ITT Technical Institute

EDUCATION FOR THE FUTURE

OUR MISSION

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 career-related 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.

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CURRICULA

SCHOOL OF INFORMATION TECHNOLOGY

INFORMATION SYSTEMS AND CYBERSECURITY
BACHELOR OF SCIENCE DEGREE

Objectives - This program exposes students to fundamental knowledge and skills utilized in entry-level information systems and cybersecurity. This program introduces students to a variety of topics, such as assessing the security needs of computer and network systems, various computer and network safeguarding solutions, and managing the implementation and maintenance of security devices, systems, procedures and countermeasures.

Career Opportunities - This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level positions involving information security. The positions may involve the design, configuration, installation and/or maintenance of information technology security systems.

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

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+		27.0
MA3110	Statistics+		4.5
SS3150	Research Methods+		4.5
EN3220	Written Analysis+		4.5
SP3450	Social Psychology+		4.5
HU4640	Ethics+		4.5
SC4730	Environmental Science+		4.5
		Subtotal	**54.0**
	Core Courses		
---------	Unspecified Core courses+** (must include either PM3110 or IS4690)		49.5
IS3110	Risk Management in Information Technology Security+		4.5
IS3120	Network Communications Infrastructure+		4.5
IS3220	Information Technology Infrastructure Security+		4.5
IS3230	Access Security+		4.5
IS3340	Windows Security+		4.5
IS3350	Security Issues in Legal Context+		4.5
IS3440	Linux Security+		4.5
IS3445	Security for Web Applications and Social Networking+		4.5
IS4550	Security Policies and Implementation+		4.5
IS4560	Hacking and Countermeasures+		4.5
IS4670	Cybercrime Forensics+		4.5
IS4680	Security Auditing for Compliance+		4.5
IS4799	Information Systems and Cybersecurity Capstone Project+		4.5
		Subtotal	**108.0**
	Elective Courses		
----------	Unspecified Elective courses+		18.0
	Minimum required credit hours for the Baccalaureate Degree (Grand total)		**180.0**

+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 may satisfy the Unspecified Core course requirement are IS4690, NT1110, NT1210, NT1230, NT1310, NT1330, NT1430, NT2580, NT2640, NT2670, PM3110 and PT1420.The course descriptions for these courses are in the Course Descriptions section of this catalog.

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
BACHELOR OF SCIENCE DEGREE

Objectives - This program exposes students to a variety of skills utilized in entry-level software design, software administration and software development positions. Students will be exposed to knowledge and skills of programming, website design and development, and mobile application design and development.

Career Opportunities - This program offers students an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level programming, application design and software development positions, such as programmer, software engineer, web developer, and application developer.

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

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+		27.0
MA3110	Statistics+		4.5
SS3150	Research Methods+		4.5
EN3220	Written Analysis+		4.5
SP3450	Social Psychology+		4.5
HU4640	Ethics+		4.5
SC4730	Environmental Science+		4.5
		Subtotal	**54.0**
	Core Courses		
---------	Unspecified Core courses+**		54.0
PM3110	Introduction to Project Management+		4.5
SD3120	Programming in Open Source with LAMP+		4.5
PM3140	Introduction to Web Interface Design+		4.5
SD3140	Introduction to Web Interface Design+		4.5
SD3240	Creating Websites in the LAMP Environment+		4.5
SD3320	Programming in Visual Basic+		4.5
SD3410	Software Testing+		4.5
SD3440	Creating Websites Using ASP.NET+		4.5
SD4550	Application Development Using Visual Studio I+		4.5
SD4555	Development for Web Analytics Applications+		4.5
SD4650	Application Development Using Visual Studio II+		4.5
SD4660	Security in Application Development+		4.5
SD4680	Cloud Computing with Google App Engine and Microsoft Windows Azure+		4.5
SD4799	Software Development Capstone Project+		4.5
		Subtotal	**117.0**
	Elective Courses		
----------	Unspecified Elective courses+		9.0
	Minimum required credit hours for the Baccalaureate degree (Grand total)		**180.0**

+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 structure and logic, application design and development, creating Websites and social networking applications and technology. Courses offered at this school that satisfy the Unspecified Core course requirement are NT1110, NT1410, PT1420, SD1230, SD1240, SD1340, SD1420, SD2520, SD2550, SD2650, SD2670 and SD2799. The course descriptions for these courses are in the Course Descriptions section of this catalog.

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.

NETWORK SYSTEMS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE DEGREE

Objectives - This program exposes students to a variety of fundamental skills utilized in entry-level computer network systems administration positions. Students will be exposed to various aspects of network hardware and software maintenance and monitoring, configuring and supporting a local area network (LAN) and a wide area network (WAN), Internet systems and segments of network systems.

Career Opportunities - This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level network systems administration and support positions, such as network administrator, network technician, network specialist, information technology specialist, local area network (LAN) or wide area network (WAN) administrator.

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

Admission Requirements - Refer to the Admission section of this catalog for information relating to the 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	
MA1210	College Mathematics I+	4.5
MA1310	College Mathematics II+	4.5
EN1320	Composition I+	4.5
EN1420	Composition II+	4.5
CO2520	Communications+	4.5
SP2750	Group Theory+	4.5
	Subtotal	**27.0**
	Core Courses	
NT1110	Computer Structure and Logic+	4.5
NT1210	Introduction to Networking+	4.5
NT1230	Client-Server Networking I+	4.5
NT1310	Physical Networking+	4.5
NT1330	Client-Server Networking II+	4.5
PT1420	Introduction to Programming+	4.5
NT1430	Linux Networking+	4.5
PT2520	Database Concepts+	4.5
NT2580	Introduction to Information Security+	4.5
NT2640	IP Networking+	4.5
NT2670	Email and Web Services+	4.5
NT2799	Network Systems Administration Capstone Project+	4.5
	Subtotal	**54.0**
	General Studies Courses	
GS1140	Problem Solving Theory+	4.5
GS1145	Strategies for the Technical Professional+	4.5
	Subtotal	**9.0**
	Elective Course	
---------	Unspecified Elective course+*	3.0
	Program Total	**93.0**

+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 course requirement are GS2745, NT2730, NT2731, NT2732, NT2735 and NT2740. The course descriptions for these courses are in the Course Descriptions section of the catalog.

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
ASSOCIATE OF APPLIED SCIENCE DEGREE

Objectives - This program exposes students to a variety of fundamental skills used in entry-level software development, software analysis and application design positions. Students will be exposed to various aspects of programming, databases, website design and the development of a software product.

Career Opportunities - This program offers graduates an opportunity to develop knowledge and skills that they can use to help them pursue careers in a variety of entry-level programming, application design and software development positions, such as Web developer, systems analyst, database programmer or testing analyst.

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

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		
MA1210	College Mathematics I+		4.5
MA1310	College Mathematics II+		4.5
EN1320	Composition I+		4.5
EN1420	Composition II+		4.5
CO2520	Communications+		4.5
SP2750	Group Theory+		4.5
		Subtotal	**27.0**
	Core Courses		
NT1110	Computer Structure and Logic+		4.5
SD1230	Introduction to Application Design and Development+		4.5
SD1240	Creating Websites Using HTML and CSS+		4.5
SD1340	Creating Websites Using HTML5, CSS3 and JavaScript+		4.5
NT1410	Operating Systems+		4.5
PT1420	Introduction to Programming+		4.5
SD1420	Introduction to Java Programming+		4.5
SD2520	Introduction to Database and XML with jQuery+		4.5
SD2550	Application Development Using Java I+		4.5
SD2650	Application Development Using Java II+		4.5
SD2670	Social Networking Applications and Technology+		4.5
SD2799	Software Development Capstone Project+		4.5
		Subtotal	**54.0**
	General Studies Courses		
GS1140	Problem Solving Theory+		4.5
GS1145	Strategies for the Technical Professional+		4.5
		Subtotal	**9.0**
	Elective Course		
---------	Unspecified Elective course+*		3.0
		Program Total	**93.0**

+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 course requirement are GS2745 and SD2720. The course descriptions for these courses are in the Course Descriptions section of the catalog.

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

ELECTRICAL ENGINEERING AND COMMUNICATIONS TECHNOLOGY
BACHELOR OF SCIENCE DEGREE

Objectives - This program exposes students to fundamental knowledge and skills utilized in entry-level positions in electrical engineering and communications technology. Students will be exposed to a variety of basic electronics and computer principles and technical skills in both theory and practical application in a laboratory environment. Students explore various topics in electrical circuitry, testing, systems analysis and testing, systems maintenance and report preparation.

Career Opportunities - This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level electronics and computer technology fields.

Graduates who have difficulty distinguishing colors may not be able to perform the essential functions of various positions involving electrical engineering and communications 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+	27.0
SS3150	Research Methods+	4.5
EN3220	Written Analysis+	4.5
MA3310	Calculus I+	4.5
MA3410	Calculus II+	4.5
HU4640	Ethics+	4.5
SC4730	Environmental Science+	4.5
	Subtotal	**54.0**
	Core Courses	
----------	Unspecified Core courses+**	45.0
ET3110	Networking and Communications+	4.5
ET3150	Automatic Industrial Control+	4.5
ET3220	Mobile Wireless Technology+	4.5
ET3280	Electrical Machines and Energy Conversion+	4.5
ET3330	Telecommunications Systems and Technology+	4.5
ET3380	Power Electronics+	4.5
ET3430	Fiber Optic Communications+	4.5
ET3480	Power Systems+	4.5
ET4560	C++ Programming+	4.5
ET4580	Green Energy Technology+	4.5
ET4640	Embedded Systems+	4.5
ET4671	Electronic Circuit Analysis+	4.5
ET4771	Electronic Circuit Design+	4.5
ET4799	Electrical Engineering and Communications Technology Capstone Project+	4.5
	Subtotal	**108.0**
	Elective Courses	
----------	Unspecified Elective courses+	18.0
	Minimum required credit hours for the Baccalaureate degree (Grand total)	**180.0**

+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 may satisfy the Unspecified Core course requirement are ET1210, ET1220, ET1310, ET1410, ET2530, ET2560, ET2640, ET2750, NT1110 and NT1210. The course descriptions for these courses are in the Course Descriptions section of this catalog.

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.

ELECTRICAL ENGINEERING TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE

Objectives - This program exposes students to a variety of fundamental skills utilized in entry-level electrical and electronics technician positions. Students are exposed to the theory of various electronics and electrical circuitry in a classroom environment and to various techniques and applications in a laboratory environment.

Career Opportunities - This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level electrical and electronics engineering technology positions, such as electronics technician, service technician, telecommunications technician and engineering technician.

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

Admission Requirements - Refer to the Admission section of this catalog for information relating to the 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. 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		
MA1210	College Mathematics I+		4.5
MA1310	College Mathematics II+		4.5
EN1320	Composition I+		4.5
EN1420	Composition II+		4.5
CO2520	Communications+		4.5
PH2530	Physics+		4.5
SP2750	Group Theory+		4.5
		Subtotal	**31.5**
	Core Courses		
NT1110	Computer Structure and Logic+		4.5
ET1210	DC-AC Electronics+		4.5
NT1210	Introduction to Networking+		4.5
ET1220	Digital Fundamentals+		4.5
ET1310	Solid State Devices+		4.5
ET1410	Integrated Circuits+		4.5
ET2530	Electronic Communications+		4.5
ET2560	Introduction to C Programming+		4.5
ET2640	Microprocessors and Microcontrollers+		4.5
ET2750	Programmable Logic Controllers+		4.5
ET2799	Electrical Engineering Technology Capstone Project+		4.5
		Subtotal	**49.5**
	General Studies Courses		
GS1140	Problem Solving Theory+		4.5
GS1145	Strategies for the Technical Professional+		4.5
		Subtotal	**9.0**
	Elective Course		
---------	Unspecified Elective course+*		3.0
		Program Total	**93.0**

+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 course requirement are ET2760, GS2745 and NT2710. The course descriptions for these courses are in the Course Descriptions section of the catalog

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

DRAFTING AND DESIGN TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE

Objectives - This program exposes students to a variety of fundamental skills utilized in entry-level computer aided-drafting (CAD) and design positions. Students are exposed to CAD technologies and conventional drafting methods to produce various designs, working drawings, charts, forms and records. Students will be exposed to both classroom theory and laboratory projects.

Career Opportunities - This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level positions involving drafting and design, and may include mechanical drafting and design, Building Information Modeling (BIM), architectural drafting and design, parametric modeling, civil drafting and design and structural detailing.

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

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

School Equipment - Throughout the program students will use portable drafting tables and parallel edges. The CAD laboratory is equipped with computers, design software and plotters. Students regularly use smaller tools such as 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		
MA1210	College Mathematics I+		4.5
MA1310	College Mathematics II+		4.5
EN1320	Composition I+		4.5
EN1420	Composition II+		4.5
CO2520	Communications+		4.5
PH2530	Physics+		4.5
ES2555	Survey of Economics+		4.5
		Subtotal	**31.5**
	Core Courses		
DT1110	Introduction to Drafting and Design Technology+		4.5
DT1210	Rapid Visualization Techniques+		4.5
DT1230	CAD Methods+		4.5
DT1320	Building Information Modeling (BIM)+		4.5
DT1325	Sustainability in Design+		4.5
DT1410	Materials and Processes in Design+		4.5
DT1430	Parametric Modeling+		4.5
DT2510	Advanced CAD Methods+		4.5
DT2520	3D Civil Drafting+		4.5
DT2630	3D Modeling and Visualization+		4.5
DT2799	Drafting and Design Technology Capstone Project+		4.5
		Subtotal	**49.5**
	General Studies Courses		
GS1140	Problem Solving Theory+		4.5
GS1145	Strategies for the Technical Professional+		4.5
		Subtotal	**9.0**
	Elective Course		
---------	Unspecified Elective course+*		3.0
		Program Total	**93.0**

+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 course requirement are GS2745 and DT2740. The course descriptions for these courses are in the Course Descriptions section of the catalog

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 BUSINESS

PROJECT MANAGEMENT AND ADMINISTRATION - PROJECT MANAGEMENT AND ADMINISTRATION OPTION, CONSTRUCTION OPTION, AND INFORMATION TECHNOLOGY OPTION

BACHELOR OF SCIENCE DEGREE

Objectives - This program exposes students to fundamental knowledge and skills utilized in entry-level project management and administrative positions. Students will be exposed to a variety of skills relating to planning, organizing, implementing, leading and controlling the work of a project to meet the goals and objectives of the organization. The program explores various areas of the Project Management Body of Knowledge (PMBOK®).

The Project Management and Administration option of the Project Management and Administration program helps students understand the project planning process, including the project life cycle, requirements and scope and quality assurance plans. Core competencies include tools and techniques used in project management for planning, scheduling and creating strategies to identify risks and quantify their impact.

The Construction option of the Project Management and Administration program exposes students to a variety of techniques utilized to manage, coordinate and supervise the construction process from concept development through project completion on timely and economic bases.

The Information Technology option of the Project Management and Administration program helps students understand how to apply principles of information technology, computer systems management and business operations to the planning, management and evaluation of information technology in organizations.

Career Opportunities - This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level project management and administration positions.

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 - This program of study offers three 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.

Project Management and Administration Option

Course Number	Course	Credit Hours
	General Education Courses*	
--------	Unspecified General Education courses+	22.5
MA3110	Statistics+	4.5
PY3150	Psychology+	4.5
SS3150	Research Methods+	4.5
EN3220	Written Analysis+	4.5
SP3450	Social Psychology+	4.5
HU4640	Ethics+	4.5
SC4730	Environmental Science+	4.5
	Subtotal	**54.0**
	Core Courses	
--------	Unspecified Core courses+** (must include MG4650 or PM4790)	49.5
BU3110	Business Negotiation+	4.5
PM3110	Introduction to Project Management+	4.5
FN3140	Accounting and Finance for Business+	4.5
PM3220	Project Communication and Documentation+	4.5
PM3225	Project Management Tools and Techniques+	4.5
BU3315	Quantitative Analysis+	4.5
PM3320	Project Cost and Budget Management+	4.5
PM3325	Project Quality Management+	4.5
PM3420	Procurement and Contract Management+	4.5
PM4530	Management of Global Projects+	4.5
PM4620	Project Risk Management+	4.5
PM4799	Project Management and Administration Capstone Project+	4.5
	Subtotal	**103.5**
	Elective Courses	
--------	Unspecified Elective courses+	22.5
	Minimum required credit hours for the Baccalaureate degree (Grand Total)	**180.0**

Construction Option

Course Number	Course		Credit Hours
	General Education Courses*		
--------	Unspecified General Education courses+		22.5
MA3110	Statistics+		4.5
PY3150	Psychology+		4.5
SS3150	Research Methods+		4.5
EN3220	Written Analysis+		4.5
SP3450	Social Psychology+		4.5
HU4640	Ethics+		4.5
SC4730	Environmental Science+		4.5
		Subtotal	**54.0**
	Core Courses		
--------	Unspecified Core courses+** (must include PM4650 or PM4790)		49.5
PM3110	Introduction to Project Management+		4.5
PM3150	Construction Techniques+		4.5
PM3220	Project Communication and Documentation+		4.5
PM3225	Project Management Tools and Techniques+		4.5
PM3320	Project Cost and Budget Management+		4.5
PM3325	Project Quality Management+		4.5
PM3420	Procurement and Contract Management+		4.5
PM3450	Building Codes+		4.5
PM4530	Management of Global Projects+		4.5
PM4550	Construction Cost Estimating+		4.5
PM4620	Project Risk Management+		4.5
PM4797	Project Management and Administration–Construction Option Capstone Project+		4.5
		Subtotal	**103.5**
	Elective Courses		
--------	Unspecified Elective courses+		22.5
	Minimum required credit hours for the Baccalaureate degree (Grand Total)		**180.0**

Information Technology Option

Course Number	Course		Credit Hours
	General Education Courses*		
--------	Unspecified General Education courses+		22.5
MA3110	Statistics+		4.5
PY3150	Psychology+		4.5
SS3150	Research Methods+		4.5
EN3220	Written Analysis+		4.5
SP3450	Social Psychology+		4.5
HU4640	Ethics+		4.5
SC4730	Environmental Science+		4.5
		Subtotal	**54.0**
	Core Courses		
--------	Unspecified Core courses+** (must include MG4650 or PM4790)		49.5
PM3110	Introduction to Project Management+		4.5
PM3140	Systems Analysis+		4.5
PM3220	Project Communication and Documentation+		4.5
PM3225	Project Management Tools and Techniques+		4.5
PM3320	Project Cost and Budget Management+		4.5
PM3325	Project Quality Management+		4.5
PM3420	Procurement and Contract Management+		4.5
PM3440	Project Management for Information Technology+		4.5
PM4530	Management of Global Projects+		4.5
PM4540	Managing Software Development Projects+		4.5
PM4620	Project Risk Management+		4.5
PM4795	Project Management and Administration–Information Technology Option Capstone Project+		4.5
		Subtotal	**103.5**
	Elective Courses		
--------	Unspecified Elective courses+		22.5
	Minimum required credit hours for the Baccalaureate degree (Grand Total)		**180.0**

+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.

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.

ACCOUNTING
ASSOCIATE OF APPLIED SCIENCE DEGREE

Objectives - The program exposes students to fundamental knowledge and skills utilized in entry-level accounting. Students will be exposed to a variety of skills used to provide technical administrative support to professional accountants and other financial management personnel. Students are introduced to a variety of accounting topics, including posting transactions to accounts, record-keeping systems, accounting software operation and general accounting principles and practices.

Career Opportunities - This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level accounting and bookkeeping positions.

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: computers, pertinent software, 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		
MA1210	College Mathematics I+		4.5
EN1320	Composition I+		4.5
EN1420	Composition II+		4.5
CO2520	Communications+		4.5
ES2550	Microeconomics+		4.5
ES2560	Macroeconomics+		4.5
		Subtotal	**27.0**
	Core Courses		
BU1110	Introduction to Business+		4.5
AC1220	Accounting Principles I+		4.5
AC1320	Accounting Principles II+		4.5
MG1350	Fundamentals of Supervision+		4.5
BU1410	Management Information Systems+		4.5
AC1420	Financial Accounting+		4.5
AC2520	Tax Preparation+		4.5
AC2620	Fundamentals of Managerial Accounting+		4.5
BU2620	Fundamentals of Business Communications+		4.5
FN2640	Fundamentals of Finance+		4.5
AC2720	Cost Accounting+		4.5
AC2799	Accounting Capstone Project+		4.5
		Subtotal	**54.0**
	General Studies Courses		
GS1140	Problem Solving Theory+		4.5
GS1145	Strategies for the Technical Professional+		4.5
GS2745	Advanced Strategies for the Technical Professional+		3.0
		Subtotal	**12.0**
		Program Total	**93.0**

+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.

BUSINESS MANAGEMENT
ASSOCIATE OF APPLIED SCIENCE DEGREE

Objectives - This program exposes students to fundamental skills utilized in a variety of entry-level business positions and offers a foundation to help students develop business knowledge and skills. The program introduces the fundamentals of marketing, accounting, communications, supervision and management. Students are exposed to teamwork concepts, technology and multiple approaches to problem solving.

Career Opportunities - This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level business positions.

Admission Requirements - Refer to the Admission section of this catalog for information relating to the 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: computers, pertinent software, 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			
MA1210	College Mathematics I+			4.5
EN1320	Composition I+			4.5
EN1420	Composition II+			4.5
CO2520	Communications+			4.5
ES2550	Microeconomics+			4.5
ES2560	Macroeconomics+			4.5
		Subtotal	**27.0**	
	Core Courses			
BU1110	Introduction to Business+			4.5
AC1220	Accounting Principles I+			4.5
AC1320	Accounting Principles II+			4.5
MG1350	Fundamentals of Supervision+			4.5
BU1410	Management Information Systems+			4.5
AC1420	Financial Accounting+			4.5
MK2530	Fundamentals of Marketing+			4.5
BU2620	Fundamentals of Business Communications+			4.5
FN2640	Fundamentals of Finance+			4.5
MG2650	Fundamentals of Management+			4.5
BU2760	Business Law+			4.5
BU2799	Business Management Capstone Project+			4.5
		Subtotal	**54.0**	
	General Studies Courses			
GS1140	Problem Solving Theory+			4.5
GS1145	Strategies for the Technical Professional+			4.5
		Subtotal	**9.0**	
	Elective Course			
---------	Unspecified Elective course+*			3.0
		Program Total		**93.0**

+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 course requirement are BU2710 and GS2745. The course descriptions for these courses are in the Course Descriptions section of the catalog

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

CRIMINOLOGY AND FORENSIC TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE

Objectives - This program exposes students to fundamental knowledge and skills utilized in the field of criminology and forensics. Areas of study include the criminal justice system, criminal law, law enforcement, forensics and investigations. This program contains report writing, communications, problem solving and computer coursework designed to help students prepare for entry-level positions in the field of criminal justice.

Career Opportunities - This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level corrections, criminology and investigative positions.

*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: computers, pertinent 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 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**		
SC1130	Survey of the Sciences+		4.5
MA1210	College Mathematics I+		4.5
EN1320	Composition I+		4.5
PS1350	American Government+		4.5
EN1420	Composition II+		4.5
CO2520	Communications+		4.5
		Subtotal	**27.0**
	Core Courses		
CJ1110	Introduction to Criminal Justice+		4.5
CJ1210	Criminology+		4.5
CJ1220	Fundamentals of Law Enforcement+		4.5
CJ1310	Criminal Justice Report Writing+		4.5
CJ1320	Investigations+		4.5
LE1430	Fundamentals of Criminal Law+		4.5
CJ1440	Community Corrections+		4.5
CJ1470	Criminalistics+		4.5
CJ2570	Forensic Technology+		4.5
CJ2670	Computer Forensics+		4.5
CJ2799	Criminology and Forensic Technology Capstone Project+		4.5
		Subtotal	**49.5**
	General Studies Courses		
GS1140	Problem Solving Theory+		4.5
GS1145	Strategies for the Technical Professional+		4.5
GS2745	Advanced Strategies for the Technical Professional+		3.0
		Subtotal	**12.0**
	Elective Core Course		
---------	Unspecified Elective Core course+***		4.5
		Program Total	**93.0**

+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.

***Courses offered at this school that satisfy the Unspecified Elective Core course requirement are CJ2640, CJ2650 and CJ2699. The course descriptions for these courses are in the Course Descriptions section of the catalog. The CJ2699 course involves an externship. Externship opportunities are limited and may not be available every quarter or for every student who desires to take CJ2699. Any student interested in CJ2699 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.

BRECKINRIDGE SCHOOL OF NURSING AND HEALTH SCIENCES

NURSING

ASSOCIATE OF APPLIED SCIENCE DEGREE

Objectives - The objective of the Nursing program is to help graduates prepare to become licensed Registered Nurses (RNs) after successful completion of the NCLEX-RN (National Council Licensure Examination). The program combines theory and clinical components in addressing the concepts of professional nursing roles: caregiver, advocate, educator, communicator and manager.

Areas of study include nursing values and roles, fundamental nursing concepts and techniques, adult health nursing, gerontological nursing, mental health nursing, maternal child nursing, critical care nursing and pharmacology, with nutrition and dosage calculation integrated throughout the program.

Career Opportunities - Graduates of this program are eligible to apply for the NCLEX exam for licensure as a Registered Nurse. Graduates may pursue careers as Registered Nurses, caring for patients across the life span in a variety of health care areas ranging from intensive care nursing to community based settings.

Admission Requirements - Refer to the Admission section of the catalog for information relating to admission requirements and procedures for this program.

School Equipment - Students will have the opportunity to use the nursing lab to develop nursing care skills, as well as school equipment such as networked computer systems 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 15-30 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		
MA1210	✪	College Mathematics I+		4.5
EN1320		Composition I+		4.5
EN1420		Composition II+		4.5
AP2530		Human Anatomy and Physiology I+		4.5
SO2550		Sociology+		4.5
AP2630		Human Anatomy and Physiology II+		4.5
SC2730		Microbiology+		4.5
PY3150		Psychology+		4.5
			Subtotal	**36.0**
		Core Courses		
NU1210		Nursing Roles I		2.0
NU1220		Medical Terminology/Dosage Calculations		1.0
NU1320		Clinical Nursing Concepts and Techniques I		4.5
NU1421		Clinical Nursing Concepts and Techniques II*		6.0
NU1426		Pharmacology		4.0
NU2530		Adult Nursing I*		8.0
NU2630		Adult Nursing II*		8.0
NU2740		Mental Health Nursing*		5.0
NU2745		Gerontologic Nursing*		5.0
NU2810		Nursing Roles II		2.0
NU2840		Maternal Child Nursing*		8.0
NU2899		Nursing Capstone*		10.0
			Subtotal	**63.5**
		General Studies Course		
GS1145		Strategies for the Technical Professional+		4.5
			Program Total	**104.0**

+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.**

* This course includes a clinical component that must be sucessfully completed by the student at one or more medical care facilities that are assigned to the student by the school.

✪This course includes a prerequisite that is satisfied by the student scoring a minimum of 70% on the math section of the Health Education Systems, Inc. Admission Assessment (“HESI A2”) examination.

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.

MEDICAL ASSISTING AND ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE DEGREE

Objectives - The program exposes students to various medical office administrative services and clinical duties, routine diagnostic and recording procedures, pre-examination and examination assistance, and the administration of medications and first aid. The program includes instruction in basic anatomy and physiology, medical terminology, medical law and ethics, patient psychology and communications, medical office procedures, and clinical diagnostic, examination, testing and treatment procedures.

Career Opportunities - This degree program offers students enrolled in the program an opportunity to develop knowledge and skills that can help them pursue employment in a variety of entry-level positions in many types of healthcare settings that utilize various aspects of medical assisting and administration.

Graduates of this degree program will have the opportunity for certification when they complete the program. Graduates should be eligible to take the Registered Medical Assistant (RMA) examination offered by the American Medical Technologists (AMT). The Medical Assisting and Administration program is currently not accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org). Graduates are not eligible to take the Certified Medical Assistant (CMA) examination that is offered by the American Association of Medical Assistants (AAMA). Registration and certification requirements for and passing these examinations are controlled by outside agencies and subject to change without notice. Therefore, the institution cannot guarantee that graduates will be eligible to take the certification or registration exams at all or any specific time, regardless of their eligibility status upon enrollment.

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 Health Sciences lab to develop clinical skills as well as school equipment, such as network computer systems 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 - Class generally ranges in size from 15-30 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		
MA1210	College Mathematics I+		4.5
EN1320	Composition I+		4.5
EN1420	Composition II+		4.5
CO2520	Communications+		4.5
AP2530	Human Anatomy and Physiology I+		4.5
AP2630	Human Anatomy and Physiology II+		4.5
PY2750	Introduction to Psychology+		3.0
		Subtotal	**30.0**
	Core Courses		
HM1120	Medical Terminology for Healthcare Professionals+		4.5
ME1231	Administrative Medical Assisting +		4.5
HM1310	Information Systems and Technology in Healthcare+		4.5
ME1431	Clinical Medical Assisting+		4.5
HM2520	Medical Coding I+		4.5
ME2531	Medical Office Laboratory Procedures+		4.5
ME2610	Medical Reimbursement and Documentation+		4.5
HM2620	Medical Coding II+		4.5
ME2631	Medical Office Specialty Procedures+		4.5
ME2635	Medication Administration+		4.5
ME2799	Medical Assisting and Administration Externship*		6.0
		Subtotal	**51.0**
	General Studies Course		
GS1140	Problem Solving Theory+		4.5
GS1145	Strategies for the Technical Professional+		4.5
GS2745	Advanced Strategies for the Technical Professional+		3.0
		Subtotal	**12.0**
		Program Total	**93.0**

+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.**

* This course includes an externship component that must be sucessfully completed by the student at one or more medical care facilities that are assigned to the student by the school.

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

AP, CO, EN, ES, HU, MA, PH, PS, PY, SC, SO, SP and SS courses = General Education
AC, BU, CJ, DT, ET, FN, HM, IS, LE, ME, MG, MK, NT, NU, PL, PM, PT and SD courses = Core
GS courses = General Studies

General Education Courses

SC1130 Survey of the Sciences
A 4.5 credit hour Science course
This survey course is designed to familiarize the student with the methods of rational inquiry and problem solving in the sciences. Students will explore a selection of topics in the scientific fields including physics, chemistry, biology, astronomy and earth science, to develop basic scientific literacy and the ability to critically analyze issues of science. This course includes a laboratory component.

MA1210 College Mathematics I
A 4.5 credit hour Mathematics course
This course focuses on fundamental mathematical concepts including quadratic, polynomial and radical equations, linear functions and their graphs, systems of linear equations, functions and their properties and matrices. Activities will include solving problems and using appropriate technological tools. **Prerequisite: GS1140 Problem Solving Theory or equivalent**

MA1310 College Mathematics II
A 4.5 credit hour Mathematics course
This course will include the following concepts: exponential and logarithmic equations and functions, graphs of trigonometric functions, trigonometric equations, polar coordinates, oblique triangles, vectors and sequences. **Prerequisite: MA1210 College Mathematics I or equivalent**

EN1320 Composition I
A 4.5 credit hour Composition course
This course examines phases of the writing process, with emphasis on the structure of writing and techniques for communicating clearly, precisely and persuasively. **Prerequisite: GS1145 Strategies for the Technical Professional or equivalent**

PS1350 American Government
A 4.5 credit hour Social Science course
This course examines principles and theory related to the United States federal government, including the development and foundations of the U.S. Constitution, the organization and function of the federal government including the legislative, executive and judicial branches, political parties, the electoral process, and the relationship between states and the federal government. **Prerequisite: EN1320 Composition I or equivalent**

EN1420 Composition II
A 4.5 credit hour Composition course
This course builds on the foundations of Composition I with additional emphasis in rhetorical structures, argumentation, and research. Presenting strong arguments using visual and oral communication techniques is also included. **Prerequisite: EN1320 Composition I or equivalent**

CO2520 Communications
A 4.5 credit hour Humanities course
The course focuses on the history, principles and techniques of interpersonal, organizational and mass communications, and on communicating using written, verbal and visual formats. **Prerequisites: Completion of a minimum of 54 credits earned in the program of study including EN1320 Composition I or equivalent**

AP2530 Human Anatomy and Physiology I
A 4.5 credit hour Science course
This course introduces students to anatomy and physiology of the human body using a systems approach, focusing on the integumentary system, bones and skeletal tissues, joints, muscles, the nervous system, special senses and the endocrine system. This course includes a laboratory component.

PH2530 Physics
A 4.5 credit hour Science course
This course introduces students to the principles of general physics. Practical applications demonstrate the theory. This course includes a laboratory component. **Prerequisite: MA1310 College Mathematics II or equivalent**

ES2550 Microeconomics
A 4.5 credit hour Social Science course
This course introduces the economic way of thinking and applies basic principles of microeconomics. It is the study of choices made by households, firms and governments and how these choices impact the market economy. **Prerequisites: MA1210 College Mathematics I or equivalent, EN1320 Composition I or equivalent. Students may not receive credit for both ES2550 Microeconomics or equivalent and ES2555 Survey of Economics or equivalent.**

SO2550 Sociology
A 4.5 credit hour Social Science course
This course introduces the theories and methods sociologists use to explain and predict the dynamics of the contemporary social world. Emphasis is on sociological perspective, culture, social inequality, social change and institutions. **Prerequisite: EN1320 Composition I or equivalent**

ES2555 Survey of Economics
A 4.5 credit hour Social Science course
This course introduces basic principles of both microeconomics and macroeconomics. **Prerequisites: MA1210 College Mathematics I or equivalent, EN1320 Composition I or equivalent. Students may not receive credit for both ES2555 Survey of Economics and ES2550 Microeconomics or for both ES2555 Survey of Economics and ES2560 Macroeconomics.**

ES2560 Macroeconomics
A 4.5 credit hour Social Science course
This course is the study of aggregate economic activity. Students apply basic principles of macroeconomics to unemployment, inflation and economic growth. **Prerequisites: MA1210 College Mathematics I or equivalent, EN1320 Composition I or equivalent. Students may not receive credit for both ES2555 Survey of Economics or equivalent and ES2560 Macroeconomics or equivalent.**

AP2630 Human Anatomy and Physiology II
A 4.5 credit hour Science course
Building upon Human Anatomy and Physiology I, this course focuses on the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems, as well as metabolism, acid-base balance, fluid and electrolyte balance and nutrition. This course includes a laboratory component. **Prerequisite: AP2530 Human Anatomy and Physiology I or equivalent**

SC2730 Microbiology
A 4.5 credit hour Science course
This course introduces students to the microbial world, including the structure, functioning and diversity of microorganisms. This course includes a laboratory component.

PY2750 Introduction to Psychology
A 3.0 credit hour Social Science course
This course introduces psychological theories related to the human mind and human behavior. The course involves the science of perception, learning, information analysis, and psychological development over the human life span. **Prerequisite: EN1420 Composition II or equivalent**

SP2750 Group Theory
A 4.5 credit hour Social Science course
This course is an overview of the theory related to groups of people bonded by task or culture. Emphasis is on communication, critical thinking and group process theory, including social exchange theory, structuration theory, functional theory, group ethics, diversity and related communication conflicts, group decision-making, creativity, leadership and gender. **Prerequisite: EN1320 Composition I or equivalent**

MA3110 Statistics
A 4.5 credit hour Mathematics course
This course introduces descriptive and inferential statistics. Topics include probability and probability distributions, confidence intervals, hypothesis testing and linear regression. **Prerequisites: EN1320 Composition I or equivalent, MA1210 College Mathematics I or equivalent**

PY3150 Psychology
A 4.5 credit hour Social Science course
This course introduces psychological theories from behavioral, humanistic and biological viewpoints. Students apply the skills of critical thinking, observation, information gathering and analysis to practice social science and scientific methodology. **Prerequisite: EN1320 Composition I or equivalent**

SS3150 Research Methods
A 4.5 credit hour Social Science course
This course introduces a step-by-step approach to conducting research. Topics include scientific reasoning, applying critical thinking principles to assess validity and reliability in research, and production of research-based documents. **Prerequisites: EN1420 Composition II or equivalent, MA3110 Statistics or equivalent or MA3310 Calculus I or equivalent**

EN3220 Written Analysis
A 4.5 credit hour Composition course
This course introduces theories and principles of critical and creative thinking with the goal of analysis and production of comprehensive written documents. Focus is on critically evaluating ideas and arguments. **Prerequisites: EN1420 Composition II or equivalent, SS3150 Research Methods or equivalent**

MA3310 Calculus I
A 4.5 credit hour Mathematics course
This course is an introduction to differential and integral calculus. Topics include limits, continuity, derivatives, antiderivatives and both definite and indefinite integrals. **Prerequisite: MA1310 College Mathematics II or equivalent**

MA3410 Calculus II
A 4.5 credit hour Mathematics course
A continuation of Calculus I, this course introduces methods of integration, partial derivatives and double integration, integration and differentiation of the trigonometric and logarithmic functions, series and progressions, the Laplace transform, and differential equations. **Prerequisite: MA3310 Calculus I or equivalent**

SP3450 Social Psychology
A 4.5 credit hour Social Science course
This course is a survey of theories and research concerned with how individuals behave in social constructs, and how they influence and are influenced by other people. **Prerequisites: EN1420 Composition II or equivalent, SS3150 Research Methods or equivalent**

HU4640 Ethics
A 4.5 credit hour Humanities course
This course introduces fundamentals of, and differences in, the morals and rules of conduct among individuals. Focus is on the identification and analysis of a variety of theoretical moral constructs and their application to individual and personal behavior. **Prerequisite: EN3220 Written Analysis or equivalent**

SC4730 Environmental Science
A 4.5 credit hour Science course
This course explores the issues of environmental science using an integrative approach against a political, geographic, cultural and economic backdrop. Through hands-on and virtual labs and applied problem sets, students will study the impact humans have on the environment and the costs and benefits of mitigating the impact. This course includes a laboratory component. **Prerequisites: EN1420 Composition II or equivalent, MA1210 College Mathematics I or equivalent**

Core Courses

AC1220 Accounting Principles I
4.5 credit hours
This course involves accounting principles and presents accounting standards, inventory methods, depreciation, and financial components that comprise the income statement, balance sheet and statement of cash flows. Students will perform accounting exercises to solve business problems. **Prerequisite: GS1140 Problem Solving Theory or equivalent**

AC1320 Accounting Principles II
4.5 credit hours
This course expands on the concepts taught in Accounting Principles I, and includes a broader analysis of financial statements and their components. Students study differences between long and short-term liabilities, stocks and bonds, and the uses of management versus financial accounting. **Prerequisite: AC1220 Accounting Principles I or equivalent**

AC1420 Financial Accounting
4.5 credit hours
In this course, students practice producing financial statements using different classes of assets and inventory valuation methods. It includes the preparation of trial balances and the use of financial ratios to determine a measure of the financial health of a company. **Prerequisite: AC1320 Accounting Principles II or equivalent**

AC2520 Tax Preparation
4.5 credit hours
In this course, students compare and contrast individual and corporate tax models and analyze the tax practice environment. Topics include the disposition of assets, accounting for tax expense, estate property valuation and auditing in the organization. **Prerequisite: AC1420 Financial Accounting or equivalent**

AC2620 Fundamentals of Managerial Accounting
4.5 credit hours
In this course, students will analyze internal business accounting statements and accounting reports used for management planning and decision making. **Prerequisite: AC1420 Financial Accounting or equivalent**

AC2720 Cost Accounting
4.5 credit hours
This course focuses on the evaluation of business cost elements and budgeting for future periods. Topics include cost analysis, variances, inventory costing and control of business finances. **Prerequisite: AC1420 Financial Accounting or equivalent**

AC2799 Accounting Capstone Project
4.5 credit hours
This is a project course in which students solve an accounting problem that is designed to combine elements of courses in the program. The instructor must approve the scope and depth of the student's project and acts as a resource for the student during the execution of the project. A formal written document and presentation are required. **Prerequisites: Must be taken during the student's final quarter of study**

BU1110 Introduction to Business
4.5 credit hours
This course explores fundamental processes of management, teamwork, motivation, customer satisfaction, and the production of goods and services. Students will examine ethical and social responsibilities for businesses, and compare business operations in U.S. companies to business operations in foreign countries.

BU1410 Management Information Systems
4.5 credit hours
This course examines fundamentals of information systems used in business. Topics include choice of hardware and software, security, backup, virus protection, and the use of internal and external communication to solve business problems. **Prerequisite: BU1110 Introduction to Business or equivalent**

BU2620 Fundamentals of Business Communications
4.5 credit hours
This course explores methods to create effective communications within the organization. Concentration is on collaborative communications, communicating bad-news messages and conducting persuasive presentations. Students practice with a variety of electronic and hard copy media and will give a professional presentation at the end of the course. **Prerequisite: EN1320 Composition I or equivalent**

BU2710 Advanced Business Productivity Software
3.0 credit hours
This course focuses on the advanced use of business productivity software including complex assignments that require advanced formatting and functionality. Instruction will include embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. This course examines the concepts found in the Microsoft Office Specialist (MOS) Master certification exam. **Prerequisite: GS1145 Strategies for the Technical Professional or equivalent**

BU2760 Business Law
4.5 credit hours
This course examines the legal environment in business, focusing on legal and ethical issues. Students review tort law, criminal law, cyber crimes, contracts, bankruptcy, employment law and property law. **Prerequisites: BU1110 Introduction to Business or equivalent or PL1110 Introduction to Paralegal or equivalent, EN1320 Composition I or equivalent**

BU2799 Business Management Capstone Project
4.5 credit hours
This is a project course in which students solve a business problem that is designed to combine elements of all of the courses in the program. The instructor must approve the scope and depth of the student's project and acts as a resource for the student during the execution of the project. A formal written document and presentation are required. **Prerequisites: Must be taken during the student's final quarter of study**

BU3110 Business Negotiation
4.5 credit hours
This course examines topics in business negotiation, such as general contracts, labor agreements and sales contracts. Students will use standard scenarios to practice developing settlements that are fair for all parties involved in a negotiation. **Prerequisites: BU1110 Introduction to Business or equivalent or PM3110 Introduction to Project Management or equivalent, FN2640 Fundamentals of Finance or equivalent or FN3140 Accounting and Finance for Business or equivalent**

BU3315 Quantitative Analysis
4.5 credit hours
This course focuses on mathematical methods used in decision making. Topics include linear programming, queuing theory, transportation method and working under conditions of uncertainty to make choices that improve business outcomes. Students will use software to practice solving business problems. **Prerequisite: MA3110 Statistics or equivalent**

CJ1110 Introduction to Criminal Justice
4.5 credit hours
This survey course introduces the scope, principles and purposes of the American criminal justice system with emphasis on criminology, forensics, law enforcement, courts, corrections and security.

CJ1210 Criminology
4.5 credit hours
This course introduces the fundamentals of the causes and control of crime. **Prerequisite: CJ1110 Introduction to Criminal Justice or equivalent**

CJ1220 Fundamentals of Law Enforcement
4.5 credit hours
This course provides an overview of policing and law enforcement, criminal justice administration and community policing. Topics include a historical and social review of policing with an emphasis on current trends and strategies used by modern law enforcement agencies to combat and prevent crime. **Prerequisite: CJ1110 Introduction to Criminal Justice or equivalent**

CJ1310 Criminal Justice Report Writing
4.5 credit hours
This course introduces the process of documenting and writing clear, concise, complete and accurate reports common in criminal justice fields. **Prerequisites: CJ1110 Introduction to Criminal Justice or equivalent, EN1320 Composition I or equivalent**

CJ1320 Investigations
4.5 credit hours
This course introduces the processes and procedures used in conducting investigations in criminal justice fields. Students will practice detection, investigation and solution of criminal justice problems. **Prerequisite: CJ1110 Introduction to Criminal Justice or equivalent**

CJ1440 Community Corrections
4.5 credit hours
This course introduces fundamentals of the probation and parole system in the United States as well as other components of community corrections. **Prerequisite: CJ1210 Criminology or equivalent**

CJ1470 Criminalistics
4.5 credit hours
This course introduces modern methods used to examine and investigate evidence. This course includes problem sets and a laboratory component. **Prerequisite: CJ1320 Investigations or equivalent**

CJ2570 Forensic Technology
4.5 credit hours
This course is a continuation of the study of forensics begun in the Criminalistics course. Students use principles of forensics and technology tools to further examine evidence and recreate crime scenes. **Prerequisite: CJ1470 Criminalistics or equivalent**

CJ2640 The American Jail
4.5 credit hours
This course introduces the process and procedures used in jailing in the United States, including security, booking, operations and jail programs. Topics include the relationship between courts and jails. **Prerequisite: CJ1210 Criminology or equivalent**

CJ2650 Security Operations and Management
4.5 credit hours
This course introduces fundamentals of planning, resource allocation, risk management and implementation of a prepared plan in providing security and in times of crisis. **Prerequisite: CJ1110 Introduction to Criminal Justice or equivalent**

CJ2670 Computer Forensics
4.5 credit hours
This course introduces fundamentals of securing a crime scene and gathering evidence from computers used in a crime. **Prerequisite: CJ1110 Introduction to Criminal Justice or equivalent**

CJ2699 Criminal Justice Externship
4.5 credit hours
This course provides students with an opportunity to apply knowledgeand skills acquired in the program in a real world experience for 135 hours. **Prerequisites: Completion of a minimum of 67 credits earned in the program of study**

CJ2799 Criminology and Forensic Technology Capstone Project
4.5 credit hours
This is a culminating course in the Criminology and Forensic Technology program. Students are given the opportunity to demonstrate skills and knowledge developed from courses in the program. **Prerequisites: Must be taken during the student's final quarter of study, and requires prior satisfactory completion of CJ2570 Forensic Technology or equivalent**

DT1110 Introduction to Drafting and Design Technology
4.5 credit hours
This course introduces technical drafting and design practices. Topics include lettering, metric construction, technical sketching, orthographic projection, sections, intersections, development, fasteners, theory and applications of dimensioning and tolerances, pictorial drawing, and the preparation of working and detailed drawings.

DT1210 Rapid Visualization Techniques
4.5 credit hours
This course introduces the concepts of rapid communication of design topics utilizing techniques of freehand drawing and their application to technical sketching and design visualization. Hands-on projects 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.

DT1230 CAD Methods
4.5 credit hours
This course examines computer-aided drafting (CAD) techniques utilizing CAD equipment. Hands-on projects include geometric construction, various projections, sections, auxiliaries, dimensioning, sketching, and detail drawing that is practiced and applied using proper CAD procedures. Maintenance of CAD drawing files through the use of operating system commands is applied and stressed. **Prerequisite: DT1110 Introduction to Drafting and Design Technology or equivalent**

DT1320 Building Information Modeling (BIM)
4.5 credit hours
This course examines architectural planning and design utilizing Building Information Management (BIM) techniques. 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 sections of building projects. **Prerequisite: DT1230 CAD Methods or equivalent**

DT1325 Sustainability in Design
4.5 credit hours
In this course, students investigate the challenges of implementing sustainability in a variety of contexts, from the perspectives of climate change, energy use, natural resource use and ecosystems/land use. Students explore current trends of sustainability as it applies to design, manufacturing and building. Topics include materials, manufacturing techniques, new technologies, renewable resources and product life cycle analysis. **Prerequisite: DT1230 CAD Methods or equivalent**

DT1410 Materials and Processes in Design
4.5 credit hours
This course emphasizes the materials and processes used in manufacturing and construction. Students are introduced to a variety of construction and manufacturing materials, machine tools and tooling used in a variety of processes. Emphasis is placed on terminology and function.

DT1430 Parametric Modeling
4.5 credit hours
This course examines the creation of parametric models utilizing design software. Topics include working with constrained geometry, creating and documenting assemblies, and advanced part modeling techniques. **Prerequisite: DT1230 CAD Methods or equivalent**

DT2510 Advanced CAD Methods
4.5 credit hours
This is a course in computer-aided design for the advanced CAD user. Students utilize a typical CAD system to design and analyze mechanical systems, architectural structures and other devices. This course reinforces CAD skills studied in the CAD Methods course. **Prerequisite: DT1230 CAD Methods or equivalent**

DT2520 3D Civil Drafting
4.5 credit hours
This course provides an introduction to civil drafting and design using surveying and engineering data to draw civil engineering plans. Topics include legal descriptions, plan and profile drawings, topographic mapping, cross-sections and required calculations. **Prerequisite: DT1320 Building Information Modeling (BIM) or equivalent**

DT2630 3D Modeling and Visualization
4.5 credit hours
This course explores 3D modeling, the application of realistic textures, lighting principles and techniques for the use of camera types. An emphasis is placed on industry trends and issues pertaining to rendering output for different mediums. **Prerequisite: DT1320 Building Information Modeling (BIM) or equivalent**

DT2740 Advanced CAD Methods using AutoCAD
3.0 credit hours
This course focuses on the tools, features and common tasks of AutoCAD. Topics will include altering objects, annotations, creating template content, creating additional drawing objects, dimensioning, drawing organization and inquiry commands, hatching objects, inserting and managing external references, isolating or hiding displayed objects, manipulating objects, layouts and visibility, printing and plotting, and reusable content. Students will demonstrate competency using all the AutoCAD commands and features. This course examines the concepts found in the AutoCAD Certified Professional certification exam. **Prerequisite: DT2510 Advanced CAD Methods or equivalent**

DT2799 Drafting and Design Technology Capstone Project
4.5 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: Must be taken during the student's final quarter of study, and requires prior satisfactory completion of DT1320 Building Information Modeling (BIM) or equivalent and DT1430 Parametric Modeling or equivalent**

ET1210 DC-AC Electronics
4.5 credit hours
This course examines properties and operations of electronics systems and circuits. Topics include types of circuits, electromagnetism, frequency, capacitance, transformers and voltage. Students apply electronics laws to solve circuit problems. **Prerequisite or Corequisite: MA1210 College Mathematics I or equivalent**

ET1220 Digital Fundamentals
4.5 credit hours
In this course, students examine the differences between analog and digital signals. Topics include transmission methods, binary data, logic operations, logic circuits, logic symbols, registers and counters. **Prerequisite: ET1210 DC-AC Electronics or equivalent; Prerequisite or Corequisite: MA1210 College Mathematics I or equivalent**

ET1310 Solid State Devices
4.5 credit hours
In this course, students study a variety of electronic devices, such as semiconductors, diodes, transistors and amplifiers. Bias circuits and methods and switching applications are discussed. Students analyze circuits and troubleshoot a power supply. **Prerequisite: ET1210 DC-AC Electronics or equivalent**

ET1410 Integrated Circuits
4.5 credit hours
This course explores principles of operational amplifier circuits (op-amps), AC and DC parameters and applications for power amplifiers, feedback, oscillation and line and load regulation. Students analyze and troubleshoot op-amp circuits. **Prerequisite: ET1310 Solid State Devices or equivalent**

ET2530 Electronic Communications
4.5 credit hours
In this course, students explore topics of electronic communications, such as the electromagnetic frequency spectrum, frequency bands, modulation, digital data, antennas, transmission lines and loads, government services and fiber optics. Exercises include diagramming modern transmitter and receiver components, plotting impedances, and making line and load conversions. **Prerequisites: ET1410 Integrated Circuits or equivalent, ET1220 Digital Fundamentals or equivalent, MA1310 College Mathematics II or equivalent**

ET2560 Introduction to C Programming
4.5 credit hours
This course is designed to help students understand the fundamental concepts and terminology of computer programming and practical skills used in designing, writing and debugging simple computer programs in C. **Prerequisite: NT1110 Computer Structure and Logic or equivalent**

ET2640 Microprocessors and Microcontrollers
4.5 credit hours
This course examines the creation, assembly, features, function, programming and product applications of contemporary microprocessors and microcontrollers. Students perform exercises in planning, designing, implementing and debugging functional microcontrollers. **Prerequisites: ET1220 Digital Fundamentals or equivalent, ET1410 Integrated Circuits or equivalent, ET2560 Introduction to C Programming or equivalent**

ET2750 Programmable Logic Controllers
4.5 credit hours
In this course, students study components, operations, maintenance and troubleshooting of programmable logic controllers (PLC). Topics include I/O addressing, ladder schematics, scan sequence, sensors, actuators, controls, data manipulation methods, timers and counters, sequencers and shift-registers. Students have a PLC project in this course. **Prerequisites: ET1220 Digital Fundamentals or equivalent, ET1410 Integrated Circuits or equivalent**

ET2760 Advanced PLC Programming
3.0 credit hours
This course focuses on the advanced use of core Programmable Logic Controllers (PLC) programming skills. The student will be required to demonstrate mastery of skills to create, modify, and troubleshoot PLC systems. This course examines the concepts found in the S7 Certified Programmer certification exam. **Prerequisite: ET2750 Programmable Logic Controllers or equivalent**

ET2799 Electrical Engineering Technology Capstone Project
4.5 credit hours
Final capstone project with fundamental review provides students with a design experience and integration of knowledge in electronics and computers gained in previous coursework, as well as a means to practice problem solving and teamwork, project management, technical writing skills and project presentation skills. **Prerequisites: Must be taken during the student's final quarter of study, and requires prior satisfactory completion of ET2640 Microprocessors and Microcontrollers or equivalent**

ET3110 Networking and Communications
4.5 credit hours
This course explores concepts of data communications and networking. Topics include basic data communications networks and systems, local area networks, internetworks and the Internet. **Prerequisite: NT1210 Introduction to Networking or equivalent**

ET3150 Automatic Industrial Control
4.5 credit hours
This course examines process control technology. Topics include analog and digital signal conditioning, sensors, final control operation, discrete-state process control, digital control and controllers. **Prerequisites: ET1220 Digital Fundamentals or equivalent, ET1410 Integrated Circuits or equivalent**

ET3220 Mobile Wireless Technology
4.5 credit hours
This course introduces mobile technology and wireless communications and their practical applications. Topics include wireless communications systems, mobile devices and mobile networking. **Prerequisite: ET3110 Networking and Communications or equivalent**

ET3280 Electrical Machines and Energy Conversion
4.5 credit hours
In this course, students study concepts of basic energy conversion and physical phenomena in electrical machine operation. Topics include magnetic materials and circuits, motors, generators, transformers and induction machines, synchronous machines and alternators. **Prerequisites: ET1210 DC-AC Electronics or equivalent, PH2530 Physics or equivalent**

ET3330 Telecommunications Systems and Technology
4.5 credit hours
This course explores concepts and applications of telecommunications systems and technology. Emphasis is on technical aspects of digital communications systems with digital signal processing, transmission, reception, storage and retrieval of information.
Prerequisite: ET2530 Electronic Communications or equivalent

ET3380 Power Electronics
4.5 credit hours
This course introduces principles and applications of power electronics. Topics include electric power conversion, conditioning and control, power devices and switches, switching techniques, rectifiers, converters and inverters, and switching power supplies.
Prerequisites: ET1410 Integrated Circuits or equivalent, ET3280 Electrical Machines and Energy Conversion or equivalent

ET3430 Fiber Optic Communications
4.5 credit hours
This course explores concepts of fiber optic communication systems. Topics include light sources, optical fibers and their properties, optical amplifiers, optical transmitters and receivers, communications systems and optical networks. **Prerequisite: ET3330 Telecommunications Systems and Technology or equivalent**

ET3480 Power Systems
4.5 credit hours
In this course, students study energy conversion, elements and the structure and operation of electric power systems. Topics include generators, transformers, load flow and power distribution, and the operation and analysis of power systems. **Prerequisite: ET3380 Power Electronics or equivalent**

ET4560 C++ Programming
4.5 credit hours
This course introduces concepts of object oriented programming and provides hands-on exercises in C++ programming. Areas of instruction include primitive data types, control structures, functions, pass-by-value, pass-by-reference, array, pointers, C-strings, recursion, class and objects, file input and output, operator overloading and inheritance. **Prerequisite: ET2560 Introduction to C Programming or equivalent**

ET4580 Green Energy Technology
4.5 credit hours
This course explores concepts and applications of renewable energy technology. Topics include types of renewable energy technology, such as wind energy, solar power, hydro-electric energy, bio-energy, tidal power, wave energy, geothermal energy, ocean thermal power and fuel cells. **Prerequisite: ET3480 Power Systems or equivalent**

ET4640 Embedded Systems
4.5 credit hours
This course examines microcontrollers and their applications in embedded systems. Emphasis is on effective programming, interfacing and implementing a microcontroller. **Prerequisites: ET2560 Introduction to C Programming or equivalent, ET2640 Microprocessors and Microcontrollers or equivalent**

ET4671 Electronic Circuit Analysis
4.5 credit hours
This course involves methods of analysis for analog circuits. Topics include transient and steady-state analysis of circuit response using techniques such as differential equations, Laplace transforms and computer-aided circuit simulation programs, transfer functions and Fourier techniques. **Prerequisites: ET1220 Digital Fundamentals or equivalent, ET1410 Integrated Circuits or equivalent, MA3410 Calculus II or equivalent**

ET4771 Electronic Circuit Design
4.5 credit hours
This course examines the design of electronic circuits, and includes a laboratory that utilizes computer-aided software tools for circuit design and simulation. Topics include active filters, time and frequency analysis, and modeling and simulations. **Prerequisite: ET4671 Electronic Circuit Analysis or equivalent**

ET4799 Electrical Engineering and Communications Technology Capstone Project
4.5 credit hours
This is a project course in which students solve a technical problem that is designed to combine elements of courses in the program. The instructor must approve the scope and depth of the student's project and acts as a resource for the student during the execution of the project. A formal written document and presentation are required**. Prerequisites: Completion of a minimum of 171 credits earned in the program of study**

FN2640 Fundamentals of Finance
4.5 credit hours
This course examines factors included in financial decision-making, such as return on investment, financial planning, budgeting and the comparison of different corporate investments. It also covers the timing of cash flow and its impact on the desirability of investments. **Prerequisites: MA1210 College Mathematics I or equivalent, AC1420 Financial Accounting or equivalent**

FN3140 Accounting and Finance for Business
4.5 credit hours
In this course, students will analyze the cost structure and timing of cash flows in a business, and use the budget and financial performance of the business as the basis to evaluate the attractiveness of its capital investments.

HM1120 Medical Terminology for Healthcare Professionals
4.5 credit hours
This course introduces elements of medical terminology, such as the foundations of medical terms used to describe the human body and its conditions, terminology for medical and surgical procedures and recognition of common abbreviations. This course also provides a basic overview of anatomy.

HM1310 Information Systems and Technology in Healthcare
4.5 credit hours
This course introduces the basic principles and mechanics of the electronic health record, data retrieval and storage, and healthcare computer systems. Topics include the use of hardware and software in data collection, storage, analysis and reporting, the importance of data quality, entry, integrity and reliability as well as confidentiality, and the use of security measures to protect electronic health records. **Prerequisite: GS1145 Strategies for the Technical Professional or equivalent**

HM2520 Medical Coding I
4.5 credit hours
This course introduces principles and guidelines for using the International Classification of Diseases ("ICD") and Current Procedural Terminology ("CPT") systems to code diagnoses and procedures in healthcare settings. Emphasis will be placed on students using coding manuals and encoding software to practice diagnosis and procedure coding, and sequencing of diagnoses and procedures. Students will be introduced to coding medical records and operative reports. **Prerequisite: AP2630 Human Anatomy and Physiology II or equivalent**

HM2620 Medical Coding II
4.5 credit hours
Building on Medical Coding I, this course focuses on advanced use of the International Classification of Diseases ("ICD") and Current Procedural Terminology ("CPT") systems to code diagnoses and procedures in healthcare settings. This course also focuses on enhancing students' coding skills. **Prerequisite: HM2520 Medical Coding I or equivalent**

IS3110 Risk Management in Information Technology Security
4.5 credit hours
This course addresses how risk, threats and vulnerabilities impact information systems in the context of risk management. Topics include methods of assessing, analyzing and managing risks, defining an acceptable level of risk for information systems, and identifying elements of a business impact analysis, a business continuity plan and a disaster recovery plan. **Prerequisite: NT2580 Introduction to Information Security or equivalent**

IS3120 Network Communications Infrastructure
4.5 credit hours
This course explores the convergence of computer networking and telecommunications technologies. Capabilities and limitations of converged networking infrastructure are analyzed through voice, data and video applications in relation to performance, management and security challenges. **Prerequisites: NT2640 IP Networking or equivalent, NT2670 Email and Web Services or equivalent**

IS3220 Information Technology Infrastructure Security
4.5 credit hours
This course examines security challenges encountered on backbone networks in an information and communications infrastructure. Topics include methods of tightening infrastructure security, a variety of tools for monitoring and managing infrastructure security and commonly-used technologies, such as firewalls and VPNs. **Prerequisite: IS3120 Network Communications Infrastructure or equivalent**

IS3230 Access Security
4.5 credit hours
This course explores the concept of controlling access to information systems and applications. Topics include access, authentication and accounting for end-users and system administrators, and security controls for access control including tokens and public key infrastructures (PKIs). **Prerequisite: NT2580 Introduction to Information Security or equivalent**

IS3340 Windows Security
4.5 credit hours
This course examines security implementations for a variety of Windows platforms and applications. Areas of study include analysis of the security architecture of Windows systems. Students will identify and examine security risks and apply tools and methods to address security issues in the Windows environment. **Prerequisite: NT2580 Introduction to Information Security or equivalent**

IS3350 Security Issues in Legal Context
4.5 credit hours
This course provides an overview of legal processes involved in implementing and maintaining information systems security. Students will study security violations and breaches in relation to pertinent laws and regulations, and will use case studies to analyze legal impacts of information security issues. **Prerequisites: NT2580 Introduction to Information Security or equivalent, IS3110 Risk Management in Information Technology Security or equivalent**

IS3440 Linux Security
4.5 credit hours
This course examines threats, vulnerabilities and other security issues in Linux operating systems and applications in the Linux environment. Students will practice using different methods, tools and techniques to secure Linux operating systems and applications. **Prerequisite: NT1430 Linux Networking or equivalent**

IS3445 Security for Web Applications and Social Networking
4.5 credit hours
In this course, students will analyze security implications of information exchange on the Internet and via Web-based applications. Topics include methods and techniques to identify and countermeasure risks, threats and vulnerabilities for Web-based applications, and to mitigate risks associated with Web applications and social networking. **Prerequisite: NT2640 IP Networking or equivalent**

IS4550 Security Policies and Implementation
4.5 credit hours
This course explores security policies that protect and maintain an organization's network and information systems assets. Topics include the effects of organizational culture, behavior and communications styles on generating, enforcing and maintaining security policies. **Prerequisite: IS3110 Risk Management in Information Technology Security or equivalent**

IS4560 Hacking and Countermeasures
4.5 credit hours
This course explores hacking techniques and countermeasures. Topics include network systems penetration tools and techniques for identifying vulnerabilities and security holes in operating systems and software applications. Students will practice ethical hacking procedures to attempt unauthorized access to target systems and data, and incident handling procedures in the case of an information security compromise. **Prerequisite: NT2580 Introduction to Information Security or equivalent**

IS4670 Cybercrime Forensics
4.5 credit hours
This course explores cybercrime, security threats and legal considerations facing cybersecurity professionals in dealing with the discovery, investigation and prosecution of cybercrimes. Students will study tools used by computer forensic professionals for investigating cybercrimes, and the use of these tools for the collection, examination and preservation of evidence for prosecution. **Prerequisites: IS3350 Security Issues in Legal Context or equivalent, IS4560 Hacking and Countermeasures or equivalent**

IS4680 Security Auditing for Compliance
4.5 credit hours
This course examines principles, approaches and methodology used in auditing information systems security to ensure processes and procedures are in compliance with pertinent laws and regulatory provisions. **Prerequisite: IS3350 Security Issues in Legal Context or equivalent**

IS4690 Advanced Information Security Practices
4.5 credit hours
This course examines the industry standards and practices related to information security as defined by the Certified Information Systems Security Professional (CISSP) certification. Instruction will include organizational and operational security, communications and infrastructure, basic cryptography, and compliance concerns. This course examines the concepts found in the CISSP certification exam. **Prerequisites or Corequisites: IS4670 Cybercrime Forensics or equivalent, IS4680 Security Auditing for Compliance or equivalent**

IS4799 Information Systems and Cybersecurity Capstone Project
4.5 credit hours
This course serves as a comprehensive assessment of knowledge and skills in information systems and cybersecurity. Activities include research into selected security problems and planning, designing and implementing security solutions for a user organization. **Prerequisites: Completion of a minimum of 171 credits earned in the program of study including IS4670 Cybercrime Forensics or equivalent**

LE1430 Fundamentals of Criminal Law
4.5 credits hours
This course is an overview of criminal law, criminal procedures and crimes against person, property or public order. Students also explore the distinction between criminal law and civil law. **Prerequisites: EN1320 Composition I or equivalent, PL1110 Introduction to Paralegal or equivalent or CJ1110 Introduction to Criminal Justice or equivalent**

ME1231 Administrative Medical Assisting
4.5 credit hours
This course introduces the role of the medical assistant in the administrative department of a medical office, including the medical assistant's duties and responsibilities and working with various medical specialties. The course also examines the skills and knowledge used to perform medical administrative tasks like receiving patients, scheduling appointments, patient triage, handling medical records, and processing medical claims. Course topics include communication skills, compliance and regulatory issues, medical law and ethics, medical office management and professionalism.

ME1431 Clinical Medical Assisting
4.5 credit hours
This course introduces the knowledge and skills commonly performed by the clinical medical assistant. Topics include infection control, blood-borne pathogens, universal precautions, asepsis, vital signs, medical histories, diagnostic procedures, nutrition, minor surgery, wound care, patient education and assisting with pediatric and geriatric patients. **Prerequisite: AP2630 Human Anatomy and Physiology II or equivalent**

ME2531 Medical Office Laboratory Procedures
4.5 credit hours
This course explores medical office laboratory procedures. Topics include laboratory safety, the Clinical Laboratory Improvement Amendments (CLIA), quality control testing, laboratory equipment and the medical assistant's scope of practice in the medical laboratory, proper collection and handling techniques, waived laboratory procedures and patient preparation, capillary and venipuncture techniques and processing specimens. **Prerequisite: MA1210 College Mathematics I or equivalent, ME1431 Clinical Medical Assisting or equivalent**

ME2610 Medical Reimbursement and Documentation
4.5 credit hours
This course introduces medical reimbursement systems. Topics include the assignment and reporting of codes for diagnoses and procedures/services, completion of CMS1500 claims for inpatient, outpatient, emergency department and physician office encounters, revenue cycle management, and regulatory issues. **Prerequisites: ME1231 Administrative Medical Assisting or equivalent, HM2520 Medical Coding I or equivalent**

ME2631 Medical Office Specialty Procedures
4.5 credit hours
This course explores a medical assistant's role in medical office specialty procedures and exams. Topics include a review of anatomy and common diseases by body systems, electrocardiography, spirometry, prenatal exams, assistive devices, cast care and minor office surgical and emergency preparedness procedures. **Prerequisites: MA1210 College Mathematics I or equivalent, ME1431 Clinical Medical Assisting or equivalent**

ME2635 Medication Administration
4.5 credit hours
This course introduces medication administration, and appropriate uses, common side effects, and classification of commonly used drugs. Topics include prescription requirements, medication preparation and administration, dosage calculation, allergy testing and laws regulating medications. **Prerequisites: MA1210 College Mathematics I or equivalent, ME1431 Clinical Medical Assisting or equivalent**

ME2799 Medical Assisting and Administration Externship
6.0 credit hours
This course is designed to help students make the transition from the classroom to a medical office environment. The 180-hour, supervised, unpaid clinical experience in an ambulatory healthcare setting combines practical application with elements of courses in the program of study. The course focuses on the demonstration of competencies consistent with program outcomes. The course also includes a phlebotomy activity to meet the American Society for Clinical Pathology (ASCP) requirement. **Prerequisites: Completion of all core courses in the program of study**

MG1350 Fundamentals of Supervision
4.5 credit hours
This course is an overview of the role of supervision in business. Students examine the challenges of motivation, communication, health and safety issues, collective bargaining and ethical conduct in the workplace. **Prerequisite: BU1110 Introduction to Business or equivalent**

MG2650 Fundamentals of Management
4.5 credit hours
This course explores the concept that supervision and management are related, but involve different styles. It reviews where management fits in the organization chart and how managers motivate employees for best organizational results. Concentration is on management's responsibility to bring value to shareholders through the execution of traditional management functions. **Prerequisite: MG1350 Fundamentals of Supervision or equivalent**

MG3250 Trends in Leadership
4.5 credit hours
This course presents a variety of topics in leadership, including leadership theory, leadership framework, leadership styles, and trends and challenges in leadership. **Prerequisite: MG2650 Fundamentals of Management or equivalent**

MG4650 Team Leadership
4.5 credit hours
In this course, through case studies, scenarios and simulations, students will study leadership perspectives as applicable to the role of team manager. Topics include methods to motivate team performance, managing a project team and evaluating team success. **Prerequisite: MG3250 Trends in Leadership or equivalent or PM4530 Management of Global Projects or equivalent**

MK2530 Fundamentals of Marketing
4.5 credit hours
This course provides an overview of elements of a marketing plan, market segmentation, product and service mix and global competitive forces. The culminating project includes the completion of a marketing plan for a new product or service. **Prerequisite: BU1110 Introduction to Business or equivalent**

NT1110 Computer Structure and Logic
4.5 credit hours
The organization of a computer is examined in a typical operating systems environment. Terminology and underlying principles related to major computer functions are discussed in the context of hardware and software environments.

NT1210 Introduction to Networking
4.5 credit hours
This course serves as a foundation for the study of computer networking technologies. Concepts in data communications, such as signaling, coding and decoding, multiplexing, circuit switching and packet switching, OSI and TCP/IP models, LAN/WAN protocols, network devices and their functions, topologies and capabilities are discussed. Industry standards and the development of networking technologies are surveyed in conjunction with a basic awareness of software and hardware components used in typical networking and internetworking environments. **Prerequisite: NT1110 Computer Structure and Logic or equivalent**

NT1230 Client-Server Networking I
4.5 credit hours
This course introduces operating principles for the client-server based networking systems. Students will examine processes and procedures involving the installation, configuration, maintenance, troubleshooting and routine administrative tasks of popular desktop operating system(s) for standalone and network client computers, and related aspects of typical network server functions. **Prerequisite or Corequisite: NT1210 Introduction to Networking or equivalent**

NT1310 Physical Networking
4.5 credit hours
This course examines industry standards and practices involving the physical components of networking technologies (such as wiring standards and practices, various media and interconnection components), networking devices and their specifications and functions. Students will practice designing physical network solutions based on appropriate capacity planning and implementing various installation, testing and troubleshooting techniques for a computer network. **Prerequisite: NT1210 Introduction to Networking or equivalent**

NT1330 Client-Server Networking II
4.5 credit hours
The typical network server operating system and its functions are the focus of this course. Areas of study include installation, configuration, maintenance and routine administrative tasks of the network services provided by the server in relation to its clients and other servers. **Prerequisite: NT1230 Client-Server Networking I or equivalent**

NT1410 Operating Systems
4.5 credit hours
This course provides an overview of common operating systems. Topics include architecture, functions, and features of various operating systems. **Prerequisite: NT1110 Computer Structure and Logic or equivalent**

NT1430 Linux Networking
4.5 credit hours
This course covers system and network administrative tasks associated to Linux-based components on a network. Routine tasks in installation, configuration, maintenance, and troubleshooting of Linux workstations and servers will be discussed with emphasis on the network services provided by open source solutions. **Prerequisite: NT1210 Introduction to Networking or equivalent**

NT2580 Introduction to Information Security
4.5 credit hours
This course provides an overview of security challenges and strategies of counter measures in the information systems environment. Topics include definitions of terms, concepts, elements and goals incorporating industry standards and practices with a focus on availability, vulnerability, integrity and confidentiality aspects of information systems. **Prerequisites: NT1330 Client-Server Networking II or equivalent, NT1430 Linux Networking or equivalent**

NT2640 IP Networking
4.5 credit hours
This course explores network design and implementation by applying the TCP/IP protocols to provide connectivity and associated services. Planning and deployment of network addressing structures, as well as router and switch configurations, are also examined. **Prerequisite: NT1210 Introduction to Networking or equivalent**

NT2670 Email and Web Services
4.5 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 studied. **Prerequisites: NT1330 Client-Server Networking II or equivalent, NT1430 Linux Networking or equivalent**

NT2710 Advanced Computer Maintenance, Troubleshooting, and Repair
3.0 credit hours
This course is an intensive study of PC hardware and software including physical devices, BIOS, operating systems, and applications. Instruction will include installation, configuration, troubleshooting, and repairing software and hardware implementations. This course examines the concepts found in the CompTIA A+ certification exam. **Prerequisite: NT1110 Computer Structure and Logic or equivalent**

NT2730 Advanced Server Operating Systems
3.0 credit hours
This course is an intensive study of the server operating system including installation, configuration, management, core infrastructure services, policies and permissions, and virtualization. This course examines the concepts found in the Microsoft Certified Professional Installing and Configuring Windows Server 2012 certification exam. **Prerequisite: NT2670 Email and Web Services or equivalent**

NT2731 Advanced Server and Storage Infrastructure
3.0 credit hours
This course is an intensive study of common solutions for servers and storage devices in business environments. Instruction will include topics for the HP ATA – Servers and Storage certification. This course examines the concepts found in the HP Accredited Technical Associate (ATA) certification exam. **Prerequisite: NT2670 Email and Web Services or equivalent**

NT2732 AIX Operating System Administration
3.0 credit hours
This course is an intensive study of the AIX enterprise server operating system including installation, configuration, backup and recovery, and user administration. This course examines the concepts found in the IBM Certified Associate System Administrator - AIX 7 certification exam. **Prerequisite: NT2670 Email and Web Services or equivalent**

NT2735 Advanced Linux Server Operating Systems
3.0 credit hours
This course is an intensive study of the Linux enterprise server operating system including installation, configuration, backup and recovery, management, core infrastructure services, and user administration. This course also examines the concepts found in the Red Hat Certified System Administrator (RHCSA) certification exam**. Prerequisite: NT2670 Email and Web Services or equivalent**

NT2740 Advanced Networking Devices
3.0 credit hours
This course is an intensive study of routers, switches, and other computer and telecommunication network devices. Instruction will include network and routing protocols, local and wide area networks, and VLANs as well as device configuration, management, and troubleshooting. This course examines the concepts found in the Cisco Certified Entry Networking Technician (CCENT) certification exam**. Prerequisite: NT2640 IP Networking or equivalent**

NT2799 Network Systems Administration Capstone Project
4.5 credit hours
This course provides an opportunity for students to work on a comprehensive project that includes the design, planning and implementation of a network solution for solving specific business problems. Common project management processes are applied to identify deliverables and outcomes of the project. **Prerequisites: Must be taken during the student's final quarter of study, and requires prior satisfactory completion of NT2640 IP Networking or equivalent**

NU1210 Nursing Roles I
2.0 credit hours
This course offers a foundation upon which subsequent nursing courses are taught and serves as the transition course for Licensed Vocational Nurse (LVN) or Licensed Practical Nurse (LPN) entry. Students will study concepts and principles related to, and the components of, the roles of the professional nurse (provider of care, manager of care and member of the nursing profession), competent evidence-based nursing practice, therapeutic communication, nursing values, health promotion and maintenance, and the nursing process, within the various health care delivery systems of acute, long-term and community environments. Strategies for success in the nursing program are presented. **Prerequisite or Corequisite: GS1145 Strategies for the Technical Professional or equivalent**

NU1220 Medical Terminology/Dosage Calculations
1.0 credit hour
This course introduces medical terminology and builds on basic math concepts to introduce step-by-step approaches to the calculation and administration of drug dosages. The course incorporates the ratio and proportion, formula and dimensional analysis methods. Technology is used to present and reinforce application of content. **Prerequisite: MA1210 College Mathematics I or equivalent**

NU1320 Clinical Nursing Concepts and Techniques I
4.5 credit hours
This course builds on the concepts and principles in Nursing Roles I and introduces basic nursing skills and techniques based on the roles and values of nursing within a nursing process framework. Nursing skills are developed, applied and practiced in the nursing skills laboratory. Technology is used to reinforce application of content through patient care scenarios. **Prerequisites: EN1320 Composition I or equivalent, AP2630 Human Anatomy and Physiology II or equivalent, NU1210 Nursing Roles I or equivalent, NU1220 Medical Terminology/Dosage Calculations or equivalent; Prerequisite or Corequisite: SC2730 Microbiology or equivalent**

NU1421 Clinical Nursing Concepts and Techniques II
6.0 credit hours
This course builds on the concepts and principles in Nursing Roles I and Clinical Nursing Concepts and Techniques I. The course introduces intermediate nursing skills and techniques based on the roles and values of nursing within a nursing process framework. Nursing skills are developed and practiced in the nursing skills laboratory and expanded upon in a clinical setting. Technology is used to reinforce application of content. **Prerequisites: PY3150 Psychology or equivalent, NU1320 Clinical Nursing Concepts and Techniques I or equivalent; Corequisite: NU1426 Pharmacology or equivalent**

NU1426 Pharmacology
4.0 credit hours
This course introduces pharmacological principles, emphasizing actions, interactions and adverse effects using the nursing process framework to address nursing implications for each drug classification. **Corequisite: NU1421 Clinical Nursing Concepts and Techniques II or equivalent**

NU2530 Adult Nursing I
8.0 credit hours
This course introduces the principles of caring for selected adult patients with medical-surgical health care needs related to problems with mobility, gastrointestinal function, protection, excretion or reproduction. Evidence-based nursing care is focused on health promotion, maintenance, restoration of optimal living and/or supporting a dignified death. Nursing skills and techniques are developed and demonstrated when providing direct care in the clinical setting. Technology is used to reinforce course content. **Prerequisite: NU1421 Clinical Nursing Concepts and Techniques II or equivalent; Prerequisite or Corequisite: SO2550 Sociology or equivalent**

NU2630 Adult Nursing II
8.0 credit hours
This course introduces principles of caring for selected adult patients with medical-surgical health care needs related to problems with oxygenation, cardiac output, tissue perfusion, neurological conditions, emergencies, burns or regulation and metabolism. Evidence-based nursing care is focused on health promotion, maintenance, restoration of optimal living and/or supporting a dignified death. Nursing skills and techniques are developed and demonstrated when providing direct care in the clinical setting. Technology is used to reinforce course content. **Prerequisite: NU2530 Adult Nursing I or equivalent**

NU2740 Mental Health Nursing
5.0 credit hours
This course introduces the principles of mental health and caring for patients experiencing problems of a psychological nature. Evidence-based nursing care is focused on health promotion, health maintenance and restoration of optimal living. Nursing skills and communication techniques are developed and demonstrated when providing direct care in the clinical setting. Technology is used to reinforce content taught in the course and to provide additional application of content through patient care scenarios. **Prerequisite or corequisite: NU2630 Adult Nursing II or equivalent**

NU2745 Gerontologic Nursing
5.0 credit hours
This course introduces general principles of caring for the older adult. It begins with an overview of wellness in the older adult, then looks at the physiological and psychological disorders common to this age group. Evidence-based nursing care is focused on health promotion, maintenance, restoration of optimal living and/or supporting a dignified death. Students are taught about special needs of this patient population while providing nursing care in a variety of settings. Technology is used to reinforce course content.
Prerequisite: NU2630 Adult Nursing II or equivalent

NU2810 Nursing Roles II
2.0 credit hours
This course explores advanced topics related to leadership and management principles, and issues applicable to the roles of the professional nurse as provider of care, manager of care and member of the profession. Transition from the role of student nurse to professional nurse is discussed. **Prerequisites: NU2740 Mental Health Nursing or equivalent, NU2745 Gerontologic Nursing or equivalent; Prerequisite or Corequisite: NU2840 Maternal Child Nursing or equivalent**

NU2840 Maternal Child Nursing
8.0 credit hours
This course introduces principles of providing evidence-based nursing care for the childbearing family and for children. Care is focused on health promotion and maintenance, prevention of illness, restoration of optimal living and common health problems of the childbearing family and children. Nursing skills and communication techniques are developed and demonstrated in the nursing skills laboratory and when providing direct care in the clinical setting. Technology is used to reinforce content taught in the course and to provide additional application of content through patient care scenarios. **Prerequisite: NU2630 Adult Nursing II or equivalent**

NU2899 Nursing Capstone
10.0 credit hours
This course integrates the principles of evidence-based nursing practice into the care of patients with complex illnesses. The course focuses on demonstration of competencies consistent with program outcomes and development of management skill in caring for multiple patients. In preparing for the professional nurse role, nursing leadership principles, transition to practice, career planning and lifelong learning are explored. Students have the opportunity, in the nursing skills laboratory and clinical setting, to collaborate with faculty and a preceptor in practicing the professional nursing role. **Prerequisites: Completion of all other courses in the program of study except NU2810 Nursing Roles II or equivalent; Prerequisite or Corequisite: NU2810 Nursing Roles II or equivalent**

PL1110 Introduction to Paralegal
4.5 credit hours
This course provides an overview of the paralegal's role in the legal services industry, including an introduction to client interaction, case preparation, legal research, courtroom assistance and related ethical considerations. The structure of the American legal system and its processes are examined.

PM3110 Introduction to Project Management
4.5 credit hours
This course explores the discipline of project management. Topics include characteristics and phases of a project, the project life cycle, project process groups, project knowledge areas and project standards. Students will compare project management to program management.

PM3140 Systems Analysis
4.5 credit hours
This course explores information systems infrastructure at an enterprise level. Topics include identifying business requirements for information systems solutions, evaluating effectiveness of IT processes, design, analysis and implementation issues in information systems, and infrastructure capacity and capability. **Prerequisite: PT1420 Introduction to Programming or equivalent**

PM3150 Construction Techniques
4.5 credit hours
This course examines building techniques and construction materials. Topics include basic materials and installation methods for construction, site-work, concrete, masonry, metals, curtain-walls and finishes.

PM3220 Project Communication and Documentation
4.5 credit hours
This course explores a variety of project documents, project communications and the management of multiple projects within the same time period. Students will prepare and analyze primary project documents, such as project management plans, requirements documents and baselines, and will study different forms of project communications. **Prerequisite: PM3110 Introduction to Project Management or equivalent**

PM3225 Project Management Tools and Techniques
4.5 credit hours
This course introduces tools and techniques used in project management. Topics include defining project scope, identifying and tracking project risks, and evaluating, controlling and closing a project. Project management software is used to develop an integrated project plan and create a project work breakdown structure and schedule. **Prerequisite: PM3110 Introduction to Project Management or equivalent**

PM3320 Project Cost and Budget Management
4.5 credit hours
This course examines the importance of cost management in executing a project plan and incorporates the elements of mid-course changes and cash flow management. Topics include cost estimation, creating a realistic baseline, evaluating project performance and presenting project benefits to the customer. **Prerequisite: PM3110 Introduction to Project Management or equivalent**

PM3325 Project Quality Management
4.5 credit hours
This course provides an applied review of quality principles related to projects. Topics include problem solving tools, such as flow charts, checklists, cause and effect diagrams, and audit techniques to assess compliance with company-documented processes. **Prerequisites: MA3110 Statistics or equivalent, PM3225 Project Management Tools and Techniques or equivalent**

PM3420 Procurement and Contract Management
4.5 credit hours
This course examines the preparation and analysis of a project procurement plan, following guidelines described in the PMBOK® Guide. Topics include logistics, ethics, closure and administration of the procurement process, including required documentation. **Prerequisite: PM3225 Project Management Tools and Techniques or equivalent**

PM3440 Project Management for Information Technology
4.5 credit hours
This course examines the characteristics of IT-specific projects. Students will study a variety of approaches to managing IT projects. **Prerequisite: PM3140 Systems Analysis or equivalent**

PM3450 Building Codes
4.5 credit hours
This course explores structural, mechanical, electrical and plumbing building codes. Topics include references to organizations responsible for developing building codes and zoning ordinances, and the role of inspections in ensuring compliance with building codes**. Prerequisite: PM3150 Construction Techniques or equivalent**

PM4530 Management of Global Projects
4.5 credit hours
This course explores the management of multi-cultural, multi-national projects. Topics include leading virtual meetings and building trust and cooperation among teams that have different work standards. **Prerequisite: PM3225 Project Management Tools and Techniques or equivalent**

PM4540 Managing Software Development Projects
4.5 credit hours
This course explores basic principles of software development project management. Students will study a variety of software development methods and models. Focus is on application of the software development lifecycle (SDLC) to project planning and management. **Prerequisite: PM3440 Project Management for Information Technology or equivalent**

PM4550 Construction Cost Estimating
4.5 credit hours
In this course, students study the estimation of direct and indirect construction project costs, such as labor, material and equipment. Topics include overhead and profit, bidding and computer-based estimating. **Prerequisite: PM3150 Construction Techniques or equivalent**

PM4620 Project Risk Management
4.5 credit hours
This course examines the process of assessing and managing risk in a project. Topics include developing a project risk management plan, identifying and documenting risk in a project, performing qualitative and quantitative risk analyses, planning risk responses and applying PMBOK® and PMI® standards to a project. **Prerequisites: MA3110 Statistics or equivalent, PM3225 Project Management Tools and Techniques or equivalent**

PM4650 Construction Project Scheduling
4.5 credit hours
This course examines the planning and scheduling of construction projects. Topics include time schedules for materials, labor and equipment, and the use of communication tools in construction project planning**. Prerequisite: PM3150 Construction Techniques or equivalent**

PM4790 Advanced Project Management
4.5 credit hours
Using the Guide to the Project Management Book of Knowledge (PMBOK Guide) Fifth Edition, this course is an advanced review of each knowledge area and process group. Students will be required to demonstrate their understanding of the fundamental knowledge, terminology and processes of effective project management. This course examines the concepts found in the PMP (Project Management Professional) and CAPM (Certified Associate in Project Management) certification exams. **Prerequisites: PM3110 Introduction to Project Management or equivalent, PM3220 Project Communication and Documentation or equivalent, PM3225 Project Management Tools and Techniques or equivalent**

PM4795 Project Management and Administration – Information Technology Option Capstone Project
4.5 credit hours
This is a project course, designed to combine elements of courses in the program, in which students develop and present a formal, detailed and comprehensive project management plan. A formal written document and presentation are required. **Prerequisites: Completion of a minimum of 171 credits earned in the program of study including PM4540 Managing Software Development Projects or equivalent**

PM4797 Project Management and Administration – Construction Option Capstone Project
4.5 credit hours
This is a project course, designed to combine elements of courses in the program, in which students develop and present a formal, detailed and comprehensive project management plan. A formal written document and presentation are required**. Prerequisites: Completion of a minimum of 171 credits earned in the program of study**

PM4799 Project Management and Administration Capstone Project
4.5 credit hours
This is a project course, designed to combine elements of courses in the program, in which students develop and present a formal, detailed and comprehensive project management plan. A formal written document and presentation are required. **Prerequisites: Completion of a minimum of 171 credits earned in the program of study**

PT1420 Introduction to Programming
4.5 credit hours
This course serves as a foundation for understanding the logical function and process of computer programming. 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: NT1110 Computer Structure and Logic or equivalent**

PT2520 Database Concepts
4.5 credit hours
This course introduces the basic concepts in databases and their applications. Topics include database history, structure, objects, relational database management systems (RDBMS) and introductory Structured Query Language (SQL). **Prerequisite: PT1420 Introduction to Programming or equivalent**

SD1230 Introduction to Application Design and Development
4.5 credit hours
This course provides an overview of the desktop and mobile application industry, technologies and development environment. Topics include platforms and tools, market trends, and the impact on the economy and society. **Prerequisite: NT1110 Computer Structure and Logic or equivalent**

SD1240 Creating Websites Using HTML and CSS
4.5 credit hours
This course examines functions of Websites for mobile and desktop devices, and entry-level skills used to create such sites using HTML and CSS (Cascading Style Sheets) technologies. **Prerequisite: NT1110 Computer Structure and Logic or equivalent**

SD1340 Creating Websites Using HTML5, CSS3 and JavaScript
4.5 credit hours
This course introduces techniques used in building interactive Websites for mobile and desktop devices, using technologies such as HTML5, CSS3 and JavaScript. **Prerequisite: SD1240 Creating Websites Using HTML and CSS or equivalent**

SD1420 Introduction to Java Programming
4.5 credit hours
This course introduces fundamentals of programming using Java and associated development tools and environments. **Prerequisite: PT1420 Introduction to Programming or equivalent**

SD2520 Introduction to Database and XML with jQuery
4.5 credit hours
This course introduces fundamental concepts of database technology and applications. Topics include object-oriented relational databases, database management systems, and using SQL, XML and jQuery to build databases that interact with applications. **Prerequisite: PT1420 Introduction to Programming or equivalent**

SD2550 Application Development Using Java I
4.5 credit hours
This course introduces basic techniques used to develop applications using Java. **Prerequisites: NT1410 Operating Systems or equivalent, SD1420 Introduction to Java Programming or equivalent**

SD2650 Application Development Using Java II
4.5 credit hours
This course examines intermediate-level development techniques for applications running in the Android operating system environment. Focus is on applications interacting with Websites for mobile devices. **Prerequisites: SD2520 Introduction to Database and XML with jQuery or equivalent, SD2550 Application Development Using Java I or equivalent**

SD2670 Social Networking Applications and Technology
4.5 credit hours
This course examines a variety of social networking platforms, media, methods, tools and applications running on desktop and mobile devices. Topics include analysis of technical features and capabilities of social networking applications and the impact on consumer behavior and the global economy. **Prerequisite: SD2520 Introduction to Database and XML with jQuery or equivalent**

SD2720 Advanced Software Development Using Java
3.0 credit hours
This course is an intensive study that includes the industry standards and practices related to software development using the Java programming language as described by the Oracle Certified Associate Java SE8. Instruction will include object-oriented programming as well as design and implementation of functional software solutions. This course examines the concepts found in the Oracle Certified Associate Java SE8 certification exam. Prerequisite: SD2550 Application Development Using Java I or equivalent

SD2799 Software Development Capstone Project
4.5 credit hours
This course provides the opportunity for students to use knowledge and skills acquired in the program of study to research, design, develop and promote a desktop or mobile application. **Prerequisites: Must be taken during the student's final quarter of study, and requires prior satisfactory completion of SD2550 Application Development Using Java I or equivalent**

SD3120 Programming in Open Source with LAMP
4.5 credit hours
This course introduces skills to develop software applications in the open source environment using Linux, Apache, MySQL and PHP (LAMP) technologies. **Prerequisite: SD1340 Creating Websites Using HTML5, CSS3 and JavaScript or equivalent**

SD3140 Introduction to Web Interface Design
4.5 credit hours
This course examines principles and techniques used to design functional and user-friendly Web interfaces for a variety of mobile and desktop applications. **Prerequisite: SD1340 Creating Websites Using HTML5, CSS3 and JavaScript or equivalent**

SD3240 Creating Websites in the LAMP Environment
4.5 credit hours
This course examines strategies and skills used to develop interactive Websites and applications in the open source environment using Linux, Apache, MySQL and PHP (LAMP) technologies. **Prerequisites: SD2520 Introduction to Database and XML with jQuery, SD3120 Programming in Open Source with LAMP or equivalent, SD3140 Introduction to Web Interface Design or equivalent**

SD3320 Programming in Visual Basic
4.5 credit hours
This course introduces techniques for using Visual Basic in the Microsoft Visual Studio environment. **Prerequisites: SD1420 Introduction to Java Programming or equivalent, SD2520 Introduction to Database and XML with jQuery or equivalent**

SD3410 Software Testing
4.5 credit hours
This course examines practical ways to test software in development environments. Methods and tools involved in test planning, execution, and reporting throughout the software development life cycle will be introduced. Validation and resolution methods and tools will also be explored. **Prerequisites: SD1230 Introduction to Application Design and Development or equivalent, SD3320 Programming in Visual Basic or equivalent**

SD3440 Creating Websites Using ASP.NET
4.5 credit hours
This course examines strategies and techniques to develop interactive Websites in the Microsoft ASP.NET environment.
Prerequisites: SD3140 Introduction to Web Interface Design or equivalent, SD3320 Programming in Visual Basic or equivalent

SD4550 Application Development Using Visual Studio I
4.5 credit hours
This course introduces techniques to develop Windows based applications for desktop and mobile devices in the Microsoft Visual Studio environment. **Prerequisite: SD3320 Programming in Visual Basic or equivalent**

SD4555 Development for Web Analytics Applications
4.5 credit hours
This course examines technologies and techniques used in applications, such as social networking and media, email and blogs, cloud-based productivity, Web-based advertising, search engines and services. Topics include how to apply applications that effectively interact with applications to perform data analysis and support organizational and business needs. **Prerequisites: SD2670 Social Networking Applications and Technology or equivalent, SD3440 Creating Websites Using ASP.NET or equivalent**

SD4650 Application Development Using Visual Studio II
4.5 credit hours
This course examines techniques to develop interactive Windows based applications in the Microsoft Visual Studio environment.
Prerequisite: SD4550 Application Development Using Visual Studio I or equivalent

SD4660 Security in Application Development
4.5 credit hours
This course provides an overview of strategies and techniques used for information and system security in developing software applications for desktop and mobile devices. **Prerequisite: SD4555 Development for Web Analytics Applications or equivalent**

SD4680 Cloud Computing with Google App Engine and Microsoft Windows Azure
4.5 credit hours
This course examines strategies and techniques applicable to the development environment for cloud-based applications.
Prerequisite: SD4555 Development for Web Analytics Applications or equivalent

SD4799 Software Development Capstone Project
4.5 credit hours
This course provides the opportunity for students to use the knowledge and skills taught in the program of study to research, design, develop and promote a functional software application that can help solve specific problems for end users. **Prerequisites: Completion of a minimum of 171 credits earned in the program of study**

General Studies Courses

GS1140 Problem Solving Theory
4.5 credit hours
This course introduces students to fundamental principles, strategies and methods of problem solving theory.

GS1145 Strategies for the Technical Professional
4.5 credit hours
This course reviews characteristic and trends of the global information society including basic information processing, Internet research, other skills used by the technical professionals and techniques that can be used for independent technical learning.

GS2745 Advanced Strategies for the Technical Professional
3.0 credit hours
This course focuses on skills, characteristics and attitudes that contribute to professional life. Topics include personal integrity, business communication skills, teamwork and conflict resolution, financial literacy, professional work habits, networking and social media, and lifelong learning. **Prerequisites: Completion of a minimum of 65 credits earned in the program of study including GS1145 Strategies for the Technical Professional or equivalent**

ONLINE COURSE INFORMATION

Online Courses - Any or all of the courses in a program that are marked with 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.

Any student who is registered to take a distance education course will be assigned a unique login identifier and prompted to create a unique password. The unique login indentifier and instructions on how to create a unique password will be sent via e-mail to the student's e-mail account at the school. The student may not share his or her login identifier or password with other students or any person at the school. A copy of the school's privacy policy can be obtained at http://www.itt-tech.edu/privacy.cfm/. A student will not be charged any fees for verifying the student's identity.

Online Student Preparation - Prior to starting any of the distance education courses taught online over the Internet in any program, the student is required 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: Intel ®Core™ 2 Duo or AMD Phenom™ II or equivalent PC-compatible (Macintosh or UNIX-based machines are not supported), 1.8 GHz processor speed (or greater), 2GB RAM (4GB preferred), DVD±R optical media drive, 40GB free space (60GB preferred) on master hard drive (additional free space may be required during installation), 1280x1024 display resolution, 16-bit color qualified hardware accelerated Open GL 3.1 (or greater) video card supporting DX10 (shader 4.0), 256MB video memory, stereo sound card, sound output device (internal or external speakers, or headset), sound input device (microphone) (combination headset with microphone recommended), available USB 2.0 port.

Minimum Requirements for Software: Microsoft Windows 7 (or higher), Microsoft Internet Explorer 7.0 (or higher), Microsoft Office Professional 2007 (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: Broadband connection such as cable or DSL.

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. Courses may be designated with a three digit or four digit numerical code. The first digit indicates the course level. Courses designated with a first digit of one or two are lower division courses. Courses designated with a first digit of three or four are upper division courses. Some courses designated with a first digit of three may be required during the latter quarters of an associate degree program. Refer to the Program Outline for a listing of any required associate degree courses designated with a first digit of three.

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 20 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 20 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. Information on any plans that the school has for improving the curricula can be obtained from the Dean.

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.

Textbook information for each of the offered courses is available on the ITT Technical Institute website at www.itt-tech.edu/textbooks/.

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 and financial aid probation 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 requirements applicable to that program of study, as follows:

1. Admission Requirements for all Programs, Except the Nursing and Medical Assisting and Administration Associate's Degree Program

- Accounting associate's degree program;
- Business Management associate's degree program;
- Criminology and Forensic Technology associate's degree program;
- Drafting and Design Technology associate's degree program;
- Electrical Engineering and Communications Technology bachelor's degree program;
- Electrical Engineering Technology associate's degree program;
- Information Systems and Cybersecurity bachelor's degree program;
- Network Systems Administration associate's degree program;
- Project Management and Administration bachelor's degree program;
- Software Development bachelor's degree program; and
- Software Development associate's degree program.

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 (excluding special diplomas, special education diplomas, modified diplomas, applied studies diplomas, adjusted diplomas, alternative diplomas, certificates of completion/attendance/participation, etc.); or

(2) a recognized equivalent of a high school diploma (e.g., a certification that the student has demonstrated high-school level academic skills or an official 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 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:

(i) a copy of the student's high school diploma;

(ii) the student's official high school transcript;

(iii) a copy of the certification evidencing the student's receipt of a recognized equivalent of a high school diploma;

(iv) an official score report from the testing agency that certified that the student demonstrated high-school level academic skills; or

(v) an official 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) If a U.S. Service member eligible for U.S. Department of Defense Tuition Assitance ("TA") funding, 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) If a U.S. Service member eligible for U.S. Department of Defense Tuition Assitance ("TA") funding, 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, which may include assessment of English proficiency for an English as a Second Language ("ESL") student, 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.

2. <u>Admission Requirements for the Nursing Associate's Degree Program</u>

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 (excluding special diplomas, special education diplomas, modified diplomas, applied studies diplomas, adjusted diplomas, alternative diplomas, certificates of completion/attendance/participation, etc.); or
  (2) a recognized equivalent of a high school diplomas (e.g., a certification that the student has demonstrated high-school level academic skills or an official 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) the student's official high school transcript;
    (C) a copy of the certification evidencing the student's receipt of a recognized equivalent of a high school diploma;
    (D) an official score report from the testing agency that certified that the student demonstrated high-school level academic skills; or
    (E) an official 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).

If the student satisfies this admission requirement by certifying that the student graduated from a high school or obtained a recognized equivalent of a high school diploma, the school may, in its discretion, require the student to provide the school with documentary proof of the student's high school graduation or equivalency, in a form acceptable to the school.

(c) The student obtains:
  (1) a score of at least 70% on the math content section of the Health Education Systems, Inc. Admission Assessment ("HESI A2") examination; and
  (2) an overall weighted average score of at least 75% on the following four content sections of the HESI A2 examination: math; reading comprehension; vocabulary; and grammar.

  The weighted average score is calculated by:
    (i) first aggregating
      (A) the value of the reading comprehension, vocabulary and grammar scores, divided by three; and
      (B) the value of the math score; and
    (ii) then dividing the resulting sum by two.

(d) The student must be able to satisfy, with or without reasonable accommodation, the physical, mental and sensory requirements to perform the essential duties and responsibilities typically associated with a registered nurse, including, without limitation, possessing a full range of body motion, handling and lifting patients, manual and finger dexterity, eye-hand coordination, and walking and standing for extensive periods of time, as determined by the school in its discretion.

(e) If the student is an English as a Second Language ("ESL") student, the student must demonstrate English proficiency by either:
  (1) completing Level 109 or higher of the ELS English for Academic Purposes program; or
  (2) attaining an official score on the Test of English as a Foreign Language ("TOEFL") of at least
    (i) 500 for the paper-based TOEFL;
    (ii) 173 for the computer-based TOEFL; or
    (iii) 61 for the Internet-based TOEFL.

(f) If the student holds any type of healthcare license, the student must provide documentation at or before the start of the student's first quarter of attendance at the school that:
  (1) the license is unencumbered; and
  (2) the student is in good standing with the licensing authority.
(g) The student must:
  (1) document that the student is appropriately immunized against certain illnesses and diseases, including any contagious disease that would pose a health hazard to any patients, employees, volunteers, or visitors at a healthcare or medical facility; and
  (2) consent to and undergo the following:
    (i) a criminal background check, unless the student is a high school student;
    (ii) a drug/alcohol test; and/or
    (iii) a physical examination.

Upon the student's satisfaction of all of the above requirements with respect to the Nursing associate's degree program, the school will promptly notify the student whether he or she is admitted into that program of study at the school. In the event that the number of applicants for admission to the Nursing associate's degree program exceeds the enrollment capacity for that program, the applicants for admission will be ranked based on the composite score that each applicant received on the HESI A2 examination. Applicants will be admitted into the Nursing associate's degree program in order based on their ranking up to the enrollment capacity of the program.

3. <u>Admission Requirements for Medical Assisting and Administration Associate's Degree Program</u>

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 (excluding special diplomas, special education diplomas, modified diplomas, applied studies diplomas, adjusted diplomas, alternative diplomas, certificates of completion/attendance/participation, etc.); or
  (2) a recognized equivalent of a high school diplomas (e.g., a certification that the student has demonstrated high-school level academic skills or an official 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) the student's official high school transcript;
    (C) a copy of the certification evidencing the student's receipt of a recognized equivalent of a high school diploma;
    (D) an official score report from the testing agency that certified that the student demonstrated high-school level academic skills; or
    (E) an official 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).

If the student satisfies this admission requirement by certifying that the student graduated from a high school or obtained a recognized equivalent of a high school diploma, the school may, in its discretion, require the student to provide the school with documentary proof of the student's high school graduation or equivalency, in a form acceptable to the school.
(c) The student passes (as determined by the school in its discretion) an individual interview, which may include assessment of English proficiency for an English as a Second Language ("ESL") student, with the Registrar, if the Registrar requests an interview with the student.
(d) If the student holds any type of healthcare license, the student must provide documentation at or before the start of the student's first quarter of attendance at the school that:
  (1) the license is unencumbered; and
  (2) the student is in good standing with the licensing authority.
(e) The student must:
  (1) document that the student is appropriately immunized against certain illnesses and diseases, including any contagious disease that would pose a health hazard to any patients, employees, volunteers, or visitors at a healthcare or medical facility; and
  (2) consent to and undergo the following:
    (i) a criminal background check, unless the student is a high school student;
    (ii) a drug/alcohol test; and/or
    (iii) a physical examination.

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: (a) taught over 12 weeks that he or she is registered to take during the first quarter of the student's enrollment in that program of study (i) within 14 calendar days following the first class session of a program course taught in residence or (ii) 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 or; (b) taught over six weeks that he or she is registered to take during the first quarter of the student's enrollment in that program of study (i) within seven calendar days following the first class session of a program course taught in residence or (ii) on or before the first Sunday of the quarter for a program course taught online, or the student's registration in that program of study will be cancelled 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 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, technical basic and general studies course requirements of the student's program of study at the school is determined, in the school's discretion, to be equivalent to the subject matter of such core, technical basic and general studies course(s). The subject matter of the course(s) represented by the credits that the student desires to transfer to the school to satisfy specific general education course requirements of the student's program of study at the school is determined, in the school's discretion, to be substantially similar to the subject matter of such general education course(s). In addition, any credit for courses that the student desires to transfer to the school to satisfy any Science course requirements in the Nursing associate's degree program must have been earned by the student within seven years of the Registrar's receipt of the student's written request. 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 passing grade in the student's program of study at the school, if the credits were earned at an ITT Technical Institute; (ii) a grade of "C" (i.e., 2.0 on a 4.0 scale), if the credits were earned at a postsecondary educational institution other than an ITT Technical Institute and the student's program of study at the school is not the associate degree program in Nursing; or (iii) a grade of "B" (i.e., 3.0 on a 4.0 scale), if the credits were earned at a postsecondary educational institution other than an ITT Technical Institute and the student's program of study at the school is the associate degree program in Nursing.

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

(2) **Previous Experience** - Upon the Registrar's receipt of the student's written request, a $500 processing charge will be due and payable by the student to the school, unless the student's previous experience is based solely on military experience (e.g., a SMART transcript). Following the Registrar's receipt of the student's written request, the school: (a) will add the $500 processing charge, as applicable, to the amount that is due and payable by the student to the school; and (b) may grant the student credit for course(s) in the student's program of study based on the student's previous experience, if the student demonstrates, to the school's satisfaction, that he or she has sufficiently grasped the knowledge and skills offered by the specific course(s) contained in the student's program of study at the school that the student desires credit for previous experience. The student must demonstrate such knowledge and skills by completing a proficiency examination(s) and/or project(s) acceptable to the school for each such course and receiving a grade or score thereon as required by the school. Notwithstanding the foregoing, a student may not receive credit based on the student's previous experience with respect to any course(s) in the student's program of study at the school that the student previously attempted at the school or at any other ITT Technical Institute.

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 at an institution other than the school (which includes the main campus or any additional location of the school) and previous experience as provided above cannot exceed 70% of the quarter credit hours required to graduate from the program and no more than 30% of the quarter credit hours required to graduate from the program may be awarded for previous experience. 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
RESIDENCE COURSES

	2016	**2017***	**2018***
New Year's Day**	January 1	January 1 - 2	January 1
Classes Resume After Winter Break	January 4	January 3	January 8
Presidents' Day**	February 15	February 20	February 19
Winter Quarter Ends	March 12	March 11	March 10
Spring Quarter Begins	March 14	March 13	March 12
Memorial Day**	May 30	May 29	May 28
Spring Quarter Ends	June 4	June 3	June 2
Summer Break**	June 6 - 12	June 5 - 11	June 4 - 10
Summer Quarter Begins	June 13	June 12	June 11
Independence Day**	July 4	July 4	July 4
Summer Quarter Ends	September 3	September 2	September 1
Labor Day**	September 5	September 4	September 3
Fall Break**	September 5 - 11	September 4 - 10	September 3 - 9
Fall Quarter Begins	September 12	September 11	September 10
Thanksgiving**	November 24 - 25	November 23 - 24	November 22 - 23
Fall Quarter Ends	December 3	December 2	December 1
Winter Quarter Begins	December 5	December 4	December 3
Winter Break**	December 19, 2016 - January 1, 2017	December 25, 2017 - January 7, 2018	December 24, 2018 - January 6, 2019

*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.

STUDENT CALENDAR
ONLINE COURSES

	2016	**2017***	**2018***
Classes Resume After Winter Break	January 4	January 2	January 8
Winter Quarter Ends	March 13	March 12	March 11
Spring Quarter Begins	March 14	March 13	March 12
Spring Quarter Ends	June 5	June 4	June 3
Summer Break**	June 6 - 12	June 5 - 11	June 4 - 10
Summer Quarter Begins	June 13	June 12	June 11
Summer Quarter Ends	September 4	September 3	September 2
Fall Break**	September 5 - 11	September 4 - 10	September 3 - 9
Fall Quarter Begins	September 12	September 11	September 10
Fall Quarter Ends	December 4	December 3	December 2
Winter Quarter Begins	December 5	December 4	December 3
Winter Break**	December 19, 2016 - January 1, 2017	December 25, 2017 - January 7, 2018	December 24, 2018 - January 6, 2019

*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. **Any student enrolled in the Nursing associate's degree program who earns a grade below a "B" in any course specified in the program outline must repeat the course and earn a grade no less than a "B" prior to graduation.**
C	2.0	Indicates an average level of achievement. **Any student enrolled in the Nursing associate's degree program who earns a grade below a "B" in any course specified in the program outline must repeat the course and earn a grade no less than a "B" prior to graduation.**
D+	1.5	Indicates a marginal level of achievement. **Any student enrolled in the Nursing associate's degree program who earns a grade below a "B" in any course specified in the program outline must repeat the course and earn a grade no less than a "B" prior to graduation.**
D	1.0	Indicates a marginal level of achievement. **Any student enrolled in the Nursing associate's degree program who earns a grade below a "B" in any course specified in the program outline must repeat the course and earn a grade no less than a "B" prior to graduation.**
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. The otherwise earned letter grade is awarded (normally a "F"), unless all required work is successfully completed within (a) six weeks following the end of a full-quarter course (excluding break week), or (b) three weeks following the end of a half-quarter course (excluding break week). 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 at least (i) an overall 2.0 cumulative grade point average for all of the courses included in any undergraduate program other than Nursing, or (ii) an overall 3.0 cumulative grade point average for all of the courses included in the Nursing undergraduate 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; (c) a student's administrative record, academic record and account with the school must be up to date and current and (d) at least (i) 30% of the quarter credit hours required to graduate from any program other than the Nursing associate's degree program must be earned at the main campus or any additional location of the school, or (ii) 56% of the quarter credit hours required to graduate from the Nursing associate's degree program must be earned at an ITT Technical Institute.

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 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 transcripts provided without a processing fee.

Satisfactory Academic Progress
Each student must make satisfactory academic progress toward completing his or her program of study, regardless of the student's course load in any academic quarter or whether the student receives financial aid. 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 notified by the School of such failure and either be placed on academic and financial aid probation ("AFAP") 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:

- 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
- 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 Note
End of the student's first academic year (as defined below)	1.5	50%	(1)
End of the student's second academic year	2.0	66.67%	(1)
End of each of the student's seventh and any subsequent academic quarters	2.0	66.67%	(1)
End of any academic quarter of the student's AFAP	See Note (2) below	See Note (2) below	(3)
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);
- the Dean grants the student's appeal; and
- the student satisfies all of the conditions specified below in the Academic and Financial Aid Probation section to be placed on AFAP.

If all of the conditions specified in the sentence immediately above are satisfied, the student will be placed on AFAP during the student's next academic quarter of attendance in the program.

(2) The OCGPA and Credit Completion Percentage required at the end of the immediately preceeding academic quarter.

(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, general studies, 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), rounded down to the nearest whole credit hour. For example, if a program of study consists of 90 credit hours, the student's MTFC is 135 credit hours (150% of 90). 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 is "attempted," if the student receives any of the following grades from the school and/or from any other ITT Technical Institute for the course represented by the credit hour: "A," "B+," "B," "C+," "C," "D+," "D," "F," "I," "W," "P," "CR" or "TR". For example, if a student takes Course X, consisting of 4.5 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 9 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, general studies, 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, general studies, 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 (a) the total number of credit hours in the courses included in the student's program of study for which the student receives a grade of "A,", "B+," "B," "C+," "C," "D+," "D," "CR" or "TR" from the school by (b) the total number of credit hours that the student has attempted in the courses included in the student's program of study (including, without limitation, the credit hours associated with any course for which the student receives a grade of "CR" or "TR"). 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, general studies, technical basic, elective or otherwise).

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

- 12 or more credits is a full-time student;
- 9 to 11 credits is a three-quarter-time student;
- 6 to 8 credits is a half-time student; or
- 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, based on a full-time student taking a course load representing 12 or 13.5 quarter credit hours 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:

Undergraduate Grade Level	Total Number of Quarter Credit Hours of Courses Successfully Completed in the Student's Program of Study
First	Less than 36
Second	At least 36 but less than 72
Third	At least 72 but less than 108
Fourth	At least 108 but less than 144
Fifth	144 or more

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 and Financial Aid Probation
During any academic quarter that a student is on AFAP, 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 academic quarter of the student's AFAP, 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 based on the OCGPA and Credit Completion Percentage required at the end of the immediately preceeding academic quarter.

All of the credit hours represented by the courses that the student repeats during the academic quarter of the student's AFAP 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 student will not be placed on AFAP:

- if the school determines that the student will be unable to make satisfactory academic progress in the student's program of study at the end of the academic quarter of the student's AFAP;

- 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; or
- if the student was on AFAP during the immediately preceeding academic quarter that the student was enrolled in that program of study 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, unless the student is enrolled in the Nursing associate's degree program. If the student is enrolled in the Nursing associate's degree program and receives a grade of "A," "B+," "B," "P," "CR" or "TR" with respect to any course in that program of study, 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 the student will receive the otherwise earned letter grade (normally an "F"). For full-term courses, the required work must be completed six weeks from the end of the quarter in which the "I" grade was received, not including the break week at the end of the quarter. For half-term courses, the required work must be completed three weeks from the end of the quarter in which the "I" grade was received, not including the break week at the end of that quarter. Any student who does not successfully complete a 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 or any other ITT Technical Institute may not seek readmission into any program of study at the school, whether the same or a different program, before the next academic 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 <u>not</u> 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, whether at the school or at a different 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 <u>not</u> be readmitted into:

(a) a different program of study that is at a different credential level; or
(b) the same program of study or a different program of study that is at the same credential level, unless:
    - the student appeals the school's determination in writing to the Dean (as provided below in the Appeal section);
    - the Dean grants the student's appeal; and
    - the student satisfies all of the conditions specified above in the Academic and Financial Aid Probation section to be placed on AFAP.

In no event will any student be readmitted into the same program of study, or a different program of study that is at the same credential level, at the school, if the student:

- for any reason withdrew or was terminated from a program of study at the school or at a different ITT Technical Institute during an academic quarter when the student was on AFAP;
- is unable to make satisfactory academic progress in that program of study, as determined by the school; or
- does not possess the motivation, desire or academic ability to satisfactorily progress academically through and graduate from that program of study, as determined by the school.

If the school decides to readmit a student, who was not making satisfactory academic progress at the last Evaluation Point that the student was enrolled in a program of study at an ITT Technical Institute, into the same program of study or a different program of study that is at the same credential level, the student:

- will be placed on AFAP during the student's next academic quarter of attendance in that program of study at the school; and
- 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.

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 in his or her program of study, the student cannot reestablish his or her eligibility to receive financial aid to attend any course(s) at the school, unless:

- the student enrolls in a different program of study at the school that is at the same credential level as the program of study in which he or she failed to make satisfactory academic progress; and
- the school determines that the student is making satisfactory academic progress in that different program of study.

Non-Credit Courses
Non-credit courses are taken on a pass-fail basis. Grades earned in non-credit courses are not included in the computation of a student's OCGPA. 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. Non-credit courses are also not included in the calculation of the student's MTFC or Credit Completion Percentage at any Evaluation Point, because non-credit courses are not worth any credit hours.

Non-Punitive Grades
Non-punitive grades for courses awarded by the school include: "CR," "TR," "W," "P" and "I." Non-punitive grades are not included in the computation of a student's OCGPA. The credit hours associated with any courses for which non-punitive grades are received by a student are included in the calculation of the student's MTFC and Credit Completion Percentage as specified above in those sections.

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 that caused the student not to make satisfactory academic progress (such as the student suffering an illness or injury, the death of a relative of the student or other special circumstances) and what has changed in the student's situation that will allow the student to be making satisfactory academic progress at the end of the student's next quarter of attendance in a program of study at the school. The Dean will review the student's written appeal to determine whether, based on the student's special circumstances and the information submitted by the student in his or her written appeal, the student can remain enrolled in (or be readmitted into) that same program of study at the school, despite the student's failure to conform to the requirements of this Satisfactory Academic Progress section. The determination of the student's written appeal will be:

- made by the Dean (in his or her discretion and in conformity with this Satisfactory Academic Progress section);
- communicated in writing to the student; and
- final and binding on the student.

If the Dean grants the student's appeal and all of the conditions specified above in the Academic and Financial Aid Probation section are satisfied, the student will, at the school's discretion, be placed on AFAP during the student's next academic quarter of attendance in a program of study at the school. The school will not develop or consider any academic plan for a student.

Satisfactory Nursing Program Progression
Once a student receives a grade of less than a "B" in any two core courses in the associate degree program in Nursing (i.e., courses prefixed with the letters "NU"), the student must be dismissed from the Nursing program for failure to maintain Satisfactory Nursing Program Progression ("SNPP"). If a student wishes to appeal this dismissal, the student must do so in writing on the designated form obtained from the Dean or Chair, Breckinridge School of Nursing and Health Sciences, and must explain the special circumstances (e.g., death of an immediate family member, severe illness or severe personal injury) that were factors in the student's inability to maintain SNPP. The student's written SNPP appeal will be routed according to the following:

- The Chair, Breckinridge School of Nursing and Health Sciences and the Admission Progression Graduation Committee ("APGC") will make a recommendation regarding the student's capacity for academic and professional success.
- The Dean will review the written SNPP appeal and make a recommendation.
- If the Chair, Breckinridge School of Nursing and Health Sciences /APGC's and/or Dean's recommendation is unfavorable, and there are no other compelling special circumstances that should be considered, the student's written SNPP appeal will be denied.
- If both recommendations from (1) the Chair, Breckinridge School of Nursing and Health Sciences and APGC and (2) the Dean are favorable, the Dean will forward the student's written SNPP appeal, along with a copy of the student's academic transcript, to the Director of Academic Administration. The Director of Academic Administration will review the information submitted by the student in his or her written SNPP appeal and any other special circumstances and make a recommendation for or against dismissal from the Nursing program to the Chief Academic Officer ("CAO"). The CAO will review the recommendation from the Director of Academic Administration and make a determination of the student's written SNPP appeal.

The determination of the student's written SNPP appeal will be:

- made by the Chair, Breckinridge School of Nursing and Health Sciences and APGC, Dean and CAO, if applicable (in their discretion and in conformity with this Satisfactory Nursing Program Progression section);
- communicated in writing to the student; and
- final and binding on the student.

If the CAO grants the student's SNPP appeal, the timing of the student's readmission into the Nursing program will be subject to resource and space availability and the student will be required to repeat any core course(s) in the Nursing program for which the student was not awarded at least a grade of "B". A student may seek readmission to the Nursing program through the SNPP appeal process only once; any subsequent non-passing grade earned in a core course in the Nursing program by that student will result in his or her immediate and final termination from the program of study.

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 logging into the course website and engaging in at least one of the following activities:

- submitting a course assignment;
- participation in a course discussion thread by posting a comment, question or response related to a course topic;
- an email communication with an instructor related to a course topic, such as the submission of an "Ask the Instructor" question in the learning management system; or
- taking a quiz or exam.

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 or Program Chair. 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: (a) attend for a period of 14 consecutive calendar days of classes in the program course(s) that the student is registered to take during that quarter, the school will make a determination as to whether the student intends to return to classes or to withdrawal from his or her program of study at the school; (b) attend for a period of 22 consecutive calendar days any component [whether a classroom, laboratory, practicum and/or clinical component], of a program course taught over 12 weeks that the student is registered to take during that quarter, the student will have withdrawn from that program course at the school; or (c) attend for a period of 11 consecutive calendar days any component [whether a classroom, laboratory, practicum and/or clinical component], of a program course taught over six weeks that the student is registered to take during that quarter, the student will have withdrawn from that program course at the school. Any student who withdraws from a program course may not re-enter that same course and may not re-take that course until the next time that the course is offered by the school. A student who withdraws from his or her program of study may be considered for readmission only in accordance with the Readmission section of this catalog.

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

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

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

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

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

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

a. Physical or verbal abuse, intimidation or harassment of another person or group of persons, including any harassment based on race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status.
b. Deliberate or careless endangerment; tampering with safety alarms or equipment; violation of safety regulations; failure to render reasonable cooperation in any emergency; possession or use on school premises or at organized school activities of any firearm (except for law enforcement officers who are required to carry a firearm at all times and who have notified the school Director of, and documented, that requirement), knife (excepting non-spring pocket knives with blades less than four inches), other weapon, explosive or fireworks.
c. Obstruction or disruption of any regular school activities, including, without limitation, teaching, research, administration, student services, discipline, organized events and operation and maintenance of facilities; interference with the free speech and movement of academic community members; refusal to identify oneself when requested or to obey any other lawful instruction from a school official or faculty member to discontinue or modify any action which is judged disruptive.
d. Dishonesty, including, without limitation, provision of false information, alteration or misuse of documents, plagiarism and other academic cheating, impersonation, misrepresentation or fraud.
e. Obscene, indecent or inconsiderate behavior; insubordinate behavior towards any faculty member or school official; exposure of others to offensive conditions; disregard for the privacy of self or others.
f. Theft, abuse or unauthorized use of school property, the personal property of others or public property, including, without limitation, unauthorized entrance into school facilities or information technology systems, possession of stolen property and littering.
g. Illegal use, distribution or possession of stimulants, intoxicants or drugs.
h. Use, distribution or possession of alcoholic beverages on school premises or at organized school activities or events.
i. Gambling on school premises or at organized school events.
j. Failure to comply with the lawful directions of any school official, staff member or student employee who is acting in performance of duties of position or is explicitly assuming responsibility on behalf of the school in the absence of a particular official. (Emergency orders may supersede some written regulations. Any student who receives orders which he or she considers unreasonable although not illegal must obey the orders.)
k. Violation of any federal, state or local law.
l. Intentional or careless destruction, damage or defacement of any school property. The school may, in addition to imposing discipline, hold any student who is responsible for any such destruction, damage or defacement liable for the repair or replacement of the property.
m. Failure to behave in a manner that reflects favorably upon the student's association with the school.
n. Falsification of any information on his or her Enrollment Agreement or any other documentation that the student provides to the school, including, without limitation, his or her educational status.
o. Failure to maintain satisfactory academic progress as specified in the Satisfactory Academic Progress section of this catalog.
p. Failure to strictly adhere to any term, provision, requirement, policy or procedure stated in this catalog, the student's Enrollment Agreement or Student Handbook.
q. Failure to pay the program costs as agreed in writing.

r. Breach of any term of the student's Enrollment Agreement or any other agreement between the student and the school.
s. Failure to exhibit good citizenship and respect for the community and other persons.
t. Hazing, defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, as determined by the school, for the purpose of initiation or admission into an affiliation with any organization recognized by the school. Hazing includes, without limitation, the following as determined by the school: any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics; exposure to the elements; forced consumption of any food, liquor, drug or other substance; forced physical activity which could adversely affect the physical health or safety of a student; any activity which would subject a student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment; or any forced activity which could adversely affect the mental health or dignity of a student.
u. Incitement of others to commit any of the acts prohibited above; involvement as an accessory to any of the prohibited acts by providing assistance or encouragement to others engaged in such acts; or by failure to separate oneself clearly from a group in which others are so engaged.

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

Anti-Harassment

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

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

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

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

Disabled Applicants and Students

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

Health, Security and Safety

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

and issues on an annual basis an ITT Technical Institute Security Policies and Crime Statistics Report. This report discloses information about this school's campus security policies and procedures and statistics concerning the number of certain crimes that may have taken place on campus. Students may obtain a copy of the report from the school Director.

Disclaimer of Warranties

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

Limitation of Liability

IN NO EVENT WILL THE STUDENT OR THE SCHOOL BE LIABLE TO THE OTHER PARTY OR ANY THIRD PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, CONSEQUENTIAL OR PUNITIVE DAMAGES, REGARDLESS OF THE FORM OF ACTION (WHETHER IN CONTRACT, TORT OR OTHERWISE) OR EVEN IF THE LIABLE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL THE SCHOOL'S MAXIMUM LIABILITY TO THE STUDENT FOR ALL DAMAGES ARISING OUT OF OR IN ANY WAY RELATED TO THE STUDENT'S ENROLLMENT AGREEMENT (INCLUDING ANY AMENDMENTS OR ADDENDA THERETO) OR THIS CATALOG OR THE SUBJECT MATTER THEREOF EXCEED THE LESSER OF: (A) THE ACTUAL DIRECT DAMAGES INCURRED BY THE STUDENT THAT WERE CAUSED BY THE SPECIFIC SERVICE OR PRODUCT PROVIDED BY THE SCHOOL UNDER THE STUDENT'S ENROLLMENT AGREEMENT THAT IS THE SUBJECT OF THE STUDENT'S COMPLAINT; OR (B) THE AMOUNT OF TUITION, FEES AND/OR COST OF ANY TOOLS RECEIVED BY THE SCHOOL FROM OR ON BEHALF OF THE STUDENT FOR THE SPECIFIC SERVICE OR PRODUCT PROVIDED BY THE SCHOOL UNDER THE STUDENT'S ENROLLMENT AGREEMENT THAT DIRECTLY CAUSED SUCH DAMAGE. Notwithstanding anything above to the contrary in this Limitation of Liability section, if any limitation of liability conflicts with the substantive law governing the student's Enrollment Agreement or this catalog, the substantive law with respect to such limitation will control.

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

Student Complaint/Grievance Procedure

Statement of Intent: To afford full consideration to student complaints concerning any aspect of the programs, facilities or other services offered by or associated with ITT Technical Institute. This complaint procedure is intended to provide a formal framework within which such complaints may be resolved. This procedure is not, however, a substitute for other available informal means of resolving complaints or other problems. Students are encouraged to communicate their concerns fully and frankly to members of the school faculty and administration. Students will not be subjected to adverse actions by any school officials as a result of initiating a complaint. 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, 2159 Apperson Drive, Salem, Virginia, 24153, telephone (540) 989-2500) any complaint relating to any: (a) aspect of the programs, facilities or other services provided by the school; (b) action or alleged misrepresentation by an employee or representative of the school; (c) discrimination or harassment based on race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status by any student, applicant, faculty member or other school employee, or visitor or invitee of the school; and (d) school activity. The complaint may be oral or written. The school Director will promptly acknowledge receipt of the complaint.
2. The school Director will meet with the student to discuss and respond to the complaint. The school Director's response may be oral or written and will address the specific complaint and indicate what, if any, corrective action has been proposed or accomplished.
3. Within three (3) school days of any such discussion, the school Director will prepare a written summary of the discussion, including any agreed upon or proposed solution of the student's complaint. The school Director will take the necessary steps to ensure that any agreed upon solution or other appropriate action is taken.

Step Two - Appeal to ITT Educational Services, Inc. ("ITT/ESI")

1. If a complaint is not resolved to the student's satisfaction, the student will, as soon as possible after the student's discussion with the school Director, submit the complaint on a Student Complaint Summary form to the Student Relations Specialist, ITT/ESI, 13000 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 Student Relations Specialist, ITT/ESI, or designee will reply to the student in writing, specifying what action, if any, ITT/ESI will undertake.

Step Three - Contact the 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 ("ACICS"), 750 First Street, NE, Suite 980, Washington, DC 20002-4241, telephone (202) 336-6780.

Step Four - Contact the State Council of Higher Education for Virginia ("SCHEV")
If the complaint has not been resolved by ITT/ESI and ACICS to the satisfaction of the student, the complaint may also be referred to the State Council of Higher Education for Virginia, 101 North 14th Street, James Monroe Building, Richmond, VA 23219, telephone (804) 225-2600. Students may also contact the Virginia Attorney General's Office, which is located at 900 East Main Street, Richmond, VA 23219, telephone (804) 786-2071, Web address http://www.oag.state.va.us.

Resolution of Disputes

The following procedure applies 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, and 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 an impartial person 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 "FAA").

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 (without a jury) 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, except that the enforceability of this Resolution of Disputes section will be governed, both procedurally and substantively, by the FAA.

(4) The arbitrator will have the exclusive authority to determine and adjudicate any challenge to the enforceability of this Resolution of Disputes Section.

(5) 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 or otherwise arbitrated together with any claims of Student;**
- **no claims will be made on behalf of any class of persons;**
- **no representative actions of any kind are permitted, including, without limitation, class actions and class arbitrations; and**
- **the arbitrator may not preside over any representative action.**

(6) 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.

(7) 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.

(8) 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.**

(9) 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.

(10) 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 or is enrolled, 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, Veterans Administration, state vocational rehabilitation agencies and collection agencies, if the information is for purposes of determining eligibility for aid, determining the amount of the aid, determining the conditions of the aid or enforcing the terms and conditions of the aid.
(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 or administer predictive tests, administer student aid programs or 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.

Records Retention
The school maintains a student's records for seven (7) years following the student's graduation or last date of attendance. The school will permanently retain: (a) the student's final transcript (through his or her last date of attendance) with respect to the student's enrollment in a program of study at the school; and (b) any transcripts with respect to the student's enrollment at any other postsecondary institution that the school may have received.

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
(a)	Accounting (Associate's Degree)	$493
(b)	Business Management (Associate's Degree)	$493
(c)	Criminology and Forensic Technology (Associate's Degree)	$493
(d)	Drafting and Design Technology (Associate's Degree)	$493
(e)	Electrical Engineering and Communications Technology (Bachelor's Degree)	$493
(f)	Electrical Engineering Technology (Associate's Degree)	$493
(g)	Information Systems and Cybersecurity (Bachelor's Degree)	$493
(h)	Medical Assisting and Administration (Associate's Degree)	$493
(i)	Network Systems Administration (Associate's Degree)	$493
(j)	Nursing (Associate's Degree)	$493
(k)	Project Management and Administration (Bachelor's Degree)	$493
(l)	Software Development (Bachelor's Degree)	$493
(m)	Software Development (Associate's Degree)	$493

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)	Criminology and Forensic Technology (Associate's Degree)	$150
(b)	Drafting and Design Technology (Associate's Degree)	$500
(c)	Electrical Engineering and Communications Technology* (Bachelor's Degree)	$500
(d)	Electrical Engineering Technology (Associate's Degree)	$500
(e)	Information Systems and Cybersecurity* (Bachelor's Degree)	$500
(f)	Medical Assisting and Administration (Associate's Degree)	$655
(g)	Nursing (Associate's Degree)	$655
(h)	Project Management and Administration* (Bachelor's Degree)	$500

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

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

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 prior to 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) before the student's first day of recorded attendance in any program course

- the student notifies the school that the student has canceled the student's Enrollment Agreement with the school or has withdrawn from the program, or
- the school terminates the student from the program;

(b) within 3 business days (excluding weekends and legal holidays) following the date the student signs the student's Enrollment Agreement with the school, the student notifies the school that the student has canceled the student's Enrollment Agreement with the school or has withdrawn from the program; or

(c) the school cancels the program.

Refund

(a) If the student withdraws or is terminated from any program course during any of the following specified Portions (as defined below in this section) of that program course, 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, except as specified below in the Return of Tools section, and
- the following corresponding percentage of the tuition for that program course.

PORTION OF THE PROGRAM COURSE	PERCENTAGE OF THE TUITION
First 25%	50%
After the First 25% in the First 50%	75%
After the First 50%	100%

(b) If the student withdraws or is terminated from the program during any of the following specified Portions of any 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.

PORTION OF THE QUARTER	PERCENTAGE OF ANY ACADEMIC FEE AND THE ADMINISTRATIVE FEE
First 25%	50%
After the First 25% in the First 50%	75%
After the First 50%	100%

(c) "Portion" with respect to a program course means the percentage derived by dividing the total number of hours of instruction in that program course into the number of those hours of instruction that had expired through the date of the student's withdrawal or termination. "Portion" with respect to any fee(s) charged to the student in a quarter means the percentage derived by dividing the total number of hours of instruction in all of the program course(s) that the student was registered to take in that quarter at the time of the student's withdrawal or termination into the number of those hours of instruction that had expired through the date of the student's withdrawal or termination. The student's withdrawal or termination date for purposes of calculating any refund due under this section and for purposes of the Return of Tools section below 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 45 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;

(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 and such calendar day occurred before any applicable date in Item (2) immediately above in this section; or

(4) the effective date of the student's withdrawal from the program under the Withdrawals section of this catalog, if the student withdrew from the program and such date occurred before any applicable date in Items (2) or (3) immediately above in this section.

Return of Tools

(a) If the student withdraws or is terminated from any program course, the student may return to the school any of the tools purchased by the student from the school for use in that program course if all of the following conditions are satisfied:

- the student withdraws or is terminated from the program course within the first 50% of that program course;
- the school receives all of those tools within 30 days following the student's withdrawal or termination date; and
- all of those tools are in unmarked condition when received by the school.

(b) If any of the above conditions is not satisfied, the student will be obligated to the school for the entire cost of those tools.

(c) If all of the above conditions are satisfied, the student will be obligated to the school for a percentage of the cost of those tools, that is the same percentage as the percentage of that program course's tuition for which the student is obligated to the school under the Refund section above.

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, 2159 Apperson Drive, Salem, Virginia 24153. If the student is a minor, however, the request must be made by the student's parent or guardian.

FINANCIAL ASSISTANCE

ITT Technical Institute must provide the student with (a) information on federal, state and institutional grants and loans, private education loans and any other sources of 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. However:

- 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 school determines the student's eligibility for and amount of any institutional Financial Assistance;
- any Financial Assistance, including, without limitation, scholarships, may terminate at any time for any reason including due to changes in legislation or availability of funds;
- the student is responsible for applying for any Financial Assistance, not the school; and
- the student is responsible for repaying the full amount of any Financial Assistance received in the form of a loan, plus interest and less any amount of the loan that may be refunded.

Federal Financial Aid Administered by the U.S. Department of Education

ITT Technical Institute is designated as an eligible institution by the U.S. Department of Education ("DOE") for participation in the following federal student financial aid programs. To apply for student financial aid under the following federal programs, a student needs to complete and submit a Free Application for Federal Student Aid online at www.fafsa.gov or mail a completed PDF FAFSA or paper FAFSA to Federal Student Aid Programs, P. O. Box 7650, London, KY, 40742-7650.

Federal Pell Grant Program

The Federal Pell Grant Program is intended to allow eligible students financial access to the school or the 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 award year awards range from $590 to $5,815. The amount a student may receive depends on the student's expected family contribution ("EFC"), the student's enrollment status (full-time, part-time, three-quarter time or less than half-time), Pell Lifetime Eligibility Used 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.

A student can receive a Federal Pell Grant for no more than 12 semesters or the equivalent of six academic years of enrollment.

Federal Supplemental Educational Opportunity Grant ("FSEOG") Program
The Federal Supplemental Educational Opportunity Grant Program ("FSEOG") provides assistance to exceptionally needy undergraduate students. A priority must be given to Pell Grant recipients with the lowest EFCs. The federal rules permit an eligible student to receive a FSEOG award of $100 to $4,000 for each of the student's academic years of study, but at ITT Technical Institute the awards for eligible students are typically between $200 and $500 each year, given the limited amount of FSEOG funds available. A student's eligibility for FSEOG funds is determined annually.

Iraq and Afghanistan Service Grant Program
A student who is not eligible for a Federal Pell Grant based only on EFC but meets the remaining Pell eligibility requirements and whose parent or guardian was a member of the U.S. Armed Forces and died as a result of military service performed in Iraq or Afghanistan after September 11, 2001, may be eligible to receive a grant under the Iraq and Afghanistan Service Grant Program. The grant award is equal to the amount of a maximum Federal Pell Grant* for the current federal award year, but cannot exceed the student's cost of attendance for that federal award year. An additional eligibility requirement is that at the time of the parent's or guardian's death the student must have been either:

- under 24 years old; or
- enrolled in college at least part-time at the time.

A student can receive an Iraq and Afghanistan Service Grant for no more than 12 semesters or the equivalent of six academic years of enrollment.

* An Iraq and Afghanistan Service Grant where the first disbursement is on or after October 1, 2016 and before October 1, 2017 requires a reduction of 6.9 percent from the maximum Federal Pell Grant award amount for relevant award year.

Federal Work Study Program
The Federal Work Study Program ("FWS") provides jobs for eligible students to 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 on campus or off campus for a Federal, state, or local public agency, a private non-profit or a private for-profit organization. The salary is at least the current federal 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 ITT Technical Institute. Only a limited number of FWS jobs are available on campus and off-campus; information with respect to these campus positions is available from the Career Services Department.

Direct Subsidized Loan Program
Direct Subsidized loans are available to eligible undergraduate students enrolled at least half-time at an eligible institution and are based on the financial need demonstrated by the student. An undergraduate 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 subsequent academic years under this program. The annual loan limit amounts will be pro rated for enrollment in programs that are less than one academic year or if enrolled in a program of study that is one academic year or longer and the remaining enrollment period of study is shorter than a full academic year. As of July 1, 2016 , the interest rate on a Direct Subsidized Loan is 3.76% for each Direct Subsidized Loan that the student receives during the 2016-2017 award year. A first time borrower on or after July 1, 2013 may not receive Direct Subsidized Loans for more than 150% of the published length of their program of study. For example, if the student is enrolled in a 4-year bachelor's degree program, the maximum period for which the student can receive Direct Subsidized Loans is 6 years (150% of 4 years = 6 years).

A student must repay his or her Direct Subsidized Loans based on the amount borrowed, the interest rate and the repayment plan selected by the borrower. Under the standard repayment plan the payments must be at least $50 a month ($600 a year) and will be more, if necessary, to repay the loan within the required time period. Repayment of the Direct Subsidized Loan begins six months after enrollment on a less than half-time basis, graduation or termination of studies. The U.S. Department of Education pays the interest on a Direct Subsidized Loan (1) while a student is in the school at least half-time, (2) for the first six months after the student leaves school (referred to as a grace period), and (3) during a period of deferment (a postponement of loan payments). The DOE may stop paying interest for a student who received Direct Subsidized Loans for the maximum eligibility period and who continues enrollment.

A student who (1) is seeking and is unable to find full-time employment or (2) suffers economic hardship may also receive a forbearance, a temporary suspension or reduction of monthly payment, of a Direct Subsidized Loan for up to three years. During forbearance, principal payments are postponed but interest continues to accrue. Unpaid interest that accrues during the forbearance will be added to the principal balance (capitalized) of the student's Direct Subsidized Loan(s).

Direct Unsubsidized Loan Program
Direct Unsubsidized loans are available to eligible undergraduate and graduate students enrolled at least half-time at an eligible institution. A demonstration of financial need is not required. Undergraduate student annual borrowing limits:

- A dependent undergraduate student whose parents are not rejected for a Direct PLUS Loan may borrow up to:
- $3,500 combined of Direct Subsidized and/or Direct Unsubsidized Loans, plus $2,000 additional Direct Unsubsidized Loan for the first academic year;
- $4,500 combined of Direct Subsidized and/or Direct Unsubsidized Loans, plus $2,000 additional Direct Unsubsidized Loan for the second academic year; and

- $5,500 combined of Direct Subsidized and/or Direct Unsubsidized Loans, plus $2,000 additional Direct Unsubsidized Loan for each of the third and subsequent academic years.

- An independent undergraduate or dependent undergraduate and whose parents fail to qualify for a Direct PLUS Loan, may borrow up to:
- $3,500 combined of Direct Subsidized and/or Direct Unsubsidized Loans plus, $6,000 additional Direct Unsubsidized Loan for the first academic year;
- $4,500 combined of Direct Subsidized and/or Direct Unsubsidized Loans, plus $6,000 additional Direct Unsubsidized Loan for the second academic year; and
- $5,500 combined of Direct Subsidized and/or Direct Unsubsidized Loans, plus $7,000 additional Direct Unsubsidized Loan for each of the third and subsequent academic years.

A graduate student may borrow up to $20,500 each academic year under the Direct Unsubsidized Loan program.

Effective July 1, 2016, the interest rate on a Direct Unsubsidized Loan is 3.76% for an undergraduate student and 5.31% for a graduate student for each Direct Unsubsidized Loan received during the 2016-2017 award year. The terms and conditions of the Direct Unsubsidized Loan, including deferments and loan charges, with a few exceptions, are the same as the Direct Subsidized Loan described above. However, the student is responsible for paying the interest on any Direct Unsubsidized Loan during all periods (in school, grace period, deferment, and forbearance). If the student chooses not to pay the interest while in school and during grace periods and deferment or forbearance periods, the interest will accrue (accumulate) and be capitalized (interest will be added to the principal amount of the loan). The capitalized interest becomes part of the amount (principal) on which the student pays future interest.

Direct PLUS Loan Program
Direct PLUS Loans are for the parent(s) of a dependent undergraduate student and graduate students enrolled on at least a half-time basis in a program of study leading to a degree or certificate at an eligible institution. The maximum Direct PLUS Loan amount a parent or graduate student may borrow is the cost of attendance minus any other Financial Assistance received. As of July 1, 2016 the interest rate for Direct PLUS Loans is 6.31% on each Direct PLUS Loan that a borrower receives during the 2016-2017 award year. Direct PLUS Loan borrowing is limited to parent(s) of dependent undergraduate students and graduate students with a favorable credit history.

The Direct PLUS Loan enters repayment once the loan is fully disbursed (paid out). A graduate student's loan will be placed in deferment while the student is enrolled at least half-time and for an additional six months (grace period) after the student ceases to be enrolled at least half-time.

The parent borrower may contact the loan servicer to request a deferment (1) while the parent or dependent undergraduate student is enrolled at least half-time and (2) for an additional six months (grace period) after the dependent undergraduate student ceases to be enrolled at least half-time.

If the loan is deferred, interest will accrue on the loan during the deferment. The graduate student or parent borrower may choose to pay the accrued interest or allow the interest to capitalize when the deferment period ends. The loan servicer will notify the graduate student or parent borrower when the first payment is due.

GI Bill® Education Benefits
Some of the programs offered at ITT Technical Institute are approved by the Virginia Department of Veteran's Services 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, and dependents must submit form 22-5490, 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. Veterans should contact the school's Finance Department with questions regarding institutional procedures for certifying enrollment.

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)"

VA CERTIFICATION CALENDAR			
RESIDENCE COURSES			
	2016	**2017***	**2018***
Classes Resume After Winter Break	January 4	January 2	January 8
Winter Quarter Ends	March 5	March 4	March 3
Spring Quarter Begins	March 14	March 13	March 12
Spring Quarter Ends	May 28	May 27	May 26
Summer Quarter Begins	June 13	June 12	June 11
Summer Quarter Ends	August 27	August 26	August 25
Fall Quarter Begins	September 12	September 11	September 10
Fall Quarter Ends	November 26	November 25	November 24
Winter Quarter Begins	December 5	December 4	December 3
Winter Break	December 19, 2016 - January 1, 2017	December 25, 2017 – January 7, 2018	December 24, 2018 – January 6, 2019
*Tentative Dates			

VA CERTIFICATION CALENDAR			
ONLINE COURSES, FIRST SIX WEEKS ("OLA")			
	2016	**2017***	**2018***
Classes Resume After Winter Break	January 4	January 2	January 8
Winter OLA Quarter Ends	January 31	January 29	January 28
Spring OLA Quarter Begins	March 14	March 13	March 12
Spring OLA Quarter Ends	April 24	April 23	April 22
Summer OLA Quarter Begins	June 13	June 12	June 11
Summer OLA Quarter Ends	July 24	July 23	July 22
Fall OLA Quarter Begins	September 12	September 11	September 10
Fall OLA Quarter Ends	October 23	October 22	October 21
Winter OLA Quarter Begins	December 5	December 4	December 3
Winter Break	December 19, 2016 - January 1, 2017	December 25, 2017 - January 7, 2018	December 24, 2018 - January 6, 2019
*Tentative Dates			

VA CERTIFICATION CALENDAR			
ONLINE COURSES, SECOND SIX WEEKS ("OLB")			
	2016	**2017***	**2018***
Winter OLB Quarter Begins	February 1	January 30	January 29
Winter OLB Quarter Ends	March 13	March 12	March 11
Spring OLB Quarter Begins	April 25	April 24	April 23
Spring OLB Quarter Ends	June 5	June 4	June 3
Summer OLB Quarter Begins	July 25	July 24	July 23
Summer OLB Quarter Ends	September 4	September 3	September 2
Fall OLB Quarter Begins	October 24	October 23	October 22
Fall OLB Quarter Ends	December 4	December 3	December 2
Winter Break	December 19, 2016 - January 1, 2017	December 25, 2017 - January 7, 2018	December 24, 2018 - January 6, 2019
*Tentative Dates			

VA CERTIFICATION CALENDAR			
ONLINE COURSES, ELEVEN WEEKS ("OL")			
	2016	**2017***	**2018***
Classes Resume After Winter Break	January 4	January 2	January 8
Winter OL Quarter Ends	March 6	March 5	March 4
Spring OL Quarter Begins	March 14	March 13	March 12
Spring OL Quarter Ends	May 29	May 28	May 27
Summer OL Quarter Begins	June 13	June 12	June 11
Summer OL Quarter Ends	August 28	August 27	August 26
Fall OL Quarter Begins	September 12	September 11	September 10
Fall OL Quarter Ends	November 27	November 26	November 25
Winter OL Quarter Begins	December 5	December 4	December 3
Winter Break	December 19, 2016 - January 1, 2017	December 25, 2017 - January 7, 2018	December 24, 2018 - January 6, 2019
*Tentative Dates			

Military Tuition Assistance

The Tuition Assistance (TA) Program provides financial assistance for voluntary off-duty education programs in support of an active military member's professional and personal self-development goals. The Department of Defense ("DoD") has directed a uniform TA fiscal policy across the military services. The per-quarter hour cap is $166, the semester hour cap is $250 and the fiscal year ceiling is $4,500.

Service members on active duty or current members of the National Guard who are considering college must obtain authorization for tuition assistance through their branch of service. Students should contact their unit education services officer for information regarding full details and current tuition benefits.

NOTE: The regulations governing all federal Financial Assistance programs are subject to change. The Finance Department will have current information regarding available programs, and will make available to the student a copy of the U.S. Department of Education publication "Do You Need Money for College? The Guide to Federal Student Aid, 2016-2017."

Institutional Scholarships

2016 Fall Scholarship
The primary purpose of the 2016 Fall Scholarship (the "FS") is to help address the demand for individuals providing technical administrative support to accountants and other financial management personnel in the United States by encouraging students to graduate from the associate degree program in Accounting at the school (the "Accounting Program"). The FS is only available to eligible new students who first begin the Accounting Program in the quarter that begins in September 2016 ("09/16 Students").

At the end of the first academic year of attendance for which the 09/16 Student is eligible to receive a FS award and each subsequent academic year that an eligible 09/16 Student is enrolled in the Accounting Program, the school will determine if the eligible 09/16 Student qualifies for a FS award for that academic year. If the eligible 09/16 Student qualifies for a FS award for the first academic year or any subsequent academic year after the first academic year, the eligible 09/16 Student will receive a FS award in the form of a retroactive disbursement not to exceed the amount of tuition and fees that was financed by debt and charged to the eligible 09/16 Student for the courses of the Accounting Program taken by the eligible 09/16 Student in that academic year, after first applying any other institutional scholarships to the eligible 09/16 Student's account. In no event will a refund be issued to an eligible 09/16 Student as a result of receiving a FS award – instead, the FS award for that 09/16 Student will be proportionately reduced to avoid a resulting credit balance.

The maximum amount of the FS awards for which a 09/16 Student may be eligible and qualify will not exceed:
- $1,250 in any quarter of attendance for which the 09/16 Student is eligible and qualifies for a FS award;
- $2,500 in any academic year of attendance for which the 09/16 Student is eligible and qualifies for a FS award; or
- $5,000 in total for all academic years.

Eligibility Requirements – To be eligible for the FS, a 09/16 Student must first begin attending courses in the Accounting Program at the school in the quarter that begins on September 12, 2016. The first academic year of attendance for which a 09/16 Student is eligible to receive a FS award, however, is:
- the 09/16 Student's first academic year that would start on or after September 12, 2016, if the 09/16 Student:
  - was attending one or more courses in an associate or bachelor degree program of study at an ITT Technical Institute at any time in the quarter that began on June 13, 2016 ("06/16 Quarter"); and
  - remained continuously enrolled in his or her associate or bachelor degree program of study at an ITT Technical Institute; or
- the 09/16 Student's first academic year that starts on or after September 12, 2016, if the 09/16 Student was not attending one or more courses in an associate or bachelor degree program of study at an ITT Technical Institute at any time in the 06/16 Quarter.

Qualification Requirements – An eligible 09/16 Student will qualify for a FS award for the first academic year of attendance for which the 09/16 Student is eligible to receive a FS award, as specified above in the Eligibility Requirements section. To qualify for a FS award for any subsequent academic year, an eligible 09/16 Student must:

- be enrolled at all times during that academic year in courses that represent at least six quarter credit hours in the eligible 09/16 Student's Accounting Program at the school; and
- be making satisfactory academic progress in the Accounting Program at the end of that academic year.

Upon admission to the Accounting Program, the 09/16 Student must contact the school's Finance Department to determine if he or she is eligible for the FS. If the school determines that the 09/16 Student satisfies the eligibility requirements of the FS, the 09/16 Student will have the opportunity to qualify for a FS award for each academic year of attendance in the Accounting Program. An eligible 09/16 Student may not receive a FS award for more than two academic years of the 09/16 Student's enrollment in the Accounting Program.

The FS Scholarship may end at any time without notice, at which time no further FS Scholarships will be awarded. The termination of the FS Scholarship will not, however, affect any FS awards received prior to termination.

Breckinridge School of Nursing and Health Sciences Academic Achievement Scholarship

The primary purpose of the Breckinridge School of Nursing and Health Sciences Academic Achievement Scholarship (the "ANS") is to help address the need for medical assisting and administration personnel in the United States by encouraging students to graduate from the associate degree program in Medical Assisting and Administration at the school (the "MAA Program"). The ANS is only available to eligible new students who first begin the MAA Program in the quarter that begins in September 2016 ("09/16 Students").

At the end of the first academic year of attendance for which the 09/16 Student is eligible to receive an ANS award and each subsequent academic year that an eligible 09/16 Student is enrolled in the MAA Program, the school will determine if the eligible 09/16 Student qualifies for an ANS award for that academic year. If the eligible 09/16 Student qualifies for an ANS award for the first academic year or any subsequent academic year after the first academic year, the eligible 09/16 Student will receive an ANS award in the form of a retroactive disbursement not to exceed the amount of tuition and fees that was financed by debt and charged to the eligible 09/16 Student for the courses of the MAA Program taken by the eligible 09/16 Student in that academic year, after first applying any other institutional scholarships to the eligible 09/16 Student's account. In no event will a refund be issued to an eligible 09/16 Student as a result of receiving an ANS award – instead, the ANS award for that 09/16 Student will be proportionately reduced to avoid a resulting credit balance.

The maximum amount of the ANS awards for which a 09/16 Student may be eligible and qualify will not exceed:

- $2,500 in any quarter of attendance for which the 09/16 Student is eligible and qualifies for an ANS award;
- $5,000 in any academic year of attendance for which the 09/16 Student is eligible and qualifies for an ANS award; or
- $10,000 in total for all academic years.

Eligibility Requirements – To be eligible for the ANS, a 09/16 Student must first begin attending courses in the MAA Program at the school in the quarter that begins on September 12, 2016. The first academic year of attendance for which a 09/16 Student is eligible to receive an ANS award, however, is:

- the 09/16 Student's first academic year that would start on or after September 12, 2016, if the 09/16 Student:
  - was attending one or more courses in an associate or bachelor degree program of study at an ITT Technical Institute at any time in the quarter that began on June 13, 2016 ("06/16 Quarter"); and
  - remained continuously enrolled in his or her associate or bachelor degree program of study at an ITT Technical Institute; or
- the 09/16 Student's first academic year that starts on or after September 12, 2016, if the 09/16 Student was not attending one or more courses in an associate or bachelor degree program of study at an ITT Technical Institute at any time in the 09/16 Quarter.

Qualification Requirements – An eligible 09/16 Student will qualify for an ANS award for the first academic year of attendance for which the 09/16 Student is eligible to receive an ANS award, as specified above in the Eligibility Requirements section. To qualify for an ANS award for any subsequent academic year, an eligible 09/16 Student must:

- be enrolled at all times during that academic year in courses that represent at least six quarter credit hours in the eligible 09/16 Student's MAA Program at the school; and
- be making satisfactory academic progress in the MAA Program at the end of that academic year.

Upon admission to the MAA Program, the 09/16 Student must contact the school's Finance Department to determine if he or she is eligible for the ANS. If the school determines that the 09/16 Student satisfies the eligibility requirements of the ANS, the 09/16 Student will have the opportunity to qualify for an ANS award for each academic year of attendance in the MAA Program. An eligible 09/16 Student may not receive an ANS award for more than two academic years of the 09/16 Student's enrollment in the MAA Program.

The ANS Scholarship may end at any time without notice, at which time no further ANS Scholarships will be awarded. The termination of the ANS Scholarship will not, however, affect any ANS awards received prior to termination.

President's Scholarship
The primary purpose of the President's Scholarship (the "PS") 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 PS is only available to eligible new students who begin a bachelor degree program of study at an ITT Technical Institute in the quarter that begins in September 2016 ("09/16 BP Students").

At the end of each academic year that an eligible 09/16 BP Student is enrolled in a bachelor degree program, the school will determine if the eligible 09/16 BP Student qualifies for a PS award for that academic year. If the eligible 09/16 BP Student qualifies for a particular academic year, the eligible 09/16 BP Student will receive a PS award in the form of a retroactive disbursement not to exceed the amount of tuition and fees that was financed by debt and charged to the eligible 09/16 BP Student for the courses of the bachelor degree program of study taken by the eligible 09/16 BP Student in that academic year, after first applying any other institutional scholarships to the eligible 09/16 BP Student's account. In no event will a refund be issued to an eligible 09/16 BP Student as a result of receiving a PS award – instead, the PS award for that 09/16 BP Student will be proportionately reduced to avoid a resulting credit balance.

The maximum amount of the PS awards for which a 09/16 BP Student may be eligible and qualify will not exceed:
- $2,500 in any quarter of attendance for which the 09/16 BP Student is eligible and qualifies for a PS award;
- $5,000 in any academic year of attendance for which the 09/16 BP Student is eligible and qualifies for a PS award; or
- $10,000 in total for all academic years.

Eligibility Requirements – To be eligible for the PS, a 09/16 BP Student must (1) 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; and (2) must first begin attending courses in a bachelor degree program of study at the school in the quarter that begins on September 12, 2016. The first academic year of attendance for which a 09/16 BP Student is eligible to receive a PS award, however, is:
- the 09/16 BP Student's first academic year that would start on or after September 12, 2016, if the 09/16 BP Student:
  - was attending one or more courses in a bachelor degree program of study at an ITT Technical Institute at any time in the quarter that began on June 13, 2016 ("06/16 Quarter"); and
  - remained continuously enrolled in his or her bachelor degree program of study at an ITT Technical Institute; or
- the 09/16 BP Student's first academic year that starts on or after September 12, 2016, if the 09/16 BP Student was not attending one or more courses in a bachelor degree program of study at an ITT Technical Institute at any time in the 06/16 Quarter.

Qualification Requirements – An eligible 09/16 BP Student will qualify for a PS award for the first academic year of attendance for which the 09/16 BP Student is eligible to receive a PS award, as specified above in the Eligibility Requirements section. To qualify for a PS award for any subsequent academic year, an eligible 09/16 BP Student must:
- be enrolled at all times during that academic year in courses that represent at least six quarter credit hours in the eligible 09/16 BP Student's bachelor degree program at the school; and
- be making satisfactory academic progress in his or her bachelor degree program at the end of that academic year.

Upon admission to a bachelor degree program of study at the school, the 09/16 BP student must contact the school's Finance Department to determine if he or she is eligible for the PS. If the school determines that the 09/16 BP student satisfies the eligibility requirements of the PS upon admission to a bachelor's degree program at the school, the 09/16 BP student will have the opportunity to qualify for a PS award for each academic year of attendance in his or her bachelor degree program. An eligible 09/16 BP student may not receive a PS award for more than two academic years of the 09/16 BP student's enrollment in his or her bachelor degree program.

The PS Scholarship may end at any time without notice, at which time no further PS Scholarships will be awarded. The termination of the PS Scholarship will not, however, affect any PS awards received prior to termination.

Opportunity Scholarship
The primary purpose of the Opportunity Scholarship (the "OS") is to encourage certain students to commit to pursuing their educational goals. The OS is only available to eligible students attending classes at an ITT Technical Institute in:
- an associate degree program of study ("AP Students"); or
- a bachelor degree program of study ("BP Students").

An AP Student or a BP Student will qualify for an OS award for each quarter of the first academic year of attendance for which the AP Student or BP Student is eligible to receive an OS award. At the end of each academic year that an eligible AP Student is enrolled in an associate degree program or an eligible BP Student is enrolled in a bachelor degree program, the school will determine if the eligible AP Student or eligible BP Student qualifies for an OS award for next academic year. If the eligible AP Student or eligible BP Student qualifies for an OS award for a particular academic year:
- the eligible AP Student will receive an OS award in the form of a disbursement not to exceed the amount of tuition and fees charged to the eligible AP Student for the course(s) of the associate degree program of study taken by the eligible AP Student in each quarter of that academic year; and
- the eligible BP Student will receive an OS award in the form of a disbursement not to exceed the amount of tuition and fees charged to the eligible BP Student for the courses(s) of the bachelor degree program of study taken by the eligible BP Student in each quarter of that academic year.

The amount of an OS award to an eligible AP Student or an eligible BP Student in any particular quarter of an academic year will be based on the eligible AP Student's or eligible BP Student's demonstrated need. An eligible AP Student's or an eligible

BP Student's demonstrated need will be determined by the school, in its sole discretion, based on the AP Student's or BP Student's expected family contribution toward his or her tuition and fees owed to the school for that quarter. The maximum amount of the OS awards for which:

- an AP Student who (1) is less than 21 years of age at the time of his or her initial enrollment in the associate degree program and (2) graduated from high school with an overall cumulative grade point average of at least 3.0 on a 4.0 grading scale, may be eligible and qualify will not exceed:
  - $5,000 in the first quarter of attendance for which the AP Student is eligible and qualifies for an OS award;
  - $4,285 in any subsequent quarter of attendance for which the AP Student is eligible and qualifies for an OS award; or
  - $35,000 in total for all quarters of all academic years; or
- an AP Student who (1) is at least 21 years of age at the time of his or her initial enrollment in the associate degree program or (2) did not graduate from high school with an overall cumulative grade point average of at least 3.0 on a 4.0 grading scale, may be eligible and qualify will not exceed:
  - $4,375 in the first quarter of attendance for which the AP Student is eligible and qualifies for an OS award;
  - $3,750 in any subsequent quarter of attendance for which the AP Student is eligible and qualifies for an OS award; or
  - $25,000 in total for all quarters of all academic years; or
- a BP Student who (1) is less than 23 years of age at the time of his or her initial enrollment in the bachelor degree program and (2) graduated from high school with an overall cumulative grade point average of at least 3.0 on a 4.0 grading scale, may be eligible and qualify will not exceed:
  - $4,285 in any quarter of attendance for which the BP Student is eligible and qualifies for an OS award; or
  - $60,000 in total for all quarters of all academic years; or
- a BP Student who (1) is at least 23 years of age at the time of his or her initial enrollment in the bachelor degree program or (2) did not graduate from high school with an overall cumulative grade point average of at least 3.0 on a 4.0 grading scale, may be eligible and qualify will not exceed:
  - $3,750 in any quarter of attendance for which the BP Student is eligible and qualifies for an OS award; or
  - $50,000 in total for all quarters of all academic years.

Eligibility Requirements – To be eligible for the OS, an AP Student must attend one or more courses in an associate degree program of study at the school in a quarter that begins on or after March 18, 2013. The first quarter of attendance for which an AP Student is eligible to receive an OS award, however, is:

- the first quarter of the AP Student's next academic year that would start on or after March 18, 2013, if the AP Student:
  - was attending one or more courses in an associate degree program of study at an ITT Technical Institute at any time in the quarter that began on December 10, 2012 ("12/12 Quarter"); and
  - remained continuously enrolled in his or her associate degree program of study at an ITT Technical Institute; or
- the first quarter of the AP Student's first academic year that starts on or after March 18, 2013, if the AP Student was not attending one or more courses in an associate degree program of study at an ITT Technical Institute at any time in the 12/12 Quarter.

To be eligible for the OS, a BP Student must attend one or more courses in a bachelor degree program of study at the school in a quarter that begins on or after June 17, 2013. The first quarter of attendance for which a BP Student is eligible to receive an OS award, however, is:

- the first quarter of the BP Student's next academic year that would start on or after June 17, 2013, if the BP Student:
  - was attending one or more courses in a bachelor degree program of study at an ITT Technical Institute at any time in the quarter that began on March 18, 2013 ("3/13 Quarter"); and
  - remained continuously enrolled in his or her bachelor degree program of study at an ITT Technical Institute; or
- the first quarter of the BP Student's first academic year that starts on or after June 17, 2013, if the BP Student was not attending one or more courses in a bachelor degree program of study at an ITT Technical Institute at any time in the 3/13 Quarter.

Qualification Requirements – An eligible AP Student or an eligible BP Student will qualify for an OS award for the first quarter of the first academic year of attendance for which the AP Student or BP Student is eligible to receive an OS award, as specified above in the Eligibility Requirements section. To qualify for an OS award for any subsequent quarter of the first and any subsequent academic year, an eligible AP Student or an eligible BP Student must:

- be enrolled at all times during that quarter in courses in the AP Student's associate degree program of study at the school or the eligible BP Student's bachelor degree program of study at the school that represent at least six quarter credits hours; and
- at the end of the AP Student's or BP Student's first and any subsequent academic year, be making satisfactory academic progress in his or her program of study.

Upon admission to an associate degree program of study or a bachelor degree program of study at the school, a student must contact the school's Finance Department to determine if he or she is eligible for the OS. If the school determines that the student satisfies the eligibility requirements of the OS, the eligible AP Student or eligible BP Student will have the opportunity to qualify for an OS award for each quarter of each academic year that the AP Student or BP Student remains enrolled in his or

her program of study at the school, beginning with the student's first academic year of eligibility. The school may, at any time in its sole discretion, terminate the OS, which termination will be effective as of the start of the next quarter and will not affect any OS awards received prior to termination.

Corporate Education Program Scholarship
The primary purpose of the Corporate Education Program Scholarship ("CEP Scholarship") is to encourage employees of participating companies* and their immediate family (i.e., spouses and children) to pursue a higher level of education at an ITT Technical Institute. The CEP Scholarship is available each academic quarter to eligible students who enroll, or are enrolled, in a program of study at an ITT Technical Institute and who are employed or have a spouse or parent employed at a participating company for the entire academic quarter.

At the end of each academic quarter during which an eligible student is enrolled in a program, the school will determine if the student qualifies for a CEP Scholarship award for that quarter. If the eligible student qualifies for a particular quarter, the student will receive a CEP Scholarship award in the form of a retroactive disbursement not to exceed the amount of tuition and fees that was financed by debt and charged to the eligible student for the courses taken by the student in that academic quarter.

The maximum amount of the CEP Scholarship for which a student may be eligible and qualify will not exceed:

- $2,500 in any quarter of attendance for which the student is eligible and qualifies for the CEP Scholarship;
- $5,000 in any academic year of attendance for which the student is eligible and qualifies for the CEP Scholarship; or
- $10,000 in total for all academic years.

Eligibility Requirements - to be eligible for the CEP Scholarship, a student must;

- be employed by or be the spouse or child of an individual employed by a company that has entered into a CEP Agreement with ITT/ESI, which was in effect on both the first and last days of the academic quarter to which the CEP Scholarship will apply; and
- successfully complete each course taken during the academic quarter to which the CEP Scholarship will apply.

Qualification Requirements - to qualify for a CEP Scholarship award for a particular academic quarter, an eligible student must:

- remain employed by or have a spouse or parent who remains employed by the company at all times during the academic quarter to which the CEP Scholarship will apply; or
- provide a letter from the company to ITT/ESI within 14 days following the end of the applicable academic quarter certifying the student's uninterrupted employment or the uninterrupted employment of the student's spouse or parent with the company during the academic quarter to which the CEP Scholarship will apply.

Upon admission to a program of study at the school, the student must contact the school's Finance Department to determine if he or she is eligible for a CEP Scholarship. If the school determines that the student satisfies the eligibility requirements of the CEP Scholarship, the student will have the opportunity to qualify for a CEP Scholarship award for each academic quarter of attendance in his or her program. A student who qualifies for a CEP Scholarship award for any particular quarter shall not be entitled to any other institutional scholarship in connection with that student's enrollment in a program during that academic quarter.

The CEP Scholarship may end at any time without notice, at which time no further CEP Scholarships will be awarded. The termination of the CEP Scholarship will not, however, affect any CEP awards received prior to termination.

*For a list of participating companies, please see the Finance Department.

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 federal or state agency, any private lender or any other provider of Financial Assistance guarantees the quality of instruction or the truth or accuracy of any representation contained herein.

FEDERAL AND PRIVATE EDUCATION LOAN CODE OF CONDUCT

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

- private lenders who make Loans that ITT Technical Institute student and parent borrowers 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 and employees (collectively, “Agents”) will 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 Agent will solicit, accept or receive any Gift (as defined below) from a Lender.

(3) No Agent 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; or
- accept from a Lender or an affiliate of a Lender any fee, payment or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to, or on behalf of, a Lender relating to federal or private Loans.

(4) An Agent, 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 will not:

- accept or request any Gift from 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 in exchange for referring or recommending that Lender to ITT Technical Institute’s 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 Finance Department or any call center operation of ITT Technical Institute;
- direct any of its student or parent borrowers to any electronic promissory notes or other loan agreements with respect to any Lender’s 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 Lender’s Loan based on the Lender selected by its student or parent borrowers; or
- request or accept 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 or private 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 will:

- 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 Lender’s 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 to a family member of an Agent, or to any other individual based on that individual's relationship with an Agent, is considered to be a Gift to the Agent, if:

- the Gift was given with the knowledge and acquiescence of the Agent; and
- the Agent has reason to believe that the Gift was given because of the Agent's duties or responsibilities at ITT Technical Institute;

A "Gift" does not include, however, any of the following:

- standard informational material, activities or programs on issues related to a Lender's Loan, default aversion, default prevention or financial literacy, such as a brochure, workshop or training;
- food, refreshments, training or informational material furnished to an Agent 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 Agent;
- favorable Terms on a Lender's Loan provided to a student employed by ITT Technical Institute, if such Terms are comparable to those available to all ITT Technical Institute students;
- educational counseling, financial literacy or debt-management materials provided to borrowers, if the identification of any Lender that assisted in preparing, providing or paying for any of those materials is disclosed on the materials;
- entrance and exit counseling services provided by Lenders to student borrowers to meet ITT Technical Institutes' responsibilities under federal law, provided that:
  - ITT Technical Institute staff is in control of the services;
  - the services are not provided in-person by any Lenders; and
  - the Lender does not promote or secure applications for its Loans or other products or services during the provision of those services;
- items of de minimus 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 Agent that are identified and approved by the U.S. Department of Education ("DOE").

ITT Technical Institute's financial aid professionals are available to assist student and parent borrowers and answer any questions that they may have regarding the federal and private Loans available for those who qualify.

STUDENT SERVICES

Career Services

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

Part-time Career Services

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

Graduate Career Services

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

Preparatory Offering

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

Housing Assistance

The student may obtain from the school a list of potential housing accommodations within the vicinity of the school. The school does not operate any on- or off-campus housing. Any student requiring housing assistance is encouraged to contact the school prior to beginning

classes for information on local apartment availability and general rental matters such as lease requirements, security deposits, furniture rentals and utilities. The student and his or her parents are, however, solely responsible for the student's housing arrangements, as well as the student's security and safety.

Student Activities

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

CAMPUS INFORMATION

History of Main Campus - ITT Technical Institute, Indianapolis (Angola Court), Indiana

ITT Technical Institute, Indianapolis, opened in 1956. ITT Corporation acquired the Sams Company and the school in 1966. This school was one of the three original schools of ITT Educational Services, Inc. The school now offers associate's degree programs of study in Accounting, Business Accounting Technology, Business Administration, Business Management, Computer and Electronics Engineering Technology, Computer Drafting and Design, Computer Forensics, Construction Technology, Criminal Justice, Criminology and Forensic Technology, Drafting and Design Technology, Electrical Engineering Technology, Graphic Communications and Design, Health Information Technology, Industrial Engineering Technology, Information Systems Administration, Information Technology - Computer Network Systems, Network Systems Administration, Nursing, Paralegal, Paralegal Studies, Software Development, Visual Communications, Web Design and Web Design Technology, bachelor's degree programs of study in Accounting, Business Accounting Technology, Business Administration, Business Management, Construction Management, Criminal Justice, Criminal Justice - Cyber Security, Digital Entertainment and Game Design, Electrical Engineering and Communications Technology, Electronics and Communications Engineering Technology, Information Systems Security, Information Systems and Cybersecurity, Nursing, Project Management, Project Management and Administration, Software Development and a master's degree programs of study in Business Administration.

The following locations are branch campuses of ITT Technical Institute, Indianapolis (Angola Court): Akron, Ohio; Albany, New York; Albuquerque, New Mexico; Arlington, Texas; Arlington Heights, Illinois; Arnold, Missouri; Atlanta, Georgia; Aurora, Colorado; Austin, Texas; Baton Rouge, Louisiana; Bessemer, Alabama; Boise, Idaho; Brooklyn Center, Minnesota; Canton, Michigan; Chantilly, Virginia; Charlotte North, North Carolina; Charlotte South, North Carolina; Chattanooga, Tennessee; Clive, Iowa; Clovis, California; Columbia, South Carolina; Columbus, Ohio; Concord, California; Cordova, Tennessee; Corona, California; Dayton, Ohio; Dearborn, Michigan; DeSoto, Texas; Douglasville, Georgia; Duluth, Georgia; Dunmore, Pennsylvania; Durham, North Carolina; Earth City, Missouri; Eden Prairie, Minnesota; Fort Lauderdale, Florida; Fort Myers, Florida; Fort Wayne, Indiana; Getzville, New York; Greenfield, Wisconsin; Greenville, South Carolina; Hanover, Maryland; Harrisburg, Pennsylvania; Henderson, Nevada; Hialeah, Florida; High Point, North Carolina; Hilliard, Ohio; Houston (North Freeway), Texas; Houston (South Gessner), Texas; Huntington, West Virginia; Indianapolis (N. Shadeland Avenue), Indiana; Jacksonville, Florida; Johnson City, Tennessee; Kansas City, Missouri; Kennesaw, Georgia; Knoxville, Tennessee; Lake Mary, Florida; Las Vegas, Nevada; Lathrop, California; Levittown, Pennsylvania; Lexington, Kentucky; Little Rock, Arkansas; Liverpool, New York; Louisville, Kentucky; Madison, Alabama; Madison, Mississippi; Madison, Wisconsin; Marlton, New Jersey; Maumee, Ohio; Merrillville, Indiana; Mobile, Alabama; Murray, Utah; Myrtle Beach, South Carolina; Nashville, Tennessee; National City, California; Newburgh, Indiana; Norfolk, Virginia; North Charleston, South Carolina; Norwood, Massachusetts; Norwood, Ohio; Oak Brook, Illinois; Oakland, California; Oklahoma City, Oklahoma; Omaha, Nebraska; Orange, California; Orland Park, Illinois; Orlando, Florida; Owings Mills, Maryland; Oxnard, California; Pensacola, Florida; Philadelphia, Pennsylvania; Phoenix (N. 25th Avenue), Arizona; Phoenix (N. 95th Avenue), Arizona; Pittsburgh, Pennsylvania; Plymouth Meeting, Pennsylvania; Portland, Oregon; Rancho Cordova, California; Richardson, Texas; Richmond, Virginia; Salem, Oregon; Salem, Virginia; San Antonio (Northwest Parkway), Texas; San Antonio (NE Loop 410), Texas; San Bernardino, California; San Dimas, California; South Bend, Indiana; Springfield, Illinois; Springfield, Missouri; Springfield, Virginia; St. Petersburg, Florida; St. Rose, Louisiana; Strongsville, Ohio; Swartz Creek, Michigan; Sylmar, California; Tallahassee, Florida; Tampa, Florida; Tarentum, Pennsylvania; Tempe, Arizona; Torrance, California; Troy, Michigan; Tucson, Arizona; Tulsa, Oklahoma; Vista, California; Waco, Texas; Warrensville Heights, Ohio; Webster, Texas; West Palm Beach, Florida; Westminster, Colorado; Wichita, Kansas; Wilmington, Massachusetts; Wyoming, Michigan; and Youngstown, Ohio.

History of Branch - ITT Technical Institute, Salem, Virginia

The school opened in December 2009 and now offers associate of applied science degree programs of study in Accounting, Business Management, Criminology and Forensic Technology, Drafting and Design Technology, Electrical Engineering Technology, Medical Assisting and Administration, Network Systems Administration, Nursing and Software Development and bachelor of science degree programs of study in Electrical Engineering and Communications Technology, Information Systems and Cybersecurity, Project Management and Administration and Software Development.

Accreditation

Accredited by the Accrediting Council for Independent Colleges and Schools to award associate of applied science degrees and bachelor of science degrees and approved to offer non-credit, short-term modules.

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
The school has been certified to operate in Virginia by the State Council of Higher Education for Virginia.

Some programs are approved for the training of veterans by the Virginia Department of Veteran's Services.

ITT Technical Institute, Salem, is granted provisional approval by the Virginia Board of Nursing to offer a nursing education program for professional nurses.

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

ITT Technical Institute has been issued a Certificate of Recognition as part of American Medical Technologists' (AMT) School Recognition Program. Founded in 1939, AMT is a nationally and internationally recognized certification agency and membership society for certain allied health professionals. Students completing the Medical Assisting and Administration associate degree program at ITT Technical Institute may be eligible for certification with AMT. Please see the Chair, Breckinridge School of Nursing and Health Sciences for more information.

Other Virginia ITT Technical Institutes
14420 Albermarle Point Place, Suite 100, Chantilly, Virginia 20151
5425 Robin Hood Road, Suite 100, Norfolk, Virginia 23513
300 Gateway Centre Parkway, Richmond, Virginia 23235
7300 Boston Boulevard, Springfield, Virginia 22153

Faculty

General Education

Justin Allen, Adjunct Instructor
B.A., State University of New York at Potsdam;
M.S., Syracuse University

Lori D'Angelo, Adjunct Instructor
B.S., Northwestern University;
M.A., Pittsburgh Theological Seminary;
M.S., University of Dayton;
M.A., West Virginia University

Kimberly Emory, Adjunct Instructor
B.S., Roanoke College;
M.S., Radford University

Charles Fisher, Jr., Adjunct Instructor
B.A., Virginia Polytechnic Institute and State University;
M.A., M.S., George Mason University;

Tara Mullins, Adjunct Instructor
B.S., M.A., Marshall University

Carol Mynatt, Adjunct Instructor
B.S., Lock Haven University of Pennsylvania;
D.C., New York Chiropractic College

Timothy Willson, Adjunct Instructor
B.S., Lyndon State College;
D.C., New York Chiropractic College

School of Information Technology

Information Systems and Cybersecurity Program
(Bachelor of Science Degree)

Please see the school Director for a listing of faculty.

Software Development Program
(Bachelor of Science Degree)

Please see the school Director for a listing of faculty.

Network Systems Administration Program
(Associate of Applied Science Degree)

Stephen McTigue, Adjunct Instructor
B.A., University of New Mexico

Daniel Moran, Adjunct Instructor
A.A.S., B.S., Skyline College

Philip Nowlin, Adjunct Instructor
B.S., Radford University

Kevin Richardson, Adjunct Instructor
A.S., Virginia Western Community College;
B.B.A., Radford University;
M.I.T., Virginia Polytechnic Institute and State University

Tony Walker, Adjunct Instructor
B.S., Regent University

Software Development Program
(Associate of Applied Science Degree)

Please see the school Director for a listing of faculty.

School of Electronics Technology

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

Please see the school Director for a listing of faculty.

Electrical Engineering Technology Program
(Associate of Applied Science Degree)

William Hoffman, Jr., Adjunct Instructor
B.S., Roanoke College;
C.A.G.S., M.S., Virginia Polytechnic Instititute and State University

Tony Walker, Adjunct Instructor
B.S., Regent University

School of Drafting and Design

Timothy Snyder, Chair, School of Drafting and Design
A.A.S., B.S., M.B.A., ITT Technical Institute

Drafting and Design Technology Program
(Associate of Applied Science Degree)

Timothy Snyder, Chair, School of Drafting and Design
A.A.S., B.S., M.B.A., ITT Technical Institute

Robert Shumate, Adjunct Instructor
A.A.S., Virginia Western Community College;
B.S., Bluefield State College

School of Business

Project Management and Administration – Project Management and Administration Option, Construction Option and Information Technology Option
(Bachelor of Science Degree)

R. Martin Benjamin, Adjunct Instructor
B.B.A., Walsh College;
M.B.A., University of Phoenix

David Chappell, Adjunct Instructor
B.S., M.A., American Military University

Charles Fisher, Jr., Adjunct Instructor
B.A., Virginia Polytechnic Institute;
M.A., M.S., George Mason University

Accounting Program
(Associate of Applied Science Degree)

Please see the school Director for a listing of faculty.
Business Management Program
(Associate of Applied Science Degree)

Please see the school Director for a listing of faculty.

School of Criminal Justice

Criminology and Forensic Technology Program
(Associate of Applied Science Degree)

David Chappell, Adjunct Instructor
B.S., M.A., American Military University

John McNeil, Adjunct Instructor
B.S., Ferrum College;
J.D., Regent University

Keysha McNeil, Adjunct Instructor
B.A., Ferrum College;
J.D., Regent University

Breckinridge School of Nursing and Health Sciences

Pamela Lindsey, Chair, Breckinridge School of Nursing and Health Sciences
A.S.N., B.S.N., Bluefield State College;
M.S.N., Radford University

Nursing Program
(Associate of Applied Science Degree)

Pamela Lindsey, Chair, Breckinridge School of Nursing and Health Sciences
A.S.N., B.S.N., Bluefield State College;
M.S.N., Radford University

Barbara King, Instructor
A.A.S., Wytheville Community College;
B.S.N., Bluefield State College;
M.S.N., Radford University

Lalena Pedrotti, Instructor
B.S., B.S.N., Radford University;
M.S.N., Research College of Nursing

Kimberly Taylor, Adjunct Instructor
B.S.N., Jefferson College of Health Sciences

Lisa Wade, Instructor
B.S.N., Tennessee Technological University;
M.S.N., Research College of Nursing

Medical Assisting and Administration Program
(Associate of Applied Science Degree)

Please see the school Director for a listing of faculty.

General Studies/Technical Basic

Stephen McTigue, Adjunct Instructor
B.A., University of New Mexico

Tara Mullins, Adjunct Instructor
B.S., M.A., Marshall University

Carol Mynatt, Adjunct Instructor
B.S., Lock Haven University of Pennsylvania;
D.C., New York Chiropractic College

Robert Shumate, Adjunct Instructor
A.A.S., Virginia Western Community College;
B.S., Bluefield State College

Timothy Snyder, Chair, School of Drafting and Design
A.A.S., B.S., M.B.A., ITT Technical Institute

Timothy Willson, Adjunct Instructor
B.S., Lyndon State College;
D.C., New York Chiropractic College

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

Steven Estrada, Director/Dean
A.A., B.A., M.B.A., ITT Technical Institute

Hunter Parks, Acting Director of Finance/Financial Aid Coordinator
B.A., Roanoke College

Sandra Baldwin, Registrar
B.S., University of Nebraska at Omaha

Catherine Ferguson, Director of Career Services /acting Director of Recruitment

Advisory Committees

School of Information Technology

Roger Bohm	Roanoke Regional Airport
Scott Claybrook	Chase Professionals
Jed Krisch	Carilion Clinic
David Lang	Safer Network Solutions, LLC
Matt Lewis	DaPro Systems
Alan Novitsky	WDBJ 7
Jason Porter	icroscope.com
Jim Rieflin	Salem City Schools
Robert Shields	PC Land, Inc.
Dan Zicafose	Advance Auto

School of Electronics Technology

Al Anway	CAPCO Machinery Systems, Inc
Gary Evans	Varney, Inc.
Chris Gray	Syncom Electronics
Michael Hevener	ITT
William Hobbs	Templeton-Vest Alarm Co.
Carl Hoffman	First Call Parts
Angela Lavender	JDSU
Tony Melki	Hartman & Sons HVAC
Todd Reed	Ethos Technologies
Scott Rice	Syncom Electronics

School of Drafting and Design

Douglas Braye, Sr.	Engineering Design Systems, Inc
Jason Cornett	New Millenium Building Systems
Alex Herring Dillon	Aerotek
Alan Feldman	ALFA Design
Gwyn Gilliam	AECOM
Katherine Gray	Habitat for Humanity
Allen Hale	SFCS
Steven Hamblin	Oak Hill Associates, LLC
Ben Harris	Heatex
Todd Setliff	Tas Design

School of Business

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

School of Criminal Justice

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

Breckinridge School of Nursing and Health Sciences

Jason Bishop	Carilion Clinic
Ava Porter	Jefferson College of Health Sciences
Stephanie Reynolds	Med Xpress
Sherry Stone	Lewis Gale Medical Center
Stephanie Sylvester	Rescue Mission
Brenda Divers Wiley	Lewis Gale Medical Center
Anesa Vugdalic	Care Advantage

Physical Facility Description

The facility occupies approximately 18,672 square feet of space and is divided into administrative and educational areas, comprised of six theory rooms, four computer labs, one learning resource center, eleven administrative offices and other necessary support areas such as restrooms and lounge/break areas. The building is accessible by individuals with disabilities. Please see the Disabled Students section of this catalog for further information.

Statement of Ownership

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

ITT Educational Services, Inc. Corporate Officers and Directors

Kevin M. Modany	Chief Executive Officer
John E. Dean	Executive Chairman of the Board
Eugene W. Feichtner	President and Chief Operating Officer
June M. McCormack	Executive Vice President and President, Online Division
Glenn E. Tanner	Executive Vice President, Chief Marketing Officer
Rocco F. Tarasi	Executive Vice President, Chief Financial Officer
David E. Catalano	Senior Vice President, Business Development
Shawn J. Crawford	Senior Vice President, Chief Compliance and Risk Officer
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Angela K. Knowlton	Senior Vice President, Controller and Treasurer
Jill M. Minnick	Senior Vice President, Marketing
John E. Montgomery	Senior Vice President, Program Management Office
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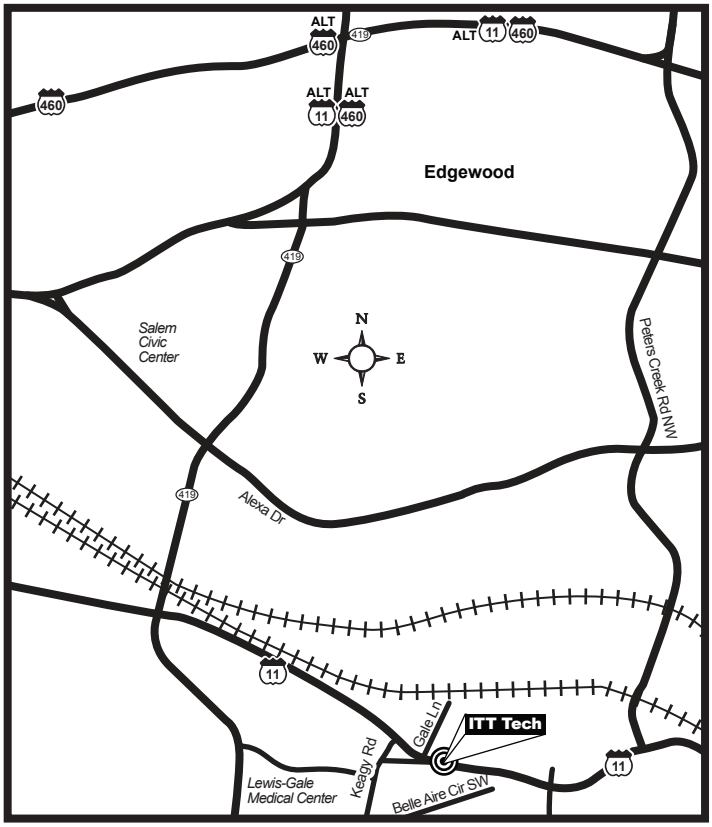
Erica J. Bisch	Vice President, Human Resources
Nicole A. Elam	Vice President, Government Relations and External Affairs
Dean C. Kempter	Vice President, Chief Academic Officer, ITT Technical Institute
David J. Kleiman	Vice President, Management Information Systems
Michael J. Lindvay	Vice President, Finance
Elizabeth A. Moore	Vice President, External Communications Strategy
Shantanu A. Phadnis	Vice President, Instructional Operations
Michael A. Quesada	Vice President, IT Infrastructure
Amy M. Rusiloski	Vice President, Student Services
C. David Brown III	Director
Jerry M. Cohen	Director
John F. Cozzi	Director
John E. Dean	Director
James D. Fowler, Jr.	Director
Joanna T. Lau	Director
Thomas I. Morgan	Director
Samuel L. Odle	Director
Vin Weber	Director

Notes



ITT Technical Institute
2159 Apperson Drive
Salem, VA 24153
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