M.S.M., Colorado Technical University

Data Communication Systems Technology Program (Bachelor of Science Degree)

David Barnes, Adjunct Instructor
B.S., University of Maryland University College;
B.S., North Carolina State University;
M.S., Boston University;
M.S., University of Southern California

Bahadur Dhanani, Adjunct Instructor
A.A.S., Truman College;
B.S., Northeastern Illinois University;
M.S., Western International University

Stephen Gose, Adjunct Instructor
A.A., Phoenix College;
B.S., University of Maryland University College;
M.B.A., Liberty University

Jeff Hardee, Adjunct Instructor
B.A., Arizona State University

Project Management Program (Bachelor of Science Degree)

Please see the school Director for a listing of faculty.

Software Applications Development Program (Bachelor of Science Degree)

David Barnes, Adjunct Instructor
B.S., University of Maryland University College;
B.S., North Carolina State University;
M.S., Boston University;
M.S., University of Southern California

Leslie Brown, Adjunct Instructor
B.A., University of Arizona;
M.Ed., University of Phoenix

Michael Davis, Adjunct Instructor
B.S., Brigham Young University

Bahadur Dhanani, Adjunct Instructor
A.A.S., Truman College;
B.S., Northeastern Illinois University

Software Engineering Technology Program (Bachelor of Science Degree)

David Barnes, Adjunct Instructor
B.S., University of Maryland University College;
B.S., North Carolina State University;
M.S., Boston University;
M.S., University of Southern California

Leslie Brown, Adjunct Instructor
B.A., University of Arizona;
M.Ed., University of Phoenix

Michael Davis, Adjunct Instructor
B.S., Brigham Young University

Bahadur Dhanani, Adjunct Instructor
A.A.S., Truman College;
B.S., Northeastern Illinois University;
M.S., Western International University

Information Technology - Computer Network Systems Option and Information Technology - Software Applications and Programming Option (Associate of Science Degree)

Kevin Abers, Adjunct Instructor
B.S., ITT Technical Institute

Leslie Brown, Adjunct Instructor
B.A., University of Arizona;
M.A.Ed., University of Phoenix

Jorge Cano, Adjunct Instructor

Brian Davis, Adjunct Instructor
A.A.S., Academy of Business College;
B.S.I.T., M.I.S.M., University of Phoenix

Michael Davis, Adjunct Instructor
B.S., Brigham Young University

Bahadur Dhanani, Adjunct Instructor
A.A.S., Truman College;
B.S., Northeastern Illinois University;
M.S., Western International University

Benjamin Freitag, Adjunct Instructor
B.B.A., Western Michigan University

Stephen Gose, Adjunct Instructor
A.A., Phoenix College;
B.S., University of Maryland University College;
M.B.A., Liberty University

Jeff Hardee, Adjunct Instructor
B.A., Arizona State University

Ronald Lopez, Adjunct Instructor
B.S., University of Phoenix

Michael Moyen, Adjunct Instructor
B.S., M.B.A., University of Phoenix

David Parker, Adjunct Instructor
B.S., M.S., Texas A&M University Commerce

Forrest Pascal, Adjunct Instructor
A.S., Victor Valley College;
B.S., Excelsior College;
M.S., The Capella University

Matthew Smith, Adjunct Instructor
A.A.S., B.S., ITT Technical Institute

Jerhemy Waldon, Instructor
A.A.S., ITT Technical Institute;
B.S., The University of Advancing Technology

Daniel Wilkins, Adjunct Instructor
A.S., B.S., M.S.M., Colorado Technical University

Software Development Technology Program (Associate of Science Degree)

Leslie Brown, Adjunct Instructor
B.A., University of Arizona;
M.Ed., University of Phoenix

Michael Davis, Adjunct Instructor
B.S., Brigham Young University

Bahadur Dhanani, Adjunct Instructor
A.A.S., Truman College;
B.S., Northeastern Illinois University;
M.S., Western International University

Stephen Gose, Adjunct Instructor
A.A., Phoenix College;
B.S., University of Maryland University College;
M.B.A., Liberty University

David Parker, Adjunct Instructor
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Matthew Smith, Adjunct Instructor
A.A.S., B.S., ITT Technical Institute

Jerhemy Waldon, Instructor
A.A.S., ITT Technical Institute;
B.S., The University of Advancing Technology

School of Electronics Technology

Madhuchanda Ghose, Chair, School of Electronics Technology
B.T., M.T., Indian Institute of Technology-Kharagpur, India;
M.S., State University of New York at Stony Brook;
Ph.D., Georgia Institute of Technology

Electronics and Communications Engineering Technology Program
(Bachelor of Science Degree)

Robert Nowlin, Adjunct Instructor
B.S., University of Washington;
M.S., San Diego State College;
Ph.D., Texas Tech University

Mohamad Tavakoli, Master Instructor
B.S., M.S., Pahlavi University, Iran;
Ph.D., University of Pennsylvania

Brent Thelen, Adjunct Instructor
B.S., Southern Illinois University Carbondale;
M.S., Central Michigan University

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

Christoper Braun, Adjunct Instructor
A.S., B.S., ITT Technical Institute

Cammen Chan, Adjunct Instructor
A.A.S., B.S., Wentworth Institute of Technology;
M.S., Boston University

Brian Davis, Adjunct Instructor
A.A.S., Academy of Business College;
B.S.I.T., M.I.S.M., University of Phoenix

Douglas Ekdahl, Instructor
A.A., Chabot College;
B.S., California State University-Chico;
M.A.Ed., University of Phoenix

Don Ellis, Adjunct Instructor
B.S., Stanford University;
M.B.A., Arizona State University;
M.E., University of California-Berkeley;
M.E.S., Oregon Health Science University

Donald Harris, Adjunct Instructor
B.S., DeVry Institute of Technology-Phoenix;
M.A., University of Phoenix

Aamir Khan, Adjunct Instructor
B.S., University of Engineering & Technology, Pakistan;
M.S., Michigan State University

Robert Nowlin, Adjunct Instructor
B.S., University of Washington;
M.S., San Diego State College;
Ph.D., Texas Tech University

Scott Pollat, Adjunct Instructor
B.S., M.S., New Mexico State University

Mauri Sutton, Adjunct Instructor
B.S., Arizona State University;
M.B.A., University of Phoenix

Mohamad Tavakoli, Master Instructor
B.S., M.S., Pahlavi University, Iran;
Ph.D., University of Pennsylvania

Kyle Wesley, Adjunct Instructor
B.S.E., M.S.E., Arizona State University

School of Drafting and Design

Alexander Devereux, Chair, School of Drafting and Design
B.S.C.E., Illinois Institute of Technology;
M.Ed., Jones International University

Digital Entertainment and Game Design Program
(Bachelor of Science Degree)

Adam Feldner, Adjunct Instructor
B.A., Collins College;
B.A., M.A., Montana State University

Stephen Gose, Adjunct Instructor
A.A., Phoenix College;
B.S., University of Maryland University College;
M.B.A., Liberty University

Cameron Hunsaker, Adjunct Instructor
B.A.S., ITT Technical Institute

Matthew Kirshman, Adjunct Instructor
B.A.S., ITT Technical Institute

Mark Ririe, Adjunct Instructor
A.S., Eagle Gate College;
B.A., The Art Institute of Phoenix

Carlos Rodriguez, Adjunct Instructor
B.S.I.T., University of Phoenix

Construction Management Program
(Bachelor of Science Degree)

Kobina Banning, Adjunct Instructor
B.S., M.Arch., Arizona State University

David Brown, Adjunct Instructor
A.S.E., Wentworth Institute;
B.S., M.S.M., Worcester Polytechnic Institute

Stanley W. Clark, Senior Instructor
A.A.S., B.A.S., M.B.A., ITT Technical Institute

Paul Corens, Adjunct Instructor
B.S., Arizona State University;
M.B.A., University of Phoenix

Traci Jones, Adjunct Instructor
B.S.Arch., M.Arch., Prairie View A&M University

Orlando McLin, Adjunct Instructor
A.A.S., B.A.S., ITT Technical Institute

Luther Nez, Adjunct Instructor
A.A.S., Mesa Community College;
B.S., Northern Arizona University

Cindy Quiroz, Adjunct Instructor
B.S., M.S., Arizona State University

Carlos Rodriguez, Adjunct Instructor
B.S.I.T., University of Phoenix

Rufus Short, Adjunct Instructor
B.S., M.S., North Carolina A&T State University

Computer Drafting and Design Program
(Associate of Science Degree)

Alexander Devereux, Chair, School of Drafting and Design
B.S.C.E., Illinois Institute of Technology;
M.Ed., Jones International University

Clinton Andersen, Adjunct Instructor
B.S., Arizona State University

Kobina Banning, Adjunct Instructor
B.S., M.Arch., Arizona State University

Julio Birman, Adjunct Instructor
B.A., The Art Institute of Phoenix

Melissa Brennan, Adjunct Instructor
B.A., Purdue University

David Brown, Adjunct Instructor
A.S.E., Wentworth Institute;
B.S., M.S.M., Worcester Polytechnic Institute

Stanley W. Clark, Senior Instructor
A.A.S., B.A.S., M.B.A., ITT Technical Institute

Adam Feldner, Adjunct Instructor
B.A., Collins College;
B.A., M.A., Montana State University

Russell Gazda, Adjunct Instructor
B.S., Illinois Institute of Technology;
M.Ed., Ph.D., Arizona State University

Donald Harris, Adjunct Instructor
B.S., DeVry Institute of Technology-Phoenix;
M.A., University of Phoenix

Cameron Hunsaker, Adjunct Instructor
B.A.S., ITT Technical Institute

Traci Jones, Adjunct Instructor
B.S.Arch., M.Arch., Prairie View A&M University

Claudia Lopez, Adjunct Instructor
B.S.E., Arizona State University

Brian McCracken, Adjunct Instructor
B.F.A., Northern Arizona University

Orlando McLin, Adjunct Instructor
A.A.S., B.A.S., ITT Technical Institute

Jonathan Miksch, Adjunct Instructor
A.S.T., ITT Technical Institute;
B.S.M., University of Phoenix

Crystal Miller, Adjunct Instructor
B.S. Arch., University of Virginia

Luther Nez, Adjunct Instructor
A.A.S., Mesa Community College;
B.S., Northern Arizona University

Carlos Rodriguez, Adjunct Instructor
B.S.I.T., University of Phoenix

Rufus Short, Adjunct Instructor
B.S., M.S., North Carolina A&T State University

Visual Communications Program
(Associate of Science Degree)

Julio Birman, Adjunct Instructor
B.A., The Art Institute of Phoenix

Melissa Brennan, Adjunct Instructor
B.A., Purdue University

Adam Feldner, Adjunct Instructor
B.A., Collins College;
B.A., M.A., Montana State University

Russell Gazda, Adjunct Instructor
B.S., Illinois Institute of Technology;
M.Ed., Ph.D., Arizona State University

Cameron Hunsaker, Adjunct Instructor
B.A.S., ITT Technical Institute

Matthew Kirshman, Adjunct Instructor
B.S., ITT Technical Institute

Brian McCracken, Adjunct Instructor
B.F.A., Northern Arizona University

Mark Ririe, Adjunct Instructor
A.S., Eagle Gate College;
B.A., The Art Institute of Phoenix

Gershom Williams, Adjunct Instructor
A.A.S., Community College of the Air Force;
B.S., Southern Illinois University Carbondale;
M.A., Webster University

School of Criminal Justice

Shannon Sweat, Chair, School of Criminal Justice
B.A., B.S., Arizona State University;
M.Ed., Wayland Baptist University

Criminal Justice Program
(Bachelor of Science Degree)

Shannon Sweat, Chair, School of Criminal Justice
B.A., B.S., Arizona State University;
M.Ed., Wayland Baptist University

Tara Hall, Adjunct Instructor
B.S., M.Ed., Northern Arizona University

Coy Johnston, Adjunct Instructor
B.S., University of Phoenix;
M.A., Northern Arizona University

Kathy Kell, Adjunct Instructor
B.S., Arizona State University;
M.Ed., Northern Arizona University

Kristen Lottman, Adjunct Instructor
A.A.S., Scottsdale Community College;
B.S., M.S., Grand Canyon University

Wendy May, Adjunct Instructor
B.S., Arizona State University;
M.Ed., Northern Arizona University

Michael Moyen, Adjunct Instructor
B.S., M.B.A., University of Phoenix

Eric Post, Adjunct Instructor
B.A., Arizona State University;
J.D., University of Idaho

Joseph Schultz, Instructor
A.A., Glendale Community College;
B.S., Arizona State University;
M.Ed., Northern Arizona University

Jeff Young, Adjunct Instructor
A.A.S., B.S.O.E., Wayland Baptist University;
M.P.A., Webster University

Criminal Justice Program
(Associate of Science Degree)

Shannon Sweat, Chair, School of Criminal Justice
B.A., B.S., Arizona State University;
M.Ed., Wayland Baptist University

Dominick Bueti, Adjunct Instructor
B.S., Mercy College

Tara Hall, Adjunct Instructor
B.S., M.Ed., Northern Arizona University

Coy Johnston, Adjunct Instructor
B.S., University of Phoenix;
M.A., Northern Arizona University

Kathy Kell, Adjunct Instructor
B.S., Arizona State University;
M.Ed., Northern Arizona University

Kristen Lottman, Adjunct Instructor
A.A.S., Scottsdale Community College;
B.S., M.S., Grand Canyon University

Wendy May, Adjunct Instructor
B.S., Arizona State University;
M.Ed., Northern Arizona University

Michael Moyen, Adjunct Instructor
B.S., M.B.A., University of Phoenix

Eric Post, Adjunct Instructor
B.A., Arizona State University;
J.D., University of Idaho

Joseph Schultz, Instructor
A.A., Glendale Community College;
B.S., Arizona State University;
M.Ed., Northern Arizona University

Jeff Young, Adjunct Instructor
A.A.S., B.S.O.E., Wayland Baptist University;
M.P.A., Webster University

Paralegal Studies Program
(Associate of Science Degree)

Please see the school Director for a listing of faculty.

Technical Basic

Rebecca Beltran, Adjunct Instructor
A.A., Phoenix College;
B.A., Arizona State University;
M.B.A., University of Phoenix

Beth Bonewell, Adjunct Instructor
B.A.Ed., Arizona State University;
M.A.Ed., University of Phoenix

Brian Davis, Adjunct Instructor
A.A.S., Academy of Business College;
B.S.I.T., M.I.S.M., University of Phoenix

Donald Harris, Adjunct Instructor
B.S., DeVry Institute of Technology-Phoenix;
M.A., University of Phoenix

Aamir Khan, Adjunct Instructor
B.S., University of Engineering & Technology, Pakistan;
M.S., Michigan State University

Michael Liebner, Adjunct Instructor
B.S., State University of New York at Albany;
M.B.A., University of Phoenix

Leah Long, Adjunct Instructor
B.A., Brandeis University;
M.A.Ed., University of Phoenix

Mauri Sutton, Adjunct Instructor
B.S., Arizona State University;
M.B.A., University of Phoenix

Anna Wathen, Adjunct Instructor
A.A.S., Otero Junior College;
B.S., M.A., Chapman University

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

Charles R. Wilson, Director
B.A., M.A., University of Phoenix

Ray A. Enriquez, Dean
A.A., Cochise College;
B.A., University of Arizona;
M.A., University of Phoenix

Allen Spector, Associate Dean, General Studies
B.A., University of Kansas;
M.S., University of Phoenix

Lori Church, Director of Finance
B.S., University of Phoenix

Nor' Weda McKinney, Director of Career Services

Patti Moberly, Director of Recruitment
A.A., Youngstown State University

Michele Little, Registrar
B.S., M.B.A., University of Phoenix

Annette Bullock, Senior Financial Aid Coordinator

Jennifer Draper, Financial Aid Coordinator

Jessica Perez, Senior Financial Aid Coordinator
A.G.S., South Mountain Community College

Shannon Singleton, Financial Aid Coordinator
B.S., University of Phoenix

Cheri Hedger, Career Services Specialist
B.S., University of Phoenix

Eric Roberts, Career Services Specialist
B.S., Northern Arizona University

Michael Biggs, Systems Support Technician
A.A.S., ITT Technical Institute

Advisory Committees

School of Information Technology

Peter Bordow	Terra Verde Services
Mike Cummings	Extreme Micro
Anthony Dezilva	Power Iron Technologies
Jim Gwynn	Microchip Technology
Kurt R. Junge	CTO, Frontera Communications
Ken Medlin	Maricopa County Department of Transportation
Wade Osterhaus	CIBER, Inc.
Kristina Perkins	Scottsdale Convention & Visitors Bureau
David Quine	Prudential
David Schlessinger	Metadata Security
Mike Smolka	Inter-Tel University
Linda Wiles	Salt River Project
Randy Wilson	CSC
Mike Wright	Logicor

School of Electronics Technology

Roeland Aarts	Global Vantage
Dr. Linda Chow	Intel Corporation
Kate Cuccerllo	Medtronic Microelectronics Center
Tony Fisher	Space Data
Travis Jennings	Orbital Sciences Corporation
Dr. Matt Kim	QuantTera
Paul Ross	C.E. Precision Assemblies, Inc.

School of Drafting and Design

Marco Cecala	Takeoff Pros
Lynne Coburn	Stanley Consultants
Raimundo Dovalina	City of Phoenix
Jay Graetz	Graetz Construction
Chris Kmetty	City of Peoria
Lisa Midgett	Wilson Electric
LeAnn Mills	The Atlantic Group
Susan Moore	Salt River Project (Retired)
Dr. Lyn Mowafy	Virtual Habitats
Peg O'Neill	The CAD Store
Jeff Schorey	Entellus Engineering
Lisa Kline-Segala	AGC
Keith Sullivan	Fitch
Anthony Trujillo	Holman's, Inc.
Karen Zakrzewski	David Evans & Associates

School of Criminal Justice

Armando Carbajal	Phoenix Police Department
Jade Crawford	Maricopa County Adult Probation
Marc H. Eisen	City of Scottsdale
Eduard Goodman	Identity Theft 911
Janice Mallaburn	Maricopa County Sheriff's Office
Jackie McClanahan	Mesa Police Department
Geneva Meza	Mesa Police Department
David Pixley	Maricopa County Adult Probation
Judd Rousseau	Identity Theft 911
Hunter Storm	Wells Fargo

Physical Facility Description

This 30,000 square foot modern facility is divided into classrooms and laboratories along with adequate space for administrative offices, student services and lounge areas. The facility has parking spaces, ramped entrances, drinking fountains and restroom facilities for disabled individuals. 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, Tempe, 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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Clark D. Elwood	Executive Vice President, Chief Administrative Officer, General Counsel and Secretary
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Samuel L. Odle	Director
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Vin Weber	Director
John A. Yena	Director

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ITT Technical Institute

STUDENT HANDBOOK

Tempe
July 2010

MISSION STATEMENT

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

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

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

FROM THE CHIEF ACADEMIC OFFICER

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

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

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

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

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

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

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

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

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

Dr. P. Michael Linzmaier
Chief Academic Officer

INDEX **Page**

List of Available Information	6
Who to See	9
General Policies	10
Educational Assistance	36
Financial Assistance	38
Career Services Assistance	39
Appendix	45

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

ALPHABETICAL TABLE OF CONTENTS

Absences	36
Academic Clubs	44
Academic Dishonesty	10
Academic Programs-Improvements and Changes	10
Advising	10
Alcohol and Drug Policy	11
Anti-Harassment Policy	12
Appendix	45
Assignments	36
Attendance	13
Availability of Course Materials	14
Bias-Related Crime Prevention (New York)	14
Bulletin Boards and Announcements	15
Bookstore	38
Campus Sex Crimes Prevention Act Notice	16
Career Bank-ITT Technical Institute Online Jobs Database	40
Career Fairs	40
Career Services Assistance	39
Check Cashing Policy	38
Children	16
Community Resources	16
Completion and Retention Rates	16
Computer and Electronic Information Policy	17
Connecting with Employers	40
Continuing Education	41
Copyright Infringement is Prohibited	20
Credit for Previous Education or Experience	20
Disabled Applicants and Students	22
Dress Code	24
Educational Assistance	36
Emergencies-Personal	25
Entrance and Exit Counseling	38
Exams	37
Exam Make-up	37
Extra-Curricular Activities	44
Extra Help for Academics	37
Extra Help for Laboratory Work	37
Faculty Work Areas	25
Family Educational Rights and Privacy Act Annual Notification	25
Financial Assistance	38
Fire and Emergency	26
General Policies	10
Individual Career Search Advising	40
Learning Resource Center (LRC)	37
List of Available Information	6
Non-Discrimination and Diversity	27
Online Assignment Submission	27
Orientation and Online Student Preparation	28
Parking	28

Personal Property	28
Pre-Graduate Employment Assistance	40
Professional Development	40
Rape, Acquaintance Rape and other Forcible and Non-Forcible Sex Offense Prevention Information	29
Safety and Security Policies and Crime Statistics Report	31
Safety Tips	32
Schedule Changes and Withdrawals	37
School Closing Due to Inclement Weather	32
Sexual Assault, Sexual Harassment and other Prohibited Harassment (California)	33
SmartForms	38
Soliciting	34
Sports and Social Events	44
Student Activities	34
Student Body Diversity	34
Student Complaint/Grievance Procedure	34
Student Entry	34
Student Lounge/Break Area	34
Student Portal	35
Suspension and Reinstatement of Eligibility for Federal Student Financial Aid as a result of Drug-Related Offenses	38
Telephones	35
Tuition Payment	39
Types of Employment Obtained by Graduates	41
Types of Graduate and Professional Education Pursued by Graduates of the Bachelor's Degree Programs	44
Vaccination Policy	35
Virtual Library	35
Visitors and Guests	36
Voter Registration	36
Weapons	36
Who to See	9

INDEX OF APPENDIX

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

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

LIST OF AVAILABLE INFORMATION

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

1. The refund policy with which the school is required to comply. This information is contained in the School Catalog and Enrollment Agreement, and can also be obtained from the school's Finance Department.

2. A summary of the requirements under 34 CFR Section 668.22 for the return of grant or loan assistance received under any federal student aid programs under Title IV of the Higher Education Act of 1965, as amended ("Act"). This information is contained in the School Catalog and Enrollment Agreement, and can also be obtained from the school's Finance Department.

3. Procedures for officially withdrawing from the school. This information can be obtained from the school's Registrar.

4. The ITT Technical Institute Safety and Security Policies with Crime Statistics report. This report contains, among other things:

    - statistics of crimes that have occurred on campus;
    - school policies on reporting crimes and other emergencies that occur on campus;
    - school policies concerning security of and access to campus facilities;
    - school policies concerning campus law enforcement;
    - a description of the type and frequency of programs regarding campus security procedures and practices;
    - a description of the program on crime prevention;
    - school policies and programs on illegal drugs and alcohol;
    - school policies regarding sexual assault;
    - where information on registered sex offenders can be obtained;
    - school policies on emergency response and evacuations; and
    - school policies on missing student notification procedures.

    A copy of this report is posted at http://info.itt-tech.edu/CAMPUS_SAFETY and a paper copy can be obtained from the school's Registrar.

5. A description of all federal, state, private, and institutional student financial assistance programs available at the school to students who may qualify, including:

    - the procedures by which students apply for assistance;
    - the forms by which students apply for assistance;
    - the eligibility requirements;
    - the criteria for selecting recipients;
    - the criteria for determining the amount of aid awarded;
    - the method by which disbursement will be made and the frequency of payment;
    - the rights and responsibilities of students receiving financial assistance;
    - criteria for continued student eligibility;
    - the standards which the student must maintain to be considered making satisfactory academic progress;

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

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

6. The school's completion and retention rates. This information can be obtained from the school's Director of Career Services.

7. The cost of attending the school. This information can be obtained from the school's Finance Department.

8. Tuition and fees charged. This information can be obtained from the school's Finance Department.

9. Estimates of necessary books, tools and supplies. This information can be obtained from the school's Finance Department.

10. Estimates of transportation costs for commuting students or for students living on or off campus. This information can be obtained from the school's Finance Department.

11. Any additional cost of a program in which the student is enrolled or expresses a specific interest. This information can be obtained from the school's Finance Department.

12. The academic program(s) offered at the school, including the current degree programs and other educational and training programs. This information can be obtained from the school's Dean or School and Program Chairs.

13. The school's instructional, laboratory and other physical facilities which relate to the academic program(s). This information can be obtained from the school's Dean.

14. The school's faculty and other instructional personnel. This information can be obtained from the school's Dean.

15. Any plans by the school for improving the academic program(s) of the school. This information can be obtained from the school's Dean.

16. The names and associations, agencies or governmental bodies that accredit, approve, or license the school and its programs and the procedures by which documents describing that activity may be reviewed. This information can be obtained from the school's Director.

17. A description of any special facilities and services available to disabled students, including students with intellectual disabilities. This information can be obtained from the school's Director who is also the school's Student Disability Coordinator and coordinates compliance with Section 504 of the

Rehabilitation Act of 1973 and its regulations.

18. The Family Educational Rights and Privacy Act Notification. This information is contained in this Student Handbook and the School Catalog. A copy of the policy can be obtained from the school's Dean.

19. The school's policies and sanctions related to copyright infringement. This information is contained in this Student Handbook and can be obtained from the school's Director.

20. The student body diversity at the school. This information is contained in this Student Handbook and can be obtained from the school's Director.

21. Graduate employment rate information, including the types of employment obtained by the school's graduates. This information can be obtained from the Career Services Department.

22. Types of graduate and professional education in which graduates of the school's bachelor degree programs have enrolled. This information can be obtained from the Career Services Department.

23. The school's vaccination policy for students. This information is contained in this Student Handbook and can be obtained from the school's Director.

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

WHO TO SEE

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

GENERAL POLICIES

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

ACADEMIC DISHONESTY

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

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

It is academically unethical and unacceptable to:

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

ACADEMIC PROGRAMS-IMPROVEMENT AND CHANGES

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

ADVISING

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

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

ALCOHOL AND DRUG POLICY

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

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

The Realities of Drug and Alcohol Abuse

Economic Realities

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

Criminal Realities

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

Medical Realities

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

Drug Usage Realities

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

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

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)
1st conviction: Up to 1 year imprisonment and fined at least $1,000 but not more than $100,000, or both.

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

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

21 U.S.C.853 (a)(2) and 881(a)(7)
Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack.)

21 U.S.C. 881(a)(4)
Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a
Civil fine of up to $10,000 (pending adoption of final regulations.)

18 U.S.C. 922(g)
Ineligible to receive or purchase a firearm.

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

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

ANTI-HARASSMENT POLICY

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

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

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

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

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

ATTENDANCE

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

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

AVAILABILITY OF COURSE MATERIALS

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

BIAS-RELATED CRIME PREVENTION INFORMATION (NEW YORK)

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

What is a Hate Crime?

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

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

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

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

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

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

Penalties for Hate Crimes

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

Procedures

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

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

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

BULLETIN BOARDS AND ANNOUNCEMENTS

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

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

CAMPUS SEX CRIMES PREVENTION ACT NOTICE

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

CHILDREN

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

COMMUNITY RESOURCES

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

Organization	**WebsitePhone**	**Number**
Alcoholics Anonymous	www.aa.org	1 (800) 234-0246
Al-Anon	www.al-anon.org	1 (888) 425-2666
Cocaine Anonymous	www.ca.org	1 (800) 347-8998
Drug and Alcohol Abuse Hotline	www.nida.nih.gov	1 (800) 234-0420
Family and Children's Services	www.acf.hhs.gov	1 (800) 222-8000
HIV/AIDS	www.AIDS.gov	See website
Men's Health	www.health.nih.gov	See website
Narcotics Anonymous	www.na.org	See website
Obesity	www.obesity.org	See website
Rape Crisis Center	www.therapecrisiscenter.org	1 (888) 366-1640
Women's Health	www.womenshealth.gov	1 (800) 994-9662

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

COMPLETION AND RETENTION RATES

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

COMPUTER AND ELECTRONIC INFORMATION POLICY

Introduction

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

Authorized Use of ITT Technical Institute Resources

a) Use of ITT Technical Institute's computing and network systems is limited to authorized users (i.e., students admitted and attending classes, faculty and staff only).

b) User network IDs, computer sign-ons and passwords are the property of ITT Technical Institute and should never be shared. A user must use only his or her own network ID, computer sign-on or password and should never provide his or her network ID, computer sign-on or password to any other user.

c) ITT Technical Institute's resources or private computer hardware connected to ITT Technical Institute's computer systems must not be used to provide access to any ITT Technical Institute's network to anyone who is not an authorized user. No ITT Technical Institute resources may be used to route non-ITT Technical Institute network traffic through any ITT Technical Institute computer system without the prior written consent of ITT Technical Institute.

d) All usage of ITT Technical Institute's computing resources, networks, and software is to be made for legitimate educational, research, or employment purposes related to ITT Technical Institute. Any commercial or other use of ITT Technical Institute's computing resources, networks, or software is strictly prohibited.

e) If ITT Technical Institute receives any evidence of any violation of this policy, security breach or use of ITT/ESI resources for an illegal purpose (including the unauthorized use of copyrighted materials or licensed software), ITT Technical Institute may terminate the user's network access without consent or notice and impose other disciplinary action.

Electronic Mail

a) All electronic mail ("e-mail") accounts and the contents thereof are the property of ITT Technical Institute.

b) ITT Technical Institute uses its e-mail system to communicate important information to students. Students should check their e-mail account frequently.

c) E-mail messages should not be regarded as private, and ITT Technical Institute cannot guarantee the confidentiality of e-mail messages for many reasons, including the following: e-mail messages may

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

d) ITT Technical Institute, although it does not regularly monitor e-mail communications, reserves the right to inspect, monitor, disclose or discontinue e-mail communications without consent or notice when consistent with and/or required by law; when there is evidence or reason to believe violations of law or ITT Technical Institute policy are taking or have taken place; or when computer maintenance or operational concerns require such action.

e) ITT Technical Institute e-mail services may not be used for: unlawful activities; commercial purposes (whether or not under the auspices of ITT Technical Institute); personal financial gain; or any other use that violates any other ITT Technical Institute policy or guideline, including any policy regarding intellectual property or regarding sexual or other forms of harassment.

f) Each user must properly identify himself or herself as the originator of all e-mail messages he or she sends and shall not employ any false identity on e-mail messages. Users shall also not give the impression that they are representing or otherwise making statements on behalf of ITT Technical Institute unless appropriately authorized to do so.

g) Users shall not be permitted to send unsolicited "junk" e-mail or mass electronic mailings or chain letters without a legitimate ITT Technical Institute educational purpose.

h) ITT Technical Institute e-mail systems are intended for purposes related to ITT Technical Institute's educational mission. Incidental personal uses of the e-mail system may be made, however, provided such use does not: (1) burden ITT Technical Institute with noticeable incremental cost; (2) violate any provision of this policy; or (3) otherwise interfere with the operation of ITT Technical Institute's computing and network services. Users should be aware that such personal communications are not private and are subject to the same conditions as all other e-mail, as described above.

Software Use

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

a) Users should ensure they are covered by the appropriate site-license for each software program or application they use. To determine whether you are an authorized user, contact the Dean.

b) Unauthorized copying of software is illegal and strictly prohibited, even when such software is not protected against copying. There is generally a no "fair use" provision for copying software. ITT Technical Institute’s software licenses do not permit you to obtain a copy of any of its software programs for your use or installation on any computer.

c) Software must not be removed or copied from any ITT Technical Institute hardware or system without prior written authorization from the Dean.

d) Personal software must not be installed or downloaded from the internet onto any ITT Technical Institute hardware or system without written authorization from the Dean.

Internet Use and Creation of Web Pages

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

a) Access to pornographic, gambling, "hate speech", or similar web sites is strictly prohibited. Web sites accessed by ITT Technical Institute's computing systems users may be monitored.

b) The Dean must authorize any web page created. Each such web page must include contact information, including an e-mail address, of the writer or publisher on each page.

c) Creation of any web page must comply with copyright laws for all content, including photographs, illustrations, and other graphic images that were created by others. Downloading an image from any web site without permission usually violates copyright law. See also "Copyright Infringement is Prohibited" contained herein.

d) Any personal, club or organization web page created must be clearly marked with a legend indicating that such page is personal in nature and does not represent the views or opinions of ITT Technical Institute.

e) While ITT Technical Institute does not typically provide editorial review of web pages, ITT Technical Institute reserves the right to edit or terminate such pages at any time to comply with third party complaints, any applicable law or regulation, or computer and network management concerns.

Proper and Responsible Use of ITT Technical Institute Computing Systems

a) Users of ITT Technical Institute's computing systems must respect the privacy and rules governing all information accessible through the systems. For example, users must not intentionally seek information on, obtain copies of or modify files, tapes or passwords belonging to other users or ITT Technical Institute available on ITT Technical Institute's computing systems.

b) Users of ITT Technical Institute's computing systems must respect the finite capacity of the computing systems. For example, users shall limit usage of the computing systems so as to not interfere with the usage of others and must not use the computing systems for profit-making or fund-raising activities without specific prior written authorization from the Dean to do so.

c) Users of ITT Technical Institute's computing systems must respect the integrity of the computing systems. For example, users must not download, transmit, or install any virus, Trojan horse, worm, or other potentially destructive code on any ITT Technical Institute computing system.

d) Users of ITT Technical Institute's computing systems must ensure that their usage of such systems complies with all applicable local, state and federal laws.

COPYRIGHT INFRINGEMENT IS PROHIBITED

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

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

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

CREDIT FOR PREVIOUS EDUCATION OR EXPERIENCE

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

1. Previous Postsecondary Education

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

a) The student provides the school with an official transcript from each educational institution awarding any credits that the student desires to transfer to the school to satisfy specific course requirements of the student's program of study at the school. If the educational institution is located (i) in the U.S., it must be accredited by an accrediting agency recognized by the U.S. Department of Education, or (ii) outside the U.S., it must be accredited or similarly acknowledged by an agency deemed acceptable to the school in its discretion.

b) The subject matter of the course(s) represented by the credits that the student desires to transfer to the school to satisfy specific core course requirements of the student's program of study at the school is determined, in the school's discretion, to be substantially the same as the subject matter of such core course(s).

c) The subject matter of the course(s) represented by the credits that the student desires to transfer to the school to satisfy specific general education course requirements of the student's program of study at the school is determined, in the school's discretion, to be in the same area of study (i.e., the humanities, composition, mathematics, the sciences and the social sciences) as the area of study of such general education course(s). In addition, any credit for courses that the student desires to transfer to the school to satisfy any Science course requirements in the Nursing associate degree program must have been earned by the student within seven years of the Registrar's receipt of the student's written request.

d) The subject matter of the course(s) represented by the credits that the student desires to transfer to the school to satisfy any elective course requirements of the student's program of study at the school is determined, in the school's discretion, to represent a level of rigor that is equal to or greater than the rigor of the school's lower division courses.

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

f) The student completed each course represented by credits that the student desires to transfer to the school to satisfy specific course requirements of the student's program of study at the school with at least: (i) a grade of "C" (i.e., 2.0 on a 4.0 scale), if the credits were earned at a postsecondary educational institution other than an ITT Technical Institute, or the student's program of study at the school is the Nursing associate's degree program; or (ii) a passing grade, if the credits were earned at an ITT Technical Institute and the student's program of study at the school is not the Nursing associate's degree program.

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

2. Previous Experience

Following the Registrar's receipt of the student's written request, the school may grant the student credit for course(s) in the student's program of study based on the student's previous experience, if the student demonstrates, to the school's satisfaction, that he or she has sufficiently grasped the knowledge and skills offered by the specific course(s) contained in the student's program of study at the school that the student desires credit for previous experience. The student must demonstrate such knowledge and skills by completing a proficiency examination(s) and/or project(s) acceptable to the school for each such course and receiving a grade or score thereon as required by the school. Notwithstanding the foregoing, a student may not receive credit based on the student's previous experience with respect to any course(s) in the student's program of study at the school that the student previously attempted at the school or at any other ITT Technical Institute.

DISABLED APPLICANTS AND STUDENTS

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

General Guidelines Regarding Disabilities and Accommodations

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

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

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

A. The Student Disability Coordinator

1. The school Director is also this school's Student Disability Coordinator.

2. For all questions, concerns, and issues regarding disability-related and accommodation-related issues please see the Student Disability Coordinator.

3. To provide appropriate accommodations to students with disabilities, the Student Disability Coordinator:

    a. Serves as a resource to provide information regarding how to obtain accommodations;

    b. Helps determine the accommodations to be provided to a student, taking into consideration the student's documentation, preferences, available resources, and course requirements;

    c. Keeps confidential information regarding a student's disability; and

    d. With a student's consent, notifies the student's instructors in writing that a student has a disability and describing any agreed upon accommodations.

B. The Accommodation Procedure

1. A reasonable accommodation is a modification or adjustment to a program, service, or activity that provides a qualified student with a disability an equal opportunity to participate in the school's programs.

2. Reasonable accommodations are individualized and developed on a case-by-case basis. Identifying an appropriate accommodation requires an exchange of information and flexibility.

3. Eligibility for reasonable accommodations is determined on an individual basis based on documented need.

4. A student's decision about whether to self-identify as a person with a disability is a personal one. Individuals with disabilities are welcome to discuss their concerns with the Student Disability Coordinator. The decision not to self-identify as disabled is understood and respected.

5. Self-disclosure and documentation are required only if a student requests an accommodation.

6. Self-disclosure and the submission of documentation to obtain a reasonable accommodation can be initiated at any time. However, reasonable time should be allowed before the student can expect accommodations to be in place.

7. Students should provide information and documentation at a reasonably early date to allow time for the development and arrangement of reasonable accommodations.

8. Upon admission, incoming students with disabilities are urged to contact the Student Disability Coordinator as soon as possible. Early identification of a student's disability status and accommodation requests can assist the school in arranging to reasonably accommodate that student on a timely basis. The more time the Student Disability Coordinator has to make these arrangements, the easier arranging accommodations can be.

9. Students deemed eligible for and granted an accommodation will be given a Request for Accommodation letter. That letter is prepared by the Student Disability Coordinator and describes the appropriate accommodation. That letter is given to each instructor where an accommodation has been granted. If the student or instructor has additional questions, he/she must contact the Student Disability Coordinator for clarification and/or assistance.

10. It is each student's responsibility to make use of these accommodations. Each student is ultimately responsible for his or her academic success. Each student must take the initiative to use time, facilities, and support services in a productive manner. Each student is responsible for his or her own work and grade in each course.

11. Accommodations cannot be retroactive. Accommodations begin only after appropriate documentation is received and a reasonable time for the development of a reasonable accommodation has been allowed.

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

C. Temporary Disability

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

D. Additional Sources of Information

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

DRESS CODE

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

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

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

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

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

EMERGENCIES-PERSONAL

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

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

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

Emergency doors are to be used only for emergencies.

FACULTY WORK AREAS

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTIFICATION

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

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

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

2. **The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.**

   A student may request the school to amend an education record the student believes is inaccurate or misleading. The student must write to the school Director, clearly identify the part of the education record the student wants changed and specify why the education record is inaccurate or misleading.

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

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

   One exception permits the school to disclose personally identifiable information contained in the student's education records without the student's consent to school officials with legitimate educational interests. A school official is: a person employed by the school in an administrative supervisory, academic or research, or support staff position; a person or company with whom the

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

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

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

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

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

FIRE AND EMERGENCY

Fire and Emergency Drills

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

Fire and Emergency Response and Evacuation Procedures

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

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

NON-DISCRIMINATION AND DIVERSITY

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

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

ONLINE ASSIGNMENT SUBMISSION

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

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

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

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

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

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

required graded activities after the due date.

ORIENTATION AND ONLINE STUDENT PREPARATION

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

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

PARKING

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

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

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

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

PERSONAL PROPERTY

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

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

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

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

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

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

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

The Realities of Rape

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

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

A 2006 National Crime Victimization survey indicated that:

Estimated 272,350 sexual assaults in 2006 against victims age 12 and older;

- 41.6% of sexual assaults were reported to police over the last five (5) years;
- 73% of sexual assaults were committed by someone known to the victim; and
- Every two (2) minutes another American is sexually assaulted.

What is Date Rape?

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

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

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

Why Does it Happen?

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

- Although things are changing, society still frequently encourages men to be competitive and aggressive and teaches women to be passive and avoid confrontation.

- Men say they misunderstand a woman's words and actions—the excuse, "She said no, but meant yes."

- Some people—men and women alike—still believe that it's okay for a man to demand sex if he takes a woman out or buys her gifts, and that it's not rape if he forces sex on a woman who previously had sex with him or other men.

- Women also feel that if they've previously had sex with a boyfriend who later forces them to have sex against their will, it may not be considered rape.

Preventing Date Rape

As a woman, you can

- be clear with men in your life about what, if any, sexual behavior you are comfortable with and keep talking as you get deeper into a relationship.

- not use alcohol or other drugs—they decrease your ability to take care of yourself and make sensible decisions.

- trust your gut feelings. If a place or the way your date acts makes you nervous or uneasy, leave. Always take enough money for a phone call for help.

- check out a first date or blind date with friends. Meet in and go to public places. Take public transportation or drive your own car.

- leave social events with friends not with someone you just met or don't know well.

- always watch your drink and never leave it unattended. Don't accept beverages from someone you don't know and trust.

As a man, you can

- realize that forcing a woman to have sex against her will is rape, a violent crime with serious consequences.

- accept a woman's decision when she says "no." Don't see it as a challenge.

- ask yourself how sexual stereotypes affect your attitudes and actions toward women.

- not use alcohol and other drugs—it clouds your judgment and understanding of what another person wants.

- get help if you see men involved in a gang rape.

- understand that if a woman is drunk and you have sex with her against her will, it's still rape.

- seek counseling or a support group to help you if you feel violent or aggressive toward women.

If Date Rape Happens To You

- Remember that rape is rape. You are not to blame. Know that action against the rapist can prevent others from becoming victims.

- Get help immediately. Phone the police, a friend, a rape crisis center, a relative. Don't isolate yourself, don't feel guilty or ashamed, and don't try to ignore it. It is a crime that should be reported.

- Get medical attention as soon as possible. Do not shower, wash, douche, or change your clothes. Valuable evidence could be destroyed.

- Get counseling to help you through the recovery process. Rape is a traumatic experience and trained counselors can make recovery easier and quicker.

- If you think you've been sexually assaulted under the influence of a date rape drug, get medical help immediately. Try not to urinate before providing any urine samples. If possible, collect any containers from which you drank.

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

SAFETY AND SECURITY POLICIES AND CRIME STATISTICS REPORT

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

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

The most recent Report is posted at http://info.itt-tech.edu/campus_safety/

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

SAFETY TIPS

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

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

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

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

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

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

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

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

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

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

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

SOLICITING

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

STUDENT ACTIVITIES

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

STUDENT BODY DIVERSITY

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

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Please see the Student Handbook Appendix for information on the school's Student Complaint/Grievance Procedure, and the Enrollment Agreement for information on the Resolution of Disputes procedure, with respect to any complaint or dispute that may arise between a student and the school. The Student Complaint/Grievance Procedure and Resolution of Disputes procedure are also published in the School Catalog, which is posted electronically on the portal at http://www.itt-tech.edu, and is also available from your school Director.

STUDENT ENTRY

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

STUDENT LOUNGE/BREAK AREA

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

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

STUDENT PORTAL

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

TELEPHONES

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

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

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

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

VACCINATION POLICY

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

- tetanus-diphtheria;
- polio series;
- mumps;
- rubella;
- chickenpox;
- two rubeola;
- varicella;
- hepatitis-A; and
- hepatitis-B.

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

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

VIRTUAL LIBRARY

ITT Technical Institute students have access to the ITT Technical Institute Virtual Library. Students may access the Virtual Library at: http://library.itt-tech.edu. Please see the Virtual Library Users Guide for complete information. Students or staff may direct any questions on the Virtual Library to the Corporate Librarian at 800-388-3368, ext. 362.

VISITORS AND GUESTS

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

VOTER REGISTRATION

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

WEAPONS

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

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

EDUCATIONAL ASSISTANCE

ABSENCES

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

ASSIGNMENTS

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

EXAMS

Exams must be taken in compliance with school policy.

EXAM MAKE-UP

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

EXTRA HELP FOR ACADEMICS

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

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

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

EXTRA HELP FOR LABORATORY WORK

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

LEARNING RESOURCE CENTER

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

SCHEDULE CHANGES AND WITHDRAWALS

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

FINANCIAL ASSISTANCE

BOOKSTORE

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

CHECK CASHING POLICY

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

ENTRANCE AND EXIT COUNSELING

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

FINANCIAL AID ASSISTANCE

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

SMARTFORMS

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

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

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

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

If convicted of an offense involving:

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

The sale of a controlled substance:	**Ineligibility period is:**
First offense	2 years
Second offense	Indefinite

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

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

(a) you satisfactorily complete a drug rehabilitation program that:

(i) complies with such criteria prescribed in the U.S. Department of Education's regulations; and

(ii) includes two unannounced drug tests;

(b) you successfully pass two unannounced drug tests conducted by a drug rehabilitation program that complies with such criteria prescribed in the U.S. Department of Education's regulations; or

(c) the conviction is reversed, set aside or otherwise rendered nugatory.

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

TUITION PAYMENT

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

CAREER SERVICES ASSISTANCE

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

PROFESSIONAL DEVELOPMENT

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

INDIVIDUAL CAREER SEARCH ADVISING

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

PRE-GRADUATE EMPLOYMENT ASSISTANCE

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

CAREER BANK – ITT TECHNICAL INSTITUTE'S ONLINE JOBS DATABASE

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

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

CAREER FAIRS

The campus may sponsor Career Fairs to help students connect with employers.

CONNECTING WITH EMPLOYERS

Students may connect with employers during their education through avenues such as:

- Panels, workshops and other professional development events conducted by employers;
- Classroom speakers;
- On/off campus interview sessions;
- Field trips;
- Informational Interviews; and
- Company Information Sessions.

CONTINUING EDUCATION

ITT Technical Institute is a strong proponent of continuing education for graduates. Career Services staff will assist graduating students in exploring continuing education opportunities at ITT Technical Institute.

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

TYPES OF EMPLOYMENT OBTAINED BY GRADUATES

ITT Technical Institute, through its Career Services Department, maintains and can provide information to students and prospective students concerning the types of employment obtained by graduates of its degree programs. Depending on the program of study, ITT Technical Institute graduates have obtained employment in the types of careers listed below. Further, where there have not been graduates of a program of study, future graduates could potentially obtain this type of employment, although we do not represent or guarantee that a graduate will obtain employment or employment in any particular type of position of any program. Note: All programs listed below may not be available at all ITT Technical Institutes.

School of Business

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

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

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

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

School of Criminal Justice

Criminal Justice (Associate's Degree): Communications; Correctional Programs; Criminal Investigations; Criminology; and Security and Policing.

Criminal Justice (Bachelor's Degree): Corrections Officer; Customs Inspector; Police Officer; Private Investigator; Probation Officer; and Private Investigator.

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

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

School of Drafting and Design

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

Construction Management (Bachelor's Degree): Assistant Scheduler; Construction Business Manager; Construction Cost Estimator; Construction Modeler; Construction Specialist; and Field Engineer.

Construction Technology (Associate's Degree): Compliance Assistant; Construction Site Representative; Estimator; Safety Coordinator; and Scheduling Assistant.

Digital Entertainment and Game Design (Bachelor's Degree): 3-D Animator; 3-D Animator; Flash Developer; Game Tester; and Graphic Designer.

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

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

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

School of Electronics Technology

Computer and Electronics Engineering Technology (Associate's Degree): Assembler; Computer Hardware Technician; Digital Technician; Development Engineering Technician; Electronics Support Technician; Field Service Representative; Mechanical Calibration Technician; Network Maintenance Technician; Production Technician; Quality Assurance Technician; RF Technician; and Test Technician.

Computer Electronics Technology (Associate's Degree): Assembler; Computer Hardware Technician; Digital Technician; Development Engineering Technician; Electronics Support Technician; Field Service Representative; Mechanical Calibration Technician; Network Maintenance Technician; Production Technician; Quality Assurance Technician; RF Technician; and Test Technician.

Electronics and Communications Engineering Technology (Bachelor's Degree): Communication Systems Installer; Computer Systems Technologist; Electronics Engineering Technologist; Engineering Sales/Service Representative; Engineering Technician; Field Service Representative; Industrial Systems Technologist; Research Technician; Technical Consultant; and Telecommunications Technician.

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

School of Health Sciences

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

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

School of Information Technology

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

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

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

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

Information Technology-Software Applications and Programming (Associate's Degree): C++ Programmer; Data Analyst; Database Administrator; Junior Web Designer; Lead Web Developer; Programmer Librarian; Software Quality Analyst; and Systems Support Specialist.

Project Management (Bachelor's Degree): Project Coordinator; Project Manager; Project Resource Coordinator; Project Scheduler; and Project Team Member.

Software Applications Development (Bachelor's Degree): IT Programmer; Software Administrator; Software Applications Developer; Software Applications Engineer; Software Development Engineer; Software Developer; and Software Engineer.

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

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

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

For additional information, see the Director of Career Services.

NOTE:

School of Study and Program: Not every campus has every school of study or offers all of the programs within a particular school of study. Please refer to the particular ITT Technical Institute campus' School Catalog for details on the schools of study at that campus**.**

Bachelor's Degree Programs: Bachelor's degree programs are not offered at every ITT Technical Institute campus, and not every ITT Technical Institute campus that offers Bachelor's degree programs offers every Bachelor's degree program. See the specific ITT Technical Institute campus' School Catalog for a complete list of programs offered at that campus.

TYPES OF GRADUATE AND PROFESSIONAL EDUCATION PURSUED BY GRADUATES OF BACHELOR'S DEGREE PROGRAMS.

The Career Services Department makes available to students and prospective students upon request information concerning the types of graduate and professional education pursued by graduates of bachelor's degree programs.

EXTRA-CURRICULAR ACTIVITIES

ACADEMIC CLUBS

Please see a School or Program Chair for a current list of student professional organizations sponsored by the school.

SPORTS AND SOCIAL EVENTS

These activities are generally student lead and, where applicable, organized by the Student Council, which plans events that would interest the maximum number of students. Students are encouraged to work with the Student Council if they have a hobby, special interest or sport that they would like incorporated into the extra-curricular activity program. If your school does not have a Student Council, contact the School Dean.

Appendix

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

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

APPENDIX

COMPLETION AND RETENTION RATE DISCLOSURE

ITT TECHNICAL INSTITUTE

Main Campus: 9511 Angola Court, Indianapolis, IN 46268

Additional Location(s): Refer to the list of additional locations at the end of this document.

Completion Rate:

The entire institution (i.e., a combination of the ITT Technical Institute main campus and all of its additional locations as specified above) has a completion rate of N/A %, as determined in accordance with 34 CFR Section 668.45 (the "Completion Rate").

The diversity of the student body of the institution represented in the Completion Rate is as follows:

(a) Gender:
- (i) N/A % Male
- (ii) N/A % Female

(b) Racial and Ethnic Subgroup:
- (i) N/A % Nonresident Alien
- (ii) N/A % Race and Ethnicity Unknown
- (iii) N/A % Hispanics of Any Race
- (iv) N/A % American Indian or Alaska Native (non-Hispanic)
- (v) N/A % Asian (non-Hispanic)
- (vi) N/A % Black or African American (non-Hispanic)
- (vii) N/A % Native Hawaiian or Other Pacific Islander (non-Hispanic)
- (viii) N/A % White (non-Hispanic)
- (ix) N/A % Two or More Races (non-Hispanic)

(c) N/A % received a Federal Pell Grant ("FPG") for the Fall quarter of 2005

(d) N/A % received a loan under the Federal Family Education Loan (the "FFEL") Program or the Federal Direct Loan (the "FDL") Program, other than an Unsubsidized Stafford Loan under either program, and did not receive a FPG for the Fall quarter of 2005

(e) N/A % received neither a FPG nor a loan under either the FFEL Program or FDL Program for the Fall quarter of 2005, other than an Unsubsidized Stafford Loan under either program

The completion rate represents the percentage of the total number of Full-Time Students (as defined below) who (a) started any program of study in the Fall quarter of 2005 at the main campus or any additional location of the institution, (b) were still attending a program of study at the main campus or any additional location of the institution on October 15, 2005 and (c) completed a program by the end of the 12-month period ending August 31 during which 150% of the normal time for completion of their program has lapsed (the "150% Completion Period").

Note: If the data fields contained herein state "N/A", the 150% Completion Period has not yet elapsed for all of the Full-Time Students.

Retention Rate:
The entire institution has a retention rate of 45.57% for Full-Time Students and 30.77% for Part-Time Students (as defined below) as determined in accordance with the following formula (the "Retention Rate").

The retention rate represents a measure of the rate at which Full-Time Students or Part-Time Students persist in their programs of study at the institution expressed as a percentage of the total number of Full-Time Students or Part-Time Students who (a) started any bachelor degree program of study in the Fall quarter of 2008 at the main campus or any additional location of the institution and (b) were still attending a program of study at the main campus or any additional location of the institution on both October 15, 2008 and October 15, 2009 (the "Retention Period").

Definitions:
"Students" are defined as only those students who satisfy all of the following criteria:

(a) certificate, diploma or degree seeking;
(b) undergraduate;
(c) first-time (i.e., entering students who have never previously attended any institution of higher education); and
(d) do not during the 150% Completion Period for purposes of the Completion Rate or during the Retention Period for purposes of the Retention Rate:
    (i) leave school to serve in the Armed Forces;
    (ii) leave school to serve on an official church mission;
    (iii) leave school to serve with a foreign aid service of the U.S. Government;
    (iv) die; or
    (v) become totally and permanently disabled.

"Full-Time Students" are defined as Students who carry a full-time academic workload during an academic quarter, as determined by the institution under a standard applicable to all Students and which is at least 12 quarter credit hours.

"Part-Time Students" are defined as Students who carry a part-time academic workload during an academic quarter, as determined by the institution under a standard applicable to all Students and which is less than 12 quarter credit hours.

LIST OF ADDITIONAL LOCATIONS

3428 W. Market Street, Akron, OH 44333
13 Airline Drive, Albany, NY 12205
5100 Masthead Street, N.E., Albuquerque, NM 87109
551 Ryan Plaza Drive, Arlington, TX 76011
1930 Meyer Drury Drive, Arnold, MO 63010
485 Oak Place, Suite 800, Atlanta, GA 30349
12500 East Iliff Avenue, Suite 100, Aurora, CO 80014
6330 Highway 290 East, Austin, TX 78723
14111 Airline Highway, Suite 101, Baton Rouge, LA 70817
3330 Tillman Drive, Bensalem, PA 19020
6270 Park South Drive, Bessemer, AL 35022
12302 W. Explorer Drive, Boise, ID 83713
7040 High Grove Boulevard, Burr Ridge, IL 60527
1905 S. Haggerty Road, Canton, MI 48188
3735 Queen Court, S.W., Cedar Rapids, IA 52404
14420 Albemarle Point Place, Suite 100, Chantilly, VA 20151
4135 Southstream Boulevard, Suite 200, Charlotte, NC 28217
10926 David Taylor Drive, Suite 100, Charlotte, NC 28262
5600 Brainerd Road, Suite G-1, Chattanooga, TN 37411
22500 Metropolitan Parkway, Suite L100, Clinton Township, MI 48035
1860 NW 118th Street, Suite 110, Clive, IA 50325
362 N. Clovis Avenue, Clovis, CA 93612
1628 Browning Road, Suite 180, Columbia, SC 29210
4717 Hilton Corporate Drive, Columbus, OH 43232
1140 Galaxy Way, Suite 400, Concord, CA 94520
7260 Goodlett Farms Parkway, Cordova, TN 38016
4160 Temescal Canyon Road, Suite 100, Corona, CA 92883
6101 West Centinela Avenue, Suite 180, Culver City, CA 90230
3325 Stop Eight Road, Dayton, OH 45414
921 W Belt Line Road, Suite 181, DeSoto, TX 75115
19855 West Outer Drive, Suite L10W, Dearborn, MI 48124
10700 Abbotts Bridge Road, Suite 190, Duluth, GA 30097
1000 Meade Street, Suite 210, Suite 210, Dunmore, PA 18512
3640 Corporate Trail Drive, Earth City, MO 63045
8911 Columbine Road, Eden Prairie, MN 55347
3401 S. University Drive, Fort Lauderdale, FL 33328
13500 Powers Court, Suite 100, Fort Myers, FL 33912
2810 Dupont Commerce Court, Fort Wayne, IN 46825
2295 Millersport Highway, P.O. Box 327, Getzville, NY 14068
470 Security Boulevard, Green Bay, WI 54313
6300 West Layton Avenue, Greenfield, WI 53220
Six Independence Pointe, Greenville, SC 29615
549 East County Line Road, Suite B, Greenwood, IN 46143
449 Eisenhower Boulevard, Suite 100, Harrisburg, PA 17111

168 N. Gibson Road, Henderson, NV 89014
4050 Piedmont Parkway, Suite 110, High Point, NC 27265
3781 Park Mill Run Drive, Suite 1, Hilliard, OH 43026
15651 North Freeway, Houston, TX 77090
2950 S. Gessner, Houston, TX 77063
5183 U.S. Route 60, Building 1, Suite 40, Huntington, WV 25705
7011 A.C. Skinner Parkway, Suite 140, Jacksonville, FL 32256
4721 Lake Park Drive, Suite 100, Johnson City, TN 37615
9150 E. 41st Terrace, Kansas City, MO 64133
2065 ITT Tech Way N.W., Kennesaw, GA 30144
760 Moore Road, Suite 150, King of Prussia, PA 19406
10208 Technology Drive, Knoxville, TN 37932
1400 South International Parkway, Lake Mary, FL 32746
2445 Fire Mesa Street, Suite 200, Las Vegas, NV 89128
16916 S. Harlan Road, Lathrop, CA 95330
2473 Fortune Drive, Suite 180, Lexington, KY 40509
4520 S. University Avenue, Little Rock, AR 72204
235 Greenfield Parkway, Liverpool, NY 13088
9500 Ormsby Station Road, Suite 100, Louisville, KY 40223
9238 Madison Boulevard, Suite 500, Madison, AL 35758
382 Galleria Parkway, Suite 100, Madison, MS 39110
2450 Rimrock Road, Suite 100, Madison, WI 53713
1656 Henthorne Boulevard, Suite B, Maumee, OH 43537
8488 Georgia Street, Merrillville, IN 46410
7955 N.W. 12th Street, Suite 119, Miami, FL 33126
3100 Cottage Hill Road, Building 3, Mobile, AL 36606
3200 Gateway Centre Boulevard, Suite 105, Morrisville, NC 27560
1401 Feehanville Drive, Mount Prospect, IL 60056
920 W. Levoy Drive, Murray, UT 84123
2845 Elm Hill Pike, Nashville, TN 37214-3717
10999 Stahl Road, Newburgh, IN 47630
863 Glenrock Road, Suite 100, Norfolk, VA 23502
2431 W Aviation Avenue, North Charleston, SC 29406
333 Providence Highway, Route 1, Norwood, MA 02062
4750 Wesley Avenue, Norwood, OH 45212
7901 Oakport Street, Suite 3000, Oakland, CA 94621
50 Penn Place Office Tower, 1900 NW Expressway, Suite 305 R, Oklahoma City, OK 73118
9814 M Street, Omaha, NE 68127
4000 West Metropolitan Drive, Suite 100, Orange, CA 92868
11551 184th Place, Orland Park, IL 60467
11301 Red Run Boulevard, Owings Mills, MD 21117
2051 Solar Drive, Suite 150, Oxnard, CA 93036
10220 North 25th Avenue, Suite 100, Phoenix, AZ 85021
1840 North 95th Avenue, Suite 132, Phoenix, AZ 85037
10 Parkway Center, Pittsburgh, PA 15220
9500 N.E. Cascades Parkway, Portland, OR 97220
10863 Gold Center Drive, Rancho Cordova, CA 95670
2101 Waterview Parkway, Richardson, TX 75080

300 Gateway Centre Parkway, Richmond, VA 23235
2159 Apperson Drive, Salem, VA 24153
5700 Northwest Parkway, San Antonio, TX 78249
670 East Carnegie Drive, San Bernardino, CA 92408
9680 Granite Ridge Drive, San Diego, CA 92123
650 West Cienega Avenue, San Dimas, CA 91773
17390 Dugdale Drive, Suite 100, South Bend, IN 46635
3216 S. National Avenue, Springfield, MO 65807
7300 Boston Boulevard, Springfield, VA 22153
877 Executive Center Drive W, Suite 100, St. Petersburg, FL 33702
140 James Drive East, St. Rose, LA 70087
14955 Sprague Road, Strongsville, OH 44136
6359 Miller Road, Swartz Creek, MI 48473
12669 Encinitas Avenue, Sylmar, CA 91342
2639 North Monroe Street, Building A, Suite 100, Tallahassee, FL 32303
4809 Memorial Highway, Tampa, FL 33634
100 Pittsburgh Mills Circle, Tarentum, PA 15084
5005 S. Wendler Drive, Tempe, AZ 85282
500 E. 84th Avenue, Suite B-12, Thornton, CO 80229
20050 S. Vermont Avenue, Torrance, CA 90502
1522 E. Big Beaver Road, Troy, MI 48083
1455 West River Road, Tucson, AZ 85704
8421 East 61st Street, Suite U, Tulsa, OK 74133
8039 Cooper Creek Blvd, University Park, FL 34201
495 La Tortuga Drive, Suite 100, Vista, CA 92081
4700 Richmond Road, Warrensville Heights, OH 44128
1001 Magnolia Avenue, Webster, TX 77598
1530 W. Cameron Avenue, West Covina, CA 91790
One Brittany Place, Suite 100, 2024 N.Woodlawn, Wichita, KS 67208
200 Ballardvale Street, Building 1, Suite 200, Wilmington, MA 01887
2042 Wooddale Drive, Suite 250, Woodbury, MN 55125
1980 Metro Court S.W., Wyoming, MI 49519
1030 N. Meridian Road, Youngstown, OH 44509

APPENDIX

STUDENT BODY DIVERSITY

ITT TECHNICAL INSTITUTE

Main Campus: 9511 Angola Court, Indianapolis, IN 46268

Additional Location(s): Refer to the list of additional locations at the end of this document.

The student body diversity at the entire institution (i.e., a combination of the ITT Technical Institute main campus and all of its additional locations as specified above) for Students (as defined below) who (a) started any program of study in the Fall quarter of 2009 at the main campus or any additional location of the institution and (b) were still attending a program of study at the main campus or any additional location of the institution on October 15, 2009 was as follows:

74.11% Male

22.22% Female

73.11% Received a Pell Grant

94.15% Were Self-Identified Members of a Major Racial or Ethnic Group

"Students" are defined as only those students who satisfy all of the following criteria:

(a) full-time (i.e., students who carry a full-time academic workload as determined by the institution under a standard applicable to all students and which is at least 12 quarter credit hours);
(b) certificate, diploma or degree seeking;
(c) undergraduate; and
(d) first-time (i.e., entering students who have never previously attended any institution of higher education).

LIST OF ADDITIONAL LOCATIONS

3428 W. Market Drive, Akron, OH 44333
13 Airline Drive, Albany, NY 12205
5100 Masthead Street, N.E., Albuquerque, NM 87109
551 Ryan Plaza Drive, Arlington, TX 76011
1930 Meyer Drury Drive, Arnold, MO 63010
485 Oak Place, Suite 800, Atlanta, GA 30349
12500 East Iliff Avenue, Suite 100, Aurora, CO 80014
6330 Highway 290 East, Austin, TX 78723
14111 Airline Highway, Suite 101, Baton Rouge, LA 70817
3330 Tillman Drive, Bensalem, PA 19020
6270 Park South Drive, Bessemer, AL 35022
12302 W. Explorer Drive, Boise, ID 83713
7040 High Grove Boulevard, Burr Ridge, IL 60527
1905 S. Haggerty Road, Canton, MI 48188
3735 Queen Court, S.W., Cedar Rapids, IA 52404
14420 Albemarle Point Place, Suite 100, Chantilly, VA 20151
4135 Southstream Boulevard, Suite 200, Charlotte, NC 28217
10926 David Taylor Drive, Suite 100, Charlotte, NC 28262
5600 Brainerd Road, Suite G-1, Chattanooga, TN 37411
22500 Metropolitan Parkway, Suite L100, Clinton Township, MI 48035
1860 NW 118th Street, Suite 110, Clive, IA 50325
362 N. Clovis Avenue, Clovis, CA 93612
1628 Browning Road, Suite 180, Columbia, SC 29210
4717 Hilton Corporate Drive, Columbus, OH 43232
1140 Galaxy Way, Suite 400, Concord, CA 94520
7260 Goodlett Farms Parkway, Cordova, TN 38016
4160 Temescal Canyon Road, Suite 100, Corona, CA 92883
6101 West Centinela Avenue, Suite 180, Culver City, CA 90230
3325 Stop Eight Road, Dayton, OH 45414
921 W Belt Line Road, Suite 181, DeSoto, TX 75115
19855 West Outer Drive, Suite L10W, Dearborn, MI 48124
10700 Abbotts Bridge Road, Suite 190, Duluth, GA 30097
1000 Meade Street, Suite 210, Dunmore, PA 18512
3640 Corporate Trail Drive, Earth City, MO 63045
8911 Columbine Road, Eden Prairie, MN 55347
3401 S. University Drive, Fort Lauderdale, FL 33328
13500 Powers Court, Suite 100, Fort Myers, FL 33912
2810 Dupont Commerce Court, Fort Wayne, IN 46825
2295 Millersport Highway, P.O. Box 327, Getzville, NY 14068
470 Security Boulevard, Green Bay, WI 54313
6300 West Layton Avenue, Greenfield, WI 53220
549 East County Line Road, Suite B, Greenwood, IN 46143
Six Independence Pointe, Greenville, SC 29615
449 Eisenhower Boulevard, Suite 100, Harrisburg, PA 17111

168 N. Gibson Road, Henderson, NV 89014
4050 Piedmont Parkway, Suite 110, High Point, NC 27265
3781 Park Mill Run Drive, Suite 1, Hilliard, OH 43026
15651 North Freeway, Houston, TX 77090
2950 S. Gessner, Houston, TX 77063
5183 U.S. Route 60, Building 1, Suite 40, Huntington, WV 25705
7011 A.C. Skinner Parkway, Suite 140, Jacksonville, FL 32256
4721 Lake Park Drive, Suite 100, Johnson City, TN 37615
9150 E. 41st Terrace, Kansas City, MO 64133
2065 ITT Tech Way N.W., Kennesaw, GA 30144
760 Moore Road, Suite 150, King of Prussia, PA 19406
10208 Technology Drive, Knoxville, TN 37932
1400 South International Parkway, Lake Mary, FL 32746
2445 Fire Mesa Street, Suite 200, Las Vegas, NV 89128
16916 S. Harlan Road, Lathrop, CA 95330
2473 Fortune Drive, Suite 180, Lexington, KY 40509
4520 S. University Avenue, Little Rock, AR 72204
235 Greenfield Parkway, Liverpool, NY 13088
9500 Ormsby Station Road, Suite 100, Louisville, KY 40223
9238 Madison Boulevard, Suite 500, Madison, AL 35758
382 Galleria Parkway, Suite 100, Madison, MS 39110
2450 Rimrock Road, Suite 100, Madison, WI 53713
1656 Henthorne Boulevard, Suite B, Maumee, OH 43537
8488 Georgia Street, Merrillville, IN 46410
7955 N.W. 12th Street, Suite 119, Miami, FL 33126
3100 Cottage Hill Road, Building 3, Mobile, AL 36606
3200 Gateway Centre Boulevard, Suite 105, Morrisville, NC 27560
1401 Feehanville Drive, Mount Prospect, IL 60056
920 W. Levoy Drive, Murray, UT 84123
2845 Elm Hill Pike, Nashville, TN 37214-3717
10999 Stahl Road, Newburgh, IN 47630
863 Glenrock Road, Suite 100, Norfolk, VA 23502
2431 W Aviation Avenue, North Charleston, SC 29406
333 Providence Highway, Route 1, Norwood, MA 02062
4750 Wesley Avenue, Norwood, OH 45212
7901 Oakport Street, Suite 3000, Oakland, CA 94621
50 Penn Place Office Tower, 1900 NW Expressway, Suite 305 R, Oklahoma City, OK 73118
9814 M Street, Omaha, NE 68127
4000 West Metropolitan Drive, Suite 100, Orange, CA 92868
11551 184th Place, Orland Park, IL 60467
11301 Red Run Boulevard, Owings Mills, MD 21117
2051 Solar Drive, Suite 150, Oxnard, CA 93036
10220 North 25th Avenue, Suite 100, Phoenix, AZ 85021
1840 North 95th Avenue, Suite 132, Phoenix, AZ 85037
10 Parkway Center, Pittsburgh, PA 15220
9500 N.E. Cascades Parkway, Portland, OR 97220
10863 Gold Center Drive, Rancho Cordova, CA 95670
2101 Waterview Parkway, Richardson, TX 75080

300 Gateway Centre Parkway, Richmond, VA 23235
2159 Apperson Drive, Salem, VA 24153
5700 Northwest Parkway, San Antonio, TX 78249
670 East Carnegie Drive, San Bernardino, CA 92408
9680 Granite Ridge Drive, San Diego, CA 92123
650 West Cienega Avenue, San Dimas, CA 91773
17390 Dugdale Drive, Suite 100, South Bend, IN 46635
3216 S. National Avenue, Springfield, MO 65807
7300 Boston Boulevard, Springfield, VA 22153
877 Executive Center Drive W, Suite 100, St. Petersburg, FL 33702
140 James Drive East, St. Rose, LA 70087
14955 Sprague Road, Strongsville, OH 44136
6359 Miller Road, Swartz Creek, MI 48473
12669 Encinitas Avenue, Sylmar, CA 91342
2639 North Monroe Street, Building A, Suite 100, Tallahassee, FL 32303
4809 Memorial Highway, Tampa, FL 33634
100 Pittsburgh Mills Circle, Tarentum, PA 15084
5005 S. Wendler Drive, Tempe, AZ 85282
500 E. 84th Avenue, Thornton, CO 80229
20050 S. Vermont Avenue, Torrance, CA 90502
1522 E. Big Beaver Road, Troy, MI 48083
1455 West River Road, Tucson, AZ 85704
8421 East 61st Street, Suite U, Tulsa, OK 74133
8039 Cooper Creek Boulevard, University Park, FL 34201
495 La Tortuga Drive, Suite 100, Vista, CA 92081
4700 Richmond Road, Warrensville Heights, OH 44128
1001 Magnolia Avenue, Webster, TX 77598
1530 W. Cameron Avenue, West Covina, CA 91790
One Brittany Place, Suite 100, 2024 N.Woodlawn, Wichita, KS 67208
200 Ballardvale Street, Building 1, Suite 200, Wilmington, MA 01887
2042 Wooddale Drive, Suite 250, Woodbury, MN 55125
1980 Metro Court S.W., Wyoming, MI 49519
1030 N. Meridian Road, Youngstown, OH 44509

ITT TECHNICAL INSTITUTE
Student Complaint/Grievance Procedure

STATEMENT OF INTENT:

To afford full consideration to student complaints concerning any aspect of the programs, facilities or other services offered by or associated with ITT Technical Institute. This complaint procedure is intended to provide a formal framework within which such complaints may be resolved. This procedure is not, however, a substitute for other available informal means of resolving complaints or other problems.

Students are encouraged to communicate their concerns fully and frankly to members of the school faculty and administration. Reasonable measures will be undertaken to preserve the confidentiality of information that is reported during the investigation and to protect persons who report information from retaliation.

PROCEDURE: All student complaints will be handled in the following manner:

STEP ONE - Contact School Director

1. A student must present to the school Director any complaint relating to any: (a) aspect of the programs, facilities or other services provided by the school; (b) action or alleged misrepresentation by an employee or representative of the school; (c) discrimination or harassment based on race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status by any student, applicant, faculty member or other school employee, or visitor or invitee of the school; and (d) school activity. The complaint may be oral or written. The school Director will promptly acknowledge receipt of the complaint.

2. The school Director will meet with the student to discuss and respond to the complaint. The school Director's response may be oral or written and will address the specific complaint and indicate what, if any, corrective action has been proposed or accomplished.

3. Within three (3) school days of any such discussion, the school Director will prepare a written summary of the discussion, including any agreed upon or proposed solution of the student's complaint. The school Director will take the necessary steps to ensure that any agreed upon solution or other appropriate action is taken.

STEP TWO - Appeal to ITT Educational Services, Inc. ("ITT/ESI")

1. If a complaint is not resolved to the student's satisfaction, the student will, as soon as possible after the student's discussion with the school Director, submit the complaint on a Student Complaint Summary form to the Senior Vice President, Chief Compliance Officer, ITT/ESI, 13000 North Meridian Street, Carmel, Indiana 46032-1404, telephone (800) 388-3368.

2. Within ten (10) days after receipt of the student's written letter of complaint, the Senior Vice President, Chief Compliance Officer, ITT/ESI, or designee will reply to the student in writing, specifying what action, if any, ITT/ESI will undertake.

STEP THREE - Contact the State

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education, 1400 W. Washington St., Room

260, Phoenix, AZ 85007, telephone
(602) 542-5709, Web site address, http://azppse.state.az.us. The student must contact the State Board for further details.

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

I have been given a copy of the ITT/ESI Student Complaint/Grievance Procedure. I have read and understand my rights and responsibilities under it. I understand that if I have a complaint, I should use the procedure outlined above.

Signature	Date	Print Name	Class Number

COMP 7 REV. 04/07 ARIZONA

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APPENDIX

HEALTH INFORMATION TECHNOLOGY PROGRAM

INTRODUCTION

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

PRACTICUM

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

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

Drug/Alcohol Testing

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

Background Check

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

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

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

Physical Examination and Wellness

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

Additional Requirements

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

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

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

- Training: You may need to complete training on:

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

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

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

ETHICAL STANDARDS

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

Code of Ethics

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

Standards of Ethical Coding

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

REGISTERED HEALTH INFORMATION TECHICIANS ("RHIT")

As specified in the Acknowledgment Concerning the Programmatic Accreditation and Certification Examination Pertaining to the Health Information Technology Program Offered by ITT Technical Institute that you signed and in the program outline for the HIT program in the school catalog, in order to become an RHIT upon graduation, you must satisfy certain eligibility requirements and pass a certification examination for RHIT administered by the Council on Certification of the American Health Information Management Association.
The Certification Exam is based on an explicit set of competencies. These competencies have been determined through a job analysis study conducted on practitioners. The competencies are subdivided into domains, subdomains and tasks, and the examination tests only content pertaining to these competencies. A copy of the current RHIT competency statements may be obtained from the Program Chair.

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

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

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

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

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

- That the HIT program will ever become accredited by CAHIIM;

- That you will ever be able to take the Certification Exam or become an RHIT upon your graduation from the HIT program; or

- That you will pass the Certification Exam, even if you are allowed to take it upon graduation from the HIT program.

APPENDIX

NURSING PROGRAM

TABLE OF CONTENTS

Mission, Philosophy and Framework
Clinical Attendance Clinical Placement/Assignment
American Nurses Association's Code of Ethics for Nurses
Dress Code
Drug Testing and Health Requirements
Midprogram Examination
Nursing Conduct/Code of Conduct
Nursing Lab Safety Guidelines
Release of Information/Social Security Number
Requirements for Licensure
Satisfactory Academic Progress
Skill Return Demonstration
Skill Return Demonstration Deadline
Student Nurse Organizations
Students with Disabilities
Unsatisfactory Clinical Performance
Standards and Functional Abilities for Nursing Students

Associate Degree, Nursing Program

Mission, Philosophy and Framework

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

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

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

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

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

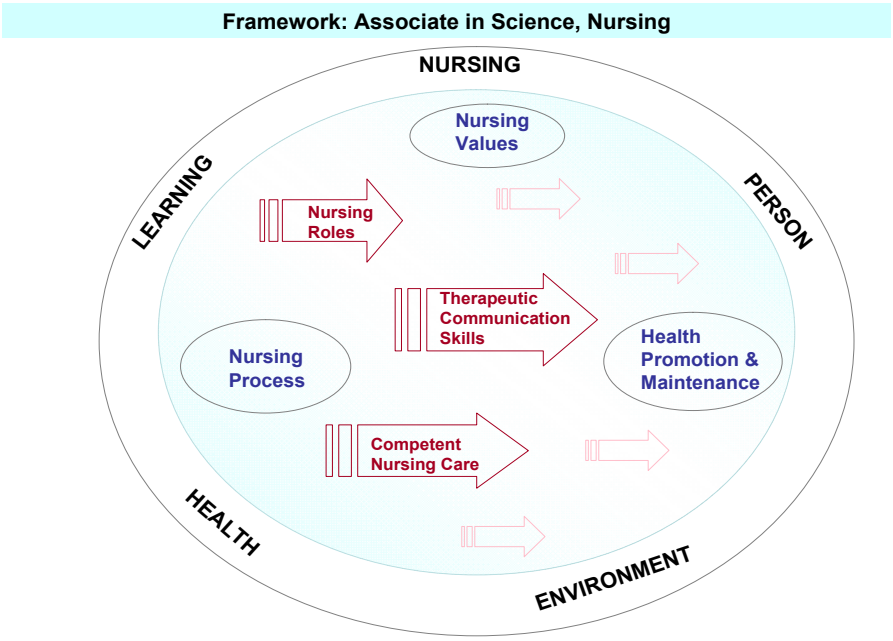
- **Health:** Health is a dynamic state, defined by each person in relation to personal values, beliefs, feelings and needs. Health is on a continuum from wellness to illness to death, where health promotion and maintenance for optimal living are the goals of nursing care.

- **Learning:** Learning is a life-long pursuit of the acquisition of knowledge and includes the development of critical thinking abilities, competent skill development and behavioral and attitudinal changes. Learning is influenced by individual experiences and previous knowledge attainment. Students are diverse individuals with differing learning needs and styles. The nurse

educator provides an environment of mutual respect conducive to learning and serves as a facilitator and role model. This is accomplished through the establishment of clearly defined objectives, expectations and practice experiences, and through role socialization. The learning process includes effective teacher and learner communications and interactions where both have responsibilities for goal attainment.

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

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



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

- **Nursing Process:** Nursing process is a critical thinking, problem solving decision tool for directing competent nursing care in all settings. As part of the process, critical thinking is the

development, execution and implementation of nursing judgments based on sound clinical reasoning. Those judgments are demonstrated by analysis of assessment data, formulation of nursing diagnoses, establishment of goals, and the planning, implementation and evaluation of competent nursing care.

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

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

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

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

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

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

ACADEMIC POLICIES

CLINICAL ATTENDANCE

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

Tardiness is defined as being late by five minutes or more. Being tardy two times will constitute a clinical absence. Clinical days missed due to administrative closure and/or inclement weather will be made up at time and dates determined by the faculty.

CLINICAL PLACEMENT/ASSIGNMENT

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

AMERICAN NURSES ASSOCIATION'S CODE OF ETHICS FOR NURSES

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

http://nursingworld.org/ethics/code/protected_nwcoe813.htm

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

A patient's chart is a legal document. All entries must be legible and accurate. Information communicated by patients to students may not be repeated except to nursing faculty, who has the prerogative to advise the student to share the information with the appropriate staff. Care should be taken when in corridors, lounges, classrooms or other public areas, so that conversations are not overheard.

Students must use only the patient's initials when completing coursework, such as care plans. Under no circumstances is the student allowed to remove or photocopy any chart documents. Any violation of patient confidentiality may result in dismissal from the program.

DRESS CODE

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

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

DRUG TESTING AND HEALTH REQUIREMENTS

The ITT Technical Institute School of Health Sciences is committed to providing a safe learning environment and fostering the well being and health of its employees and students. That commitment is jeopardized when any student uses illegal drugs or other substances, is intoxicated with illegal drugs, other substances or alcohol during any classroom, laboratory or clinical portion of any program of study offered by ITT Technical Institute, or possesses, distributes or uses illegal drugs or alcohol on ITT Technical Institute premises or at any events or activities sponsored or organized by ITT Technical Institute, including, without limitation, any clinical that is part of the student's program of study.

Prior to the start of any portion of the clinical at any medical care facility, students may be required to consent to and pass drug/alcohol testing, physical examination and background check. The student may also be required to document that he/she is free from any contagious diseases and/or have been immunized against certain illnesses and diseases. The physical examination needs to demonstrate that the student is physically fit to perform essential nursing tasks as determined by the medical care facility. The background check(s) may include, but not be limited to, an investigation regarding whether:

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

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

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

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

(i) Abuse, neglect, assault, battery, criminal sexual conduct; and

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

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

If an acute medical condition arises while a student is enrolled in the Nursing program, a written statement must also be obtained by the student from their health care provider which states the student's ability to perform the following activities without restriction: moving, lifting and transferring patients. The above requirement also pertains to pregnancy. Students are responsible for their own medical care.

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

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

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

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

(d) have completed training (and have documentation evidencing that training) on:

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

DRUG TESTING "FOR CAUSE": _

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

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

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

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

(e) State regulations may require the school to report the incident to a state regulatory body.

READMISSION TO THE NURSING PROGRAM RELATED TO SUBSTANCE ABUSE

(a) Readmission after a positive drug or alcohol test will require at least three negative tests in a designated period of time not less than the preceding academic quarter, or as required by state law. Retesting will be at the student's expense.

(b) Students seeking readmission to the program must:
    (i) Submit a letter requesting readmission to the program of study.
    (ii) Provide evidence of a minimum of three negative random drug/alcohol tests in a designated period of time not less than the preceding academic quarter, or as required by state law, with retesting to be conducted at the student's expense;
    (iii) Repeat and pass a drug/alcohol test immediately prior to his/her readmission; and
    (iv) Include documentation from a therapist specializing in addiction behaviors evidencing compliance with a treatment program, including a statement that the student will be able to function effectively and provide safe and ethical care for clients in a clinical setting, if such documentation is either required by the state or deemed appropriate by the Program Chair in his/her discretion for the safety of patients and the public.

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

MIDPROGRAM EXAMINATION

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

NURSING CONDUCT/CODE OF CONDUCT

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

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

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

2. Performing activities/skills which do not fall within the legal realm of professional nursing practice.

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

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

patient care.

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

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

7. Behaving in a disrespectful manner toward patients and/or other health care team members.

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

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

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

1. Immediate dismissal from the clinical area.

2. Assignment of additional learning activities to assist the student to meet the clinical objectives.

3. Provide written list of criteria and/or activities that the student must meet or complete in order to change unsafe or unethical behaviors.

4. Suspension from the clinical area if the student repeats the unsafe or unethical nursing activity. **Suspension will result in failure of the clinical component of the nursing course**.

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

NURSING LAB SAFETY GUIDELINES

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

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

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

RELEASE OF INFORMATION/SOCIAL SECURITY NUMBER

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

REQUIREMENTS FOR LICENSURE

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

SATISFACTORY ACADEMIC PROGRESS

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

SKILL RETURN DEMONSTRATION

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

SKILL RETURN DEMONSTRATION DEADLINE

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

STUDENT NURSE ORGANIZATIONS

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

STUDENTS WITH DISABILITIES

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

If the student has a physical, mental or sensory condition which could affect his or her ability to participate fully in the clinical or any other portion of the program, or to perform the essential duties and

responsibilities typically associated with the clinical, then it is the student's responsibility to timely notify the instructor to discuss any reasonable accommodation or modification that may be available.

UNSATISFACTORY CLINICAL PERFORMANCE

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

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

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

STANDARDS AND FUNCTIONAL ABILITIES FOR NURSING STUDENTS

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

Communication: ability sufficient for interaction with others, in both the oral and written English language.	Teach; explain procedures; develop rapport with patient and family; give oral report; speak on telephone; document and interpret actions and patient response.

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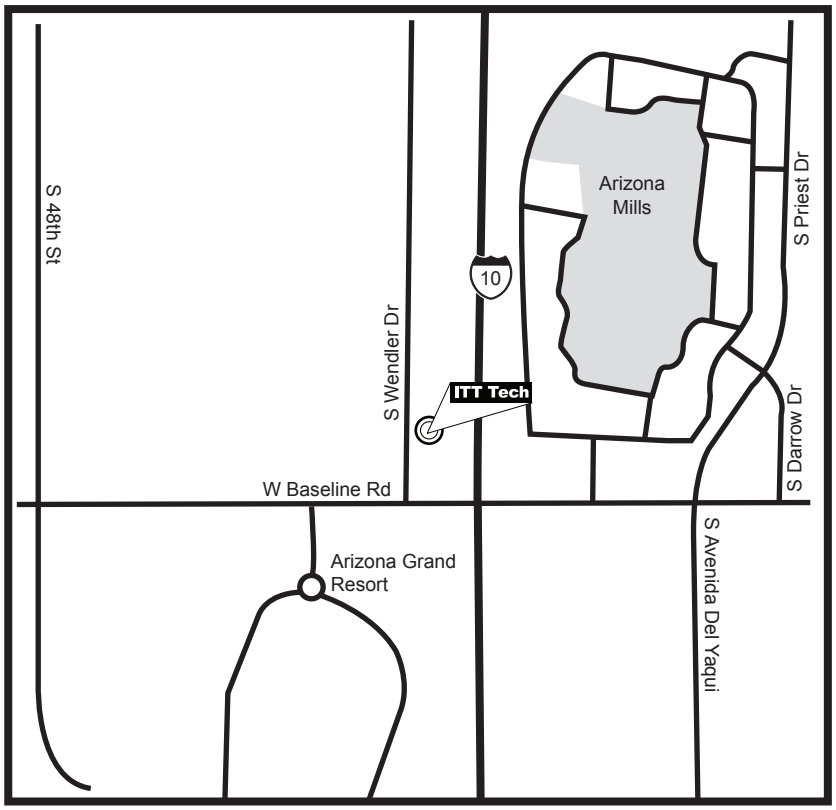

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ITT TECHNICAL INSTITUTE BASES ITS OPERATING PHILOSOPHY ON THE FOLLOWING:

- Programs of study will foster critical thinking, communication and teamwork skills while reinforcing both the theoretical and applied principles of technology.

- Student support services will facilitate the matriculation process and help students begin to prepare for career opportunities.
  Such services will include assistance with housing and applying for financial aid; advising; tutoring; assisting graduates with finding employment; and other special support programs as needs are identified.

- Cultural and ethnic diversity in its faculty, staff and student body will be encouraged.

- Course content will be reviewed regularly to ensure continued relevance with technology in the workplace.

- Each program of study will integrate technology, lifelong learning and professional development activities. Curricular integration will assist students in connecting the entire learning process to their lifetime career goals.

- Each program of study will offer a learning environment that fosters communication and critical thinking skills essential for success in an increasingly complex world.

- Public service programs, civic engagement and charitable activities will be promoted as part of the education process to reinforce society's need to develop an informed, sensitive and responsive citizenry.

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