



# 2017 Student Catalog

Effective: August 7, 2017 – January 31, 2018

THIS DOCUMENT INCLUDES THE SCHOOL'S CURRENT **ANNUAL SECURITY REPORT** INCLUDING CRIME STATISTICS AND POLICIES REQUIRED BY THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT (CLERY ACT) AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT of 2013 (VAWA) (See Addendum A, Page 87)

## **Main Campus:**

Institute for Business and Technology  
2400 Walsh Ave., Santa Clara, CA 95051  
408-727-1060 800-548-8545  
[www.ibttech.com](http://www.ibttech.com)

## **Affiliated Campuses:**

### **National Career Education**

6249 Sunrise Boulevard  
Citrus Heights, CA 95610  
916-969-4900  
800-441-4623  
[www.nceschool.com](http://www.nceschool.com)

### **Lamson Institute**

5819 N.W. Loop 410, Suite 160  
San Antonio, TX 78238  
210-520-1800  
[www.lamsoninstitute.com](http://www.lamsoninstitute.com)

*You are invited to visit the campus nearest you.  
Campus tours are conducted daily.*

## ***A Message from the President***

Dear Student:

It is with great pleasure that I take this opportunity to welcome you to the Institute for Business and Technology. Pursuing higher education and training to improve one's quality of life takes courage and is to be commended.

For over 50 years, IBT has had the privilege of helping people get trained in new professions and achieving their goals. We have accomplished this by maintaining modern facility utilizing equipment and tools used in the professions, the latest instructional materials, and a faculty with real world experience. IBT curriculum is also reviewed on a regular basis by industry professionals to ensure that students are learning relevant information in their chosen fields of study.

We would like to extend a cordial invitation to you to visit our facility, talk with our students, and meet our instructors. Our staff and faculty are dedicated to your success.

Sincerely,

Peter Mikhail  
President/CEO

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# Academic Calendar

## 2016-2017 Holiday & Break Schedule School is closed on the following days:

December 19, 2016 - January 1, 2017	Winter Break (Students Only)
December 23, 2016	Christmas Eve (Staff Holiday)
December 26, 2016	Christmas Day (Staff Holiday)
May 29, 2017	Memorial Day
July 4, 2017	Independence Day
September 4, 2017	Labor Day
November 10, 2017	Veterans Day
November 23, 2017 - November 24, 2017	Thanksgiving Weekend
December 18, 2017 - January 1, 2018	Winter Break (Students Only)
December 22, 2017	Christmas Eve (Staff Holiday)
December 25, 2017	Christmas Day (Staff Holiday)

This catalog is not complete with the latest Schedules and Addendums  
all of which are a part of this catalog as follows:

**Student Disclosures**  
**Tuition and Fee Schedule**  
**Academic Start Dates Schedule**  
**Annual Security Report – Addendum A**  
**Tool and Equipment Used in the School's Programs – Addendum B**

# 1. ABOUT THE SCHOOL

## History

In 1965, the California Academy of Drafting opened to provide vocational training in drafting and design technology. Today, with a new name denoting our commitment to high-tech training, the Institute for Business & Technology is also recognized as a local leader in vocational training. The Institute for Business & Technology also contracts with various local, county, state and federal agencies to train their personnel.

In 1981, the Institute for Business & Technology (sometimes referred to as "IBT" or "Institute" or "School") expanded its training program to include computer programming. State-of-the-industry equipment was purchased to introduce students to the most modern equipment available. In 1982, the first Secretarial Science program was added emphasizing the "Office-of- the-Future."

In 1988, IBT expanded further by adding new programs, which included Travel & Airlines, Optical Technician and Commercial Refrigeration, Heating, and Air Conditioning. Included in the new programs was state-of- the-industry equipment in each of these areas to give the students the best possible introduction to these fields.

In 1989 IBT moved to a new, larger location in Santa Clara, at 2550 Scott Blvd. New programs were introduced to include Electronics Technology. National Career Education opened as an affiliated campus of IBT in 1989 located in Citrus Heights, California. In 1989 and a few years thereafter, National Career Education identified the need for quality education in the medical field by adding programs in healthcare at its campus in Citrus Heights as well as at the main campus in Santa Clara. In the years that followed, IBT continued to offer quality education in the medical and technical fields. In February 2004 IBT moved to a new, larger location in Santa Clara located at 2400 Walsh Avenue. Also in 2007 another affiliated campus, Lamson Institute, was opened in San Antonio, Texas and began its first classes in August 2007.

## Location and Facilities

IBT is located in metropolitan Santa Clara, the heart of high-tech Silicon Valley, and is easily accessible from all major highways and thoroughfares. Students are afforded the opportunity of utilizing classrooms, laboratories with EKG machines, professional scales, autoclaves, ice machines, heat pumps, AC units, package units, motors and motor controls, and all other required materials and equipment to enhance the students' learning experience. IBT also had a Learning Resource Center, a non-smoking lounge, and well-lit parking areas. The IBT campus includes a modern building with approximately 60,000 square feet. The facility occupancy level for Santa Clara is 670 students at any one time. The campus is equipped to provide access for the handicapped. No specific facilities or programs are currently available for students with physical disabilities although IBT provides in accordance with the ADA reasonable accommodations for requesting students. Ample parking is provided at each campus.

National Career Education, a branch of IBT, is located at 6249 Sunrise Boulevard, Citrus Heights, California. This campus has a facility of approximately 51,000 square feet.

Lamson Institute, another branch of IBT is located at 5819 NW Loop 410, Suite 160, San Antonio, Texas. The San Antonio Campus occupies a facility of approximately 30,000 square feet.

Prospective enrollees are encouraged to visit the physical facilities of the School and to discuss their personal, educational, and occupational plans with School personnel prior to enrolling.

## Mission Statement

The Institute for Business & Technology prepares students for career-focused employment by delivering relevant career training.

## Objectives

1. To provide an educational environment that promotes the relationship between career preparation and employment opportunities.
2. To recruit and retain qualified instructors who are effective in the classroom and knowledgeable of current industry trends.
3. To graduate students who are prepared to enter their chosen career fields in entry level jobs.
4. To assist graduates in becoming gainfully employed in their chosen career fields.
5. To maintain an organizational model that is responsive to its constituents.

## **Accreditation and Approvals**

The School and its affiliated campuses are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Accreditation and licensing materials are on display in the schools' lobbies. ACCSC is an accrediting agency that is recognized by the United States Department of Education (USDE).

Additional program information related to the School's tuition and program length is available through the Accrediting Commission of Career Schools and Colleges (ACCSC) located at 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, telephone number (703)247-4212.

## **Approvals**

The Institute for Business and Technology is licensed to operate as both a non-degree and a degree granting private institution by the California Bureau for Private Postsecondary Education (BPPE) and to offer the courses described in this catalog pursuant to California Education Code known as the Private Postsecondary Education Act of 2009, as amended.

IBT and its affiliated campuses are eligible institutions, for students who qualify, to receive United States Department of Education Title IV Aid) and for participation in the Federal Family Education Loan Program and Federal Direct Loan Program and other state financial aid programs. Consumer information that is required to be disclosed to a student related to these applicable federal and state financial aid programs are more fully described in Student Disclosures Section, under "Financial Aid – Consumer Information" of this catalog. These schools are also eligible to provide training services under the Comprehensive Vocational Rehabilitation Act.

## **BPPE Student Catalog Notices**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by IBT may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, W. Sacramento, CA 95798-0818, <http://www.bppe.ca.gov>, 1-888-370-7589 or by fax at (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement with the School. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Website at <http://www.bppe.ca.gov>.

## **Notice Concerning Transferability of Credits and Credentials Earned At Our Institution**

The transferability of credits you earn at IBT is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in your area of study at IBT is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Institute for Business & Technology to determine if your diploma will transfer.

## **Student Tuition Recovery Fund (STRF)**

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if the student prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment. It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. The specific requirements of the STRF are as follows:

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 1) You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and, 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: 1) You are not a California resident, or are not enrolled in a residency program, or 2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

### **Bankruptcy**

IBT does not have, is not, has not, nor has it a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition with in the preceding five years, nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States bankruptcy Code (11U.S.C. Sec. 1101 et seq.).

### **Student Loans**

Student remains responsible for all incurred charges regardless of the amount of any actual financial aid received. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, plus interest and any applicable loan fees, less the amount of any refund issued to student.

### **Class Size**

Classrooms are furnished with student chairs, tables and white boards. Traditional class size ranges from 15 to 30 students. IBT has classrooms to accommodate up to 45 students for classroom instruction. Medical computer labs are equipped to accommodate up to 25 students with one-to-one equipment to student ratio.

### **ACCSC Student Catalog Notice - ACCSC Student Complaint Procedure**

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 School has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be submitted in written form and should grant permission for the Commission to forward a copy of the complaint to the School 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 & Colleges  
2101WilsonBoulevard, Suite 302  
Arlington, VA 22201  
(703) 247- 4212  
[www.accsc.org](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the School and may be obtained by contacting the Campus Director or online at [www.accsc.org](http://www.accsc.org).



## Memberships

The School or its staff and faculty members hold memberships in the following educational and professional organizations:

- Member, Santa Clara Chamber of Commerce
- National Center for Competency Testing
- Santa Clara Builder's Exchange
- California Association of Private Postsecondary Schools

Documents describing the School's accreditation, approvals, and memberships are available for review by any interested party by contacting the office of the Campus Director.

## Description of Equipment Used in the School's Programs

A description of the tools and equipment used in each of the School's programs of study is listed at Addendum B to this catalog located at Addendum B to this catalog.

## 2. ADMISSIONS INFORMATION

The School offers programs on a clock hour basis using the module system with class starts and admissions conducted throughout the year. Please see our Academic Calendar Start Dates Schedule at the end of this catalog for the specific module starting dates.

### Admission Requirements

The admission procedure requires an exchange of information between the applicant and the School, which maintains a staff of admissions representatives for this purpose. These representatives conduct a personal interview with each prospective applicant before any decision is made to submit an application for admission. During the interview, the admissions representative will discuss the School's educational programs in relation to the applicant's career preferences, training needs, and individual motivations.

**To be considered for admission, the applicant must provide one of the following documents as evidence that they are a high school graduate or the equivalent:**

- A copy of the student's high school diploma. (See footnote 1.)
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded. (See footnote 1.)
- A copy of a General Educational Development (GED) certificate or GED transcript that indicates the student passed the exam.
- A state certificate or transcript received by a student after the student passed a State-authorized examination that the State in which the student took the examination recognizes as the equivalent of a high school diploma. This includes tests similar to the GED such as HiSET, TASC, as well as a State established examination, for example, the California High School Proficiency Exam (CHSPE).
- For a student who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document, accompanied by an evaluation from a third-party, professional document evaluation service that clearly identifies the document's equivalence to a U.S. high school diploma. (The School does not self-evaluate foreign secondary school credentials or other similar documents.)
- An academic transcript that indicates the student successfully completed at least a two-year program at an accredited institution that is acceptable for full credit toward a bachelor's degree.
- For a student who was homeschooled in a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

<sup>1</sup> The school must be state approved and accredited by a regional accrediting association or by CITA (Commission on International and Trans-Regional Accreditation).

**A student who is unable to obtain the documentation listed above** must contact the financial aid office. When documentation of high school completion is unavailable (e.g., the school has closed and no information is available from another source such as the school district or state department of education, or the parent or guardian who homeschooled the student is deceased) IBT will accept alternative documentation, such as a military *DD Form 214 Certificate of Release or Discharge from Active Duty* on which Block 18 indicates that the student is a high school graduate or equivalent.

**An applicant who is 19 or older and who does not possess a high school diploma or recognized equivalency** may still be considered for admission provided the applicant's ability to benefit from the training offered has been confirmed by the applicant's receipt of an approved score on the Wonderlic Scholastic Level Exam (SLE). Note that an applicant admitted to the School without a high school diploma or GED equivalent documentation will not meet federal eligibility requirements for Title IV financial aid.

**Students that are still in high school at the time of application** must also provide an official high school transcript upon completion of their senior year of high school and prior to enrollment at the School.

**To qualify for admission to IBT, all applicants must be at least 18 and meet the following general requirements:**

- Visit and tour the School.
- Complete a personal interview with a School admissions representative.
- Provide documentation of high school graduation or the equivalent as described in the Admissions Requirements above.
- Show a valid Social Security Card.
- Show a valid government issued photo identification card or driver's license.
- Complete an enrollment agreement, and other required enrollment paperwork.
- Attend a financial aid interview, and complete required financial aid paperwork.
- Take the Wonderlic Scholastic Level Exam (SLE) and achieve the minimum acceptable score of 13 (unless qualified to enter Three Weeks to Success Program see below) for all diploma programs. If a minimum score is not achieved, two re-tests may be given using an alternate test form.
- A prospective applicant for admission to an Associate of Applied Science program (Ultrasound Technician/ Diagnostic Medical Sonography) must take the Wonderlic Scholastic Level Exam and achieve the minimum acceptable score of 18. If a minimum score of 18 is not achieved, two re-tests may be given using an alternate test form. The Three Weeks to Success Program is not available to prospective applicants for the Associate of Applied Science program.

### **Admission to the Three Weeks to Success Program**

If an applicant meets all admissions requirements with the exception of the Wonderlic SLE score, but scores at least a 10, the applicant may be eligible for acceptance into the Three Weeks to Success Program. An applicant who scores less than a 10 of the Wonderlic SLE will not be eligible for admission or to participate in the Three Weeks to Success Program. This program provides skills remediation and an introduction to postsecondary education designed to prepare the student for entry into a program of study. Applicants accepted into this program must complete all assignments, including a final group project, and must maintain a 90% attendance rate. The program is provided at no cost to the student and no credit is earned toward any other program offered at IBT. The Three Weeks to Success Program is not available to prospective applicants for any Associate of Applied Science program.

### **Licensing and Certification Requirements**

**Certified Phlebotomy Technician I (CPT1):** To be a phlebotomy technician in California a person must maintain a current and valid certification from the California Department of Public Health (DPH). Under Section 1242 of the California Business and Professions Code, the DPH is authorized to establish the education, training and experience needed for clinical laboratory personnel to include certification of phlebotomy technicians. Those DPH regulations are located at 17 California Code of Regulations Section 1034(a). In addition the DPH maintains a web site at <http://www.cdph.ca.gov/programs/LnC/Pages/Inc.aspx>. The certification requirements by the DPH are summarized below as follows:

An applicant can submit an application online. All required documentation such as official transcripts, verification of training and experience, certificate of completion of training course, two passport size photos, and state approved examination must be sent directly to Laboratory Field Services at the address below.

Attn: Phlebotomy Program  
CDPH- Laboratory Field Services  
850 Marina Bay Parkway, Bldg. P, 1st Floor  
Richmond, CA 94804-6403

To become a CPT I;

A person without any phlebotomy experience must meet the following;

- Have a minimum of a high school graduate equivalent or GED.
- Complete 40 hours phlebotomy class training from an approved school.
- Complete 40 hours phlebotomy practice that includes at least 50 venipunctures and 10 skin punctures.
- Pass an approved phlebotomy certification exam.
- Apply for certification, pay application fee.

A person with less than 1040 hours phlebotomy experience (half a year) must meet the following;

- Have a minimum of a high school graduate equivalent or GED.
- Complete 40 hours phlebotomy class training from an approved school.
- Document completion of at least 50 venipunctures and 10 skin punctures, on the job.
- Pass an approved phlebotomy certification exam.
- Apply for certification, pay application fee.

A person with more than 1040 hours phlebotomy experience (more than half a year) must meet the following;

- Have a minimum of a high school graduate equivalent or GED.
- Complete 20 hours phlebotomy class training from an approved school.
- Document completion of at least 50 venipunctures and 10 skin punctures, on the job.
- Pass an approved phlebotomy certification exam.
- Apply for certification, pay application fee.

### **Electrician Certification**

Existing law requires that persons performing work as electrician under a C-10 licensed contractor be certified pursuant to certification standards established by the Division of Labor Standards Enforcement. "Electricians" is defined as all persons who engage in the connection of electrical devices for licensed electrical contractors, specifically, all electricians who make connections of greater than 100 volt amps who work for C-10 contractors are required to be certified. The California Labor Code Section 108 authorizes the California Division of Labor Standards Enforcement to issue certification cards to electricians who have been certified pursuant to its rules and regulations. In order to be certified, an applicant must have the required experience, and pass a certification examination. Under Department of Industrial Relations Section 291.3 an applicant must provide proof of experience which may be done by showing:

- Successful completion of an apprenticeship program approved by the California Apprenticeship Council, the Federal Bureau of Apprenticeship Training, or a state apprenticeship council authorized by the Federal Bureau of Apprenticeship Training to approve apprenticeship programs, in the classification for which certification is sought; or
- On-the-job experience, as follows: General Electrician: 8000 hours of work for a C-10 electrical contractor installing, constructing or maintaining electrical systems covered by the National Electrical Code. The 8000 hours must consist of work in two or more of the areas, as per Chapter 2, Subchapter 4 of the California Apprenticeship Council, Section 291.1 (Eligibility for Certification).

In addition the Division of Labor Standards Enforcement maintains a web site and FAQ page for electrician certification requirements at [http://www.dir.ca.gov/dlse/ecu/ECU\\_FAQ.htm#2](http://www.dir.ca.gov/dlse/ecu/ECU_FAQ.htm#2).

## Ultrasound Technician/Diagnostic Medical Sonography Certification

The School's Ultrasound Technician/ Diagnostic Medical Sonography (UT/DMS) program is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Its UT/DMS program is NOT accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Consequently, graduates of the School's UT/DMS program are NOT eligible to sit for a registry exam administered by the American Registry of Diagnostic Medical Sonographers (ARDMS) until ALL of the ARDMS eligibility prerequisites listed below are satisfied. Please note that the ARDMS Prerequisites listed below are also subject to change at any time and without notice by ARDMS and the School does not control the requirements of the ARDMS.

Eligibility Prerequisites to sit for the Registered Diagnostic Medical Sonography:

- 1) Graduation from a two-year allied health education program that is patient-care related. A two-year allied health education program that is patient-care related is defined as a minimum of 60 semester credits. The School's UT/DMS program is 72 semester credits. Successful completion of, and graduation from, the School's UT/DMS program satisfies this prerequisite.
- 2) Twelve (12) months of full-time employment in a clinical ultrasound/vascular/cardiac environment. Full-time employment is defined as 35 hours per week, at least 48 weeks per year. If working part-time, the requirements are pro-rated. For example, working 20 hours per week would satisfy the prerequisite in approximately 24 months. Please note that the School's UT/DMS program's required externship does not count towards the employment prerequisite. In addition, although the School offers job placement assistance to all graduates, it is the graduate's responsibility to secure the applicable employment after graduation to meet this ARDMS eligibility prerequisite.

The following eligibility prerequisite documentation will be provided by the School to the graduate upon successful completion of the UT/DMS program:

- 1) Official School transcript;
- 2) Education program certificate (Diploma);
- 3) Original letter from the School's educational program director verifying length of ultrasound experience/successful completion of sonography program;
- 4) Documentation of 12 semester credit hours specific to each credential.
- 5) Original signed and completed clinical verification form for the appropriate specialty areas.

**PLEASE NOTE THAT BEING A REGISTERED DIAGNOSTIC MEDICAL SONOGRAPHER IS NOT A REQUIREMENT TO WORK AS A DIAGNOSTIC MEDICAL SONOGRAPHER IN THE STATE OF CALIFORNIA AT THE PRESENT TIME. HOWEVER, EMPLOYMENT OPPORTUNITIES AND SALARY POTENTIAL WILL BE LIMITED WITHOUT BEING REGISTERED.**

### NOTICE TO UT/DMS STUDENTS

The majority of hospitals and other healthcare institutions in the state of California that employ sonographers, require as a pre-condition of being hired, that each sonographer already be registered/credentialed by one of several independent, non-profit organizations that are globally recognized for their standard of excellence in sonography. Two of the most prominent of these organizations are the American Registry of Diagnostic Medical Sonography (ARDMS) and the American Registry of Radiologic Technology (ARRT). IBT's UT/DMS program is an ARRT approved education program.

All prospective students of the School's UT/DMS program should expect that upon graduating from the School's UT/DMS program that their graduation will be the completion of the student's first step in their career goal of becoming a successful UT/DMS. The School believes, given the existing hiring requirements of sonographers in California, that there is a second career step that should be undertaken by the student in order to ensure a successful and rewarding career as a sonographer. The School highly recommends that the student after graduation complete a second career step by becoming registered and credentialed with either ARDMS or ARRT. All students should budget the time, effort and commitment to be registered by one of these organizations. The School does not recommend that anyone enroll in its UT/DMS program without the student also making the

further personal commitment at the time of enrollment to additionally seek registration with ARDMS or ARRT after graduation.

Additional information about earning ARRT Credentials can be obtained at <https://www.arrt.org/>

Additional information about ARDMS Credentials/Ultrasound Examinations can be obtained at [www.ardms.org/get-certified/Pages/default.aspx](http://www.ardms.org/get-certified/Pages/default.aspx) or [www.ardms.org](http://www.ardms.org)

### **Interview and Tour**

It is essential that the applicant visit the School for a personal interview to tour the facility and to discuss the selection of a program most suited to the applicant's needs and objectives. Admissions representatives are available for day and evening appointments. High school applicants should be accompanied by a parent or legal guardian.

### **Re-Admission**

Students who have withdrawn from the School, and who wish to be readmitted should contact the Director of Education to update their applications. Prior tuition balances and student loan status must be clear before re-admission application forms will be processed. Students granted re-admission may have course load restrictions, specific grade and attendance requirements, and/or required advising sessions in order to remain enrolled. Students applying for re-entry agree that they may fall under any new changes that have been implemented since they last attended the School. This includes, but is not limited to, tuition increases, student services formerly offered, and curriculum changes.

### **Fact for Veterans**

Programs at IBT are approved for the training of veterans in accordance with the Code of Federal Regulations. To check eligibility for benefits, call 1-888-GIBILL-1. Applications can be completed on-line at [www.gibill.va.gov](http://www.gibill.va.gov). Please print out a copy of your application and bring it to the certifying official at IBT as far in advance of enrollment as possible.

### **Advanced Standing**

IBT, upon a student's timely request, will conduct an evaluation of all previous education and training, and grant credit where IBT deems it appropriate. Previous educational experiences are recognized through examinations of skill and subject matter and/or evaluation of transcripts. This may result in a change of a student's program completion time. No more than forty-nine percent (49%) of the total clock hours, including forty-nine percent (49%) of the total required clock hours in the major study area, may be credited by advanced standing. All transfer, standardized testing, and proficiency testing must be completed prior to the end of the first module of attendance. VA students need to provide copies of all prior postsecondary transcripts to the School for evaluation. Copies of the transcripts and the evaluation will be kept in the students' VA file.

### **Advanced Standing by Transfer Credit**

The School accepts academic university and college-level courses beyond the developmental level completed with a grade of C or better, from nationally and/or regionally accredited institutions, for transfer credit. Whenever possible, credit may be awarded for courses completed more than seven (7) years before the date of admission, if credits are part of a completed Associates, Bachelors, Masters, or Doctorate degree.

Any courses from schools or institutions described above must meet the following criteria in order for transfer of credit:

- Courses must be from a nationally or regionally accredited institution, and
- Individual must have an earned grade of "C" or higher, and
- The course number must be 100 or higher, and
- The course is not considered remedial, pre-college, or developmental, and
- The course does not duplicate a course that is offered as part of the School's Associate Degree core program.

### **Advanced Standing by Proficiency Testing**

IBT does not offer proficiency testing for advanced standing.

### **Credit for Nationally-Recognized Testing Programs**

IBT does not award credit for nationally-recognized testing program such as College-Level Examination Program (CLEP) General and Subject Examinations, DANTES Subject Standardized Tests (DSST), and Excelsior College Examinations (ECE). IBT programs are vocational in nature and do not fit the standard design of these examinations.

### **Transferability of Credits**

The School is an accredited institution that is designed to provide the student with vocational career training, and is not designed to prepare the student for transfer to their institutions. Acceptance of credits and/or diploma earned at IBT is determined solely by the receiving institution. Students wishing to transfer credits and/or diploma should first consult with those Institutions concerning acceptance. Accreditation alone does not guarantee that credits and/or a diploma from IBT will transfer to a new institution. The School cannot and does not guarantee credits and/or a diploma earned at IBT will be accepted at any other school or institution.

### **Articulation Agreements**

IBT is not currently party to any articulation agreement with any other institution, college, or university.

### **Catalog Updates**

IBT reserves the right to make changes to its catalog in accordance with the needs of its students or to be in compliance with applicable requirements of the BPPE, ACCSC and the USDE.

### **English as a Second Language**

IBT does not currently offer ESL classes (English as a Second Language). All instruction is provided in English.

### **International Students**

IBT does not provide visa or other immigration services for students.

## **3. FINANCIAL INFORMATION**

### **Tuition and Fees**

A student's total tuition and fees for a given program is set forth in the Tuition and Fee Schedule accompanying this catalog. All tuition is due in full at registration unless alternate payment arrangements are made by student at the time of enrollment.

### **Guaranteed Tuition Pricing**

Students, once enrolled, will be guaranteed during the term of their enrollment the tuition rate and other institutional charges and fees then in effect, as of the time of their initial class start date. Students who leave the School for any reason and later return will re-enter at the then current tuition rate and institutional fee charges then in effect as of the date of their re-entry. Guaranteed tuition pricing does not apply to books and supplies which are sold to student at the prices then in effect as of the date of sale. Please refer to the Tuition and Fees Schedule in this catalog for specific program tuition and fee information.

### **Payment Plans**

Tuition, fees, and book and supplies charges are due and payable in full at registration. Accepted methods of payment include cash, personal check and credit card. All payment arrangements must be discussed with the Business Office prior to registration. Arrangements may be made for students to pay the portion of charges not met by financial aid, scholarships, or other sources on an installment basis. No interest is charged by the School if payments are made as agreed. Late payment fees will apply. Students who qualify for state or federal financial assistance programs are able to use certain loan and grant funds to meet their financial obligation to the School even though the aid may not yet have been disbursed to them or credited to their accounts. Students expecting to use government loan and grant funds must realize that it is their responsibility to provide all information and documentation necessary to obtain all forms of financial aid by the deadlines imposed by the School and the funding sources. Failure to do so may result in the student being required to provide immediate payment of all applicable charges to the School. Working students who are eligible for company-sponsored tuition reimbursement should advise the Business Office.

### **Past Due Accounts**

Any student who is delinquent in payments due to the School is subject to exclusion from School privileges including, but not limited to, continuing enrollment, attending class, receiving grade reports, awarding of course

credit, issuing of transcripts, being graduated, issuance of diploma, and using career placement services. Student's accounts that are over ninety (90) days old may be referred to collection agencies at the discretion of the School. Collection costs and attorneys' fees will be added by the School to any outstanding balance.

**Cancellation and Refund Policy**

IBT has adopted the following as its institutional cancellation and refund policy:

Student (and, in the case of a student under legal age, her/his parent or guardian) has the right to cancel the student's enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. The School shall refund any amount paid by Student within 45 days after it receives the notice of cancellation. Notice of cancellation may be given by mail, hand delivery, or fax. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that Student no longer wishes to be bound by their enrollment agreement. Further, if Student has received federal student financial aid funds, Student is entitled to a refund of moneys not paid from federal student financial aid program funds. Additionally, students who have not visited the School facility prior to enrollment will have the opportunity to withdraw without penalty within three days, following either the regularly scheduled orientation procedures or following a tour of the School.

If a student never attends class, the school will refund to the student all the money he/she has paid, minus the registration fee.

**State of California Refund Calculation**

**Student Withdrawal, Refund Policy, and Hypothetical Refund Example**

Student has the right to withdraw from a course of study at any time and pay only for tuition reflective of the amount of time student was enrolled, in addition to registration fees, non-returned books and supplies fees, and other institutional charges. The student may withdraw by written notice to IBT or by student's conduct, including, but not limited to, student's lack of attendance. If student withdraws prior to completion of the course of study in which she/he is enrolled the School determines whether the student is eligible for a refund of monies paid based on a pro-rata calculation formula (see example below) up until the student has been enrolled for sixty percent (60%) of the scheduled hours of the course. Should the number of scheduled hours during student's enrollment in the course exceed sixty percent of the total hours in the course, the institution shall have earned and will retain 100 percent of the institutional charges assessed to the student, as specified on page one of student's enrollment agreement. If student withdraws from her/his course of study after the deadline for student's right to cancel student's enrollment agreement has passed *and* the student is entitled to a refund per the pro rata calculation mentioned above, the School will issue such refund to student, less a registration fee not to exceed \$250.00, within forty-five (45) days following the student's withdrawal.

A hypothetical refund example according to the state pro rata policy is provided to student as follows: Assume a student, upon enrollment in a 840-hour course, pays \$ 13,604.00 for tuition, plus \$50.00 for registration, and \$800.00 for Books and Supplies, and \$7.00 for STRF as specified in an enrollment agreement for a Total Paid of \$14,461.00 and was scheduled 240 hours at the time of withdrawal, without returning the Books and Supplies obtained. The pro rata refund to the student would be \$9,717.14 based on the calculation stated below:

Total Paid	\$14,461.00	Total Hours in Course	840
Less Registration (Not Refundable)	(\$50.00)	Scheduled Hours	240
Less Unreturned Books and Supplies	(\$800.00)	Remaining Hours	600
STRF	(\$7.00)		
Equals amount paid for instruction	$\$13,604.00 \div 840 \text{ Total Hours} \times 600 \text{ Remaining Hours} =$ $\$9,717.14 \text{ Refund Amount}$		

In the event student receives a refund check and subsequently misplaces the refund check or otherwise requires a reissued refund check, School will reissue the refund check, less a \$50 reissue fee to cover the costs of processing a new check and canceling the initial check.

**Books and Supplies**

The words "Books and Supplies" used in this catalog and in any enrollment agreement with a student include textbooks, supplies, materials, tools, electrical appliances and devices, or other goods issued to a student for

student's participation in her/his course of study. A student must return to School any unopened/unused Books and Supplies within 30 days following the date of a student's notice of cancellation to School in order to receive credit on student's account for the returned items. If a student fails to return the Books and Supplies within this 30 day period, the School may charge a student for the Books and Supplies and, if applicable, deduct it from any refund due to a student. The School shall refund any amount exceeding the charges for the Books and Supplies within 45 days after the period within which a student is required to return the Books and Supplies. Any used or opened Books and Supplies may not be returned for credit under any circumstances.

### **Financial Assistance**

All students are encouraged to meet with a Financial Aid Officer in order to determine their financial aid qualifications. The Financial Aid Office administers federal financial aid and assists students receiving benefits such as those offered through Vocational Rehabilitation, the Workforce Investment Act, and other agencies. The office assists those students with calculated financial need, as determined by the U.S. Department of Education. The operation of the office is based upon the Department of Education's concept of "needs analysis," which expects a student and his/her family to meet educational expenses as completely as possible. All students applying for financial aid are asked (and maybe required only if selected for verification) to submit copies of appropriate federal income tax returns to help ensure the accuracy of the information provided. Students classified by the Department of Education as "dependent" may also be required to submit copies of their parents' federal income tax returns. Important information about Financial Aid, eligibility requirements, student rights and responsibilities, student grants, types of loans and more are contained in IBT's Student Disclosures Section in this catalog under Financial Aid - Consumer Information.

## **4. STUDENT SERVICES AND REGULATIONS**

### **Career Services Department**

The Career Services Department assists graduates in finding entry level employment in their field of study. Neither the Career Services Department nor any IBT employees can guarantee graduates a job or a specific salary level. Much of the graduate's ability to find employment has to do with good grades and attendance, attitude, motivation, and working closely with the Career Services Department. The student's ability to pass a background check may also be a job qualifying factor, especially in the medical field.

The Career Services staff provides assistance with job leads before and after graduation, resume preparation, cover letter development, job applications, and scheduling interviews. All candidates for graduation are required to complete a placement information form designed to assist the Career Services staff in matching graduates with job leads. Students are notified when a matching job is available and the Career Services staff assists the student in scheduling an interview. Graduates are also welcome to scan recent job announcements and job postings by visiting or emailing the Career Services Department.

### **School Graduate Employment Gift**

Upon the completion of their program of instruction every graduate of the School becomes eligible to receive that School's Graduate Employment Gift. The Gift is a \$100 check. A graduate of the School is eligible to receive one Gift only. In order to receive their Gift, the graduate needs to provide to the Career Services Department a copy of their paystubs along with salary information showing they have been employed at least 30 hours or more per week for 5 weeks/35 days. The graduate's employment position must be career related to the graduate's completed program of instruction at the School. The check will be issued to the graduate two weeks after the date of their employment verification by the Career Services Department.

### **Advising Services**

Advising services are available to assist students in resolving educational, career, and vocational issues. The Director of Education can help students plan their educational program. The Director of Career Services can assist students with career related issues. The Campus Director and the Director of Education maintain a list of referral agencies for use in the event that a student requires other types of advising/counseling.

### **Orientation**

The School provides orientation for all new students. The orientation acquaints new students with the faculty, administrators, and academic life at the School. An agenda is prepared that provides the opportunity for counseling on academic matters, registering for classes, purchasing textbooks and materials, receiving student identification cards, and having any questions addressed. All new students are required to participate in the orientation.



### **Tutorial Assistance**

The School provides assistance for students experiencing academic difficulties. Faculty will make every effort to identify students in need of assistance. Students are urged to take the initiative in seeking help outside of the class by contacting and discussing their difficulties and seek help from their instructors. Tutors are available to work with students on an “as needed” basis at no charge to the student.

### **Hours of Operation**

The School is open from 7:00 a.m. to 10:30 p.m., Monday through Thursday, and from 8:00 a.m. to 5:00 p.m. on Fridays. School facilities and equipment are available for student use at posted times.

### **ID Cards**

All students, staff, and faculty are issued an ID badge. This badge must be visibly worn when inside the School. The badge is issued at no charge for the first time. The cost for issuing additional ID badges is \$5.00 each.

### **Publications and Announcements**

Announcements and updates are posted on the bulletin boards throughout the corridors, classrooms, and student lounge.

### **Learning Resource Center**

The Learning Resource Center (LRC) offers reference sources, a collection of books and materials related to curricula. The primary function is to provide students with materials that may be used for study. Any registered student in regular attendance may utilize the library and its resources. The LRC Center hours are posted. The LRC at the School is housed in approximately a 1,900 square foot area. These materials provide the students with additional resources. In the LRC the students has access to the Internet, the Library & Information Resources Network (LIRN) Virtual Library Collection, the Alameda County Library Research Center on-line, and the Santa Clara City Library ([www.library.ci.santa-clara.ca.us/](http://www.library.ci.santa-clara.ca.us/)).

### **Bookstore**

The bookstore stocks selected supplies and course materials. The hours of operation of the bookstore are posted and announced at registration. The bookstore is open at other times as needed. Books and supplies are available for purchase at the campus bookstore and are in addition to tuition and fees. Costs will vary by program and are specified in the Tuition and Fees Schedule supplementing this catalog. Textbooks and supplies purchased by the student become the property of the student. The bookstore is offered as a convenient service to students. Students are not required to purchase their books or supplies at the bookstore or from the School.

### **Housing**

As most students reside within commuting distance, IBT does not maintain dormitory facilities. However, students desiring information on local housing accommodations should contact the Admissions Department. There is availability of housing reasonably nearby IBT (within a 2 to 30 mile radius from IBT’s campus) that ranges from \$800 to \$3,000 per month for rent. IBT has no responsibility to find or assist a student in finding housing for rent or to buy a house. However, students desiring to rent or buy a house near IBT’s campus may contact Zillow at <http://www.zillow.com> or other similar services.

### **Campus Visitors**

Visitors to the School must check in at the reception desk upon arrival. Students are invited to have their parents, relatives, or friends tour the campus. If visitors have questions, they are welcome to meet with the staff.

### **Children on Campus**

Children are not allowed to accompany a student to class or to be left unattended on campus. If a student brings a child to class, the instructor should inform the student of the school policy and ask him/her to remove the child from the classroom. If a child is left unattended, the Campus Director or other administrator shall be notified. The parent will then be located and requested to comply with the policy. The School assumes no liability for injuries incurred by minors while on campus.

### **Care of Facilities**

Smoking, eating, and drinking are prohibited in the classrooms and hallways of the school. IBT provides a student lounge for eating and drinking and an outside area for smoking. The campus maintains a smoke-free environment.

### **Campus Health Services and Vaccination Policy**

The School does not have onsite health services available at its campus. However, there are local hospitals, clinics, and physicians in the vicinity of the School. IBT does not have a required vaccination policy for enrollment as a student at the School. However, applicants or students with communicable diseases may be prohibited from registering for classes in cases where health records indicate that a student's attendance would be detrimental to the health and safety of the student or other persons with whom the student may come in contact. Students who have significant health problems or limitations are encouraged to inform their instructors before they start a program at the School and to keep their Instructors informed if their status changes. The School seeks to assist students who have special health problems or limitations in the attainment of their educational goals.

In the event of accident or illness on campus, campus staff should notify the Campus Director immediately. The School maintains a first aid kit at the reception desk. Students who become ill, are injured, or develop health problems requiring professional attention are referred to an urgent care facility or the emergency room of the hospital closest to the School and/or the student's home. In an emergency situation that requires immediate attention, a student may be taken directly to the hospital or an appropriate emergency medical resource may be called.

### **Emergency Information**

In the event of a fire or other disaster that requires evacuation of the School, students should vacate the building in an orderly fashion and gather at the designated locations so that instructors may take attendance. Re-entry into the building is allowed only when the all-clear signal has been given. Students will find evacuation routes posted in each classroom.

### **School Closing**

When inclement weather causes the possible delay or closing of the School, this information will be announced on local radio and TV stations after 6:00 a.m. for day classes, and after 3:00 p.m. for evening classes. Closings for day and evening classes will be announced separately. When School closings are excessive, make-up classes may be required.

### **Address/Phone Number Changes**

Students should report any change in home address, phone number or email address promptly to the School Business Office.

### **Loss of Personal Property**

The School does not assume responsibility for the loss of books or other personal property. However, all instructors and students are requested to give the receptionist any articles found so that the owner may claim them.

### **Electronic Device Policy**

Because of proprietary and regulatory compliance issues, electronic recording devices may be used only with permission from the instructor

### **Internet Policy**

Because the Internet contains an unregulated collection of resources, the School cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Therefore, usage of the School's on-line resources constitutes an agreement between the user and the School that a student agrees to not hold the School responsible for materials acquired by the student on the system, for violations of copyright by a student, users' mistakes, or negligence, or any costs incurred by users.

### **Administrative Prerogatives**

The School reserves the right at any time to make changes as it seems necessary or desirable in its policies and operating procedures, to modify its tuition rates, to add to or to withdraw members from its faculty and staff, to rearrange its courses and programs as teaching policies render it desirable and consistent with appropriate approvals or notification of its accrediting and approving agencies, and to withdraw or re- sequence subjects, courses, and programs based on enrollment.

### **The Family Education Rights and Privacy Act (FERPA)**

All students shall have the right to inspect and review their educational records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974. See the Student Disclosures Section of this catalog for a student's rights under FERPA.

### **Equal Educational Opportunity**

See the Student Disclosures Section of this catalog for the School's Equal Educational Opportunity Policy.

### **Student Conduct**

The academic and student conduct policies, including the Classroom and Discipline Policies, Students Right to Know, and Student Consumer Information are contained in the Student Disclosures Section of this catalog.

### **Campus Security**

IBT provides a safe and secure academic environment for all students, staff, and faculty. Any criminal activity within campus grounds is reported directly to the Campus Director. The Campus Director will then notify the proper authorities as necessary. Since the School's campus is located within Santa Clara city boundaries, the local police department is responsible for patrolling on a regular basis. Campus buildings are secured nightly following completion of classes. Parking is available in lighted areas.

## **5. ACADEMIC RESOURCES, POLICIES, AND PROCEDURES**

This catalog is an official publication of the IBT and is subject to revision at any time. IBT reserves the right to change, withdraw, or supplement this catalog as it seems necessary or appropriate in its policies and operating procedures, curricula, class schedules, course content, training equipment, tuition and fees, faculty, and staff without notice at any time. Students are individually responsible for being aware of information contained in the school catalog and any amendments thereto. Failure to read and comply with School regulations will not exempt students from penalties that they may incur. Students are advised to read and fully understand the rules, regulations, and policies stated herein and to retain this catalog for use as a reference.

### **Class Schedule**

The class schedule is based on the student's selected program scheduled. The School offers its programs through both day and evening classes. Program lengths may vary for students enrolled in some programs and in evening classes. Students must complete all courses as required in their programs of study. Students who fail courses or interrupt their studies will need to complete required courses as they become available. Day classes are conducted Monday through Thursday from 8:00 a.m. to 1:00 p.m. Individual schedules may vary by program. Evening classes are generally scheduled four evenings per week, Monday through Thursday, between 5:30 p.m. and 10:30 p.m. Individual schedules may vary by program.

### **Externships and Internships**

Some Courses of Study require up to eight weeks of hands-on applied training at an offsite third-party externship or at an onsite School internship. Students entering an externship or internship must make arrangements to be available at the times required by their site's educational coordinator or instructor. Student understands that all externships and internships are performed without payment of compensation or any other benefit, and if travel is required, it is the responsibility of student to secure transportation. Student understands that Student is never an employee or independent contractor of the externship site or of the School at any time. The student is and always remains a student at the internship and externship site. Student further understands that both an externship and internship are provided solely for the benefit of Student as a part of their Course of Study in order for student to obtain the clinical and observational experience needed to apply for a governmental or other entity license/permit/examination, and/or gain the requisite hands-on experience to qualify for an entry level position in their chosen career field. Students are expected to treat the externship and internship as a hands-on classroom setting, to attend all required externship and internship hours, and to abide by the rules and regulations of the externship and internship site. Hours at externship and internship sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location. Excessive absences from the externship or internship may result in failure of the Course and the inability to graduate at the planned time. Externships are held in a variety of settings and locations. Student is strongly advised to accept the assigned externship site provided by the School, otherwise there may be a delay in student completing their externship and finishing their Course of Study. Student understands that neither the School nor the externship site guarantees represents, or warrants that Student can apply, be considered for, will obtain or be entitled to any job position at the externship site where the Student had their externship.

**NOTE: School is only responsible for obtaining one externship site location for a Student.**

A student declining an externship location must provide in writing to their Externship Coordinator the reason(s) for declining the externship location. This written document will be reviewed by the Externship Coordinator and the Director of Education to determine if the student's explanation is reasonable and if so, to then develop a plan to determine how the student will fulfill the externship requirement. A refusal by a student to conscientiously attend their externship location may delay their graduation, obtain their state or other required licensing or jeopardize their continuing enrollment at the School. A student will be required to find their own externship site in the event a student refuses a reasonable site selected by the School, or is removed from the externship site for failure to attend or for excessive absences, or for failure to abide by the site's rules, regulations and scheduling.

### **Schedule Changes**

The drop/add period is the time frame in which students may make adjustments to their schedules without being penalized academically. The drop/add period is generally the first seven class (business) days in which classes are held.

### **Program Changes**

Permission must be obtained from the Director of Education for a change in program of study or schedule.

### **Withdrawal Procedure**

To withdraw from an individual course or all courses, students are requested to contact the Director of Education to obtain the necessary forms and procedures for official withdrawal. Students who leave the School either by withdrawal or graduation from a program must schedule an exit interview with the Financial Aid Office. Students who are unable to finish a term due to deployment for active duty military service, whether enlisted, reserve, or National Guard, are entitled to a refund of all tuition and fees for the unfinished module. Credit will not be granted for unfinished courses, and the unfinished courses will not impact the student's Satisfactory Academic Progress. If the military student is deployed at the end of a module and completes his or her courses prior to deployment, then the tuition for that module will not be refunded, the credits will be earned, and the student's Satisfactory Academic Process will reflect the inclusion of those credits. Such a student will be released from his or her financial obligations for future modules. Deployed students who choose to return to the School following completion of the deployment can re-apply as returning students. In all cases, the military student must provide evidence, such as a copy of official orders, and/or a letter from a superior to document the activation and/or deployment.

A student may be unofficially withdrawn, dismissed, or otherwise terminated from the school if the student fails an academic probation or violates the School's rules and policies, is absent for fourteen (14) consecutive calendar days, or fails to return from an approved leave of absence on the scheduled date of return. If a student is absent for fourteen (14) consecutive calendar days, the fourteenth (14th) day then constitutes the date of withdrawal. If a student fails to return from an approved leave of absence on the scheduled date of return, the scheduled date of return constitutes the formal date of withdrawal except in the event the student notifies the institution that student will not be returning, in which case that date shall be the formal date of withdrawal.

### **Leave Of Absence Policy**

A Leave of Absence (LOA) is a temporary break in a student's attendance in which the student is still considered to be continuously enrolled. No additional charges are assessed for student on an authorized Leave of Absence. A student must make a LOA request in writing in advance of the LOA start date unless unforeseen circumstances prevent the student's timely request. If the student's leave request is not within the time frame of the consecutive days of absence policy, the student's enrollment will be terminated instead. The length of the LOA in total days is limited to one half the program length in any calendar year. Multiple leaves can occur provided the total days of leave do not exceed this standard. The student must:

Sign the leave request.

Specify a return date.

Attest to understanding the procedures and implications for completing their program.

An approved LOA can be extended for an additional time period provided the total hours of leave do not exceed one half the program length. Any course being "attempted" (and with attendance) will be used in the Maximum Time Frame calculation. Students who do not return within one (1) day of their scheduled return date will be considered to have withdrawn from the School.

## **Attendance Policy**

The School is committed to the principle that class attendance is an essential part of its educational programs and in its goal to prepare all students for the responsibilities of their chosen career fields. Regular class attendance is mandatory in all classes and attendance is recorded for every regularly scheduled class.

All absences, late arrivals, and early departures are recorded and become a part of the student's permanent record. No distinction is made between excused and unexcused absences. Failure to comply with the attendance policy can result in reduction of the final grade, course failure, suspension, or dismissal. Externship and clinic courses and programs, which are considered clock hour programs for Title IV purposes, have their own specific attendance criteria and may require make-up of all hours missed as detailed below.

A student will be required to repeat any course in which absences, including the time tallied for tardies and early departures, exceed 10% of the scheduled participation hours for diploma and certificate granting programs or 20% of the scheduled participation hours for degree granting programs. Note: Certain modules in the Lab Assistant program require 100% attendance in order to pass the module. Please refer to the program description for specific details.

## **Make-Up Hours**

It is the policy of the School to allow students participating in diploma and certificate granting programs to complete make-up hours, at times provided by the instructors, prior to the end of that module in which time is missed. Students may make up hours up to, but not exceeding, 10% of the total clock hours for any module, and may only make up those hours required to meet that module's attendance requirement.

For example, in a 120-hour module:

- A student missing up to 12 hours (10%) will meet the attendance requirement for that module and is not eligible for make-up hours.\*
- A student missing more than 12 hours but no more than 24 hours (20%) is eligible for make-up hours **AND** must complete sufficient make-up hours to achieve the 90% attendance requirement in order to pass that module.
- A student missing more than 24 hours (20%) cannot complete sufficient make-up hours to achieve the 90% attendance requirement for that module. He or she is ineligible for make-up hours and must repeat the module.

\* Note: Certain modules in the Lab Assistant program require 100% attendance. For these modules, students missing up to 10% of total module clock hours are both eligible for make-up hours and required to complete them in order to meet the attendance requirement for the module. Please refer to the program description for specific details.

The student is responsible for all material covered daily in each class for which he/she is registered. In no instance does absence from class relieve the student from the responsibility for the performance of any part of the class work. The student is responsible for initiating any request to make-up work missed because of class absence. The decision as to the specific type of assistance to give the student with makeup work will be announced at the beginning of the term by the instructor. Make-up of missed classes does not erase an absence from a student's record – students missing scheduled class time are not eligible for perfect attendance awards.

All tests must be taken when scheduled. If you are absent: You will not be allowed to make up any test or quiz unless prior arrangements have been made. If a student can provide an excused absence (Doctor's excuse, Jury Duty notice, DES appointment, etc.) no points will be deducted. Homework should be turned in daily or at the instructor's discretion. Assignments turned in late will have a decrease in value reflected on the participation grade at the instructor's discretion.

## **Attendance Probation**

If during any course a student's absences, including the time tallied for tardies and early departures, exceed 10% of the scheduled participation hours for diploma and certificate granting programs or 20% of the scheduled participation hours for degree granting programs, the student will be placed in Attendance Probation Status for the next course, receive an Attendance Probation Notice, and be required to meet with the Director of Education who will monitor attendance for compliance. Failure to improve attendance to meet the standard could result in termination.

If a student is absent from all classes for 14 consecutive calendar days, the student will be withdrawn from the School. If a new or returning student does not post attendance during the first 3 days of a new module, the student may be withdrawn from the School.

### **Clock Hour Programs:**

Students are expected to attend all classes and to be in class at the appropriate times. The licensing boards that govern some of these programs may require that all missed class time be made up and may impose limits on the number of hours that maybe missed and subsequently made up. Make up work is scheduled by the instructor and attendance is monitored and recorded. Any make up work that is allowed must be completed prior to the end of the module in which the class is taken. The instructor of each class will notify students of the specific attendance policy at the beginning of the course. Students who miss classes may delay the disbursement of their aid whose disbursements are based on the students' attendance.

### **Grading System**

Grades are one measure of a student's ability to meet employment standards in the field for which he/she is preparing. Upon the completion of each module, the student is given a letter grade in each class based upon written examinations and practical exercises. A 2.0 (C) Cumulative Grade Point Average (CGPA) is required for graduation. Class participation, homework, tests, projects, attendance, and final examinations are considered in arriving at final grades. Students demonstrating unsatisfactory work at the mid-point of a module are notified by instructors through mid-term reports. Students are encouraged to discuss their progress with their instructors throughout each course. Students with questions about grades should contact their instructor immediately upon receiving the grade.

Grade Point	Letter Grade	Percentage
4.0	A	90% - 100%
3.0	B	80% - 89%
2.0	C	70% - 79%
1.0	D*	60% - 69%
0.0	F	59% or Below 50%/Fail
	P	Pass
	CR	Credit
	I	Incomplete
	W	Withdrawal

\* Note: Degree granting programs have higher G.P.A. requirements and a D will not be considered a passing grade for certain modules. Please refer to the program description for specific details.

Individual courses maybe repeated, with approval, only once to obtain a passing score.

A student who is making satisfactory progress but for valid reason is unable to complete the module's work could request to have an additional two weeks to do so, and is given a grade of Incomplete (I). This arrangement is at the discretion of the instructor, Director of Education, or Campus Director. The student must have successfully completed a minimum of 75 percent of the class work assigned. If the student does not complete the outstanding work within the time period allotted, they will receive the grade earned. The letter grade achieved will be computed as credit hours completed.

If a student withdraws from a course within two weeks of the start of that course, that course and all other courses in that terms will be assigned a grade of W. Withdrawals during the first week of the term will not appear on the student's transcript. W grades are not computed in the student's grade point average but are counted as courses attempted for purposes of calculating maximum time frame.

The CR grade is assigned when credit is granted by transfer from other institutions. Class participation, homework, tests, projects, attendance, and final examinations are considered in arriving at final grades. See Standards of Satisfactory Academic Progress for additional information on grading.

### **Clock Hour to Credit Hour Conversion**

All of the School's programs in this catalog are identified as Clock Hour programs by the USDE. In identification of clock hours used to calculate semester credit hours awarded incompleteness of the courses within a program, the standard Carnegie scale (15 lecture hours = 1semester credit hour, 30 lab hours = 1 semester credit hour, and 45 externship/clinic/practicum hour = 1 semester credit hour) is used in determination of the Instructional Clock Hours: within the program. For Title IV purposes, the School will use the "Total Clock Hours" identified as the Instructional Clock Hours + required supplemental/outside (Study/Prep/Review) hours identified in the class(es). A clock hour is defined as 50 minutes of instruction within a 60 minute period.

## Graduation Requirements

Candidates for graduation must:

- Complete successfully all courses required for the diploma, certificate, or degree granting program
- Earn a cumulative overall grade point average of at least 2.0 (CGPA)
- Complete 90% of each course or module scheduled hours of attendance for diploma and certificate granting programs and 80% of each course or module for degree granting programs
- Complete all required competency and skill performance testing required for the program including any externship
- Attend any required graduation meeting(s), seminars, workshops
- Attend exit interview(s) conducted by the Financial Aid Director if the student has utilized student loans
- Attend exit interview with the Career Services office and submit an approved resume, cover letter, and three references together with career portfolio
- Be free of all indebtedness to the School

## Externship Program

The externship program for all non-degree medical programs and Massage Therapy program consists of 160 hours or approximately six (6) weeks in a doctor's office, hospital, clinic or other appropriate location. During the externship phase of the program, both the student and the appropriate professional in the medical business community will be required to provide regular progress reports on forms provided by the School. Students will be expected to accept the externship position and location arranged by the School, unless they wish to arrange their own externship site. In the latter event, the School must approve such externship site. Graduation will occur only after satisfactory completion of the externship program. A student may be terminated from an externship site because of violation of the externship site's rules and regulations, procedures, and policies; or because of unacceptable student absences or sub-marginal work ethic.

## Refresher Courses

Graduates have the opportunity to retake any course they have completed, provided there is space available, and with the approval of the Director of Education and instructor at no charge, except for books and supplies. Graduates are subject to school rules and regulations at all times. A written request for a refresher course should be submitted to the Director of Education at least thirty (30) days prior to the beginning of the desired course. The School's technical and medical course curriculum is constantly updated to reflect the changes in industry. Graduates are encouraged to return to the school to take updated modules in their field of study when space is available. The costs of books and supplies are the responsibility of the student.

## Transcripts

A full and complete record of every course for which a student registers is maintained on a secure, computerized student records system that is backed up systematically. The record of all credits attempted and earned is posted to this record concurrent with the issuance of grade reports to students. Student financial aid and academic files are maintained for a minimum of 5 years. Student transcripts are retained indefinitely. One unofficial transcript will be provided to the student at no charge, upon request. Official transcripts provided to any institution or agency designated by the student will incur a charge of \$10.00 each. Students who have not satisfied their financial obligations to the School are not eligible to receive or request transcripts. A written authorization by the student is required for the School to release an official transcript.

## Diploma

Upon satisfactory completion of course requirements and payment of all tuition and fees for a student's program, the School will issue a diploma certifying program completion.

## Grade Point Average

The grade-point average (GPA) is computed by multiplying the quality point equivalent for each grade by the semester credit hours given for that course, adding the products, and then dividing the sum by the credit hours attempted during the term. Note the following example of determining a grade-point average:

Course	Credit Hours Attempted	Grade		Quality Points	=	Product
Course 1	3	A	x	4	=	12
Course 2	3	B	x	3	=	9
Course 3	3	F	x	0	=	0

Course 4	3	C	x	2	=	6
<b>SUM OF PRODUCT</b>	<b>12</b>					<b>27</b>

$$\text{Grade Point Average (GPA)} = \frac{27.00}{12} = 2.25 \text{ GPA}$$

### Grade Challenges

Grades posted to transcripts must be challenged before the end of the first week of the module immediately following the module for which the grade was received. Students have the right to contest grades assigned to them. Students who desire to contest a grade must follow this procedure outlined in the student grievance policy and procedure in the Student Disclosure Section.

### Grade Reports

Grades are one measure of a student's ability to meet employment standards in the fields for which s/he is preparing. Reports showing the final grade earned in each course and grade point averages are issued to students upon completion of each module.

Students demonstrating unsatisfactory work at the mid-point of a module are notified by instructors through mid-term reports. Students are encouraged to discuss their progress with their instructors throughout each course. Students with questions about grades should contact their instructor immediately upon receiving the grade.

### Honors

**Dean's List:** Students are recognized for Dean's List honors when they have earned a module or semester grade point average of 3.8 or higher.

**Honor's List:** Students are recognized for Honor's List honors when they have earned a module or semester grade point average of 3.5 to 3.79.

Diploma and degree program graduates whose cumulative grade point averages meet the following criteria are graduated with the honors indicated: 4.0 With Distinction

**Attendance Honors:** Students who attend every hour of every class for each day of the module will receive a perfect attendance award certificate.

### Satisfactory Academic Progress

All students must meet the following standards of academic achievement and successful course completion while enrolled at IBT. IBT's SAP policies apply to all students, full or part time status, and for all periods of enrollment regardless of whether or not the student receives financial aid. For success in their chosen career field, the School places equal emphasis on both grades and a student's attendance in the class room and lab hands-on environment. Each student enrolled at IBT must:

1. Grades: Maintain for each module of instruction an academic grade of D or better. Achieve a minimum cumulative G.P.A. of 1.5 by the program's midpoint. Achieve a minimum cumulative G.P.A. of 2.0 by the conclusion of the program; and
2. Attendance: For diploma and certificate programs maintain an attendance level of 90% or better for each module of instruction. For degree granting programs maintain an attendance level of 80% or better for each module of instruction, with no make-up days allowed for days when class is scheduled. Exceptions to the no make-up days rule will only be made under exigent or force majeure circumstances (e.g., fire, flood, earthquake, severe weather, power failure, acts of God, or any other cause beyond the school's reasonable control) as determined by the C.E.O.

Students meeting both the minimum requirements for Grades and Attendance as determined at the end of each module by the school will be considered to be making Satisfactory Academic Progress.



### **Probation and Module Repeats Due to Poor Grades**

If a student at the end of a module does not receive at least a C for that module, then the student is automatically placed on probation by the School effective as of the last day of instruction for that unsatisfactory module. The student remains on probation until Satisfactory Academic Progress is met.

If a student at the end of a module receives an F for that module, then the student is automatically placed on probation by the School effective as of the last day of instruction for that failed module AND must repeat the failed module for a passing grade.

If the failed module is not available to repeat immediately, the student may take a different module in his or her program prior to repeating the same failed module. However, the student must retake the failed module at the next available opportunity when the same module is offered again and meet Satisfactory Academic Progress.

**EXAMPLE:** If a student was attending Module A and received a grade of F for Module A, the student is automatically placed on probation and must repeat the module. Due to the fact that Module A might not be continuously offered by the School, the student is authorized to take another module in their program of instruction that is being offered by the School, for example, Module B. However, the student must successfully repeat Module A at the next available opportunity when Module A is offered again.

If for any reason the student does not retake the same module or meet Satisfactory Academic Progress for the repeated module, then the student's enrollment will be terminated for their program and the student will be dismissed from the School.

IBT will allow a student, while on probation for grades, to repeat a failed module, at no additional tuition cost to the student. If the student is successful in the repeated module and meets Satisfactory Academic Progress then that grade for the repeated module will be used in the calculation of the student's Cumulative GPA (CGPA) and the previous grade received from the failed module will not be used in the calculation of the student's CGPA. If the student is unsuccessful in the repeated module and does not meet Satisfactory Academic Progress then the grade received from the repeated module will be the only one used in the calculation of the student's CGPA. Note: A student may not repeat a module that he or she has already passed.

### **Probation due to Poor Attendance**

Attendance is extremely important to the success of the student at IBT. If a student at the end of a module for a diploma or certificate program has not maintained an attendance level of at least 90% (or for a degree granting program has not maintained an attendance level of at least 80%) for that module then the student will receive a mandatory "F" for that module regardless of any other academic factors attained by the student in that module. Further, the student is automatically placed on probation by the School effective as of the last day of instruction for that unsatisfactory module.

If the unsatisfactory module is not available to repeat immediately, the student may take another module in his or her program prior to repeating the unsatisfactory module. However, the student must retake the unsatisfactory module at the next available opportunity when the same module is offered again and meet Satisfactory Academic Progress. The student remains on probation until Satisfactory Academic Progress is met.

**EXAMPLE:** if a student in a diploma or certificate program was attending Module A and did not maintain at least 90% attendance for Module A, the student is automatically placed on probation. Due to the fact that Module A might not be continuously offered by the School, the student is authorized to take another module in their program of instruction that is being offered by the School, for example, Module B. However, the student must successfully repeat Module A at the next available opportunity when Module A is offered again.

Once again, if for any reason the student does not retake the same module or meet Satisfactory Academic Progress for the repeated module, then the student's enrollment will be terminated for their program and the student dismissed from the School.

IBT will allow a student, while on probation for attendance, to repeat a module, at no additional tuition cost to the student. If the student is successful in the repeated module and meets Satisfactory Academic Progress then that grade for the repeated module will be used in the calculation of the student's Cumulative GPA (CGPA) and the previous "F" grade received from the unsatisfactory module will not be used in the calculation on the student's CGPA. If the student is unsuccessful in the repeated module and does not meet Satisfactory Academic Progress

then the grade received from the repeated module will be the only one used in the calculation of the student's CGPA.

Students who wish to challenge a decision relative to termination of their enrollment from their program for failure to maintain Satisfactory Academic Progress may appeal to the School Director. Please see section under **Satisfactory Academic Progress "Appeal Process"** for further information.

### **Satisfactory Academic Progress (SAP) "Appeal Process"**

A student whose enrollment has been terminated for failure to maintain Satisfactory Academic Progress may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice from the School. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from previously attaining Satisfactory Academic Progress and evidence that changes have occurred to allow the student to now meet standards of Satisfactory Academic Progress such as death or severe illness in the immediate family, an injury or illness of the student or other allowable special circumstances. Before an appeal may be granted, a written academic plan must be developed and provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the Maximum Time Frame allowed.

The Campus Director will assess all appeals, and determine whether the student may be permitted to continue in School on a probation status, despite not meeting the Satisfactory Academic Progress requirements. The student will be sent the written decision within ten days of the School's receipt of the appeal. The decision of the School Director is final.

Students reinstated upon appeal are on probation status for the next module, during which time they must meet Satisfactory Academic Progress and any additional terms and conditions set out in the Campus Director's letter granting the appeal and/or the written academic plan. At the end of the module period, and at the end of every module period thereafter, the student's Satisfactory Academic Progress status will be reviewed. The student may continue on probation as long as he or she meets the terms of the written academic plan approved at the time the student's appeal was granted, and/ or until such time as Satisfactory Academic Progress status is regained. The student reinstated after dismissal and appeal is not eligible for Title IV financial aid until he or she regains Satisfactory Academic Progress status.

### **Module Repeat**

A student may repeat once, at no additional tuition charge to them, each module in their program of study due to a failure to maintain Satisfactory Academic Progress, provided they are within the Maximum Time Frame. However, a student repeating a module for grades will incur a charge for a new course book for each repeated module.

Students who are accepted back into his/her previous training program after termination of their enrollment due to a failure to maintain Satisfactory Academic Progress may be re-enrolled at the discretion of IBT, but upon re-enrollment, the student will be placed on Satisfactory Academic Progress probation as a condition of the student's re-admittance into their program of instruction.

### **Maximum Time Frame**

All module repeat attempts are counted for determining a student's Maximum Time Frame. Please see section under "Maximum Time Frame" for further information.

### **Financial Aid Warning**

Failure to meet Satisfactory Academic Progress will result in the implementation of the Financial Aid Warning. A student will be placed on Financial Aid Warning for the next Payment Period. The student can still receive aid during a Warning payment period. However, the student's progress will be assessed after the payment period is over. If the student does not meet the SAP standards then the student will be ineligible from receiving any additional financial aid.

### **Financial Aid Appeal/Probation**

If a student is denied their financial aid due to failure to meet SAP in a subsequent payment period after notification of financial aid warning, a student can request an appeal by completing an appeal form and submitting the form to the Financial Aid Department. The student must have extenuating circumstances that prevented him/her from meeting SAP standards. Students may not base their appeal on their need for financial aid or their lack of knowledge that their financial aid was at risk. An appeal can only be approved if the student is able to meet all standard requirements by the end of an additional payment period or the

student strictly follows an academic plan that ensures the student will be meeting ALL standards again by a specific point in time. A student will be notified via email or letter on the approval/denial within 72 hours after the submission of a completed appeal form. If a student's appeal is approved the student will be given an academic plan and is placed on financial aid probation. Financial Aid is reinstated during the probation payment period.

**Limit on Reinstatement Appeals**

Financial Aid Students who have become disqualified due to lack of Satisfactory Academic Progress will be considered one time only for an appeal. Any second and subsequent requests for extended probation of aid eligibility will be denied except in the possible case where there are clearly documented, extenuating circumstances presented.

**Evaluation Checkpoints**

Title IV Evaluation of Satisfactory Academic Progress will be made at the following checkpoints (Note: An academic year is 900 clock hours or 36 semester credits):

Medical Assistant	Medical Biller and Coder/Office Specialist	Lab Assistant, EKG Technician/Phlebotomist	Massage Therapy
360 Clock Hours	360 Clock Hours	360 Clock Hours	380 Clock Hours
720 Clock Hours	720 Clock Hours	720 Clock Hours	760 Clock Hours

Electrician	Commercial Refrigeration, Heating and Air Conditioning	Ultrasound Technician/Diagnostic Medical Sonographer
420 Clock Hours	420 Clock Hours	20 Semester Credits
840 Clock Hours	840 Clock Hours	36 Semester Credits
		56 Semester Credits
		72 Semester Credits

**Other Policy Considerations**

The Satisfactory Academic Progress Policy will include all periods of attendance and will be counted toward the Maximum Time Frame and the qualitative component.

Transfer and re-admitted students will be evaluated by the program Academic Director or School Director at the time the student either transfers to another program or is re-admitted to the School, to assure that Satisfactory Academic Progress can be achieved or maintained.

**Maximum Time Frame/Maximum Program Length:**

A student must complete an academic program in no more than one and one-half (1.5) times the published normal program length. A student cannot exceed the Maximum Time Frame and still receive his or her original diploma. If a student feels that there was an error in the calculation of his or her ability to graduate within the Maximum Time Frame, the student may discuss it with the registrar and appeal the calculation through the appeal process as described elsewhere in this section.

A review of Maximum Time Frame will occur after every course attempt. Maximum Time Frame calculations include all attempted courses, passed courses, failed courses, dropped courses with attendance, and all courses with attendance failures or uncompleted courses. The Maximum Time Frame is reduced for students with transfer or exam credit courses based upon the remaining length of their program.

The Maximum Time Frame for programs measured in clock hours will vary, depending on a student's status as a full-time or part-time student. The Maximum Time Frame will have both a clock hour limit and a calendar time limit. For all programs and all enrollment statuses the clock hour limit is 1.5 times the published length of the program in clock hours. For calendar time limits, the program listing in the catalog will list separate program lengths in weeks for full-time students and, if applicable, for part-time students. In a clock hour program, a full-time student is a student scheduled for at least 24 clock hours per week. To determine the Maximum Time Frame

for programs measured in clock hours, take the appropriate (full-time or part-time) published length of the program in weeks and multiply by 1.5. Fractions of a week should be rounded up to the next whole week.

**Example:**

48 Published Program Length x 1.5 Maximum Time Frame

72 Maximum Weeks permitted to Complete Program Clock Hours or

1200 Published Clock Hours

X1.5 Maximum Timeframe

1800 Maximum Clock Hours attempted permitted to complete the program

If, at any time, a student cannot complete his or her program of study within the Maximum Time Frame, he or she is immediately considered mathematically unable to continue and will be dismissed from his or her program of study. This action may be appealed by following the appeal procedure outlined below in this section.

## 6. PROGRAMS OF STUDY

### Diploma Programs:

**Commercial Refrigeration, Heating and Air Conditioning  
Electrician  
Lab Assistant, EKG Technician/Phlebotomist  
Medical Assistant  
Medical Biller and Coder/Office Specialist  
Massage Therapy**

### Degree Programs:

**Ultrasound Technician/Diagnostic Medical Sonographer**

All required program disclosure information regarding Institute for Business & Technology programs is available online at <http://ibtech.com/student-consumer-information/>.

# COMMERCIAL REFRIGERATION, HEATING & AIR CONDITIONING

## Diploma Program – 840 Hours

### Vocational Objective:

Upon successful completion of this program, the student will have the knowledge and skills needed towards a rewarding entry level career in the Commercial Refrigeration Heating and Air Conditioning field. They will have the confidence to work in this highly technical and ever-changing industry. Through aggressive training, the student will gain skills needed for entry level residential and commercial. Graduates of this course will explore a variety of entry-level employment opportunities in hospitals, property management facilities, and contracting services. In addition, they will receive training in the proper use and disposal of refrigerants and will subsequently receive EPA certification.

Potential job titles include Assistant Facilities Manager, Maintenance Technician and Field Service Technician. DOTCODE: 637.261-014. Please see the end of this program description for a list of other possible job titles with their assigned Standard Occupation Classification (SOC) Codes. Graduates of this program may want to consider these other SOC job titles as potential entry-level job opportunities to pursue upon graduation.

### Course Requirements

- CR100 Basic Electricity Theory
- CR150 Basic Refrigeration Theory
- CR200 Advanced Electric/Commercial Refrigeration
- CR250 Heat Pump Systems
- CR300 Commercial/Residential Air Conditioning and Heat Pumps
- CR350 Heating Systems
- CR400 Advanced Troubleshooting and Equipment Installation

#### Day Classes

42 weeks  
7 modules at 6 weeks/module  
5 hours/day (Monday-Thursday)

#### Evening Classes

42 Weeks  
7 modules at 6 weeks/module  
5 hours/day (Monday-Thursday)

#### Hours Breakdown:

504 Hrs. Lectures  
336 Hrs. Labs  
**840 Hrs. Total**

This program is considered a clock-hour program for financial aid purposes.

### Program Length information:

The program length in clock-hours for this program is 840. The Maximum Time Frame for this program is 1260 clock-hours. These clock hour figures apply to both full and part-time students.

The calendar limits are as follows:

**Full-time students** – Normal program length is 42weeks–Maximum Time Frame is 63 weeks.

**Part-time students**–IBT does not offer part time programs.

Course Number	Course Title	Prerequisite	Classroom Contact Hours	Laboratory Contact Hours	Clinical Contact Hours	Total Contact Hours
Module 1-7 any sequence						
CR100	Basic Electricity Theory	None	72	48	0	120
CR150	Basic Refrigeration Theory	None	72	48	0	120
CR200	Advanced Electric/Commercial	CR100 & CR150	72	48	0	120
CR250	Heat Pump Systems	CR100 & CR150	72	48	0	120
CR300	Commercial/Residential Air	CR100 & CR150	72	48	0	120
CR350	Heating Systems	CR100 & CR150	72	48	0	120
CR400	Advance Troubleshooting & Installation	CR100 & CR150	72	48	0	120
<b>TOTAL</b>			<b>504</b>	<b>336</b>	<b>0</b>	<b>840</b>

# COMMERCIAL REFRIGERATION, HEATING & AIR CONDITIONING

## Course Outline

### **CR100 Basic Electricity Theory**

**120 Clock Hours**

This course introduces the student to basic electrical theory. Including electron theory, electrical terms and definitions, power sources, electrical circuits, electrical diagrams, meters and measurements, testing and troubleshooting, practical circuit design and wiring, and electrical circuits for air conditioning and refrigeration. (90-90-0-9, 225)

### **CR150-Basic Refrigeration Theory**

**120 Clock Hours**

This course introduces the student to basic refrigeration theory, thermodynamics and principles of refrigeration. It also covers introductory material on mechanical components, mechanical diagrams, tubing and piping, vapor compression refrigeration, refrigerants, chart readings and measurements, tools and equipment, soldering and brazing and principals of evacuation and recovery of refrigerants. (90-90-0-9,225)

### **CR200-Advanced Commercial Refrigeration**

**120 Clock Hours**

This course brings the student into more advanced studies of electrical concepts in the field of commercial heating, ventilation and air conditioning. Introduction into motor control and three phase power supply is provided. Instructional so includes motor protection, advanced electrical circuits for refrigeration equipment, mechanical components, refrigeration system design and capacity, piping and installation, and ice machines. (90-90-0-9, 225)

### **CR250-Heat Pumps**

**120 Clock Hours**

Instruction received in this course centers around the basic theory and application of heat pump systems and components. The student will learn how the reverse cycle for air conditioning units is applied in heat pump and their various components. The student also learn what is C.O.P., E.E.R., S.E.E.R rating. This course teaches the student various defrost methods including time, temperature, demand, air switch and other defrosts integrated circuit board controls. Upon completion, students will be able to install and service heat pumps in wide variety of applications. Charging methods will be covered which include super heat, sub-cooling, weigh-in and dial-a-charge. This course will also include service and repair of air conditioning and heat pump systems using mechanical and electrical troubleshooting techniques, electrical wiring diagrams interpretation, and specialized system components. Electric heat and control sequencers for auxiliary and emergency heat are covered. The student will be able to describe how sequencers operate in an electric furnace and trouble shoot their electric circuitry.

### **CR 300-Commercial/Residential Air Conditioning**

**120 Clock Hours**

This course is advanced studies of the principles of air conditioning, psychometrics, air conditioning system design, components, and circuits. Also covered are optional components and features in air conditioning, super heat measurements and calculations, A/C system service and repair. Comprehensive instruction in heat pumps is also provided. (90-90-0-9,225)

### **CR350-Heating Systems**

**120 Clock Hours**

Advanced instruction relating to commercial and residential heating systems. Module covers properties of gas and gas combustion, gas furnaces, components of gas furnaces, circuit design and diagrams for heating systems, furnace installation and code requirements, testing, combination heating and A/C systems, oil fired and electrical heating system theory, and EPA certification. (90-90-0-9,225)

### **CR400-Advance Troubleshooting and Equipment Installation**

**120 Clock Hours**

This course prepares the student to work in the field as a service technician. Studies include diagnostics and installation of furnaces, heat pumps, and air conditioning units. Customer service and techniques for making service calls are also covered. (90-90-0-9, 225)

**Job titles (with SOC codes) to possibly consider as potential entry-level job opportunities to pursue upon graduation:**

<b>*Standard Occupational Classification (SOC)</b>	<b>Employment Position</b>
17-3029	Engineering Technicians, Except Drafters, All Other
49-9021	Heating, Air Condition, and Refrigeration Mechanics and Installers
49-9071	Maintenance and Repair Workers, General
49-9099	Installation, Maintenance, and Repair Workers, All Other

\*These SOC codes are available at: <http://www.bls.gov/soc/#classification>



# ELECTRICIAN

## Diploma Program – 840 Hours

### Vocational Objective:

Upon successful completion of this program, the graduate will be prepared with the necessary skills for entry-level employment as a residential, commercial or industrial electrician. At least half of this course shall be “hands-on” with the student taking an active role in actually wiring of residential and commercial electrical installations. Completion of this program requires the use of hand tools, which shall be provided by IBT for the student’s classroom use. Upon graduation, IBT will provide the student with their own toolkit for the student to keep.

DOTCODE: 829.684-022 Please see the end of this program description for a list of other possible job titles with their assigned Standard Occupation Classification (SOC) Codes. Graduates of this program may want to consider these other SOC job titles as potential entry-level job opportunities to pursue upon graduation.

### Course Requirements

ELC101	Introduction to Electrical Theory
ELC201	Introduction to NEC and Blueprint Reading
ELC301	Basic Residential Wiring Methods I
ELC401	Basic Residential Wiring Methods II
ELC501	Basic Commercial Wiring Methods Conduit Bending
ELC601	Basic Commercial & Motor Control Wiring II
ELC701	Solar Photovoltaic System Design and Implementation And Installation

### Day Classes

42 weeks  
7 modules at 6 weeks each  
5 hours/day (Monday-Thursday)

### Evening Classes

42 weeks  
7 Modules at 6 weeks each  
5 hours/day (Monday-Thursday)

### Hours Breakdown:

420 Hrs. Lectures

420 Hrs. Labs

**840 Hrs. Total**

This program is considered a clock-hour program for financial aid purposes.

### **Program Length information:**

The program length in clock-hours for this program is 840. The Maximum Time Frame for this program is 1260 clock-hours. These clock hour figures apply to both full and part-time students. The calendar limits are as follows:

**Full-time students**– normal program length is 42weeks–Maximum Time Frame is 63 weeks.

**Part-time students**– IBT does not offer part time programs.

Course Number	Course Title	Prerequisite	Classroom Contact Hours	Laboratory Contact Hours	Clinical Contact Hours	Total Contact Hours
Module 1-7 any sequence						
ELC101	Introduction to Electrical Theory	None	60	60	0	120
ELC201	Introduction to NEC and Blueprint	None	60	60	0	120
ELC301	Basic Residential Wiring Methods I	ELC101 & ELC201	60	60	0	120
ELC401	Basic Residential Wiring Methods II	ELC101 & ELC201	60	60	0	120
ELC501	Basic Commercial Wiring Methods Conduit Bending	ELC101 & ELC201	60	60	0	120
ELC601	Basic Commercial & Motor Control Wiring II	ELC101 & ELC201	60	60	0	120
ELC701	Solar Photo voltaic System Design and Implementation And Installation	ELC101 & ELC201	60	60	0	120
<b>TOTAL</b>			<b>420</b>	<b>420</b>	<b>0</b>	<b>840</b>

# ELECTRICIAN

## Course Outline

### **ELC 101 Introduction to Electrical Theory**

**120 Clock Hours**

This course introduces the novice electrical student to basic electrical concepts. It establishes a thorough lecture and hands-on experimentation and learning, a student will learn about of electron theory, voltage, current (both AC and DC), resistance, inductance, capacitance and common units of electrical measurement. Basic circuit design, switching and troubleshooting will be learned in a laboratory setting. This course shall also include lectures on the principles of electrical generation, common circuit requirements, harmonics, power factor, ohms law, magnetism, mathematical concepts, load calculations and formulas will also be taught. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. Prerequisites: None (60-60-0-6, 150)

### **ELC 201 Introductions to National Electrical Code and Blue Print Reading**

**120 Clock Hours**

This course is designed to teach the student how to read, understand and use residential and commercial blueprints through the study of symbols and specifications associated with the electrical field. This course is an introduction to the National Electric Code. The student will be instructed on the history and evolution of electrical codes in United States. In addition to being an introduction to the proper use and implementation of the NEC, this course shall include the relationship of the NEC to local, state and federal codes. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. Prerequisites: None (60-60-0-6, 150)

### **ELC 301 Basic Residential Wiring Methods I**

**120 Clock Hours**

This course teaches the students about the process of how they will wire a single family residence from issue of permit to final inspection. The students will do a variety of hands on wiring projects which they will do as working electrical helpers following graduation. This course focuses on the use of hand tools, power tools, and basic installation techniques. This course is the starting point for hands on residential installations. It gives the electrical student a practical manipulative introduction to the use of the National Electrical Code requirements for residential wiring as well as understanding the role of inspection at the local levels. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. Prerequisites: ELC 101 and ELC 201 (60-60-0-6, 150)

### **ELC 401 Basic Residential Wiring Methods II**

**120 Clock Hours**

This course will continues building the student's knowledge and practical skills associated with basic residential wiring methods. It includes underground and overhead electrical service installations, lighting design as well as wiring for heating and air conditioning systems. In this course the student shall be introduced to troubleshooting residential electrical faults. Additionally, this course shall discuss structured media systems as well as introduce the student to "smart house" technology. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. Prerequisites: ELC 101 and ELC 201 (60-60-0-6, 150)

### **ELC 501 Basic Commercial Wiring Methods I**

**120 Clock Hours**

This course gives the student an introduction to commercial wiring methods. The course will teach the student to read and understand blueprints used in commercial applications. It shall cover the proper use and identification of materials associated with commercial electrical work. It teaches the student specific code requirements related to commercial applications as well as the ability to calculate service, feeder and branch circuit requirements. It provides hands on skills that the student shall need in the field to properly bend and install conduit and associated electrical equipment. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. Prerequisites: ELC 101 and ELC 201 (60-60-0-6, 150)

### **ELC 601 Intermediate Commercial II & Basic Industrial Methods**

**120 Clock Hours**

This course introduces the student to three phase electrical distribution systems. It shall include intermediate principles and concepts commonly used by electricians using calculations, hands on hook up techniques and code requirements for properly installing transformers and motors. It also establishes the principles of proper maintenance and troubleshooting. This course also teaches the student about A. C. and D. C., single phase and three phase motor operation with emphasis on operational theory, design, sizing, characteristics and code requirements. Student's villa applies all information presented in a hands-on laboratory setting under instructor supervision. Prerequisites: ELC101 and ELC201 (60-60-0-6,150)

### **ELC 701 Solar Photovoltaic System Design and Implementation And Installation**

**120 Clock Hours**

Student will study basic of solar electricity, PV application and system components. Also, included are solar site analysis, utility-interactive PV systems, component specification and system cost and economics. Student

will research and evaluate cases studies and real life systems/application. Prerequisites: ELC101and ELC201 (60-60-0-6,150)

**Job titles (with SOC codes) to possibly consider as potential entry-level job opportunities to pursue upon graduation:**

<b>*Standard Occupational Classification (SOC)</b>	<b>Employment Position</b>
13-1051	Cost Estimators
17-3023	Lighting Conductor Engineer, Lighting Technician
41-3099	Sales Representative, Services, All Other
43-5041	Meter Reader
47-1011	First-Line Supervisors of Construction Trades and Extraction Workers
47-2061	Construction, Construction and Building Inspector
47-2111	Electrician
47-2231	Solar Panel Installer
47-3013	Electrician Apprentice, Electrician Helpers
47-4011	Data Processing Equipment Repairer
47-4021	Elevator Installer and Repairers
49-2021	Radio Mechanic
49-2022	Communication and Equipment Mechanics, Communications Equipment Technician
49-2091	Avionics Technician
49-2092	Electric Home Appliance and Power Tool Repairer
49-2094	Electrical Fitter, Electrical Parts Repairers, Industrial Machinery Mechanics, Industrial Machinery Repair
49-2095	Power Plant Electrician
49-2096	Auto Electrician
49-2097	Audio and Video Technicians, Satellite Systems Technician
49-2098	Security Alarm Fitter, Security and Fire Alarm Installer, Security Systems Installer
49-3011	Aircraft Electrician
49-9011	Mechanical Door Repairer
49-9012	Electric Meter Installer and Repairer
49-9051	Line Installers and Repairers, Powerline Technician
49-9062	Medical Equipment Repairer
49-9070	Building Electrician
49-9071	Maintenance Electrician, Maintenance and Repair Worker, Maintenance Repairer
49-9097	Signal and Track Switch Repairer
51-2023	Electro-Mechanical Technician
51-8010	Electric Power Plant Operator
51-9061	Inspectors, Testers, Sorters, Samplers, Weighers

\*These SOC codes are available at: <http://www.bls.gov/soc/#classification>

# LAB ASSISTANT, EKG TECHNICIAN/PHLEBOTOMIST

## Diploma Program – 720 Hours

### Vocational Objective:

Upon completion of the Laboratory Assistant, EKG Technician/Phlebotomist course, the graduate will be able to obtain an entry level position as an EKG Technician/Lab Assistant or Phlebotomist, performing several laboratory procedures in hematology, bacteriology, urinalysis, electro cardiograph, and phlebotomy. In addition, the student will be able to take vital signs. The graduate will have appropriate communication skills and be CPR certified.

Potential job titles upon graduation will include EKG Technician, Laboratory Assistant and Phlebotomist. DOTCODE: 078.687-010; 078.362-018; 079. 364-022. Please see the end of this program description for a list of other possible job titles with their assigned Standard Occupation Classification (SOC) Codes. Graduates of this program may want to consider these other SOC job titles as potential entry-level job opportunities to pursue upon graduation.

### Course Requirements

LA101	Module A
LA201	Module B
LA301	Module C
LA401	Module D
LA501	Module E
LA601	Module F
LA701	Module G
EXT801	Externship

### Day and Evening Classes

36 weeks

7 modules at 4 weeks/module

1 module at 8 weeks/module

5 hours/day (Monday-Thursday)

Externship at 8 weeks

Externship must be completed on a schedule set by the externship site, which is generally a day schedule.

### Hours Breakdown:

175 Hrs. Lectures

385 Hrs. Clinical/Lab

160 Hrs. Externship

**720 Hrs. Total**

This program is considered a clock-hour program for financial aid purposes.

### **Program Length information:**

The program length in clock-hours for this program is 720. The Maximum Time Frame for this program is 1080 clock-hours. These clock hour figures apply to both full and part-time students.

The calendar limits are as follows:

**Full-time students**– normal program length is 36 weeks–Maximum Time Frame is 54 weeks.

**Part-time students**– IBT does not offer part time programs.

Course Number	Course Title	Prerequisite	Classroom Contact Hours	Laboratory Contact Hours	Clinical Contact Hours	Total Contact Hours
Module A-G any sequence						
LA101	Module A	None	25	55	0	80
LA201	Module B	None	25	55	0	80
LA301	Module C	None	25	55	0	80
LA401	Module D	None	25	55	0	80
LA501	Module E	None	25	55	0	80
LA601	Module F	None	25	55	0	80
LA701	Module G	None	25	55	0	80
EXT801	Externship	Module A-G	0	0	160	160
<b>TOTAL</b>			<b>175</b>	<b>385</b>	<b>160</b>	<b>720</b>

# LAB ASSISTANT, EKG TECHNICIAN/PHLEBOTOMIST

## Course Outline

### LA101 Module A

**80 Clock Hours**

Students will receive an orientation and develop an understanding of laboratory safety and universal precautions. This module will include anatomy and physiology on the integumentary system. Students will learn through lecture and laboratory practice about nosocomial infections, and the proper way of handling body fluids, specimen requisitions, and specimens. Students will be taught about various instruments used in gathering specimens and proper sterilization of same. Students will be taught the “chain of infection” and factors influencing diseases. As part of the training of the laboratory setting students will be able to identify and describe various types of glassware, as well as the use of the microscope and centrifuge. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. Prerequisites: None (25-55-0-3, 77.5)

### LA201 Module B

**80 Clock Hours**

As students’ progress through this MOD they will learn the various characteristics of blood and its various functions. The individual students will describe the various diagnostic tests associated with red blood cell and white blood cells, and platelets, and the components of the urinary and reproductive systems. There will be instruction on various sexually transmitted diseases and the tests and treatments involved. Students will be taught through lecture and laboratory practice about homeostasis and the components of the urinary system. They will also be taught routine urinalysis and proper procedure for collecting urine sample. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. Prerequisites: None (25-55-0-3, 77.5)

### LA301 Module C

**80 Clock Hours**

Students enrolled within this MOD will be taught about the Respiratory and Cardiac systems. Students will be taught through the use of lecture and visual aids about various diseases and their corresponding treatments which impact the heart. Students will also learn the EKG process and how to read basic EKG strips. In addition to these topics students will also learn about cardiac rhythms. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. Prerequisites: None (25-55-0-3, 77.5)

### LA401 Module D

**80 Clock Hours**

Students will be instructed on the differences between serum and plasma. As part of this students will also learn about lipids (and different tests associated with them), how fasting effects blood sugar, post prandial and glucose tolerance tests. Students will also learn about the various aspects of time and measurement with regards to specimens. Students will learn about the anatomy and physiology of the Endocrine and Digestive systems. Students will also be trained on the interdependence of hormones and pregnancy. Laboratory procedural training will continue with additional methods of classifying microorganisms and associated disease issues relative to a laboratory setting. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. Prerequisites: None (25-55-0-3, 77.5)

### LA501 Module E

**80 Clock Hours**

Within this module students will learn about the Nervous System and basic psychology of how attitudes and interests influence human behavior and the challenges of being a health care provider. Students will learn therapeutic drug monitoring, the more common therapeutic drugs and the different reasons for drug testing and types of specimens used. The CLIA chain of custody and levels of complexity will also be discussed. Instruction will also cover how attitude and interest influence human behavior and challenges of being a health worker. Following this unit, students will be able to recognize behavior patterns and how to devise goals for improving work habits, attitudes and problem solving. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. Prerequisites: None (25-55-0-3, 77.5)

### LA601 Module F

**80 Clock Hours**

Within this course the students will define Phlebotomy and the professional qualities of a phlebotomist. Students will be instructed on the importance of informed consent, patient confidentiality, and legal issues for the phlebotomist. This will include the study of immunology. Continued training on safety procedures, universal precautions, and identification veins will also occur. The course will train the student on the “order of draw” and the proper blood collection procedure. Complications with patients and the issues associated with the field of phlebotomy will also be

discussed. Training will continue as to the various aspects of basic ABO groups and Universal Donors/Universal Recipients. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. Prerequisites: None (25-55-0-3, 77.5) **Note: Students must achieve 100% attendance in order to pass this module.**

### **LA701 Module G**

**80 Clock Hours**

In this course the student will identify body planes and positions, describe the body cavities. This MOD will further teach the student's about the anatomy and physiology of the muscular and skeletal systems. Instruction will be provided concerning the diseases specific to the nervous system. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. Prerequisites: None (25-55-0-3, 77.5)

### **\*EXT801 Externship**

**160 Clock Hours**

After completing the required classroom centered course work, students proceed to an externship at an approved site. The externship is 160 hours and provides the student with a realistic work environment in which to apply the skills learned in the classroom. Externs perform their work under the supervision of assigned personnel at the site. Students are required to complete at least 50 successful blood draws and 10 successful skin punctures. Time sheets signed by the supervisor are submitted weekly to the school to document attendance at the externship site. All externship hours must be completed to fulfill the requirements of the externship module. A student must complete the externship to successfully complete the program. *Prerequisites: Student must complete LA101, LA201, LA 301, LA401, LA501, LA601, and LA701 to be eligible for participation in the externship class EXT801.* (0-0-160-3.5, 16)

### **NOTICE: RULES AND CONDITIONS ABOUT EXTERNSHIPS:**

Some Courses of Study require up to eight weeks of hands-on applied training at an offsite third-party externship or at an onsite School internship. Students entering an externship or internship must make arrangements to be available at the times required by their site's educational coordinator or instructor. The student understands that all externships and internships are performed without payment of compensation or any other benefit, and if travel is required, it is the responsibility of the student to secure transportation. The student understands that the student is never an employee or independent contractor of the externship site or of the School at any time. The student is and always remains a student at the internship or externship site. The student further understands that an externship or internship is provided solely for the benefit of the student as a part of their Course of Study in order for the student to obtain the clinical and observational experience needed to apply for a governmental or other entity license/permit/ examination, and/or gain the requisite hands-on experience to qualify for an entry level position in their chosen career field. Students are expected to treat the externship or internship as a hands-on classroom setting, to attend all required externship or internship hours, and to abide by the rules and regulations of the externship or internship site. Hours at externship or internship sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location. Excessive absences from the externship or internship may result in failure of the Course and the inability to graduate at the planned time. Externships are held in a variety of settings and locations. The student is strongly advised to accept the assigned externship site provided by the School, otherwise there may be a delay in student completing their externship and finishing their Course of Study. The student understands that neither the School nor the externship site guarantees, represents, or warrants that the student can apply, be considered for, will obtain or be entitled to any job position at the externship site where the student had their externship.

### **NOTE: School is only responsible for obtaining one externship site location for a Student.**

A student declining an externship location must provide in writing to their Externship Coordinator the reason(s) for declining the externship location. This written document will be reviewed by the Externship Coordinator and the Director of Education to determine if the student's explanation is reasonable and if so, to then develop a plan to determine how the student will fulfill the externship requirement. A refusal by a student to conscientiously attend their externship location may delay their graduation, delay their ability to obtain their state or other required licensing, or jeopardize their continuing enrollment at the School. A student will be required to find their own externship site in the event a student refuses a reasonable site selected by the School, or is removed from the externship site for failure to attend or for excessive absences, or for failure to abide by the site's rules, regulations and scheduling.

**Job titles (with SOC codes) to possibly consider as potential entry-level job opportunities to pursue upon graduation:**

<b>*Standard Occupational Classification (SOC)</b>	<b>Employment Position</b>
19-4021	Biological Technicians
29-2012	Medical and Clinical Laboratory Technicians
29-2031	EKG Technician
31-9092	Medical Assistant, Medical Assistant/Phlebotomist
31-9093	Medical Equipment Preparers
31-9096	In Vivo Technologist, Animal Care Trainee
31-9097	Phlebotomist, Rep, Phlebotomy Svcs., Rep, PS 1, Mobile Phlebotomist, Mobile Examiner, Paramedical Examiner, Examiner
31-9099	Laboratory Assistant, Specimen Processor, Specimen Technician, Lab Aide, Med Tech, Medical Technician, Patient Care Technician, Dialysis Technician, UA Tester, UA Technician, Healthcare Support Workers, All Other

\*These SOC codes are available at: <http://www.bls.gov/soc/#classification>

# MEDICAL ASSISTANT

## Diploma Program – 720 Hours

### Vocational Objective:

Upon successful completion of the Medical Assistant course, the graduate will be able to obtain an entry level position as a Medical Assistant, assisting the physician in medical office examinations; perform basic Laboratory skills and procedures; perform back office procedures, such as, to record, monitor, and mount Electrocardiograms, complete physical examinations, tray set-ups, injections, positioning and draping, and charting a patient's medical history. In the front office, the Medical Assistant will perform the administrative duties of the office including bookkeeping, record management, appointment scheduling, insurance, and medical practice management.

Potential job titles upon graduation will include Medical Assistant and front office personnel. DOT CODE: 079.362-010. Please see the end of this program description for a list of other possible job titles with their assigned Standard Occupation Classification (SOC) Codes. Graduates of this program may want to consider these other SOC job titles as potential entry-level job opportunities to pursue upon graduation.

### Course Requirements

MA101 Module A  
 MA201 Module B  
 MA301 Module C  
 MA401 Module D  
 MA501 Module E  
 MA601 Module F  
 MA701 Module G  
 EXT801 Externship

### Day and Evening Classes

36 weeks  
 7 modules at 4 weeks/module  
 1 module at 8 weeks/module  
 5 hours/day (Monday-Thursday)  
 Externship at 8 weeks  
 Externship must be completed on a schedule set by the externship site, which is generally a day schedule.

### Hours Breakdown:

175 Hrs. Lectures  
 385 Hrs. Clinical/Lab  
 160 Hrs. Externship

### **720 Hrs. Total**

This program is considered a clock-hour program for financial aid purposes.

### **Program Length information:**

The program length in clock-hours for this program is 720. The Maximum Time Frame for this program is 1080 clock-hours. These clock hour figures apply to both full and part-time students. The calendar limits are as follows:

**Full-time students**– normal program length is 36 weeks–Maximum Time Frame is 54 weeks.

**Part-time students**– IBT does not offer part time programs.

Course Number	Course Title	Prerequisite	Classroom Contact Hours	Laboratory Contact Hours	Clinical Contact Hours	Total Contact Hours
Module A-G any sequence						
MA101	Module A	None	25	55	0	80
MA201	Module B	None	25	55	0	80
MA301	Module C	None	25	55	0	80
MA401	Module D	None	25	55	0	80
MA501	Module E	None	25	55	0	80
MA601	Module F	None	25	55	0	80
MA701	Module G	None	25	55	0	80
EXT801	Externship	Module A-G	0	0	160	160
<b>TOTAL</b>			<b>175</b>	<b>385</b>	<b>160</b>	<b>720</b>



# MEDICAL ASSISTANT

## Course Outline

### MA101-Module A

80 Clock Hours

Introductory course in medical law and ethics, pharmacology, administration of medication, and injection methods and techniques. Additional instruction is provided in anatomy and physiology; including cells, tissues, membrane and integumentary systems. Instruction in medical terminology and typing is included. Prerequisite: None. (25-55-0-3.5, 77.5)

### MA201-Module B

80 Clock Hours

Course provides instruction on basic medical techniques and procedures in medical asepsis, surgical tray set-up, instrument identification, visual acuity testing, positioning and draping, physical exams, and anatomy and physiology. Instruction in medical terminology and typing is included. Prerequisite: None. (25-55-0-3.5, 77.5)

### MA301-Module C

80 Clock Hours

Instruction is provided in medical office management; including appointment scheduling, telephone techniques, bookkeeping, and accounting for payroll, petty cash, and disbursement journal. Additional instruction in anatomy and physiology is also provided. Instruction in medical terminology and typing is included. Prerequisite: None. (25-55-0-3.5, 77.5)

### MA401-Module D

80 Clock Hours

Core instruction for this module focuses on the cardiac system: cardiac cycle, vital signs, and electro cardiograph. Course also provides introductory instruction in pediatrics, pregnancy, and their reproductive system. Additional work in anatomy and physiology is provided. Instruction in medical terminology and typing is included. Prerequisite: None. (25-55-0-3.5, 77.5)

### MA501-Module E

80 Clock Hours

Course of instruction introduces the student to medical insurance and billing and coding. Additional instruction in anatomy and physiology is provided. Instruction in medical terminology and typing is included. Prerequisite: None. (25-55-0-3.5, 77.5)

### MA601-Module F

80 Clock Hours

Laboratory safety, testing, inventory and supplies are covered in this course of instruction. Advanced instruction in venipuncture and capillary puncture is provided. Additional instruction in anatomy and physiology is also provided. Instruction in medical terminology and typing is included. Prerequisite: None. (25-55-0-3.5, 77.5)

### MA701-Module G

80 Clock Hours

Course of instruction covers the urinary system, urinalysis, alicroscope, pulseoxymeter, CPR. Additional instruction in human relations and human behavior, along with additional work in medical terminology and typing is provided. Prerequisite: None. (25-55-0-3.5, 77.5)

### EXT801-EXTERNSHIP

160 Clock Hours

After completing the required course work, students proceed to an externship at an approved site. The externship provides the student with a realistic work environment in which to apply the skills learned in the classroom. Externs performed their work under supervision of assigned personnel at site. Timesheets signed by the supervisor are submitted weekly to the school to document externship attendance. All externship hours must be completed to fulfill the requirements of the externship. *Prerequisites: MA 101, MA201, MA301, MA 401, MA501, MA601, MA 701. (0-0-160-3.5)*

### **NOTICE: RULES AND CONDITIONS ABOUT EXTERNSHIPS:**

Some Courses of Study require up to eight weeks of hands-on applied training at an offsite third-party externship or at an onsite School internship. Students entering an externship or internship must make arrangements to be available at the times required by their site's educational coordinator or instructor. The student understands that all externships and internships are performed without payment of compensation or any other benefit, and if travel is required, it is the responsibility of the student to secure transportation. The student understands that the student is never an employee or independent contractor of the externship site or of the School at any time. The student is and always remains a student at the internship or externship site. The student further understands that an externship or internship is provided solely for the benefit of the student as a part of their Course of Study in

order for the student to obtain the clinical and observational experience needed to apply for a governmental or other entity license/permit/ examination, and/or gain the requisite hands-on experience to qualify for an entry level position in their chosen career field. Students are expected to treat the externship or internship as a hands-on classroom setting, to attend all required externship or internship hours, and to abide by the rules and regulations of the externship or internship site. Hours at externship or internship sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location. Excessive absences from the externship or internship may result in failure of the Course and the inability to graduate at the planned time. Externships are held in a variety of settings and locations. The student is strongly advised to accept the assigned externship site provided by the School, otherwise there may be a delay in student completing their externship and finishing their Course of Study. The student understands that neither the School nor the externship site guarantees, represents, or warrants that the student can apply, be considered for, will obtain or be entitled to any job position at the externship site where the student had their externship.

**NOTE: School is only responsible for obtaining one externship site location for a Student.**

A student declining an externship location must provide in writing to their Externship Coordinator the reason(s) for declining the externship location. This written document will be reviewed by the Externship Coordinator and the Director of Education to determine if the student’s explanation is reasonable and if so, to then develop a plan to determine how the student will fulfill the externship requirement. A refusal by a student to conscientiously attend their externship location may delay their graduation, delay their ability to obtain their state or other required licensing, or jeopardize their continuing enrollment at the School. A student will be required to find their own externship site in the event a student refuses a reasonable site selected by the School, or is removed from the externship site for failure to attend or for excessive absences, or for failure to abide by the site’s rules, regulations and scheduling.

**Job titles (with SOC codes) to possibly consider as potential entry-level job opportunities to pursue upon graduation:**

<b>*Standard Occupational Classification (SOC)</b>	<b>Employment Position</b>
11-9111	Medical and Health Services Managers
29-2071	Medical Records and Health Information Technicians
31-9092	Medical Assistant, Medical Assistant – Front Office, Medical Assistant – Back Office, Clinical Assistant, Back Office Clinical Assistant (BOCA), Front Office Clinical Assistant (FOCA)
31-3099	Medication Technician, Patient Registration Representative, Medical Benefits Specialist, Behavior Technician, Rehabilitation Technician, Medical Translator, Healthcare Support Workers, All Other
43-0000	Medical Claims Biller, Office Assistant
43-6013	Medical Receptionist, Medical Administrative Assistant, Medical Spa Receptionist, Medical Office Assistant, Medical Office Services Coordinator (MOSC), Unit Secretary, Medical Office Representative, Health Office Aide

\*These SOC codes are available at: <http://www.bls.gov/soc/#classification>

# MEDICAL BILLER and CODER/OFFICE SPECIALIST

## Diploma Program – 720 Hours

### Vocational Objective:

This program prepares graduates to work as entry-level medical billing specialists. When a healthcare professional treats a patient, a record is made describing observations and medical treatment. The Medical Coder Specialist assigns a code to each diagnosis and procedure. Various software programs are used to prepare and process medical claims for the patients, the physicians, and the insurance carriers. Students enrolled in this program will learn medical billing/coding and medical terminology. They will demonstrate an understanding of current medical software and trends in the insurance industry. They will learn to code and prepare insurance claims. The MBC courses can be taken in any order with the exception of the Externship. Upon completion of the program, the student will be prepared to enter the healthcare career field in potential entry-level positions such as Medical Biller/Coders, Medical Administrator Assistant, and Medical Records Clerk in a medical office or hospital environment.

DOTCODE: 201.362014. Please see the end of this program description for a list of other possible job titles with their assigned Standard Occupation Classification (SOC) Codes. Graduates of this program may want to consider these other SOC job titles as potential entry-level job opportunities to pursue upon graduation.

### Course Requirements

MBC101	Module A
MBC201	Module B
MBC301	Module C
MBC401	Module D
MBC501	Module E
MBC601	Module F
MBC701	Module G
EXT801	Externship

### Day and Evening Classes

36 weeks  
 7 modules at 4 weeks/module  
 1 module at 8 weeks/module  
 5 hours/day (Monday-Thursday)  
 Externship at 8 weeks  
 Externship must be completed on a schedule set by the externship site, which is generally a day schedule.

### Hours Breakdown:

175 Hrs. Lectures  
 385 Hrs. Clinical/Lab  
 160 Hrs. Externship

### 720 Hrs. Total

This program is considered a clock-hour program for financial aid purposes.

### Program Length information:

The program length in clock-hours for this program is 720. The Maximum Time Frame for this program is 1080 clock-hours. These clock hour figures apply to both full and part-time students. The calendar limits are as follows:

**Full-time students**– normal program length is 36 weeks–Maximum Time Frame is 54 weeks.

**Part-time students**– IBT does not offer part time programs.

Course Number	Course Title	Prerequisite	Classroom Contact Hours	Laboratory Contact Hours	Clinical Contact Hours	Total Contact Hours
Module A-G any sequence						
MBC101	Module A	None	25	55	0	80
MBC201	Module B	None	25	55	0	80
MBC301	Module C	None	25	55	0	80
MBC401	Module D	None	25	55	0	80
MBC501	Module E	None	25	55	0	80

MBC601	Module F	None	25	55	0	80
MBC701	Module G	None	25	55	0	80
EXT801	Externship	Module A-G	0	0	160	160
<b>TOTAL</b>			<b>175</b>	<b>385</b>	<b>160</b>	<b>720</b>

## MEDICAL BILLER and CODER/OFFICE SPECIALIST

### Course Outline

#### MBC101- Module A

**80 Clock Hours**

Course provides instruction in medical law and ethics, pharmacology, and body systems. Additional instruction includes HIPAA, medical terminology, integumentary system, pharmacology, medical coding (CPT/ICD9/E&M). Keyboarding skills are also exercised. Prerequisite: None. (25-55-0-3.5, 77.5)

#### MBC201-Module B

**80 Clock Hours**

Course provides instruction in bookkeeping, accounting, and body systems. Additional instruction is provided in HIPAA, collections, digestive and endocrine systems, medical terminology, and medical coding (ICD9/CPT/E&M). Keyboarding skills and QuickBooks are also covered. Prerequisite: None. (25-55-0-3.5, 77.5)

#### MBC301-Module C

**80 Clock Hours**

Course provides instruction in medical health insurance and in medical coding. Instruction in HIPAA, medical coding (ICD9/CPT)–HCPCS Level II/Modifier, and various types of insurance coverage and claims is provided. Keyboarding skills are also exercised. Prerequisite: None. (25-55-0-3.5, 77.5)

#### MBC401-Module D

**80 Clock Hours**

Course provides instruction on computers and additional instruction on body systems; including Medisoft billing software, HIPAA, medical terminology /nervous system, and medical coding (CPT-ICD-9). Keyboarding skills are also exercised. Prerequisite: None. (25-55-0-3.5, 77.5)

#### MBC501-Module E

**80 Clock Hours**

Instruction is provided in front office skills and effective communication. Reproductive systems and medical terminology are also covered. Additional instruction in Medisoft and computerized medical billing/coding is provided. Prerequisite: None. (25-55-0-3.5,77.5)

#### MBC601-Module F

**80 Clock Hours**

Course provides instruction in medical records management, HIPAA, medical billing /coding, OSHA compliance, medical terminology, Medisoft, and practice specialties. Prerequisite: GS101(25-55-0-3.5,77.5)

#### MBC701-Module G

**80 Clock Hours**

Course provides instruction in the management of patient records, medical terminology, computerized medical office systems, and additional instruction in HIPAA and medical billing/coding. Prerequisite: None. (25-55-0-3.5, 77.5)

#### EXT801-Externship

**160 Clock Hours**

After completing the required coursework, students proceed to an externship at an approved site. The externship provides the student with a realistic work environment in which to apply the skills learned in the classroom. Externs perform their work under the supervision of assigned personnel at the externship site. Timesheets signed by the supervisor are submitted weekly to the school to document externship attendance. All externship hours must be completed to fulfill the requirements of the externship. *Prerequisites: MBC101, MBC201, MBC301, MBC401, MBC501, MBC601, MBC701.* (25-55-03.5,77.5)

#### **NOTICE: RULES AND CONDITIONS ABOUT EXTERNSHIPS:**

Some Courses of Study require up to eight weeks of hands-on applied training at an offsite third-party externship or at an onsite School internship. Students entering an externship or internship must make arrangements to be available at the times required by their site's educational coordinator or instructor. The student understands that all externships and internships are performed without payment of compensation or any other benefit, and if travel is required, it is the responsibility of the student to secure transportation. The student understands that the student is never an employee or independent contractor of the externship site or of the School at any time. The student is and always remains a student at the internship or externship site. The student further understands that

an externship or internship is provided solely for the benefit of the student as a part of their Course of Study in order for the student to obtain the clinical and observational experience needed to apply for a governmental or other entity license/permit/ examination, and/or gain the requisite hands-on experience to qualify for an entry level position in their chosen career field. Students are expected to treat the externship or internship as a hands-on classroom setting, to attend all required externship or internship hours, and to abide by the rules and regulations of the externship or internship site. Hours at externship or internship sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location. Excessive absences from the externship or internship may result in failure of the Course and the inability to graduate at the planned time. Externships are held in a variety of settings and locations. The student is strongly advised to accept the assigned externship site provided by the School, otherwise there may be a delay in student completing their externship and finishing their Course of Study. The student understands that neither the School nor the externship site guarantees, represents, or warrants that the student can apply, be considered for, will obtain or be entitled to any job position at the externship site where the student had their externship.

**NOTE: School is only responsible for obtaining one externship site location for a Student.**

A student declining an externship location must provide in writing to their Externship Coordinator the reason(s) for declining the externship location. This written document will be reviewed by the Externship Coordinator and the Director of Education to determine if the student’s explanation is reasonable and if so, to then develop a plan to determine how the student will fulfill the externship requirement. A refusal by a student to conscientiously attend their externship location may delay their graduation, delay their ability to obtain their state or other required licensing, or jeopardize their continuing enrollment at the School. A student will be required to find their own externship site in the event a student refuses a reasonable site selected by the School, or is removed from the externship site for failure to attend or for excessive absences, or for failure to abide by the site’s rules, regulations and scheduling.

**Job titles (with SOC codes) to possibly consider as potential entry-level job opportunities to pursue upon graduation:**

<b>*Standard Occupational Classification (SOC)</b>	<b>Employment Position</b>
29-2071	Medical Records and Health Information Technicians
43-0000	Medical Claims Biller, Office Assistant
43-6013	Medical Receptionist, Medical Administrative Assistant, Medical Spa Receptionist, Medical Office Assistant, Medical Office Services Coordinator (MOSC), Unit Secretary, Medical Office Representative, Health Office Aide

\*These SOC codes are available at: <http://www.bls.gov/soc/#classification>

# MASSAGE THERAPY

## Diploma Program – 760 Hours

### Vocational Objective

Upon completion of the Massage Therapy diploma program, the graduate will be eligible to apply for certification as a CMT (Certified Massage Therapist) in the State of California. Once certified, the graduate will be able to obtain a position as an entry level CMT in chiropractic offices, health clubs, spas, hotels, as well as the ability to work independently. In addition, the student will be given a working knowledge of the human body and basic dietary principles. The graduate will have appropriate communication skills and be CPR certified.

Potential job titles upon graduation will include entry-level Certified Massage Therapist. Please see the end of this program description for a list of other possible job titles with their assigned Standard Occupation Classification (SOC) Codes. Graduates of this program may want to consider these other SOC job titles as potential entry-level job opportunities to pursue upon graduation.

### Course Requirements

MT101	Fundamentals of Massage Therapy
MT201	Module A
MT301	Module B
MT401	Module C
MT501	Module D
MT601	Clinical Internship

### Day and Evening classes

36 weeks

### Semester Credits/Classroom Hours Breakdown:

280 Hrs. Lecture

320 Hrs. Clinical/Lab

160 Hrs. Clinical Internship

Total Classroom Hours 760

### \*Semester Credit based on Federal Regulation (FR) formula:

20.26 Semester Credits

### \*Semester Credit based on ACCSC formula:

32.5 Semester Credits

\*Clinical Internship (INT601) 6 weeks based on 4 clinic hours per day undertaken either at School's campus based clinic or at a third party off site clinic as maybe assigned by the School.

\*Note: Clinical Internship may extend beyond the 6 weeks if student's clinic hours due to either student's schedule or to clinic's schedule, averages less than 4 hours per day.

Course Number	Course Title	Prerequisite	Classroom Contact Hours	Laboratory Contact Hours	Clinical Contact Hours	Total Contact Hours
Module A-D any sequence						
MT101	Fundamentals of Massage Therapy	None	20	20	0	40
MT201	Module A	MT101	70	70	0	140
MT301	Module B	MT101	50	90	0	140
MT401	Module C	MT101	67.5	72.5	0	140
MT501	Module D	MT101	72.5	67.5	0	140
MT601	Externship	MT101 and any one of module A-D	0	0	160	160
<b>TOTAL</b>			<b>280</b>	<b>320</b>	<b>160</b>	<b>760</b>

# MASSAGE THERAPY

## Course Outline

### **MT101-Fundamentals of Massage Therapy**

**40 Clock Hours**

Introductory course into the fundamentals of massage therapy. Includes instruction in basic massage protocol, massage techniques, proper draping, proper body positioning, use of oils and lotions, massage routine, musculoskeletal system, sanitation. Instruction is also provided in ethical behavior, professionalism, and legal issues.

### **MT201-Module A**

**140 Clock Hours**

Course provides instruction in Swedish massage, includes instruction in reflexology and an introduction to anatomy and physiology. Exercise therapy is also introduced. Prerequisite: MT101.

### **MT301-Module B**

**140 Clock Hours**

Shiatsu massage instruction is provided. Course also covers acupressure, kinesiology, CPR, and additional instruction in anatomy and physiology. Prerequisite: MT101.

### **MT401-Module C**

**140 Clock Hours**

Course provides instruction in deep tissue massage for the lower body. Aromatherapy and movement therapy are covered. Course work on medical terminology, chair massage, and professional development and ethics is provided. Prerequisite: MT101.

### **MT501-Module D**

**140 Clock Hours**

Course provides instruction in deep tissue massage for the upper body. Instruction includes hydrotherapy, nutrition and dietary principles, pathology, and sports massage. Students are also introduced to business and marketing. Prerequisite: MT101.

### **EXT601-Clinical Internship**

**160 Clock Hours**

Upon completion of 160 hours of course work (MT101 and one complete 140 hour module) the student begins their clinical externship at the Institution teaching clinic. This externship provides the student with a real world environment in which to apply the skills learned as well as practice skills currently being obtained. The student will gain skills, communication skills in addition to gaining confidence in their massage skills. Interns perform their massage sessions under the supervision of a clinic supervisor available to provide insight and assist the student with challenging case studies while sessions are in progress. The student will schedule their clinic time 4 hours per week in addition to their regular class schedule. Upon completing their academic course work, the student will increase their clinical externship to a minimum of 20 hours per week until they fulfill the required 160 hours. (Prerequisites : MT101 and one of the following: MT201, MT301, MT401, MT501)

### ***NOTICE: RULES AND CONDITIONS ABOUT EXTERNSHIPS:***

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**NOTE: School is only responsible for obtaining one externship site location for a Student.**

A student declining an externship location must provide in writing to their Externship Coordinator the reason(s) for declining the externship location. This written document will be reviewed by the Externship Coordinator and the Director of Education to determine if the student's explanation is reasonable and if so, to then develop a plan to determine how the student will fulfill the externship requirement. A refusal by a student to conscientiously attend their externship location may delay their graduation, delay their ability to obtain their state or other required licensing, or jeopardize their continuing enrollment at the School. A student will be required to find their own externship site in the event a student refuses a reasonable site selected by the School, or is removed from the externship site for failure to attend or for excessive absences, or for failure to abide by the site's rules, regulations and scheduling.

**Job titles (with SOC codes) to possibly consider as potential entry-level job opportunities to pursue upon graduation:**

<b>*Standard Occupational Classification (SOC)</b>	<b>Employment Position</b>
31-9011	Massage Therapist

\*These SOC codes are available at: <http://www.bls.gov/soc/#classification>



# **ULTRASOUND TECHNICIAN/DIAGNOSTIC MEDICAL SONOGRAPHY**

## **Associate of Applied Science (AAS) – 72 Semester Credit Hours**

### **Vocational Objective:**

An Ultrasound Technician/Diagnostic Medical Sonographer (UT/DMS) provides patient services in a variety of medical settings using medical ultrasound under the supervision of a physician. Ultrasound Technicians/Diagnostic Medical Sonographers perform ultrasound studies as ordered by physicians for their patients. UT/DMS assist the physician in gathering sonographic data necessary to diagnose a variety of conditions and diseases. UT/DMS perform appropriate procedures and record anatomical, pathological, and/or physiological data as well as sonographic data and other pertinent observations made during the procedures.

The UT/DMS program will be delivered in a traditional classroom environment. Upon completion of this course of study UT/DMS graduates will be able to function as an entry level sonographer, be able to demonstrate clinical proficiency of sonographic procedures, exhibit behavioral skills that reflect professionalism, effective communication, and time management skills. An Ultrasound Technician/Diagnostic Medical Sonographer uses ultrasound equipment to examine and produce images of the internal parts of the body. Diagnostic medical sonographers produce and prepare images that are transferred into file, video tape or computer systems that are interpreted by an ultrasound physician. Diagnostic Medical Sonographers perform ultrasound procedures in clinics, hospitals, offices specializing in obstetrics and in diagnostic imaging and acute or long term care facilities.

Please see the end of this program description for a list of other possible job titles with their assigned Standard Occupation Classification (SOC) Codes. Graduates of this program may want to consider these other SOC job titles as potential entry-level job opportunities to pursue upon graduation.

### **Recommended Registration/Credentials and Continuing Education and Career Objectives:**

There is no licensing required presently by the state of California to work as an Ultrasound Technician or Diagnostic Medical Sonographer. However, the majority of hospitals and other healthcare institutions in the state of California that employ sonographers, require as a pre-condition of being hired, that each sonographer already be registered/credentialed by one of several independent, non-profit organizations that are globally recognized for their standard of excellence in sonography. Two of the most prominent of these organizations are the American Registry of Diagnostic Medical Sonography (ARDMS) and the American Registry of Radiologic Technology (ARRT). The school's UT/DMS program is an ARRT approved education program.

All prospective students of the School's UT/DMS program should expect that upon graduating from the School's UT/DMS program that their graduation will be the completion of the student's first step in their career goal of becoming a successful UT/DMS. The School believes, given the existing hiring requirements of sonographers in California, that there is a second career step that should be undertaken by the student in order to ensure a successful and rewarding career as a sonographer. The School highly recommends that the student after graduation complete a second career step by becoming registered and credentialed with either ARDMS or ARRT. All students should budget the time, effort and commitment to be registered by one of these organizations. The School does not recommend that anyone enroll in its UT/DMS program without the student also making the further personal commitment at the time of enrollment to additionally seek registration with ARDMS or ARRT after graduation.

### **ARDMS SPI Requirement and General Prerequisites Required for Certification:**

As of the date of this catalog, besides graduating from the School's 72 Semester Credit UT/DMS program as set forth in this catalog, a student in order to be registered and receive an ARDMS credential must:

1. Take the Sonography Principles and Instrumentation (SPI) Examination. Students are eligible to sit for the SPI examination after the completion of the following courses:  
UT/DMS 1440 Physics of Medical Imaging  
Phys 1402 Introduction to Physics  
The School will pay, on a one-time basis, the SPI test fee on behalf of the student.
2. After graduation from the School's program, the graduate must be employed as an ultrasound/vascular sonographer in a clinical setting for a minimum of 12 months and a minimum of 1,680 hours.

- (i) Full time is defined as 35 hours per week, at least 48 weeks per year (1680 hours). If working part time, the requirements are prorated.
  - (ii) Clinical diagnostic settings include hospitals, clinics and private practices.
  - (iii) Clinical experiences include performing cardiac, abdomen, obstetrics, gynecology, pediatrics, vascular, and general sonographic examinations.
  - (iv) ARDMS does not accept volunteer, instructorship, unpaid or barter experience.
  - (v) Clinical experience earned by the student in fulfilling the externship requirement of the UT/DMS AAS program (EXTN 2900 of 160 hours) cannot also be used to support the 12 month (1,680 hours) clinical requirement above.
3. After completion of the 12 month clinical setting take one of the specialty exams associated with obtaining one of the ARDMS' credentials such as Registered Diagnostic Medical Sonographer (RDMS), Registered Diagnostic Cardiac Sonographer (RDCS), and Registered Vascular Technologist (RVT). ARDMS applicants may apply and take the SPI examination and the specialty examination in any order. However, once the first examination is passed (either the SPI or specialty), applicants for an ARDMS credential are required to take and pass the second examination within five years of passing the first examination.

**Program Length Information:**

The Diagnostic Medical Sonographer program is 76 weeks in length.

**Full-time students** – normal program length is 76 weeks – Maximum Time Frame is 114 weeks.

**Part-time students** – IBT does not offer part time programs.

General Education Courses in this AAS program provide theoretical support for occupational training in the Core Program Courses. General Education Courses may be taught prior to, concurrent with, and/or after Core Program Courses. All credits shown are semester credit hours.

**General Education Courses:**

General Program	Course Title	Credits	Clock	Length
ORIE 1000	Orientation (may be taught online)	0	0	0
ENGL 1301	English Composition (may be taught online)	4	80	4 weeks
Math 1314	College Algebra (may be taught online)	4	80	4 weeks
BIOL 1318	Human Anatomy and Physiology (may be taught online)	4	80	4 weeks
PSYC 1301	Introduction to Psychology (may be taught online)	4	80	4 weeks
CMST 1310	Introduction to Communications (may be taught online)	4	80	4 weeks
<b>GENERAL ED</b>	<b>General Education Courses</b>	<b>20</b>	<b>400</b>	<b>20 weeks</b>

**Core Program Courses:**

Core Program	Course Title	Credits	Clock	Length
UT/DMS 1401	Medical Terminology for Sonographers	4	80	4 weeks
UT/DMS 1440	Physics of Medical Imaging	4	80	4 weeks

UT/DMS 1423	General Acoustic Physics and Instrumentation	4	80	4 weeks
PHYS 1402	Introduction to Physics	4	80	4 weeks
UT/DMS 2304	Special Topics in Sonography: Principles & Protocols of Sonographic Imaging	4	80	4 weeks
UT/DMS 2305	Applications of Abdominal Sonography	4	80	4 weeks
UT/DMS 2416	Survey of Vascular Technology	4	80	4 weeks
UT/DMS 2417	Application of Musculoskeletal Sonography	4	80	4 weeks
UT/DMS 2508	Survey of Adult Endocardiography	4	80	4 weeks
UT/DMS 2509	Obstetrical/Gynecology Pathology and Sonography	4	80	4 weeks
UT/DMS 2510	Cardiovascular Sonography and Pathological Imaging	4	80	4 weeks
UT/DMS 2511	Applications of Fetal Echo, Neonatal, and Pediatric Sonography	4	80	4 weeks
EXTN 2900	Clinical Externship	4	160	8 weeks
<b>Course No</b>	<b>12 Core Courses</b>	<b>52</b>	<b>1120</b>	<b>56 weeks</b>

<b>Program Requirements</b>	<b>Credits</b>	<b>Weeks</b>	<b>Clock Hours</b>
General Education Courses	20	20	400
Core Program Courses	52	56	1120
<b>Total</b>	<b>72</b>	<b>76</b>	<b>1520 Total Clock Hours</b>

## **ULTRASOUND TECHNICIAN/DIAGNOSTIC MEDICAL SONOGRAPHY**

### **Course Outline**

#### **General Education Courses:**

#### **ENGL 1301 English Composition**

**80 Clock hours/4 Credit hours**

This course is a general introduction to the principles of effective writing with emphasis on writing process, thesis, context, purpose and audience. By completing this course the student will acquire the ability to write effective sentences, paragraphs, and themes and the ability to read with understanding of rhetorical forms and devices with critical awareness. The course aims to build sequentially on students' ability to read both written and cultural texts closely and critically and to analyze those texts in ways that also engage and problematize students' own experience, the perspectives of "experts," and the world they live in.

#### **Math 1314 College Algebra**

**80 Clock hours/4 Credit hours**

In this course, students will identify and operate with absolute value equations and inequalities, will acquire graphing skills, inverse functions, logarithmic and exponential functions, polynomial and rational functions, piecewise defined functions, theory of equations and matrices. Course prepares students for an intermediate algebra

course by covering the fundamental concepts, operations, and applications of basic algebra. Algebraic topics include systems of linear equations and inequalities, polynomial operations, graphing equations and inequalities in two variables, and systems of equation. Course surveys algebraic and exponential functions.

**BIOL 1301 Human Anatomy and Physiology 80 Clock hours/4 Credit hours**

This course covers anatomy and physiology as it applies to related subjects associated with health, medicine and biology. Topics include: body organization, body divisions and cavities, basic biochemistry, cell structure, metabolism and histology. Structure and physiology of the following systems are included: integumentary system, skeletal system, muscular system, nervous system, and special senses. Students will learn about the relationship between structures and systems in the human body. Students in this course begin to study medical issues, such as allergic reactions and viruses.

Laboratory components of this course present basic biochemical principles, cytology, histology, immunology, integument system, osteology, arthrology, muscle anatomy and physiology, and anatomy and physiology of spinal cord and peripheral nervous system. Content includes structure and function of central nervous system and special senses, circulatory, digestive, respiratory, urinary, endocrine and reproductive systems.

**PSYC 1301 Introduction to Psychology 80 Clock hours/4 Credit hours**

This course is a broad survey of the major topics in psychology including, but not limited to, research methodology, biological and social factors influencing behavior, development, learning, memory, personality and abnormal psychology. This course introduces students to psychology as a systematic and scientific way to think about the biological and social aspects of behavior and mental processes.

**CMST 1310 Introduction to Communications 80 Clock hours/4 Credit hours**

This course is designed to introduce students to the study of human communication. Students will explore theories and models of communication and examine human communication in a variety of contexts including interpersonal relationships, groups, intercultural and gender contexts, public speaking, and public communication. By the end of this course, students should also be able to identify and describe significant features of human communication scholarship in both the academic and broader social arena.

**Core Courses:**

**UT/DMS 1401 Medical Terminology for Sonographers 80 Clock hours/4 Credit hours**

medical terminology is a basic study of the professional language of medicine. This course is designed to include word construction, pronunciation, spelling, definition and use of terms related to all areas of medical science, hospital service and health related professions. Students will learn the accurate spelling and pronunciation of terms and building knowledge of basic medical vocabulary with an emphasis on prefixes, suffixes, roots, and combining vowels. This course is designed to give students a basic knowledge of anatomical, physiological, and pathological, diagnostic/surgical procedures, diagnostic procedures and symptomatology. Terminology related to the body systems is discussed.

**PHYS 1402 Introduction to Physics 80 Clock hours/4 Credit hours**

This course is designed to enable students to appreciate the role of physics in today's society and technology. Emphasis is placed on the fundamental laws of nature on which all science is based. Topics include kinematics, Newton's laws of motion, energy, momentum, rotational motion, fluids, gravitation, oscillations and waves, and thermodynamics. This course will provide students the fundamental principles of mechanics, waves, heat, electricity and magnetism, light, atomic and nuclear physics. At the completion of this course, students will be able to analyze elementary motion problems involving constant acceleration of uniform circular motion. **Note: Students must achieve at least a C in order to pass this course.**

**UT/DMS 1440 Physics of Medical Imaging 80 Clock hours/4 Credit hours**

Basic concepts on medical imaging, generation and control of x-rays, image quality, projection radiography, fluoroscopy, adjuncts to radiographic imaging, mammography, x-ray computed tomography, magnetic resonance imaging, ultrasound, quality assurance in diagnostic x-ray imaging, radionuclide production and radiopharmaceuticals, nuclear imaging. Physical principles of diagnostic radiology, fluoroscopy, computed

tomography; principles of ultrasound and magnetic resonance imaging; radioisotope production, gamma cameras, SPECT systems, PET systems; diagnostic and nuclear medicine facilities and regulations. The course includes a component emphasizing the emerging field of molecular imaging. **Note: Students must achieve at least a C in order to pass this course.**

**UT/DMS 1423 General Acoustic Physics and Instrumentation 80 Clock hours/4 Credit hours**

In this course the students will prepare with learn about fundamental principles of ultrasound physics and electronic instrumentation used in diagnostic medical ultrasound. Physical principles will include; sound energy and its characteristics, the piezoelectric effect, properties of ultrasound waves, the speed of sound and propagation, pulsed Doppler, and color flow Doppler. The construction and operation of various types of ultrasound equipment and transducers will be discussed. This course presents students with practice with basic instrumentation, mathematical calculations, and basic properties of acoustical physics and examines the physical science behind acoustic physics, usually with a focus on a particular branch of ultrasound work. Course work will include the topics of artifacts and adjustable physics parameters, as well as, sonographic units of measurement, equations, and display modes. **Note: Students must achieve at least a C in order to pass this course.**

**UT/DMS 2304 Special Topics in Sonography: Principles and Protocols of Sonographic Imaging 80 Clock hours/4 Credit hours**

This course is for students with thorough knowledge of gross and sectional anatomy. This intensive course teaches students about the fundamentals of ultrasound principles, protocols, and scanning involving the major abdominal organ structures, gynecology, obstetrics, and vessels. Students learn about positioning and scanning protocol of the superficial structures; related anatomy and physiology t include the neck, breast, and testes; pathology and clinical symptomology. In this course, interpretation and critique of normal and abnormal anatomy with correlation of clinical didactic and image information will be presented. The laboratory component of this course will include demonstration and scanning exercises to provide a "live lab" experience in conducting superficial structure procedures. This course is designed to familiarize the student to the ultrasound department, instrumentation terminology, hospital policies and procedures, working relationships within the hospital, and professional ethics.

**UT/DMS 2305 Applications of Abdominal Sonography 80 Clock hours/4 Credit hours**

This course will focus on applying ultrasound as a diagnostic tool for evaluating the abdomen and all related structures and will cover the broad range of applications for ultrasound evaluation of the abdomen. Emphasis is placed on an integrated approach combining details of normal ultrasound anatomy and typical ultrasound patterns of abdominal pathology. It is designed to give the student a thorough understanding of abdominal and small parts anatomy, physiology, pathophysiology, sonographic presentation and the clinical presentation of multiple disease states. Coursework will include techniques for proper identification and representation of the normal and abnormal anatomical structures. Emphasis will be placed on the liver, gallbladder and biliary system, pancreas, spleen, urinary system, adrenal glands, GI system, peritoneum and retroperitoneum, male pelvis and non-cardiac chest.

**UT/DMS 2416 Survey of Vascular Technology 80 Clock hours/4 Credit hours**

This course will introduce the student to vascular sonography. It will include the hemodynamics, pathology and pathophysiology of the cross-sectional anatomy of the vascular system. This course covers basic positioning and scanning protocol of the vascular system. Vascular terminology specific to the hemodynamics of the arterial venous and cerebrovascular application will be presented. Students will learn normal, abnormal, and pathologic states of the human vascular system with emphasis on the external carotid system and the venous systems of the lower extremities will be included

Discussion will include the clinical signs and symptoms and the appropriate diagnostic testing and treatment of various vascular diseases. An introduction to vascular scanning protocols will be covered.

**UT/DMS 2417 Application of Musculoskeletal Sonography 80 Clock hours/4 Credit hours**

In this course, students learn the techniques and applications of diagnostic and interventional musculoskeletal ultrasound in the upper and lower limbs. Students learn about examination protocols, pathologies, and relevant ultrasound-guided procedures for patients presenting with regional complaints in the shoulder, elbow, hip, knee,

and ankle-foot regions. In the completion of this course, students will demonstrate competency in techniques and protocols for performing shoulder, elbow, wrist, hand, knee, ankle, foot and spine ultrasound examination plus hernia evaluation. Students will learn to interpret complex musculoskeletal ultrasound case studies and reflect on artifacts in musculoskeletal imaging.

**UT/DMS 2508 Survey of Adult Endocardiography 80 Clock hours/4 Credit hours**

This course introduces students to Pediatric Echocardiography and imaging of Congenital Heart Disease. Students will be exposed to the principles and characteristics of color flow Doppler. The goal of this course is to teach students to perform and/or interpret echocardiograms in newborn and pediatric patient populations or perform echocardiographic studies in adults with repaired congenital heart disease. Students will be introduced to cardiac morphology and how it relates to echocardiographic imaging. In addition, students will be trained on pre-operative and post-operative imaging of the most common congenital defects.

**UT/DMS 2509 Obstetrical/Gynecology Pathology and Sonography 80 Clock hours/4 Credit hours**

This course introduces and relates the knowledge of gynecology anatomy, pathology and diagnostic sonography. This course will focus on applying ultrasound as a diagnostic tool for evaluating the pelvis and adjacent structures. The student will become accustomed to the sonographic procedures used to properly image this anatomy. Symptomology of the female patient with correlation to sonographic appearance of pathology are covered. Instrumentation and techniques for optimization of sonographic obstetrical and gynecological images are reviewed. First, second and third trimester obstetrical assessments are covered in depth. Students learn about normal fetal growth and sonographic measurements with correlation to accepted standards. Clinical applications and sonographic methods are used to visualize pelvic organs, pregnant uterus and related structures.

Coursework will include the physiology of pregnancy, embryology, spermatogenesis, oogenesis, and the development of the fetus. Fetal development will include the three trimesters of pregnancy. Coursework will include the fetal biophysical profile, Doppler application and multiple gestations in pregnancy. The students will be introduced to other diagnostic testing methods, therapeutic and surgical intervention and pharmacology related to these structures.

**UT/DMS 2510 Cardiovascular Sonography and Pathological Imaging 80 Clock hours/4 Credit hours**

This course focuses on structure, function and pathology of the cardiovascular system. Mechanisms of function of the cardiovascular system will be discussed. Cardiac structures and identification will be covered. This course prepares individuals to perform cardiac sonography of the cardiovascular system at the request of physicians and aid in diagnosis, therapeutic treatments and cardiovascular disease management. Students will learn how to collect and evaluate images of the heart, the heart valves and related blood vessels using ultrasound and other technology. Students will learn to evaluate, analyze and record information related to blood vessel anatomy and blood flow of the vessels. In this class students learn how to identify acquired, inherited and congenital conditions in prenatal, pediatric and adult patients.

**UT/DMS 2511 Applications of Fetal Echo, Neonatal, and Pediatric Sonography 80 Clock hours/4 Credit hours**

This course will discuss congenital heart disease with emphasis on diagnosis during the fetal stage, neonatal neurosonography, and application of sonography specific to the pediatric population. Topics will include, but not limited to, embryology, anomalous development and sonographic appearances of normal and pathological conditions of the fetal heart, fetal brain, neonatal brain, spine, congenital hip dysplasia, and pyloric stenosis. Students will learn about and demonstrate ability to obtain proper FAST exam, cardiac, and lung exams with proficiency in ultrasound use in standard emergency situations such as difficult vascular access, soft tissue infections, and joint effusions. Demonstrate protocols for evaluation of the trauma patient (FAST).

**EXTN 2900 Externship 160 Clock hours/4 Credit hours**

After completing the required classroom centered course work; students proceed to a clinical externship at an approved site. Students must complete 160 plus hours of supervised clinical experience in an approved vascular laboratory.

**NOTICE: RULES AND CONDITIONS ABOUT EXTERNSHIPS:**

The UT/DMS externship program requires certain designated weeks of hands-on applied training at an offsite third-party externship. Students entering an externship must make arrangements to be available at the times required by their site's educational coordinator or instructor. The student understands that all externships are performed without payment of compensation or any other benefit, and if travel is required, it is the responsibility of the student to secure transportation. The student understands that the student is never an employee or independent contractor of the externship site or of the School at any time. The student is and always remains a student at the externship site. The student further understands that an externship is provided solely for the benefit of the student as a part of their Course of Study in order for the student to obtain the clinical and observational experience needed to apply for a governmental or other entity license/permit/ examination, and/or gain the requisite hands-on experience to qualify for an entry level position in their chosen career field. Students are expected to treat the externship as a hands-on classroom setting, to attend all required externship hours, and to abide by the rules and regulations of the externship site. Hours at externship sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location. Excessive absences from the externship may result in failure of the Course and the inability to graduate at the planned time. Externships are held in a variety of settings and locations. The student is strongly advised to accept the assigned externship site provided by the School, otherwise there may be a delay in the student completing their externship and finishing their Course of Study. The student understands that neither the School nor the externship site guarantees, represents, or warrants that the student can apply, be considered for, will obtain or be entitled to any job position at the externship site where the student had their externship.

**NOTE: School is only responsible for obtaining one externship site location for a Student.**

A student declining an externship location must provide in writing to their Externship Coordinator the reason(s) for declining the externship location. This written document will be reviewed by the Externship Coordinator and the Director of Education to determine if the student's explanation is reasonable and if so, to then develop a plan to determine how the student will fulfill the externship requirement. A refusal by a student to conscientiously attend their externship location may delay their graduation, delay their ability to obtain their state or other required licensing or jeopardize their continuing enrollment at the School. A student will be required to find their own externship site in the event a student refuses a reasonable site selected by the School, or is removed from the externship site for failure to attend or for excessive absences, or for failure to abide by the site's rules, regulations and scheduling.

**NOTICE: RULES AND CONDITIONS FOR CERTIFICATION FROM THE AMERICAN REGISTRY OF DIAGNOSTIC MEDICAL SONOGRAPHY (ARDMS):**

The School's Ultrasound Technician/ Diagnostic Medical Sonography (UT/DMS) program is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Its UT/DMS program is NOT accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Consequently, graduates of the School's UT/DMS program are NOT eligible to sit for a registry exam administered by the American Registry of Diagnostic Medical Sonographers (ARDMS) until ALL of the ARDMS eligibility prerequisites listed below are satisfied. Please note that the ARDMS Prerequisites listed below are also subject to change at any time and without notice by ARDMS and the School does not control the requirements of the ARDMS.

Eligibility Prerequisites to sit for the Registered Diagnostic Medical Sonography:

- 1) Graduation from a two-year allied health education program that is patient-care related. A two-year allied health education program that is patient-care related is defined as a minimum of 60 semester credits. The School's UT/DMS program is 72 semester credits. Successful completion of, and graduation from, the School's UT/DMS program satisfies this prerequisite.
- 2) Twelve (12) months of full-time employment in a clinical ultrasound/vascular/cardiac environment. Full-time employment is defined as 35 hours per week, at least 48 weeks per year. If working part-time, the requirements are pro-rated. For example, working 20 hours per week would satisfy the prerequisite in approximately 24 months. Please note that the School's UT/DMS program's required externship does not count towards the employment prerequisite. In addition, although the School offers job placement assistance to all graduates, it is the graduate's responsibility to secure the applicable employment after graduation to meet this ARDMS eligibility prerequisite.

The following eligibility prerequisite documentation will be provided by the School to the graduate upon successful completion of the UT/DMS program:

- 1) Official School transcript;
- 2) Education program certificate (Diploma);
- 3) Original letter from the School's educational program director verifying length of ultrasound experience/successful completion of sonography program;
- 4) Documentation of 12 semester credit hours specific to each credential.
- 5) Original signed and completed clinical verification form for the appropriate specialty areas.

Additional information about ARDMS Credentials/Ultrasound Examinations can be obtained at [www.ardms.org/get-certified/Pages/default.aspx](http://www.ardms.org/get-certified/Pages/default.aspx) or [www.ardms.org](http://www.ardms.org).

**PLEASE NOTE THAT BEING A REGISTERED DIAGNOSTIC MEDICAL SONOGRAPHER IS NOT A REQUIREMENT TO WORK AS A DIAGNOSTIC MEDICAL SONOGRAPHER IN THE STATE OF CALIFORNIA AT THE PRESENT TIME. HOWEVER, EMPLOYMENT OPPORTUNITIES AND SALARY POTENTIAL WILL BE LIMITED WITHOUT BEING REGISTERED.**

**Job titles (with SOC codes) to possibly consider as potential entry-level job opportunities to pursue upon graduation:**

<b>*Standard Occupational Classification (SOC)</b>	<b>Employment Position</b>
29-2030	Ultrasound Technologist, Ultrasound Technician, Sonoographer, Adult Echocardiographer, Echocardiographer, Echocardiography Technician, Echography Technician, Vascular Sonographer, Diagnostic Ultrasound Technician
29-2031	Cardiac Ultrasound Technician, Cardiac Ultrasound Technologist, Diagnostic Cardiac Sonographer
29-2032	Diagnostic Medical Sonographer 1, Medical Sonographer
29-2099	Health Technologist and Technicians, All Other

\*These SOC codes are available at: <http://www.bls.gov/soc/#classification>



## 7. ORGANIZATION AND STRUCTURE

### **Organization**

The IBT is owned by the Institute for Business & Technology, Inc., a privately owned, California Corporation. The Institute for Business & Technology Inc. also owns and operates affiliated campuses in Ranch Cordova, California and San Antonio Texas. The Institute for Business & Technology, Inc. is a wholly owned subsidiary of Mikhail Education Corporation.

The address of the principal corporate office is 2400 Walsh Avenue, Santa Clara, CA 95051-1303 telephone number 408-727-1060, 1-800-548-8545, [www.ibttech.com](http://www.ibttech.com). The email address is [inquiries@ibttech.com](mailto:inquiries@ibttech.com).

The affairs of the Institution are managed by the governing board of the Institute for Business & Technology, Inc. and the Campus Director.

### **Corporate Officers**

The corporate officers of the Institute for Business & Technology, Inc. are:

Peter S. Mikhail, CEO and CFO

Sally Mikhail Bemis, Chief Operating Officer and Secretary

## 8. STAFF AND FACULTY DIRECTORY

### STAFF

Peter Mikhail	President/CEO
Robert (Bob) Allen	Vice President
Sal Younis	Executive Campus Director
Fred Wiehe	Director of Education
Harry Schubel	Director of Trades (Electrician & HVAC)
Louis Benyamin	Director of Ultrasound Technician/Diagnostic Medical Sonographer
Eloisa Gimenez	Allied Health Program Director/Allied Health Externship Coordinator
Jasmine Soller	Director of Massage Therapy Program
Monelle Burrus	Director of Phlebotomy
Michael Scates	Director of Physical Therapy Assistant Program
Nicole Telly	Registrar
Maree Daniels	Director of Financial Aid
Mevlida Trumic	Business Office Manager
Deidre Thompson	Director of Career Services
Dina Dominguez	Receptionist
Emerald Linsao	Receptionist
Mayra Corona	Financial Aid Officer
Levi Lujan	Career Services Coordinator
Diane Allen	Admissions Representative
Engel Cabacungan	Admissions Representative
Glynndy Oskouian	Admissions Representative
Karmina Lopez	Admissions Representative
Mayra Lopez	Admissions Representative
Rhonda Rose	Admissions Representative
Patrick Vigil	Admissions Representative
Greg Rodriguez	Tool Crib Coordinator
Paulino Perez	Environmental Coordinator
Shawn Tucker	Regional Director of Admissions
Rondalynne McClintock	Regional Director of Online Education

You may contact staff at: (408) 727-1060 or 2400 Walsh Ave., Santa Clara, CA 95051

## FACULTY

<b>ELECTRICIAN</b>	
Harry Schubel Electrician and HVAC Dept. Chair/Instructor	PMTech Cert, HVAC Employment Ready electrical Certification
Andrew Baker Instructor – Electrician	Naval Construction Training Center at Sheppard Air Force- Electrician Training Electrician- Institute for Business and Technology
Walter (Paul) Robertson, Instructor - Electrician	Lighting Project Managed/Rexcel Inc.
Derek Barraza, Instructor - Electrician	Licensed Electrician AS Ohlone College Project manager – Electrical work
William Emmet Allen, Instructor - Electrician	Certified Electrical Journeyman Instructor – WyoTech Institute
Robert Serrano, Instructor Electrician	Journeyman Electrician OSHA Certifie
Nicholas Van Ess	Licensed Electrician Certificate: Edison Technical and Occupational Education Center
<b>COMMERCIAL REFRIGERATION, HEATING AND AIR CONDITIONING</b>	
Caesar Trejo Instructor – HVAC	Universal Technical Institute Center for Employment Training faculty
Ayele Tekle Instructor – HVAC	AAA HVACR, Dallas County Colleges EPA Certification – Universal, Certificate of Completion HVAC Technician – Johnson Controls, Inc. CBRE, Inc. Facilities Techician – Agilent Technology/Balance Staffing State of California HVAC Instructor – American Business College American Training Institute Adjunct/HVAC Instructor – East-Field College HVAC Tech/Instructor – Independent Contractor/Vendor Stationary Engineer – DuPoint Plaza Hotel
John Westbrook – Instructor HVAC	Certificate, HVAC – Fresno Technical College Certificate, Pneumatic and Electronic Contols – Mission College Certificate, Automotive Air Conditioning, DeAnza College EPA Certification – Universal Proctor Certification – Ferris State University
<b>ALLIED HEALTH</b>	
Monelle Burrus, Phlebotomy Lab Director	Registered Nurse (Board of Nursing, Department of Consumer Affairs) Phlebotomy Training Program Director (Laboratory Field Services) BS Nursing, University of Miami BS Wellness Management, Southern Adventist University
Yasir Mukhtar Instructor – Lab/Phleobotomy/EKG Program	Bachelor of Medical & Surgery (MB,BS) University of Khartoum, Sudan 1996
Kristina Hough - Instructor Lab/Phlebotomy/EKG	Approved Phlebotomy Instructor – State of California Certified Phlebotomist, Chatterton and Walker

Joel Wm Sherr – Instructor, Lab/Phlebotomy/EKG	BA, Pre-Medicine, Colorado State University Phlebotomy Certified, DeAnza College ECG Certified, De Anza College
Nedialka Taneva – Instructor, Medical Assistant Program	Academy of Medicine, Post-Graduation Pediatrics – Diploma in Bulgaria, National Certified Medical Assistant, National Certified, ECG Technician
Loida Nguyen, Instructor Medical Biller and Coder Program	Certificate of Achievement Insurance & Coding Specialty, DeAnza College, DeAnza College
Evelyn Delacruz-Bingham Instructor – MBC	Medical Billing & Coding - Institute for Business & Technology Medical Assistant – Bryman College BS Medical Technology - Centro Escolar University – Manila-Philippines
<b>ULTRASOUND TECHNICIAN/DIAGNOSTIC MEDICAL SONOGRAPHER</b>	
Louis Benyamin, Director/Instructor Ultrasound Technician Program	ARDMS (Vascular Technology); Master's of Public Health, Walden University BS, Cleveland College Certificate Diagnostic Medical Sonography, King Drew Medical Center
Asskar, Bachar, Instructor Ultrasound Technician Program	MD, Institutul De Medicina, Romania ARDMS Sonography Principles and Instrumentation ARDMS, Abdomen Clinical Medical Assistant, Boson Reed
Chan “Calvin” Tran, Lab Assistant, Ultrasound Technician Program	Doctor of Chiropractic, Palmer West Physiology, San Jose State University ARDMS, HIPPA, OSHA, CMA, BLS Certified
<b>MASSAGE THERAPY</b>	
Jasmine Soller, Program Director/Instructor – Massage Therapy Program	CAMTC License – Certified Massage Therapist OSHA Certified CPR & Fist Aid Certified Diploma Massage Therapy: IBT and Trinity College
Robert Sackett Massage Instructor	AS Degree in Holistic Health CAMTC License – State of CA Massage Therapy
<b>GENERAL EDUCATION, ONLINE</b>	
Rondalynne McClintock, Regional Director of Online Education	MS, Information Systems MS in Education BS, Industrial Engineering Certified: Technical Trainer; Instructional Design

# STUDENT DISCLOSURES SECTION

## School Policies

This Student Disclosures Section contains those policies and procedures that students need to know and follow in order to successfully obtain the knowledge and training that they will be receiving in their program of study. This Section is a part of the IBT catalog and provides additional information to students on IBT school policies pertaining to their student enrollment including admissions, financial aid, and program and graduation requirements.

### **Tardiness and Clock-In**

Tardiness disrupts the learning environment for everyone. It is your obligation as a student and a condition of your enrollment to exercise the habit of being “on-time” for class and appointments. Please be aware that class will begin whether you are there or not. If you arrive after your scheduled start time, you will be marked as tardy. If you are tardy, your clock hours will be rounded to the nearest quarter hour.

Tardy students may or may not be allowed into class at the discretion of the instructor or Campus Director. If you are going to be late, you need to contact the school staff. If you are allowed to arrive in late to class, when you arrive you must enter the class as quietly and discretely as possible so you do not disturb the instructor or your fellow students.

### **Student Appearance**

Your dress and appearance must be in compliance with the following standards at all times:

1. Gender specific clothing is required at all times.
2. Clean hygiene (including use of deodorant and breath mints) is essential.

### **Academic Achievement**

Our programs were developed to support different learning styles and incorporate lessons, demonstrations, media and activities to enhance the learning process. If you have any questions regarding daily lessons, please talk with your instructor or the Campus Director.

It is critical that you come to school prepared for your daily lessons and assignments. Make sure you bring the books and equipment you need to perform your assignments. Students who do not come prepared with the books and materials they need to fully participate in that day’s lessons may be required to leave class until they return with the necessary books and equipment.

### **Change in Status**

It is important that you notify the administrative office and your instructor of any changes in status, including your address, phone number, email address, emergency contact information, etc. The School needs to have your most current information on file.

## Standards of Conduct

The School expects students to be honest in all of their academic work. By enrolling at the School, students agree to adhere to high standards of academic honesty and integrity as set forth below and understand that failure to comply with these Standards of Conduct may result in academic and disciplinary action up to and including termination of their enrollment from the School. As member of the School’s community, each student also has an ethical obligation to report violations of any academic honesty policy they may witness.

### **Academic Honesty Policy**

All students have an ethical obligation to adhere to this Academic Honesty Policy.

The conduct set forth below constitutes a violation of the Academic Honesty Policies. Those adjudged to have committed such conduct shall be subject to discipline up to termination of their enrollment from the School.

Legitimate collaboration between a student and a tutor shall not be considered a violation of the School's Academic Honesty Policy. However students who receive assistance from a tutor must ensure that any work submitted in class is the student's own. Violations of the Academic Honesty Policy, include but are not limited to, the following:

- A. Cheating - The improper taking or tendering of any information or material which shall be used to determine academic credit. Examples include but are not limited to the following:
  - 1. Copying from another student's test or homework paper.
  - 2. Allowing another student to copy from a test or homework assignment.
  - 3. Using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes or crib sheets, including those stored in a calculator.
  - 4. Collaborating during an in-class test, take home test, distance education or online test with any other person by giving or receiving information without authority.
  - 5. Having another individual write or plan a paper, including those bought from research paper services.
  - 6. Submitting the same paper/project in more than one class.
  - 7. For distance education provide their user name / password to others with the intent of misrepresentation in accessing / completing course work or class attendance.
  - 8. Participate in unauthorized acquisition, use, or attempt to use the user id or password of others.
- B. Plagiarism – The attempt to represent the work of another, as it may relate to written, online, or oral works, computer-based work, mode of creative expression (i.e. music, media or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.

When a student submits oral, online, or written work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and if verbatim statements are included, through use of quotation marks as well. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. A student will avoid being charged with plagiarism if there is an acknowledgment of indebtedness. Examples include, but are not limited to, the following:

- 1. Quoting another person's words.
  - 2. Using another person's ideas, opinion or theory, even if it is completely paraphrased in one's own words.
  - 3. Drawing upon facts, statistics, or other illustrative materials – unless the information is common knowledge.
  - 4. Submitting a paper purchased from a term paper service as one's own work.
  - 5. Failing to accurately document information or wording obtained on the World Wide Web.
  - 6. Submitting anyone else's paper as one's own work.
  - 7. Violating federal copyright laws, including unauthorized duplication and/or distribution of copyrighted material.
  - 6. Offering, giving, receiving or soliciting of any materials, items or services of value to gain academic advantages for yourself or another.
- C. Bribery - The offering giving, receiving, or soliciting of any materials, items or services of value to gain academic advantage or yourself or another. This does not apply to School approved or sponsored tutoring or supplemental instruction.
- D. Misrepresentation - Any act or omission with intent to deceive an instructor for academic advantage. Misrepresentation includes using another's identity either with or without their permission with the intent of accessing / completing course work or class attendance, lying to an instructor to increase your grade; or lying or misrepresenting facts when confronted with an allegation of academic dishonesty.
- E. Conspiracy - The planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for yourself or another.
- F. Fabrication - The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic advantage; also the falsification or misrepresentation of experimental data, and violating the professional ethics that are established in clinical activities, science labs, research projects, externships or internships. Examples include, but are not limited to, the following:

1. Submitting any academic exercise as one's own (e.g. written or oral work, sculpture, computer program, etc.) prepared totally or In part by another, including on-line sources.
2. Taking a test for someone else or permitting someone else to take a test for you.

G. Collusion - The act of working with another person on an academic undertaking for which a student is individually responsible. Unless working together on an individual assignment has been prior approved, it is not allowed. On group projects, students must stay within the guidelines set by the instructor and this rule. If the instructor provides additional guidelines, they must be followed. Failure to do so also constitutes a violation of these Policies.

H. Duplicate Submission - Submission of the same or substantially same paper/project in more than one class unless prior permission has been obtained from the current instructors if the paper/project is being used in two classes in the same module or from the subsequent instructor if being used In a subsequent module.

I. Academic Misconduct - The intentional violation of college policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment. Examples include, but are not limited to, the following:

1. Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers.
2. Selling or giving away all or part of an unadministered test and/or test answers.
3. Asking or bribing any other person to obtain a test or any information about a test.
4. Misrepresenting the truth, including handing in computer programs or using computer programs generated by another as one's own work; lying to an Instructor to Increase a grade; and lying or misrepresenting facts when confronted with an allegation of academic dishonesty.
5. Changing, altering, or being an accessory to changing and/or altering of a grade in a grade book, on a computer, on a test, on a "change of grade" form, or on other official academic records of the School which relate to grades.
6. Continuing to work on an examination or project after the specified time has elapsed.

J. Improper Online, Distance Education, Teleweb and Blended Course Use include, but are not limited to, the following

1. Having or providing unauthorized outside help when completing online tests, quizzes, or assignments.
2. Obtaining access to confidential test materials or questions before tests, quizzes, or assignments.

Students who are accused of academic dishonesty have the right to due process. The full policy and procedure is available in this Student Disclosure Section.

### **Student Code of Conduct**

The School seeks to provide the best educational environment for its students, faculty, and staff.

The School requires each student to obey the rules and regulations established by the School, and all local, state, and federal laws. The School will not tolerate deliberate disruptive words, actions, violence, or physical interference with the rights of any member of the School community or with any of the facilities of the School, or with any authorized functions being carried out on the School campus or at any School sponsored event.

Therefore, in furthering the educational aims of the School, rules and regulations are established concerning conduct on the campus or at any School sponsored event, the use of School property, the means of enforcement, and penalties for any violations.

The Student Code of Conduct applies specifically to student behavior. Student rights are basic to the freedom to learn and must be based on mutual respect and responsibility. In addition, when a student enrolls at the School, she/he agrees to abide by all School regulations. Therefore, violations of any section of the Code of Conduct will result in appropriate disciplinary action.

These standards include but are not limited to the following:

1. Display professional behavior at all times. The following behavior is not permitted: use of profanity and vulgarity, behavior that causes discord in the School, extreme and willful disruption of the School

environment, physical altercations, aggressive arguments, and physical abuse of another person, shouting or being discourteous to any staff member, guest or student. The School will not tolerate threats, harassment, discrimination or persecution of another student, staff member, or guest or campus visitor for any reason including but not limited to race, religion, age, sex, sexual orientation, disability, financial status, or country or area of origin or residence. Any of the behavior noted above is not acceptable, will result in disciplinary action, and depending on the severity of the offense(s), may result in termination of enrollment as determined by the School.

2. Always treat School and student property with respect. If any student is found stealing or abusing School property or that of another person, that student will be terminated.
3. Alcohol and drugs have no place at the School or in any professional environment and are prohibited per the Drug-Free Schools and Communities Act of 1989. Any student found to be in possession or under the influence of drugs or alcohol will have their enrollment terminated.
4. Cell phones must be set to vibrate during class time and may be used only outside the campus premises and only during lunch and break times.
5. Eating and drinking is not permitted in classrooms or in the labs. You may only eat and drink in the student lounge or outside of the building.
6. Headphones, personal radios, CD players and iPods are not permitted during class or while performing work on a lab floor
7. Refrain from entering staff offices without a staff member present. Make sure you have permission to enter these areas.

The School provides postsecondary vocational education for adult learners and, as such, expects our students to interact with staff, other students and guests in a responsible adult manner. We put the Standards of Conduct in place to address unprofessional behavior but it is not meant to list all possible types of student misbehavior or offenses. We believe that the best way to resolve issues is to communicate with each other in a respectful manner. Issues or offenses that cannot be resolved through the use of verbal correction will result in further disciplinary action against a student, as determined in the School's sole discretion, including any one or more of the following depending on the severity of the offense(s): written disciplinary action, probation, suspension and termination of enrollment.

## **Facilities**

**Student Break Room:** The student break room is available to all students during your lunch and break times only. You are expected to help keep it clean. Smoking is not permitted anywhere in the campus building or around the entrance door. Smoking is only allowed in designated areas outside of the campus.

**Parking:** The School does not provide a designated parking space for each student. Therefore, you must abide by all of the parking rules and regulations of the School and the community in which your campus is located.

# **Notice of Student Rights**

## **STUDENT GRIEVANCE POLICY AND PROCEDURE**

The School's student grievance procedures are designed to handle complaints and grievances concerning the actions, decisions, or inactions of faculty or staff members or fellow students. The student should first attempt to resolve the situation with the person whose action is being questioned. Additional questions or concerns regarding the School's enrollment agreement or the meaning, interpretation, and application of any of the provisions set forth in this catalog or for any other reason, may be brought forth for resolution.

When a grievance occurs, the student should first attempt to resolve the situation with the person whose action is being questioned. If that is not reasonably possible or if the student does not believe the matter has been resolved or won't be resolved by the person in question, he or she may proceed utilizing the following steps:

Step 1. The student may file in writing with the Director of Education, within three working days of the incident, the following information:

1. A statement of the specifics involving the grievance.



2. The dates of the occurrence.
3. A listing of policies and procedures involved (if known).
4. The names of the individuals involved (if known).
5. The interpretation or remedy sought.

The Director of Education will investigate the complaint, and may conduct a conference with all involved parties in an attempt to resolve the grievance. The student will receive a written response from the Director of Education within ten (10) working days of receipt of the student's grievance.

Step 2. If the grievance still remains unresolved to the satisfaction of the student who filed the grievance, the aggrieved student may appeal the decision within five working days of that decision to the Campus Director. The Campus Director may take whatever steps are deemed necessary to investigate, review and attempt to resolve the matter. The Campus Director or his/her representative will render a decision, which is final and binding upon all parties.

## **Financial Aid – Consumer Information**

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, IBT provides this Student Disclosures Schedule as means to disseminate required student consumer and "Right-To-Know" Act information. The School's Financial Aid Office offers assistance to students seeking financial aid for their educational costs while complying with all federal, state and institutional regulations. Anyone seeking financial aid information or assistance, or seeking consumer information at the School will be provided with access to the required financial aid forms and disclosures, this Student Disclosures Schedule and the School catalog which provides a brief description of the Financial Aid process and explains how financial aid information and assistance may be obtained.

### **Financial Aid Office**

The Financial Aid Office's mission is to provide optimal customer service while helping students secure financial assistance to cover as much of their educational expenses as possible. The School's Financial Aid Representative is available in person or by telephone during normal business operating hours to help students determine an affordable way to pay for school.

### **Student Financing Options**

The School offers a variety of financing options and payment terms to help students finance their education. Financing options consist of federal grants and loans, institutional loans, and alternative loan programs with a variety of repayment options.

### **Primary Financing Options**

#### **Cash Payment**

The Cash option allows students to either pay their program costs in full prior to the start date of the program or pay 10% upfront and the remaining balance under the terms of the School's Institutional or Alternative Loan Programs. For more information refer to the Institutional and Alternative Loan Programs ask a school Financial Aid Representative. Documents required for full Cash paying students are:

- Enrollment Agreement and Disclosure Statements

#### **Employer/Agency Contract Billing Program**

Students who are eligible to receive tuition assistance from their employer, workforce agency or the Veteran's Administration will submit an approved tuition authorization form or tuition voucher completed and signed by an official employer, agency or VA representative. The authorization form, voucher or Military form must be

submitted to the school's Financial Aid Office prior to the first class session in order for the School's Financial Aid Office to bill the employer or agency for the student's program costs. Documents required for students participating in the Employer/Agency Contract Billing Program are:

- Enrollment Agreement and Disclosure Statements
- Approved Tuition Authorization Form, Tuition Voucher or Military Form(s)

### **Financial Aid Programs**

Financial aid consists of funding provided through federal and state governments and institutional sources to help cover educational expenses. This funding consists of grants and scholarships that do not have to be repaid and loans that have a variety of repayment options. Financial Aid is available for those who qualify and there are different types of Financial Aid Programs. The School Financial Aid Representative can assist students in determining if they qualify for any of the following types of Financial Aid:

**Federal Pell Grant:** The Federal Pell Grant is a need-based federal grant for undergraduate students and it does not require repayment.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** available at most campus locations. FSEOG is a need-based federal grant for undergraduate students and it does not require repayment. A student may inquire about the selection criteria for this grant at the School Financial Aid Office.

### **William D. Ford Direct Loan Program**

The William D. Ford Direct Loan Program offers low interest, government-funded loans that include Direct Stafford Loans (subsidized and unsubsidized), Direct Parent Loans (PLUS) and Direct Consolidation Loans. These long-term loans are available to students who are enrolled at least half-time in school.

**Direct Subsidized Stafford Loan:** The Direct Subsidized Stafford Loan is a need-based loan and has a fixed interest rate, which is paid by the government while students are in school at least half-time and during any periods of deferment. Repayment begins six months after students graduate, leave school or drop below half-time enrollment status.

**Direct Unsubsidized Stafford Loan:** The Direct Unsubsidized Stafford Loan is a non-need-based loan available to all eligible students regardless of income. The interest rate is fixed and begins to accrue at the time of disbursement. Students are responsible for paying accrued interest but may choose to defer and capitalize interest payments. Repayment begins six months after students graduate, leave school or drop below half-time status.

**Direct Parent Loans for Undergraduate Students (PLUS):** For students who qualify as a dependent, parents may choose to use the Direct Parent Loans for Undergraduate Students to borrow up to the total cost of their child's education, minus any other aid the child may be eligible for. The loan is credit based, the interest rate is fixed and loan interest begins to accrue at the time of disbursement. Repayment typically begins within 60 days after the loan has been fully disbursed. Documents required for students applying for any type of Federal Financial Aid are:

- Enrollment Agreement and Disclosure Statements
- Free Application for Federal Student Aid (FAFSA)
- Federal Student Loan Entrance Counseling
- Direct Loan Master Promissory Note
- Understanding Disbursements of Federal Financial Aid Funds
- Title IV Credit Balance Authorization
- Other Documents as Required

Note: Students whose parents are applying for a PLUS loan will require additional documents such as credit approval and a PLUS Master Promissory Note. Students who are selected for verification will require additional documents upon the school's request.

### **Admissions Disclosure Statement**

(Only for Recipients of Stafford Student Loans)

The School is required by Federal law to advise you that, except in the case of a loan made or originated by the institution, your dissatisfaction with or non-receipt of the educational services being offered by this institution, does

not excuse you (the borrower) from repayment of any Stafford loan made to you (the borrower) for enrollment at this institution. Student remains responsible for all incurred charges regardless of the amount of any actual financial aid received. Student agrees that if Student obtains a loan to pay for a course of study, Student will have the responsibility to repay the full amount of the loan, plus interest and any applicable loan fees.

### **Institutional and Alternative Loan Programs**

If one of the primary financing options does not fully cover the student's program costs, the School offers institutional and alternative loan programs that can help bridge that financial gap. The School's institutional and alternative loan programs are convenient, affordable and easy to use. The first payment is due 30 days from the day the student begins school and the interest rate is fixed throughout the term of the note/contract. In addition, students may have their monthly payments automatically debited against a credit card or checking account.

Documents required for students participating in the Institutional Loan Program are:

- Enrollment Agreement and Disclosure Statements
- Student Loan Promissory Note and Disclosure Statement
- Credit Card Authorization Agreement (optional)

Documents required for students applying and participating in the Alternative Loan Program:

- Enrollment Agreement and Disclosure Statements
- Alternative Loan Application and Solicitation Disclosures
- Loan Approval Disclosure
- Alternative Loan Promissory Note
- Final Loan Disclosure
- Credit Card Authorization Agreement (optional)

### **Other Sources of Financial Assistance**

Students may choose to seek financial assistance through other sources, such as third-party loans, employer reimbursement, Veterans Assistance, community groups, and private organizations that offer scholarships and special awards. Ask the School Financial Aid Representative for more information.

### **Corporate Reimbursement Programs**

An employed student maybe eligible for tuition reimbursement through their employer's benefits program. Employer reimbursement amounts vary and are usually made payable directly to the student upon the student providing a program schedule, tuition invoice or receipt, and an official "passing" grade card to their employer. In turn, the student may use their reimbursement checks to make cash payments or pay off loans related to educational expenses.

Students who receive corporate reimbursement are still required to select one of the School's primary financing options (e.g. Financial Aid, Cash) to cover educational costs and related expenses. All payments must be made in accordance with the school's financial policies and procedures.

### **Veterans Assistance and Loans (VA)**

Veterans, active duty service persons, reservists or otherwise eligible members (such as spouses and dependents) may be eligible to qualify for various VA educational assistance programs. Eligibility criteria for military educational assistance and benefits vary by state and school. Applicants must first check with the Veterans Affairs Administration Office to see if they qualify for benefits.

Students who receive VA educational benefits are still required to select one of the School's primary financing options (e.g. Financial Aid, Cash) to cover educational costs and related expenses not covered directly by the VA. All payments must be made in accordance with the school's financial policies and procedures.

Students who have questions about these benefits should contact the U.S Department of Veteran Affairs, visit [www.gibill.va.gov](http://www.gibill.va.gov) or call 1-888-GIBILL-1 (1-888-442-4551).

### **AmeriCorps**

AmeriCorps provides full-time educational awards in return for community service work. To learn more, visit [www.americopr.gov](http://www.americopr.gov) or call 1-800-942-2677.

### **The Division of Vocational Rehabilitation**

The Division of Vocational Rehabilitation provides services and financial assistance to students with certain disabilities. For more information, contact a local Division of Vocational Rehabilitation.

### **Work force Investment Act (WIA)**

The Department of Labor may provide services and financial assistance to individuals who are participating in their training programs. To learn more, contact the local community Department of Labor.

### **State Grants and Scholarships**

Many states provide grants and scholarship programs to promote post-secondary education. To find out which grants and scholarships are available, ask the school's Financial Aid Representative.

### **Community Organization Funds**

Many charities and community, civic and religious organizations offer grant and scholarship opportunities that can help students finance their education if they meet specific eligibility requirements. Students can inquire with local community organizations to find out what is available and how they can qualify.

### **Private Organizations**

Students may seek financial support through donations and scholarships from private clubs, businesses and ethnic organizations. Students may also ask parents, relatives and friends to help support their decision to return to school.

## **Financial Aid Process and Information**

### **Applying for Financial Aid**

Students who are interested in applying for Federal Financial Aid assistance are required to complete and sign a Free Application for Federal Student Aid (FAFSA) and several forms (electronic and/or hard copy) to begin the process. All documents must be submitted in a timely manner to allow the Financial Aid Office adequate time to process an application for Financial Aid. To apply for Financial Aid, the student must complete the following steps 1-4 by accessing the website <https://studentloans.gov>:

1. Apply and obtain a federal student aid PIN
2. Complete and submit the Free Application for Federal Student Aid (FAFSA)
3. Complete a Federal Student Loan Entrance Counseling Session
4. Complete and submit the Direct Loan Master Promissory Note

In addition, the student must complete and submit other required forms or documentation as requested by the School's Financial Aid Office.

### **Compliance Statement**

The Federal Privacy Act of 1974 requires that students be notified in the event the disclosure of their social security number is mandatory. Students' social security numbers are used to verify students' identities and to process the awarding of funds, collection of funds, and tracing of individuals who have borrowed funds from Federal, State or private programs.

### **Student Eligibility for Financial Aid**

The Free Application for Federal Student Aid will ask a series of questions that will determine a student's eligibility and dependency status. If a student is considered a dependent, the student will need to provide their parents' information as well.

Federal eligibility requirements to apply for Financial Aid include:

- Being a U.S. citizen or eligible non-citizen such as a permanent resident, or in the United States for other than temporary purposes.
- Having a valid social security number.
- Having a valid form of identification.
- Being registered for the draft with the Selective Service, for males who are at least 18 years old and born after December 31, 1959.
- Having a high school diploma, GED or equivalent.
- Not owing a refund on a federal grant or being in default on a federal educational loan.
- Being enrolled or accepted for enrollment as a regular student in an eligible program.

- Making satisfactory academic progress (refer to the school catalog for the definition of satisfactory progress).
- Not having previously received a Bachelor's degree for Federal Supplemental Educational
- Opportunity Grant (FSEOG) and Federal Pell Programs.

Note: For the purposes of applying for Financial Aid, a dependent student is an undergraduate who is under the age of 24, not married, has no legal dependents, is not an orphan or ward of the court, and is not a Veteran of the U.S. Armed Forces.

### Submitting the FAFSA

Once a student completes and submits a FAFSA, the information contained on the FAFSA is reviewed by the Department of Education's Central Processing System (CPS). An estimated family contribution (EFC) will be calculated using a formula approved by Congress, which is based on the student's (and/or spouse or parent's) income and asset information. The student's EFC will determine the amount of Federal Pell Grant funds the student may be eligible to receive. In certain cases, verification of information submitted may be required. If the student's FAFSA is selected by the Department of Education's CPS, the school will be required to complete additional steps to ensure the information the student provided on the FAFSA is correct.

### Determining Financial Need

The student's financial need is the difference between the actual cost of their education and the amount that the student (or parents) will contribute (the EFC). Financial Aid is then used to cover the gap between these contributions and the total cost of the student's education.

Here's how it works:

***Cost of Attendance (COA)- tuition, fees, books, supplies, room & board, transportation, & miscellaneous personal expenses  
minus - The student's expected family contribution (EFC)  
equals = The student's financial need***

Each school and each program within the school has a different student expense budget. This will depend upon the tuition, course length, books, fees, supplies, etc. To illustrate how student budgets are determined, refer to the following sample chart provided by the California Student Aid Commission for 2011-2012 award year using an adequate standard of living for various conditions. Actual tuition, books, fees, and supplies for a program in which the student enrolls can be obtained from the school's Financial Aid Office.

### Sample Student Expense Budget

*Based on 6 months/26 weeks of instructional time*

	<b>Student Expense Budgets(With Parents)</b>	<b>Student Expense Budgets(Without Parent or Off Campus)</b>
<b>Room &amp; Board</b>	\$2,898	\$7,242
<b>Personal Expenses</b>	\$2,076	\$1,902
<b>Transportation</b>	\$714	\$804

Note: These amounts are used in the determination of a student's need only. The need calculation estimates total living costs for an academic year. This amount does not represent the amount a student will need to pay the school or the amount of Financial Aid that can be awarded to a student.

### Verifying FAFSA Information

A student applying for Financial Aid may be required to verify the information submitted on their Free Application for Federal Student Aid (FAFSA). This inquiry is known as Verification and is required by the Department of

Education. If a student’s application is selected for verification, the school will require the student to submit any or several of the following items within a specified time frame in order to continue processing Financial Aid:

- Adjusted gross income (AGI) for the base year
- U.S. income taxes paid for the base year
- Number of family members in the household
- Number of family members attending post-secondary education as at least half-time students
- Any child support received
- Any food stamps received
- Other untaxed income and benefits

All of the required information must be submitted by the due date in order for the student applying for Financial Aid to be eligible for federal assistance. In cases where this is not possible, the student will be required to pay cash or set up a satisfactory payment arrangement to maintain their regular enrollment status.

**Receiving an Award Notification**

After careful evaluation of a student’s Financial Aid application, the student’s eligibility for Financial Aid is determined and the school issues an Award Letter detailing the student’s estimated Cost of Attendance, the Financial Aid awards by fund type, the estimated disbursement dates and estimated disbursement amounts of aid. The school’s Financial Aid Representative will discuss the contents of the Award Letter with the student and the student will acknowledge receipt of the Award Letter.

**Maintaining Regular Enrollment Status and Satisfactory Academic Progress**

After the student’s eligibility is determined, the amount of Financial Aid and the receipt of funds are contingent upon the student’s (a) enrollment status and (b) ability to meeting satisfactory academic progress:

**A. Maintaining Enrollment Status**

- To receive benefit of a grant, a student must be enrolled as a full time student, as defined by the school for financial aid purposes.
- To receive Federal Direct Loan funds, a student must be enrolled in at least half-time, as defined by the school for financial aid purposes.
- The amount of certain federal grants and loans may be adjusted or prorated, depending on the student’s enrollment status. The School must administer federal aid in accordance with Federal regulations.
- A student’s financial aid award may be adjusted up through the last day of attendance for tuition adjustment due to enrollment changes.
- A student who registers for classes but does not attend at least one class session is not eligible to receive federal, state, or institutional funds.

**B. Meeting Satisfactory Academic Progress**

A student receiving Financial Aid must maintain certain standards of academic progress toward graduation, and the school is required to have and enforce a policy to check Academic progress throughout the course of the student’s program of study. Therefore, an eligible student applying for Financial Aid must maintain the School’s standards of academic progress in order to be eligible to receive Financial Aid funds.

**Disbursing Financial Aid Funds**

Financial Aid is disbursed in increments throughout the student’s payment periods or period of enrollment. A payment period is the length of time the student takes to earn a specific number of hours of attendance in school. Upon a student meeting eligibility, a student’s Financial Aid funds are disbursed at the beginning of each payment period. The following is an example of how funds are scheduled to disburse for an eligible student in a 1600-hour program:

<i>Academic Grade Level Year 1 (900 Hours)</i>		<i>Academic Grade Level Year 2 (700 Hours)</i>	
<i>Payment Period 1</i>	<i>Payment Period 2</i>	<i>Payment Period 3</i>	<i>Payment Period 4</i>
<i>450 hours</i>	<i>450 hours</i>	<i>350 hours</i>	<i>350 hours</i>

### **Receiving a Disbursement Notification**

The School must notify a student (or parent) of when Financial Aid funds are disbursed and credited to the student's account by issuing a Disbursement Notification. The student (or parent) will be notified by the School no earlier than 30 days before and no later than 30 days after crediting funds to the student's account. The Disbursement Notification will include (a) the anticipated disbursement date, (b) the amount of the disbursement, and (c) the source of the Financial Aid funds disbursed to the student's account. If the fund source includes any Direct Stafford Loan funds, the notification will indicate which portion of the funds disbursed are subsidized loans and/or unsubsidized loans.

Note: The Disbursement Notification indicates a close approximation of the net disbursement amount received by the School since the actual loan disbursements received may differ slightly from the amount expected to be received due to loan fees and rounding differences.

### **Changing Enrollment Status after Receipt of Financial Aid**

A student's decision to drop or change a program of study is based on academic and personal considerations and should be made in consultation with the Campus Director and the Financial Aid Office. Changing program schedules, dropping coursework, withdrawing from school has implications for student eligibility of Financial Aid funds and may result in a balance owed to the school.

### **Returning Title IV Funds (R2T4)**

A student earns their Financial Aid (Title IV) funds on a prorated basis over the first 60% of the scheduled hours for each payment period. After attending 60% of scheduled hours of the payment period, the student is eligible to retain 100% of the Title IV funds scheduled for that payment period.

As a result, the School is required to return Financial Aid (Title IV) funds, if a student receiving Financial Aid withdraws during the first 60 percent of the scheduled hours for that payment period. The fund calculation and process is governed by federal regulation, and the school is required (a) to determine the portion of aid earned by the student up until the date of withdrawal and (b) to refund or repay the amount of unearned aid.

Note: For the purposes of the Title IV refund policy, the student's official withdrawal is the date the student initiated the withdrawal processor notified the School of their intention to withdraw. In the event of an unofficial withdrawal, the School determines the student's last date of attendance that is documented in the School's records and uses that date as the withdrawal date. The U.S. Federal Government determines the amount of Title IV funds a student has earned, as of the withdrawal date.

If a student withdraws, the School is required to calculate and return all unearned financial aid for that payment period and is subject to the Return of Title IV policy. As a result, the School must (a) complete the refund calculation in a timely manner, (b) adjust the awards, (c) refund/repay the unearned aid, and (d) notify the student in writing of the refund calculation results. If a refund of Title IV funds is required, funds are returned to the appropriate Federal Aid Program(s) in the following order:

1. Federal Unsubsidized Direct Loan Program
2. Federal Subsidized Direct Loan Program
3. Federal Direct PLUS Program
4. Federal Pell Grant Program
6. Federal SEOG Program
7. Other Title IV Programs
8. Other federal, state, private, and institutional programs
9. Student

### **Institutional Refund Calculation**

If a student withdraws prior to the completion of their program of study the School is required to perform an institutional refund calculation to determine whether the student is eligible for a refund of monies paid based on a pro-rata calculation formula up to sixty percent (60%) of the scheduled hours completed within their period of enrollment. Should the number of scheduled hours completed during student's enrollment exceed sixty percent (60%) of the total hours in their period of enrollment, the institution shall have earned and retained 100 percent of the institutional charges assessed to the student. If a student withdraws from their program of study after the enrollment cancellation period, the student is entitled to a refund per the pro rata calculation mentioned above less a registration fee not to exceed \$100.00, within forty-five (45) days of the student withdrawal or termination from the program.

## Reapplying for Financial Aid

As eligibility for Financial Aid is evaluated at the beginning of each academic year, a student must submit a new financial aid application for each academic year of their enrollment. If the student does not complete their term or payment period by June 30 of each award year, financial assistance may change and the student will need to reapply for Financial Aid by submitting a new financial aid application.

## Seeking Additional Information

Students (and/or parents) who wish to seek additional information about Financial Aid and the Financial Aid process can refer to:

- The school's Financial Aid page located on the school home page via the intranet
- The Department of Education's guide to Funding Your Education, which can be downloaded from the websites [www.studentloans.gov](http://www.studentloans.gov) or [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- The School's Enrollment Agreement
- The School's catalog
- The Federal Student Aid Information Center: 1-800-4-FED-AID (1-800-433-3243)
- The Department of Education websites: [www.studentaid.ed.gov](http://www.studentaid.ed.gov), <https://studentloans.gov> or [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

## Additional Important Policies and Disclosures

### Voter Registration Disclosure

In order to ensure that all students are made aware of their opportunity to participate in local, state and national elections, voter registration forms are available online at the following websites. Please visit this website to print the correct forms:

California: [http://www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm)

### Constitution Day Policy

The U.S. Assistant Deputy Secretary for Innovation and Improvement announced that, pursuant to legislation passed by Congress, educational institutions, such as the School, are mandated to hold an educational program pertaining to the United States Constitution on September 17<sup>th</sup> of each year.

This commemorates the formation and signing of the Constitution on September 17, 1787 recognizing all who are born in the U.S. or by naturalization, have become citizens. On September 17, 1787 the delegates to the Constitutional Convention met for the last time to sign the document they had created. Students and instructors will honor the constitution through discussion, learning activities, a video/ CD and handouts with information on the history of the constitution. Verification of this day is maintained in the campus location for review as required by the Department of Education.

### The Family Education Rights and Privacy Act (FERPA)

All students shall have the right to inspect and review their educational records, to request corrections or deletions, and to limit disclosure of their records in accordance with the Family Educational Rights and Privacy Act of 1974 (also referred to as the Buckley Amendment).

The Registrar oversees the disposition of educational records. Students may request a review of their records by writing to the Registrar or his/her designee and identifying the record(s) they wish to review. Such review will be allowed during regular School office hours under appropriate supervision and within 45 days of the date the request is received by the School. A copy of their records may be obtained for \$1.00 per page. When grades are included, the transcript charge applies.

A student may request the School to amend his/her educational records on the grounds that they are inaccurate, misleading, or in violation of his/her right to privacy. However, grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The student should write to the Registrar and identify the part of the record he/she wants changed and specify why it is inaccurate. The Registrar, together with other involved School personnel, will review the written request and confer with the student to make a determination. If the student is not satisfied with the result of the conference, the School will notify the student of his or her right to



a formal grievance hearing as provided under the School's Grievance Policy. Within 45 days of the hearing, the student will be provided with a written decision, which will be considered final. Written documentation of the hearing and of the decision will be included as part of the student's permanent record.

The following are exemptions to FERPA

- Financial records submitted by a student's parent(s);
- Grades and access to student education records to parents who certify that the student is financially dependent;
- A school official who has a legitimate educational interest and needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position, or a person or company with whom the school has contracted, such as an attorney, auditor, collection agent, employment agency, or loan management agency, or a person serving on the Board of Governors, or a student serving on an official committee or assisting another school official in performing his/her tasks;
- Confidential letters of recommendation received by the school prior to January 1, 1975. For such letters received after December 31, 1974, the Act permits students to waive their right to access if the letters are related to admissions, employment, or honors;
- School security records;
- Employment records for school employees who are not current students;
- Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to persons providing the treatment;
- Authorized representatives of the U.S. Government, state and local authorities where required, and accrediting agencies;
- Appropriate persons or agencies in the event of a health or safety emergency, when release without consent is necessary under the circumstances; and
- Records requested through court order or subpoena.

The School will generally release certain student directory information without the consent of the student unless the student has specifically requested that the information not be released. The student should inform the School in writing within ten (10) days after the first date of attendance if he/she does not wish to have any or all of such information released by the School. Such directory information includes some or all of the following data: student's name, address(es), telephone number, e-mail address, program, dates of attendance, photograph, credential awarded, post-graduation employers and job titles participation in activities and recognition received, previous secondary and post-secondary educational institutions attended by the student, and date and place of birth. The School also reserves the right to release to police agencies and/or crime victims any records or information pertinent to a crime which has occurred on campus, including the details of any disciplinary action taken against the alleged perpetrator of the crime. The student has the right to file a complaint concerning alleged failures by the school to comply with the requirements of FERPA at the following U.S. Department of Education office:

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

## **Copyright Policy**

IBT students must follow the Federal Copyright Act which prohibits the unauthorized distribution of copyrighted materials. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the owner of the copyright under the Federal Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Acknowledging the source of the copyrighted material is not a substitute for obtaining permission from the copyright owner. Therefore use of the copyrighted materials of others should only be done by following the outlined procedures below:

1. Students should refer any questions about the Federal Copyright Act to their Instructors and/or Campus Director.
2. While IBT expects students to strictly abide by all clauses of the Federal Copyright Act in their interactions with and on behalf of the Institution, the following list covers those aspects of the Federal Copyright Act which students are most likely to encounter in their tenure with the School:

**A. Photocopying, Electronic and/or Other Copying of Copyrighted Materials:** Students may make and share copies of copyrighted materials on a limited basis for research or academic purposes strictly in accordance with the Federal Copyright Act.

**B. Use of Images from Online or other Sources:** Students may use images from copyrighted sources for their individual classroom projects and assignments, but must limit their use of such images to individual educational purposes. For non-classroom projects, however, if you did not create the image yourself, did not obtain the image from your computer's clipart or from a website that creates images specifically for free public usage (such as Microsoft images), you or IBT do not own the image and have not paid for use of the image, consequently you should not use the image in your work.

**C. Peer to peer file sharing.** Peer to peer sharing of electronic files is not an illegal act. However, peer to peer sharing of copyrighted electronic files, including but not limited to movies, music, computer software and video games can be a violation of the Federal Copyright Act. Students must avoid peer to peer sharing of copyrighted material and should be aware that educational institutions, such as IBT, are under no obligation to accept responsibility for or to help defend students caught illegally sharing files.

**D. Software.** All software used by IBT has been appropriately licensed in order to comply with the Federal Copyright Act and all requirements of the software's owner. IBT students are not allowed to use any personal software with IBT technology.

3. Students should be aware that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject them to civil and criminal liabilities including the possibility of fines, financial liability for damages and court fees, and confiscation of the copyrighted materials and any devices used to copy and/or distribute them. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. Such illegal sharing may also subject students to disciplinary action including termination of their student enrollment at IBT.

## **Drug-Free Schools/Drug-Free Workplace Annual Disclosure**

It is the policy of the School to comply with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 as amended. As noted in the Annual Security Report, the School supports a drug-free environment and does not allow the unlawful possession, use or distribution of illicit drugs or alcohol on or off campus. As **AN EXPRESS CONDITION OF ACCEPTANCE AS A STUDENT TO THE SCHOOL**, students agree to random and for-cause drug testing throughout their attendance at the School in accordance with the School's Substance Abuse Policy set forth below. A violation will result in the School taking appropriate action up to and including termination from School. Accordingly, the following information regarding the use of illegal drugs and alcohol is provided annually to each student and employee of the School.

### **Objectives of the School's Substance Abuse Prevention Policy**

The unlawful possession and use of illicit drugs and abuse of alcohol is harmful and dangerous to the individual and society. Alcohol and drug abuse not only have an adverse effect on safety, but also have cascading ill effects on the health and welfare of the entire student body. The School's objectives with its Substance Abuse Policy include the following:

- To establish and maintain a safe, healthy educational environment for all students;
- To encourage counseling and rehabilitation assistance for those who seek help both students and employees;
- To reduce the number of accidental injuries to persons or property;
- To preserve the reputation of the School within the community and industry at large;
- To enhance the student's and the School's ability to achieve a high employment placement rate; and
- To reduce absenteeism and tardiness of its students.

## Standards of Conduct

The unlawful use, manufacture, distribution, dispensation, or possession of alcohol, illegal drugs, or any controlled substance on School premises, while involved in a School-related activity off campus, or in an employee workplace is strictly prohibited and subject to the disciplinary sanctions noted below.

### **1. THE SCHOOL CANNOT AND DOES NOT CONDONE DRUG OR ALCOHOL ABUSE BY ITS STUDENTS.**

The School will not allow the possession, use or distribution of illicit drugs or alcohol by students or staff on its property or as part of any of its officially sponsored off-campus activities. Students are also prohibited from being under the influence of alcohol, illegal drugs or any other substance that could adversely affect the health, safety or welfare of students, faculty or staff on School property or at any of its officially sponsored activities. This includes all forms of synthetic marijuana, regardless of the legality of the substance. The use of the medical marijuana card in California or any other state is not accepted as an exception to this policy. Regardless of the legitimacy of the card, the School will follow all applicable laws and regulations. This includes field trips and student-sponsored social activities if they are considered sponsored by the School.

### **2. REPORTING OF VIOLATIONS TO LOCAL AND/OR STATE LAW ENFORCEMENT**

The School will report to local and/or state law enforcement, as applicable by federal and state drug laws, any student who is found in possession of, using or selling illegal drugs on campus as well as anyone who is found to have broken the state laws regarding underage drinking.

### **3. DISCIPLINARY SANCTIONS**

Illegal possession or use of drugs or alcohol can have penalties, including loss of Title IV eligibility, community service, suspension or loss of driver's license, jail time and fines. Students who violate the School's prohibitions against drugs and alcohol are subject to disciplinary action up to and including termination of their enrollment at the School. For state-specific statutes and penalties on drug and alcohol offenses, please reference the state of the applicable campus location. Additionally, employees who violate the prohibitions against drugs and alcohol are subject to disciplinary action up to and including immediate termination of their employment and referral of their violation for prosecution. For more information, employees should contact the Human Resources Department.

### **4. LOSS OF TITLE IV ELIGIBILITY**

A student is ineligible to receive Title IV financial aid if the student has been convicted of an offense involving the possession or sale of illegal drugs for the period described below:

	<u>Possession of Illegal Drugs</u>	<u>Sale of Illegal Drugs</u>
1st Offense:	1 year from the date of conviction	2 years from the date of conviction
2nd Offense:	2 years from the date of conviction	Indefinite Period
3rd Offense	Indefinite Period	

### **5. LEGAL SANCTIONS**

**State Drug Laws:** State law considers the illegal use of drugs and alcohol serious crimes. The sanctions for first time violations of these laws range from fines to lengthy terms of incarceration, or both. Additionally, local ordinances and municipal codes impose a variety of penalties for the illegal use of drugs and alcohol. There may also be civil consequences which result from the violation of state drug and alcohol statutes. Property associated with the criminal acts, including homes and vehicles, can be confiscated by the government. Persons convicted of felonies may be barred from government employment, and lose their right to vote.

**Federal Drug Laws:** Federal law considers the manufacture, distribution, dispensation, possession, or use of illegal drugs, or any controlled substance a serious crime. Appendix A provides a summary of the criminal sanctions for violations of federal drug statutes. For the most up to date Federal Trafficking Penalties information, visit the web site of the U.S. Drug Enforcement Administration at: <http://www.dea.gov/agency/penalties.htm>.

## 6. HEALTH RISKS

Drug use causes physical and emotional dependence, interferes with memory, sensation, and perception, and in some cases may cause permanent brain damage or sudden death. The following is a summary of the various health risks associated with alcohol abuse and use of specific types of drugs, and is not intended to be an exhaustive or final statement of all possible health consequences of substance abuse.

**Alcohol:** Alcohol consumption has acute effects on the body and causes a number of marked changes in behavior. Even low doses may significantly impair judgment and coordination. Alcohol is an especially dangerous drug for pregnant women.

**Marijuana:** Marijuana contains THC, a chemical which alters the sensory activities of the brain, including long-term memory capabilities, comprehension, altered sense of time, decreased motivation, and reduced ability to perform tasks requiring concentration and coordination. Marijuana smoke contains more cancer-causing agents than tobacco.

**Cocaine/Crack:** Cocaine and crack are highly addictive and may lead to heart attacks, strokes, and long-term brain damage. Other physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. Continued use can produce violent behavior and psychosis.

**Methamphetamine/Amphetamines:** Methamphetamine is a central nervous system stimulant of the amphetamine family. Like cocaine and crack, methamphetamines are highly addictive “uppers” that produce extreme alertness and elation, along with a variety of severe adverse reactions. The body metabolizes methamphetamine more slowly; the effects may last as much as ten times longer. Methamphetamine users can experience sustained, severe mood and thought disturbances, serious physical effects, including sudden death.

**Narcotics:** Narcotics such as heroin, methadone, oxycodone, codeine, morphine, and opium initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. An overdose may produce shallow breathing, clammy skin, convulsions, coma, and death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis.

**Ecstasy:** “Designer drugs” such as Ecstasy are related to amphetamines in that they have mild stimulant properties but are mostly euphoricants. They can cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause severe neurochemical brain damage. Narcotic designer drugs can cause symptoms such as uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage.

**GHB/Rohypnol:** Often known as “date rape” drugs, GHB and Rohypnol initially produce a feeling of intoxication similar to alcohol (the user feels relaxed, sociable, affectionate and playful, and disinhibited) followed by a feeling of drowsiness. Higher doses can lead to a sleep from which the user cannot be woken. The effects can last from 4-24 hours. Both GHB and Rohypnol present a serious overdose threat. Since they are depressants, both drugs can be fatal when mixed with alcohol. Symptoms of overdose can include intense drowsiness, unconsciousness or coma, muscle spasms, disorientation, vomiting, and slowed or stopped breathing (fatalities usually occur from respiratory failure).

**Inhalants:** Inhalants are readily available and inexpensive. More than 1000 common household products can be used to get high. Examples of organic solvents (carbon compounds) include gasoline, lighter fluid and butane lighter fuel, spray paint, paint thinner, rubber-cement, hair spray, nail polish, and many cleaning fluids. Nitrite compounds (amyl nitrite, butyl nitrite) act mainly as vasodilators. Nitrous oxide (laughing gas) is packaged in small metal cartridges (called whippets) which are often used to make whipped cream. Inhalants irritate breathing passages, provoking severe coughing, painful inflammation, and nosebleeds. Inhalants may not produce a pleasant high and result in mental confusion, hallucinations, and paranoia. They may also result in respiratory depression leading to unconsciousness, coma, permanent brain damage, or death. The danger is

extremely great if inhalants are used in conjunction with other nervous system depressants, such as alcohol or barbiturates. Even first-time users run the risk of sudden sniffing death (SSD). The risk of SSD is higher if the abuser engages in strenuous physical activity or is suddenly startled.

**Steroids:** Steroids are manufactured testosterone-like drugs used to increase muscle mass, strength, and endurance. The liver and the cardiovascular and reproductive systems are most seriously affected by steroid use. Psychological effects include very aggressive behavior (“roid rage”), severe mood swings, manic episodes, and depression.

## 7. DRUG AND ALCOHOL PROGRAMS

Students requiring or requesting information about drug abuse treatment should contact the School Director for contact information of local agencies and programs. Employees requiring information about drug abuse treatment should contact the Human Resources Department at (702) 658-7900,

Additional helpful information and resources may be found by contacting the following organizations:

**U.S. Department of Health and Human Services  
Substance Abuse and Mental Health Services Administration** 1-800-662-HELP (1-800-662-4357)  
<http://dasis3.samhsa.gov/>

**National Council on Alcoholism and Drug Dependence** 1-800-NCA-CALL (1-800-622-2255)  
<http://www.ncadd.org>

**California** – <http://leginfo.legislature.ca.gov/faces/codes.xhtml>

**Texas** – [www.statutes.legis.state.tx.us/](http://www.statutes.legis.state.tx.us/)

**Nevada** - [www.leg.state.nv.us/NRS/Index.cfm](http://www.leg.state.nv.us/NRS/Index.cfm)

## 8. APPENDIX A

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms Mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual.  Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.  Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.  2 or More Prior Offenses: Life imprisonment
Cocaine Base (Schedule I)	5-49 gms mixture		50 gms or more Mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more Mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more Mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more Mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 -999 gms mixture	100 gm or more pure or 1 kg or more mixture		

## Substance Abuse Policy and Procedures

The School will take appropriate disciplinary action whenever a student violates or is suspected of violating this Substance Abuse Policy. Reporting to campus under the influence of alcohol, drugs or any substance that impairs a student’s mental or physical capacity **WILL NOT BE TOLERATED**. This includes all forms of synthetic marijuana. Any student using physician-prescribed medication or other medication that may impair performance in either the classroom or the lab shall immediately inform his or her instructor of such medication. Additionally, any physician-prescribed drug that might result in a positive drug test must be reported to his or her instructor or the Director of Education as soon as the student begins using the medication. Failure to provide such notification in a timely manner may subject the student to all the actions, requirements and conditions described in the Drug Testing Procedures of this policy.

When the School becomes aware of reasonable grounds (as listed below) to believe a student has violated the Substance Abuse Policy, the School will immediately investigate. Such investigation may include appropriate drug and/or alcohol testing. As a result of such investigation and in the School's sole discretion, one or more of the following actions may occur, depending upon factors that include the nature and severity of the offense:

- verbal warning/advisement
- written warning/advisement
- immediate screening test
- referral to an approved rehabilitation/counseling agency
- attendance failure
- termination
- referral for prosecution

Students should be aware that the School may bring matters of illegal drug use to the attention of local law enforcement. Students should fully understand that the School supports the criminal prosecution of policy violators, when appropriate.

Reasonable grounds for suspecting substance abuse include, but are not limited to, any one or more of the following:

- slurred speech
- red eyes
- erratic behavior
- inability to perform job/task
- smell of alcohol or marijuana emanating from student's body
- inability to carry on a rational conversation
- other unexplained behavioral changes
- dilated pupils
- incoherence
- unsteadiness on feet
- increased carelessness
- receipt of information by the School indicating a violation of this policy has occurred

To assure clear communication of the required standards of conduct and the sanctions imposed for violation of those standards, the School will provide students with a copy of the Substance Abuse Policy. Students are hereby notified that **COMPLIANCE WITH STANDARDS OF CONDUCT REQUIRED BY THE SUBSTANCE ABUSE POLICY IS MANDATORY. IN ORDER TO ENSURE COMPLIANCE, THE SCHOOL MAY ENGAGE IN DRUG AND/OR ALCOHOL SCREENING TESTS UNDER THE FOLLOWING CIRCUMSTANCES:**

- After an accident occurring at the School.
- If the School believes an individual has been observed possessing or using a prohibited substance on campus.
- When the School believes an individual may be affected by the use of drugs or alcohol, and the use may adversely affect the individual's effectiveness in the classroom environment or his or her safety as well as the safety of others.
- When the School believes a student is impaired during school hours or while engaged in School externship or School sponsored activities.
- When the School receives a written report from another individual with a relationship to the student (e.g., roommate, parent, landlord) alleging, with documented reasonable grounds, the student has abused drugs or alcohol.
- Upon notification by proper authorities of alleged violations of the Substance Abuse Policy.
- In addition, periodic random drug screening tests will be administered and any individual who has had a positive drug or alcohol impairment test may be subjected to further testing for the duration of his or her program of instruction.

#### **Drug Testing Procedures (Random and For Cause)**

As part of the School's efforts to ensure a drug- and alcohol-free environment, random drug tests may be conducted on a regular basis as determined by the School. The School reserves the right every three to six weeks to have a reasonable number of students from the student body to be randomly tested for illegal substances. The School also conducts "for cause" drug tests based upon the finding of reasonable grounds as listed earlier.

In the absence of extraordinary circumstances, any student who tests positive or admits to illegal drug or alcohol use as a result of either random selection or selection for cause, will be subject to at least the following school actions, requirements and conditions, at the School's discretion:

- Immediate dismissal from School for the remainder of the current module or for the student's remaining program of study. The student will also be subject to any additional actions that may occur as a result of the course dismissal, including, but not limited to, repeat fees or being placed on probationary status.
- The student must be assessed by a certified evaluator from one of the drug treatment programs approved by the School and enrolled in a program prior to resuming School enrollment.
- The student must follow the assignments of the evaluator and provide evidence of completion of those assignments, if applicable.
- The student must sign a release form at the treatment center giving the School access to information regarding his or her progress in the treatment program.
- The student must earn and submit a certificate of completion, if applicable, or submit similar documentation to the School prior to receiving any official graduation documents.

Failure to complete a recommended drug treatment program in a timely manner, as determined by the School, may be cause for withdrawal from the School until proof of completion of the program.

Refusal to test or, in the case of urine testing, failure to produce a sample within the allotted time frame after being selected is considered the same as a "positive" test and may result in the same actions and requirements identified above.

For students who have entered an approved program and returned to the School, the following stipulations apply:

- The student must agree to cease drug use and destroy all drug-related paraphernalia.
- The student is required to meet with the Director of Education on a regular basis (frequency determined by the Director of Education) and show proof of continued attendance or completion of the drug education program at each meeting, if applicable.
- The student is subject to on-demand drug testing as determined by the School.
- The student must pay all expenses involved in assessment and drug education.
- The student must pay all costs associated with any suspension, including but not limited to tuition cost resulting from module retakes.

Any student who tests positive for or admits to drug or alcohol use a second time will be immediately terminated from the School. A student who has been terminated from training must utilize as an appeal's process the Student Grievance Policy and Procedure to determine the possibility of returning to the School.

Except in certain situations, students will not be terminated for voluntarily seeking assistance for a substance abuse problem. However, repeated incidents or continued performance, attendance or behavior problems may result in termination.

# TUITION AND FEE SCHEDULE

Effective December 7, 2015

PROGRAM	TUITION	REG. FEE	BOOKS & SUPPLIES	STUDENT TUITION RECOVERY FUND (1)	TOTAL
Commercial Refrigeration, Heating and Air Conditioning	\$14,027.00	\$50.00	\$400.00	\$ 0.00	\$14,477.00
Electrician	\$13,604.00	\$50.00	\$800.00	\$ 0.00	\$14,454.00
Lab Assistant, EKG Technician/Phlebotomist	\$11,573.00	\$50.00	\$648.00	\$ 0.00	\$12,271.00
Medical Assistant	\$10,579.00	\$50.00	\$909.00	\$ 0.00	\$11,538.00
Medical Biller and Coder/Office Specialist	\$11,565.00	\$50.00	\$1,058.00	\$ 0.00	\$12,673.00
Massage Therapy (2)	\$12,999.00	\$50.00	N/A	\$ 0.00	\$ 13,049.00
Ultrasound Technician/Diagnostic Medical Sonographer	\$26,625.00	\$50.00	\$2,320.00	\$0.00	\$28,995.00

(1) See School Catalog for disclosure information about Student Tuition Recovery Fund.

(2) Books and Supplies are included in Cost of Tuition.

## Estimate of Annual Indirect Costs While Attending IBT

The Institute for Business & Technology does not offer housing, meal plans or transportation for students. In order to help you better plan your budget, the following is an estimate of the annual expenses students may expect for these indirect costs while attending IBT.

	Room & Board	Personal Expenses	Transportation	Total
Living Off Campus	\$11,172.00	\$2,868	\$8,460.00	\$22,500.00
Living with Parents	\$7,488.00	\$2,868	\$5,580.00	\$15,936.00

## New Tuition and Fee Schedule – Effective February 1, 2017

PROGRAM	TUITION	REG. FEE	BOOKS, SUPPLIES & UNIFORM	STUDENT TUITION RECOVERY FUND (1)	TOTAL
Commercial Refrigeration, Heating and Air Conditioning	\$14,030.00	\$50	\$397	\$ 0.00	\$14,477.00
Electrician	\$14,348.00	\$50	\$797	\$ 0.00	\$15,195.00
Lab Assistant, EKG Technician/Phlebotomist	\$12,296.00	\$50	\$649	\$ 0.00	\$12,995.00
Medical Assistant	\$10,579.00	\$50	\$909	\$ 0.00	\$11,538.00
Medical Biller and Coder/Office Specialist	\$11,565.00	\$50	\$1,058	\$ 0.00	\$12,673.00
Massage Therapy (2)	\$12,999.00	\$50	N/A	\$ 0.00	\$ 13,049.00
Ultrasound Technician/ Diagnostic Medical Sonographer	\$26,866.00	\$50	\$2079	\$ 0.00	\$28,995.00

(1) See School Catalog for disclosure information about Student Tuition Recovery Fund.

(2) Books and Supplies are included in Cost of Tuition.



## SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE (until 2/1/2017)

PROGRAM	TUITION FOR FIRST MODULE (1)	BOOKS & SUPPLIES	STUDENT TUITION RECOVERY FUND	TOTAL CHARGES FOR A PERIOD OF ATTENDANCE (2)
Commercial Refrigeration, Heating and Air Conditioning	\$2,003.86	\$400.00	\$0.00	\$2,403.86
Electrician	\$1,943.43	\$800.00	\$0.00	\$2,743.43
Lab Assistant, EKG Technician/Phlebotomist	\$1,285.89	\$648.00	\$0.00	\$1,933.89
Medical Assistant	\$1,175.44	\$909.00	\$0.00	\$2,084.44
Medical Biller and Coder/Office Specialist	\$1,285.00	\$1,058.00	\$0.00	\$2,343.00
Massage Therapy	\$684.16	N/A	\$0.00	\$684.16
Ultrasound Technician/Diagnostic Medical Sonographer	\$1,401.32	\$2,320.00	\$0.00	\$3,721.32

- (1) "Tuition for First Module" is calculated by a program's Total Tuition ÷ by the program's length in total clock hours × the number of clock hours in that program's first module. For example for Commercial Refrigeration, Heating and Air Conditioning the calculation is as follows: Total Tuition of \$14,027.00 ÷ Total program's length of 840 clock hours × 120 clock hours in the program's first module = Tuition for First Module of \$2,003.86.
- (2) "Total Charges for a Period of Attendance" are calculated by adding Tuition for First Module + Books & Supplies + STRF. For example for Commercial Refrigeration, Heating and Air Conditioning the calculation is as follows: Tuition for First Module of \$2,003.86 + Books & Supplies of \$400.00 + STRF of \$0.00 = Total Charges for a Period of Attendance of \$2,403.86.

## IBT TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE (as of 2/1/2017)

PROGRAM	TUITION	TOTAL PROGRAM LENGTH IN CLOCK HOURS	NUMBER OF CLOCK HOURS IN FIRST MODULE OF PROGRAM	TUITION FOR FIRST MODULE (1)	BOOKS, SUPPLIES & UNIFORM	STUDENT TUITION RECOVERY FUND	TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE (2)
Commercial Refrigeration, Heating and Air Conditioning	\$14,030.00	840	120	\$2,004.29	\$397.00	\$0.00	\$2,401.29
Electrician	\$14,348.00	840	120	\$2,049.71	\$797.00	\$0.00	\$2,846.71
Lab Assistant, EKG Technician/Phlebotomist	\$12,296.00	720	80	\$1,366.22	\$649.00	\$0.00	\$2,015.22
Medical Assistant	\$10,579.00	720	80	\$1,175.44	\$909.00	\$0.00	\$2,084.44
Medical Biller and Coder/Office Specialist	\$11,565.00	720	80	\$1,285.00	\$1,058.00	\$0.00	\$2,343.00
Massage Therapy	\$12,999.00	760	40	\$684.16	N/A	\$0.00	\$684.16
Ultrasound Technician/Diagnostic Medical Sonographer	\$26,866.00	1520	80	\$1,414.00	\$2,079.00	\$0.00	\$3,493.00

- (1) Tuition for first module is calculated by a program's Total Tuition ÷ program's length in total clock hours × number of clock hours in that program's first module. For example for Commercial Refrigeration, Heating and Air Conditioning the calculation is as follows: Total Tuition of \$14,030.00 ÷ Total program's length of 840 clock hours × 120 clock hours in the program's first module = Tuition for First Module.
- (2) Total Charges for Current Period of Attendance is calculated by adding Tuition for First Module + Books & Supplies + STRF. For example for Commercial Refrigeration, Heating and Air Conditioning the calculation is as follows: Tuition for First Module of \$2,004.29 + Books, Supplies and Uniform of \$397.00 + STRF of \$0.00 = Total Charges for Current Period of Attendance of \$2,401.29.



**ELECTRICIAN  
START DATES  
2017 – 2018**

Class Name	Start Date	Graduation Date
EL16-9	05-Dec-16	05-Oct-17
EL17-1	30-Jan-17	16-Nov-17
EL17-2	13-Mar-17	04-Jan-18
EL17-3	24-Apr-17	15-Feb-18
EL17-4	05-Jun-17	29-Mar-18
EL17-5	17-Jul-17	10-May-18
EL17-6	28-Aug-17	21-Jun-18
EL17-7	09-Oct-17	02-Aug-18
EL17-8	20-Nov-17	13-Sep-18
EL18-1	15-Jan-18	25-Oct-18

**LAB ASSISTANT, EKG TECHNICIAN/PHLEBOTOMIST;  
MEDICAL ASSISTANCE, MEDICAL BILLER AND  
CODER/OFFICE SPECIALIST  
START DATES  
2017 – 2018**

Class Name	Start Date	Graduation Date
LA17-1, MA 17-1, MBC 17-1	02-Jan-17	08-Sep-17
LA17-2, MA 17-2, MBC 17-2	30-Jan-17	06-Oct-17
LA17-3, MA 17-3, MBC 17-3	27-Feb-17	03-Nov-17

LA17-4, MA 17-4, MBC 17-4	27-Mar-17	01-Dec-17
LA17-5, MA 17-5, MBC 17-5	24-Apr-17	12-Jan-18
LA17-6, MA 17-6, MBC 17-6	22-May-17	09-Feb-18
LA17-7, MA 17-7, MBC 17-7	19-Jun-17	09-Mar-18
LA17-8, MA 17-8, MBC 17-8	17-Jul-17	06-Apr-18
LA17-9, MA 17-9, MBC 17-9	14-Aug-17	04-May-18
LA17-10, MA 17-10, MBC 17-10	11-Sep-17	01-Jun-18
LA17-11, MA 17-11, MBC 17-11	09-Oct-17	29-Jun-18
LA17-12, MA 17-12, MBC 17-12	06-Nov-17	27-Jul-18
LA17-13, MA 17-13, MBC 17-13	04-Dec-17	17-Aug-18

**MESSAGE THERAPY  
START DATES  
2017-2018**

Class Name	Start Date	Graduation Date
MT17-1	1/30/2017	10/5/2017
MT17-2	3/20/2017	11/23/2017
MT17-3	5/8/2017	1/25/2018
MT17-4	6/26/2017	3/15/2018
MT17-5	8/14/2017	5/3/2018
MT17-6	10/2/2017	6/21/2018
MT17-7	11/20/2017	8/9/2018

**ULTRASOUND TECHNICIAN/DIAGNOSTIC  
MEDICAL SONOGRAPHER  
START DATES  
2017 – 2018**

Class Name	Start Date	Graduation Date
UST17-1	2-Jan-17	29-Jun-18
UST17-2	30-Jan-17	27-Jul-18

## **Equal Educational Opportunity**

The School recognizes its responsibilities under Section 504 of the Rehabilitation Act of 1973 to provide equal access to students with disabilities. Students with disabilities are encouraged to participate in school-related activities. When requested by the student in writing and approved by the School as a reasonable accommodation, special resources may be provided to a requesting student. Regular School procedures for application and admission apply to students with disabilities. For further information, contact the Director of Education.

### **IBT Annual Safety and Security report and Sexual Harassment, Assault and Violence Policy and Grievance Procedure**

#### **Equal Educational Opportunity**

The School is committed to providing an educational climate that is conducive to the personal and professional development of each individual. Students should be aware that discrimination and/or other harassment based on the age, color, ethnic background, disability, family status, gender, national origin, race, religion, sex, sexual orientation, or veteran status is unacceptable. To fulfill its educational mission the School designates the Campus Director as its designated representative to coordinate its Equal Employment Opportunity/Affirmative Action efforts to comply with Title IX of the Education Amendments of 1972, as amended, and with the Americans with Disabilities Act (ADA). Students who feel that they have been harassed or discriminated against or who feel that the School has not adequately fulfilled its obligations under the provisions of the ADA should follow the Grievance Procedures set forth in the attached IBT Annual Safety and Security Report incorporated as Addendum A to this catalog.

# ADDENDUM A: 2016 INSTITUTE FOR BUSINESS & TECHNOLOGY ANNUAL SAFETY AND SECURITY REPORT

Including Clery Act Disclosures of Campus Security Policy and Crime Statistics  
(Santa Clara, California)

Including Calendar Year 2013, 2014 and 2015 Crime Statistics

To maintain compliance with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (“Clery Act”) and related Higher Education Act (“HEA”) requirements, and in an effort to continuously promote and improve safety and security measures on campus, the Institute for Business & Technology (“IBT”) collects and publishes information regarding its current safety and security policies, victim services and crime statistics. Once collected, the information is presented annually in this Annual Safety and Security Report (“Report”) to prospective and current students, faculty, staff and the public. **Any questions about this Report should be directed to the IBT Campus Director, Sal Younis at (408) 727-1060 sal.younis@ibttech.com, 2400 Walsh Ave., Santa Clara, CA 95051**

## I. COMPLETION AND DISSEMINATION OF THE REPORT

Prior to October 1 of each year, IBT compiles this Report based on crime, arrest and referral information obtained from local law enforcement agencies and as reported to IBT’s Campus Director, Sal Younis. Mr. Harry Schubel, the HVAC Program Director, serves as the Campus Security Authority who can be reached at **(408) 727-1060 harry.schubel@ibttech.com 2400 Walsh Ave., Santa Clara, CA 95051**. Mr. Fred Wiehe, Director of Education, serves as the Title IX Coordinator and he can be reached at **(408) 727-1060, fred.wiehe@ibttech.com, 2400 Walsh Ave., Santa Clara, CA 95051**. All crime statistics contained in this Report are for Clery Act reportable crimes occurring on IBT’s campus, as defined by 34 C.F.R. § 668.46(a), and on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus. IBT’s physical campus includes a building with approximately 59,000 square feet located at **2400 Walsh Ave., Santa Clara, CA 95051**. The Report also includes IBT’s current policies required pursuant to the current version of 34 C.F.R. § 668.46 and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA), Pub. Law 113-4.

IBT distributes this Report to all enrolled students and current employees via a notice by U.S. Postal Service, campus mail and/or electronic mail or text notifying them that the current version of the Report has been posted to <http://ibttech.com/student-consumer-information/> and that a paper copy of the Report will be provided upon request. The Admissions Department provides written notice to all prospective students prior to enrollment regarding the availability and location of the Report. The Human Resources Department provides all prospective employees with information regarding the availability and location of the Report. All prospective employees may receive a copy of the Report by calling the Campus Director. In addition, a copy of the current Report is made available to the public on IBT’s website. The crime statistics contained in this Report, as reported annually to the U.S. Secretary of Education, can also be viewed by searching under IBT’s name at <https://nces.ed.gov/collegenavigator>

## II. POLICIES FOR REPORTING AND RESPONDING TO CRIME AND EMERGENCIES

### A. STUDENT, FACULTY AND STAFF REPORTING PROCEDURES

#### 1. Reporting Emergencies

“Emergency” includes any dangerous situation involving immediate threat to the health or safety of students, faculty, staff or guests occurring on or near the campus, including fire. Upon observing or involvement in any type of emergency, students, faculty, staff and guests should immediately **call 911**. If possible, information about the emergency should also be communicated immediately to the Campus Director, Sal Younis, who can be reached at **(408) 727-1060, sal.younis@ibttech.com, 2400 Walsh Ave., Santa Clara, CA 95051** and/or to the Campus Security Authority, Harry Schubel at **(408) 727-1060, harry.schubel@ibttech.com, 2400 Walsh Ave., Santa**

**Clara, CA 95051** or other available IBT staff for purposes of expediting IBT's Emergency Response and Evaluation Procedures as set forth in Section II.B.3.

## **2. Reporting Crimes**

Crimes that should be reported to the Campus Director by students, faculty and staff include: criminal homicide, murder and non-negligent manslaughter, manslaughter by negligence, rape, fondling, incest, statutory rape, dating violence, domestic violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, arson, drug and alcohol violations, and illegal weapons possession. Where there is any question about whether an incident is a crime, a report should be made to the Campus Director for assistance in determining the nature of the incident. Witnesses or victims of crimes may report crimes on a voluntary, confidential basis for inclusion in IBT's annual crime statistics reporting by contacting the Campus Director.

Upon observing or involvement in any type of crime on campus or on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus:

- ***A student should immediately notify the Campus Director, the Campus Security Authority or nearest available IBT staff. All IBT faculty and staff are trained to notify the Campus Director, or Campus Security Authority, or his/her on-site designee immediately of all crimes reported to them by students.***
- ***Faculty and staff should immediately notify the Campus Director, the Campus Security Authority, or his/her on-site designee.***

IBT strongly encourages individuals to report all crimes in an accurate and timely manner to local law enforcement agencies or campus authorities. Upon written request, IBT will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by IBT against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

## **B. INSTITUTIONAL RESPONSE PROCEDURES**

### **1. Response to Reports of Crime or Emergency**

Upon receipt of a report of a crime or emergency, the Campus Director or the Campus Security Authority will:

- Immediately assess, based on his/her own judgment or after consultation with other IBT employees, whether the situation warrants contacting 911 and/or following the emergency response and evacuation procedures contained in Section II.B.3.
- Immediately assess, based on his/her own judgment and/or after consultation with other IBT employees or the local police, whether a "timely warning" to the campus community should be issued pursuant to the Timely Warning policy in Section II.B.2.
- With regard to a reported incident that is or may be a sex offense, the Campus Director and or Title IX Coordinator will also evaluate and respond to the reported sex offense in accordance with IBT's Sexual Harassment Policies and Procedures contained in Section IX.
- For all reported crimes, the Campus Director or Campus Security Authority within 24 hours of the incident document all then-available and relevant information including the date, time, location, and description of the incident for purposes of compiling this annual Report.

### **2. Timely Warning of Reported Crime**

In the event that IBT receives notice of a situation, either on or off campus, that, in the judgment of the Campus Director, or Campus Security Authority constitutes an ongoing or continuing threat to students and employees, including with regard to any crime reportable pursuant to the Clery Act, a campus wide "timely warning" will be issued. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the students and employees, IBT will post a warning via one or more of the following means of communication: all-page, local television station or other appropriate local media, email or text message and/or



verbal or written notice. The warning will withhold as confidential the names and other identifying information of the victims.

**Anyone with information warranting a timely warning should report the circumstances to the Campus Director, the Campus Security Authority, or his/her on-campus designee by phone at (408) 727-1060 or in person.**

### **3. Emergency Response and Evacuation Procedures**

In the event the building needs to be evacuated or locked down for any reason, maps of the evacuation route have been posted in each office, common areas and classrooms. IBT will, without delay, and taking into account the safety of students, faculty and staff, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of the Campus Director, Campus Security Authority, or other responsible authority, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

IBT has developed a process to confirm that there is a significant emergency, determine who to notify, determine the content of the notification, and initiate the notification system. The Campus Director or his or her designee will contact local law enforcement, campus security officials, and local news sources to determine as much information as possible. In the event of significant emergency, IBT will issue a warning via one or more of the following means of communication: all-page, other spoken or written verbal announcement, or other appropriate means to immediately inform individuals on campus of the need to evacuate and procedures to follow. As necessary, IBT will contact specific sections of the campus and take steps to inform the larger community of the emergency. The front desk personnel and Campus Director will notify the local police, fire or other appropriate first responder to assist with the emergency.

IBT tests its emergency response and evacuation procedures at least once annually on an announced or unannounced basis. When tests are conducted, IBT publicizes its emergency response and evaluation procedures to students, faculty, and staff, including making available a copy of this policy. IBT maintains documentation of each test exercise including date and time performed and whether announced or unannounced will be completed immediately following testing.

### **III. SCHOOL CLOSURES OR DELAYS – NON-EMERGENCY**

Upon a decision by the Campus Director, after consultation with other IBT officials as appropriate, to close a campus or delay opening for any reason, including for a weather related reason, IBT will announce the information as it deems appropriate, given the circumstances, by email, text or on local radio or TV stations on a timely basis for the day classes and for the evening classes respectively. Closings for day and evening classes will be announced separately. When school closings are excessive, make up classes may be required.

### **IV. POLICY STATEMENT ADDRESSING COUNSELORS AND COUNSELING SERVICES**

There are no Pastoral or Professional Counselors on Campus. Crisis, mental health and victim resource hotline numbers are available from the Campus Director. Section IX of this policy addresses IBT's policies with respect to support services and confidentiality for victims of sexual violence.

### **V. ACCESS POLICY, SECURITY OF CAMPUS FACILITIES, AND SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES**

IBT does not maintain residential facilities and does not have any officially recognized student organizations with noncampus locations. The building is open to staff, faculty and/or students during business hours (8 am to 10:45 pm daily, Monday-Friday). During non-business hours access to each Campus is by key fob and a security code only or by admittance via a designated staff member for the purpose of staff use, maintenance or cleaning. Security cameras are posted in main areas and doorways for monitoring purposes. IBT evaluates its security policies regarding campus facilities annually.

### **VI. CAMPUS LAW ENFORCEMENT AND RELATED POLICIES**

IBT does not employ security personnel or campus police and IBT employees have no authority to arrest or detain any individual. IBT does not have a written memorandum of understanding or other agreement with local police

agencies. IBT faculty or staff will assist in notifying appropriate law enforcement authorities if a student requests assistance in contacting police. Students, faculty, and staff are encouraged to accurately and promptly report all crimes and public safety related incidents to the Campus Director or the Campus Security Authority as set forth in Section II.A and to notify local police.

If you are a victim of or witness to a crime and do not want to pursue action through IBT's procedures or the criminal justice system, the School encourages you to consider reporting the incident to the Campus Director or Campus Security Authority for the limited purpose of permitting IBT to include the incident in its crime statistic reporting without revealing your identity. With such information, IBT can keep an accurate record of the number of similar incidents, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. IBT will make best efforts, to the extent permitted by law, to maintain the privacy of that information and to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA). Police reports are public records under state law, and IBT cannot hold reports of crime obtained from police records in confidence. Policies with respect to victims of sexual violence are contained in Section IX.

## **VII. SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS**

During new student and new employee (faculty and staff) orientations and annual trainings for current students and employees, individuals are informed of IBT's current security and crime prevention policies and practices as well as the protection of personal safety and prevention of crime. Such orientations and trainings may include a Power Point presentation and/or review of the policies contained in this Report and the school catalog. The presentations include required training regarding preventing and responding to sexual harassment/violence, among other topics as contained in Section IX. Should time be of the essence regarding security awareness, information may be released to the Campus community through the timely warning procedures contained in this Report.

## **VIII. POLICY ON POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS**

All IBT property has been designated "drug free" and the school is committed to full compliance with the Drug Free Workplace Act and the Drug-Free Schools and Communities Act regulations as contained in 34 C.F.R. Part 86. A complete copy of IBT's seven page [Drug-Free Schools/Drug-Free Workplace Annual Disclosure](#) containing its policy on possession, use and sale of alcoholic beverages and illegal drugs is contained in the Student Catalog. At least on an annual basis, students, faculty and staff are provided with a copy of that policy. New students, faculty and staff are provided this information during orientation. Annually students are provided this information by means of the current Student catalog and material posted on campus. Current faculty and staff are provided this information during their annual review or with a copy of this Report.

The consumption and/or possession of any alcoholic beverage by any person younger than 21 years of age is forbidden as provided by state law. IBT prohibits the use, possession, manufacture, sale or distribution by its students, faculty and staff of any illegal drug. Students, faculty and staff are reminded that unlawful possession, distribution or use of alcohol or illegal drugs may subject individuals to criminal prosecution. IBT may refer violation of prescribed conduct to appropriate authorities for prosecution in connection with federal and state laws.

## **IX. POLICY REGARDING SEXUAL HARRASSMENT AND SEX OFFENSES**

IBT policy prohibits harassment or discrimination based on race, religion, creed, national origin, ethnicity, ancestry, color, sex, military or veteran status, physical or mental disability, mental condition, marital status, age, sexual orientation, gender, gender identify or expression, genetic information or any other basis protected by federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the school prohibits discrimination based on sex, which includes harassment and sexual violence, and the Institution has jurisdiction over Title IX complaints. To the extent that an employee or contract worker is not satisfied with the IBT's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief. In California, employees may notify the Department of Fair Employment and Housing by consulting the government agency listings in the telephone book or on-line at [www.dfeh.ca.gov](http://www.dfeh.ca.gov). The Department of Fair Employment and Housing will, in appropriate cases, prepare and investigate complaints of harassment or discrimination; after a hearing, the Fair Employment and Housing Commission may award damages to individuals actually injured as a result of such conduct, as well as other remedies.

IBT is committed to creating and maintaining an educational climate that is free from all forms of sex discrimination, including sexual misconduct of all types. Students, faculty and staff should be aware that discrimination and/or other harassment based on sex, gender identity or sexual orientation is unacceptable. IBT prohibits dating violence, domestic violence, sexual assault, and stalking as defined below. To fulfill its educational mission IBT has designated the Campus Director as its designated representative to coordinate IBT's compliance with Title IX of the Education Amendments of 1972, as amended and the Clery Act. **Students, faculty or staff who feel that they have been the victim of sex harassment, sex discrimination, sexual violence or other sexual misconduct should contact the Title IX Coordinator at (408) 727-1060, fred.wiehe@ibttech.com, 2400 Walsh Ave., Santa Clara, CA 95051 and follow these procedures.** For grievances other than those related to Title IX, students should follow the procedure outlined in the Notice of Student Rights in the Student Catalog.

## **Confidentiality**

All proceedings and records concerning sexual harassment or sexual violence complaints shall be confidential to the extent permitted or required by law, even if the victim does not specifically request confidentiality. In coordination with IBT's executive management and its legal counsel, a victim's personally identifying information will not be included in any publicly available recordkeeping, including Clery Act reporting and disclosures such as this Annual Security Report. Memoranda describing any formal reprimand or disciplinary action for violating this policy will be placed in a student's permanent academic file and an employee's permanent personnel file. IBT will maintain as confidential any accommodations or protective measures provided to the victim; however, in some cases, IBT may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The determination of the need to disclose such information will be made by the Title IX Coordinator in coordination with IBT's legal counsel and the school's executives. The victim will be notified regarding which information will be shared, with whom it will be shared and why prior to IBT sharing the information.

No student, faculty or staff will be subjected to retaliation, threats, intimidation, coercion or otherwise discriminated against by members of the IBT community as a result of filing a Title IX report or grievance, or by serving as a witness or otherwise assisting in a Title IX grievance procedure. Anyone experiencing retaliation should report the incident to the Title IX Coordinator.

## **Sexual Harassment and Sexual Violence**

Sexual harassment and acts of sexual violence, including sexual assault, domestic violence, dating violence and stalking are prohibited by IBT and will not be tolerated. All members of the IBT community (students, faculty and staff) are encouraged to promptly and accurately report incidents of sexual harassment and sexual violence. This allows IBT to quickly respond to the allegations and offer immediate support to the victim. IBT is committed to protecting the confidentiality of victims, and will work closely with individuals who wish to obtain confidential assistance regarding an incident of sexual misconduct and will maintain the privacy of information to the extent permitted or required by law. Allegations will be investigated promptly and thoroughly as provided by this policy, and both the victim and the accused will be afforded equitable rights during the investigative process. IBT will include information on crimes of sexual violence in its Clery Act Annual Security Report in a manner that protects the identity of the victim.

Any student who feels that he or she is the victim of sexual harassment including sexual violence has the right to seek redress of the grievance pursuant to this policy. IBT provides these procedures for reviewing and resolving such complaints. Substantiated accusations may result in disciplinary action against the offender, up to and including termination of the employee's employment or the student's enrollment. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action.

## **Key Definitions**

**Sexual harassment** is defined as unwelcome advances, requests for sexual favors, other verbal or physical sexual conduct, or any other offensive unequal treatment of an employee, student, or group of employees or students that would not occur except for their sex when:

1. The advances, requests or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment.
2. Submission to such advances, requests or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement.

3. Submission to or rejection of such advances, requests or conduct is used as a basis for employment or academic decisions.

Sexual Harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, (42 U.S.C. S2000e, et. seq.), and Title IX of the Education Amendments of 1972 (20 U.S.C. 1691, et. seq.) and is punishable under both federal and state laws. Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, promise of reward for sexual favors. Students, faculty or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the School's investigation of the allegation.

**Sexual violence** means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category, including sexual assault or harassment based on sexual orientation, domestic violence, dating violence, and stalking. Alleged sexual violence against another may also constitute a crime resulting in an additional, independent law enforcement investigation falling outside of this Grievance Policy. These acts will not be tolerated at IBT as such acts are inappropriate and create an environment contrary to the goals and mission of IBT. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

**Sexual assault** includes rape, acquaintance rape, fondling, incest, and statutory rape, as well as other forms of nonconsensual sexual activity. California law does not specifically define "Sexual Assault."

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

Domestic Violence is defined in California Penal Code §13700 as, abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, "cohabitant" means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to, (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as husband and wife, (5) the continuity of the relationship, and (6) the length of the relationship.

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

Dating Violence is included in the domestic violence definition in California Penal Code § 13700

**Stalking** means "engaging in a course of conduct (two or more acts including but not limited to acts in which the stalker directly, indirectly, or through third parties, or by any action, method, device or means, follows, monitors observes, surveils, threatens or communicates to or about a person or interferes with his or her property that is directed at a specific person and would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking is defined in California Penal Code § 646.9 as, (a) Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking, punishable by imprisonment in a county jail for not more than one year, or by a fine of not

more than one thousand dollars (\$1,000), or by both that fine and imprisonment, or by imprisonment in the state prison.

**Consent** means voluntary agreement to engage in sexual activity by verbal agreement or active and willing participation in sexual activity. Someone who is incapacitated or under the age of consent under state law cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent may be withdrawn at any time. Coercion, force, or threat of either invalidates consent.

Consent is defined in California Penal Code § 261.6 as, positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue in a prosecution under Section 261, 262, 286, 288a or 289. Nothing in this section shall affect the admissibility of evidence or the burden of proof on the issue of consent.

## Reporting Sexual Offenses

Upon observing or involvement in any type of sexual misconduct on campus or on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus, IBT encourages students, faculty and staff to promptly report the incident to the local police and/or IBT's Title IX Coordinator at **(408) 727-1060, fred.wiehe@ibttech.com, 2400 Walsh Ave., Santa Clara, CA 95051**. A report may be made to either or both the police and the Title IX Coordinator. The Title IX Coordinator is responsible for IBT's compliance with Title IX of the Education Amendments of 1972. In this role, the Title IX Coordinator administers the review, investigation and resolution procedures for reports of sexual misconduct. Where there is any question about whether an incident is a sex offense, a report should be made to the Title IX Coordinator for assistance in determining the nature of the incident.

**Victims of Assault/Violence:** If you are a victim of a sexual violence, your first priority should be to get to a place of safety. You should then obtain any necessary medical treatment. Information about the alleged offense should be provided to the Title IX Coordinator as soon as possible. Time is a critical factor for evidence collection and preservation. It is important to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.

IBT strongly advocates that a victim of sexual assault or violence report the incident to police in a timely manner and, if requested to do by the victim, IBT will assist the victim in contacting the police. However, the victim is not required to contact the police, and may pursue the Grievance Procedure contained in this policy or request IBT to conduct an independent investigation under this section regardless of whether the police are contacted.

IBT does not issue orders of protection. However orders of protection and restraining orders are issued by criminal, civil or tribunal courts in IBT's local area upon the application of a complainant upon a showing of appropriate cause against a perpetrator. IBT will assist in referring a complainant to the appropriate court or other government office. Further, IBT will strictly comply with and enforce the terms of a protective/restraining order when it becomes aware of such order such as requiring the perpetrator to stay away from the school pending any court hearing, transferring the perpetrator to other classes or to different class attendance times.

The Title IX Coordinator and has primary responsibility for receiving, evaluating and investigating sexual misconduct reports and for maintaining accurate Clery Act crime statistics. Students, faculty and staff who believe they are the victim of sexual misconduct should report the incident to the Title IX Coordinator. Upon receipt of the report, the Title IX Coordinator will provide a written explanation of the victim's rights and options, and the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred. The Title IX Coordinator also has the following responsibilities:

1. Provide the complainant with a copy of this policy, written information on the availability of IBT's formal investigatory procedures (see Formal Investigatory and Disciplinary procedures below), and written information about local victim support resources (off-campus) for victims including existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available to victims.

2. Provide written notification of options to facilitate changes to transportation, working, academic and/or living situations, if requested, while an informal or formal investigation is pending, including the option to issue a no-contact order. IBT will seek to maintain the confidentiality of the identity of the victim and any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of IBT to provide the accommodations or protective measures. These steps will be taken by IBT regardless of whether the victim chooses to file a formal complaint.
3. Inform the complainant that informal mediation cannot be used by IBT to resolve sexual violence complaints.
4. Inform the complainant of their right to file a separate criminal complaint for allegations relating to sexual violence. IBT will comply with a victim's request for assistance in notifying authorities.
5. For incidents other than allegations of sexual violence, undertake, with permission of or at the request of the complainant, to resolve the conflict informally by informing the individual alleged to have caused the grievance that the complaint has been filed; seek to find out the facts; and, if both parties desire it, arrange a meeting to try to resolve the differences. All individuals who are involved in an investigation as the accused, accuser or witness have a duty to keep all information confidential to the extent permitted by law. Persons who violate the confidentiality rights of other individuals may be subject to disciplinary action.

In the event that an attempt at informal resolution of the problem is unsuccessful, or if the complainant or IBT deems that informal resolution is undesirable or not permitted by law, the Title IX Coordinator will stop the informal resolution process and assist the complainant in filing of a formal complaint or self-initiate a formal investigation.

## **B. Formal Investigatory and Disciplinary Procedures**

All reports of sexual violence received by the Title IX Coordinator must be resolved through this formal investigatory and disciplinary procedure. IBT is committed to providing a fair, prompt and impartial proceeding from investigation initiation to final result that is conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused. If a victim discloses an incident but wishes to maintain confidentiality or request that no formal investigation be conducted or disciplinary action taken, IBT must weigh that request against its obligation to maintain a safe environment. When IBT honors the complainant's request for confidentiality, the complainant must understand that IBT's ability to meaningfully investigate the incident and pursue disciplinary action against the accused may be limited. In the case of sexual violence, IBT may be required to formally investigate and, if appropriate, pursue disciplinary action under this policy. If IBT determines it cannot maintain the victim's confidentiality, it will so inform the victim prior to initiating the investigation and will, to the extent possible, share as limited information as possible in an effort to protect the victim's identity. IBT may not require a victim to participate in a formal investigation or hearing that it is initiated.

Any student, faculty or staff, or group of same, alleging that an act of sexual harassment or violence has taken place has the right to seek redress of the grievance by means of these formal procedures. In order to ensure availability of witnesses and fresh memories of the alleged discriminatory event, all grievances or investigations covered by these formal procedures should be filed as promptly as possible after the alleged discriminatory conduct. While informal resolution of the conflict is always open to the aggrieved party, an attempt at informal resolution is not a prerequisite to filing a formal grievance or to IBT's obligation to investigate a reported event.

To initiate this procedure, a student, faculty member or staff should direct a written complaint to the Title IX Coordinator that states in detail the nature of the complaint, any relevant dates, and the names of any potential witnesses, and any request for confidentiality. In a situation deemed to be an emergency by the Title IX Coordinator, IBT will issue a Timely Warning and the individual alleged to have caused the grievance or complaint may be temporarily transferred or put on leave pending the outcome of the case. The Title IX Coordinator need not wait for the conclusion of a criminal investigation or criminal proceeding to begin an investigation where warranted.

After report of the grievance, the Title IX Coordinator will:

1. Provide the complainant with a copy of this policy and information about local victim support resources. Victims of sexual violence will be provided information about evidence preservation.
2. Provide options to facilitate changes to transportation, working, academic and/or living situations, if requested, while an informal or formal investigation is pending, including the option to issue a no-contact order.
3. Inform the complainant of their right to file a separate criminal complaint for allegations relating to sexual violence and that IBT can assist the victim in doing so if requested.

The Title IX Coordinator will initiate an investigation within ten days of receipt of the formal grievance to determine whether there is a reasonable basis for taking action. At a minimum, this investigation will consist of interviewing the complainant, the individual alleged to have caused the grievance, and any witnesses to the conflict. Within 30 days, the Title IX Coordinator must prepare a written report recommending one of three actions:

1. Concluding that the complaint is without merit and that no further action is warranted.
2. Recommending efforts to bring about an informal resolution under this policy if warranted and permitted by law.
3. Initiation of a formal grievance hearing to evaluate possible disciplinary action against the individual alleged to have caused the grievance.

### **Hearing Procedure**

A Grievance Committee composed of the Title IX Coordinator and one other senior level management personnel who has received annual training on sexual violence and Title IX investigative procedures and who is appointed by the CEO will be convened to review the Title IX Coordinator's recommendations and to receive any oral or written testimony from the complainant, the individual alleged to have caused the grievance, and any relevant witnesses from both parties and any other relevant evidence. The standard of evidence used in the hearing will be "preponderance of the evidence," meaning that IBT will evaluate whether it is more likely than not that the alleged conduct occurred. Both the complainant and the alleged perpetrator will be afforded equal and timely access to any information that will be used at the hearing. No party may have their lawyer present at any stage of the proceedings before the Grievance Committee but may be assisted in the process by a support person of their choice including an attorney.

In all cases, the Title IX Coordinator will maintain regular communications with both the accuser and accused and provide both parties with equal opportunity to provide information, witness statements, evidence, and other information that may be necessary for the Title IX Coordinator and the Grievance Committee to fully evaluate the alleged offense. The Committee will decide:

1. Whether the complaint is without merit and that no further action is warranted.
2. What, if any, remedial action is necessary.
3. The nature, scope and timing of any proposed disciplinary action against the alleged perpetrator.

The determination of the merits of the complaint by the Grievance Committee will be final. IBT will inform both parties simultaneously, in writing, of its final determination, the procedures for appeal, any change to the result, and the date the results become final.

The Title IX Coordinator will, barring extenuating circumstance, complete the investigation and make a determination regarding any necessary discipline of accused and remedies to accuser within 60 days of the date that the report is first received by the Title IX Coordinator.

The Campus Director will determine if the incident is indicative of systemic issue related to the sex offense and, if so, work with IBT staff to recommend changes to the school's policies, procedures or training to prevent re-occurrence.

### C. Disciplinary Options

**Penalties:** Substantiated accusations of sexual violence may result in disciplinary action against the offender, up to and including termination of the employee's employment or the student's enrollment. Other potential penalties include: suspension for up to 6 months, community service, probation, no-contact order, or violence prevention training. In case of any formal proceedings against either a student accused of violating this Policy or an employee brought before a Grievance Committee proceeding, the penalties shall be as proposed by the Grievance Committee. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action.

**Complaint Record and Notice of Outcome:** All proceedings and records will be confidential to the extent permitted by law. However both parties will be notified, in writing, concurrently about the outcome of the complaint by the Grievance Committee. Memoranda describing a reprimand will be placed into the files of any student or employee in the event disciplinary action is taken against one of the parties. At the request of the individual alleged to have caused the grievance, a memorandum recognizing a finding of non-harassment or nondiscrimination will be placed into the file of the student or employee.

### D. Education and Training

In an effort to promote a safe environment and to prevent acts of sexual misconduct, IBT engages in primary prevention awareness training regarding sexual violence, including dating violence, domestic violence, sexual assault and stalking. The programing will cover the following subjects:

- identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- defines what behavior and actions constitute consent to sexual activity;
- provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- provides information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence;
- outlines procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including topics such as how to report such crimes, the importance of preserving evidence, options for involving law enforcement, services and protective measures available to victims;
- reviews information about how the institution will protect the confidentiality of victims and other necessary parties;
- provides an overview of information contained in the ASR, including procedures for institutional disciplinary action in cases of sexual assault.

IBT educates the student community about this policy, sexual violence prevention and related school policies during all orientations held for new students upon the onset of a class. The Title IX Coordinator and persons appointed by the CEO to serve on the Grievance Committee will receive annual training on issues related to sexual violence. The Title IX Coordinator is responsible for training current students and all school faculty and staff about IBT's Title IX policies and conducting the new student training.

IBT also provides ongoing prevention and awareness training for current students and staff at least annually.

### E. Bystander Intervention and Risk Reduction



All crimes, including crimes of sexual violence, can be prevented through steps by the campus community to reduce risk of being a victim of a crime and by intervening before a crime has occurred where there is a reasonable belief that a crime may occur. IBT urges members of the campus community to take steps to reduce their chances of being a victim of a crime including by: locking doors, securing items of value, walking in pairs at night, avoiding impairment caused by alcohol or drugs and other self-protective steps. In addition, if you witness what you believe to be a situation that may lead to the commission of a crime, IBT urges all members of the campus community to call 911 or to contact an IBT employee immediately. In addition, members of the campus community may be able to interrupt the commission of a crime of sexual violence by intervening in the situation on a potential victim's behalf where the intervention is not likely to pose harm to the intervenor. IBT urges all members of the campus community work together to promote a safe campus environment for everyone. IBT includes training on bystander intervention and risk reduction in all primary and ongoing training for students and staff.

**F. Additional Information**

Questions regarding this policy should be directed to the Title IX Coordinator. In addition, the U.S. Department of Education Office of Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

**X. POLICY STATEMENT ADDRESSING SEX OFFENDER REGISTRATION INFORMATION.**

The local Police Department provides a link to the California Sex Offender Registry. IBT is required to inform students and employees about where law enforcement information provided by a State concerning registered sex offenders may be obtained. The law also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In California, information about convicted sex offenders is available at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov).

**XI. CLERY ACT CRIME REPORT STATISTICS**

**INSTITUTE FOR BUSINESS & TECHNOLOGY – Santa Clara, CA Campus:**

OFFENSE	PROPERTY	2013	2014	2015
Murder / Non-Negligent Manslaughter	On-Campus Property	0	0	0
	Public Property	0	0	0
Manslaughter By Negligence	On-Campus Property	0	0	0
	Public Property	0	0	0
Rape	On-Campus Property	0	0	0
	Public Property		0	0

Fondling	On-Campus Property	0	0	0
	Public Property		0	0
Incest	On-Campus Property	0	0	0
	Public Property	0	0	0
Statutory Rape	On-Campus Property	0	0	0
	Public Property	0	0	0
Robbery	On-Campus Property	0	0	0
	Public Property	0	0	0
Aggravated Assault	On-Campus Property	0	1	0
	Public Property	0	0	0
Burglary	On-Campus Property	0	1	2
	Public Property	0	0	0
Motor Vehicle Theft	On-Campus Property	0	0	0
	Public Property	0	0	0
Arson	On-Campus Property	0	0	0
	Public Property	0	0	0

VAWA Offense: Domestic Violence*	On-Campus Property		0	0
	Public Property		0	0
VAWA Offense: Dating Violence*	On-Campus Property		0	0
	Public Property		0	0
VAWA Offense: Stalking*	On-Campus Property		0	0
	Public Property		0	0
Hate Crimes: Related to any of the above listed crimes, and Hate Crimes involving simple assault, larceny-theft, intimidation and destruction/damage/vandalism of property	On-Campus Property	0	0	0
	Public Property	0	0	0
Arrests: Weapons: Carrying, Possessing, etc.	On-Campus Property	0	0	0
	Public Property	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	On-Campus Property	0	0	0
	Public Property	0	0	0
Arrests: Drug Abuse Violations	On-Campus Property	0	0	0
	Public Property	0	0	0
Disciplinary Referrals: Drug Abuse Violations	On-Campus Property	0	0	0
	Public Property	0	0	0
Arrests: Liquor Law Violations	On-Campus Property	0	0	0
	Public Property	0	0	0

Disciplinary Referrals: Liquor Law Violations	On-Campus Property	0	0	0
	Public Property	0	0	0
Unfounded Crimes	On-Campus Property + Public Property		0	0
<p>The Institute for Business &amp; Technology does not have any noncampus property.</p> <p>*These crimes are subject to a good faith reporting requirement in 2013.</p>				

## ADDENDUM B: TOOLS AND EQUIPMENT USED IN THE SCHOOL'S PROGRAMS

**Heating Ventilation and Air Conditioning** Program utilizes the following instructional equipment to facilitate the course, program, certification, and/or industry required competencies.

24v stepdown transformers	lp control	recovery units
24 v 30 amp two pole contactor	CPR	scales
EPR Valves	8610 control module	leak detectors
CPR Valves	HIS	hub pullers
24v relays	404a	manometers
biflow driers sweat	507	cordless drill
407C	hp 81	chop saw
134a	Crimpers	charging cylinder
3 n 1	6 n 1	micron gauges
service Tee's	needle nose	extra hoses
TXV's	tin snips	uv light
AEV's	cable cutters	flaring blocks
POE oil	nut drivers	tubing cutters
C-32 driers	Channel locks	tubing benders
C 163 heat pump driers	Seamer	grinder
C 83 driers	pipe wrenches	multimeters
1506 T stats	Hammers	power drills
Line voltage tstats	Crescent wrenches	A/C units
24v contactors	refrigeration ratchets	Gas furnaces
24 volt tstat	Dykes	heat pumps
120 v contactors	manifold gauges	Reach in Refrigeration
208 v contactors	recovery tanks	Walk in Refrigeration
dual pressure controls	vacuum pumps	Ice Machines

**Electrician** program utilizes the following instructional equipment to facilitate the course, program, certification, and/or industry required competencies.

ELC MATERIAL	DUPLEX IND RECEPTICLE COVER	2100 BLANKS
DESCRIPTION	IND RECEPTICLE COVER DBLE	1/2 PUSH PENNY
30A RECEPTICLE	MC CONNECTOR	4/0 P RING
50A RECEPTICLE	1/2 ROMEX CONN PLASTIC	1/2 SS CONN
12-24 PANELS	3/4 ROMEX CONNECTOR PLASTIC	1/2 SS COUP
20A TWIST LOCK	2" KO SEAL	1/2 METAL ROMEX CONN
30A TWIST LOCK	1/2 BAT WINGS	3/4 METAL ROMEX CONN
SMOKE DETECTORS	GFCI IND COVER	1900 BOXES

2' WEATHER HEAD	F CLIPS	RECESS CANS
screw POINT OF ATTACHMENT	1900 BLANKS	BROOMS
DUST PANS	1/2 UNISTRUT STRAPS	1/2 SS COUP
1 1/2 CHASE NIPPLE	3/4 SS COUP	200' JACK CHAIN
3/4 LOCK NUT	1 1/4 2 HOLE STRAPS	PORTABLE THREADER
1/2 SPRING NUTS	2" UNISTRUT STRAPS	PORTA BANDSAW
2" PIPE CLMPS	1 GANG NAIL-ON	CORDLESS BANDSAW
1/2 FLEX CONNECTOR	3GANG NAIL-ON	CIRCULAR SAW
3/4 ONE HOLE STRAPS	4GANG NAIL-ONS	1 TIME CLOCK
3/4 FLEX CONN	1/2 FLEX CONN	DYKES NEW
2" SS COUPLING	1" SS COUP	LRG WIRE CUTTERS
3/4 UNISTRUT STRAPS	1/2 SS CONN	LINEMAN PLIERS
CHANNEL LOCKS	KNOCK OUT SET SMALL	8' LADDER
RIVETER	LRG KNOCK OUT SET	10' LADDER
STAPLE GUN	BATH FANS	14' LADDER
DRYWALL SAW	CORDLESS DRILLS	EXTENSION LADDER
HEX KEY SET	M/C CUTTERS	CAR CHARGER
SOCKET SET	VOLTAGE TESTERS	12/2 M/C
CHIME	COMPLETE SOLAR TRAINER	14/2
STRIP FIXTURE	SOLAR PANELS 2X4	14/3
EXIT SIGNS	4' LADDER	TOOL POUCHES COMPLETE
1/2 SEAL TIGHT	6' LADDER	21" KCMIL CUTTERS

**Lab Assistant/EKG Technician/ Phlebotomy Program** utilizes the following instructional equipment and supplies to facilitate the course, program, certification, and/or industry required competencies:

Phlebotomy Chairs	Exam Table	Wheelchair
Phlebotomy Training Arm	Centrifuge	Hematocrit Centrifuge
Incubator	Autoclave	Sphygmomanometers ( Manual/ Digital)
Thermometers ( Digital/ Aural)	EKG Machines	Microscopes
CLIA Waived Tests	Glucose Meter	Hemoglobin Meter
Stethoscopes	Blood typing Kits	ESR tubes
Microscope Slides	Lancets for Hematocrit, Glucose	Urinalysis Supplies (Urine ChemStrips/Urinalysis cups)
	Phlebotomy Supplies	

Gloves	( Vacutainer Needles, Syringes, Butterfly Needles, Vacutainer Needle Holder, Tubes, Tourniquets)	OSHA Training Video
Applied Phlebotomy Video Series	Throat Culture Swabs	Wrights Stain/Quick Stain III/ Gram Stain
ECG Made Easy Book	Medical Terminology Book	Laboratory Testing For Ambulatory Setting ( Text & Work Book)
Phlebotomy Handbook ( Blood Specimen Collection from Basic to Advanced)	Preventing Infectious Diseases Book	Alcohol Prep Pads
Gauze	Sharps/Biohazard Containers	

**Medical Assistant Program** utilizes the following instructional equipment and supplies to facilitate the course, program, certification, and/or industry required competencies:

Sphygmomanometers ( Manual and Digital)	Stethoscope	Urinalysis Supplies (Urine ChemStrips/Urinalysis cups)	Urinalysis Machine
Glucometer	Hemoglobin Meter	Snellen Eye Chart	Ophthalmoscope
Otoscope	Exam tables	Phlebotomy Chairs	Wheelchair
Microscopes	Peak Flow Meter	Injection Supplies (Syringe, Needles – G23,G25,TB syringe with 27G needle Solutions, )	Venipuncture Supplies ( Vacutainer needles, butterfly needles, tubes Vacutainer Needle Holder, tourniquets)
Hematocrit Centrifuge	Mayo Stand	CLIA Waived Tests	OSHA Training Video
Sharps/Biohazard Containers	Dressing/ Bandage Supplies( Ace wrap, Sling, Gauze)	Gauze	Adult/Infant Scale
Alcohol Prep Pads	Phlebotomy Training Arm	Sedimentation Rate Tubes	Percussion Hammer
Forceps	Hemostats	Thumb Tissue Forceps	Measuring Tape
Surgical Scissors	Surgical Blade/Blade Handles	Sutures	Nasal Speculum

Vaginal Speculum	Tongue Depressors	Throat Culture Swabs	EKG Machines
Pap Tray Set Up	Iris Scissors	Suture Removal Set	Autoclave
Incubator	Lancets	Clay Sealant for Hematocrit	Digital/ Aural Thermometers
Gloves	Blood Typing Kits	ECG Made Easy Book	Medical Terminology Book
HIPAA Video	Eye Occluder	Comprehensive Medical Assisting Administrative and Clinical Competencies Textbook	Student Workbook Comprehensive Medical Assisting

**Medical Biller/Coder and Office Specialist Program** utilizes the following instructional textbook and equipment to facilitate the course, program, certification, and/or industry required competencies:

**Textbook:**

1. Medical Terminology “A Living Language “ Pearson Fifth Edition”
2. Medical Office Procedures/eight edition by Nenna L. Bayes
3. Medical Insurance/6<sup>th</sup> edition by Valerius-Bayes-Newby-Blockhowiak
4. Step-by-Step Medical Coding 2014 by Carol J. Buck Saunders Elsevier
5. Step-by-Step Medical Coding 2014 Workbook by Carol J. Buck
6. Computers in the Medical Office (CIMO/Medisoft)/8<sup>TH</sup> edition
7. ICD-9-CM 2014 standard edition volumes 1, 2, &3 by Carol J. Buck and
8. ICD-10-CM 2014 The Complete Official Draft Code Set by AMA
9. CPT 2014 Standard Edition –AMA (American Medical Association)
10. HCPCS Level II 2014 Standard Edition by Carol J. Buck and Saunders
11. Quick Guide to HIPAA for the Physician Office

**Equipment:**

1. Projector
2. 12 desktop computers



**Massage Therapy Program** utilizes the following instructional equipment to facilitate the course, program, certification, and/or industry required competencies.

Massage Chair (Onsite - Portable)	Massage Chaise Chair- (Reflexology- Stationary)	Massage Tables	OSHA Compliance Training Video
Computer Systems w/ Monitor, Keyboard, mouse & Internet access	Clinic Phone line	Clocks  (Wall/ Digital)	HIPAA Compliance Training Video
Different types of Gloves and Masks	Bay/ Stations/ Room	Mirror	Music/ Music Player
Client Intake & Therapist Evaluations forms	Various SOAP Charting/ Filing Methods	Pillows/ Bolsters	Hot Towel Cabinet
Accounting/ Recordkeeping	Clipboards/ Pens/Markers	Hydrocollator	Thermometer
Various Size Sheets & Towels, Blankets	Hot stone Warmer	Hot stone (Basalt)	Cold Stone  (Marble)
Medical & Massage Terminology reference sheets	Anatomy & Physiology / Massage Posters	Exam room rolling stools	Paraffin Wax Warmer
Salt/ Sugars/Oatmeal Scrubs	Aromatherapy	Exercise Balls  Various Sizes	Paraffin Wax
Sink w/ hot and cold water	Spatulas/ Tongue Depressors	Shiatsu Mat/ table	Dry Brush & Loofahs
Aromatherapy (Essential Oils) Diffuser	Essential Oils Kit	Eye wash station	Pre-wrap and Athletic Tape
Oil, Lotions, Crème, Gels	Full Scale Skeleton Model	Stainless & Rubber Bowls	CPR /1 <sup>st</sup> Aid Training
Various Body Wraps (Thermal Blanket & Fango/Muds) & Thalasso- Seaweed, Coffee)	Therma bands (various weights)	Holster w/ bottle pump	Disposal Towels & Tissues
Various Massage Modality Tutorial Videos  (Theory and Practicum)	Trail Guide to the Body Book & Workbook	Gauze and cotton swabs	Foot Soak Tubs
Blending Arts w/ Sciences Massage	Aromatherapy for Bodyworkers Book	Liniments/ Analgesics	Clinical Massage Therapy Book

Professional Foundation of Massage Therapy Book	Natural Spa & Hydrotherapy Book	Holistic Bodywork Book	Massage Therapy Exam Review Book
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**Ultrasound Technician/Diagnostic Medical Sonographer program** utilizes the following instructional equipment to facilitate the course, program, prerequisites for certification and/or industry required competencies:

Ultrasound Vascular Probe	2MHZ-Doppler Ultrasound Obstetrical Probe	Vascular Doppler and Dedicated Probe	General Purpose Abdominal Probe
Sensitive Arterial Digit PPG Probe	Ultrasound Stands	Doppler Stereo Headphones	Handheld Ultrasound Doppler w/Recharger
Fetal Doppler System	Fetal Doppler Ultrasound Stethoscope	Ultrasound Endocavity Probe	HP Sonos 2500 Cardiac Ultrasound System
Acuson S1000 Entry Level 3D/4D Obstetrical Machine	Acuson 128C Color Ultrasound	Acuson P300 Portable Ultrasound Machine	Exam tables
Ultrasound Gel	Medical GW-208 Two Bottle Warmers	Multi-use Massage Lotion	AVS Report Software for Vista ABI
Sony UP-897MD A6 Analog Video Graphic Printer	Sterile General Purpose Probe Covers	Alpha Sonographer Stool	Cable Brace
HSG Procedure Tray	Ultrasound Biopsy Drape with Tabs	AiM Vascular Mapping Procedure Set	Electronic Pocket Dosimeter
Mobile Protective Shield	Lead Glass Mobile X-Ray Barriers	Adjust-a-Fit Lead Apron with Hook-and-Loop	Economy Lead Apron
Pediatric Shields	Porta Apron Rack	Maxi-Flex Gloves	Protective Blankets
Full Field Viewing/Radiation Goggles	Scrubbles Lead Apron Cleaners		