



STUDENT HANDBOOK

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2014-2015

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INTERNATIONAL BUSINESS COLLEGE

Dear New Student:

Welcome to the educational opportunities and new experiences you will have at International Business College. Your academic environment, instructors, courses, standards, equipment, and new friends may present some challenges. Many of you may have to learn to manage your time and finances with utmost care.

The staff and faculty of International Business College want to help you turn these challenges into opportunities. Instructors, tutors, and advisors are available to help you master the academic challenges. Our financial aid department will assist you in obtaining the financial aid that you may be eligible to receive. The program for school activities will offer you the opportunity to develop leadership abilities. Our Career Services Office will help you in developing job search skills to assist you in your search for a rewarding career.

What you do with your new environment is your responsibility; please remember, however, that we are here in the event that you need help. This handbook describes the services, staff, and facilities of International Business College. You should become familiar with them as soon as possible and use them throughout your course of study.

I look forward to meeting each of you during the coming months. Good luck with your education and continued success at IBC.

Sincerely,

Rebecca E. Canchola
President

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Accreditation

IBC is approved by the Texas Higher Education Coordinating Board to offer degrees and is accredited by the Accrediting Council for Independent Colleges and Schools and the Council on Occupational Education to award diplomas and associate degrees at the West and East Campuses. The Accrediting Council for Independent Colleges and Schools and the Council on Occupational Education are listed as nationally recognized accrediting agencies by the United States Department of Education. IBC is also approved and regulated by the Texas Workforce Commission (TWC) Career Schools & Colleges, Austin, Texas.

Contact for further information regarding accreditation:

Accrediting Council for Independent Colleges and Schools, 750 First Street NE, Suite 980 Washington, DC 20002-4241 (202) 336-6780 and/or the Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350 (800) 917-2081..

Texas Workforce Commission, Career Schools and Colleges, 101 East 15th Street, Austin, TX 78778-0001 (512) 463– 2222.

Procedures for obtaining or reviewing documents describing accreditation, approval, or licensing can be found in the Campus Presidents office at each location upon request.

Admission Requirements and Procedures

The standard requirement for admissions to enroll at International Business College is as follows:

1. Be a high school graduate;
2. Satisfied graduation requirements through the General Education Development (GED) Test or through an accredited home study course; and/or
3. Obtained previous credit from an accredited college.

The admissions test, the Test for Adult Basic Education (TABE) is administered to associate degree applicants enrolled in associate degree programs before the first day of class, this examination evaluates the basic skills in reading comprehension and mathematical computation skills and measures the appropriate entry-level consideration for the many programs offered by the school.

Credit for Previous Education

Academic credits for education courses (with a final grade of “C” or better from another post-secondary institution’s official transcript) may be accepted if the following conditions are met:

1. The educational quality of the institution from which the student transfers meets accreditation standards;
2. There is comparability in the nature, content, and level of credit earned to those courses offered by International Business College;
3. The credit earned must be appropriate and applicable to the programs offered by International Business College in light of the student's educational and career goals; and,
4. The credit must have been earned in the past seven years.
5. Transcripts will only be evaluated up to 6 weeks after class starts.

Some classes may require a course competency examination, in addition to the official transcript furnished by the student from a previous educational institution attended.

Fees and Tuition Policies

There is a \$100.00 registration fee (\$10 registration for students using VA benefits), in addition to other books, supplies and fees for all programs. The school catalog explains the fee and tuition costs.

New student orientation is an advising service offered prior to and during regular registration. This orientation acquaints the new student with the school, its teachers, and its policies. Information about the school catalog, financial aid and class schedules, is given in an oral presentation. All new students are required to attend.

Books and Supplies

Most books used for instruction are offered in electronic formats that are available through the web. Some books when indicated are available at the bookstore on campus. The hours of operation for the bookstore are:

8 a.m. to 10 a.m.
5:30 p.m. to 7 p.m.

On the date of schedule release, the bookstore will be open all day for the convenience of all students.

Personal Guidance

The main purpose of personal guidance is to assist our students in getting the most out of their education. The program is designed to help individuals improve themselves in the areas of self-direction and character building which, coupled with advanced education, will enable them to reach higher entry level employment opportunities. Inquire with your Campus President.

Schedule release

All students will receive schedules for classes at the end of every grading period, usually every five (5) weeks for day students or every four (4) weeks for night students. Schedule release will be held at the school and students are required to receive a new schedule prior to attending classes. Student balances must be current before a student will receive a schedule for the following term.

Every new enrolling student ***must tour the school facilities*** and complete admissions application and procedures before registration is completed. Parents and spouses are urged to visit the school and tour the facilities.

School Dress Code

In an effort to project the dignity of the business profession in an educational setting, all students are expected to dress as they would in a work environment. Shorts, halter tops, tube tops, and other inappropriate dress are not permitted on campus. Sandals, shorts, or muscle tops are not considered appropriate dress and will not be allowed on campus. Students who do not adhere to the dress code will be asked to leave class. The Campus President has final discretion.

Medical Students Dress Code

Students in the medical training environment will be required to purchase scrubs and shoes. Different color scrubs are worn for each major.

Medical Allied Health and Nurse Assistant's students are required to wear uniforms daily. Students are provided one set of scrubs upon starting classes. Medical Allied Health students must wear black scrubs; nursing assistant (aide) students must wear royal blue scrubs. IBC patches must be purchased from the bookstore and worn on the left sleeve of the uniform. International Business College does not require any special medical shoes; however we do require that white tennis shoes (athletic shoes) be worn with your uniform.

Hair: May be no longer than collar length or it must be worn up. Male students must be clean- or beard/mustache must be neat and trim.

Jewelry: One ring is allowed without a raised setting, no bracelets, hair ornaments, or necklaces (with the exception of medic alert tags). Pierced earrings should be gold/silver tone or pearl, studded only, one earring per ear. No earrings in eyebrow lip or nose allowed. No other visible body piercing is allowed.

Tattoos must be covered. Nails should be trimmed and should not extend beyond the end of the finger.

Medical Students Health Requirements

International Business College does not provide student health services. Medical Allied Health and Nursing Aide students must sign an International Business College "Release from Liability" form prior to the onset externship class. Nurse assistant students must provide evidence of a physical examination, completion of Hepatitis B vaccinations, and a tuberculosis test by the time the student begins externship training. Students may elect to take physical exams and immunities by arrangement with a local physician and International Business College. Any nursing assistant student not having a completed health records file will not be able to begin externship training. International Business College will provide students with physical exam forms to be filled out by a licensed physician authorized to practice medicine in the United States.

For Nursing Assistant Students: A completed health record file includes:

- ✓ Physical examination form
- ✓ TB test Results
- ✓ Proof of Hepatitis B vaccination (series of three injections)

Attendance Policy

Students are expected to attend each class meeting for every class in which they are officially enrolled. The instructor of each course will provide the student with a course syllabus that identifies the attendance requirements and a statement of the course objectives, including grading criteria.

New students who have not attended at least one (1) class session during the first week of class will be withdrawn.

The following guidelines will be used to assure minimum attendance standards to be maintained by all students:

Absence shall be charged for a full day when the student does not attend any of the scheduled classes on that day. A partial day of absence shall be charged for any period of absence during or at the end of the day.

In accordance with Texas Workforce Commission, Career Schools and Veterans' Education policies, a student attending International Business College shall be terminated when the student is absent for ten consecutive school days or 20% of the total program, whichever occurs first. Students completing 75% of the required course work will be considered fully obligated for tuition costs and considered "completers" for statistical purposes.

Students using Veteran benefits to attend International Business College will have attendance monitored until the time that the student drops, graduates or completes the program. VA students will be dropped if they miss 5 consecutive absences throughout the student's entire enrollment period. This regulation is implemented according to the Department of Veterans Affairs. Unsatisfactory attendance will be reported to the DVA even if the VA student has completed the required number of hours to complete and no refund is due the student and/or funding sources. Therefore, the attendance policy will apply throughout the VA student's stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b within 30 days at any time the student exceeds the allowed number of absences.

Students enrolled in individual classes will be terminated when they are absent in excess of 25% of the total class hours.

Makeup work shall not be authorized for the purpose of removing an absence. However, if a student notifies the school prior to an absence, class work can be evaluated for credit. Makeup work will be allowed for the following reasons: illness, death in the family, court dates, job interviews, military duty, and appointment with a government agency, jury duty or other situations approved by the Campus President.

Reasons for absence must be documented. It is the student's responsibility to contact instructors to obtain assignment during the absence. Students are reminded it is their responsibility to be current in all assignments at all times. Absence does not excuse program obligation, which leads to satisfactory progress. A maximum of three weeks from the original date that an assignment, report, or test was due is allowed for makeup, unless otherwise stipulated by the school policy or the instructor.

Students should remember that attendance records reflecting absences are kept by the school. Any agency that provides educational financial assistance to a student can receive accurate and complete information concerning the student attendance and progress.

Withdraws

Classes may be changed or added during the first three days of a term. Students may withdraw from a class prior to completing half of the course with a "W". W's are not calculated into the CGPA, but will be considered credits attempted if the student has incurred a financial obligation for the grading period and will affect the successful course completion percentage. Students withdrawing after the midpoint will be given a grade of an F unless the Incomplete Policy is applicable. Withdrawing from a class may delay a student's graduation date.

Leave of Absence

Leave of absence, including military leave, shall be reasonable in duration, and shall not exceed the lesser of thirty school days or 60 calendar days in a one-year period and shall be for specific and acceptable purposes. The school attendance records will clearly show approval of the leave of absence granted. A written request for leave of absence must be properly dated and signed by both the student and an authorized school official and be placed in the individual student's file. Students who cannot physically attend school may request a leave of absence by phone, fax, or email, but must complete a written form upon return from leave. Students failing to return from leave shall be automatically terminated.

Course Scheduling

The Campus President approves course programs and individual schedules. The school reserves the right to determine when each course is offered, to decide the number of credit hours a student may carry, and to make adjustments in the program or course content if deemed necessary.

Change of Program or Change of Class Schedule

Request for a change of program or class schedule must be made through the office of the Campus President. Approval is based on an evaluation of the student's career objectives and sincerity, on prior academic achievement, availability of program or class and on maintaining satisfactory attendance.

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student's first three scheduled class days (does not apply to Seminars).

Any balance unpaid by financial aid will be financed by the school according to a promissory note prepared by the Financial Aid Office. Students receiving no financial aid assistance will be required to make a down payment of at least 10% of their program cost. The balance will be repaid with no interest. Failure to meet the payment schedule is grounds for termination of enrollment. Balances financed beyond graduation need to be paid on time.

Refund Policy

1. Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of the termination for refund purposes will be the earliest of the following:
 - a) The last day of attendance, if the student is terminated by the school;
 - b) The date of receipt of written notice from the student; or
 - c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program.
4. If a student enters a residence program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Texas Workforce Commission Form PS-1040R provides the precise calculation.
5. Refunds for books, tools or other instructional supplies are not applicable since the school provides these items at no additional cost.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a) An enrollee is not accepted by the school;
 - b) The student was solicited or admitted by an unregistered representative;
 - c) The student was solicited or admitted to an unapproved course of instruction;

- d) The school failed to establish that the admissions requirements were met for a student admitted to the program;
- e) Classes, up to the entire course of the program, if applicable, were taught by
 - i) An instructor that was not approved, qualified, or for whom an application was not submitted properly for approval, as may be required for the course, or
 - ii) A temporary instructor without proper identification to TWC;
- f) Class period(s) that had no instructor;
- g) The course of instruction is discontinued by the school, preventing the student from completing;
- h) The school moves to a location causing hardship for the student in completing training; and the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- i) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school;
- j) There are other program violations or deficiencies by the school.

Return of federal funds will be issued in compliance with the Department of Education guidelines up to 60% of the financial aid payment period. Students will be held responsible for any monies still owing to International Business College and will be billed accordingly.

Refunds will be totally consummated within 30 days after the effective date of termination on students who withdraw or who are terminated by the school. Refund on graduates and completed students will be consummated within 14 days. The school shall provide a full refund if educational service is discontinued by the school, preventing student from completion.

Refund Policy for Students Called to Active Military Service

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled;

1. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.
2. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the

program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has: satisfactorily completed at least 90% of the required coursework for the program; and demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper accounts(s), within 30 days after the effective date of termination satisfactorily completed at least 90% of the required coursework for the program; and demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper accounts(s), within 30 days after the effective date of termination.

Return of Title IV Funds Policy

Students who receive financial assistance from Title IV programs and withdraw from school prior to completing more than 60% of the payment period are subject to the Return of Title IV Funds required by the U.S. Department of Education.

The Return of Title IV Funds procedure is as follows:

Determine the percentage of the payment period the student completed. For quarter credit hour programs, the law defines this percentage based on calendar days.

To determine the percentage, the number of calendar days up to and including the student's last day of attendance is divided by the number of days in the payment period. The first payment period starts the first day of class and ends when the student completes the first payment period. The second payment period begins, the day after the first payment period and ends when the student completes that payment period. The total number of calendar days in the payment period does not include any days in which the student was on approved leave of absence. In addition, a break of 5 or more days is not included.

The amount of aid earned by the student for the payment period is determined by multiplying the percentage derived by step one by the total amount of Title IV aid that was disbursed or that could have been disbursed as of the student's withdrawal date. Compare the amount "earned" to the amount disbursed. If less aid was disbursed than was earned, the student may receive a post withdrawal disbursement for the difference. If more aid was disbursed than "earned", the difference are refunded back to Title IV programs.

Students who receive living expenses would be responsible for repayment of any unearned aid between the school and the student. If the student's share of the unearned funds that must be returned are attributed to a Title IV Loan program, the repayment will still be based under the terms and conditions of the promissory note.

If the student's shares of the unearned funds that must be returned are attributed to a Title IV Grant programs, the amount to return will be reduced by 50% of the initial grants disbursed for the payment period. The school will consummate refunds within 60 calendar days of the date the school determines the student has officially withdrawn. The refunds will be consummated within 60 Days. If the student does not official withdraw the date of determination will be no later than ten days from the last day of attendance. If the student officially withdraws before the tenth day, this will be the official withdrawal date.

Refunds will be returned in the following order.

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grant Program
5. Federal SEOG Program
6. Other Title IV Programs
7. Other Federal, State, Private, or institutional assistance
8. The Student

Please be advised that this is only for the Return of Title IV refunds. Once the school determines the amount of Title IV aid that the school may retain, the institution will then calculate the institutional/state/and/or accrediting agencies refund policy.

Verification

You may be selected for a process called Verification by either DOE or by International Business College. Verification requires documenting the information you reported on your FAFSA. If selected for verification, you may be asked to provide documentation of any or all of the following:

- Adjusted Gross Income
- Federal Income Tax paid
- Household size
- The number of family members enrolled in post- secondary education at least half- time.
- Certain untaxed income and benefits received.

Your Financial Aid Officer may request certain documents in addition to your spouse's and/ or your parents' Federal Income Tax Return. You must submit the IRS income tax *transcript* and w-2 forms to the financial aid office in order to complete verification. You will be required to explain any inconsistent or unusual information prior to receiving Student Financial Assistance. Normally this documentation should be submitted as soon as requested; however, International Business College recognizes that sometimes

it is necessary to obtain this data from outside sources, which could present additional delays that are beyond your control.

Therefore, as long as the student is making every effort to obtain the documentation, the school's submission deadline is the same as the federal submission deadline, the earlier of 120 days from the last day of attendance or August 31 following the close of the award year. Students who do not meet this deadline are not eligible for any federal aid from the award year and must arrange for payment of outstanding balance. Keep in mind if verification has not been met International Business College will not certify your loan, until verification has been met. If you are selected for verification in subsequent award years, the submission of your required documents must meet Federal Submission deadline dates for the Federal Pell Program. If you fail to provide all verification that was requested, No Title IV can be released.

If corrections are required, it will be necessary for you/or your parents or spouse to submit signed corrected documentation to the school, which will be resubmitted for corrections. After the verification procedures are complete, you will receive an Award Letter Notification that will confirm that your file meets Federal Standards of accuracy. At this time your loan will be certified and submitted for guarantee and release.

International Business College is required by Federal regulations to make referrals to the Department of Education and Department of Justice if it is suspected that aid was requested under false pretense.

Cost of Attendance

Your federal Financial Aid eligibility is determined based upon a number of different factors, including the "cost of attendance" for your program of study. The Cost of Attendance (COA or student budget) includes both *direct costs* (like tuition, books, and supplies) and *indirect costs* (like housing and food costs, and the cost of getting back-and-forth to school). The federal COA is used primarily as a tool for computing eligibility for federal student aid. Your actual costs may vary depending on multiple factors (particularly the indirect costs). The costs used in the federal cost of attendance are for one academic year or the length of the entire program — whichever is less.

Direct Costs: Your direct costs include tuition, books, and supplies. These are billed to you by the school (less any payments you have made, estimated financial aid, or approved education loans).

Indirect Costs: Most of a student's indirect costs are living expenses. Students would likely have these expenses whether or not they were attending school. The school will NOT bill students for these costs, they are simply estimates to help students plan for living costs and other and out-of-pocket expenses while attending school.

The standardized Cost of Attendance budgets at International Business College are calculated annually and can be obtained by contacting the Financial Aid Office. While most students will fall into one of the standardized budgets, your individual budget may be customized to meet your specific enrollment circumstances. Your individual COA budget will be provided to you in your award letter after completion of your financial aid application.

If you have any questions about program costs, direct costs, indirect costs, or how your financial aid is calculated; please visit the financial aid office. We'll be happy to help you!

Contact Information

Email jennifer.phillips@ibcelpaso.edu

Address

International Business College
1155 N. Zaragosa Rd., Ste. 100, El Paso, TX 79907

Phone 915-859-0422 ext 1112

Fax 915-242-6944

Office Hours

Monday, Tuesday, Thursday
8:00 a.m. to 5:00 p.m.

Wednesday

10:00 a.m. to 5:00 p.m.

Friday

8:00 a.m. to 5:00 p.m.

Class Evaluations

At the end of each term, students are asked to evaluate their classes and instructors through an evaluation form. Your responses help us become aware of what areas are working and where there may be issues. We take your feedback into consideration when planning curriculum and hiring instructors. We take evaluations seriously and ask that you do, too.

Equipment

The school is constantly improving and expanding the quality of the classroom equipment and teaching aides so that our graduates will be fully prepared to meeting challenges of the workplace environments.

Classroom Accommodations for Special Needs

If students have special needs in order to participate fully at International Business College, they should make requests to the Campus President and the school will make every effort to accommodate them.

Handicapped Services

International Business College recognizes that handicapped persons wish to pursue the full range of occupational and educational opportunities and integrates disabled individuals into existing programs. Optimum accessibility to our programs is provided through combined efforts of the school, community, and state service agencies.

Disabled persons wishing to enter the school should contact the Admissions Office that will provide information on a wide range of services including academic advising, admissions assistance, and individualized support. Interested persons are encouraged to contact this office well in advance of registration, so that individual needs and assistance can be arranged in ample time.

Handicapped Parking

Individuals who park their vehicles in spaces designed for use by handicapped must display a handicapped parking permit. These permits are obtained from the City of El Paso. Vehicles parked in handicapped parking, which do not bear an appropriate permit, will be ticketed by the El Paso Police and subject to being towed.

Student Health and Safety

Accidents and Injuries

If you are injured, no matter how slight, please report it to an instructor, lab tech or the administrative staff immediately. An Incident Report must be completed with the Campus President (or senior staff person on duty) if an accident or injury occurs in the classroom or laboratory. If an accident occurs outside of the school, but within the school premises (i.e. parking lot), please report it immediately to the administrative staff.

If first aid is required, there are First Aid kits available in the faculty lounge or clinical lab areas. If the injury appears serious or life threatening, call Emergency Services at 911 immediately.

Healthy Keyboard Usage

- Use light touch when typing
- Keep your wrists in a neutral (straight) position
- Make sure your elbows are at a slightly open angle – 90 degrees or greater
- Keep your shoulders relaxed, and your elbows at your side
- Don't use wrist rests or armrests while typing – only while resting
- Stay centered on the lettered part of the keyboard
- Consider using keyboard shortcuts or macros to repeat common tasks

Monitor

Follow the 20/20/20 Rule (20 sec. break every 20 min., look at least 20 ft. away

- Keep a clean screen

Mouse

- Use your elbow – not your wrist – to move the mouse
- Limit the amount you use your tracking device
- Use keyboard shortcuts

If surfing the web or editing a long document, consider using a mouse with a scroll wheel.

- Don't click too hard
- Make sure you are holding your mouse correctly
- Avoid letting your fingers "hover" above the mouse or trackball buttons
- Use a light grip
- Don't hold mouse when not in use
- Keep wrists in a straight or "neutral" position
- Try switching hands occasionally
- Using a trackball, consider placing padding or a rest under your elbow

Healthy Sitting Posture

- Keep open angles (knees at 90 degree angle)
- Keep thighs parallel with the floor
- Recline slightly
- Avoid pressure points
- Rest your feet flat on the floor
- Move around, making slight adjustments to sitting posture

Important Messages

International Business College accepts no responsibility for relaying phone messages to students; however, the school will make every reasonable effort to contact students in case of an emergency. Messages will be posted on the assigned bulletin board. The school receptionist will receive all calls, determine the type of message, and initiate delivery procedures. Only in the event of an emergency situation will the class be interrupted to deliver a message to a student.

Cell phone usage

International Business College does not allow cell phone usage in any classroom or clinical setting. Students may place cell phones on "vibrate" in order to accept messages. Cell phone usage is only permitted in between classes. Students will not be permitted to leave during class time to accept a cell phone call. The school phone number should be dialed in case of an emergency. IBC staff will interrupt class for emergency phone calls only.

Visitors

Throughout the year, International Business College is host to various organizations, community services, employers, recruiters, and guest speakers. Many visitors come here to view the classes and facilities. Students are expected to greet them in a courteous manner and to assist them in any way possible.

Students who invite guests to International Business College are responsible for their behavior and should familiarize them with any policies that may be applicable. All visitors must register with the receptionist and wear a visitor badge.

Children on Campus

International Business College's policy states that no child under the age of eighteen may be on campus. Under no circumstances will children be allowed in the school's classrooms.

Lost and Found

International Business College is not responsible for any personal belongings that are lost, damaged, or stolen in the building or parking lot. Students should ensure that all valuables are labeled with their name and phone number and are in their possession at all times. The Bookstore serves as the office for lost and found. Students are responsible for reporting lost items immediately and for checking to see if lost items have been recovered.

Student Use of Bulletin Boards

Students who wish to post notices on a bulletin board must bring the notices to the Campus President for approval. These notices will be posted on the assigned bulletin board and may remain posted for one month. Different departments of the school reserve all other bulletin boards.

Emergency Evacuation

Our policy and procedure for emergency response for any situation other than the fire alarms are as follows:

If a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs, students and employees will be notified via building fire alarm systems, and/or other situational-appropriate means to best protect the health and safety of students and employees. **The fire alarm system and or air horns, located in the Campus President's office and front desk, will be used to order an emergency evacuation of the building. 3 short blasts from air horn at any time means immediate evacuation** of entire building using emergency evacuation plan. All students, instructors, and staff must immediately evacuate the building whenever the fire alarm sounds. Failure to evacuate will be cause for disciplinary action (students and employees), even if the alarm was merely a drill. A lockdown order requires all students and employees to quickly enter a classroom, office of other room which can be locked, lock the door and attempt to hide from view of the hallways. Students or employees in large, unsecured areas (such as the CTS yard at Cromo) should either find a secure area or quickly evacuate the building and proceed to a safe distance away from the building.

Prior to initiating the Emergency Response system, the Campus President (or other designated official) will confirm that a bona fide emergency exists, determine the appropriate method(s) of communication, and determine the message content (if applicable). The College will take these actions without delay, unless in the judgment of the Campus President (or other designated official), such notice would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Emergency Response Procedures will be tested at least once each year. Emergency Response Procedure Tests (other than fire drills) will be announced in advance to prevent the creation of unnecessary anxiety or false 9-1-1 calls. Detailed information for timely warnings and emergency notification, emergency response/evacuation can be located at www.ibcelpaso.edu

Solicitation

Solicitation is illegal on the grounds of International Business College. Individuals who are encountered soliciting should be reported to the Campus President. If a recognized International Business College organization wishes to raise funds as part of a service project, permission from the Campus President must be obtained prior to soliciting.

Parking Policy

Student parking is available on a first come-first serve basis. Students must observe city laws in parking lots. There are reserved visitor parking places located in the front of the parking lot and are to be used only by visitors to the school. Student Honor Society

IBC has a strong, civic minded, Honor Society for students to participate in. A student must earn good grades and maintain good attendance in order to become eligible for membership. The Honor Society requires a 3.8 cumulative grade point average, and 90% attendance. Students are inducted into the Honor Society after the completion of the second grading period. This organization raises money for a variety of community causes and is involved in other school activities.

.All students who meet and maintain eligibility requirements in academics and attendance shall be admitted to candidacy for election to membership. Continued eligibility shall be considered based on academics, attendance, service, leadership, and character.

Student Council

The International Business College Student Council represents the student body in matters pertaining to student welfare, student activities, and student participation in school affairs. By enrolling in school and maintaining a 2.0 GPA, each student automatically becomes a member. The officers will be elected every six (6) months or as vacancies occur. A faculty/staff member will serve as resource person to the group and serve on the Student Council Executive Board.

The Council will serve as the advisory body to the school administration in all matters directly affecting the student body. The Student Council will assist in the planning of all student activities to insure student involvement. The group will also be responsible for allocating money to support other student organizations and school sponsored functions. It also safeguards the exercise of student rights on campus.

Student Activities

International Business College recognizes an obligation to help students develop and promote activities that will expand their cultural, social and community services awareness and involvement.

The administration encourages participation and provides professional support and guidance in all student activities. Students may participate in several group organizations while in attendance at International Business College. The following is a list of school clubs in which students may participate:

- Medical
- Business
- Solar
- IT
- Legal
- Veteran

Clubs usually meet before and after normal school hours and between class sessions. See the Campus President for more information on school clubs.

Student Volunteers

Volunteer work in the school offices can provide work experience. Students wishing hands-on office experience to be included in resumes with a "letter of reference" from the school should contact the Campus President to get more information.

Library

A library is available at each campus for faculty and students. The Library makes available as much information as possible in a variety of ways, including print and non-print materials such as computer programs for remedial enrichment, internet access to the worldwide web and other media. The collection is readily accessible in a physical area that is well lighted and close to student class areas.

The library is organized using the Library of Congress classification system and has selections for students in their program area as well as both fiction and non-fiction volumes. The Auto-Librarian is an automated library system that is also available to students.

Library hours are 8:00 a.m. to 7 p.m. Monday - Thursday, and 8:00 a.m. to 5:00 p.m. on Fridays. Books may be checked out from the front desk during those hours. The library assistants or front desk staff will help students with library needs.

Checking out media resources:

Students may check out library resources, but you must leave your driver's license or a valid credit card as a security deposit for any items you wish to borrow. Materials must be used on the premises of International Business College.

Student I.D. Cards

Every International Business College student will be issued a student ID card. Cards will be issued at orientation. If you do not receive one, please contact the Campus President. Student ID cards must be presented to obtain a schedule and/or books.

Transcript/Certificate/Diploma

Students are provided one official transcript and diploma at no charge. Additional copies of transcripts will be charged at \$15 per copy. Students must be in good standing with the fiscal department prior to receiving an official diploma or transcript.

Career Services Assistance

Particular attention is given to matching students with prospective jobs that are compatible with their goals, qualifications, and experiences. The Career Development class is taught the final quarter of each student's program to teach the job hunting skills of resume writing, interviewing techniques, job search skills, and self-awareness.

In order for our Career Services department to meet the needs of each student, it is expected that the Career Development class will be attended each day and preparation made to fulfill the class objectives.

Career Services assistance is available for both graduates and students who are currently enrolled in International Business College. Job listings of local and some out-of-town opportunities are kept in the Career Services office. Part-time jobs for students in school needing additional financial opportunities can be found on the Career Services office bulletin board or by contacting the Career Services office.

Upon completion, it is expected that each graduate should contact the school's Career Services office each day to see what job openings are available. This assumes that the graduate has made preparation to participate in an interview for that day. In order for a student to have continued job placement assistance after graduation, the school policy states that any job that is accepted by a graduate should be retained for no less than

thirty (30) days. This assures that each employer will continue to call International Business College to assist our graduates in obtaining a job.

Knowledge of Rules and Regulations

It is the student's responsibility to understand all the rules and regulations of International Business College. The school will inform students through publications, memos, or other avenues that will be distributed to the student body. All students are required to read and become familiar with the school's official publications. The school administration reserves the right to amend or make changes in its school policies as circumstances dictate.

Student Code of Conduct and Discipline

Students who attend International Business College are expected to conduct themselves in a socially acceptable and courteous manner. All students are required to follow instructions provided by any staff or faculty member of this institution, in a responsible fashion, and to maintain a high degree of pride in their personal achievements.

Common courtesy is important in the classrooms, labs and support offices. The School Administration asks that beverages, food, gum and smoking remain outside of the school's classrooms. We also ask that courtesy be exhibited in the laboratories by the refraining from "saving" lab stations. Our laboratories are to be used on a first-come, first-serve basis. Violations of this policy will not be permitted.

International Business College assumes that the students entering the school are familiar with the rules of proper conduct. The Governing Board of the school declares all general and criminal laws of the State to be in full force and effect in the school. Regulations of the school forbid gambling, the use of alcoholic beverages, narcotics, or the appearance of a student on campus under the influence of any substance. All questions concerning student conduct and discipline should be referred to the Campus President.

Satisfactory Conduct

Students who follow all school rules and regulations will be considered meeting the satisfactory conduct requirements. Violations of satisfactory conduct include but are not limited to:

- Harming or threatening to harm school officials, staff or students;
- Possession of alcoholic beverages, illegal substances, or weapons on school property;
- Consumption of alcoholic beverages or illegal substances on school property;
- Appearance on school property under the influence of alcoholic beverages or illegal drugs;
- Gambling on school property;

- Abusive conduct toward students, school officials, or school employees;
- Theft of property belonging to school, staff, employees, or students;
- Willful destruction of property belonging to the school, staff, employees, or students;

Conduct that is detrimental to the best interest of the students, employees, students and the school.

Students found in violation of the above will be placed on probation for one grading period. Further violations during this probationary period will result in immediate termination. At the end of the probationary period, if the student has exhibited satisfactory conduct, she/he will be removed from misconduct probation. Students may be dismissed immediately based on the severity of the violation.

Satisfactory Academic Progress (SAP)

All students are expected to maintain progress through course work toward successful completion of their program of enrollment. The following standards will govern satisfactory progress.

Basis for Calculation:

Satisfactory academic progress (SAP) requires that each student be evaluated at specific periods of time during their enrollment using qualitative and quantitative standards. SAP is calculated using the cumulative grade point average (qualitative assessment) and timely completion of required credits for completion of their program of study (quantitative assessment) for each student. Students must be able to complete the program within the maximum program length (MPL), *i.e., 1.5 times the length of the published credit hours.*

At each grading period, the school will assess the qualitative and quantitative progress of the student. The cumulative grade point average (GPA) will be calculated at the end of each grading period for Diploma and Associate Programs. The calculation will be based on all quarter credit hour courses completed during the grading period. In all calculations, a grade of "I" (Incomplete) or a "W" (Withdrawal) will be treated as zero (0) credits earned. When the incomplete work is submitted and a final grade is assigned the cumulative GPA will be recalculated and the academic status adjusted as appropriate.

Academic Status Definitions

A. **Good Standing** - Students who maintain a minimum cumulative GPA of 2.00 will be considered in Good Standing.

NOTE: Students must complete 60 percent of the course at 50 percent of the maximum program length, and 65 percent of the course at 75 percent of the maximum program

length. Program length is defined as one and one half times the original graduation date.

B. Academic Probation - Students who do not earn a minimum of nine (9) quarter credit hours by the end of the second quarter will be placed on Academic Probation.

Students whose cumulative grade point average is below 2.00 are not considered making satisfactory progress. Students determined to be making unsatisfactory progress at the end of the grading period shall be placed on academic probation for the next grading period(s) as determined by the Campus President. Students achieving a cumulative grade point average of 2.00 at the end of the probation period shall be returned to good standing.

If students on academic probation achieve a grade point average of 3.00 for courses completed during the period of probation, but fail to raise the cumulative grade point average to a 2.00 grade point average, the student will be continued on academic probation for the next quarter.

Students who fail to achieve overall satisfactory progress for the program at the end of one quarter probationary period will be subject to academic dismissal.

Students placed on academic probation will be advised prior to returning to class. The date, actions taken, and terms of the probation shall be clearly indicated in the academic record. Students whose enrollment is terminated as an academic dismissal may restart after a minimum of one quarter. The terms of the approved refund policy shall be applied.

Students who return after enrollment is terminated as an academic dismissal shall continue on probation for the next quarter. Students shall be advised of this action and the academic record documented accordingly. If students do not return to good standing at the end of this probationary period, academic dismissal shall occur. Such students may not restart for a minimum of one calendar year.

Right of Appeal

Students may petition an instructor for a change of grade within three weeks after the original grade is award-ed. Students receiving an "I" grade will have the right to appeal the grade to which the "I" is converted, provided the appeal is initiated within (15) days from the conversion date.

Students placed on academic probation or dismissed will have the right to appeal. Such appeal must be initiated with the Campus President within (15) days from the end of the grading period when the student is placed on probation or dismissal status. The basis of such appeals will be limited to challenges of the grades received or in the calculation of grade point averages or both.

Reproduction of Computer Software and Internet Usage

Reproduction of copyrighted software is in violation of International Business College's license agreement with the software owner and/or the copyright laws. A reproduction is illegal and is strictly prohibited. Students who make, acquire, or use unauthorized copies of computer software will be subject to prosecution under federal and state laws as appropriate. If there are any questions, contact your computer instructor or the Campus President. In addition, students are allowed to use the internet for educational purposes only. Use of the internet for inappropriate purposes is strictly prohibited.

Policy Regarding Computer Viruses and Bugs

The introduction, reproduction, and/or promulgation of any computer virus is a violation of State and Federal laws. Any student who utilizes International Business College hardware or software in connection with the computer virus will be subject to disciplinary sanctions under the International Business College Student Code of Conduct in addition to any civil or criminal penalty.

For the purpose of this policy, a computer virus is defined as any computer program (software) which causes or influences either hardware or software to operate in a manner contrary to the intentions of, or in a manner unapproved by the original owner/user of said software or hardware. Viruses may be intentionally or inadvertently introduced to a computer and then spread to other systems as well, causing malfunctions, loss of data, etc. International Business College reserves the right to analyze all student software that is brought into the labs against diagnostic "checker" programs in order to determine if the software contains any viruses and/or bug. Students can avoid being an unknown transmitter of a virus and the potential victim of the International Business College Student Code of Conduct by:

1. Not bringing public domain software (i.e., bulletin board programs) into the school for use on any school computer system.
2. Not exchanging software (copies, etc.) with other students.
3. Always keeping backups of software.

Conditions of Dismissal

A student may be dismissed for any violation of the school's conduct policies. All students are expected to conduct themselves both in and out of class in a socially acceptable manner. Examples for which a student may be dismissed may be any one of the following:

1. Excessive absences from class without an acceptable excuse.
2. Conduct which is found by the administration to be detrimental to the individual, other students, the community, or the school.
3. Dress which violates the school's dress code.
4. Disruptive or illegal activities.

Plagiarism or cheating in the classroom, including copying of other student's diskettes and/or papers.

Students found guilty of possession of illegal drugs will automatically be suspended for a minimum of one year. Dishonesty, disruption of learning activities, or disorderly conduct is subject to disciplinary action. Depending on the severity of the initial violation, as determined by the Campus President; the student may be terminated immediately.

Police on Campus

It is the policy of International Business College to cooperate with any city, county, or state police force. Assistance includes, but is not limited to, providing basic statistical information about a student (as outlined in the Family Educational Rights and Privacy act in the School Catalog), delivery of a student to an officer possessing a warrant to be served, delivery of a student to an officer for arrest, or providing firsthand information (e.g. witness, victim) about a student during the course of an investigation. Assistance does not mean encouraging, provoking, or inviting police activity on campus unless authorized.

Privacy and Information Security

International Business College carefully protects all personal information in its possession regarding students and their families. The college employs office procedures and password-protected computer systems to ensure the security of paper and electronic records. The college does not disclose its security procedures to students or the general public to protect the effectiveness of those procedures. Access to social security numbers and other personally identifiable information (PII) is strictly limited to those School Officials with a need-to-know.

Records and the Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to student educational records. FERPA rights apply to students and guardians of a dependent minor student; a student is a person who is, or has been, in attendance at the school, regardless of the person's age. Under FERPA, a student has a right to:

- Inspect and review his or her educational records.
- Request to amend his or her educational records.
- Have some control over the disclosure of information from his or her educational records.

The Campus President's information made available by the School is:

- Name (maiden, other, preferred, primary).
- Address (all known).
- Telephone (all known).

- Date of Birth.
- Birth Location.
- Course.
- Dates of Attendance.
- Degrees & Awards Received.
- Most Recent Previous Educational Institution Attended

FERPA also authorizes disclosure of this information without the student's consent under certain circumstances. Campus Presidency information will be provided to the public upon request unless the student files a request with the school asking to be excluded from the Campus Presidency or from any other requests for open Campus Presidency information from outside entities. A student may update access to their information by contacting a school employee and filing a request to be excluded from the Campus Presidency or from any other requests for open Campus Presidency information.

According to **FERPA**, some non-Campus Presidency student records may not be released without prior written consent from the student. A record is any information recorded in any way, including but not limited to handwriting, print, tape, film, microfilm, microfiche, and digital image. Educational records are all records that contain information that is directly related to a student and that are maintained by an educational agency or institution or by a party acting on its behalf. Educational records do not include the following:

- Sole possession records (those records kept in the sole possession of the maker which are used only as a personal memory aid and are not accessible or reviewed by any other person except a temporary substitute for the maker of the record.
- Medical or psychological treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists.
- Employment records, provided that employment is not contingent upon being a student.
- Law enforcement records.

The college will disclose information from a student's education record without the written consent of the student to staff members who require access to educational records in order to perform their legitimate educational duties; officials of other schools in which the student seeks or intends to enroll; and in connection with a student's application for, or receipt of, financial aid; and state, federal, and accrediting agencies as required.

Under **FERPA**, students have a right to see, inspect and request changes to their educational records. Upon request, the School shall provide a student access to his or her educational records except for financial records of the student's parents or guardian; and confidential letters of recommendation where the student has signed a waiver of right of access. Educational records covered by FERPA normally will be made available within ten (10) days of the request. All records are to be reviewed by students in the presence of a staff member. The contents of a student's educational records may

be challenged by the student on the grounds that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student by submitting a written statement to the school.

It is the policy of the school that it will maintain the FERPA disclosure code in effect at the time of a student's last term of enrollment for former students. Furthermore, the school will honor a request from a former student, not re-enrolled, to add or delete a non-disclosure request.

FERPA rights cease upon death. However, it is the policy of the school that no records of deceased students be released for a period of five (5) years after the date of the student's death, unless specifically authorized by the executor of the deceased's estate or by next of kin.

If students believe that their FERPA rights have been violated, they may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave. SW, Washington DC 2002-4605. Additional information is available at www.ed.gov/policy/gen/guid/fpco/

Parents Rights under FERPA

At the post-secondary level, parents have no inherent right to access or inspect their sons or daughters educational records, including final grades, grades on exams, and other information about academic progress. This information is protected under FERPA and parents do not have access to it unless the student has provided express, written authorization, or unless the student is a dependent as defined in Section 152 of the Internal Revenue code of 1954.

Students can give express written permission of access to their educational record by completing the FERPA Release Form and remitting it to the school.

In emergency or crisis situations, the school may release non-Campus Presidency information if the institution determines that the information is necessary to protect the health or safety of the student or other individuals.

General Policy

Under the authority of the Family Educational Rights and Privacy Act of 1974, as amended, students have the right to examine certain files, records, or documents maintained by the school, which pertain to them. The school will permit students to examine such records within forty-five (45) days after submission of a written request, and to obtain copies of such records upon payment of a reproduction fee.

Students may request that the school amend their education records on the grounds that they are inaccurate, misleading, or in violation of their right to privacy. In the event that the school refuses to so amend the records, students may request a hearing. If the outcome of a hearing is unsatisfactory, the student may submit an explanatory statement for inclusion in the education record.

Students have the right to file complaints with the U.S. Department of Education concerning the school's alleged failure to comply with the Act.

Education Records

Education records are files, records, or documents maintained by the school, which contain information directly related to the students. Examples of education records are student education files, placement files, and financial aid files. The only persons permitted access to such records are those who have legitimate administrative or educational interest.

Exemptions

The following items are exempt from the Act:

- 1) Parents' Confidential Statements and the Financial Need Analysis Report.
- 2) Confidential letters of recommendation received by the school prior to January 1, 1975. The Act permits students to waive their right of access to letters received after 1974 if the letters are related to admissions, employment, or honors.
- 3) Records about students made by teachers or administrators which are maintained by and accessible only to teachers or administrators.
- 4) School security records.
- 5) Employment records for school employees who are also current or former students.
- 6) Records compiled or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in such capacities, for treatment purposes, which are available only to persons providing the treatment.

Review of Records

The college monitors educational records to insure that they do not contain information that is inaccurate, misleading, or otherwise inappropriate. International Business College may destroy records that are no longer useful or pertinent to the students' circumstance.

Alcohol and Substance Abuse Policy

International Business College supports a drug-free environment and will not allow the unlawful possession, use or distribution of illicit drugs or alcohol on or off campus. As a condition of acceptance International Business College students agree to random and for-cause drug testing or search throughout their attendance as set forth in International Business Colleges' Substance Abuse Prevention Policy. A violation will result in taking appropriate action up to and including termination.

This policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs or controlled substances in the workplace, on its premises, or as a part of all school sponsored activities. A violation of this policy is considered a major offense, which may result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate

disciplinary action up to and including termination from employment and suspension or expulsion from the school. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy. Violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.

The following information is provided in accordance with the Drug Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (RL. 101-226).

Drug Free Schools Notice to Students

International Business College is a drug free campus. Drug and/or alcohol use impairs memory, alertness, and achievement. Their use erodes the capacity to perform, think, and act responsibly. Therefore, any form of such substance abuse creates an extreme danger in the school to students, employees, and others. Substance abuse can be grounds for termination of your enrollment at this institution.

1. International Business College has a policy of maintaining a drug-free school atmosphere. All students are hereby notified that the unlawful manufacture, distribution, dispersion, possession, use of a controlled substance, or alcohol, or the presence of a controlled substance or alcohol in your body's system is prohibited on this institution's premises. These "premises" are defined as all school property, including building interiors and exteriors, sidewalks, parking lots, privately-owned vehicles parked on school premises, as well as desks, lockers, and storage areas. This prohibition applies to students' performing any school related tasks or attending any school-sponsored functions, including field trips, regardless of location on or off school premises.

2. Pursuant to its Drug Free Schools Program, International Business College may conduct a reasonable search of a student's work area, locker, vehicle (driven on or parked on school property), or other personal items. Continued enrollment is contingent upon your submission to a reasonable search.

3. According to the severity of the violation, in the judgment of school authorities, the following disciplinary sanctions will be imposed upon students for drug or alcohol abuse violations occurring on school premises:

- Oral or written reprimand.
- Suspension from school.
- Mandatory entry into a drug or alcohol abuse counseling, treatment, or rehabilitation program. If referred, failure to enter and successfully complete such a program will result in immediate termination.
- Immediate termination without referral to a treatment and rehabilitation program.
- Referral of violation to local law-enforcement agencies for prosecution.

4. Students should be aware that substance abuse inhibits employment opportunities. There is an ever-growing sentiment among employers nationwide that drugs and alcohol will not be tolerated in the work place. Employers in nearly every field now require pre-employment screening to detect drug and alcohol abusers. Remember,

even though you may graduate from the program in which you are enrolled, substance abuse can inhibit career opportunities.

Drug and alcohol counseling, treatment, and rehabilitation programs are available at, but not limited to, the following locations:

Aliviane No-AD Inc. Substance Abuse Prevention and Treatment Program
11960 Golden Gate Road
(915)857-0083

Rio Valle Recovery Center
400 S. Zaragoza Road
(915) 775-1976

All students must read, understand and agree to the following:

- I understand, that as a condition of my enrollment and continued attendance at this institution, I must agree to the terms of Paragraphs 1-4 above.
- I must notify my Campus President of any criminal drug statute conviction for a violation occurring on school premises no later than five (5) days after such conviction.
- I understand that this institution has established a drug free awareness program to inform students about:
 - This institution's policy of maintaining a drug free school.
 - The penalties that may be imposed upon students for drug or alcohol abuse violations occurring on school premises.
 - The health risks of drug and alcohol abuse.
 - The availability of drug and alcohol counseling, treatment, and rehabilitation programs.
 - The inhibition of employment opportunities should I be identified as a substance abuser.

Health Risks

Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. The use of alcohol and other drugs represents a serious threat to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is possible that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

Alcohol produces short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens; and cancer. Alcohol combined with barbiturates and other depressants can prove to be a deadly mixture.

Amphetamines/Stimulants (speed, uppers, crank, caffeine, etc.) speed up the nervous system and can cause increased heart and breathing rates, higher blood pressure, increased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

Anabolic Steroids seriously affect the liver, cardiovascular and reproductive systems; can cause sterility in males and females as well as impotency in males.

Barbiturates/Depressants (downers, quaaludes, valium, etc.) slow down the central nervous system and can cause increased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

Cocaine/Crack stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.

Hallucinogens (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

Cannabis (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period - enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Narcotics (heroin, morphine, demerol, percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

Tobacco/nicotine causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

Punishment for Alcohol and Drug Related Crimes - State of Texas

The Texas Health and Safety Code set the possession law, dividing controlled substances into five penalty groups, plus a marijuana category. While some of the substances are legal, it is illegal to possess them without a prescription, and the health code establishes the punishments for illegal possession.

| Penalty | Examples of Drugs/Group Controlled Substances |
|---------|---|
| 1 | Cocaine, heroin, methamphetamine, GHB, ketamine, oxycodone and hydrocodone. |
| 1A | LSD |
| 2 | Ecstasy, PCP and mescaline. |

3 Valium, Xanax and Ritalin.
 4 Compounds containing Dionine, Motofen, Buprenorphine or Pryovalerone

| Penalty Group 1 Weight | Classification | Penalty |
|--|------------------------------|---|
| Less than one gram | State jail felony | 180 days 2 years in a state jail and/or a fine of not more than \$10,000 |
| 1 gram or more less than 4 grams | Third-degree felony | 2 to 10 years in a state prison and/or a fine of not more than \$10,000 |
| 4 grams or more, but less than 200 grams | Second-degree felony | 2 to 20 years in a state prison and/or a fine of not more than \$10,000 |
| 200 grams or more, but less than 400 grams | First-degree felony | 5 to 99 years in a state prison and/or a fine of not more than \$10,000 |
| 400 grams or more | Enhanced first-degree felony | 10 to 99 years and a fine of not more than \$100,000 |
| Penalty Group 1A Amount | Classification | Penalty |
| Fewer than 20 units | State jail felony | 180 days to 2 years in a state jail and/or a fine of not more than \$10,000 |
| 20 or more units, but less than 80 units | Third-degree felony | 2 to 10 years in a state prison and/or a fine of not more than \$10,000 |
| 80 units or more, but less than 4,000 units | Second-degree felony | 2 to 20 years in a state prison and/or a fine of not more than \$10,000 |
| 4,000 units or more, but less than 8,000 units | First-degree felony | 5 to 99 years in a state prison and/or a fine of not more than \$10,000 |
| 8,000 units or more | Enhanced first-degree felony | 15 to 99 years in state prison and a fine of not more than \$250,000 |
| Penalty Group 2 Weight | Classification | Penalty |
| Less than one gram | State jail felony | 180 days to 2 years in a state jail and/or a fine of not more than \$10,000 |
| More than 1 gram, less than 4 grams | Third-degree felony | 2 to 10 years in a state prison and/or a fine of not more than \$10,000 |
| More than 4 grams, less than 400 grams | Second-degree felony | 2 to 20 years in a state prison and/or a fine of not more than \$10,000 |
| 400 grams or more | Enhanced first-degree felony | 5 to 99 years in a state prison and/or a fine of not more than \$50,000 |
| Penalty Groups 3 and 4 Amount | Classification | Penalty |
| Less than 28 gram | Class A Misdemeanor | Not more than 1 year in a county jail and/or fine of not more than \$4,000 |
| 28 grams or more, but less than 200 grams | Third-degree felony | 2 to 10 years in a state prison and/or a fine of not more than \$10,000 |

| | | |
|---|---------------------------------|--|
| 200 grams or more, but less than 400 grams | Second-degree felony | 2 to 20 years in a state prison and/or a fine of not more than \$10,000 |
| 400 grams or more, | Enhanced first-degree felony | 5 to 99 years and/or a fine of not more than \$50,000 |

The Texas Tax Code, in addition to the criminal penalties for drug possession, also sets potential civil penalties. Although the statute is not often used in minor possession cases, the code requires that taxes must be paid on illegal drugs, so that “dealers” who possess over certain amounts can be charged with tax evasion. The state of Texas can also suspend your license for up to six months following a conviction on any violation of the Texas Controlled Substances Act.

The Code of Criminal Procedure also allows police to seize any property used or “intended to be used” in the commission of a drug felony. That means they can take your car, your home, or any other belonging where you are accused of carrying or hiding drugs. The asset forfeiture law is a civil action, not criminal, and you don’t have to be convicted for the state to try to take your property. Drug possession penalties are complicated, and depend on the classification of the substance and the quantity.

Possession of Drug Paraphernalia

Any item that can be used as a drug processing, packaging, or consumption mechanism can be defined as paraphernalia under 481.002 (17) of the Texas Controlled Substances Act. Even common household items such as scales, spoons, bowls, envelopes or bags can land you an illegal possession of paraphernalia charge. The most common paraphernalia charges result from pipes, and bongs.

Simple possession of drug paraphernalia is a Class C Misdemeanor, which carries a penalty of fines up to \$500.

Distribution or possession with intent to distribute or sell drug paraphernalia is a Class A misdemeanor, which can result in up to a year in jail. Second offense penalties will result in mandatory jail time, or if you sell to someone under 18 years old.

| Federal Law Offense | Minimum Punishment | Maximum Punishment |
|---|---|--|
| Manufacture, distribution or dispensing drugs (includes marijuana) | A term of imprisonment for up to 5 years, and a fine of \$250,000 | A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 if other than an individual). |
| Possession of drugs (includes marijuana) | Imprisonment for up to 1 year, and a fine of \$1,000 | Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than \$5,000 plus cost of investigation and prosecution. |
| Operation of a Common Carrier under the influence of alcohol or drugs | | Imprisonment for up to 15 years and a fine not to exceed \$250,000 |

Referral and Hotline Information

The school does not offer professional counseling services but offers the following recourse information:

- *National Institution on Drug Abuse* (M-F, 8:30 a.m.-4:30 p.m.) 1 -800-662-HELP
- National Alcohol & Drug Abuse Hotline 1-800-234-0420
- Cocaine Helpline 1-800-COCAINE
- Reach-Out Hotline 1-800-522-9054 (Alcohol, drug-crisis, intervention, mental health referral)

Campus Security and Crime Awareness Policy/Annual Security Report

Purpose:

To establish a policy and procedure for the collection and disclosure of campus crime information in compliance with the Jeanne Clery Crime Awareness and Campus Security Act of 1990.

Background:

Campus security and safety are important issues for students and their families. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), provides students and families, as higher education consumers, with the information they need to make informed decisions. The Clery Act requires that institutions disclose institutional safety and security policies, along with statistics for offenses committed on campus. The information is a compilation of data reported in the campus records and incidents that were reported to local law enforcement agencies. Crimes statistics are disclosed each year for the previous three calendar years. Statistics for all schools nationwide are made available to the public by the Department of Education's website located at <http://ope.ed.gov/security>.

Annual Campus Security Report

This web page and the associated links constitute the *Annual Campus Security Report for International Business College*. Additionally, notices of this Report and the direct URL address of this page are published in the School Catalog, Student Handbook, and Employee Handbook. Further, an email notice including the direct URL address for the web page is sent to all students and employees annually.

The crime statistics include the following:

- murder and non-negligent homicide
- negligent manslaughter
- sex offense
- forcible sex offense
- non-forcible sex offense
- robbery
- aggravated assault

- burglary
- motor vehicle theft
- arson
- hate crime
- arrests or campus discipline for liquor/ drug law violations, or for weapons possession/ law violations

The College must also report, by category of prejudice, any of the above listed crime statistics that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. Additionally, "hate crimes" must be reported in two additional categories as follows:

- larceny-theft, simple assault, intimidation, and destruction/ vandalism of property
- any other crime involving bodily injury

The statistics for International Business College are published individually for each campus location and can be found at the web site www.ibcelpaso.edu

The data used in the reports is compiled and submitted to the U.S. Department of Education annually by the Campus President's' Office. Data from internal *Incident Report Forms* is cross-referenced and combined with external public-record data requested from local law enforcement authorities in the creation of the crime statistics.

Be Aware, Stay Alert!

Since crime can occur anywhere and at any time, it is our sincere hope that you will read this policy and follow the included guidelines. If you suspect a crime has been committed, notify the Campus President or any key manager or supervisor. If you witness a crime in progress, call 911 to alert local law enforcement agencies, and then notify the Campus President or any key manager or supervisor.

While the College employs electronic security systems, there is no such thing as a fail-safe security system. Even the most elaborate security precautions are not a guarantee against crime. The best safety measures are the ones you perform using common sense. You should always remain alert and aware of your surroundings. Secure your vehicles and do not leave valuables in your car. Do not leave your personal items unattended. Avoid walking alone, particularly at night. Again, be cautious, use good sense, and look after your friends and classmates.

Campus Crime Awareness Policy - Definitions:

For purposes of this policy and its associated procedures, the following definitions apply:

Campus – Each "campus" is defined as the College's building and grounds, including institutionally-controlled parking lots, storage/loading areas.

Non-campus property – International Business College's campuses do not include any areas which would be defined as non-campus property.

Public Property – Any public thoroughfares, streets, sidewalks and/or public parking facilities that are immediately adjacent to, and accessible from, the campus.

Incident – A crime or illegal activity, serious accident, injury requiring immediate medical attention, occurrence requiring the response of EMS and/or law enforcement personnel, or any other event for which reporting is mandated under the Clery Act.

Campus Security Authority – The College does not maintain a security or police force. The Campus Security Authority at each campus is the Campus President. The Campus President is responsible for enforcement of this policy, for training and appointing other employees to serve as the Campus Security Authority in the Campus President's absence, and for assigning that responsibility prior to any such absence.

Emergency Response Procedures

If a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs, students and employees will be notified via building fire alarm systems, and/or other situational-appropriate means to best protect the health and safety of students and employees. **The fire alarm system and or air horns, located in the Campus President's office and front desk**, will be used to order an emergency evacuation of the building. All students, instructors, and staff must immediately evacuate the building whenever the fire alarm sounds. Failure to evacuate will be cause for disciplinary action (students and employees), even if the alarm was merely a drill. A lockdown order requires all students and employees to quickly enter a classroom, office or other room which can be locked, lock the door and attempt to hide from view of the hallways. Students or employees in large, unsecured areas (such as the CTS yard at Cromo) should either find a secure area or quickly evacuate the building and proceed to a safe distance away from the building.

Prior to initiating the Emergency Response system, the Campus President (or other designated official) will confirm that a bona fide emergency exists, determine the appropriate method(s) of communication, and determine the message content (if applicable). The College will take these actions without delay, unless in the judgment of the Campus President (or other designated official), such notice would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The Emergency Response Procedures will be tested at least once each year. Emergency Response Procedure Tests (other than fire drills) will be announced in advance to prevent the creation of unnecessary anxiety or false 9-1-1 calls.

Timely Notification of Security Issues

In the event that a crime or alleged crime occurs, either on or off campus, that, in the judgment of IBC administration, constitutes a serious criminal event or an ongoing or continuing threat to the campus community, a campus-wide "Timely Warning" must be issued. The warning will be provided via email to staff, and through conspicuous bulletins posted throughout campus.

“Campus” is defined as the parts of the building that IBC occupies classrooms, lounges, restrooms, hallways used by students and staff, the parking lots, and the public streets immediately adjacent to the parking lots. It does not apply to other businesses or offices across the parking lots or streets from 5700 Cromo or 1155 N. Zaragosa, El Paso, Texas.

A Timely Warning will be issued at the direction of the Campus President, who will delegate the responsibility of issuing the warning to appropriate staff. Crimes that warrant a campus-wide Timely Warning include:

Type of offense:

- Murder/Non-Negligent Manslaughter
- Negligent Manslaughter
- Forcible Sex Offenses
- Non-Forcible Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Larceny
- Motor Vehicle Theft
- Arson

Hate Crimes (Crimes of prejudice based on race, gender, religion, sexual orientation, ethnicity or national origin, or disability):

- Murder/Non-Negligent Manslaughter
- Forcible Sex Offenses
- Non-Forcible Sex Offenses
- Robbery
- Burglary
- Motor Vehicle Theft
- Arson
- Aggravated Assault
- Simple Assault
- Intimidation
- Destruction, Damage, or Vandalism of Property

Please note that there are specific definitions and criteria for the above crimes. Please refer to the Campus Safety and Security Reporting in the President’s Office for details.

Incident Reporting

Any staff, instructor, or student observing or having knowledge of a criminal act or other emergency situation should first contact appropriate local emergency response personnel by calling 9-1-1. Students witnessing any such event should also report it immediately to the Campus President or any member of the faculty or staff. For non-

emergency events, students may submit an *Incident Report Form* to the Campus President. Blank forms can be obtained from the Campus President's Office. Students wishing to maintain confidentiality may submit an *Incident Report Form* anonymously, or may request a private, confidential meeting with the Campus President.

Employees of the College are required to report any incident (see definition above) in which they have been involved or which they have witnessed on the campus or on the public areas adjoining the campus. Incidents will be reported on an *Incident Report Form* and forwarded immediately to the Campus President (or other available senior official as appropriate).

Copies of all *Incident Report Forms* will be maintained by the Campus President for use in data compilation for the Annual Campus Security Report. Forms for the previous three calendar years will be archived for audit purposes.

Security of and Access to Campus Facilities

Students should only be on the campus (see definition above) during scheduled school hours, or while attending to other legitimate academic or administrative functions at International Business College. All visitors are required to sign in with the front desk. Students and visitors are discouraged from socializing, loitering, or gathering in the parking lots after the end of their class day. Further, students are prohibited from being on the campus (including outdoor areas) at any time when the building is not open and staffs are not present.

Security of the building is an ongoing concern of all staff and instructors. Each staff and instructor is expected to be security-conscious and vigilant at all times. All security violations, including unauthorized visitors, should immediately be reported to the Campus President or other senior official (see "Incident reporting", above).

Law Enforcement and Security Personnel

International Business College does not employ security personnel. All requests for security assistance are handled by law enforcement agencies. The Campus President is responsible for ensuring that all crimes occurring on campus are reported to the appropriate local law enforcement agency.

Informational Programs

This policy and College security procedures are reviewed during new student and new employee orientations. These sessions promote awareness of crime and crime prevention, along with promoting awareness of rape, sexual assault, and acquaintance rape. During these orientations, students and employees are also told about good practices in crime prevention (including securing their autos and other personal property) and how to report a crime, emergency, or other incident.

Other Safety Policies and Related Topics

The International Business College Drug and Alcohol Policy prohibit the possession or use of illegal controlled substances on the College's premises or at any school-related activity. In that regard, the *Drug and Alcohol Policy* is considered part of this Campus Security Policy. The *Drug and Alcohol Policy* is posted to the International Business College Website and includes: policies regarding the possession, use, and sale of alcoholic beverages and/or illegal drugs; enforcement of State laws regarding the possession, use, and sale of alcoholic beverages and/or illegal drugs; and a description of available drug- and alcohol-abuse education programs.

Fighting, gambling, or any other behaviors that are illegal and/or interfere with the ability of other students to learn are forbidden on College property or at any College-related activity.

Under the Texas Concealed Handgun License Law (Texas and State 4413/29EE), possession of a handgun is prohibited on College premises. Further, possession of ammunition, long blade knives (blades over 3.5" long), or any other type of weapon without written permission is not allowed on the Campus or at any other location when participating in a School-sponsored activity or otherwise representing the school as an employee or student.

Sexual Assault Prevention and Awareness

International Business College is concerned about the safety of its students, instructors and staff. With regard to sexual assault, good sense safety practices are your best defense. There are sufficient instructors, staff, and students present in the building at all times during business hours to make a sexual assault on campus unlikely, but not impossible.

Remember to remain aware of your surroundings, do not walk alone outdoors (especially at night), do not enter areas of the building to which you are not authorized, and do not feel compelled to enter any secluded location or any situation which makes you uncomfortable.

Whether an assault occurs on- or off-campus, victims are strongly encouraged to report sexual assaults to the appropriate authorities. It is important to preserve evidence whenever possible for the police to use in pursuing a criminal investigation.

In the unlikely event that a sexual assault occurs on campus, students should immediately notify their department Lead Instructor, Campus President, or any available staff or instructor they are comfortable confiding in.

Upon being notified, College personnel will notify the Campus President and will assist the student in contacting the appropriate authorities if the alleged victim chooses to do so. College personnel will, to the best of their ability, attempt to secure any affected area of the campus and to otherwise prevent the compromise of evidence until law enforcement officials arrive.

If a sexual assault occurs to a student off-campus, the College will assist an alleged victim with notification to the appropriate law enforcement agency having police jurisdiction where the crime occurred (upon request of the student).

Sexual Assault is a crime under Texas law. This link will take you to a document with the current text of the [Texas Sexual Assault Statute](#).

International Business College does not provide counseling services directly to victims of sexual assault, but will attempt to provide referral to local agencies that provide counseling and other support services. One such agency is STARS. They can be contacted at:

STARS- Sexual Trauma and Assault Response Services

710 N. Campbell
El Paso, TX 79901
(915) 779-1800

It is important for persons who have been sexually assaulted to seek prompt medical attention. A representative from the STARS (Sexual Trauma & Assault Response Services) is available to accompany students who have been sexually assaulted to the hospital and for counseling, if desired.

If an alleged victim of sexual assault on-campus elects not to file criminal charges, but still wishes to proceed with formal administrative charges, an investigation is conducted, and the case is referred to the College President. Disciplinary actions assessed in a particular case will be dependent upon the nature of the conduct involved, the circumstances and conditions which existed at the time the student engaged in such conduct and the results which followed as a natural consequence of such conduct. Sanctions, up to and including permanent expulsion from the College, will be carried out by the President.

The following principles apply to any such investigation/ disciplinary process:

- Accuser shall be informed of their options to notify law enforcement.
- Accuser shall be notified of available counseling services.
- Both parties will have the same opportunity to have others present at any disciplinary hearing.
- Shall be informed of the outcome of any disciplinary proceeding.
- Accuser may request a change of academic schedule / circumstances and the College will attempt to accommodate reasonable requests.

Campus Sex Crimes Prevention Act

A. Sex Offender Registration Notification

International Business College recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or participate in school-related activities, the Campus President shall post the Texas Department of Public Safety website on sex offenders to inform students of the means to obtain information and request notification of registered sex offenders in accordance with the procedure established by the state of Texas. The information shall be used to screen current or prospective employees or otherwise for the protection of the student body. The Campus President shall promulgate regulations designed to ensure that this information is provided to the appropriate employees and is used only in accordance with the law.

B. Annual Notification

At the beginning of each fiscal year, the Campus President shall notify students of the provisions of this policy and the acceptable use of information obtained pursuant to this policy.

C. Dissemination of Sex Offender Registry Information

International Business College recognizes that it is the responsibility of local law enforcement officials to notify the community of potential public danger. Therefore, the Campus President shall not disseminate sex offender registry information to students. However, the Campus President shall work closely with local law enforcement officials to determine when and under what circumstances local law enforcement officials will notify the community about the presence of a registered sex offender.

D. Unauthorized Use of Sex Offender Registry Information

Sex offender registry information may be used for: (1) the administration of criminal justice, (2) for the screening of current or prospective employees or volunteers or (3) otherwise for the protection of the public in general and children in particular.

Unauthorized use of sex offender registry information with the intent to harass or intimidate another is a Class 1 misdemeanor and may subject the person using such information to criminal prosecution. Any employee using sex offender registry information in an unauthorized manner will be subject to discipline up to and including termination.

The Texas Department of Public Safety (DPS) has established this Web site as the official Internet source of public record information for :

- Criminal Convictions
- Deferred Adjudications
- Sex Offender Registrations

Students, faculty and personnel may request information from the Texas Department of Public Safety regarding convicted sex crime offenders. The website may be located at <http://records.txdps.state.tx.us/>.

El Paso Registered Sex Offender Information

The County of El Paso maintains a database of registered sex offenders in the county. The information is available through the [El Paso County Sheriff's Department website](#).

Security Regulations/Procedures Which Are Not Applicable at International Business College

International Business College does not employ a police or security force on campus, and thus does not maintain a "Crime Log". Hence, such a log is not available for public inspection.

International Business College does not maintain dormitories or other student housing facilities, and hence does not have a policy regarding the disappearance of students in-residence (missing student notification).

International Business College does not recognize any fraternities, sororities or other off-campus student clubs or organizations. Hence the College does not have a policy for monitoring and recording criminal activity at such locations.

International Business College does not employ professional counselors, psychologists, or pastoral counselors. College staff may assist students and fellow employees in locating such services within the local community.

Acknowledgement of Receipt of
International Business College
Student Handbook

I, _____, have received a copy of the International Business College Student Handbook. As a condition of enrolling as a student at International Business College, I agree to abide by the policies and rules set forth in the Student Handbook.

Print Name

Date

Signature

The signed acknowledgement of Student Handbook will be placed in the student file.

Summary of Civil and Criminal Penalties for Violation of

Federal Copyright Laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Website of the U.S. Copyright Office at www.copyright.gov especially their FAQ's at www.copyright.gov/help/faq

Notwithstanding the above, IBC Information Technology personnel, after discussion with his or her department supervisor (for IBC staff) or the Academic Dean for Academic Affairs (for a IBC student), may suspend, block, or restrict access to an account, independent of IBC disciplinary procedures, when it appears reasonably necessary to do so in order to protect the integrity, security, or functionality of IBC or other computer resources, to protect IBC from liability, or where the emotional or physical well-being of any person is immediately threatened.

Access will be restored to the account holder whenever the appropriate investigation by IBC IT personnel determines that the protection of the integrity, security, or functionality of IBC or other computing resources has been restored and the safety and well-being of all individuals can reasonably be assured, unless access is to remain suspended as a result of formal disciplinary action imposed through the Information Technology personnel and IBC's President/CEO or as a result of legal action.

Student Body Diversity

All prospective and currently enrolled students can view school information about student diversity on campus at the following website link:

<http://nces.ed.gov/collegenavigator/?q=International+Business+College&s=TX&id=225788#retgrad>

The links includes information about the percentage of enrolled, full-time students in the following categories:

- Male
- Female
- Self-identified members of a major racial or ethnic group
- Federal Pell Grant recipients

Retention rates of certificate or degree seeking students

This information is collected in the IPEDS Fall Enrolments Survey. For more information: <http://nces.ed.gov/ipeds> or upon request to the office of the President for International Business College.

If the retention rate information is requested by a prospective student, the information will be made available prior to the student enrolling or entering into any financial obligation with the school.