

INTERNATIONAL BUSINESS COLLEGE

7205 SHADELAND STATION

INDIANAPOLIS, INDIANA 46256

(317) 813-2300

ACADEMIC CATALOG

ACADEMIC YEAR 2024-25

This publication includes the college's current Campus Annual Security Report.

This institution is authorized by:

**The Indiana Board for Proprietary Education
101 West Ohio Street, Suite 300
Indianapolis, IN 46204-4206**

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GENERAL INFORMATION

HISTORY

International Business College was first organized in Fort Wayne, Indiana, in August 1889 by Professor Thomas L. Staples. Professor Staples had migrated from Ontario, Canada, where he had established the first of six International Colleges in 1882. From the beginning, IBC has pursued a mission of preparing students for success in entry-level positions and subsequent career growth.

IBC has responded to ongoing modernization in the work environment by continuously offering programs with quality training demanded by employers. IBC also has differentiated itself in the community by offering personalized career services to graduates.

Today, International Business College offers programs preparing students in health career fields from its suburban Indianapolis campus. Its veterinary technology program, named The Vet Tech Institute at International Business College, was introduced in 2007 and has become IBC's most significant program.

IBC pursues continuous improvements and is proud of its institutional accreditation by ACCSC, authorization by ICHE, and specialized programmatic accreditation by CAAHEP and CVTEA.

MISSION

International Business College is dedicated to providing every student an inclusive educational experience to prepare for a variety of professional entry-level positions within the veterinary and health care fields. The college combines technical skills with applied general education courses in accelerated programs of study that evolve to meet the demands of our central Indiana employment community. In addition to specific hands-on career skills, we are committed to helping students develop strengths in communication, critical thinking, and professionalism.

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

1. We will continually assess and improve programs of study that can be completed in as short a time as practical while maintaining quality and integrity in valued skills.
2. We will support and continually train faculty to ensure quality instruction through current skill sets and teaching methods.
3. We will support and continually improve an inclusive environment for a diverse student body, faculty, and administration.

LOCATION AND FACILITIES

International Business College is located at 7205 Shadeland Station. In addition to being close to I-465 and I-69 on the northeast side of Indianapolis, the non-smoking/vaping facility is located in one of the most rapidly growing business and residential areas. International Business College is fully accessible and equipped to handle physically handicapped students.

The general academic space contains approximately 20 lecture/lab classrooms, including four rooms equipped with personal computers. The learning resource system includes the computer labs, appropriate volumes and periodicals, and a wireless network. One classroom is designed as a medical assisting laboratory. The space designed for the veterinary technology program contains six lecture/laboratory classrooms equipped with long tables and rolling chairs, a veterinary technology laboratory, a kennel, a radiology facility, a surgery suite, and a surgery preparation area.

International Business College strives to provide students with a learning environment that is similar to that in which they desire to work. As a result, great effort has been made to provide attractive surroundings with industry-standard equipment to create an atmosphere conducive to learning. Major equipment includes, but is not limited to, a stationary radiograph machine, and an IDEXX Vet Lab System in the Veterinary Technology program. An electrocardiograph machine, bi-ocular microscopes, and a Stat Spin III centrifuge are provided in the Medical Assistant program.

ACCREDITATION

International Business College is accredited by the Accrediting Commission of Career Schools and Colleges. ACCSC is recognized by the Secretary of the U.S. Department of Education as a reliable authority concerning the quality of education or training offered by the institution it accredits. The address, telephone number, and website of the Accrediting Commission of Career Schools and Colleges are 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212, www.ac-csc.org.

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

The International Business College Medical Assistant program is currently accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The address, telephone number, and website of the Commission on Accreditation of Allied Health Education Programs are 9355-113th Street North, #7709, Seminole, FL 33775 (727) 210-2350, www.caahep.org.

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

APPROVALS

International Business College is approved by the Indiana State Approving Agency for the training of students under the various Veterans Administration programs.

LEGAL CONTROL

International Business College is legally controlled by Bradford Schools LLC, 133 Freeport Road, Pittsburgh, PA 15215. Officers of the corporation are Martin J. Calihan, Chairman, President, and Treasurer and Jennifer G. Calihan, Secretary.

Other affiliated Bradford schools include:

Fox College, Tinley Park, Illinois
Vet Tech Institute, Pittsburgh, Pennsylvania
Vet Tech Institute of Houston, Houston, Texas

PROGRAM MODERNIZATION

International Business College prepares its students for employment in the medical community. To best meet the needs of these employers, periodic revision of our courses and programs is necessary. International Business College, therefore, reserves the right to add to or delete material from courses; alter program content; adjust course sequencing; change software and equipment; change faculty; adjust tuition, fee, and residence rates; add, remove, or replace textbooks; change student class schedules, including start and end times; deliver any portion of any program via remote education or at another qualified location, subject to approval of the various state and national agencies under whose regulations we operate; and modify cancellation/refund policies as circumstances indicate, subject to approval of the various state and national agencies under whose regulations we operate. Also included is the right to cancel a program if there is insufficient enrollment.

DISASTER AFFECTING THE COLLEGE'S OPERATIONS

International Business College will not be liable for any damages including but not limited to consequential damages resulting from the college's inability to fulfill their obligations as outlined in this catalog including but not limited to the failure to provide the instruction and other resources to enable a student to complete the program in which the student has enrolled or received a graduation award where such inability or failure is directly or indirectly caused by or results from a fire, war, terrorist act, strike, work stoppage, riot, utility failure or shortage, damage by the elements, infectious diseases, pandemics, acts of nature, acts of God, or any other cause beyond the control of the college. In the event the college is unable to perform any of the obligations under this catalog, for any of the reasons set above, the school shall not be responsible for any damages including but not limited to consequential damages or have an obligation to issue tuition refunds other than required by an applicable refund policy.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

Vet Tech Institute strives to instill positive lessons of valuing diversity, equity, inclusion, and belonging.

Educational institutions receiving federal financial assistance are required to comply with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964. These federal laws prohibit discrimination on the basis of gender, including sexual harassment and sexual violence; sexual orientation or identity; pregnancy, parental, family, or marital status; genetic information; race; color; religion; national origin; age; veteran status; and disability in the education programs and activities that they operate. International Business College is subject to these laws and complies fully with them in the enrollment of students, the hiring of faculty and staff, and in all other activities of the college.

The Director/Chief Academic Officer, who is identified in the Administration, Faculty, and Staff section of this catalog and who may be reached by phone at 317-813-2300, by email at title9coordinator@ibcincindianapolis.edu, or by mail or in person at 7205 Shadeland Station, Indianapolis, IN 46256, is the Title IX coordinator at International Business College. Questions regarding Title IX may be referred to the Title IX coordinator or to the U.S Department of Education Office of Civil Rights.

Students, faculty, and administrative employees are encouraged to bring any complaints or reports of discrimination to the coordinator's attention. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address or by mail to the office address listed for the Title IX Coordinator. The matter will be investigated promptly, and both parties will be notified in writing about the outcome of the complaint. Appropriate follow-up will be implemented to assure that no person associated with the college is subjected to unlawful discrimination. Individuals who report discrimination will not be subjected to any retaliation for doing so.

Employees listed under Administration and Faculty in this catalog have an obligation to notify the Title IX Coordinator with any information received about conduct that may reasonably constitute sex discrimination. Other employees listed under Staff in this catalog must either (1) notify the Title IX Coordinator with any information received about

conduct that may reasonably constitute sex discrimination or (2) provide contact information for the Title IX Coordinator and information on how to report sex discrimination.

HEALTH AND RELATED INFORMATION

It is the student's responsibility to maintain health insurance coverage. International Business College does not offer health services or insurance. The Education Administrator can provide verification of full-time student status for health insurance purposes, upon receiving a request in writing.

In order to participate in school-related trips and recreational activities, the student will be responsible for agreeing to release and indemnify the college and related parties from all liability related to the student's participation.

Externship sites and employers may require certain vaccinations. It is the student's responsibility to receive all such vaccinations.

The Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA) requires that all veterinary technology students receive the pre-exposure rabies vaccination prior to handling animals that are not fully vaccinated. International Business College will disseminate information regarding the risks of rabies and regarding vaccination opportunities.

The veterinary technician program presents some possible health risks for the pregnant woman and her developing fetus. Exposure to materials such as gas anesthetics, x-ray radiation, toxic chemicals or drugs; injuries from animal bites, scratches, or kicks; lifting heavy animals, equipment, or supplies; and exposure to zoonotic diseases are just a few examples of the possible health risks that may be encountered during the program. Although committed to student safety, the school and any affiliates will not be responsible for injury to either the mother or fetus due to hazard exposure during pregnancy. The pregnant student must accept full responsibility for her health and the health of her fetus.

The pregnant student is strongly advised to consult her physician about any health concerns that she may have regarding her health or the health of the fetus. The pregnant student is encouraged but not required to inform the college of the pregnancy. If the student and her physician decide

to request accommodations, the student must pursue the procedures described in the Disability Support Services section of this catalog. While the college can be expected to provide appropriate reasonable accommodations based on the documentation of the student's needs, the pregnant student must still complete all course requirements and demonstrate all necessary skills in order to graduate from the program.

TECHNOLOGY ACCEPTABLE USE POLICY

The following guidelines have been established as part of a larger commitment to ensure the ethical behavior by International Business College (IBC) students when using computer technology and/or software applications on the School's premises. Failure to adhere to these guidelines may result in the suspension of computer technology privileges and/or prosecution under state and federal laws, where applicable.

1. The hardware, software, and network resources available to our students are intended to be used for research and educational purposes.
2. The computer technology will not be used for illegal activities, for profit purposes, or to access, upload, download, or distribute pornographic, obscene, or sexually explicit and offensive materials.
3. Users shall not obtain copies of or modify; software, desktops, files, or passwords belonging to others users.
4. Loading or use of unauthorized games, programs, files or other electronic media is prohibited.
5. Respect for the intellectual work and creativity of others is critical and expected; therefore, copyright violations (including software) and plagiarism will not be tolerated.
6. The network shall not be used to disrupt the work of others, harass, or threaten others, or publicly display, design, copy, draw, print or publish obscene language or graphics. Hardware or software shall not be modified or abused in any way.
7. The user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or intentional acts, which include the intentional introduction of viruses.
8. International Business College students may access e-mail using third party email accounts. This access will be available through computers designated by administration.

9. International Business College assumes no liability for the content of any advice or information acquired neither over the Internet nor for any cost or charges incurred for this advice or information.
10. The Higher Education Opportunity Act requires all educational institutions to offer legal alternatives to illegal downloading or otherwise acquiring copyrighted material. EDUCAUSE maintains a comprehensive list of legal downloading resources. The list can be found at: <http://www.educause.edu/legalcontent>.

Violations of the policies listed above may result in dismissal from International Business College. I understand and accept the following policies covering the use of the computer technology at International Business College.

COPYRIGHT INFRINGEMENT POLICY AND SANCTIONS

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

It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. Copying copyrighted materials in excess of the “fair use” limitation without the authority of the copyright owner, including uploading or downloading works protected by copyright, is an infringement of the copyright owner’s exclusive rights of reproduction and/or distribution. Unauthorized distribution of copyrighted material, including distribution of copyrighted material through unauthorized peer-to-peer file sharing, may subject individuals to civil and criminal liabilities.

Copyright infringement violates the institution’s policies and the law. Anyone who engages in copyright infringement, including the unauthorized distribution of copyrighted materials using the institution’s information technology system, will be subject to discipline by the college,

which may include warning, suspension, expulsion, or termination. Copyright infringement may also subject the individual to civil and criminal liabilities. Anyone found to have infringed a copyrighted work may be liable for actual damages or statutory damages up to \$30,000 for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased up to \$150,000 for each work infringed. In addition, individual infringers may be subject to criminal prosecution.

More information is available from the U.S. Copyright Office at www.copyright.gov, including FAQs at www.copyright.gov/help/faq.

STUDENT CONSUMER INFORMATION

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

Graduation and employment rates are reported annually to the Accrediting Commission of Career Schools and Colleges and are updated each October at https://www.ibcindianapolis.edu/IND_Performance_Information.pdf. More graduates may have been placed subsequently.

Medical Assistant A.A.S.: Graduation and placement rates are provided for students entering the program between April 2020 and March 2021. Of the 12 students available for graduation during that time, 83% of students completed their degree. The employment rate for these graduates as reported to ACCSC was 78%. 84% of the 19 students entering the program between April 2019 and March 2020 and available for graduation completed their degrees; the employment rate for these graduates as verified by a third party was 94%.

Veterinary Technology A.A.S.: Graduation and placement rates are provided for students entering the program between January 2019 and December 2019. Of the 153 students available for graduation during that time, 67% of students completed their degree. The employment rate for

these graduates as reported to ACCSC was 92%. More graduates may have been placed subsequently. 66% of the 132 students entering the program between January 2018 and December 2018 and available for graduation completed their degrees; the employment rate for these graduates as verified by a third party was 94%.

No states require a license or credential to work in the veterinary care industry. International Business College has determined that its veterinary technology curriculum and programmatic accreditation meet the applicable educational requirements for graduates who decide to pursue licensure or certification in Indiana and all states that have a license or credential. Alabama, Arkansas, California, Delaware, Georgia, Hawaii, Indiana, Nevada, New York, Oklahoma, and Tennessee require state certification to use the title “veterinary technician.”

No states require a license or credential to work as a medical assistant.

A student convicted at any time of a felony, misdemeanor, or any charge that involves drugs, alcohol, or other serious crimes will likely experience limitations and/or restrictions on externship placement, employment opportunities, and/or eligibility for licensing or credentialing. Also, externship sites and employers may require drug testing before and during externship placement and employment.

Of the 56 students who enrolled for the first time in the fall term in 2021 or in the prior summer term, and remained enrolled on October 15, 2021, there were 35 graduates from the college. Below are the disaggregated rates as required by section 668.45 - Information on completion or graduation rates of the Federal Regulations.

Category	Fall First-Time Full-Time Cohort	Graduates Within 150% Time Frame	Graduation Rate
Total	56	35	63%

By Gender			
Female	44	28	64%
Male	12	7	58%

By Ethnicity			
Black or African American	*	*	*
Hispanics of any race	12	7	58%
Race and Ethnicity unknown	*	*	*
Two or more races	*	*	*
White	27	20	74%

Pell Grant/Subsidized Loan Recipient			
Pell Grant Recipients	39	23	59%
Federal Direct Subsidized Loan (No Pell)	11	9	82%
No Pell or Federal Direct Subsidized Loan	*	*	*

* Counts below 10 have been suppressed

Voting is one of the most important rights and responsibilities of U.S. Citizens. To vote in Indiana or another state, a person must be registered in advance of certain deadlines. You can visit <https://indianavoters.in.gov/> for information about registering and deadlines in Indiana and www.rockthevote.org for information about other states.

ADMISSIONS INFORMATION

ADMISSIONS REQUIREMENTS

To be considered for admission to International Business College, an applicant must have graduated from or be a potential graduate from a valid high school, private school, or equivalent (GED). When an applicant has not yet graduated, offers of admission are contingent on high school graduation. Applicants are admitted for enrollment primarily on the basis of previous scholastic records as evidenced by a transcript of non-alternate work completed in high school or in college.

Veterinary Technology applicants must demonstrate an aptitude for, and interest in, a career in veterinary technology. To aid in the demonstration of aptitude and interest, all applicants will be required to complete an essay as part of the application process. An applicant for the Veterinary Technology program then will be accepted if the applicant has completed a bachelor's degree or has graduated from high school in Indiana with the Core 40 with Academic Honors designation. Other applicants may demonstrate the ability to succeed in the program based on high school scholastic achievement, by meeting with the Program Manager, and/or submitting additional information. Such additional information may include the following: high school equivalent (GED) scores/partial high school transcript, previous college transcripts, recommendation letters, military experience, and/or animal-related work experience.

An applicant for another program will be accepted if the applicant has a high school GPA at or above 2.00/4.00. Otherwise, the application may be taken to an acceptance committee. The acceptance committee will evaluate information on the student's transcript and may require that the student have an interview with the Director/Chief Academic Officer.

Foreign transcripts of students seeking admission must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from high school and eligibility to enter a college or university in the United States.

ADMISSIONS PROCEDURE

Potential students should call or write the Admissions Department to request an application form. To apply for enrollment, the student should complete the application form and submit it with the application fee to the Director/Chief Academic Officer, International Business College, 7205 Shadeland Station, Indianapolis, IN 46256. Potential students may also apply online at www.ibcindianapolis.edu.

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

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

FINANCIAL INFORMATION

TUITION AND FEES

Application Fee \$50
Payable with the application for admission. The fee is refunded only if the application is reviewed and rejected.

Tuition Deposit \$50
A \$50 tuition deposit is due no later than 30 days after a student is accepted for admission. This deposit is applied to tuition when the student begins classes. It is not refundable after the due date.*

Confirmation Deposit \$50
A \$50 confirmation deposit is due at the time the financial plan is held and payable within 30 days after a financial plan is held. This deposit is applied to tuition when the student begins classes. It is not refundable after the due date.*

Residence Reservation Fee \$100
A \$100 reservation fee is required to complete a valid application to enter the residence facilities. The student's tuition deposit also must accompany or be paid prior to submission of the reservation fee. A paid reservation fee is refundable if the student's application to IBC is not accepted or if the student requests a refund within seven days of submitting the application.

Rates for students entering between January 1, 2024, and December 31, 2024:

Students in the Veterinary Technology program who remain continuously enrolled are charged total tuition of \$34,000 in four semester payments of \$7,850 and one externship payment of \$2,600. Total lab fees of \$3,320 are charged in four semester payments of \$830. Textbook and supply charges are currently estimated to total \$2,358 and may vary from semester to semester. Required uniform purchases will total approximately \$175. The \$50 application fee is not applied to tuition and is refunded if a student is not accepted for enrollment.

Students in the Medical Assistant program who remain continuously enrolled are charged total tuition of \$31,400 in four semester payments of \$7,850. Total lab fees of \$2,560 are charged in four semester payments

of \$640. Textbook and supply charges are currently estimated to total \$2,381 and may vary from semester to semester. Required uniform purchases will total approximately \$75. The \$50 application fee is not applied to tuition and is refunded if a student is not accepted for enrollment.

Tuition

Per semester**	\$7,850
Final half-semester of four and one-half semester Veterinary Technology program	\$2,600

Residence Facilities

Per Semester***	\$2,880
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Lab Fees

Medical Assistant (per semester)**	\$640
Veterinary Technology (per semester)**	\$830

This fee is charged for each of the first four semesters of each program. A reenrolling student is charged at half the rate for a half-semester term.

Textbooks and Supplies

Textbook and supply charges will vary from semester to semester depending upon the program in which the student is enrolled. These charges will range from \$40 to \$1,300 per semester. Actual charges will be used in the student’s financial plan.

Uniforms are required and are not included in the lab fees or estimated textbooks and supplies costs. The estimated costs are \$75 and \$175 for students in the Medical Assistant and Veterinary Technology programs respectively.

Students may opt out of their plan to have books and/or supplies charged to their account. To start the opt-out process, the student must see the Financial Aid Office to revise the financial plan. If the student has a credit balance on his or her account, those funds will be made available immediately upon the student’s request so that the student may purchase books and supplies.

Rates for students entering between January 1, 2025, and December 31, 2025:

Students in the Veterinary Technology program who remain continuously enrolled are charged total tuition of \$34,160 in four semester payments of \$7,890 and one externship payment of \$2,600. Total lab fees of \$3,920 are charged in four semester payments of \$980. Textbook and

supply charges are currently estimated to total \$1,459 and may vary from semester to semester. Required uniform purchases will total approximately \$175. The \$50 application fee is not applied to tuition and is refunded if a student is not accepted for enrollment.

Students in the Medical Assistant program who remain continuously enrolled are charged total tuition of \$31,560 in four semester payments of \$7,890. Total lab fees of \$3,440 are charged in four semester payments of \$860. Textbook and supply charges are currently estimated to total \$1,973 and may vary from semester to semester. Required uniform purchases will total approximately \$75. The \$50 application fee is not applied to tuition and is refunded if a student is not accepted for enrollment.

Tuition

Per semester**	\$7,890
Final half-semester of four and one-half semester Veterinary Technology program	\$2,600

Residence Facilities

Per semester***	\$2,920
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Lab Fees

Medical Assistant (per semester)**	\$860
Veterinary Technology (per semester)**	\$980

This fee is charged for each of the first four semesters of each program. A reenrolling student is charged at half the rate for a half-semester term.

Textbooks and Supplies

Textbook and supply charges will vary from semester to semester depending upon the program in which the student is enrolled. These charges will range from \$50 to \$1,000 per semester. Actual charges will be used in the student's financial plan.

Uniforms are required and are not included in the lab fees or estimated textbooks and supplies costs. The estimated costs are \$75 and \$175 for students in the Medical Assistant and Veterinary Technology programs respectively.

Students may opt out of their plan to have books and/or supplies charged to their account. To start the opt-out process, the student must see the Financial Aid Office to revise the financial plan. If the student has a credit balance on his or her account, those funds will be made available

immediately upon the student's request so that the student may purchase books and supplies.

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

***The quoted tuition rate is based on enrollment for the equivalent of 12 credit hours or more in a semester. Tuition charges for a student enrolled in less than 12 credit hours in a semester will be adjusted proportionately. Students reenrolling may see additional charges based on attempting additional credits and/or rates effective at the time of reenrollment. Students reenrolling mid-semester will be charged for a stand-alone term. The charge for a stand-alone term is equal to one-half the semester rate and is based on enrollment for the equivalent of 6 credit hours or more in the stand-alone term. Tuition charges for a student enrolled in less than 6 credit hours in a stand-alone term will be adjusted proportionately.*

****To remain enrolled as a student in school, a student who enters residence must continue in residence for the duration of the program, excluding a concluding externship. A student wishing to request early discontinuance should contact the college Director. The charge for a half-semester term shall be half of the semester rate. Any part of a semester expected to be a full semester shall be considered a full semester.*

CANCELLATION POLICIES

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

REFUND POLICIES

When students withdraw or are dismissed, refunds shall be based on and computed from the last day of attendance. For these purposes, the week during which the last day of attendance occurs will be considered a week of attendance. Refunds shall be made within 31 days of the date a student withdraws or the date of determination of withdrawal if a student does not notify the college of the student's intention to withdraw. Questions about refunds of tuition, residence fees, and other charges should be referred to the college's administrative or financial aid office. Examples of refund calculations are available upon request.

Tuition Refund

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

<u>Week of Semester</u>	<u>% Refund</u>	<u>Week of Stand-Alone Term</u>	<u>% Refund</u>
1	100%	1	100%
2, 3, 4	75%	2	75%
5, 6, 7, 8	50%	3, 4	50%
9, 10	40%	5	40%
After Week 10	None	After Week 5	None

Refund Policy for Students Called to Active Military Service

A student who withdraws from the college as a result of the student being called to active duty in a military service of the United States or the National Guard will receive a waiver for the student's current semester tuition, lab fees, and residence fees. However, if the student is eligible to graduate from a shorter program mid-semester, the student will be graduated from the shorter program, and tuition and fees for the shorter program will be determined. Tuition and fees in excess of that amount will be waived. Except as discussed elsewhere in the college's refund policy, charges for current semester textbooks and supplies will not be reversed. Any cash paid by the student will be used to cover textbook and supply charges. Upon withdrawal, the student should submit a copy of the student's military orders to the Director/Chief Academic Officer.

Residence Fees

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

Lab Fees

For the purpose of refunds, lab fees are treated the same as tuition. There is no refund or reduction of lab fees during a period of externship. To avoid fluctuation in semester or term charges, lab fees are allocated over all semesters of the Medical Assistant program and over four semesters in the Veterinary Technology program. Lab fees are an additional cost of attending each program, and these fees apply in these programs regardless of whether a student is actually enrolled in a lab at any particular time.

Textbooks and Supplies

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

Return of Federal Title IV Funds Upon Withdrawal

Regardless of amounts resulting from the college's tuition refund policy as described above, upon a student's withdrawal or dismissal from college, the U.S. Department of Education requires the college to make refunds to the federal Title IV program funds according to the regulations published in Chapter 34 of the Code of Federal Regulations, Section 668.22.

These regulations apply unless the student is found to be exempt. A student is exempt and is not considered to have withdrawn for purposes of determining the amount of Title IV grant or loan assistance that the student earned if the student completes all the requirements for graduation, if the student completes one or more modules (terms) that include 49 percent or more of the number of days in the payment period (semester),

excluding scheduled breaks of five or more consecutive days and all days between modules (terms) , or if the institution obtains written confirmation that the student will resume attendance in the same payment period (semester) within 45 calendar days

The regulations in Section 668.22 allow the college to keep as "earned" the amount of federal Title IV aid that is equivalent to the amount of time the student has been in attendance, except during the first 30 days of a new student's first semester when the college is sometimes not permitted under regulations to disburse the student's Federal Direct Student Loan. For example, if the student completed 30 percent of the payment period or period of enrollment, 30 percent of the assistance originally scheduled for receipt may be earned. Once the student has completed more than 60 percent of the payment period or period of enrollment, all the assistance that the student was scheduled to receive for that period may be earned. Federal Title IV funds disbursed in excess of this amount must be returned by the college in the order noted below.

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

If a student withdraws from the college mid-semester as a result of the student being called to active duty in a military service of the United States or the National Guard, all financial aid (grants and loans) for that current semester will be refunded. However, if the student is eligible to graduate from a shorter program mid-semester, financial aid eligibility for the shorter program will be determined, and aid in excess of this amount will be refunded.

If a student provides notice of withdrawal either verbally or in writing to the Director/Chief Academic Officer, the date on which the notice is

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

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

Order of Refund

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

FINANCIAL AID

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

The college's financial aid administrator has the authority to compensate for special and unusual circumstances on a case-by-case basis with adequate documentation. Upon request, the financial aid administrator

may evaluate the family's situation and make appropriate adjustments to more accurately reflect the financial need of students and families. This authority is called professional judgment. Under professional judgement, the financial aid administrator may not change the eligibility formula itself, but may adjust inputs to the data elements and/or override a student's dependency status. The changes are dictated by the student and family's current circumstances and on their income and assets.

The decision of the financial aid administrator is final. There is no appeal. By law, neither the college's Director nor the US Department of Education can override the financial aid administrator's decision.

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

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

Verification Policies and Procedures

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

Time Frame: The college will notify students within 30 days of receipt of the applicable Institutional Student Information Record (ISIR), which is generally within two weeks of when the Free Application for Federal Student Aid (FAFSA) is submitted to the Department of Education, if verification is required. Students will be expected to submit all requested

documentation within two weeks or no later than the start of the academic year to which that ISIR applies. Students who do not meet this deadline will be given two weeks from the start date to supply the verification documentation. An extension may be granted beyond the two weeks when circumstances beyond the student's control prohibit the student from submitting the required documentation. In no way, however, will an extension be granted beyond the date for a subsequent financial disbursement.

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

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

Correction of Incorrect Information: If discrepancies are found in household size or number in postsecondary education, the student will be asked for additional proof of these items. If the independent status is questionable, the student will be asked for additional information to support the student's status. The college will assume the information on the individual's tax return to be correct. Corrections will be made on financial aid applications to reflect the information on the tax return. The existence of discrepant data on the ISIR will require resolution before aid can be disbursed, whether or not this data was part of the IRS tax data. The school may contact the student for clarification or resolution. When applicable, the use of "tolerance" may be exercised. If there is a change in the student's Student Aid Index (SAI) and this results in a change in the amount of the student's assistance under the TIV, HEA programs or any other form of assistance, the student will be notified either in person or in writing. The Institutional Student Information Record (ISIR) will be reprocessed. In no case will the college ever disburse based on the original ISIR when resubmitting the ISIR would result in an increased award.

If the student has already had aid disbursed and verification is selected on a subsequent transaction, the student will be notified in person or in writing and normal verification procedures will take place. If a change in assistance in TIV, HEA programs or other assistance is identified, the assistance will be either increased or decreased according to the revised Student Aid Index (SAI). The student will be notified through a revised financial plan of award changes.

Conflicting Information: If the student file contains conflicting information aside from the required verification items, the school must verify and resolve the discrepancies. School personnel are responsible for reporting fraud, waste, or abuse of the TIV HEA financial aid programs. Reports of misused funds are to be made at the OIG Fraud Hotline (1-800-MIS-USED) or electronically at <https://www2.ed.gov/about/offices/list/oig/hotline.html>.

FEDERAL DEFINITION OF A CREDIT HOUR FOR PURPOSES OF FINANCIAL AID

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

INSTALLMENT CONTRACTS AND INSTITUTIONALLY-FUNDED GRANTS

International Business College awards an institutional grant to each student scheduled to graduate with a separate institutional consumer credit sale contract. A grant of \$100-\$5,500 will be awarded to each eligible, active student approximately one month prior to graduation or prior to the end of the fiscal year.

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

TERMS OF PAYMENT

Tuition, textbook/supply charges, lab fees, and residence fees, if applicable, are due on the first day a student begins class each semester unless other prior arrangements have been made with the college. The college does not add any interest charges, late fees, or other fees. Payments can be made by cash, check, money order, or credit card. The college will charge a 2.5% convenience fee on credit card payments exceeding \$350 in any semester. Financial aid funds are applied to college costs in accordance with state and federal regulations. All financial obligations must be satisfied prior to graduation. If other financial arrangements have been made with the college, the student should ensure that the financial obligations have been met prior to graduation.

VETERANS BENEFITS

International Business College complies with all requirements of Title 38 United States Code Section 3679(e) regarding the distribution of all Department of Veterans Affairs' (VA) benefits. International Business College will permit any covered individual to attend or participate in the course of education even if the VA has not yet paid tuition and fees. International Business College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31, 33 or 35. To qualify, individuals may be required to submit the VA's Certificate of Eligibility by the first day of classes and provide additional information necessary to the proper certification of enrollment by the institution.

STUDENT SERVICES

STUDENT ADVISORY SERVICES

All students are encouraged to explore the advising services available at International Business College. All faculty members assume responsibility for continually monitoring students' needs for services, helping students as possible and directing students to appropriate staff members. The Director/Chief Academic Officer and the program managers are primarily responsible for academic advising, addressing concerns such as grades, subject matter, accommodations, attendance, schedules, or graduation requirements. The Director/Chief Academic Officer is available to help students with financial planning, transportation, day care, housing, health, safety, well-being, and other life and personal issues. Program faculty and career services representatives provide assistance in seeking employment after graduation. Students with issues that require professional counseling will be referred to appropriate agencies.

CAREER SERVICES

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

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

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

Students nearing program completion have a responsibility to meet with a career services representative to discuss job expectations, needs, and requirements as well as geographic preferences. This information helps the career services representative provide more personalized, effective employment assistance. Graduates are expected to have a driver's license and/or transportation in order to pursue employment.

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

LIBRARY

A resource library is available daily for the use of students and instructors. Books, periodicals, videotapes, computers, and Internet access are provided. Students are encouraged to make use of the facility for research, study, and enrichment.

STUDENT RESIDENCES

International Business College maintains residence facilities for students in need of housing. These facilities offer our students the opportunity to experience supervised independent living.

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

Residence facilities are only for the use of currently enrolled International Business College students. A student who withdraws or is dismissed from International Business College may not continue to reside in the residence facilities.

CAMPUS ANNUAL SECURITY REPORT

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

How to Report Criminal Actions or Other Emergencies

If a student or other campus member is the victim of a crime, believes they see a crime being committed, or becomes aware of any other emergency, the individual should report it in a timely manner to a Campus Security Authority. Campus Security Authorities at International Business College include the directors, the residence director, and program managers. An anonymous report should be made in writing to the Director/Chief Academic Officer. All incidents are then reported to the Director of Student Services. International Business College does not employ any professional, licensed counselors who are not required to report information about criminal offenses about which they are informed.

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

Campus Safety Procedures and Crime Prevention Programs

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

Timely Warning Reports

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

Security and Access to Campus Facilities

During business hours, the administration and classroom buildings are accessible to students and employees through a keyless entry system. Other individuals, such as parents, applicants, or others with a legitimate purpose to be on campus, must request access through the main entrance of the administration building. A camera system and a speaker have been installed to identify individuals before access is permitted. Cameras have also been installed at every point of entry in both buildings and are monitored throughout the day. During nonbusiness hours, these buildings are locked and secured by a central alarm system. The alarm is set after building maintenance has walked through.

International Business College residence facilities have a residence director and several residence advisors on duty each night to assist students as needed. Inside doors are equipped with adequate locks, and students are instructed to keep room doors locked at all times. Students are directed to call 911 in the event of a fire or other emergency.

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

Authority of Campus Security Personnel

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

Crime Statistics

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

<u>Category</u>	<u>Location</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Murder/Non-negligent Manslaughter	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus*	1	0	0
	On-Campus Housing Facility	1	0	0
	Public Property	0	0	0
Domestic Violence	On-Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Stalking	On-Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Rape	On-Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Fondling	On-Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Incest	On-Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Statutory Rape	On-Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Robbery	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0

Burglary	On Campus*	0	3	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	1	0
Arson	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Liquor Law Arrests	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Liquor Law Violations Referred for Disciplinary Action	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Drug Law Arrests	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Drug Law Violations Referred for Disciplinary Action	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Arrests	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0

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

Hate Crimes: Hate crimes are criminal offenses committed against a person or property that are motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, gender identity, religion, disability, sexual orientation or identity, ethnicity, or national origin. Included in these statistics are hate crimes of murder and non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. For the three years in the above

Crime Statistics table, there were no reported hate crimes at any of the above-listed geographic locations.

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

Disclosures to Alleged Victims

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

Policy for Preparing the Annual Disclosure of Crime Statistics

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

Policy on Alcoholic Beverages and Illegal Drugs

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

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

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

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

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

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

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

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

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

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

A person who knowingly or intentionally has sexual intercourse with another person or knowingly or intentionally causes another person to perform or submit to other sexual conduct (as defined in IC 35-31.5-2-221.5) commits rape when the other person is compelled by force or imminent threat of force, the other person is unaware that the sexual intercourse or other sexual conduct (as defined in IC 35-31.5-2-221.5) is occurring, or the other person is so mentally disabled or deficient that consent to sexual intercourse or other sexual conduct (as defined in IC 35-31.5-2-211) cannot be given.

“Other sexual conduct” means an act involving a sex organ of one person and the mouth or anus of another person or the penetration of the sex organ or anus of a person by an object. (IC 35-31.5-2-221.5)

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

Consent is an informed, affirmative decision made freely and actively by all parties to engage in mutually acceptable sexual activity. Consent is given by clear words or actions and may not be inferred from silence, passivity, or lack of resistance alone. Existence of a current or previous dating, marital, and/or sexual relationship is not sufficient to constitute

consent to additional sexual activity. Consent to one type of sexual activity does not imply consent to other types of sexual activity. Someone who is unconscious, asleep, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition, cannot give consent. Consent cannot be obtained by force, intimidation, threat, coercion, isolation, or confinement. Agreement obtained under such conditions does not constitute consent.

International Business College sponsors educational programs to prevent and promote the awareness of rape, acquaintance rape, dating violence, domestic violence, sexual assault, and stalking. A primary prevention and awareness program focusing on personal safety is presented for incoming students and new employees. Furthermore, continuing students and employees participate in activities devoted to personal safety annually. These meetings and activities focus on such topics as typical crimes in the metropolitan area, personal safety techniques in cars and parking lots, and techniques to prevent sexual assault or battery. Many of these programs are conducted by the Indianapolis Metropolitan Police Department. Information on registered sex offenders can be obtained from the web site address www.in.gov/cji.

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

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

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

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

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

Procedures for reporting incidents of dating violence, domestic violence, sexual assault, or stalking are the same as for any other crime. If a student or employee is the victim of dating violence, domestic violence, sexual assault, or stalking, the individual should report the offense in a timely manner to the Title IX Coordinator, a Campus Security Authority, or another college official either in person or by phone at (317) 813-2300.

Campus Security Authorities include the residence director, residence assistants, and program managers as well as the administration. Campus Security Authorities are required to submit a report for statistical purposes. Their report can be submitted without identifying the victim.

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

other information that would serve to identify any individual will be published in the crime log. The college will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the college to provide the accommodations or protective measures.

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

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

Upon receiving a report of an alleged sex offense, college officials will also provide victims with a written explanation of the supportive measures available to the victim to ensure the victim's safety and equal access to educational programs and activities, including notification of reasonably available options for changing academic, living, transportation, and working situations. A written request for accommodations should be submitted to the Director of Student Services, who will be responsible for determining what accommodations are reasonable. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. College officials are obligated to comply with a student's reasonable request for a living and/or academic situation change following an alleged sex offense and will assist in notifying the victim of all reasonably available options available for these changes regardless of whether the victim chooses to report the crime to local law enforcement. Examples of supportive measures include restrictions on contact, changes to a living situation, if applicable, and course rescheduling. International Business College does not issue

orders of protection. However, if requested, college officials will also provide information on where and how to obtain protection orders and similar lawful orders issued by the court system. International Business College will take the necessary measures, within reason, to comply with any orders issued by the courts that the institution is made aware of.

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

In a situation where disciplinary action is required, proceedings will provide a prompt, fair, and impartial investigation and resolution and be conducted by officials who receive annual training that addresses but is not limited to issues related to dating violence, domestic violence, sexual assault, and stalking; sexual harassment; and issues of relevance, and conducting an investigation and grievance process. Following a reported incident of dating violence, domestic violence, sexual assault, or stalking, the investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. If necessary, a hearing may be scheduled. College officials shall complete the investigation in a prompt and equitable manner.

The college will make every feasible effort to preserve the confidentiality of and prevent the disclosure of the identities of the parties involved to the extent permissible by law. The accuser and the accused will be entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Officials will use the clear and convincing standard of evidence during the procedures, which means that officials must reach a firm belief or conviction that the evidence presented is factual and it is substantially more likely than not that the alleged misconduct occurred. Both the accuser and the accused shall be simultaneously informed in writing of the

outcome of the proceeding, including any sanctions imposed by the institution and the rationale for the result and the sanctions; the institution's procedures for appealing the results of the proceeding; any change to the results that occurs prior to the time that such results become final; and when such results become final. Both the accuser and the accused shall be informed following a final determination of the alleged offense as well as the appropriate sanctions that the college imposed and the rationale for the result and the sanctions. Appropriate sanctions may range from warning to suspension to dismissal or termination.

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

Missing Student Notification

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

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

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

Emergency Response and Evacuation Procedures

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

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

The college conducts fire safety training for resident students during the first week of classes. This training will include fire prevention policies

and rules, fire safety precautions, protocol for reporting fires, procedures for evacuating the building, and use of fire extinguishers. The fire and smoke alarm systems alert residents of potential hazards. When an alarm sounds, each resident should follow the established procedures:

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

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

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

The school's Emergency Preparedness Plan may be obtained in the office of the Registrar.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

In accordance with the Drug-Free Schools and Communities Act amendments of 1989, Public Law 101-226, International Business College has declared itself to be a drug and alcohol-free school and workplace. This is a federal law that preempts and overrules any legalization by state or local governments.

Both students and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on property occupied by International Business College or while participating in college-related activities. Students or employees who violate this policy will be subject to disciplinary action up

to and including (a) expulsion from college or termination of employment; (b) reporting of the violation to law enforcement officials; and/or (c) requiring such student or employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.

In conformance with the law, International Business College will make a good-faith effort to maintain a drug- and alcohol-free college and workplace through the implementation of the preceding policy. It has also established and maintained a drug- and alcohol-free awareness program.

It is illegal to possess, consume, and or sell illegal drugs. Students and employees are advised that in accordance with state law with respect to alcohol:

1. The legal drinking age is 21; persons under the age of 21 may not consume, purchase, or possess alcohol.
2. It is unlawful to sell or furnish alcoholic beverages to persons under the age of 21.
3. It is unlawful for persons under the age of 21 to misrepresent one's age for the purpose of purchasing alcoholic beverages.
4. Alcohol includes beer, wine, grain alcohol, and liquor.

Persons convicted for violations of the Drug-Free Schools and Communities Act should expect to have legal sanctions imposed against them, depending on the severity of the violations.

Federal sanctions can include serious fines and/or imprisonment, as well as forfeiture of property and licenses. First convictions can result in up to one year in prison and fines of up to \$100,000; subsequent convictions can result in longer imprisonment and larger fines. Additional consequences may include forfeiture of related property, civil fines of up to \$10,000, denial of federal benefits such as contracts and licenses, and inability to purchase a firearm. As of July 1, 2023, drug convictions no longer affect eligibility for federal student aid.

State sanctions may also include serious fines and/or imprisonment. For further details on complete and current regulations, please see the Campus Director/Chief Academic Officer.

The college recognizes that drug and alcohol abuse and dependence can cause harmful effects on virtually every aspect of a person's life, e.g., social relationships, family, job, college, and physical and emotional

health. Some of these risks are described below. Thus, all students and employees are encouraged to abstain from the use of illegal drugs and illegal or irresponsible use of alcohol and to encourage others to abstain as well.

1. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses can cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to addictive dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Mixing alcohol with drugs or mixing drugs with other drugs can be extremely dangerous.

2. Marijuana (and Synthetic Marijuana, Hashish, etc.) has many negative physical and mental effects. The use of marijuana may impair or reduce short-term memory and comprehension, alter the sense of time, and reduce the ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are "high." Motivation and cognition may be altered. Marijuana can also produce paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke and is damaging to the lungs and pulmonary system. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives. It is anyone's

guess what ingredients may be in synthetic marijuana or other synthetic products.

3. Narcotics (Fentanyl, Heroin, Methadone, Codeine, Morphine, Meperidine, Opium, Percocet, Percodan, etc.) initially produce a feeling of euphoria that is often followed by drowsiness, nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possible 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. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.
4. Hallucinogens (such as PCP, LSD, Mushrooms, Ecstasy, Ketamine, etc) have mind-altering effects. Perception and cognition are impaired, and muscular coordination decreases. Speech may be blocked and incoherent. Chronic users of PCP may have memory problems and speech difficulties lasting six months to a year after prolonged daily use. Depression, anxiety, and violent behavior also occur. High psychological dependence on the drug may result in taking large doses of PCP. Large doses produce convulsions, comas, and heart and lung failure. Lysergic acid diethylamide (L.S.D. or "acid"), mescaline, and psilocybin (mushrooms) cause illusions, hallucinations, and altered perception of time and space. Physical effects include dilated pupils, elevated body temperature, increased heart rate and blood pressure, decreased appetite, insomnia, and tremors. Psychological reactions include panic, confusion, paranoia, anxiety, and loss of control. Flashbacks, or delayed effects, can occur even after use has ceased.
5. Stimulants (Amphetamines, Methamphetamines, Adderall, Ritalin, Cocaine, Crack, etc.) can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse or death. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. Users report feeling restless, anxious, and moody.

Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug use ceases. Many stimulants are extremely addictive.

6. Depressants (Barbituates, benzodiazepines), etc.) can have effects similar to alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms, including restlessness, insomnia, anxiety, and convulsions.

Students or employees who suspect they may be at risk or who know someone who is at risk are invited to seek services that can help. Drug and alcohol education information and a list of local counseling, treatment, and support services may be obtained from the Campus Director/Chief Academic Officer, Ameer Augenstein.

A partial list of national support services includes:

- Alcohol and Drug Abuse Hotline: 800-784-6776 or www.addictioncareoptions.com
- Alcoholics Anonymous: 212-870-3400 or <https://www.aa.org/>
- Cocaine Anonymous World Services: 310-559-5833 or <https://ca.org/>
- Crystal Meth Anonymous: 855-638-4373 or <https://crystalmeth.org/>
- Narcotics Anonymous: 818-773-9999 or www.na.org
- National Cocaine Hotline: 800-521-7128 or www.allaboutcounseling.com/crisis_hotlines.htm
- National Institute on Drug Abuse/Treatment Hotline: 301-443-1124 or www.drugabuse.gov/nidahome.aspx

- Substance Abuse and Mental Health Services Administration (SAMHSA) Helpline: 800-662-HELP (4357) or <https://www.samhsa.gov/>
- SAMHSA Behavioral Health Treatment Services Locator: <https://findtreatment.gov/>
- SAMHSA Suicide & Crisis Lifeline: Call or text 988 or <https://988lifeline.org/>
- National Domestic Violence Hotline: 800-799-SAFE or www.thehotline.org

PERSONAL PROPERTY

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

GRIEVANCE AND COMPLAINT PROCEDURES

If a student has a problem regarding a specific course, instructor, or decision, the student should first appeal to the instructor or staff member involved. If the problem is not resolved, or if the problem concerns any representation or promise made by any instructor or staff member, the student should request a meeting with the Director/Chief Academic Officer. The Director/Chief Academic Officer will endeavor to resolve the problem in a prompt and equitable manner.

A student who still has a grievance or wishes to appeal a decision should then request a Student Complaint Appeal Form from the Campus Director/Chief Academic Officer and submit the complaint or appeal in writing to the Director/Chief Academic Officer, who is responsible for this policy and these procedures to fairly and consistently handle and address student complaints and appeals. The college adheres to policies of promptly performing a full and fair review, communicating the status to the student in writing, and never retaliating against a student lodging a complaint.

Colleges accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling

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

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the college and may be obtained by contacting the Director/Chief Academic Officer, contacting complaints@accsc.org, or at <https://www.accsc.org/Student-Corner/Complaints.aspx> .

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

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

ACADEMIC INFORMATION

CLASS SCHEDULE

Instructional hours are 50 minutes in length. Classes are scheduled Monday through Friday from 8 a.m. to 4:50 p.m. Individual class schedules will vary according to the student's program. In the event of unscheduled college closings due to weather or other events, make-up classes may be scheduled on Saturdays, holidays, or during evening hours and may result in an extended semester. All courses are taught in English.

A regularly enrolled student is required to attempt the number of classes normally scheduled for a program, for the length of the program in which the student is enrolled, except when the student has changed programs or is returning to a program in which the student was previously enrolled.

Kennel duties for students in the Veterinary Technology program are performed before or after classes and on weekends. Students are expected to report to kennel duty as early as 6 a.m. Afternoon kennel duty may be as late as 6:30 p.m. The number of weeks each student is assigned kennel duty depends on the number of in-house veterinary technology students.

CLASS SIZE

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

ATTENDANCE

Regular class attendance is considered essential. Cultivation of desirable habits is just as important as the development of skills. Students should train themselves to be present and on time for all classes. Development of this important habit while in college makes it considerably easier to satisfy the employer who demands regular and punctual attendance. Absence from class, regardless of reason, involves a loss to both the student and to other members of the class. The college's policy is that students should attend all classes.

While it is recognized that certain reasons beyond the control of the student may make it impossible for him or her to attend class, excessive absenteeism may result in a lowered final course grade or other administrative action. Final course grades will not be lowered to a failing grade solely due to lack of attendance; however, final course grades will be subject to consequences for absenteeism published in course outlines and the Make-Up Policy published in this catalog.

A student who accumulates 10 consecutive days of absence while enrolled in a program is considered to have withdrawn.

DRESS CODE

Students are required to dress in appropriate professional attire and to maintain the same high standards of appearance, grooming, and personal hygiene that are expected by employers. A description of the student's dress code is provided at orientation.

MAKE-UP POLICY

Without a valid, documented reason for an absence, a student generally cannot make up a missed quiz or test. Examples of valid reasons that can be documented include serious illnesses or health conditions that require hospitalization or the death of a close friend or family member. Instructors will be permitted discretion in structuring the value of missed or make-up quizzes, tests, and homework assignments.

STUDENT CONDUCT

Students at International Business College are expected to conduct themselves as responsible adults. Expulsion, suspension, or some lesser sanction may be imposed for any of the following offenses: 1) academic cheating, plagiarism, or copyright infringement; 2) interruption of, material distraction from, or any manner of interference with the normal operation of the college; 3) destruction, damage, or misuse of college equipment, facilities, or property; 4) intoxication, which is defined as being affected by alcohol or drugs to the point where physical and mental control is diminished, while on campus or while involved in college-related activities; 5) possession, use, or furnishing of alcoholic beverages

while on campus or while involved in college-related activities; 6) illegal possession, use, or furnishing of drugs while on campus or while involved in college-related activities; 7) possession, use, or furnishing of weapons while on campus or while involved in college-related activities; 8) verbal, physical, sexual, social media, or online assault that injures, causes serious emotional harm, or grievously demeans or threatens another person in the college community; 9) theft of another's property occurring on college premises; 10) participation in hazing; 11) stalking; 12) posting pictures of the school's animals to the Internet including social media; 13) intentional misrepresentation of important documentation or information; 14) smoking or vaping within the school; and/or 15) commission of other offenses that in the opinion of the administration may be contrary or disruptive to the best interest of the college community.

Sanctions that may be imposed are 1) written warning, 2) suspension, or 3) expulsion. In general, the college will issue at least one written warning prior to dismissing a student for poor conduct. The college, however, may dismiss a student without written warning if the offense is serious. Serious offenses may be any of those that directly affect the physical well-being of other persons in the college community. The Director/Chief Academic Officer will investigate all complaints of student misconduct and determine the appropriate sanction to be imposed. For matters involving possible sexual harassment or sexual violence, the Director/Chief Academic Officer, who is also the Title IX Coordinator, will ensure that the investigation complies with all Title IX requirements.

Conviction on a drug-related charge while enrolled and receiving financial aid may result in the loss of certain types of financial aid. Additionally, failure to obtain an externship/extramural because of inability to pass a drug test or termination for cause from externships/extramurals may result in dismissal from the program, loss of time, loss of credit, and/or increased charges.

Academic Dishonesty

Students should be aware that persons who are caught cheating (giving answers or receiving them) will receive a grade reduction and the incident will be documented in the student's permanent file. Instructors are permitted to determine appropriate consequences for cheating at the instructor's own discretion. If there is another offense, the student will face the possibility of dismissal from International Business College.

Plagiarism is copying someone else's ideas or words and claiming them as your own. More commonly, "cutting and pasting" from a source on the Internet is the most egregious form of plagiarism. If you need any further explanation, consult your instructor.

DEFINITION OF ACADEMIC CREDIT

A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities as established by the institution comprised of units of the following:

- didactic learning environment, in which teaching and learning is led by a qualified faculty member.
- supervised laboratory setting of instruction, in which a faculty member supervises students applying and/or discussing information from didactic and/or out-of-class learning.
- Externship, in which students apply learning and practice skills in an occupational environment; and
- out-of-class work/preparation, in which students complete assignments and prepare for these learning environments.

In establishing credit hour awards:

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

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

COURSE NUMBERING SYSTEM

International Business College uses a five-character course numbering system. The course number consists of two letters and three digits. The letters identify the field of study. The first digit indicates the course level. Level-100 courses are primarily introductory and first-year courses, and level-200 courses are primarily advanced and second-year courses. The second and third digits are used to differentiate between courses in the same field.

GRADING SYSTEM

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

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

1. For each course taken, multiply the number of quality points assigned to the grade earned by the number of credits received for the course.
2. Add all accumulated quality points.
3. Divide by the total number of credit hours the student has attempted.

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

attempted when calculating the grade point average. Withdrawal from individual courses is not allowed.

GRADE REPORTS

Grade reports are issued to students at the completion of each term.

TRANSCRIPTS

Upon request, each student may receive one free copy of the student's transcript. Students will be charged a processing fee of \$8.50 for additional transcript copies. Official transcripts may be obtained by all former students, regardless of whether the former student owed money to the college at the time of withdrawal.

WITHDRAWAL

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

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

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

DISMISSAL

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

1. Academic Failure of course work or failure to meet STANDARDS OF SATISFACTORY ACADEMIC PROGRESS.
2. Attendance Excessive absences.
3. Misconduct Behavior unbecoming of a health care professional or offenses listed in the STUDENT CONDUCT section.
4. Financial Failure to meet obligations outlined in the student's financial plan.

A student who is dismissed may appeal to the Director/Chief Academic Officer, who will make the final determination.

READMISSION

Readmission to International Business College following dismissal or withdrawal will be at the discretion of the college. Students wishing to reenter must contact the Director/Chief Academic Officer.

A student cannot reenter the school if he or she 1) has a loan in default or 2) was dismissed for a violation of the conduct policy.

A reentering student who was not maintaining satisfactory academic progress but did not complete an academic warning period generally may appeal to reenter for an academic warning period.

A student who was not maintaining satisfactory academic progress at the end of an academic warning period may appeal, but generally will not be allowed to reenter for an academic probationary period.

A students who was dismissed for not maintaining satisfactory academic progress at the end of an academic probationary period will be allowed to reenter only in exceptional circumstances.

A student who withdrew due to a disability or due to pregnancy or parental status generally will be readmitted.

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

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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

Maximum Time Frame

Students are expected to complete graduation requirements within the normal completion time for the program in which they are enrolled. Under certain circumstances, however, the student may require more than the normal completion time to fulfill graduation requirements. The maximum time frame in which a student must complete his or her program is 150 percent of the published length of the program as measured in credit hours to complete the program. To determine the maximum time frame, multiply the published credit hours needed to graduate from the program of study by 1.5 (150 percent). For example, the number of credit hours it should take to complete the Veterinary Technology Associate Degree program is 66 credits. Using that number, 150 percent would equal 99 credit hours, which would be the maximum number of credits for which a student could receive financial aid. Transfer credits that apply toward the student's program will be counted toward the maximum time frame.

A student who changes programs is still responsible for maintaining satisfactory academic progress in accordance with the standard above. All courses the student attempts count toward the 150 percent time frame requirement. A student who returns to the institution to pursue a second credential will have his or her maximum time frame established at 150

percent of the normal length of the second program minus the courses applicable from the first program of study and any other documented transfer credits that are counted toward the second program of study.

Satisfactory Progress Measurements

All students must progress satisfactorily toward meeting graduation requirements. Formal financial aid satisfactory progress evaluations will be conducted at the end of each semester. Informal reviews of academic progress may occur at the midpoint of each semester. A student's progress toward graduation is considered satisfactory only if the student is meeting all three of these requirements:

1. The student is within the maximum time frame.
2. The student has successfully completed at least: (a) 25% of credit hours if it is the first semester evaluation point, (b) 33% of credit hours if it is the second semester evaluation point, (c) 67% of credit hours if it is the third semester evaluation point, and (d) 75% of credit hours if it is the fourth semester evaluation point. The successful course completion percentage is calculated by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted.
3. The student has achieved a cumulative grade point average of at least (a) 1.80 if it is the first semester evaluation point, (b) 1.80 if it is the second semester evaluation point, (c) 2.00 if it is the third semester evaluation point, and (d) 2.00 if it is the fourth semester or later evaluation point. The cumulative grade point average will include all grades earned at International Business College.

At each end-of-semester formal financial aid evaluation point, a student who is not meeting all three requirements will receive a notification of unsatisfactory progress, either in person or in writing.

If the notification is not at the end of an academic warning period or academic probationary period, a student may appeal the notification and, if successful, be reinstated for an academic warning period, usually one semester. An academic warning period is an opportunity for a student to improve to be meeting all three requirements at its completion. During an academic warning period, a student will be eligible to receive assistance under federal Title IV, HEA programs, if applicable.

If the notification is at the end of an academic warning period, a student may appeal the notification, but a successful appeal will be highly unlikely. If the appeal is successful, the student will be reinstated for an

academic probationary period with an accompanying academic plan, usually one semester. An academic probationary period is an opportunity for a student to improve to be meeting all three requirements at its completion. During an academic probationary period, a student will be eligible to receive assistance under federal Title IV, HEA programs, if applicable. A student who receives notification of unsatisfactory progress at the end of an academic probationary period will be dismissed.

An appeal of a notification of unsatisfactory progress should be submitted in writing to the Director/Chief Academic Officer within 5 days of notification. An appeal must explain why the student failed to make satisfactory progress and what has changed that will allow satisfactory progress to be met by the next formal financial aid evaluation point. An appeal must explain unusual mitigating circumstances that reasonably impaired academic performance and are not expected to recur. Examples include a student's injury or illness, the death of a relative, or other special circumstances. The school may require documentation or additional information. If the school determines that, based on the cumulative grade point average and the expected absence of the mitigating circumstances, the student should be able to be meeting satisfactory progress requirements at the next formal financial aid evaluation point, the notification may be rescinded, and the student may be reinstated for one academic warning period or one academic probationary period. A student whose appeal is unsuccessful may not continue. The school's decision will be final.

Course Failures

Students also are expected to successfully complete all courses attempted, but a failure of a course is not itself a failure to make satisfactory progress.

If a student fails a course that is a prerequisite for an upcoming course in the program, the student should expect to be required to join a later program cohort by withdrawing and being readmitted to that cohort. The student would retake the prerequisite course and then take the remainder of the required courses and graduate with that later program cohort.

If a student fails a course that is not a prerequisite for another course in the program, circumstances may occur where a student could continue in the program and repeat the course at a later date provided that the maximum time frame would permit. However, the student should expect to be required to join a later program cohort by withdrawing and being readmitted to that cohort. The student would retake the course and then

take the remainder of the required courses and graduate with that later program cohort.

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

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

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

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

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

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

Incomplete Grades

An incomplete (I) grade may be issued to a student who is passing a course but who has not been able to complete all required work, generally because of some extenuating circumstance. The student usually will be allowed no more than one or two weeks of scheduled classes to complete the course work. When the course work is completed, a grade will be issued for the course. If the work is not completed during the allotted time, the incomplete (I) will revert to an "F."

However, in cases involving extreme mitigating or special circumstances, exceptions to this policy may be considered. In such cases, the student must file an appeal, and documentation of the circumstances may be required. Appeals will be considered on a case-by-case basis. If granted, the college and the student will agree on a timeframe for completion of the course, not to exceed 240 calendar days. If the work is not completed during the allotted time, the incomplete (I) will revert to an "F." A student may appeal only one time.

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

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

Leave of Absence

A student attempting only an externship, extramural, or practicum course may request a leave of absence for extreme mitigating or special circumstances that will affect the student's ability to complete the required number of hours in that course. The student must submit a written, signed, and dated request that includes the reason for the request. The request should be submitted prior to the end of the student's current term of enrollment.

A leave of absence may be approved if the college determines there is a reasonable expectation that the student will return and complete the course requirements. The length of the leave of absence is at the discretion of the college but will not exceed 180 calendar days. The student will be notified of the expected length and resulting expected delay in completion. If the student does not resume attendance in an externship, extramural, or practicum course at or before the end of the leave of absence, the student will be treated as a withdrawal.

GRADUATION REQUIREMENTS

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

1. Pass all courses.
2. Attain an overall 2.00 grade point average.
3. Satisfy all financial obligations.

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

SCHEDULING

International Business College reserves the right not to offer a planned program if there is insufficient enrollment. International Business College also reserves the right to schedule or deliver any portion of any program via remote education or at another qualified location, subject to approval of various state and national agencies under whose regulations it operates.

CREDIT TRANSFER FROM ANOTHER COLLEGE

Transcripts of work completed only at institutions that are either accredited by agencies recognized by the United States Department of Education, recommended by the American Council on Education's College Credit Recommendation Service (ACE), or recognized by their respective government as institutions of higher education for internationally-based institutions, may be submitted to the Director/Chief Academic Officer for review. Transcripts should be submitted during the first term of

a student's program. Foreign transcripts must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Association of Credential Evaluation Services (NACES) prior to the evaluation and award of credit. Other documentation may also be required.

Credits considered for transfer are evaluated by the Director/Chief Academic Officer to determine if the course work is similar in nature, content, and level to that required at International Business College. If the course work is comparable, transfer students may be given credit for courses completed at other accredited colleges provided the grades received for the courses were "C" or better. However, in the case where a program has been separately accredited by a specialized accreditor and that accreditor requires the credential-granting institution to certify student competency in specified skill areas, course work will not be evaluated and transfer credits will not be awarded for any courses that contain skill evaluations and certification. Because programs at International Business College are specially tailored to career preparation, course credits from other postsecondary colleges may not be transferable. At a minimum, at least 51% of the credits required for graduation must be completed at the college or an affiliated school listed under Legal Control.

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

CREDIT TRANSFER TO ANOTHER COLLEGE

The acceptance of credits is always at the discretion of the institution to which a student is attempting to transfer credits. There may be articulation agreements in place at the time the student enters that may not be in place when the student graduates or desires to attend a particular college. Because programs at International Business College are designed specifically for career preparation, students must assume that credits for

courses taken at International Business College are not transferable to other institutions. Neither International Business College nor any of its employees can represent that another institution will accept any courses for credit.

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

NOTIFICATION OF RIGHTS UNDER FERPA

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

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day International Business College receives a request for access. Students should submit to the registrar, dean, or head of the academic department written requests that identify the record(s) they wish to inspect. The International Business College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the International Business College official to whom the request was submitted, that official should advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. They should write to the International Business College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If International Business College decides not to amend the record as requested by the student, International Business College will notify the student of the decision and advise the student of the student's right to a hearing regarding the request for amendment. Additional

information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to college officials with legitimate educational interests. A college official is defined as a person employed by International Business College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom International Business College has contracted (such as an attorney, auditor, or collection agency); a person serving as a Manager; or a person assisting another college official in performing their tasks. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill the official's professional responsibility.

Directory information may be released without a student's prior consent; this information is generally limited to student name, date admitted, mailing address and telephone number, local address and telephone number, date of birth, photograph, email address, dates of attendance, major, specialization, enrollment status, full- or part-time status, degree sought, honors and awards, and degrees and dates received, but may include other information that would not generally be considered harmful or an invasion of privacy if disclosed.

Students have the right to withhold the release of information designated as "directory information" by submitting to International Business College, not later than 14 days after the beginning of the term, a request written and signed that "directory information" not be released. This request is effective until revoked in writing by the eligible student to the same office.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by International Business College to comply with the requirements of FERPA. The contact information of the Office that administers FERPA is:

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

PRIVACY AND ONLINE CLASSES

Any use of recording devices such as tape or video recorders at any time within the school's premises is not permitted without advance, written approval by the Chief Academic Officer/Campus Director.

International Business College may hold certain classes or educational activities through online services. Most of these classes or educational activities may be recorded for the purpose of being available to students in the course who wish to watch the recording at a later time.

During the class or educational activity, information about a student may be shared and recorded. Such information may include "directory information" such as a student's name, telephone number, and/or email address, but may also include student discussions, questions, presentations, or other student activities that may be considered part of a student's educational record.

Reasonable measures will be taken to restrict access to any online class, educational activity, or recording to students in that course and school officials. Instructors also generally will seek to minimize the sharing of information that may be sensitive, balanced by the pursuit of the learning objectives of a class or course. Recordings of classes and educational activities will be available only during the instructional period in which the course is being offered. Following the conclusion of the course, all recordings will be deleted.

In participating in an online class or educational activity, a student voluntarily consents to the sharing of the student's information that may be contained and the understanding that the event usually will be recorded for the above purpose. The student also consents to a prohibition on sharing or copying any recording.

DISABILITY SUPPORT SERVICES

International Business College is committed to providing equal access to the college's academic programs and services to qualified individuals

with disabilities through reasonable accommodation. Students who believe they are in need of accommodations should contact the designated Section 504 coordinator, who is the Director/Chief Academic Officer identified in the Administration, Faculty, and Staff section of this catalog, by phone at 317-813-2301 or in person or by mail at 7205 Shadeland Station, Indianapolis, IN 46256. The student should provide the designated Section 504 coordinator with a current comprehensive evaluation of a specific disability from a qualified diagnostician that identifies the type of disability and lists recommended accommodations. All documentation will be reviewed by the Section 504 coordinator in a timely manner, and appropriate reasonable accommodations will be provided based on the individual student's needs.

ONLINE LEARNING AS A SUPPORT TOOL

International Business College and Vet Tech Institute offer synchronous virtual attendance for students to continue their educations for a short time due to rare and extenuating circumstances to be determined and approved by the school. The duration of this online support coincides with the short-term interruption's length but can be no longer than 15 school days. Students are required to return to on-campus classes after the short duration of online education is complete. Students must complete all hours of VT265 Veterinary Externship and MD292 Medical Assistant Practicum in person.

A student who uses this support tool must have internet access to virtually attend classes synchronously and to complete necessary coursework via the school's learning management system. Make-up work, including hands-on skills that could not be completed while attending virtually, is completed upon return to the on-campus classes. Students with internet access should have sufficient access to learning resources and communication tools during such short-term interruptions.

A student should contact the Director/Chief Academic Officer to seek approval for short-term synchronous virtual attendance. Each student is responsible for providing documentation of the need for the accommodation for approval, attending classes, submitting work, and completing make-up work upon return to classes

KENNEL DUTY

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

PROGRAMS OF STUDY

<u>Program</u>	<u>Credential</u>	<u>Credit Hours</u>	<u>Months</u>
Medical Assistant	A.A.S.	60	16
Veterinary Technology	A.A.S.	63	18

MEDICAL ASSISTANT ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

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

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

Course Number	Course Name	Semester Credits
First Academic Year		
GS111	Interpersonal Communications	2
GS112	Business English	2
GS121	Psychology of Human Relations	2
MD101	Medical Administrative Procedures I	1
MD102	Medical Administrative Procedures II	1
MD103	Medical Laboratory Procedures	3
MD110	Medical Terminology	2

MD121	Medical Insurance	2
MD128	Anatomy and Physiology I	2
MD131	Anatomy and Physiology II	2
MD141	Calculations for Medical Assistants	2
MD179	Clinical Procedures I	3
MD185	Clinical Procedures II	3
MD186	Clinical Procedures III	3
OT151	Computer Skills	1
TY100	Keyboarding	1

Second Academic Year

FI201	Personal Finance	1
GS231	Theory and Application of Management	3
MD106	Medical Office Systems	1
MD142	Pharmacology	3
MD221	Healthcare Law and Ethics	2
MD222	The Engaged Caregiver	2
MD231	Medical Billing & Coding	2
MD232	Medical Transcription	2
MD241	Interpreting Electrocardiograms	2
MD284	CMA Review	2
MD292	Medical Assistant Practicum	6
PD102	Professional Development	2
	TOTAL	60

VETERINARY TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

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

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

Upon successful completion of this program, students will receive an Associate of Applied Science Degree.

Course Number	Course Name	Semester Credits
First Academic Year		
GS105	Mathematics for Veterinary Technicians	2
GS106	Chemistry of Life	2
GS111	Interpersonal Communications	2
VT101	Clinical Medicine I	2
VT102	Clinical Medicine II	2
VT103	Clinical Medicine III	2
VT111	Animal Technology I	1
VT112	Animal Technology II	1

VT113	Animal Technology III	1
VT114	Animal Technology IV	1
VT123	Veterinary Terminology	1
VT124	Animal Anatomy and Physiology I	2
VT130	Animal Anatomy and Physiology II	2
VT131	Clinical Laboratory I	1
VT132	Clinical Laboratory II	1
VT133	Clinical Laboratory III	1
VT143	Veterinary Pharmacology I	2
VT147	Veterinary Pharmacology II	2
VT220	Large Animal Theory I	2
VT225	Veterinary Office Procedures	1

Second Academic Year

FI201	Personal Finance	1
GS112	Business English	2
GS121	Psychology of Human Relations	2
PD208	Professional Development for Veterinary Technology	1
VT104	Clinical Medicine IV	2
VT145	Anesthesia I	2
VT149	Anesthesia II	1
VT202	Clinical Medicine V	2
VT211	Animal Technology V	1
VT212	Animal Technology VI	1
VT231	Clinical Laboratory IV	1
VT241	Radiography I	2
VT245	Radiography II	1
VT246	Surgical Nursing I	1
VT247	Surgical Nursing Rotation	1
VT251	Large Animal Practicum	1
VT255	Large Animal Theory II	2
VT261	VTNE Preparation	2

Third Academic Year

VT265	Veterinary Externship	6
	TOTAL	63

COURSE DESCRIPTIONS

FI201 PERSONAL FINANCE

(38 Clock Hours-1 Credit)

This course provides a survey of the major economic decisions facing the typical American household and examines the influence of social and economic change on individual financial planning. Students acquire the knowledge and develop the necessary analytical skills to make informed choices related to topics such as managing finances and budgeting, banking and saving, earning and reporting income, buying goods and services, using credit, and protecting against risk. This course puts emphasis on goal setting, lifelong learning, and active decision making.

GS105 MATHEMATICS FOR VETERINARY TECHNICIANS

(57 Clock Hours-2 Credits)

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

GS106 CHEMISTRY OF LIFE

(38 Clock Hours-2 Credits)

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

GS111 INTERPERSONAL COMMUNICATIONS

(38 Clock hours – 2 credits)

This course provides a traditional overview of the theory and application of interpersonal human communication. Topics include application of theories of communication in one-on-one, group, and public situations. Additionally, students will explore current communication issues as impression management, culture and language, communication competency, and critical thinking.

GS112 BUSINESS ENGLISH

(38 Clock Hours – 2 Credits)

This course provides a traditional overview of the theory and application of language skills involved in business communications. Topics will include writing complete and accurate sentences, well-structured paragraphs, memos, and letters. Grammar, sentence structure, sentence mechanics, and spelling are all covered. Additionally, students will apply basic language and research skills to prepare written and oral presentations.

GS121 PSYCHOLOGY OF HUMAN RELATIONS

(38 Clock Hours – 2 Credits)

This course provides a general overview of the foundational theories of psychology that influence the dynamics of human relationships in both personal life and the workplace. Students will study and apply theories of learning, social psychology, and issues relating to physical and emotional wellness.

GS231 THEORY AND APPLICATION OF MANAGEMENT

(76 Clock Hours – 3 Credits)

This course explores the theory and application of management fundamentals. Behavioral science concepts of motivation and leadership are studied and applied. Topics include planning, organizing, hiring, monitoring, directing, and communicating. Upon completion, students should understand the theories being applied by their future managers and when they may manage others in the future.

MD101 MEDICAL ADMINISTRATIVE PROCEDURES I

(38 Clock Hours-1 Credit)

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

MD102 MEDICAL ADMINISTRATIVE PROCEDURES II

(38 Clock Hours-1 Credit)

This course is designed to continue the development of student competency in medical assisting administrative functions. (Prerequisite: MD101 Medical Administrative Procedures I)

MD103 MEDICAL LABORATORY PROCEDURES

(76 Clock hours-3 Credits)

This course is designed to introduce the medical assisting students to the basics of laboratory procedures. Topics of discussion and demonstration include an introduction to the laboratory facility, CLIA '88 regulations, and specimen collection and testing. Specialized areas include urinalysis, hematology, microbiology, and phlebotomy.

MD106 MEDICAL OFFICE SYSTEMS

(38 Clock Hours-1 Credit)

This course continues building on the student's knowledge of administrative and clinical procedures through computerized simulations. (Prerequisites: MD121 Medical Insurance and MD102 Medical Administrative Procedures II)

MD110 MEDICAL TERMINOLOGY (38 Clock Hours-2 Credits)

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

MD121 MEDICAL INSURANCE (38 Clock Hours-2 Credits)

This course provides the students with knowledge of the basic fundamentals of ICD-9 and CPT coding, managed-care contracts, reimbursement procedures, and insurance referrals for the health care industry. (Prerequisite: MD110 Medical Terminology)

MD128 ANATOMY AND PHYSIOLOGY I (38 Clock Hours-2 Credits)

This course is designed to introduce the medical assisting students to basic body structures that contribute to an understanding of the human body process in normal and abnormal conditions. (Prerequisite: MD110 Medical Terminology)

MD131 ANATOMY AND PHYSIOLOGY II (38 Clock Hours-2 Credits)

This course is a continuation of the study of the body structures. The principles of biological and physical sciences that contribute to an understanding of the human body processes are studied. (Prerequisite: MD128 Anatomy and Physiology I)

MD141 CALCULATIONS FOR MEDICAL ASSISTANTS

(38 Clock Hours – 2 Credits)

In this course the students will be provided with the experience in computing problems that are common in a wide variety of careers in health care. It also provides students with information about a wide variety of terminology and abbreviations used in health care careers which are incorporated throughout the book, for use in mathematics.

MD142 PHARMACOLOGY (76 Clock Hours-3 Credits)

This course is designed to provide the medical assisting students with knowledge of the principles of pharmacology utilizing a body systems approach.

MD179 CLINICAL PROCEDURES I (76 Clock Hours-3 Credits)

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

MD185 CLINICAL PROCEDURES II (76 Clock Hours-3 Credits)

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist with the following procedures: minor surgery and instrumentation, medical/surgical asepsis, and preparation for specialty examinations. (Prerequisite: MD179 Clinical Procedures I)

MD186 CLINICAL PROCEDURES III (76 Clock Hours-3 Credits)

In this course the medical assisting student continues the development of skills learned in Clinical Procedures I and Clinical Procedures II. Additional skills and procedures presented include emergency preparedness, EKGs, and preparation for specialty examinations. (Prerequisite: MD185 Clinical Procedures II)

MD221 HEALTH CARE LAW AND ETHICS (38 Clock Hours – 2 Credits)

In this course the students are introduced to the navigation of the numerous legal and ethical issues that health care professionals face every day. Topics are based upon real-world scenarios and dilemmas from a variety of health care practitioners.

MD222 THE ENGAGED CAREGIVER (38 Clock Hours – 2 Credits)

In this course the students are introduced to an engaged and resilient workforce which is essential for achieving robust safety, quality, and patient experience outcomes. To catalyze high performance, healthcare organizations must prioritize workforce engagement, accelerating improvement, creating alignment, and fostering and engaged culture.

MD231 MEDICAL BILLING AND CODING (38 Clock Hours – 2 Credits)

In this course the students are instructed on how to become proficient in medical coding – a health care field that continues to be in high demand. They will receive hands-on practice which includes real-life physician documentation, from both outpatient and inpatient facilities, to promote critical thinking analysis and evaluation. In addition to determination of accurate codes to report diagnoses, procedures, and ancillary services. All of this is assembled to support the student's development of a solid foundation upon which to build a successful career.

MD232 MEDICAL TRANSCRIPTION (38 Clock Hours – 2 Credits)

In this course the students will be introduced to the interesting and challenging world of healthcare documentation/medical transcription. The course is designed to familiarize students with basic medical reports, related medical terminology, appropriate formats for transcribing the reports, and specialized rules of grammar and punctuation peculiar to dictated medical reports. Students will apply these principles as they transcribe the medical reports that are related to skill-building, with the addition of speech recognition editing as well.

MD241 INTERPRETING ELECTROCARDIOGRAMS

(38 Clock Hours – 2 Credits)

In this course the students will prepare themselves for a national ECG certification examination, along with providing comprehensive training and practice for individuals in the field of electrocardiography.

MD284 CMA REVIEW

(38 Clock Hours-2 Credits)

This course is a comprehensive review of both administrative and clinical competencies. It is designed to prepare the student to sit for the Certified Medical Assistant national exam. Classroom discussions will be followed by practice exams similar to the actual test. (Prerequisites: MD186 Clinical Procedures III, MD103 Medical Laboratory Procedures, MD131 Anatomy and Physiology II, MD142 Pharmacology, MD121 Medical Insurance, MD102 Medical Administrative Procedures II, and MD106 Medical Office Systems)

MD292 MEDICAL ASSISTANT PRACTICUM

(270 Clock Hours-6 Credits)

This unpaid practicum provides the students with practical on-the-job medical assisting experience in a medical facility. The practicum experience is a combination of both performance and observation. The students are supervised and evaluated for work performed in both the administrative and clinical areas. (Prerequisites: MD186 Clinical Procedures III, MD102 Medical Administrative Procedures II, MD103 Medical Laboratory Procedures, MD106 Medical Office Systems, and MD142 Pharmacology)

OT151 COMPUTER SKILLS

(38 Clock Hours – 1 Credit)

This course covers the fundamental techniques of the Microsoft Office Suite, email etiquette, and other computer-based skills. Students will be introduced to a variety of applications they will use in their careers.

PD102 PROFESSIONAL DEVELOPMENT

(38 Clock Hours-2 Credits)

This course is designed to prepare the students for making the transition from student to employee. Students learn how individual personality traits affect career advancement. This course also explores the appropriate techniques for completing job applications, participating in job interviews, and starting a successful new career. Students learn to analyze their job skills and needs and learn how to market and present those skills and needs to prospective employers in a professional manner. Effective time management techniques, as well as stress management techniques, are also introduced.

PD208 PROFESSIONAL DEVELOPMENT FOR VETERINARY TECHNOLOGY (38 Clock Hours – 1 Credit)

This course is designed to prepare students for making the transition to veterinary care industry employees. Students learn how individual personality traits affect career advancement. This course also explores the appropriate techniques for completing job applications, participating in job interview, and starting a successful new career. Students learn to analyze their job skills and needs and how to market and present those skills and needs to management techniques, are also introduced. Internet job search techniques as well as veterinary care career-specific information and opportunities will be discussed.

TY100 KEYBOARDING (38 Clock Hours-1 Credit)

In this course, students learn the proper use of the keyboard, including the alphabetic keys, figures and symbols, and special marks of punctuation. Students will also be introduced to creating and editing different types of business correspondence.

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

This course introduces basic terminology; different nutrients, vitamins, and minerals needed in an animal's diet; and animal nutrition and includes nutritional seminars.

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

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

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

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

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

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

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

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

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

This course builds upon Animal Technology I and is focused on oral medications and procedure, eye medications and procedure, Schirmer tear test, corneal stains, glaucoma, fecal equipment and tests, and parasitology. (Prerequisite: VT111 Animal Technology I)

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

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

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

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

VT123 VETERINARY TERMINOLOGY (38 Clock Hours-1 Credit)

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

VT124 ANIMAL ANATOMY AND PHYSIOLOGY I

(57 Clock Hours-2 Credits)

This course concerns the structure and function of the animal body and its parts. Instruction is geared toward the understanding of the cell system, tissues, integumentary system, skeletal system, muscular system, cardiovascular system, neurologic system, and the blood and immune system. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine.

VT130 ANIMAL ANATOMY AND PHYSIOLOGY II

(57 Clock Hours-2 Credits)

This course builds on Animal Anatomy and Physiology I. In this course the structure and function of the circulatory, respiratory, gastrointestinal, excretory/renal, reproductive, sense organ, and endocrine systems are studied. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine. (Prerequisites: VT123 Veterinary Terminology and VT124 Animal Anatomy and Physiology I)

VT131 CLINICAL LABORATORY I

(38 Clock Hours-1 Credit)

This course reviews basic laboratory equipment and glassware. The student is then introduced to basic veterinary hematology with emphasis placed on normal test values of individual animal species.

VT132 CLINICAL LABORATORY II

(38 Clock Hours-1 Credit)

This course builds upon Clinical Laboratory I with a more in-depth study of hematology. White blood cell components and morphology are covered. (Prerequisite: VT131 Clinical Laboratory I)

VT133 CLINICAL LABORATORY III

(38 Clock Hours-1 Credit)

This course builds upon Clinical Laboratory II, with emphasis placed on further individual animal species testing to include: Felv/Fiv testing, brucellosis testing, heartworm testing, urinalysis, and blood analyzers. (Prerequisite: VT132 Clinical Laboratory II)

VT143 VETERINARY PHARMACOLOGY I

(38 Clock Hours-2 Credits)

This course covers all aspects of medications according to their clinical usage and method of administration. Emphasis is placed on the veterinary technician's role in the veterinary pharmacy. This course also focuses on drug dosage calculations. (Prerequisite: GS105 Mathematics for Veterinary Technicians)

VT145 ANESTHESIA I

(38 Clock Hours-2 Credits)

This course concerns all aspects of the anesthetic process, anesthetic agents used in veterinary medicine and their effects, and anesthetic equipment functions and use. The student will apply mathematical skills to practice calculations using common anesthetics and their dosages. The veterinary technician's role in relationship to the veterinarian is a key point of study. (Prerequisite: GS105 Mathematics for Veterinary Technicians)

VT147 VETERINARY PHARMACOLOGY II (38 Clock Hours-2 Credits)

This course is a continuation of Veterinary Pharmacology I and covers drugs affecting the gastrointestinal, dermatological, neurological, and cardiovascular systems; antimicrobials; and anti-inflammatory and analgesic drugs. (Prerequisite: VT143 Veterinary Pharmacology I)

VT149 ANESTHESIA II (38 Clock Hours-1 Credit)

This course is a continuation of VT145, with a focus on acid/base balance, fluid therapy, electrocardiograms, anesthetic emergencies, dental anesthesia, recovery, and pain management. This course also focuses on equine, ruminant, and swine anesthesia as well as anesthesia techniques for exotic pets. (Prerequisite: VT145 Anesthesia I)

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

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

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

This course builds upon Animal Technology IV with an emphasis placed on more advanced techniques such as laboratory animal research, including care and maintenance, disease process, blood collection procedures, anesthesia administration, and regulatory requirements for rats, mice, guinea pigs, rabbits, and exotics. (Prerequisite: VT114 Animal Technology IV)

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

This course builds upon Animal Technology V with an emphasis placed on more advanced techniques, such as advanced surgical procedures, bandaging and wound management, orthopedics, and special procedures including feeding tubes. (Prerequisite: VT211 Animal Technology V)

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

This course will introduce the student to farm animal medicine. The student will become acquainted with anatomy, breed identification, management, restraint methods, physical exams, reproduction, nutrition, and husbandry.

VT225 VETERINARY OFFICE PROCEDURES

(38 Clock Hours-1 Credit)

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

VT231 CLINICAL LABORATORY IV

(38 Clock Hours-1 Credit)

This course builds upon Clinical Laboratory III. Students will learn the principles of cytology, as well as types of testing for diseases. Students will also learn the principles and perform basic microbiology techniques as well as collect, culture, stain, identify, and perform sensitivity testing on bacterial specimens. (Prerequisite: VT133 Clinical Laboratory III)

VT241 RADIOGRAPHY I

(38 Clock Hours-2 Credits)

This course includes the theory of radiography and the methods of exposing and developing films, animal restraint, and proper positioning during film exposure. Radiation safety, film reading, and error identification and correction and prevention are emphasized.

VT245 RADIOGRAPHY II

(32 Clock Hours-1 Credit)

This course builds upon the material covered in VT241 Radiography I with students beginning their practical hands-on repetitions to achieve competency in taking and developing radiographs. The course culminates with the production of a final radiograph project that demonstrates the student's proficiency in the technical and analytical skills of radiography. (Prerequisite: VT241 Radiography I)

VT246 SURGICAL NURSING I

(38 Clock Hours-1 Credit)

This course is designed to prepare the student to assist in all aspects of veterinary surgery. Students are introduced to aseptic surgery techniques, surgical instrumentation identification and use, patient preparation, positioning for various surgical procedures, and common veterinary suture materials and patterns. (Prerequisite: VT147 Veterinary Pharmacology II)

VT247 SURGICAL NURSING ROTATION (32 Clock Hours-1 Credit)

This course is designed to permit the students to apply all skills and knowledge acquired in Veterinary Pharmacology, Anesthesia, and Surgical Nursing I to perform actual surgical assisting roles. Students will gain experience in anesthesia administration, sterile and nonsterile assisting, patient preparation, surgical clean up, and recovery of their patient. These duties will be performed as part of a student team under the supervision of the staff veterinarian and licensed instructor. (Prerequisites: VT147 Veterinary Pharmacology II, VT149 Anesthesia II, and VT246 Surgical Nursing I)

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

This course will be conducted at stables, farms, or other large animal facilities. The student will perform and/or assist with husbandry; restraint; and medical, technical, and radiological procedures. This course focuses on cattle and horses and additional farm animal species when available. (Prerequisite: VT255 Large Animal Theory II)

VT255 LARGE ANIMAL THEORY II (38 Clock Hours-2 Credits)

This course continues theories introduced in Large Animal Theory I to include more in-depth information on diseases for farm animal species, such as horses, pigs, and cattle. Herd health maintenance measures are also discussed. (Prerequisite: VT220 Large Animal Theory I)

VT261 VTNE PREPARATION (38 Clock Hours-2 Credits)

This course is a comprehensive review of both theory and practical application. It is designed to prepare the student to sit for the Veterinary Technician National Exam. Discussions will be followed by exams formatted and timed using parameters similar to the actual test. (Prerequisites: VT202 Clinical Medicine V, VT212 Animal Technology VI, VT220 Large Animal Theory I, VT225 Veterinary Office Procedures, VT231 Clinical Laboratory IV, and VT246 Surgical Nursing I)

VT265 VETERINARY EXTERNSHIP (270 Clock Hours-6 Credits)

This externship is scheduled in the last 8 instructional weeks of the program. Externships are served in a veterinary clinic or hospital or other animal facility. The externship experience provides the student with the opportunity to build upon the clinical and practical skills learned in the classroom. (Prerequisites: VT212 Animal Technology VI, VT231 Clinical Laboratory IV, VT241 Radiography I, and VT247 Surgical Nursing Rotation)

ACADEMIC CALENDAR 2024-2025

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

Summer Session 2024

April 29	Summer Session Begins (Term I)
May 27	No Classes: Memorial Day Holiday
June 20	Term I Ends
June 21-July 7	No Classes: Summer Break
July 8	Term II Begins
August 28	Summer Session Ends (Term II)

Fall Semester 2024

September 2	No Classes: Labor Day Holiday
September 3	Fall Semester Begins (Term I)
October 24	Term I Ends
October 28	Term II Begins
November 28-29	No Classes: Thanksgiving Holiday
December 20	Fall Semester Ends (Term II)
December 21-January 5	No Classes: Winter Break

Spring Semester 2025

January 6	Spring Semester Begins (Term I)
February 17	No Classes: Presidents' Day Holiday (Make-up Snow Day if Necessary)
February 27	Term I Ends
March 3	Term II Begins
April 18	No Classes: Good Friday Holiday
April 24	Spring Semester Ends (Term II)
April 25-May 4	No Classes: Spring Break

Summer Session 2025

May 5	Summer Session Begins (Term I)
May 26	No Classes: Memorial Day Holiday
June 26	Term I Ends
June 27-July 6	No Classes: Summer Break
July 7	Term II Begins
August 27	Summer Session Ends (Term II)

ADMINISTRATION, FACULTY, AND STAFF

Administration

Amee Augenstein.....Director/Chief Academic Officer

Diane Dalton.....Director of Career Services

Faculty

Caitlyn Dixon Veterinary Technology Education
B.S., Ball State University
A.A.S., International Business College
Registered Veterinary Technician

Jennifer Hartman Veterinary Technology Education
B.S. Purdue University
A.A.S International Business College & Vet Tech Institute
Registered Veterinary Technician

Julie Hix..... Veterinary Technology Education
B.S., Butler University
A.A.S., Purdue University
Registered Veterinary Technician

Megan Lewis Veterinary Technology Education
A.A.S., Harrison College
Registered Veterinary Technician

Haley Long Veterinary Technology Education
B.S., Huntington University
A.A.S., Harrison College
Registered Veterinary Technician

Joy RitzVeterinary Technology Program Manager
D.V.M., B.S., Purdue University

Annette Wilhelm.....Medical Assistant Program Manager
A.A.S. Ivy Tech State College
Certified Medical Assistant

Kevin Williams..... Veterinary Technology Education
B.S., B.A., North Carolina State University
A.A.S., Harrison College
Registered Veterinary Technician

Jordan Wuthrich..... Veterinary Technology Education
B.S., Morehead State University
A.A.S Morehead State University
Registered Veterinary Technician

Updates to Administration, Faculty, and Staff will be published in the next academic catalog.

Staff

Kory Amyx	Financial Aid Planner
Marcia Brown	Admission Secretary
Candra Crouse	Admissions Representative
Robin Edwards.....	Admissions Representative
Beth Golden	Veterinary Technology Assistant
Beverly Hollins.....	Admissions Assistant Team Lead
Kesia Jones	Financial Aid Planner/Student Services Specialist
Natasha McColley	Kennel Manager
Amber Savage.....	Education Assistant/Registrar
Ben Scalf.....	Residence Director
Krista Trent.....	Regional Admissions Manager

APPENDIX

TITLE 646 DEPARTMENT OF WORKFORCE DEVELOPMENT

646 IAC 6-8-4 Uniform refund policy

Authority: IC 22-4.1-21-10

Affected: IC 22-4.1-21

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

646 IAC 6-8-6 Resident institutions; refunds

Authority: IC 22-4.1-21-10

Affected: IC 22-4.1-21

Sec. 6 (a) The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the commission. The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal. (b) The following refund policy applies to each resident postsecondary proprietary educational institution, except as noted in section 4 of this rule:

- (1) A student is entitled to a full refund if one (1) or more of the following criteria are met:
 - (A) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.

- (B) The student does not meet the postsecondary proprietary educational institution's minimum admissions requirements.
 - (C) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
 - (D) If the student has not visited the postsecondary proprietary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew within three (3) days.
- (2) A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
 - (3) A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
 - (4) A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
 - (5) A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
 - (6) A student withdrawing from an instructional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

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