

**INTERNATIONAL BUSINESS COLLEGE**

**5699 COVENTRY LANE**

**FORT WAYNE, INDIANA 46804**

**(260) 459-4500**

**(800) 589-6363**

**ACADEMIC YEAR 2018-19 ACADEMIC CATALOG**

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# **GENERAL INFORMATION**

## **MISSION**

International Business College, Fort Wayne, is dedicated to providing every student an educational experience to prepare for a solid entry-level position in a specialized career with opportunity for advancement. The college combines technical skills with general education courses in accelerated programs of study that evolve to meet the demands of our central Indiana employment community. In addition to specific hands-on career skills, we are committed to helping students develop strengths in communication, critical thinking, and professionalism.

To achieve this mission, we are dedicated to these objectives:

1. We will continually assess and improve programs of study which can be completed in as short a time as practical while maintaining quality and integrity in valued skills.
2. We will support and continually train faculty to ensure quality instruction through current skill sets and teaching methods.
3. We will support and continually improve our administration, facility, and student support resources to promote a solid educational environment.

## **PHILOSOPHY AND OBJECTIVES**

International Business College is an independent institution of postsecondary education dedicated to the preparation of men and women for careers in business, healthcare, public service, and other types of organizations.

Fundamental to the mission of IBC is the recognition that students have a wide variety of goals relative to career preparation. In addition, these goals often change during the educational experience. In keeping with this recognition, the College offers programs in a number of career fields leading to associate degrees.

These programs, which are two to two and a half academic years in length, are offered in such a way that they can be completed in as short a period of calendar time as practicable consistent with educational objectives and thorough student preparation. Curriculum within programs is structured so that from the beginning students acquire knowledge and skills applicable to work in their field of study. Advanced curriculum emphasizes educational attainment beyond basic knowledge and helps to equip students with the tools and flexibility for informed decision making as well as lifelong learning.

As a part of its mission, IBC believes it has a responsibility to challenge students to acquire a strong sense of ethical practice, professional behavior, and social responsibility. The College's policies and practices, as well as substantial elements of its educational programs, incorporate that challenge.

## **HISTORY**

International Business College was first organized in August 1889 by Professor Thomas L. Staples. Professor Staples had migrated to Fort Wayne, Indiana, from Ontario, Canada, where he had established the first of six International Colleges in 1882.

In 1882, the purpose of the college was to teach penmanship and the bookkeeping necessary for the business houses of that time. Fort Wayne was a thriving community, and the school also prospered. By the turn of the century, International Business College had been incorporated under laws of the state of Indiana and was authorized to confer appropriate degrees in business. About this time the school was teaching typewriting and shorthand along with the penmanship necessary for modern business.

In 1969, International Business College was acquired by its present owners, Bradford Schools, Inc. In 2002, the College moved to its current location in the Village at Coventry.

International Business College, Fort Wayne, is a branch of International Business College, Indianapolis. International Business College, Indianapolis, is located at 7205 Shadeland Station, Indianapolis, IN 46256.

## **LOCATION AND FACILITIES**

International Business College is a private coeducational business college. The college is conveniently located in the Village at Coventry at the interchange of Highways 24 and 69 with professional business offices, restaurants, and stores close by.

International Business College strives to provide students with a learning environment that is similar to that in which they desire to work. As a result, great effort has been made to provide attractive surroundings with industry-standard equipment to create an atmosphere conducive to learning. The general academic space contains a resource library and a total of 19 classrooms. Three of the classrooms are equipped with microcomputers, and the remainder are furnished as lecture rooms. Additionally, the college contains one classroom designed as a medical assistant laboratory and space designed for the veterinary technology program. This space contains three lecture/laboratory classrooms equipped with long tables and rolling chairs, a veterinary technician laboratory, a kennel, a radiology facility, a surgery suite, and a surgery preparation area.

Major equipment includes, but is not limited to, a stationary radiograph machine, a dental radiograph machine, and an IDEXX Vet Lab System in the Veterinary Technology program. An electrocardiograph machine, bi-ocular microscopes, and a Stat Spin III centrifuge are provided in the Medical Assistant program, and a classroom is equipped with Apple iMac stations.

## **ACCREDITATION**

International Business College is accredited by the Accrediting Commission of Career Schools and Colleges. The address, telephone number, and website of the Accrediting Commission of Career Schools and Colleges are 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212, [www.accsc.org](http://www.accsc.org).

This institution is authorized by the Indiana Board for Proprietary Education, 101 West Ohio Street, Suite 300, Indianapolis, IN 46204-4206.

The International Business College Medical Assistant program is currently accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The address, telephone number, and website of the Commission on Accreditation of Allied Health Education Programs are 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350, [www.caahep.org](http://www.caahep.org).

The International Business College Veterinary Technology Program is currently accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA). The address and telephone number of the American Veterinary Medical Association are 1931 N. Meacham Road, Schaumburg, IL 60173, (847) 925-8070.

## **AFFILIATIONS**

International Business College is a member of the Indiana Commission for Postsecondary Proprietary Education.

In addition, International Business College is represented through the membership and participation of various faculty and staff members in a number of other organizations. These organizations include:

American Association of Medical Assistants  
American Veterinary Medical Association  
Association of Veterinary Technician Educators  
Indiana Institute of Certified Public Accountants  
Indiana Veterinary Medical Association  
Indiana Veterinary Technician Association  
National Association of Veterinary Technicians of America  
National Business Education Association  
Northeast Indiana Veterinary Medical Association  
Student Chapter of the National Association of Veterinary Technicians of America

## **APPROVALS**

Approved for training of veterans.  
Approved for vocational rehabilitation training.

## **LEGAL CONTROL**

International Business College is legally controlled by Bradford Schools, Incorporated, 133 Freeport Road, Pittsburgh, PA 15215. Officers of the corporation are Joseph L. Calihan, Chairman; Martin J. Calihan, President, Chief Executive Officer, and Treasurer; Jo Ann Travis, Vice President; and Jennifer G. Calihan, Secretary.

Other affiliated Bradford schools include:

Bradford School, Columbus, Ohio  
Bradford School, Pittsburgh, Pennsylvania  
Fox College, Bedford Park, Illinois  
International Business College, Indianapolis, Indiana  
King's College, Charlotte, North Carolina  
Minneapolis Business College, Minneapolis, Minnesota  
Vet Tech Institute, Pittsburgh, Pennsylvania  
Vet Tech Institute of Houston, Houston, Texas

## **PROGRAM MODERNIZATION**

International Business College prepares its students for employment in the business and medical community. To best meet the needs of these employers, periodic revision of our courses and programs is necessary. International Business College, therefore, reserves the right to add to or delete material from courses; alter program content; change software and equipment; change faculty; adjust tuition, fee, and residence rates; modify information in student handbooks; and modify cancellation/refund policies as circumstances indicate, subject to approval of the various state and national agencies under whose regulations we operate. Also included is the right to cancel a program if there is insufficient enrollment.

## **DISASTER AFFECTING THE SCHOOL'S OPERATIONS**

In the event of Acts of God affecting operations (i.e., fire, flood, hurricane, tornado, etc.), International Business College reserves the right to suspend training for a period not to exceed 90 days.

## **NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES**

Educational institutions receiving federal financial assistance are required to comply with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964. These federal laws prohibit discrimination on the basis of gender, including sexual harassment and sexual violence; sexual orientation; genetic information; race; color; religion; national origin; age; veteran status; and disability in the education programs and activities that they operate. International Business College is subject to these laws and complies fully with them in the enrollment of students, the hiring of faculty and staff, and in all other activities of the college. The Campus Administrator, who is identified in the Administration, Faculty, and Staff section of this catalog and who may be reached by phone at (260) 459-4500 or by mail or in person at 5699 Coventry Lane, Fort Wayne, Indiana 46804, is the Title IX coordinator at International Business College. Questions regarding Title IX may be referred to the Title IX coordinator or to the U.S. Department of Education Office for Civil Rights. Students, faculty, and administrative employees are encouraged to bring any complaints or reports of discrimination to the coordinator's attention. The matter will be investigated promptly, and both parties will be notified in writing about the outcome of the complaint. Appropriate follow-up will be implemented to assure that no person associated with the college is subjected to unlawful discrimination. Individuals who report discrimination will not be subjected to any retaliation for doing so.

## **COPYRIGHT INFRINGEMENT POLICY AND SANCTIONS**

International Business College requires all students, faculty, and staff to comply with copyright laws. Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of "original works of authorship." The owner of copyright has the exclusive rights of reproduction, adaptation, publication, performance, and display. Types of works that are covered by copyright law include, but are not limited to, text, music, art, photographs, graphics, film, and software. Copyright covers all forms of a work, including its digital transmission and subsequent use.

It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. Copying copyrighted materials in excess of the "fair use" limitation without the authority of the copyright owner, including uploading or downloading works protected by copyright, is an infringement of the copyright owner's exclusive rights of reproduction and/or distribution. Unauthorized

distribution of copyrighted material, including distribution of copyrighted material through unauthorized peer-to-peer file sharing, may subject individuals to civil and criminal liabilities.

Copyright infringement violates the institution's policies and the law. Anyone who engages in copyright infringement, including the unauthorized distribution of copyrighted materials using the institution's information technology system, will be subject to discipline by the college, which may include warning, suspension, expulsion, or termination. Copyright infringement may also subject the individual to civil and criminal liabilities. Anyone found to have infringed a copyrighted work may be liable for actual damages or statutory damages up to \$30,000 for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased up to \$150,000 for each work infringed. In addition, individual infringers may be subject to criminal prosecution.

## **STUDENT CONSUMER INFORMATION**

Federal regulations set forth by the Higher Education Act of 1965 as amended require International Business College to annually distribute to all enrolled students and to prospective students upon request information about the availability of specific types of consumer information. To comply with these regulations, International Business College has prepared a "Guide to Student Consumer Information." This report is distributed annually to enrolled students. Copies are available upon request in the office of the president.

The most recent important information about the educational debt, earnings, and completion rates of students who attended programs at International Business College may be found at [www.ibcfortwayne.edu/our-programs](http://www.ibcfortwayne.edu/our-programs).

## **ADMISSIONS INFORMATION**

### **ADMISSIONS REQUIREMENTS**

To be considered for admission to International Business College, an applicant must have graduated from or be a potential graduate from a valid high school, private school, or equivalent. When an applicant has not yet graduated, offers of admission are contingent on high school graduation. Applicants are admitted for enrollment on the basis of previous scholastic records as evidenced by a transcript of work completed in high school or in college. Foreign transcripts of students seeking admission must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from high school and eligibility to enter a college or university in the United States. If an applicant's high school GPA is below 2.0/4.0, the application may be taken to an acceptance committee. Information that may be considered by the acceptance committee includes GED scores, other Indiana testing scores, program-related course grades, and high school rank.

Applicants for the Veterinary Technology program must demonstrate an aptitude for, and interest in, a career in veterinary technology through completion of an acceptable essay. Veterinary Technology program applicants who do not have strong math and science grades/scores may demonstrate the ability to succeed in the program by meeting with the Program Manager and/or submitting additional information. Such additional information may include the following: previous college transcripts, a test of reading comprehension, recommendation letters, job shadow verification, and/or animal-related work or volunteer experience.

## PROCEDURE

Potential students should call or write the Admissions Department to request an application form. To apply for enrollment, the student should complete the application form and submit it with the application fee to the Admissions Manager, International Business College, 5699 Coventry Lane, Fort Wayne, Indiana 46804. Potential students may also apply online at [ibcfortwayne.edu](http://ibcfortwayne.edu).

Prior to application, potential students are expected to receive a tour of the college.

Upon receipt of the application, the college will request a transcript of the applicant's high school record. Any record of post-high school education should be obtained by the applicant and provided to the college. Generally, the applicant is notified of the college's decision within four weeks after submission of the application.

## FINANCIAL INFORMATION

### TUITION, RESIDENCE, AND FEES

**Application Fee** ..... \$50

The fee is payable with the student's application for admission and is only refundable after an application has been reviewed and rejected.

**Tuition Deposit** ..... \$50

The tuition deposit is due 30 days after acceptance and **no later** than October 1, 2018, for applicants accepted for admission on or before September 1, 2018. It is due upon acceptance and no later than 30 days after acceptance for applicants accepted for admission after September 1, 2018.\* This deposit is credited to tuition when the student begins classes. The tuition deposit is not refundable after its due date.

**Confirmation Deposit** ..... \$50

The confirmation deposit is due when the financial planning meeting is held and no later than 30 days after the initial financial planning session.\* This deposit is credited to tuition when the student begins classes. The confirmation deposit is not refundable after its due date.

**Reservation Fee** ..... \$100

The reservation fee reserves a residence space. This fee may be paid at any time after the applicant is accepted and is due by February 1, 2018, for programs beginning in July and September of 2018. The tuition deposit must accompany or be paid prior to submitting the reservation fee. The reservation fee is not refundable after the due date unless the applicant is rejected.

Rates for students entering between January 1, 2018, and December 31, 2018:

**Tuition**

Per semester** .....	\$6,980
Final half-semester of 4 1/2-semester Veterinary Technology program.....	\$2,600

**Residence**

Per Semester*** .....	\$2,990
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**Lab Fees**

Medical Assistant Lab Fee (per semester) .....	\$390
This fee is charged for each semester and half-semester term for which the student is enrolled during the first two and one-half semesters of the Medical Assistant program.	
Veterinary Technology Lab Fee (per semester).....	\$490
This fee is charged for the first four semesters of the Veterinary Technology program.	

**Textbooks and Supplies**

Book charges will vary from semester to semester depending upon the program in which the student is enrolled. These charges will range from \$100 to \$2,005 per semester. Actual charges will be used in the student’s financial plan. Students may opt out of their plan to have books and/or supplies charged to their account. To start the opt-out process, the student must see the Financial Aid Office to revise the financial plan. If the student has a credit balance on his or her account, those funds will be made available immediately upon the student’s request so that the student may purchase books and supplies.

*\*Applicants who are accepted or apply within 30 days of their original start date must pay all deposits before classes begin.*

*\*\*The quoted tuition rate is based on enrollment for the equivalent of 12 credit hours or more in a semester. Tuition charges for a student enrolled in less than 12 credit hours in a semester will be adjusted proportionately. Students reenrolling mid-semester will be charged for a term. The charge for a stand-alone term is equal to one-half the semester rate and is based on enrollment for the equivalent of 6 credit hours or more in the stand-alone term. Tuition charges for a student enrolled in less than 6 credit hours in a stand-alone term will be adjusted proportionately.*

*\*\*\*To remain enrolled as a student in school, a student who enters residence must continue in residence or pay minimum charges as follows: (1) two semesters for students designated as a “special exclusion” on the residence agreement or (2) two and one-half semesters. Should a student remain in residence beyond this minimum period of obligation, he or she will be charged for each additional term (half-semester) during which the student continues in residence. For this purpose, any part of a term is considered a full term.*

Rates for students entering between January 1, 2019, and December 31, 2019:

**Tuition**

Per semester** .....	\$6,980
Final half-semester of 4 1/2-semester Veterinary Technology program.....	\$2,600

**Residence**

Per semester*** .....	\$2,990
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## Lab Fees

Medical Assistant Lab Fee (per semester) ..... \$410  
This fee is charged for each semester and half-semester term for which the student is enrolled during the first two and one-half semesters of the Medical Assistant program. The student is charged at half the rate for a half-semester term.

Veterinary Technology Lab Fee (per semester)..... \$490  
This fee is charged for the first four semesters of the Veterinary Technology program.

## Textbooks and Supplies

Book charges will vary depending upon the program in which the student is enrolled. These charges will range from \$530 to \$874 per semester. Actual charges will be used in the student's financial plan. Students may opt out of their plan to have books and/or supplies charged to their account. To start the opt-out process, the student must see the Financial Aid Office to revise the financial plan. If the student has a credit balance on his or her account, those funds will be made available immediately upon the student's request so that the student may purchase books and supplies.

*\*Applicants who are accepted or apply within 30 days of their original start date must pay all deposits before classes begin.*

*\*\* The quoted tuition rate is based on enrollment for the equivalent of 12 credit hours or more in a semester. Tuition charges for a student enrolled in less than 12 credit hours in a semester will be adjusted proportionately. Students reenrolling mid-semester will be charged for a term. The charge for a stand-alone term is equal to one half the semester rate and is based on enrollment for the equivalent of 6 credit hours or more in a stand-alone term. Tuition charges for a student enrolled in less than 6 credit hours in a stand-alone term will be adjusted proportionately.*

*\*\*\*To remain enrolled as a student in school, a student who enters residence must continue in residence or pay minimum charges as follows: (1) two semesters for students designated as a "special exclusion" on the residence agreement or (2) two and one-half semesters. Should a student remain in residence beyond this minimum period of obligation, he or she will be charged for each additional term (half-semester) during which the student continues in residence. For this purpose, any part of a term is considered a full term.*

## CANCELLATION POLICIES

Applicants who have not visited the college prior to enrollment will have the opportunity to withdraw without penalty within six business days following either the regularly scheduled orientation procedures or following a tour of the college facilities and inspection of equipment where training and services are provided. All monies paid by an applicant will be refunded if requested either verbally or in writing within six business days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than six business days after signing an enrollment agreement and making an initial payment, but prior to entering the college, is entitled to a refund of all monies paid, except the college may retain up to a total of \$150.

## REFUND POLICIES

When students withdraw or are dismissed, refunds shall be based on and computed from the last day of attendance. For these purposes, the week during which the last day of attendance occurs will be considered a week of attendance. Refunds shall be made within 31 days of the date a student withdraws or

the date of determination of withdrawal if a student does not notify the college of his/her intention to withdraw. Questions about refunds of tuition, residence fees, and other charges should be referred to the college's administrative or financial aid office. Examples of refund calculations are available upon request.

### **Tuition Refund**

Students who withdraw or who are dismissed during a semester or term may be refunded a portion of the tuition charged. The minimum refund amount will be governed by standards published by the state of Indiana. The expected amount of the refund is illustrated by the table below:

<u>Week of Semester</u>	<u>% Refund</u>	<u>Week of Stand-Alone</u>	<u>% Refund</u>
1	100%	1	100%
2-4	75%	2	75%
5-8	50%	3-4	50%
9-10	40%	5	40%
After Week 10	None	After Week 5	None

### **Refund Policy for Students Called to Active Military Service**

A student who withdraws from the college as a result of the student being called to active duty in a military service of the United States or the National Guard will receive a waiver for his/her current semester tuition, lab fees, and residence fees. Tuition and fees in excess of that amount will be waived. Except as discussed elsewhere in the college's refund policy, charges for current semester textbooks and supply kits will not be reversed. Any cash paid by the student will be used to cover textbook and supply charges. Upon withdrawal, the student should submit a copy of his/her military orders to the Campus Administrator.

### **Residence Fees**

Refunds of residence fees will be made only to students who withdraw or who are dismissed from the college. In these cases, the refunds will be calculated in the same manner as refunds of tuition.

### **Reservation Fee**

The reservation fee for a residence space is refundable for students beginning on July 9, 2018, or September 4, 2018, if it is received before February 1, 2018, and notice of cancellation is received before February 1, 2018. The reservation fee for a residence space is refundable for students beginning on March 4, 2019, if it is received before February 1, 2019, and notice of cancellation is received before February 1, 2019.

### **Medical Assistant Lab Fees**

For the purpose of refunds, lab fees for students in the Medical Assistant program are treated the same as tuition. There is no refund or reduction of lab fees during a period of externship. To avoid fluctuation in semester or term charges, lab fees are allocated over two and one-half semesters for Medical Assistant students. They apply regardless of whether a student is actually enrolled in a lab at any particular time.

### **Veterinary Technology Lab Fees**

For the purpose of refunds, lab fees for students in the Veterinary Technology program are treated the same as tuition. To avoid fluctuation in semester or stand-alone term charges, lab fees are allocated over

the first four semesters of the program. They apply regardless of whether a student is actually enrolled in a lab at any particular time.

### **Textbooks**

Textbooks are available from the college bookstore; however, students are not required to purchase books from the college. If a student elects to purchase textbooks from the bookstore and have them charged to his or her account, the cost will be included as an institutional charge. In effect, the amount charged will be treated for purpose of refunds as additional tuition. Unused and unmarked textbooks may be returned to the bookstore for full credit at the beginning of the semester in which they would be used.

### **Return of Federal Title IV Funds Upon Withdrawal**

Upon a student's withdrawal or dismissal from college, the U.S. Department of Education requires a specific treatment of the federal Title IV program funds received by the student. These requirements are published in Chapter 34 of the Code of Federal Regulations, Section 668.22. The college is required to make refunds to the federal Title IV program funds according to these regulations regardless of amounts resulting from the college's tuition refund policy as described above.

These regulations allow the college to keep as "earned" the amount of federal Title IV aid that is equivalent to the amount of time the student has been in attendance, except during the first 30 days of a new student's first semester when the college is sometimes not permitted under regulations to disburse the student's federal Stafford loan. For example, if the student completed 30 percent of the payment period or period of enrollment, 30 percent of the assistance originally scheduled for receipt may be earned. Once the student has completed more than 60 percent of the payment period or period of enrollment, all the assistance that the student was scheduled to receive for that period may be earned. Federal Title IV funds disbursed in excess of this amount must be returned by the college in the order noted below.

During the calculation of federal Title IV aid earned, the college will determine whether the student is due a post-withdrawal disbursement of federal aid. The college will make a determination as to whether the aid could have been disbursed under normal conditions and whether a post-withdrawal disbursement is necessary and appropriate. The amount of the post-withdrawal disbursement is determined by following the requirements for calculating earned federal Title IV aid and has no relationship to incurred educational costs. In addition, any post-withdrawal disbursement due to the student must meet the current required conditions for late disbursement. If the student is due a post-withdrawal disbursement of loan funds, the college will notify the student and offer those funds. If the student is due a post-withdrawal disbursement of grant funds, the grant funds will be applied to the student's account and the student will be notified.

If a student withdraws from the school mid-semester as a result of the student being called to active duty in a military service of the United States or the National Guard, all financial aid (grants and loans) for that current semester will be refunded.

If a student provides notice of withdrawal either verbally or in writing to the Campus Administrator, the date on which the notice is given is the date of withdrawal. A student who has missed ten (10) consecutive days of class is considered to have withdrawn. If a student is absent from class for a period of 10 consecutive class days, excluding scheduled holidays or breaks, the date of withdrawal will be the first class day after the 10-day period of nonattendance.

In the event the college is prevented from retaining the student's planned financial aid to satisfy tuition and other charges, the student is directly responsible for paying those charges.

## **Order of Refund**

Funds that must be returned to the federal government when a student is withdrawn, dismissed, or graduated will be applied in the following sequence to eliminate or reduce balances in the aid programs from which the student received funds during the period: (1) unsubsidized Federal Stafford loans, (2) subsidized Federal Stafford loans, (3) unsubsidized Federal Direct Stafford loans, (4) subsidized Federal Direct Stafford loans, (5) Federal Perkins loans, (6) Federal PLUS loans, (7) Federal Direct PLUS loans, (8) Federal Pell Grants (for which a return is required), (9) Federal Academic Competitiveness Grant (for which a return is required), (10) Federal Supplemental Educational Opportunity Grants (FSEOG) (for which a return is required), (11) other assistance under federal Title IV for which a return is required. Any state or private aid programs will be refunded according to the program requirements. Remaining credit balances will be refunded to the student or on the student's behalf as directed by the student.

A refund which is designated for return to the student will not be made if there are unpaid charges owed to the college. Student balances that are not subject to federal Title IV refund regulations and are of an inconsequential amount will be written off. This includes debit and credit balances equal to or less than \$25.

## **FEDERAL DEFINITION OF A CREDIT HOUR FOR PURPOSES OF FINANCIAL AID**

Federal regulations define a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit or the equivalent amount of work over a different amount of time or (2) at least an equivalent amount of work as required in (1) above for other academic activities as established by the institution, including laboratory work, externships, and other academic work leading to the award of credit hours.

## **FINANCIAL AID**

A variety of financial plans are available to assist qualified students in securing an education, regardless of financial status or family income level. These plans include a combination of student loans, grants, scholarships, and payment plans. The variety of available plans affords flexibility in choosing the one best-suited for a specific need. International Business College offers individual financial planning sessions for each student and family beginning with the completion of the Free Application for Federal Student Aid. Information about these plans is available from the Admissions or Financial Aid Office.

Financial aid is disbursed each semester and upon disbursement is credited directly to the student's account. Additionally, students will be notified in writing when federal student loans are disbursed. Other federal loan information, including the terms and conditions, is presented during planning and again during the entrance interview; it is also available at any time from the Admissions or Financial Aid Office.

In the unexpected circumstance that all students in a program are not able to use federal Title IV aid to continue to pay for the program, International Business College will continue to provide instruction in the program to allow those students to complete the program and will waive unpaid tuition, fees, and textbooks and supplies charges that were scheduled to be paid using federal Title IV aid lost.

## **Verification Policies and Procedures**

To ensure that only eligible students receive federal Title IV aid, the government is randomly selecting applicants whose application information must be verified. The school will also exercise its option to verify additional student aid applicants not selected by the government. The school will not make any disbursement of federal Title IV aid to any student that is selected for verification until all verification documentation is complete.

Time Frame: The school will notify students within 30 days of receipt of the applicable Institutional Student Information Record (ISIR), which is generally within two weeks of when the Free Application for Federal Student Aid (FAFSA) is submitted to the Department of Education, if verification is required. Students will be expected to submit all requested documentation within two weeks or no later than the start of the academic year to which that ISIR applies. Students who do not meet this deadline will be given two weeks from the start date to supply the verification documentation. An extension may be granted beyond the two weeks when circumstances beyond the student's control prohibit him/her from submitting the required documentation. In no way, however, will an extension be granted beyond the date for a subsequent financial disbursement.

Consequences for not Submitting Proper Documentation Within the Proper Time Frame: If the student is unable to submit the required documentation within the two weeks or no later than the start of the academic year, he/she may request an extension. If the student does not request an extension or at the end of the extension does not submit the required documentation, the federal Title IV aid awarded will be canceled. The student must then make new arrangements for paying all tuition and fee charges due to the school.

Notification of Verification Results: If no errors or discrepancies are found during the verification process, the student will be awarded the financial aid for which he/she is eligible. The disbursement of the aid will serve as notification to the student. If errors or discrepancies are found during the verification process, the student will be counseled on how to resolve the discrepancies or correct the errors.

Correction of Incorrect Information: If discrepancies are found in household size or number in postsecondary education, the student will be asked for additional proof of these items. If the independent status is questionable, the student will be asked for additional information to support his/her status. The college will assume the information on the individual's tax return to be correct. Corrections will be made on financial aid applications to reflect the information on the tax return. When applicable, the use of "tolerance" may be exercised. If there is a change in the award amount, or if tolerance may not be applied, the Institutional Student Information Record (ISIR) will be reprocessed. In no case will the college ever disburse on the original ISIR when resubmitting the ISIR would result in an increased award.

In the case of campus-based aid and federal Stafford loans, the college will follow the same procedures that it takes for federal Pell. When applicable, the expected family contribution is recalculated. If an overaward is determined, the aid will be decreased to an eligible amount, and the student and the lender will be notified of the change in the award amount.

## **SCHOLARSHIPS AND INSTITUTIONALLY-FUNDED GRANTS AND INSTALLMENT CONTRACTS**

International Business College offers scholarships to incoming students who begin programs in 2019 based on the results of scholarship testing. No prior registration or application is required. The examinations are multiple-choice tests measuring verbal and logical reasoning skills. Scholarships are awarded in descending order of numerical scores. Exams are administered and scored by faculty members.

International Business College will offer \$20,000 in institutional scholarships through the scholarship test. The awards will consist of five \$1500 scholarships, five \$1000 scholarships, and fifteen \$500 scholarships for a total of 25 institutional scholarships.

Institutional installment contracts are available on a limited basis for students who have exhausted other possible means of financing. Institutional installment contract applications are accepted throughout the year. Installment contract amounts will vary depending upon financial need and may not exceed institutional charges. Installment contract recipients are required to make minimum monthly cash payments to offset institutional charges while in college. Monthly cash payments and interest charges begin following graduation or withdrawal.

International Business College participates in the Student Education Assistance Foundation Grant Program (SEAF) through institutional funding of up to \$50,000. Needs-based grants may be provided to specific students in accordance with the program guidelines of the SEAF grant program.

### **TERMS OF PAYMENT**

Tuition, textbook/supply charges, lab fees, and residence fees, if applicable, are due on the first day a student begins class each semester unless other prior arrangements have been made with the college. The college does not add any interest charges. Payments can be made by cash, check, money order, or credit card. Financial aid funds are applied to college costs in accordance with state and federal regulations. All financial obligations must be satisfied prior to graduation. If other financial arrangements have been made with the college, the student should ensure that the financial obligations have been met prior to graduation.

# **STUDENT SERVICES**

## **ADVISING**

Counseling and advising are important services that are available to every student attending International Business College. All members of the faculty assume responsibility for helping each student work toward the degree of success that he or she is capable of achieving. The Campus Administrator and the program managers are responsible for academic and basic personal advising. They guide the student through problems that may arise; for example, problems with schedules, grades, subject matter, or graduation requirements. Students with problems that require professional counseling will be referred to appropriate agencies. The Placement Department also advises in the areas of job interviewing and related placement activities. The Campus Administrator and Director of Student Services are available to help students having problems with transportation, day care, housing, and other personal problems. The Director of Student Services is available to assist students experiencing financial difficulties.

## **CAREER SERVICES**

Graduates of all International Business College programs are entitled to use the services of the Career Services Department at no additional charge. The school cannot, of course, guarantee employment or placement in the student's field of study, but can provide contacts and guidance during the placement process. Any employment that a student or graduate may obtain with the help of the college's career services department will most likely be at an entry-level position.

Students begin active job search preparation during their final months of training. They are taught to:

- Complete an employment application.
- Prepare a resume, cover letter, and thank you letter.
- Generate job leads effectively.
- Participate in the interviewing process.
- Communicate valuable skills to the employer during an interview.
- Function successfully as a professional.

Students nearing program completion meet with a career services representative to discuss job expectations, needs, and requirements as well as geographic preferences. This information is obtained in order to provide more personalized, effective career services assistance. Employers contact the career services department on a consistent basis to inquire about our graduates, and these job leads are supplied to graduates pursuing employment.

International Business College reserves the right to deny career services assistance to a graduate at any time if he/she is delinquent or in default on a student loan, if he/she owes a refund on any federal or state student financial aid program, or if his/her conduct is significantly detrimental to the integrity of the institution. Examples of cause that could lead to forfeiture of career services privileges are failure to pass a drug test and conviction of criminal activity.

## **LIBRARY**

A resource library is available for students' use each day. Tapes, books, periodicals, computers, Internet access, and electronic periodical and reference systems are available. Students are encouraged to make use of the facility for study and enrichment purposes.

## **STUDENT RESIDENCES**

International Business College maintains student residence facilities. These facilities offer our students the opportunity to experience supervised independent living.

A number of other accommodations for men and women are also available near the college. A complete description of resident housing at International Business College may be secured from the admissions office.

Residence facilities are only for the use of currently enrolled International Business College students. A student who withdraws or is dismissed from International Business College may not continue to reside in the residence facilities without express permission from the school.

## **PERSONAL PROPERTY**

International Business College cannot be responsible for loss or damage to the personal property of students. Students are urged to provide adequate insurance through personal or family policies to cover such loss in the event it does occur.

## **CAMPUS ANNUAL SECURITY REPORT**

International Business College strives to provide a safe environment for our student's learning experience. We have located our facility in a typical business setting, and trespassing laws are enforced on our premises. If, however, a crime is committed on our premises, school personnel and building management are available to assist students and staff.

### **How to Report Criminal Actions or Other Emergencies**

If a student or other campus member is the victim of a crime, believes s/he sees a crime being committed, or becomes aware of any other emergency, the individual should report it in a timely manner to a Campus Security Authority. Campus Security Authorities at International Business College include the President, Campus Administrator, Admissions Manager, directors, residence director, program managers, and security personnel. All incidents are then reported to the Campus Administrator, who is responsible for collecting crime reports for inclusion in the annual crime statistics report.

If the situation involved dating violence, domestic violence, sexual assault, or stalking, there is a separate section later in this policy that discusses the reporting obligations of Campus Security Authorities and the reporting obligations of Responsible Employees. The difference is important because some Campus Security Authorities, specifically the President, Campus Administrator, Admissions Manager, and the directors, are also considered Responsible Employees. International Business College does not employ any professional, licensed counselors who are not required to report information about criminal offenses about which they are informed.

Students and employees are directed to call 911 to reach the city police or fire department should an emergency arise when a college official is not available.

## **Campus Safety Procedures and Crime Prevention Programs**

Procedures for reporting criminal actions or other emergencies are reviewed with students during orientation. Orientation is held the first week of classes for all new students. Mandatory orientation is also conducted for all students residing in college residence facilities. Orientation agendas include information in the areas of personal safety and theft protection. Additionally, during the course of their program, guests are invited to speak to students and employees on safety procedures, such as self-protection, including prevention of sex offenses. These seminars are provided for all students and employees. Handouts provided by the guest speakers regarding personal safety and crime prevention are distributed to all students and staff.

### **Timely Warning Reports**

The college administration will provide students, faculty, and staff with timely warnings of reported crimes and other events that are considered to be a serious or ongoing threat to the safety of students and employees. These warnings include a description of the crime and the time, date, and location of the occurrence in a manner that withholds the names of victims as confidential. The warnings are posted on campus bulletin boards, residence hall bulletin boards, and other appropriate areas. If campus bulletin boards are not timely enough, the campus community will be notified by a more urgent means as deemed appropriate for the situation.

### **Security and Access to Campus Facilities**

During business hours, the administration and classroom building is open to students, parents, employees, applicants, and other individuals who have a legitimate purpose for being on campus. During nonbusiness hours, these buildings are locked and access is by key, which have been assigned to designated personnel. The security officer on duty activates the building alarm/security system once the buildings are vacated at the end of each day.

International Business College's (IBC) resident facility consists of 32 individual-entry, two-bedroom and two-bathroom apartments housed in two buildings. IBC houses from one to four students in an apartment. Each apartment has two entries. The front door is secured with a deadbolt lock and a peephole. The sliding patio door is secured with a lock and security bar. Residents are instructed to always have doors locked during both day and evening hours. Residents are instructed to never duplicate or give their key to anyone. If a resident loses his/her key, the lock is changed, and new keys are issued to all roommates of that apartment.

IBC employs a resident director who lives in one of the resident facility apartments. Resident assistants (1-3 students) are also employed and live in the resident facility. At least one employee resides in each building. Outside lighting is located at each front door. Pole lighting is also located in the front, back, and the parking lot of the resident facility. Students are instructed to notify the resident employee immediately of any security issue.

Safety and security issues are considered and implemented in the maintenance of all campus lighting, shrubbery, and other areas that could affect the safety of individuals on campus. Safety and security maintenance requests receive priority treatment over non-safety and nonemergency requests.

## Authority of Campus Security Personnel

International Business College does not have a campus police or security department.

## Crime Statistics

The following is a summary of the crimes that were committed and reported on our campus, including residence facilities, and on public property within the campus or immediately adjacent to and accessible from the campus during the periods indicated.

<u>Category</u>	<u>Location</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Murder/Non-negligent Manslaughter	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Domestic Violence	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Stalking	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Rape	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Fondling	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Incest	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Statutory Rape	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0

Robbery	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Burglary	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Arson	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Liquor Law Arrests	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Liquor Law Violations Referred for Disciplinary Action	On Campus*	0	3	0
	On-Campus Housing Facility	0	3	0
	Public Property	0	0	0
Drug Law Arrests	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Drug Law Violations Referred for Disciplinary Action	On Campus*	3	7	2
	On-Campus Housing Facility	3	7	2
	Public Property	0	0	0
Illegal Weapons Possession Arrests	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0

\*This category includes ALL on-campus incidents, including those listed in the “On-Campus Housing Facility” category.

**Hate Crimes:** Hate crimes are criminal offenses committed against a person or property that are motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin. Included in these statistics are hate crimes of murder and non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. For the years 2015, 2016, and 2017, there were no reported hate crimes at any of the above-listed geographic locations.

Caveat: International Business College has no non-campus buildings or property nor does it recognize any off-campus locations of student organizations.

### **Disclosures to Alleged Victims**

International Business College will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the college will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **Policy for Preparing the Annual Disclosure of Crime Statistics**

Campus crime, arrest, and referral statistics include those reported to campus officials and local law enforcement agencies. The report includes crimes that have occurred on campus, in campus residence facilities, and on public property within or adjacent to the campus. The Campus Administrator is responsible for collecting all crime reports and preparing the annual crime statistics disclosure to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

### **Policy on Alcoholic Beverages and Illegal Drugs**

Expulsion, suspension, or some lesser sanction may be imposed for the use, possession, or furnishing of alcoholic beverages or illegal drugs while on campus or while involved in school-related activities. Please refer to the International Business College Drug Prevention Program for the full details. The International Business College campus is designated as drug-free, and the consumption of alcohol is not permitted in any circumstances, even by students who are of legal age to purchase alcohol. The college will support local law enforcement agencies in the enforcement of underage drinking laws and federal and state drug laws. Individuals who, in good faith, report incidents of dating violence, domestic violence, stalking, or sexual assault will not be subject to code of conduct action for violations of drug or alcohol policies occurring at or near the time of the alleged incident.

### **Policy on Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

International Business College prohibits the offenses of dating violence, domestic violence, sexual assault, and stalking. For the purpose of reporting crime statistics in this Campus Security report, the following federal definitions of dating violence, domestic violence, sexual assault, and stalking are used.

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program. Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person without the consent of the victim. Fondling is defined as the touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.

Corresponding definitions for these crimes in the state of Indiana are as follows:

Based on good-faith research, it appears Indiana does not have a specific definition relating to dating violence.

A person who knowingly or intentionally touches an individual who is or was a spouse of the other person, is or was living as if a spouse of the other person, or has a child in common with the other person in a rude, insolent, or angry manner that results in bodily injury to the person commits the crime of domestic battery.

A person who knowingly or intentionally has sexual intercourse with another person or knowingly or intentionally causes another person to perform or submit to other sexual conduct (as defined in IC 35-31.5-2-221.5) commits rape when the other person is compelled by force or imminent threat of force, the other person is unaware that the sexual intercourse or other sexual conduct (as defined in IC 35-31.5-2-221.5) is occurring, or the other person is so mentally disabled or deficient that consent to sexual intercourse or other sexual conduct (as defined in IC 35-31.5-2-221) cannot be given. "Other sexual conduct" means an act involving a sex organ of

one person and the mouth or anus of another person or the penetration of the sex organ or anus of a person by an object. (IC 35-31.5-2-221.5)

“Stalk” means a knowing or an intentional course of conduct involving repeated or continuing harassment of another person that would cause a reasonable person to feel terrorized, frightened, intimidated, or threatened and that actually causes the victim to feel terrorized, frightened, intimidated, or threatened. The term does not include statutorily or constitutionally protected activity.

Consent is an informed, affirmative decision made freely and actively by all parties to engage in mutually acceptable sexual activity. Consent is given by clear words or actions and may not be inferred from silence, passivity, or lack of resistance alone. Existence of a current or previous dating, marital, and/or sexual relationship is not sufficient to constitute consent to additional sexual activity. Consent to one type of sexual activity does not imply consent to other types of sexual activity. Someone who is unconscious, asleep, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition, cannot give consent. Consent cannot be obtained by force, intimidation, threat, coercion, isolation, or confinement. Agreement obtained under such conditions does not constitute consent.

International Business College sponsors educational programs to prevent and promote the awareness of rape, acquaintance rape, dating violence, domestic violence, and stalking. Primary prevention and awareness programs are presented for incoming students and new employees. Ongoing prevention and awareness campaigns are also offered for continuing students and employees. They focus on topics such as personal safety, dating violence, stalking, and rape. Information on registered sex offenders can be obtained from the web site address [www.in.gov/idoc](http://www.in.gov/idoc).

One of the most effective methods of preventing sexual assault is bystander intervention. Bystander intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking. There are a variety of ways to intervene. Some of them are direct, and some of them are less obvious to the perpetrator. Options include:

- Stepping in and asking if the person needs help.
- Getting support from people around you if you witness sexual violence. You do not have to act alone.
- Distracting the perpetrator so there's time to intervene.
- Being respectful, direct, and honest when intervening.
- Taking steps to curb someone's use of alcohol before problems occur.
- Calling 911 when the situation warrants.

Common sense, situational awareness, and trusting your instincts will reduce the risk of sexual assault. The tips below may help decrease the potential chance of sexual assault:

- If you consume alcohol, do so in moderation. Know your alcohol limits.

- Do not leave your beverage unattended; take your drink to the restroom with you. Never drink a beverage that has been given to you by someone else or taken from a communal alcohol source, like a punch bowl.
- If you go on a date with someone you do not know very well, tell a close friend what your plans are.
- Make sure your cell phone is with you and charged and that you have extra money to get home. Have a plan for someone you can call if you need help.
- If you get a bad feeling about a location or a person, leave the situation immediately and go to a safe place.
- When you go to a party, go with a group of friends. Arrive together, watch out for each other, and leave together.
- Be alert and aware of your surroundings at all times.
- Don't be afraid to ask for help in situations where you feel unsafe.
- Travel, walk, or park in well-lighted areas after dark and with a friend whenever possible.
- Keep the doors to your home, residence room, and car locked.

Procedures for reporting incidents of dating violence, domestic violence, sexual assault, or stalking are the same as for any other crime. If a student or employee is the victim of a dating violence, domestic violence, sexual assault, or stalking offense, the individual should report the offense in a timely manner to a college official either in person or by phone at (260) 459-4500. The student has the option to report to either a Title IX Responsible Employee or a Campus Security Authority.

Responsible employees are the employees listed under Administration in the Administration, Faculty, and Staff section of this catalog. Responsible Employees are required by law to report all known details regarding alleged incidents of sexual harassment, discrimination, or sexual assault to the Title IX Coordinator. This includes the names of the alleged perpetrator and the name of the student/employee who experienced the alleged violence. If a victim discloses an incident but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the college will weigh that request against the college's obligation to provide a safe, nondiscriminatory environment for all students and employees, including the victim.

Campus Security Authorities include the residence director, program managers, and security personnel as well as the administration. Campus Security Authorities, other than those who also serve as Responsible Employees, are required to submit a report for statistical purposes, but their report can be submitted without identifying the victim.

Reports of dating violence, domestic violence, sexual assault, and stalking will be handled with discretion, dignity, and confidentiality. Personally identifiable information about the victim will only be shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. Reports are kept in a secure location. The crime statistics included in the Annual Security Report do not include any information that would identify the victim or the person accused of committing the crime. Neither the name of the victim, specific housing information, nor any other information that would serve to identify any individual will be published in the crime log. The college will maintain as confidential

any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the college to provide the accommodations or protective measures.

If the victim wishes to notify the proper law enforcement authorities, college officials are available and willing to assist. It is important for the victim to preserve evidence for proof of a criminal dating violence, domestic violence, sexual assault, or stalking offense or for obtaining a protection order. If the victim elects to notify authorities, it is important that the offense be reported immediately. The victim may decline to notify such authorities.

When a student or employee of the college reports to the institution that s/he was a victim of dating violence, domestic violence, sexual assault, or stalking, the victim will be provided with a written explanation of his/her rights and options, whether the offense occurred on campus or off campus. The Financial Aid office is available on campus to provide student victims with financial aid-related services and information. A written listing of off-campus counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, or other services will be provided to the victim by the education support office. Other than financial aid assistance, no professional on-campus services are available.

Upon receiving a report of an alleged sex offense, college officials will also provide victims with a written explanation of the interim measures available to the victim to ensure his/her safety and equal access to educational programs and activities, including notification of reasonably available options for changing academic, living, transportation, and working situations. A written request for accommodations should be submitted to the Campus Administrator, who will be responsible for determining what accommodations are reasonable. College officials are obligated to comply with a student's reasonable request for a living and/or academic situation change following an alleged sex offense and will assist in notifying the victim of all reasonably available options available for these changes regardless of whether the victim chooses to report the crime to local law enforcement. Examples of protective measures include restrictions on contact, changes to a living situation, if applicable, and course rescheduling. International Business College does not issue orders of protection. However, if requested, college officials will also provide information on where and how to obtain protection orders and similar lawful orders issued by the court system. International Business College will take the necessary measures, within reason, to comply with any orders issued by the courts that the institution is made aware of.

Whether or not law enforcement is notified or criminal charges are filed, a victim may file a disciplinary complaint in writing or verbally with either the Campus Administrator or the President. A student who is accused of dating violence, domestic violence, sexual assault, or stalking will be subject to action in accordance with the Student Conduct policy published in the college's catalog. Sanctions that may be imposed are warning, suspension, or expulsion. Faculty or staff will be subject to action in accordance with the Anti-Harassment policy in the Bradford Schools Personnel Policies and Procedures Manual. Sanctions may include verbal or written reprimand, referral to appropriate counseling, withholding of a promotion or bonus, reassignment, suspension, or termination without severance benefits.

In a situation where disciplinary action is required, proceedings will provide a prompt, fair, and impartial investigation and resolution and be conducted by officials who receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes

accountability. Following a reported incident of dating violence, domestic violence, sexual assault, or stalking, the investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. If necessary, a hearing may be scheduled. College officials shall complete the investigation in a prompt and equitable manner.

The school will make every feasible effort to preserve the confidentiality of and prevent the disclosure of the identities of the parties involved to the extent permissible by law. The accuser and the accused will be entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Officials will use the clear and convincing standard of evidence during the procedures, which means that officials must reach a firm belief or conviction that the evidence presented is factual and it is substantially more likely than not that the alleged misconduct occurred. Both the accuser and the accused shall be simultaneously informed in writing of the outcome of the proceeding, including any sanctions imposed by the institution and the rationale for the result and the sanctions; the institution's procedures for appealing the results of the proceeding; any change to the results that occurs prior to the time that such results become final; and when such results become final. Both the accuser and the accused shall be informed following a final determination of the alleged offense as well as the appropriate sanctions that the college imposed and the rationale for the result and the sanctions. Appropriate sanctions may range from suspension to dismissal to termination.

No one shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against the complainant or anyone else as a result of reporting or participating in an investigation or adjudication of alleged sexual misconduct.

### **Missing Student Notification**

In compliance with the Higher Education Act of 1965, as amended, the following policy and procedure have been developed in order to assist in locating an International Business College student living in campus residence facilities who is reported missing.

A student shall be deemed missing when s/he is absent from the college for more than 24 hours without any known reason. Anyone who believes a student is missing should report their concern to the office of the Director of Student Services, which will investigate the report and determine whether or not the student is missing. When a student is determined to be missing, the Director of Student Services will immediately contact the local law enforcement agency.

All students shall have the opportunity to identify an individual to be contacted by the college in case a student is determined to be missing. Contact information will be registered confidentially; this information will be accessible only to authorized campus officials, and the contact information will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. No later than 24 hours after a student is determined to be missing, the office of the Director of Student Services will notify the individual that the student is missing. All students who are less than 18 years of age and not emancipated will have their parent or guardian notified within 24 hours when the student is determined to be missing.

## **Emergency Response and Evacuation Procedures**

In the event of a report of an emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, the President or any other member of the college administration will promptly investigate and, if appropriate, confer with local law enforcement or other first responders to confirm the circumstances of the report. In the event of a confirmed emergency or dangerous situation, the college administration will determine the segment(s) of the campus community affected, determine the content of the notification, and immediately notify the college community or the appropriate segment of the campus community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The decision will be made on a case-by-case basis. In the event of an emergency or dangerous situation, students should follow the guidance provided by the administration through classroom announcements and personal communications.

Fire alarms are located throughout the building. In the event that a building needs to be evacuated for any reason, a fire alarm will be activated. At the sounding of the alarm, all building occupants shall evacuate the building immediately. Classroom instructors are expected to interrupt class activity and instruct students to evacuate the building when the alarm sounds. Students are expected to follow directions as given to them by their instructor or other college officials. All exits are marked, and students are expected to leave the building in a prompt and orderly fashion using these exits. Instructors should close any windows, turn off room lights, take the sheet for taking attendance, make sure everyone has left the room, close the door of the room, lead students to a safe location, take roll immediately, and stay with the students until instructed to return to the building. Periodically, at least on an annual basis, announced or unannounced fire and other emergency drills will be conducted at the college in order to familiarize students with fire and emergency evacuation procedures. Emergency response and evacuation procedures will be publicized in conjunction with at least one test per calendar year. Documentation supporting the conduction of the exercise, including a description of the practice exercise, the date, the time, and whether it was announced or unannounced, will be maintained in the office of the President.

The college conducts fire safety training for resident students during the first week of classes. This training will include fire prevention policies and rules, fire safety precautions, protocol for reporting fires, procedures for evacuating the building, and use of fire extinguishers. The fire and smoke alarm systems alert residents of potential hazards. When an alarm sounds, each resident should follow the established procedures:

1. Awaken any sleeping roommate.
2. Feel the doorknob and the door. If they are hot, do not open the door. Use a towel or blanket to fill the cracks around the door. Call 911.
3. If the doorknob and door are cool, slowly open the door and exit the room.
4. Close the door tightly when evacuating.
5. Follow the predetermined exit route in a quick and orderly manner.
6. Leave the building using the nearest accessible stairway. Do not use an elevator.
7. When exiting in smoky conditions, keep your hand on the wall and crawl to the nearest exit.
8. Move safely away from the building and await instructions.

In the event of an incident which would require the larger community to be notified, the college administration will utilize the 911 emergency phone system to report the event.

International Business College also publishes an annual Fire Safety Report. This report is available in the office of the Director of Student Services.

## **GRIEVANCE PROCEDURES**

If a student has a problem regarding a specific course, instructor, or decision, the student should first appeal to the instructor or staff member involved.

If the problem is not resolved and the problem involves an academic matter, the department head for the student's program should be contacted. If the problem is still not resolved, the student should request a meeting with the Campus Administrator. If the problem is not resolved and the problem does not involve an academic matter, the student should request a meeting with the appropriate department director. An appeal of decisions by the directors can be made in writing to the President of International Business College.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the college has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the college for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

A copy of the Commission's Complaint Form is available at the college and may be obtained by contacting the campus administrator or online at [www.accsc.org](http://www.accsc.org).

A student may also address unresolved concerns by filing a complaint through the Indiana Commission for Higher Education. The form and the procedure for filing the complaint can be found at [www.in.gov/che](http://www.in.gov/che). Students should direct any additional inquiries to:

Indiana Commission for Higher Education  
101 West Ohio Street, Suite 300  
Indianapolis, IN 46204-1984  
(317) 464-4400  
[Complaints@che.in.gov](mailto:Complaints@che.in.gov)

## **ACTIVITIES**

Students are invited to participate in an activity program that takes advantage of the cultural, business, and recreational resources of the area. While the social program varies each year depending upon student

choice, all activities are designed to relieve some of the inherent pressures created by an intense academic schedule. In addition, these activities serve as the ideal place to meet new friends and develop greater poise and self-reliance for eventual participation in the business world.

# ACADEMIC INFORMATION

## CLASS SCHEDULE

Instructional hours are 50 minutes in length. Classes are scheduled Monday through Friday from 8 a.m. to 3:15 p.m. Individual class schedules will vary according to the student's program. In the event of unscheduled closings due to weather or other events, make-up classes may be scheduled on Saturdays, holidays, or during evening hours and may result in an extended semester. The Vet Tech Institute houses animals on campus in order to aide in the instruction of Veterinary Technology students. The students care for the animals each day via kennel duty. Kennel duty evenly splits all veterinary technology students into 5 separate kennel groups. Each group is responsible for one day of the week, and every 5<sup>th</sup> weekend. Kennel duty shifts are daily from 5:45-7:45 a.m. and from 4-6 p.m., including weekends.

A regularly enrolled student is required to attempt the course load normally scheduled for a program for the length of that program. Students will not be permitted to attempt less than the normal load for the program in which they are enrolled except when circumstances prevent a student from scheduling a normal load; for instance, when he/she has changed programs or is returning to a program in which he/she was previously enrolled. Subject to approval of the Campus Administrator, students may be permitted to enroll in one additional course during a term in order to satisfy graduation requirements within the normal completion time specified for the program in which they are enrolled.

## ATTENDANCE

Regular class attendance is considered essential. Cultivation of desirable habits is just as important as the development of skills. Students should train themselves to be present and on time for all classes. Development of this important habit while in school makes it considerably easier to satisfy the employer who demands regular and punctual attendance.

Absence from class, regardless of reason, involves a loss to both the student and to other members of the class. The International Business College policy is that students should attend all classes. While it is recognized that certain reasons beyond the control of the student may make it impossible for him/her to attend class, excessive absenteeism may result in a lowered grade or other administrative action. Absence in excess of 10 percent of the classes scheduled may result in dismissal from the college. A student who accumulates ten (10) consecutive days of absence is considered to have withdrawn from school. For more detailed information regarding the International Business College attendance policy, please refer to the Student Information Booklet.

## MAKEUP POLICY

Tests must be taken on the day they are administered in the classroom. There is only **one makeup** per class allowed to the student who is absent when the test is administered. If no mitigating circumstance caused the student to miss the test, the missed test must be taken the day the student returns to school. In the case of mitigating circumstances that were beyond the student's control, instructors will be permitted discretion concerning when the first missed test is taken and the makeup of a possible second missed test.

## **DRESS CODE**

Students are required to dress in appropriate business attire. The International Business College student is expected to maintain the same high standards of appearance and grooming that are expected by the business community. For additional information regarding the dress code, please refer to the Student Informational Booklet.

## **STUDENT CONDUCT**

Students at International Business College are expected to conduct themselves as responsible adults. Expulsion, suspension, or some lesser sanction may be imposed for any of the following offenses: 1) interruption or any manner of interference with the normal operation of the school; 2) destruction, damage, or misuse of school equipment, facilities, or property; 3) illegal possession, use, or furnishing of alcoholic beverages while on campus or while involved in school-related activities; 4) illegal possession, use, or furnishing of drugs while on campus or while involved in school-related activities; 5) use, possession, or furnishing of weapons while on campus or while involved in school-related activities; 6) verbal, physical, sexual, or online assault that injures, causes serious emotional harm, or grievously demeans or threatens another person in the school community; 7) theft of another's property occurring on school premises; 8) participation in hazing; 9) academic cheating, plagiarism, or copyright infringement; 10) stalking; 11) commission of other offenses that in the opinion of the administration may be contrary to the best interest of the school community.

Sanctions that may be imposed are: 1) warning, 2) suspension, or 3) expulsion. In general, the school will issue warnings prior to dismissing a student for poor conduct. The college, however, may dismiss a student without warning if the offense is serious. Serious offenses may be any of those listed in the policy on conduct but are considered to be those that directly affect the physical well-being of other persons in the college community. The Campus Administrator will investigate all complaints of student misconduct and determine the appropriate sanction to be imposed. For matters involving possible sexual harassment or sexual violence, the Campus Administrator, who is also the Title IX Coordinator, will ensure that the investigation complies with all Title IX requirements. A student who wishes to question any decision made by the Campus Administrator may appeal to the President, who will then render a final decision. Conviction on a drug-related charge while enrolled and receiving financial aid may result in the loss of certain types of financial aid. Additionally, failure to obtain an externship because of inability to pass a drug test or termination for cause from externships may result in dismissal from the program, loss of time, loss of credit, and/or increased charges.

## **CLASS SIZE**

Class size is dependent on the nature of instruction. Maximum class sizes are 50 for lecture, 40 for computer laboratory, and 25 for other laboratory classes. Class sizes typically are less than these maximums.

## **DEFINITION OF ACADEMIC CREDIT AND SEMESTER**

A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities as established by the institution comprised of the following units: didactic learning environment; supervised laboratory setting of instruction; externship; and out-of-class work/preparation. The following are the measures of these units for establishing credit hour awards:

One semester credit hour equals 45 units comprised of the following academic activities:

- One clock hour of didactic learning = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that is designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

A semester is equal to 16 weeks of instruction, and a term is equal to 8 weeks of instruction.

### **KENNEL DUTY**

International Business College maintains an on-site kennel housing dogs, cats, and rodents. An important part of the education provided by the Veterinary Technology program is learning the duties and responsibilities of animal care and sanitation. Therefore, kennel duty is a vital part of that learning experience, and all veterinary technology students are assigned mandatory kennel duty. Kennel duties are performed before and after classes and on weekends. The number of weeks each student is assigned kennel duty depends on the number of in-house veterinary technology students.

### **COURSE NUMBERING SYSTEM**

Course numbers are assigned on the following basis. Lower-division courses are designated as Level 1 and Level 2 courses and are numbered in the 100s and 200s. Upper-division courses are designated as Level 3 courses and are numbered in the 300s. The second and third digits are used to differentiate between courses in the same field.

### **GRADING SYSTEM**

<u>GRADE</u>	<u>Numerical Value</u>	<u>Quality Points</u>
A	93-100 Superior	4
B	85-92 Above Average	3
C	77-84 Average	2
D	70-76 Passing	1
F	Below 70 Failure	0
I	Incomplete	0
S	Waived by Substitution	
X	Credit by Transfer	
W	Withdrawal	

The grade point average (GPA) is calculated as follows:

1. For each course taken, multiply the number of quality points assigned to the grade earned by the number of credits received for the course.
2. Add all accumulated quality points.

3. Divide by the total number of credit hours the student has attempted.

Courses in which a student received a failing grade (F) or an incomplete (I) are included in the total number of credit hours attempted when calculating the grade point average and the successful course completion percentage. Courses in which a student received an S or X are not used in computing the grade point average. Courses in which the student received an X are included in both the attempted and successfully completed hours when calculating the successful course completion percentage. A student receives a grade of W in all uncompleted courses. Courses given the grade of W are included in hours attempted when calculating successful course completion percentage but are not included in the total number of credit hours attempted when calculating the grade point average. Withdrawal from individual courses is not allowed.

## **GRADE REPORTS**

Grade reports are issued to students at the end of each eight-week term.

## **TRANSCRIPTS**

Upon request, each student may receive one free copy of his/her transcript. Students will be charged a processing fee for additional transcript copies. Official transcripts will not be issued to a student who owes the school money, who is delinquent or in default on a student loan, or who owes a refund on any federal or state student financial aid program.

## **WITHDRAWAL**

Students who find it necessary to withdraw from a program should have a preliminary interview with the Campus Administrator. The student is also required to have an exit interview with the Director of Student Services.

If a student provides notice of withdrawal either verbally or in writing to the Campus Administrator, the date on which the notice is given is the date of withdrawal. If a student provides notice of withdrawal either verbally or in writing within the first 6 class days of a term (drop period), the end date of the previous term will be considered the last date of attendance. If a student withdraws by the second Friday of a student's first semester in a program (first semester drop period), the student will be considered not to have enrolled in the program.

A student who has missed ten (10) consecutive days of class is considered to have withdrawn. If a student is absent from class for a period of 10 consecutive class days, excluding scheduled holidays or breaks, the date of withdrawal will be the first class day after the 10-day period of nonattendance.

## **DISMISSAL**

A student could be dismissed by the college for any of the following reasons:

1. Academic Failure of course work that would preclude graduation.
2. Attendance Excessive absences.

3. Misconduct Behavior unbecoming of a professional business person or offenses listed in the Student Conduct section.
4. Financial Failure to meet obligations outlined in the student's financial plan.

A student who is dismissed may appeal to the President of the school, who will make the final determination.

## **READMISSION**

Readmission to International Business College following dismissal or withdrawal will be at the discretion of the college. Students wishing to reenter must contact the Campus Administrator.

A student cannot reenter the college if he or she (1) has a loan in default or (2) was dismissed for a violation of the conduct policy. A student who was dismissed for failure to make satisfactory academic progress will not be allowed to reenter except under the circumstances where the student has failed a prerequisite core course and must withdraw.

Except as discussed below, reentering students will be charged the tuition in effect upon reentry and will be required to meet current graduation requirements for the program in which they enroll. Following dismissal or withdrawal for nonmilitary reasons, a student may seek readmission into the same or a different program only one time.

If a withdrawal was due to being called to active military duty, a student who notifies the college of his/her intent to return to the college within three years after the completion of the period of service will be readmitted with the same academic status as at the time of withdrawal. The student will be required to meet current graduation requirements for the program in which s/he enrolls. If the student is readmitted to the same program, the student will be charged the tuition and fee charges that s/he would have been charged for the academic year during which s/he left the college. If the student is admitted to a different program, the student will be charged the tuition in effect upon reentry.

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

Academic progress standards for students receiving federal financial assistance are the same as the standards for students enrolled in the same academic program who are not receiving assistance. All students, including those students not currently receiving any financial aid, will be evaluated.

### **Maximum Time Frame**

Students are expected to complete graduation requirements within the normal completion time specified for the program in which they are enrolled. Under certain circumstances, however, the student may require more than the normal completion time to fulfill graduation requirements. The maximum time frame in which a student must complete his or her program is 150 percent of the published length of the program as measured in credit hours to complete the program. To determine the maximum time frame, multiply the published credit hours needed to graduate from the program of study by 1.5 (150 percent). For example, the number of credit hours it should take to complete the Accounting Associate of Applied Science Degree program is 62 credits. Using that number, 150 percent would equal 93 credit hours, which would be the maximum number of credits for which a student could receive financial aid. Transfer credits that apply toward the student's program will be counted toward the maximum time frame.

A student who changes programs is still responsible for maintaining satisfactory academic progress in accordance with the standard above. All courses the student attempts count toward the 150 percent time frame requirement. A student who returns to the institution to pursue a second credential will have his or her maximum time frame established at 150 percent of the normal length of the second program minus the courses applicable from the first program of study and any other documented transfer credits that are counted toward the second program of study.

### **Satisfactory Progress Measurements**

All students must progress satisfactorily toward meeting graduation requirements. The academic progress of each student will be reviewed following each half-semester term of his or her program. Official financial aid satisfactory progress reviews will be conducted at the end of each semester. A student's progress toward graduation is considered satisfactory if the student is within the maximum time frame and the following minimum requirements are met.

#### Minimum Grade Point Average (GPA)/Minimum Successful Course Completion Percentage:

	<u>Cumulative GPA</u>	<u>Successful Course Completion</u>
Semester 1 Term 1	1.5	25 percent
Semester 1 Term 2*	1.7	25 percent
Semester 2 Term 1	1.9	33 percent
Semester 2 Term 2*	2.0	33 percent
Semester 3 Term 1	2.0	50 percent
Semester 3 Term 2*	2.0	67 percent
Semester 4 Term 1	2.0	67 percent
Semester 4 Term 2*	2.0	67 percent
End of each remaining term to program completion	2.0	67 percent

\*Official financial aid evaluation point

The cumulative grade point average will include all grades earned at International Business College. The successful course completion percentage is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

#### Additional Successful Course Completion Requirements:

Students are expected to successfully complete all courses attempted. If a student fails a course that is a prerequisite for another course in the program, the student will be required to:

1. Withdraw from the program. A later restart may be permitted under the policy for reentry, provided the student was otherwise making satisfactory academic progress;
2. Change to a like program with a later start date such that the student will be able to retake the prerequisite course and the remainder of the required courses with that program cohort; or
3. Change to another program which does not include and require completion of the failed prerequisite course.

No matter which of the three options above a student may elect, the student will be permitted this option only once. A second failure of a prerequisite course in any program will cause dismissal.

If a student fails a course that is not a prerequisite for another course in the program, circumstances may occur where a student could continue in the program and repeat the course at a later date provided that the maximum time frame would permit. A student will be allowed to fail and repeat only one non-prerequisite course.

At the end of each term, International Business College will evaluate satisfactory progress. A student who does not meet the maximum timeframe, the minimum grade point average for standard progress, or the successful course completion requirements will be dismissed. Additionally, if the student does not satisfy the maximum time frame, the minimum grade point average, or the successful course completion requirements at an official financial aid evaluation point, s/he would no longer be eligible to receive assistance under federal Title IV, HEA programs, if applicable. Students may appeal a decision to dismiss and to have financial aid reinstated, if applicable, by following the appeal procedure outlined below.

### **Treatment of Failures, Incompletes, Withdrawals, Transfer Credits, and Course Repetitions**

Credits for courses in which a student received an F (failing grade) or an I (incomplete) are included in the total number of credits attempted when calculating the grade point average and as credits attempted but not successfully completed when calculating the successful course completion percentage.

A student who withdraws from a program receives a grade of W (withdrawal) in all uncompleted courses. Courses given the grade of W are included in credits attempted but not successfully completed when calculating the successful course completion percentage. They are not included in the total number of credit hours attempted when calculating the grade point average.

Credits for courses in which the student received an X (transfer credit) are not used in computing the grade point average. Transfer credits that are accepted toward a student's program are included in both the attempted and successfully completed hours when calculating the successful course completion percentage.

In the case of repeated courses, credits and grades for both courses are included when computing the cumulative grade point average. Credit hours for both courses are included when calculating the successful course completion percentage and count toward the maximum time frame.

In summary, course with grades of F, I, W, and X as well as both original and repeated courses count toward the maximum time frame and are included in the successful course completion percentage calculation. Courses with grades of F and I as well as repeated courses are included when computing the cumulative grade point average; courses with grades of W and X are not. International Business College does not offer noncredit remedial courses.

### **Appeal Process and Reinstatement of Financial Aid Eligibility**

A student has the right to appeal a determination that he or she is not making satisfactory progress. The appeal must be in writing and should be submitted to the Campus Administrator within three (3) class days when the student is notified on site or within a reasonable time (not generally to exceed five [5] class days) when the student must be notified off-site.

An appeal may be considered in cases involving mitigating circumstances. Examples of mitigating circumstances include personal illness, injury, or accident; serious illness or death of a parent, guardian, spouse, or child; and other special circumstances. The student is required to submit information regarding why s/he failed to make satisfactory academic progress and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. The circumstances in the appeal must be fully documented.

If there is a finding that the mitigating circumstances are in fact the primary reason for the student's failure to make standard progress and if it is determined that the student can reasonably be expected to meet the requirements for graduation within the maximum time frame, the appeal will be granted and the college and the student will develop an academic plan that, if followed, will ensure that the student is able to meet satisfactory academic progress standards by a specific point in time. The student will be placed on probation and financial aid eligibility will be reinstated, if applicable. Otherwise, the student will be dismissed. Under certain circumstances the student may be allowed to restart at a later time; however, the maximum time frame constraints would have to be met. The Campus Administrator will notify the student of the results of the evaluation of the appeal.

## **Probation**

A student who successfully appeals a determination of unsatisfactory progress will be placed on probation. The school utilizes two types of probation: academic probation and financial aid probation.

### **Academic Probation**

If the appeal did not follow an official financial aid evaluation point, the probation is for the 8-week period following the term when the reported grades resulted in a determination of unsatisfactory academic progress. The student's record will be reviewed at the end of the probation period. If the student's grade point average and successful course completion percentage following the probation period still do not meet the standard satisfactory progress requirements, the student is not making satisfactory progress and will be dismissed.

### **Financial Aid Probation**

If the appeal followed an official financial aid evaluation point, the student will be placed on financial aid probation. Financial aid probation is for the semester following the term when the reported grades resulted in a determination of unsatisfactory academic progress. If receiving financial aid, a student on financial aid probation will be eligible to receive any financial aid due to him or her for one payment period. The student's record will be reviewed at the end of the probation period. If the student's grade point average and successful course completion percentage following the probation period still do not meet the standard satisfactory progress requirements or if the student has not met the requirements of the academic plan developed by the college and the student, the student is not making satisfactory progress and will be dismissed and does not qualify for further federal Title IV, HEA program funds.

A student who has appealed a determination that s/he is not meeting satisfactory academic progress and who is attending his or her program under an approved academic plan remains eligible for federal Title IV aid as long as s/he continues to meet the conditions of the plan. A student who is continuing under an academic plan is considered to be on financial aid probation for the first payment period. After that, if the student is meeting the requirements of the academic plan, the student is not considered to be on financial aid probation status and is considered to be making satisfactory progress under the academic plan.

## **Course Repetitions**

Students should discuss course repetitions with the Campus Administrator. Students should be aware that course offerings depend on time of year and level of student enrollment. Therefore, not all courses are offered during every term. The student's grade earned in the repeated course work as well as the student's original grade would be included when computing the cumulative grade point average. Both courses are included when calculating the successful course completion percentage and count toward the maximum time frame. There may be an additional tuition charge. Students are limited in federal Title IV assistance to just one repetition of a previously passed course. Veterans Administration benefits are not payable for repeating courses that, based upon school standards, have previously been successfully completed.

## **Incomplete Grades**

An incomplete (I) grade may be issued to a student who is passing a course but who has not been able to complete all required work, generally because of some extenuating circumstance. The student will be allowed up to four (4) calendar weeks to complete the course work. When the course work is completed, a grade will be issued for the course. If the work is not completed during the allotted time, the incomplete (I) will revert to an "F."

When calculating the grade point average for purposes of determining satisfactory progress, an incomplete (I) is equivalent to an "F." The student accumulates no quality points for the course, but the number of credits assigned to the course is included in the total number of credits attempted both in the grade point average and successful course completion calculations.

If the incomplete prevents a student from meeting graduation requirements, the student will be eligible for placement services if he or she desires. If the incomplete is not resolved within the allotted time period, however, the student will forfeit the future use of the school's placement service and will not be issued a diploma.

## **GRADUATION REQUIREMENTS**

To be eligible for graduation, students in all programs must:

1. Pass all required courses.
2. Attain an overall 2.0 grade point average.
3. Satisfy all financial obligations.

Upon fulfillment of these graduation requirements, the student will be issued the appropriate program degree indicating satisfactory completion of all program requirements.

## **HONORS**

All students with a GPA of 3.80 or above will have achieved honors status and will be included on the President's List.

## **GRADUATION AND TRANSFER-OUT RATES**

To comply with federal regulatory requirements, International Business College is required to disseminate its graduation and transfer-out rates to enrolled students and, upon request, to prospective students. A new rate is calculated by each January 1 and is available for review in the Campus Administrator's office.

## **SCHEDULING**

Depending on the student's start date, not all programs can be completed without a break in schedule. The Admissions Department can advise prospective students which programs are planned for completion without break. International Business College reserves the right, however, not to offer a planned program if there is insufficient enrollment.

## **CREDIT TRANSFER FROM ANOTHER SCHOOL**

Transcripts of work completed only at institutions that are either accredited by agencies recognized by the United States Department of Education or recognized by their respective government as institutions of higher education, for internationally-based institutions, may be submitted to the Campus Administrator for review. Transcripts should be submitted during the first term of a student's program. Foreign transcripts must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Association of Credential Evaluation Services (NACES) prior to the evaluation and award of credit. Other documentation may also be required. Other documentation may also be required. Credits considered for transfer are evaluated by the Campus Administrator to determine if the course work is similar in nature, content, and level to that required at International Business College. If the course work is comparable, transfer students may be given credit for courses completed at other accredited colleges provided the grades received for the courses were "C" or better. However, in the case where a program has been separately accredited by a specialized accreditor and that accreditor requires the credential-granting institution to certify student competency in specified skill areas, course work will not be evaluated and transfer credits will not be awarded for any courses that contain skill evaluations and certification. Courses completed at other Bradford schools will be treated the same as courses taken at International Business College. Because programs at International Business College are specially tailored to career preparation, course credits from other postsecondary schools may not be transferable. At a minimum, 50 percent of the credits required for graduation must be completed at the college.

Credit is not granted for advanced placement or experiential learning. One additional exception is credit for military training that has been evaluated and recommended for credit by the American Council on Education (ACE). International Business College may award credit based on these recommendations when the credit is for courses similar in nature, content, and level to that required at the college. Students seeking credit for military training should provide a transcript from the American Council on Education for evaluation. Credit will be treated as transfer credit and will count toward graduation.

## **CREDIT TRANSFER TO ANOTHER SCHOOL**

The acceptance of credits is always at the discretion of the institution to which a student is attempting to transfer credit. There may be articulation agreements in place at the time the student enters that may not be in place when the student graduates or desires to attend a particular school. **Because programs at International Business College are designed specifically for career preparation, students must assume that credits for courses taken at International Business College are not transferable to other institutions.** Neither International Business College nor any of its employees can represent that another institution will accept any courses for credit.

A student who is interested in attempting to transfer credits to another institution should contact the Campus Administrator. International Business College will supply the necessary documentation that may aid the student in receiving credits for the completed course work provided the student does not owe the school money, is not delinquent or in default on a student loan, or does not owe a refund on any federal or state student financial aid program.

## **DISABILITY SUPPORT SERVICES**

International Business College is committed to providing equal access to the college's academic programs and services to qualified individuals with disabilities through reasonable accommodation. Students who believe they are in need of accommodations should contact the designated Section 504 coordinator, who

is the Campus Administrator identified in the Administration, Faculty, and Staff section of this catalog, by phone at (260) 459-4500 or by mail or in person at 5699 Coventry Lane, Fort Wayne, Indiana 46804. The student should provide the designated Section 504 coordinator with a current comprehensive evaluation of a specific disability from a qualified diagnostician that identifies the type of disability and lists recommended accommodations. All documentation will be reviewed by the designated Section 504 coordinator in a timely manner, and appropriate reasonable accommodations will be provided based on the individual student's needs.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

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

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day International Business College receives a request for access. Students should submit to the registrar, dean, or head of the academic department written requests that identify the record(s) they wish to inspect. The International Business College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the International Business College official to whom the request was submitted, that official should advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. They should write the International Business College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If International Business College decides not to amend the record as requested by the student, International Business College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by International Business College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom International Business College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory information may be released without a student's prior consent; this information is limited to student name, date admitted, mailing address and telephone number, local address and telephone number, e-mail address, semesters of attendance, major specialization, enrollment status, full- or part-time status, degree sought, honors and awards, and degrees and dates received.

Students have the right to withhold the release of information designated as "directory information" by submitting to International Business College, no later than 14 days after the beginning of the

term, a request written and signed that “directory information” not be released. This request is effective until revoked in writing by the eligible student to the same office.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by International Business College to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-5901

## **PROGRAMS OF STUDY**

International Business College offers a wide choice of programs, each designed to prepare students for a particular career in the field of modern business. Relatively short, yet remarkably comprehensive, these programs are carefully planned to provide the best education possible in the business field of your choice.

International Business College offers 5 specialized programs.

1. Accounting
2. Medical Assistant
3. Retail Management
4. Tourism, Hospitality, and Event Management
5. Veterinary Technology

## ACCOUNTING ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The objective of this occupational associate degree program is to prepare students for entry-level employment in the accounting field. The program emphasizes basic and advanced accounting principles, theories, and practices with related studies in the areas of computer applications and oral and written communications. General education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate of Applied Science Degree.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
AC103	Business Mathematics I	2
AC104	Business Mathematics II	2
AC105	Payroll Accounting	2
AC114	Accounting Principles I	3
AC115	Accounting Principles II	3
AC116	Accounting Principles III	3
AC117	Computerized Accounting	1
AC221	Financial Analysis and Reporting	1
EN121	Business Communications I	2
EN122	Business Communications II	2
EN201	Written Business Communications	2
FI201	Personal Finance	1
OT116	Electronic Spreadsheets	1
OT211	Advanced Spreadsheets and Electronic Communications	1
PD102	Professional Development	2
PD108	Human Relations in the Workplace	2
TY101	Keyboarding I	1
<b>Second Academic Year</b>		
AC203	Cost Accounting I	2
AC205	Intermediate Accounting I	3
AC304	Cost Accounting II	2
AC308	Advanced Application of Accounting	2
AC309	Federal Income Tax	2
AC310	Intermediate Accounting II	3
EN202	Public Speaking	3
GS206	Psychology	3
GS208	Sociology	3
GS213	Economics	3
MT200	Principles of Management and Organizational Behavior	3
SS244	Business Law	2
<b>TOTAL</b>		<b>62</b>

## MEDICAL ASSISTANT ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The objective of this occupational degree program is to prepare competent entry-level medical assistants in their cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. It provides the high school graduate with the necessary administrative, clinical, and laboratory training to become a skilled member of the health care industry. Application of classroom instruction is achieved through a medical externship in which each student participates. The general education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. Medical assistant students are required to provide an immunization history. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate of Applied Science Degree.

The Medical Assistant program is currently accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of the Medical Assistant program are eligible to take the Certified Medical Assistant (CMA) examination that is offered by the American Association of Medical Assistants and the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). Registration and certification requirements for taking and passing these examinations are controlled by outside agencies and subject to change without notice. Therefore, International Business College cannot guarantee that graduates will be eligible to take the certification or registration examinations at all or at any specific time, regardless of their eligibility status upon enrollment.

Course Number	Course Name	Semester Credits
<b>First Academic Year</b>		
EN121	Business Communications I	2
EN122	Business Communications II	2
FI201	Personal Finance	1
MD102	Medical Terminology	2
MD103	Anatomy and Physiology I	2
MD105	Clinical Procedures I	2
MD109	Medical Administrative Procedures I	1
MD110	Anatomy and Physiology II	2
MD111	Medical Administrative Procedures II	1
MD131	Clinical Procedures II	3
MD135	Medical Insurance	2
MD203	Medical Laboratory Procedures	3
MD208	Medical Office Systems	1
MD215	Pharmacology	2
MD231	Clinical Procedures III	3
PD102	Professional Development	2
TY101	Keyboarding I	1
<b>Second Academic Year</b>		
EN202	Public Speaking	3
GS206	Psychology	3
GS208	Sociology	3
GS213	Economics	3
MD224	CMA Review	1
MD370	Medical Externship	6
MT200	Principles of Management and Organizational Behavior	3
OT223	Electronic Office Systems	2
OT317	Supervision	2
SS244	Business Law	2

**TOTAL 60**

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## RETAIL MANAGEMENT ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The objective of this occupational associate degree program is to provide the students with the knowledge, skills, and techniques required to secure entry-level positions and subsequent advancement in the retail field. Students develop skills in business communications, general accounting, marketing, management, merchandising, and relevant microcomputer applications. General education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. Application of classroom training is achieved through an externship in which each student participates. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate of Applied Science Degree.

Course Number	Course Name	Semester Credits
<b>First Academic Year</b>		
EN121	Business Communications I	2
EN122	Business Communications II	2
FI201	Personal Finance	1
OT112	Word Processing – Core	1
OT116	Electronic Spreadsheets	1
PD102	Professional Development	2
PD108	Human Relations in the Workplace	2
RT100	Personal Selling	2
RT102	Retail Business Management	1
RT103	Inventory Maintenance and Control	2
RT106	Personnel Management	2
RT108	Retail Mathematics I	2
RT109	Retail Mathematics II	2
RT111	Visual Merchandising	1
RT112	Techniques of Selling	1
RT113	Supervisory Skills Management	1
RT207	Merchandising Management	2
RT209	Sales Management	2
TR110	Event Planning I	2
TY101	Keyboarding I	1
<b>Second Academic Year</b>		
EN202	Public Speaking	3
EN315	Research and Business Report Writing	2
GS206	Psychology	3
GS208	Sociology	3
GS213	Economics	3
MT200	Principles of Management and Organizational Behavior	3
OT223	Electronic Office Systems	2
OT317	Supervision	2
RT320	Retail Externship	6
SS244	Business Law	2
<b>TOTAL</b>		<b>61</b>

**TOURISM, HOSPITALITY, AND EVENT MANAGEMENT ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM**

The objective of this occupational associate degree program is to provide students with the knowledge and skills required for entry-level employment and subsequent advancement in the travel and hospitality industries. Areas of study include geography, reservations and ticketing, front and back office management, sales and marketing, and event planning. General education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. Application of classroom instruction is achieved through an externship in which each student participates. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate of Applied Science Degree.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
EN121	Business Communications I	2
EN122	Business Communications II	2
FI201	Personal Finance	1
HP100	Hospitality and Tourism Marketing	2
HP101	Worldwide Tourism	2
HP104	Front/Back Office Operations	1
HP106	Sales and Customer Service	1
HP206	Guest Relations Management	1
OT112	Word Processing – Core	1
OT116	Electronic Spreadsheets	1
PD102	Professional Development	2
PD108	Human Relations in the Workplace	2
TR101	Introduction to Travel	2
TR110	Event Planning I	2
TR115	Domestic Destinations	2
TR116	Worldwide Destinations	2
TR117	Computerized Reservations	2
TR120	Event Planning II	2
TR205	Travel Agency Operations and Meeting Management	2
TY101	Keyboarding I	1
<b>Second Academic Year</b>		
EN202	Public Speaking	3
EN315	Research and Business Report Writing	2
GS206	Psychology	3
GS208	Sociology	3
GS213	Economics	3
HP365	Tourism/Hospitality/Event Management Externship	6
MT200	Principles of Management and Organizational Behavior	3
OT223	Electronic Office Systems	2
OT317	Supervision	2
SS244	Business Law	2
<b>TOTAL</b>		<b>62</b>

## VETERINARY TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The objective of this occupational associate degree program is to provide the high school graduate with the necessary clinical, laboratory, surgical assisting, and administrative training to become a skilled entry-level member of the veterinary care industry. Application of classroom instruction is achieved through a veterinary externship in which each student participates. This program will normally be completed in 18 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate of Applied Science Degree.

The Veterinary Technology program is currently accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA). The requirements for becoming a registered veterinary technician and taking and passing the VTNE are both controlled by outside agencies and subject to change without notice. Therefore, International Business College cannot guarantee that graduates will be eligible to work as veterinary technicians in Indiana or another state, or be eligible to take the VTNE, at all or at any specific time, regardless of their eligibility status upon enrollment. To become a registered veterinary technician in Indiana, an individual must successfully complete a program accredited by the CVTEA, take and pass the Veterinary Technician National Exam (VTNE), and take and pass a written jurisprudence examination. An individual who is not a registered veterinary technician may not use the title “registered veterinary technician,” “veterinary technician,” or the abbreviation “RVT” in Indiana.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>First Academic Year</b>		
EN202	Public Speaking	3
GS106	Chemistry of Life	2
VT101	Clinical Medicine I	2
VT102	Clinical Medicine II	2
VT103	Clinical Medicine III	2
VT111	Animal Technology I	1
VT112	Animal Technology II	1
VT113	Animal Technology III	1
VT123	Veterinary Terminology	1
VT127	Math for Veterinary Technicians	2
VT131	Clinical Laboratory I	1
VT132	Clinical Laboratory II	1
VT133	Clinical Laboratory III	1
VT149	Animal Anatomy and Physiology I	2
VT150	Animal Anatomy and Physiology II	2
VT155	Veterinary Pharmacology I	2
VT156	Veterinary Pharmacology II	2
VT241	Radiography I	2
VT245	Radiography II	1
<b>Second Academic Year</b>		
FI201	Personal Finance	1
GS206	Psychology	3
GS208	Sociology	3
PD102	Professional Development	2
VT104	Clinical Medicine IV	2
VT114	Animal Technology IV	1
VT161	Anesthesia I	2
VT163	Anesthesia II	1
VT202	Clinical Medicine V	2

VT211	Animal Technology V	1
VT212	Animal Technology VI	1
VT220	Large Animal Theory I	2
VT222	Large Animal Theory II	2
VT225	Veterinary Office Procedures	1
VT226	VTNE Preparation	1
VT231	Clinical Laboratory IV	1
VT243	Surgical Nursing Rotation	1
VT247	Surgical Nursing I	1
VT251	Large Animal Practicum	1
<b>Third Academic Year</b>		
VT252	Veterinary Externship	6
	<b>TOTAL</b>	<b>66</b>

# COURSE DESCRIPTIONS

## **AC103 MATHEMATICS FOR ACCOUNTING I** (38 Clock Hours--2 Credits)

This course covers basic mathematical principles as they relate to business and accounting. Students review basic operations including decimals, fractions, equations, and percentages. This course also includes instruction in the calculation of base, rate, and percentage; markup and markdown; and trade and cash discounts. Basic statistical concepts are also introduced.

## **AC104 MATHEMATICS FOR ACCOUNTING II** (38 Clock Hours--2 Credits)

This course is a continuation of Mathematics for Accounting I. The course is divided into two 4-week modules. During one module, the students receive instruction in the mathematics of simple and compound interest, annuities, and consumer credit. During the second module, the students develop speed and accuracy in the use of a 10-key pad. (Prerequisite: AC103 Mathematics for Accounting I)

## **AC105 PAYROLL ACCOUNTING** (38 Clock Hours--2 Credits)

This course is a presentation of the theoretical and practical applications of payroll procedures. It emphasizes the methods of computing wages and salaries, keeping records, and the preparation of various federal and state government reports. Students are required to complete a comprehensive payroll project to show proof of mastery of subject content. (Prerequisite: AC114 Accounting Principles I)

## **AC114 ACCOUNTING PRINCIPLES I** (76 Clock Hours--3 Credits)

This course provides students with an introduction to the fundamental principles and concepts of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Included is the study of the proper presentation of classified financial statements for a proprietorship operating as a service or as a merchandising form of business.

## **AC115 ACCOUNTING PRINCIPLES II** (76 Clock Hours--3 Credits)

This course is a continuation of Accounting Principles I with special emphasis on internal control, accounting for cash, short-term investments, and receivables. Inventories, plant asset accounting, and intangible assets are included. (Prerequisite: AC114 Accounting Principles I)

## **AC116 ACCOUNTING PRINCIPLES III** (76 Clock Hours--3 Credits)

This course is a continuation of Accounting Principles II and includes the study of partnership and corporate accounting. Partnership accounting deals with division of income and losses. Corporate topics include capital stock transactions, dividends, treasury stock, earnings per share, current and long-term liabilities, and long-term investments. Also covered is the statement of cash flow. (Prerequisite: AC115 Accounting Principles II)

## **AC117 COMPUTERIZED ACCOUNTING** (38 Clock Hours--1 Credit)

This course is a hands-on approach to learning how automated accounting systems function. Students operate a computerized general ledger system including accounts receivable, accounts payable, inventory, and payroll. (Prerequisite: AC115 Accounting Principles II)

**AC203 COST ACCOUNTING I** (38 Clock Hours--2 Credits)

This course is concerned with job order and process cost accounting systems with emphasis on the cost cycle, raw materials, labor, factory overhead, and financial statements for the business that operates as a manufacturing concern. (Prerequisite: AC115 Accounting Principles II)

**AC205 INTERMEDIATE ACCOUNTING I** (76 Clock Hours--3 Credits)

This course gives in-depth and special attention to a variety of topics that were introduced in Accounting Principles I, II, and III. Topics discussed include a review of the accounting cycle, preparation of financial statements, analysis of cash, receivables, and inventories. (Prerequisite: AC116 Accounting Principles III)

**AC221 FINANCIAL ANALYSIS AND REPORTING** (38 Clock Hours--1 Credit)

This course expands on the material covered in Accounting Principles I, II, and III with an emphasis on the application of analytical techniques. These techniques include vertical, horizontal, and ratio analysis and industry comparisons. This information is then compiled in a student portfolio. (Prerequisite: AC116 Accounting Principles III)

**AC304 COST ACCOUNTING II** (38 Clock Hours--2 Credits)

This course is a continuation of accounting for a manufacturing concern with special emphasis on budgeting factory overhead and determining and applying materials, labor, and factory overhead to work in process. A job order cost practice set is required to show mastery of subject matter. (Prerequisite: AC203 Cost Accounting I)

**AC308 ADVANCED APPLICATION OF ACCOUNTING** (38 Clock Hours--2 Credits)

A variety of topics is given special in-depth attention. These topics include partnership formation, operation, dissolution, and liquidation. In addition, home office and branch accounting and the purchase and pooling of interest methods of consolidation are covered. (Prerequisite: AC310 Intermediate Accounting II)

**AC309 FEDERAL INCOME TAX** (38 Clock Hours--2 Credits)

This annually updated tax course offers students a thorough explanation of the federal tax structure, while training them to apply tax principles to specific problems. Emphasis is placed on the 1040 individual income tax return with supplementary schedules. (Prerequisite: AC116 Accounting Principles III)

**AC310 INTERMEDIATE ACCOUNTING II** (76 Clock Hours--3 Credits)

This course continues the in-depth analysis of specific accounting topics such as fixed assets, intangible assets, leases, investments, and a thorough study of corporate accounting including contributed capital and retained earnings. Emphasis is placed on the theoretical aspects of these topics while reinforcing the fundamentals. (Prerequisite: AC205 Intermediate Accounting I)

**EN121 BUSINESS COMMUNICATIONS I** (38 Clock Hours--2 Credits)

This course will provide an introduction to business writing. Assignments support the writing demands that students will face in a business environment with a particular emphasis on language skills.

**EN122 BUSINESS COMMUNICATIONS II** (38 Clock Hours--2 Credits)

This course continues the development of the student's ability to produce clear and effective business documents. Assignments support the writing demands that students will face in a business environment and will focus on proper utilization of writing mechanics. (Prerequisite: EN121 Business Communications I)

**EN201 WRITTEN BUSINESS COMMUNICATIONS** (38 Clock Hours--2 Credits)

This course is designed to introduce the methods of writing the most common forms of business correspondence. The students develop and write several different types of correspondence, including request letters, claim and adjustment letters, and memorandums. (Prerequisite: EN122 Business Communications II)

**EN202 PUBLIC SPEAKING** (57 Clock Hours--3 Credits)

This course is a presentation of the fundamental principles necessary to prepare sound speeches. The students prepare and deliver informative, persuasive, and special occasion speeches.

**EN315 RESEARCH AND BUSINESS REPORT WRITING** (38 Clock Hours--2 Credits)

This course further develops the students' knowledge of the fundamental requirements for effective business communication and addresses the role of reports in business. Students will work through the processes of planning, researching, drafting, revising, editing, and producing a variety of business-related reports.

**FI201 PERSONAL FINANCE** (38 Clock Hours--1 Credit)

This course is designed to equip students with personal money management skills. Topics include how to budget and save, use consumer credit responsibly, make purchasing decisions, and manage risk with insurance. Students develop knowledge and skills needed to make sensible financial decisions on a day-to-day basis.

**GS106 CHEMISTRY OF LIFE** (38 Clock Hours--2 Credits)

This course introduces the student to the relationships between chemistry, biology, anatomy, and physiology. Included are the chemical basis for life, anatomy and physiology of the mammalian cell, cellular components of blood and lymph, the immune system, nutrients, and metabolism.

**GS206 PSYCHOLOGY** (57 Clock Hours--3 Credits)

This course provides a study of the basic topics in psychology. It also discusses their application across a broad range of everyday experiences, including but not limited to work, education, consumer concerns, community and civic programs, social and environmental interests, mental health, and human relations.

**GS208 SOCIOLOGY** (57 Clock Hours--3 Credits)

In addition to the basic sociological concepts and methodology, in this course students study modern social problems in areas such as the family, religion, crime, economics, politics, industry, ethnic groups, and the social process operating within those areas. Theories and perspectives are used eclectically to analyze all problems as they relate to the structure and values of a larger society.

**GS213 ECONOMICS** (57 Clock Hours--3 Credits)

In this course students study macroeconomic and microeconomic concepts. Topics considered include the method of economics, supply and demand, the price mechanism, money and the American banking system, national output and national income, monetary and fiscal policies, the problems resulting from economic progress, and today's economic systems.

**HP100 HOSPITALITY AND TOURISM MARKETING** (38 Clock Hours--2 Credits)

This course applies the general principles of marketing to the hospitality and tourism industries and stresses the importance of marketing to the success of these operations. Marketing research, consumer behavior, targeting and positioning, and the product-service mix are covered in depth. The course culminates with the development of a marketing plan, preparing the learner for an effective role in marketing management.

**HP101 WORLDWIDE TOURISM** (38 Clock Hours--2 Credits)

In this course students explore the diverse areas of the hospitality and tourism industries. Special emphasis is placed on the functional areas of hotels, cruises, and resorts.

**HP104 FRONT AND BACK OFFICE OPERATIONS** (38 Clock Hours--1 Credit)

This course teaches the principles of effective front and back office management. Emphasis is placed on the reservation, check in/check out procedures, and customer service. Accounting functions and administrative procedures are also reviewed.

**HP106 SALES AND CUSTOMER SERVICE** (38 Clock Hours--1 Credit)

In this course students learn and apply the steps involved in an effective sales presentation. Included in the techniques discussed are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through sales talk and demonstration, handling customer objections, closing the sale, and handling customer complaints.

**HP206 GUEST RELATIONS MANAGEMENT** (38 Clock Hours--1 Credit)

This course provides a comprehensive review of managing hospitality organizations. It focuses on customer satisfaction, retention, and relations.

**HP365 TRAVEL AND HOSPITALITY EXTERNSHIP** (270 Clock Hours--6 Credits)

This externship provides the students with hands-on, practical work experience for careers in the travel and hospitality industries. Students are placed in hotels, travel agencies, and other businesses in the travel and hospitality fields. Externship experiences are supervised and evaluated by personnel at the extern site and by college faculty.

**MD102 MEDICAL TERMINOLOGY** (38 Clock Hours--2 Credits)

This course is designed for the medical assistant students to develop a basic knowledge of how complex medical terms are formed from Latin and Greek word parts utilizing root words, prefixes, and suffixes. Emphasis is placed on spelling and pronunciation of medical terms.

**MD103 ANATOMY AND PHYSIOLOGY I** (38 Clock Hours--2 Credits)

This course is designed to introduce the medical assistant students to basic body structures that contribute to an understanding of the human body process in normal and abnormal conditions. (Prerequisite: MD102 Medical Terminology)

**MD105 CLINICAL PROCEDURES I** (38 Clock Hours--2 Credits)

This course is designed to instruct the medical assistant students in assisting the physician, nurse, and/or licensed technologist in the medical facility. Procedures covered include OSHA rules and regulations, medical asepsis, documentation and charting, vital signs, and the preparation of the patient for examination.

**MD109 MEDICAL ADMINISTRATIVE PROCEDURES I** (38 Clock Hours--1 Credit)

In this course the students are introduced to a competency-based approach to the medical assistant profession. Topics include interpersonal human relations and medical law and ethics.

**MD110 ANATOMY AND PHYSIOLOGY II** (38 Clock Hours--2 Credits)

This course is a continuation of the study of the body structures. The principles of biological and physical sciences that contribute to an understanding of the human body processes are studied. (Prerequisite: MD103 Anatomy and Physiology I)

**MD111 MEDICAL ADMINISTRATIVE PROCEDURES II** (38 Clock Hours--1 Credit)

This course is designed to continue the development of student competency in medical assistant administrative functions. (Prerequisite: MD109 Medical Administrative Procedures I)

**MD131 CLINICAL PROCEDURES II** (76 Clock Hours--3 Credits)

This course is designed to instruct the medical assistant students in assisting the physician, nurse, and/or licensed technologist with the following procedures: minor surgery and instrumentation, medical/surgical asepsis, and preparation for specialty examinations. (Prerequisite: MD105 Clinical Procedures I)

**MD135 MEDICAL INSURANCE** (38 Clock Hours--2 Credits)

This course provides the students with knowledge of the basic fundamentals of ICD-9 and CPT coding, managed-care contracts, reimbursement procedures, and insurance referrals for the health care industry. (Prerequisite: MD103 Anatomy and Physiology I)

**MD203 MEDICAL LABORATORY PROCEDURES** (76 Clock hours--3 Credits)

This course is designed to introduce the medical assistant students to the basics of laboratory procedures. Topics of discussion and demonstration include an introduction to the laboratory facility, CLIA 88 regulations, and specimen collection and testing. Specialized areas include urinalysis, hematology, microbiology, and phlebotomy. (Prerequisite: MD103 Anatomy and Physiology I)

**MD208 MEDICAL OFFICE SYSTEMS** (38 Clock Hours--1 Credit)

This course continues building on the student's knowledge of administrative and clinical procedures through computerized simulations. (Prerequisites: MD135 Medical Insurance and MD111 Medical Administrative Procedures II)

**MD215 PHARMACOLOGY** (38 Clock Hours--2 Credits)

This course is designed to provide the medical assistant students with knowledge of the principles of pharmacology utilizing a body systems approach. (Prerequisite: MD110 Anatomy and Physiology II)

**MD224 CMA REVIEW** (38 Clock Hours--1 Credit)

This course is a comprehensive review of both administrative and clinical competencies. It is designed to prepare the student to sit for the Certified Medical Assistant national exam. Classroom discussions will be followed by practice exams similar to the actual test. (Prerequisites: MD231 Clinical Procedures III, MD110 Anatomy and Physiology II, MD215 Pharmacology, MD111 Medical Administrative Procedures II, and MD208 Medical Office Systems)

**MD231 CLINICAL PROCEDURES III** (76 Clock Hours--3 Credits)

In this course the medical assistant student continues the development of skills learned in Clinical Procedures I and Clinical Procedures II. Additional skills and procedures presented include emergency preparedness, EKGs, and preparation for specialty examinations. (Prerequisites: MD131 Clinical Procedures II and MD203 Medical Laboratory Procedures)

**MD370 MEDICAL EXTERNSHIP** (270 Clock Hours--6 Credits)

This unpaid externship provides the students with practical on-the-job medical assistant experience in a medical facility. The externship experience is a combination of both performance and observation. The students are supervised and evaluated for work performed in both the administrative and clinical areas. (Prerequisites: MD231 Clinical Procedures III, MD111 Medical Administrative Procedures II, MD208 Medical Office Systems, and MD215 Pharmacology)

**MT200 PRINCIPLES OF MANAGEMENT AND ORGANIZATIONAL BEHAVIOR**

(57 Clock Hours—3 Credits)

This course explores the fundamentals of management while incorporating the behavioral science concepts of motivation and leadership. Emphasis will be placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as a contributing member of a team.

**OT112 WORD PROCESSING—CORE** (38 Clock Hours--1 Credit)

This course provides information and training on the use of microcomputer software for word processing. Students will use a word processing software package to produce a variety of documents from various application exercises. (Prerequisite: TY101 Keyboarding I)

**OT116 ELECTRONIC SPREADSHEETS** (38 Clock Hours--1 Credit)

This course is an introduction to electronic spreadsheet applications. Through the use of predesigned spreadsheets, students apply the basic functions and concepts of entering, editing, saving, retrieving, and printing. Additionally, students begin to design and structure their own spreadsheets.

**OT211 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS**

(38 Clock Hours--1 Credit)

This course provides instruction in advanced spreadsheet operations and electronic communications. Working with macros, using data and list features, and utilizing electronic communications are covered. (Prerequisite: OT116 Electronic Spreadsheets)

**OT223 ELECTRONIC OFFICE SYSTEMS** (38 Clock Hours--2 Credits)

This course is an overview of computer information systems. The students learn about computer hardware and software concepts, procedures, and systems. Applications in business and other segments of society are explored.

**OT317 SUPERVISION** (38 Clock Hours--2 Credits)

This course provides an introduction to the basic responsibilities of a supervisor including problem solving and decision making; planning, organizing, and controlling work; appraising employee performance; and training and developing employees.

**PD102 PROFESSIONAL DEVELOPMENT** (38 Clock Hours--2 Credits)

This course is designed to prepare the students for making the transition from student to employee. Students learn how individual personality traits affect career advancement. This course also explores the appropriate techniques for making job applications and participating in job interviews and presents suggestions for starting a new job. Students learn to analyze their job skills and needs and how to market and present those skills and needs to prospective employers in a professional manner. Students also learn to manage their time effectively and develop an awareness of stress management techniques.

**PD108 HUMAN RELATIONS IN THE WORKPLACE** (38 Clock Hours--2 Credits)

This course emphasizes the importance of the development of proper attitude in the workplace. The course also covers self-image, motivation, conflict management, team building, and improvement of interpersonal skills.

**RT100 PERSONAL SELLING** (38 Clock Hours--2 Credits)

The psychology of selling and consumer behavior is analyzed and studied. Emphasis is placed on defining the roles of sales in the economy, investigating opportunities in the sales field, understanding the buying process, identifying buying motives, and understanding consumer buying behavior.

**RT102 RETAIL BUSINESS MANAGEMENT** (38 Clock Hours--1 Credit)

This course provides a foundation upon which the students build an understanding of general management, marketing, merchandising, and operations functions within a retail business organization. A

management and marketing analysis of department, specialty, discount, and chain stores is included. The students conduct planning and research for the opening of a simulated retail business.

**RT103 INVENTORY MAINTENANCE AND CONTROL (38 Clock Hours--2 Credits)**

This course places emphasis on problem areas in controlling inventory and systematic methods to overcome them. The students learn proper inventory procedures from planning to reconciliation, the order sequence from receipt of goods to the selling floor, and the shrinkage control factor of both external and internal theft, while developing an actual inventory plan.

**RT106 PERSONNEL MANAGEMENT (38 Clock Hours--2 Credits)**

This course enables the students to understand the human resources and personnel functions of management. Emphasis is placed on recruitment, hiring, placement, training, scheduling, job descriptions, compensation, performance appraisals, labor relations, equal opportunity, and the development of policies and procedures. The class conducts a simulation that involves the development of a human resources department for a retail organization.

**RT108 RETAIL MATHEMATICS I (38 Clock Hours--2 Credits)**

Basic mathematical computation skills required for retailing applications are reviewed and developed. The students learn basic retailing mathematics such as markup, markdown, retail methods of inventory, profit and loss statements, and inventory planning.

**RT109 RETAIL MATHEMATICS II (38 Clock Hours--2 Credits)**

More advanced skills needed in practical merchandising situations are developed in this course. The students apply and build upon the basic retailing computation skills learned in Retail Mathematics I by learning more advanced skills such as merchandise plans, stock sales planning, discount rates, ratios, turnovers, and open-to-buy. (Prerequisite: RT108 Retail Mathematics I)

**RT111 VISUAL MERCHANDISING (38 Clock Hours--1 Credit)**

This course presents the most up-to-date principles and techniques on interior and exterior displays, store layouts, and creative visual merchandising to reach various target markets, build a desired store image, and generate sales volume. The students apply this theory to coordinated field studies and in-class products.

**RT112 TECHNIQUES OF SELLING (38 Clock Hours--1 Credit)**

The students learn and apply the steps involved in an effective sales presentation. Included in the techniques are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through the sales talk and demonstration, handling customer objections, closing the sale, and demonstrating creative sales methods.

**RT113 SUPERVISORY SKILLS MANAGEMENT (38 Clock Hours--1 Credit)**

This course is designed to provide a practical approach to the fundamental skills and techniques necessary to become a successful supervisor. Role playing and case studies are used in the classroom to allow for insightful learning to take place.

**RT207 MERCHANDISING MANAGEMENT** (38 Clock Hours--2 Credits)

This course is designed to give the students insight into the range of duties, activities, and responsibilities of a buyer, department manager, and store manager. Emphasis is placed on maintaining and developing merchandise assortments, the mathematical development of budgets and plans, and the overall development of a department.

**RT209 SALES MANAGEMENT** (38 Clock Hours--2 Credits)

This course is concerned with the proper management and organization of an outside sales force. The students learn to select, train, organize, motivate, and evaluate outside sales people.

**RT320 RETAIL EXTERNSHIP** (270 Clock Hours--6 Credits)

The students apply the classroom studies while gaining school-supervised, on-the-job experience in a merchandising or sales-supporting position with a department, specialty, or discount store. On-the-job hours and work performance are supervised and evaluated by the school with input from the employer.

**SS244 BUSINESS LAW** (38 Clock Hours--2 Credits)

In this course, students develop an understanding of contracts, negotiable instruments, wills, trusts, insurance, real and personal property, bailments, and court procedures. Students are also introduced to occupational safety and health topics, such as the Health Insurance Portability and Accountability Act (HIPAA) and the Occupational Safety and Health Administration (OSHA).

**TR101 INTRODUCTION TO TRAVEL** (38 Clock Hours--2 Credits)

This course covers the history, scope, and functions of the travel industry. Students gain knowledge of domestic and international air travel, tours, ground transportation, and the technical and personal skills needed for a career in the travel field in the twenty-first century.

**TR110 EVENT PLANNING I** (38 Clock Hours--2 Credits)

This course provides an overview of the competencies required of a professional event coordinator. Students examine the full event planning process from early conceptualization, sourcing, and contracting to last-minute details and follow-ups. At the end of this course, students should be able to create event experiences that serve the needs of the client or host and fulfill the expectations of the guest or attendee.

**TR115 DOMESTIC DESTINATIONS** (38 Clock Hours--2 Credits)

This course is an introduction to the study of the geography of the United States, Canada, Mexico, and the Caribbean and their major attractions.

**TR116 WORLDWIDE DESTINATIONS** (38 Clock Hours--2 Credits)

This course is an introduction to the study of the geography of Europe, South America, Asia, Oceania, and Africa and their major attractions.

**TR117 COMPUTERIZED RESERVATIONS** (38 Clock Hours--2 Credits)

This course provides an understanding of the computerization of the industry with emphasis on microcomputer skills. Students learn the concepts and skills required to create and modify Passenger Name Records (PNR), provide fares, interpret and modify availability, sell air space, modify and price itineraries, issue tickets, and utilize and issue seat assignments. Students also learn to access hospitality, travel, and tourism resources on the Internet.

**TR120 EVENT PLANNING II** (38 Clock Hours--2 Credits)

This course expands the level of competencies required of a professional event coordinator. Students demonstrate the ability to research, design, plan, coordinate, and evaluate corporate and special events. At the end of this course students should be able to create corporate and special event experiences that are cost effective and maximize return on the investment. (Prerequisite: TR110 Event Planning I)

**TR205 TRAVEL AGENCY OPERATIONS AND CONVENTION MANAGEMENT**

(38 Clock Hours--2 Credits)

This course focuses on the operations of a travel agency and examines the unique needs of the corporate traveler. In addition, students are presented with an overview of the meeting planning/convention management industry.

**TY101 KEYBOARDING I** (38 Clock Hours--1 Credit)

In this course, the students learn the proper use of the keyboard, including the alphabetic keys, figures and symbols, and special marks of punctuation. Techniques and procedures for acquiring stroking accuracy and speed, as well as error identification, are emphasized. A brief introduction of the current operating system will be included.

**VT101 CLINICAL MEDICINE I** (38 Clock Hours--2 Credits)

This course introduces basic terminology and nutrition.

**VT102 CLINICAL MEDICINE II** (38 Clock Hours--2 Credits)

This course builds upon Clinical Medicine I, focusing on canine and feline breeds, concepts of canine and feline behavior, and vaccine types and protocols for both canines and felines. (Prerequisite: VT101 Clinical Medicine I)

**VT103 CLINICAL MEDICINE III** (38 Clock Hours--2 Credits)

This course is an in-depth study of canine and feline diseases. Students will focus on pathology of disease, necropsy, protozoal and vector-borne diseases, zoonoses, dermatology, and the endocrine system. (Prerequisite: VT102 Clinical Medicine II)

**VT104 CLINICAL MEDICINE IV** (38 Clock Hours--2 Credits)

This course is a continuation of Clinical Medicine III. Diseases of the reproductive, neurological, musculoskeletal, and cardio-respiratory systems are presented. (Prerequisite: VT103 Clinical Medicine III)

**VT111 ANIMAL TECHNOLOGY I** (38 Clock Hours--1 Credit)

Through theory and practical application, this course teaches the student aspects of kennel care and management. Additionally, restraint techniques, physical examinations, basic grooming techniques, and common abbreviations are included.

**VT112 ANIMAL TECHNOLOGY II** (38 Clock Hours--1 Credit)

This course builds upon Animal Technology I and is focused on oral medications and procedures, eye medications and procedures, fecal tests, and parasitology. (Prerequisite: VT111 Animal Technology I)

**VT113 ANIMAL TECHNOLOGY III** (38 Clock Hours--1 Credit)

This course builds upon Animal Technology II. Instruction will cover sample collection of both urine and blood specimens through various routes as well as administering injections through various routes. (Prerequisite: VT112 Animal Technology II)

**VT114 ANIMAL TECHNOLOGY IV** (38 Clock Hours--1 Credit)

This course builds upon Animal Technology III with an emphasis on intravenous catheterization fluid therapy, electrocardiograms, blood transfusions, and dentistry. (Prerequisite: VT113 Animal Technology III)

**VT123 VETERINARY TERMINOLOGY** (38 Clock Hours--1 Credit)

The student will be introduced to basic terminology used in veterinary medicine. Emphasis is based on the understanding of composition of terms including the use of prefixes and suffixes.

**VT127 MATHEMATICS FOR VETERINARY TECHNICIANS** (57 Clock Hours--2 Credits)

The student will be introduced to basic math skills, including dosage calculations, which are an important part of their career.

**VT131 CLINICAL LABORATORY I** (38 Clock Hours--1 Credit)

This course reviews basic laboratory equipment and glassware. The student is introduced to basic veterinary hematology with emphasis placed on normal values of individual animal species. (Prerequisites: VT123 Veterinary Terminology and VT127 Mathematics for Veterinary Technicians)

**VT132 CLINICAL LABORATORY II** (38 Clock Hours--1 Credit)

This course builds upon Clinical Laboratory I with a more in-depth study of hematology. Measurements of blood components as well as responses to disease processes are covered. (Prerequisite: VT131 Clinical Laboratory I)

**VT133 CLINICAL LABORATORY III** (38 Clock Hours--1 Credit)

This course builds upon Clinical Laboratory II, with emphasis placed on further individual animal species testing for common diseases as well as urinalysis techniques and the use of blood analyzers. (Prerequisite: VT132 Clinical Laboratory II)

**VT149 ANIMAL ANATOMY AND PHYSIOLOGY I** (57 Clock Hours--2 Credits)

This course concerns the structure and function of the animal body and its parts. Instruction is geared toward the understanding of cells and tissues as well as the integumentary, skeletal, muscular, neurological, and blood and immune systems. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine.

**VT150 ANIMAL ANATOMY AND PHYSIOLOGY II** (57 Clock Hours--2 Credits)

This course builds on Animal Anatomy and Physiology I. In this course, the structure and function of the circulatory, respiratory, gastrointestinal, excretory/renal, reproductive, and sense organ systems are studied. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine. (Prerequisite: VT149 Animal Anatomy and Physiology I)

**VT155 VETERINARY PHARMACOLOGY I** (38 Clock Hours--2 Credits)

This course covers clinical usage of medications and methods of administration. Emphasis is placed on the veterinary technician's role in the veterinary pharmacy. This course also focuses on drug dosage calculations. (Prerequisite: VT127 Mathematics for Veterinary Technicians)

**VT156 VETERINARY PHARMACOLOGY II** (38 Clock Hours--2 Credits)

This course is a continuation of Veterinary Pharmacology I and covers more specific drugs affecting various systems and functions as well as an introduction to herbal therapeutics. (Prerequisite: VT155 Veterinary Pharmacology I)

**VT161 ANESTHESIA I** (38 Clock Hours--2 Credits)

This course concerns all aspects of the anesthetic process, anesthetic agents used in veterinary medicine and their effects, and anesthetic equipment functions and use. The student will apply mathematical skills to determine appropriate dosages of common anesthetic agents. The veterinary technician's role in relationship to the veterinarian is a key point of study. (Prerequisite: VT127 Mathematics for Veterinary Technicians)

**VT163 ANESTHESIA II** (38 Clock Hours--1 Credit)

This course is a continuation of Anesthesia I with a focus on anesthetic monitoring, emergencies, recovery, and pain management as well as electrocardiography. (Prerequisite: VT161 Anesthesia I)

**VT202 CLINICAL MEDICINE V** (57 Clock Hours--2 Credits)

This course is a continuation of Clinical Medicine IV. Diseases of the digestive system and renal system will be discussed as well as emergency management and the veterinary technician's role in emergency situations. Emphasis is placed on: proper methods of evaluating an animal in an emergency situation, how disease processes manifest as emergencies, and the equipment and medications used during emergencies. (Prerequisite: VT104 Clinical Medicine IV)

**VT211 ANIMAL TECHNOLOGY V** (38 Clock Hours--1 Credit)

This course builds upon Animal Technology IV with an emphasis placed on more advanced techniques, including advanced surgical procedures, bandaging and wound management, orthopedics, feeding tube usage, and other special procedures. (Prerequisite: VT114 Animal Technology IV)

**VT212 ANIMAL TECHNOLOGY VI** (38 Clock Hours--1 Credit)

This course builds upon Animal Technology V with an emphasis on more advanced techniques including laboratory animal research and care and maintenance, disease process, blood collection procedures, anesthesia administration, and regulatory requirements for rats, mice, guinea pigs, rabbits, and exotics species. (Prerequisite: VT211 Animal Technology V)

**VT220 LARGE ANIMAL THEORY I** (38 Clock Hours--2 Credits)

This course will introduce the student to farm animal medicine. The course will cover anatomy, breed identification, management, restraint methods, physical examinations, reproduction, nutrition, and husbandry of large animals.

**VT222 LARGE ANIMAL THEORY II** (38 Clock Hours--2 Credits)

This course continues theories introduced in Large Animal Theory I to include more in-depth information on diseases for farm animal species. Herd health maintenance measures are discussed. (Prerequisite: VT220 Large Animal Theory I and Corequisite: VT251 Large Animal Practicum)

**VT225 VETERINARY OFFICE PROCEDURES** (38 Clock Hours--1 Credit)

This course focuses on aspects of veterinary practice operations. Topics such as appointment scheduling, general office and billing procedures, client relations, OSHA compliance, client education, teamwork, the veterinary technician's role in euthanasia, and ethical situations are discussed.

**VT226 VTNE PREPARATION** (38 Clock Hours--1 Credit)

This course is a comprehensive review of both theory and practical application. It is designed to prepare the student to sit for the Veterinary Technician National Examination. Discussions will be followed by exams formatted and timed using parameters similar to the actual test. (Prerequisites: VT202 Clinical Medicine V, VT211 Animal Technology V, VT220 Large Animal Theory I, VT225 Veterinary Office Procedures, VT231 Clinical Laboratory IV, and VT247 Surgical Nursing I)

**VT231 CLINICAL LABORATORY IV** (38 Clock Hours--1 Credit)

This course builds upon Clinical Laboratory III. Students will learn the principles of clinical chemistry, diagnostic tests, and use and maintenance of analytic equipment as well as basic microbiological, cytological, and hematological techniques. (Prerequisite: VT133 Clinical Laboratory III)

**VT241 RADIOGRAPHY I** (38 Clock Hours--2 Credits)

This course includes the theory of radiography, proper positioning, and methods of exposing and developing films. Radiation safety as well as recognition of technique errors is emphasized. (Prerequisites: VT127 Mathematics for Veterinary Technicians and VT150 Animal Anatomy & Physiology II)

**VT243 SURGICAL NURSING ROTATION** (32 Clock Hours--1 Credit)

In this course students will apply all skills and knowledge acquired in Veterinary Pharmacology I and II, Anesthesia I and II, Clinical Laboratory I, II, III, IV, and Surgical Nursing I in the various roles in assisting surgical procedures. Students will gain experience in anesthesia administration, sterile and non-

sterile assisting, patient preparation, surgical clean up, and recovery of patients. (Prerequisites: VT156 Veterinary Pharmacology II, VT163 Anesthesia II, and VT247 Surgical Nursing I)

**VT245 RADIOGRAPHY II** (32 Clock Hours--1 Credit)

This course builds upon the material covered in Radiography I with students practicing hands-on repetitions to achieve competency in taking and developing diagnostic radiographs. (Prerequisite: VT241 Radiography I)

**VT247 SURGICAL NURSING I** (38 Clock Hours--1 Credit)

This course will prepare the student to assist in veterinary surgery. Students are introduced to aseptic surgery techniques, surgical instrumentation identification and use, patient preparation, and positioning for various surgical procedures. (Prerequisite: VT156 Veterinary Pharmacology II)

**VT251 LARGE ANIMAL PRACTICUM** (45 Clock Hours--1 Credit)

This course is conducted at stables, farms, or other off-campus facilities. Students will perform husbandry and restraint techniques as well as various medical and radiological procedures on horses, cattle, and other available large animal species. (Prerequisite: VT220 Large Animal Theory I and Co-requisite: VT222 Large Animal Theory II)

**VT252 VETERINARY EXTERNSHIP** (270 Clock Hours--6 Credits)

This unpaid externship is completed in the last 8 instructional weeks of the program. Externships are served in a veterinary clinic or hospital or other animal facility. The externship experience provides the student with the opportunity to build upon the clinical and practical skills learned in the classroom. (Prerequisites: VT212 Animal Technology VI, VT231 Clinical Laboratory IV, VT241 Radiography I, VT243 Surgical Nursing Rotation, and a cumulative GPA of 2.00 prior to the start of externship)

## ACADEMIC CALENDAR 2018-2019

The institution's scheduled academic year is composed of the fall and spring semesters. The academic years for individual students can vary and are made up of the equivalent of two semesters of work.

### Summer Session 2018

May 7	Term I Begins
May 28	No Classes: Memorial Day Holiday
June 11-15	No Classes: Summer Break
July 4	No Classes: Independence Day Holiday
July 6	Term I Ends
July 9	Term II Begins
August 31	Term II Ends

### Fall Semester 2018

September 3	No Classes: Labor Day Holiday
September 4	Fall Semester Begins
October 26	Term I Ends
October 29	Term II Begins
November 22-23	No Classes: Thanksgiving Holiday
December 21	Fall Semester Ends
December 24-January 4	No Classes: Christmas Holiday

### Spring Semester 2019

January 7	Spring Semester Begins
February 18	No Classes: Presidents' Day Holiday (Make-up Snow Day if Necessary)
March 1	Term I Ends
March 4	Term II Begins
April 1-5	No Classes: Spring Break
April 19	No Classes: Good Friday (Make-up Snow Day if Necessary)
May 3	Spring Semester Ends

### Summer Session 2019

May 6	Term I Begins
May 27	No Classes: Memorial Day Holiday
May 28-31	No Classes: Summer Break
July 3	Term I Ends
July 4-5	No Classes: Independence Day Holiday
July 8	Term II Begins
August 30	Term II Ends

# ADMINISTRATION, FACULTY, AND STAFF

## Administration

Kathy Chiudioni.....President/Responsible Employee  
 Anee Augenstein..... Campus Administrator/Responsible Employee  
 Gena Hopkins..... Admissions Manager/Responsible Employee  
 Roxanna Shull..... Director of Student Services/Responsible Employee  
 Marty Bianski.....Director of Career Services/Responsible Employee

## Faculty

### Allied Health

Tonya Perry	AAS AS BS MLS RT CCMA RMA	Ivy Tech Community College Michiana College Indiana Institute of Technology Trine University
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### Business and Computers

Timothy Edington	BS CPA	Indiana University
Keith Lipke	BA MS	Eastern Illinois University Argosy University

### Librarian

Amber Pavlina	BA MA MLS	Purdue University Purdue University Indiana University
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### Tourism and Hospitality

Marilyn Carunchia	AAS BS	Ivy Tech State College Purdue University
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**Veterinary Technology**

Heather Buckland	AAS RVT	International Business College
Paul Clemente	BS MS DVM	Purdue University University of Wyoming Purdue University
Emily Dill	AAS RVT	Purdue University
Gina Gressley	AAS BS RVT	International Business College Purdue University
Julie Hix	AAS BA RVT	Purdue University Butler University

**Staff**

Kathee Frazee.....	Regional Admissions Manager
Marianne Gibson.....	Regional Admissions Manager
Melissa Mirelez.....	Admissions Representative
Jessica Weller.....	Admissions Representative
Richard Crain.....	Admissions Assistant Supervisor
Jenny Bower.....	Admissions Secretary
Jessica Brandebury.....	Education Assistant
Sarah Hubert .....	Financial Aid Officer
Karen Louis.....	Financial Aid Planner
Angela Pachuta .....	Residence Director

## **APPENDIX**

### **STATE UNIFORM REFUND POLICY**

646 IAC 6-8-4 Uniform refund policy

Authority: IC 22-4.1-21-10

Affected: IC 22-4.1-21

Sec. 4 If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the new United States Department of Education (USDOE) Title IV refund policy enacted by the 1992 Amendments to the Higher Education Act, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon request of the commission, that its refund policy is, indeed, more favorable to the student than that of the commission's. Postsecondary proprietary educational institutions accredited by a nationally recognized accrediting agency must uniformly apply the commission's tuition refund policy or the refund policy of their recognized accrediting agency, as previously approved by the commission to all first-time students enrolled. Postsecondary proprietary educational institutions using a refund policy other than that of the commission's must list the complete policy and its origination in the institutional catalog and the enrollment agreement.

646 IAC 6-8-6 Resident institutions; refunds

Authority: IC 22-4.1-21-10

Affected: IC 22-4.1-21

Sec. 6 (a) The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the commission. The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

(b) The following refund policy applies to each resident postsecondary proprietary educational institution, except as noted in section 4.5 of this rule:

- (1) A student is entitled to a full refund if one (1) or more of the following criteria are met:
  - (A) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
  - (B) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
  - (C) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
  - (D) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

- (2) A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- (3) A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- (4) A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- (5) A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- (6) A student withdrawing from an instructional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

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