



STUDENT HANDBOOK

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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 Council on Occupational Education is listed as the 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:

Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, phone 1-800-917-2081, email www.council.org.

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 Irma.medina@ibcelpaso.edu

Address

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

Phone 915-859-0422 ext 1118

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

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.

Ambassadors

The Ambassadors are the student body representatives to the administration. These Ambassadors attend monthly meetings with the CEO, School President and the Dean. Up to three Ambassadors per campus are selected by the School Dean and President. The Ambassadors attend orientation for new students, share concerns of the student body and host various school functions for the student body.

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 used must remain 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. For security reason, student ID cards must be worn at all times while on the IBC campus(es).

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

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 pro-gram 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 digital files 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 School 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 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. Information will be provided to the public upon request unless the student files a request with the school asking to be excluded from the open records act or from any other requests for open records 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 open records act or from any other requests for open records information.

According to **FERPA**, some 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 open records 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
550 North Yarborough Drive #16
El Paso, Texas 79915
(915)599-8810

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.

Purpose of Policy:

1. To comply with the requirements of the Drug Free Schools and Communities Act.
2. To set forth the standards and regulations associated with the possession, consumption, service and distribution of alcoholic beverages at IBC.
3. To set forth the standards and regulations associated with the possession, consumption, service and distribution of illegal controlled substances at IBC.
4. To set forth the manner in which allegations of violations of the policy will be addressed at IBC.
5. To provide resources for those seeking information about, or struggling with, a substance abuse problem.

To Whom the Policy Applies:

The United States Department of Education has issued regulations implementing the provisions of the Drug Free Schools and Communities Act Amendments of 1989. These regulations require that IBC distribute the following information annually to all students, administrators, faculty and staff at IBC in writing concerning the possession, use, or distribution of alcohol and illicit drugs. IBC's policies on substance abuse and on alcoholic beverages are set out below, along with related information regarding IBC sanctions for violation of these policies, criminal sanctions for the illegal possession or distribution of drugs and alcohol, the health risks associated with drugs and alcohol, and places to obtain help concerning the use and abuse of alcohol and illicit drugs. IBC policies set forth below apply to all IBC students and to all events or activities which are sponsored by IBC or by a school organization, whether they occur at IBC or not.

General Standards of Conduct Associated with Alcohol and Other Substances:

IBC is committed to creating and maintaining a campus environment that is free of alcohol and substance abuse and views the abuse of alcohol and legal drugs and the use of illicit drugs as being antithetical to the pursuit of educational excellence and the realization of one's full potential as a student and member of this community. Accordingly, IBC takes very seriously its obligation to address the issue of all forms of substance abuse. We believe that the best way to maintain an appropriate campus environment with respect to drugs and alcohol is through preventive education about the dangers of drug abuse and compassionate attention to the needs of those who may require help with alcohol or other drug-related problems. To that end, IBC provides on-campus support programs and services as well as information about related services that are available in the local community. At the same time, IBC expects that students

will conduct themselves in accordance with basic principles of personal responsibility, respect for order, and consideration of the rights of others. Implied in these expectations is the understanding that students are responsible for making their own decisions and accepting the consequences of those decisions. In order to make informed choices about alcohol and other drug use, students should educate themselves about the social, physiological, and psychological consequences of drug use or excessive drinking as well as the policies set forth below.

Statement of Policy on Substance Abuse:

- I. IBC policy and practices regarding the possession, use and distribution of substances is based upon federal and Texas laws. The use, possession or distribution of a substance that is designated as a controlled substance according to these laws is prohibited on any IBC campus, facility, function, or sponsored program. Although IBC policies and practices emphasize a concern for the welfare of individuals, IBC also recognizes the importance of maintaining the safety and well-being of the community as a whole. IBC therefore adheres to the following guidelines concerning the unlawful possession, use, or distribution of drugs:
 - a. The unlawful possession, use, or distribution of drugs will not be tolerated on premises owned or controlled by IBC.
 - b. Upon finding evidence of the unlawful possession, use, or distribution of drugs on its premises by any student, IBC will take appropriate disciplinary action, including, but not limited to, probation, suspension, or expulsion.
 - c. Using regularly established procedures, IBC will take disciplinary action, up to and including discharge, against any member of the faculty or staff found to be unlawfully using, possessing, or distributing drugs on IBC premises. Faculty, staff, and students should also be aware that, in addition to IBC sanctions, they may be subject to criminal prosecution under federal and state laws that specify fines or imprisonment or loss of federal financial student aid for conviction of drug-related offenses. Where appropriate or necessary, IBC will cooperate fully with law enforcement agencies if a student's use, possession, or distribution of a substance violates the national, state and/or local laws of the country in which the campus where the incident occurred is located.

Statement of Policy on Alcoholic Beverages:

IBC Policy regarding the possession, consumption, sale and service of alcoholic beverages at IBC is based on federal and Texas state law.

A. Possession and Consumption: It is the policy of IBC that persons under the age of 21 years are prohibited from possessing any alcoholic beverage at IBC or at any event sponsored by IBC or by a IBC organization, whether the event is at IBC or not.

B. Service and Sale: 1. To serve alcoholic beverages shall mean to give away, deliver, or otherwise provide alcoholic beverages to any person by any means other than by sale to such person. 2. Sales of liquor include, without being limited to, cash bars, events to which admission tickets are sold or for which fees are charged, either by the event or for a period of time (e.g., entertainment charge or annual dues), entitling the purchaser access to an open bar, and parties at which alcoholic beverages are served and for which contributions or donations to offset the costs of the party are sought. 3. The following rules are applicable to all events at which alcoholic beverages are served or sold at IBC and to all events or activities, whether or not at IBC, which are sponsored by IBC or by a IBC organization.

a. No person shall be sold or served any alcoholic beverage:

1. If that person is, or appears to be, under the legal drinking age of 21;
2. If that person is, or appears to be, intoxicated, or is known to the server or seller to be a problem drinker.

b. No person under the age of 21 years shall present any written evidence of his or her age that is false, fraudulent, or not actually his or her own in order to purchase or be served, or to try to purchase or be served, any alcoholic beverage or in order to gain access, or to try to gain access, to any event or activity at which any alcoholic beverage is being sold or served.

c. No person shall in any way misrepresent the age of any other person or help any other person to misrepresent the age of any other person or help any other person to misrepresent his or her age so that such person can purchase or be served, or try to purchase or be served, any alcoholic beverage or gain access, or try to gain access, to any event or activity at which any alcoholic beverage is being served or sold.

d. No alcoholic beverage shall be sold to any person unless:

1. a license or permit sanctioning the sale of such alcoholic beverage has been obtained by the seller; and the license or permit sanctioning such sale and any posters, signs, notices, or other material or

information required by applicable law or by the State Liquor Authority are prominently displayed at the site of such sale.

e. The individual or group(s) sponsoring an event or activity at which any alcoholic beverage is to be sold or served (the “sponsor”) shall be responsible to make sure that all IBC rules and regulations regarding the sale, use, service, possession, and consumption of alcoholic beverages are observed at such event or activity. This responsibility shall include, without being limited to, the following:

Alcoholic beverages should not be served at IBC events attended by students unless it is anticipated that the majority of those in attendance will be of legal age to drink, a mechanism is in place to assure that only attendees who are of legal age to drink have access to alcoholic beverages, and the event is adequately supervised.

Each IBC unit is responsible for advising all student organizations recognized by that unit of the public laws and IBC policies regarding the sale, service and consumption of alcoholic beverages at student events.

Each IBC facility is responsible for advising all student organizations recognized by that unit of the procedures and resources available to address any health, safety, security, or behavioral concerns that may arise at an event at which alcoholic beverages are served.

Public laws and IBC policies and guidelines that concern the presence of alcoholic beverages at events attended by students apply to all such events regardless of the sponsoring unit/organization or whether the activity takes place on or off IBC premises.

Alcoholic beverages may be served at events held at IBC sites, under the supervision of site supervisors, in accordance with the applicable laws governing legal drinking age in the particular country.

No student organizations may use IBC funds, or any other monies derived from other sources of income, including donations, to purchase alcoholic beverages to be served at a student event.

All student organizations wishing to have alcoholic beverages served at an on-campus event must use the IBC Catering Vendor which shall provide such service on a cash bar basis only. Events held at an off-campus site must use a licensed private vendor which shall provide such service on a cash bar basis only.

Exceptions to the restrictions on the use of IBC funds and the cash bar requirements can be granted on a case-by-by case basis for graduate student organizations provided that all of the other conditions set forth in this document are met. III.

Statement of Policy on IBC Interventions:

- A. Any member of IBC Community who feels that a student's possession, use, or distribution of alcohol or controlled substances places that student or IBC community at risk, or violates the IBC's Policy on Substance Abuse and Alcoholic Beverages, and who wishes IBC to intervene is encouraged to report the situation to one of the following officials: • Department of Public Safety • School President
- B. Considerations for Self Reporting and Good Samaritans: IBC recognizes that there may be health or safety emergencies related to the use of alcohol or other substances in which the potential for disciplinary action by IBC may serve as a deterrent to students who want to seek assistance for themselves or to "Good Samaritans" who want to get help for another member of the IBC community. In all such matters, the health and safety of the student at risk will be the IBC's top priority. Accordingly, should a student him/herself, or another individual on behalf of that student, voluntarily come forward seeking assistance in a situation involving the over-consumption or abuse of drugs and alcohol, the IBC's student conduct response in regard to that overconsumption will be first and foremost focused on medical treatment, counseling and/or educational interventions. However, IBC reserves the right to address any associated acts that compromise the well-being of the community and its members such as harassment, violence, damage, harm to self/others, or distribution of illegal substances on a case by case basis as deemed appropriate/necessary.
- C. Reporting a Personal Concern: Students who have concerns about their personal use of alcohol and/or other drugs, or students who are concerned about a friend's use, are encouraged to seek assistance through IBC support services by calling (617) 383-6058. Confidentiality in these circumstances will be protected in compliance with IBC policy and applicable law (e.g. FERPA, HIPAA, etc.)
- D. Student Groups: If IBC policies are violated at an event sponsored by a student organization, the student organization, along with its members, may be held responsible for such violations. A variety of sanctions can be imposed on the organization, including loss of funding or other privileges, denial of access to IBC facilities and services, and dissolution D. Student Conduct Intervention: The IBC's disciplinary response to incidents involving the use, possession, or distribution of alcohol and other drugs within IBC community is formulated on a case-by-case basis.
 - a. IBC considers the abuse or inappropriate use of alcohol and other drugs to be hazardous to an individual's health and safety and an impediment to his/her academic and personal success. The IBC's response in matters involving alcohol and illegal drugs strives to balance the interests of individual students who may be engaged in the use, possession, or distribution of alcohol or other drugs with that of the larger community that may adversely

be affected by such behavior. While the use/abuse of alcohol and other substances can present personal, social and academic consequences to the individual, the behavior frequently associated with the use of alcohol and other drugs can be disruptive and - compromise the interests of others within IBC community as well. Accordingly, IBC views the use/ abuse of alcohol and other drugs as a matter of both personal and community wellness and believes that any such behavior warrants decisive intervention.

- b. When allegations of the distribution, use, and/or possession of alcohol and other drugs in violation of IBC policies or federal, state, or local laws are presented to IBC officials (i.e. administrators, faculty, and staff members) who are not health and/or mental health professionals, the IBC may act on that information, including using it in educational, administrative or disciplinary responses in accordance with the nature and severity of the circumstances including the preferences of the individual making the report, the well-being of the student whose behavior is of concern, and the interests of IBC community. If the information is credible, IBC will endeavor to identify and confront student/s who are illegally possessing, using, abusing, and/or distributing drugs or alcohol. In doing so, IBC will attempt to maintain the confidentiality of the complainant's identity consistent with the goal of conducting a thorough and complete investigation. While every effort will be made to preserve the privacy of all persons involved, anonymity cannot be promised when the information is disclosed to a non-confidential source and/or when the well-being of an individual student or of IBC community is at serious risk.
- c. IBC draws clear distinctions between the possession, use/abuse and the distribution of alcohol or illegal drugs and will take decisive and potentially more severe action, in matters involving the distribution of substances. a. IBC will consider various factors when determining its response to cases involving the distribution of illegal drugs including the type of substance being distributed and the nature and magnitude of the distribution. Removal of a student and/or suspension or dismissal from IBC are likely outcomes where it is determined that a student is engaged in the distribution of illegal drugs. b. In matters involving the distribution of alcohol to underage persons, IBC will take into consideration the impact of the distribution upon the individuals to whom the alcohol is provided and upon IBC community. Those who provide alcohol to underage persons may be subject to disciplinary sanctions of a more severe nature than those imposed for possession or consumption up to and including a suspension from the residence halls and/or IBC.
- d. In cases involving the possession or consumption of alcohol by an underage student or the possession or consumption of illegal drugs, depending upon the nature of the circumstances, IBC may elect to implement educational,

administrative, medical, counseling, disciplinary action, or a combination of interventions. Disciplinary sanctions can include dismissal (i.e., expulsion) from IBC, suspension from classes and other activities or privileges, or other penalties permitted by IBC codes. For example, a student can be expelled from IBC housing or barred from participating in athletic or other extracurricular activities such as the Study Away Program. Students may also be required to undergo an assessment and/ or complete an appropriate course of education, counseling or rehabilitation.

- e. In addition to this policy, student who live in a IBC designated residence also are subject to housing policies regarding the possession, consumption, and being in the presence of alcohol and/or illegal substances.
- f. Disciplinary sanctions become part of a student's permanent academic record and may be noted on the student's transcript.
- g. IBC may (in accordance with the Federal Educational Rights and Privacy Act - FERPA) choose to contact parents or legal guardians of students who have violated IBC policies on substance abuse.
- h. Finally, students are urged to be mindful of the fact that they are subject to all federal, state and local laws related to the use, possession, and distribution of alcohol and other drugs – whether on or off the campus – and IBC reserves the right to involve local law enforcement agencies as the situation warrants.
- i. Employees alleged to be in violation of IBC Policies on Substance Abuse and Alcoholic Beverages may be subject to disciplinary action through the applicable Human Resources venue.
- j. Guidelines for Student Conduct/Disciplinary Interventions - The following chart reflects possible options IBC may exercise and relevant outcomes when responding to certain types of alcohol or other drug violations by students. Actual responses and sanctions may vary in accordance with the unique circumstances of each case. Nature of Behavior Responses for Initial Violation May Include, but are not limited to: Responses for Repeat Violations May Include but are not limited to: Possession or use of alcohol or other drugs in • Written Warning • Campus Service • Probation • Probation violation of IBC policy or federal, state, or local law (see definitions below) • Probation • Educational Project • Voluntary referral for counseling or education • Educational Project • Mandatory Health Referral or Evaluation • Parental Notification • Restriction of Privileges • IBC Level Disciplinary Action (in addition to Res. Life sanctions - depending upon the circumstances) Possession or use of alcohol or other drugs in violation of IBC policy or federal, state, or local law in a manner involving aggravated circumstances (e.g. actual/potential harm to self or others, disruption of IBC community, repeated offenses) (see definitions below) • Written warning • Campus

Service • Probation • Educational Project • Restriction of Privileges • Mandatory Health Referral or Evaluation • Notification of Dean • Parental Notification • IBC Level Disciplinary Action (in addition to Res. Life sanctions - depending upon the circumstances) • Campus Service • Probation • Educational Project • Restriction of Privileges • Mandatory Health Referral or Evaluation • Notification of Dean • Parental Notification Distribution, or intent to distribute, a controlled substance in violation of IBC policy or federal, state, or local law (see definitions below) • IBC Level Disciplinary Action (in addition to . Life sanctions - depending upon the circumstances) • Referral to appropriate law enforcement agencies (response to be determined depending upon the circumstances) • Referral to appropriate law enforcement agencies (response to be determined depending upon the circumstances)

Definition of Terms:

- a. Possession: Unlawful holding or controlling of alcohol, other drugs, or associated paraphernalia. Use: Unlawful personal use of alcohol or other drugs. Abuse: Repeated unlawful use of alcohol or other drugs; or use accompanied by other aggravating behavior, including but not limited to: Disorderly, disruptive, or aggressive behavior that interferes with the well-being, safety, security, health, or welfare of the community and/or the regular operations of IBC engaging in, or threatening to engage in, any behavior that endangers the health, safety or well-being of oneself, another person, or property;
- b. Physical violence, actual or threatened, against any individual or group of persons
- c. Distribution: The unlawful sale, exchange, or giving of alcohol or other drugs to one or more persons. Factors that will be considered when determining the IBC's response include, but are not limited to: The health and wellness of the responsible student; • The interests of IBC; • The impact on the community; • The type, quantity, and packaging of the substance; • The number of persons to which the substance was distributed; • The amount of revenue associated with the distribution; The existence of any other aggravating or extenuating circumstances.
- d. Definition of General and IBC Level Sanctions: may be applied to all students. Sanctions include, but are not limited to: Educational Interventions: The student is assigned to participate in “Informed Choices” or “Substance Abuse Feedback and Evaluation (SAFE)” or assigned a project designed to increase awareness about alcohol or other drugs and one’s responsibilities within the community.

- e. **Campus Service:** The student is required to complete a specified number of hours of service to IBC community. A specific administrator is designated to coordinate the service and ensure its satisfactory completion.
- f. **Persona Non Grata:** The student is prohibited from entering a specified campus building for a designated period of time. **Mandatory Health Evaluation:** The student is required to participate in individual sessions with a professional staff member from the Student Health Center to assess the circumstances of his/her use of alcohol and other drugs for the purpose of determining whether such use represents a significant hazard to the health and safety of that student or other members of IBC community. The student and staff member will discuss health and wellness issues related to the student's use of alcohol and/or other drugs and collaborate to develop strategies for making more effective and healthy decisions. The results of the evaluation may be shared with IBC administrators and considered in determining the IBC's response, as appropriate.
- g. **Parental Notification:** In an effort to provide support or assistance to students, IBC (in accordance with the Federal Educational Rights and Privacy Act - FERPA) may notify the parents or legal guardians of students who have violated IBC policies or federal, state, or local laws pertaining to alcohol or other drugs or in situations in which there is a health and safety emergency. The decision to notify parents or legal guardians will be made according to the professional judgment of the appropriate staff. Whenever possible, students will be consulted in the notification process. The primary goal of notifying parents or legal guardians is to promote the health and wellness of the student and others in the community.
- h. **Referral to Law Enforcement Authorities:** IBC reserves the right to refer any case that involves criminal activity to local law enforcement agencies. The decision to notify such agencies shall be made by senior administrators of IBC.
- i. **Warning:** A notice to the student, orally or in writing, that continuation or repetition of the conduct found wrongful, or participation in similar conduct, within a period of time stated in the warning, shall be a cause for disciplinary action. **Censure:** A written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of a IBC regulation within a period of time stated in the letter of reprimand.
- j. **Disciplinary Probation:** Exclusion from participation in specified privileges or IBC programs and activities as set forth in the notice of disciplinary probation for a designated period of time.
- k. **Restitution:** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- l. **Monetary Fine:** For any offense.

- m. Suspension/Restriction of Privileges: Exclusion from extracurricular activities or other privileges as set forth in the notice of disciplinary probation for a specified period of time. (eg. sign-in guests to a residence hall, participate in a student club activity or event, etc.)
- n. Suspension from IBC: Exclusion from classes and all related student privileges as set forth in the notice of disciplinary probation for a specified period of time.
- o. Dismissal from IBC: Separation from IBC with the option to reapply at a future point and in accordance with certain performance objectives.
- p. Expulsion from IBC: Permanent separation from IBC without the option of reapplication at any future point.

Relevant Laws and Related Criminal Sanctions

All members of IBC community should also be aware that, in addition to IBC sanctions, they may be subject to criminal penalties under certain circumstances for the possession, service, or sale of controlled substances and/ or alcoholic beverages – particularly for serving or selling an alcoholic beverage to a person under the age of 21 years. Where appropriate or necessary, IBC will cooperate fully with law enforcement agencies.

1. Regarding Illicit Substances : The unlawful possession, use, or distribution of illicit drugs and alcohol in Texas is punishable by criminal sanctions authorized by the Federal government and by the State of Texas. These sanctions can include imprisonment, fines, assigned community service, and loss of federal student financial aid eligibility. The seriousness of the offense and the penalty imposed upon conviction usually depend upon the individual drug and the amount of the drug held or sold. A person need not be in actual physical possession of a controlled substance to be guilty of a crime. The unlawful presence of a controlled substance in an automobile is presumptive evidence of knowing possession of such substance by each passenger unless the substance is concealed on the person of one of the occupants. Similarly, the presence of certain substances, including marijuana, in open view in a room under circumstances demonstrating an intent to prepare the substance for sale is presumptive evidence of knowing possession of such substance by anyone in close proximity. Examples: a. In Texas The criminal possession of 500 milligrams of cocaine is a class D felony, punishable by sentences up to 2 ½ years in prison. The sale of less than one-half an ounce of cocaine is a class B felony, punishable by sentences up to 9 years in prison. The criminal possession of eight to sixteen ounces of marijuana is a class E felony, punishable by sentences up to 1 ½ years in prison, as is the sale of more than 25 grams of marijuana. Possession or sale of larger amounts of marijuana is

punishable by more severe penalties. Judges have some discretion to consider the circumstances in sentencing. In Texas, a gift of drugs, including marijuana, is treated as a sale.

2. Under U.S. Federal Law Possession of illicit drugs can be punished by jail terms of up to 20 years and minimum fines ranging from \$1,000 to \$5,000. Federal possession and trafficking convictions can also lead to the forfeiture of property (e.g. your car), the denial of federal benefits such as student loans and grants, and a criminal record which may prevent an individual from entering certain career fields.

3. Regarding Alcoholic Beverages a. Serving/Selling Under federal and Texas laws, if you give or sell an alcoholic beverage to a person less than 21 years old, you are committing a misdemeanor punishable by a fine, a jail term, or both. Any sale of any kind of alcoholic beverage without a license or permit is also a misdemeanor punishable by a fine, a jail term, or both.

4. Under 21 - If you are under the age of 21, you are prohibited from possessing an alcoholic beverage with the intent to consume it. Each violation is punishable by a fine of up to \$50 and/or completion of an alcohol awareness program and/or up to 30 hours of appropriate community service. You can also be fined up to \$100 and/or be required to perform community service and/or be required to complete an alcohol awareness program if you are under 21 and present falsified proof when purchasing or attempting to purchase alcoholic beverages. Your driver's license may be suspended for three months if you are under 21 and use a driver's license to try to purchase alcohol illegally. Fines and license suspension periods may increase with subsequent violations. NOTE: These above are only examples of the penalties that can be assessed against you for the illegal possession, use, or distribution of alcoholic beverages and/or drugs. You should also know that it is the IBC's policy to discourage violations of Federal, State, and City laws by its students. Where appropriate, IBC will refer students who violate such laws for prosecution by the relevant government authorities and will cooperate fully with such authorities

IBC Off Campus

The possession, use, or distribution of alcohol and other substances at any IBC center is subject to the national and local laws of the country and city in which that facility is located. Students should be aware that some nations have different, and potentially more severe penalties for violating their laws regarding alcohol and controlled substances. Thus, students are strongly advised to familiarize themselves with the laws of the countries in which they will be living and traveling while studying away from Texas

Loss of Student Eligibility for Federal Aid due to Drug Conviction (All Students/Locations)

a. Section 484 of the Higher Education Act of 1965 (as amended in 1998) provides that a student is ineligible for federal student aid if convicted, under federal or state law, of any offense involving the possession or sale of a controlled substance during a period of enrollment in which federal student aid was received.

b. Federal aid can be grants and/or student loans

c. The period of ineligibility begins on the date of conviction and lasts until the end of a statutorily specified period.

d. Rehabilitation. - A student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if – • the student satisfactorily completes a drug rehabilitation program that – complies with such criteria as the Secretary shall prescribe in regulations for purposes of this paragraph; and • includes two unannounced drug tests; • or the conviction is reversed, set aside, or otherwise rendered nugatory.

e. The suspension of eligibility for financial aid due to drug-related offenses and rehabilitation is set forth in the following table: If convicted of an offense involving: The possession of a controlled substance: Ineligibility period is First offense 1 year Second offense 2 years Third offense Indefinite The sale of a controlled substance: Ineligibility period is: First offense 2 year Second offense Indefinite .

Health Risks Associated with Illicit Drug Use and Alcohol Abuse:

Below are summaries of the health risks and the signs and symptoms associated with illicit drug use and alcohol abuse. This is an overview and not a complete list. Each individual will experience the drug in a different way depending on individual characteristics such as body size, sex, and other physical and psychological factors. (Source of drug-related information: National Institute on Drug Abuse).

A. Tolerance - Development of body or tissue resistance to the effects of a chemical so that larger doses are required to reproduce the original effect. Withdrawal: Physical or emotional signs of discomfort related to the discontinued use of a substance. Psychological Dependence: A tendency for repeated or compulsive use of an agent because its effects are considered pleasurable or satisfying, or because it reduces undesirable feelings. Physical Dependence: Adaptation of body tissue to the continued presence of a chemical, revealed in the form of serious, even life-threatening withdrawal symptoms. The extent of physical dependence and the severity of withdrawal vary by drug and by amount, frequency, and duration of use. While physical

dependence can complicate the process of cessation of use, it is the psychological relationship with a substance that often proves more difficult to alter.

B. Alcohol - Alcohol is a central nervous system (CNS) depressant that alters a variety of activities in the brain. When used to excess, it can produce anesthesia, coma, respiratory depression, and death. Regular or heavy use of alcohol carries a high risk of psychological and physical dependence. Tolerance develops to its depressant effects, and withdrawal symptoms occur within a few hours of heavy use contributing to the hangover symptoms suffered by many drinkers. The average person can safely metabolize one standard drink per hour. Binge drinking, which involves consuming large quantities over a short period of time, is especially dangerous because so much alcohol enters the bloodstream that vital body systems may shut down. Signs that may indicate overdose include: cold, clammy, pale or bruised skin, abnormally slow breathing, unconsciousness and vomiting while sleeping or passed out. Immediate medical attention should be sought for anyone exhibiting these symptoms. Short-term risks of alcohol use may include: impaired judgment, poor motor coordination, emotional instability, increased aggression, and risk of death by overdose (alcohol alone or in combination with other drugs). Long term risks of alcohol use may include: irreversible damage to brain, liver, pancreas, kidneys; memory problems and nutritional deficiencies and high risk of fetal damage – so much so that, by law, alcohol producers must add warning labels to their bottles cautioning women against use during pregnancy. Alcoholic withdrawal symptoms, when they occur, set in about three hours after the last drink. Early signs include tremors, nausea, anxiety, perspiration, cramps, hallucinations and hyper-reflex reactions. A second phase of withdrawal, beginning within 24 hours, can involve convulsions. The most severe form of withdrawal—delirium tremens (“DT’s”)—involves dangerously high fever, rapid heartbeat, hallucinations and delirium. Death can result from cardiac failure. Alcoholic withdrawal is considered more life-threatening than withdrawal from heroin. Because of the risk of complications, particularly in DT phase, withdrawal following extensive, long-term use should only be attempted under medical supervision.

C. Drugs such as rohypnol (roofies) - a valium-like drug, or gamma hydroxybutyrate (GHB) can be added to a drink, alcoholic or not, to disable a potential victim of sexual assault. Anyone experiencing symptoms of intoxication that are exaggerated beyond the amount of alcohol consumed may have been drugged and should seek immediate medical assistance.

D. Marijuana - Marijuana can produce stimulant, depressant and/or hallucinogenic effects depending on the dose. The active chemical ingredient is tetrahydrocannabinol (THC). Marijuana raises heart rate, lowers blood pressure, and causes reddening of the eyes. At low to moderate dosages, effects last from two to three hours and can range from euphoria and giddiness to mild lethargy. Perceptual

changes such as paranoia and feelings of heightened sensitivity may occur. High dose effects can simulate the perceptual and cognitive changes associated with more potent hallucinogens, including those prompting panic attacks. Since the drug's effects on performance—particularly on tracking ability and reaction speed—can last hours after intoxicating effects fade, marijuana use can pose significant safety risks. High dose or regular use can lead to the development of tolerance. In addition, marijuana may cause problems in learning and social development for adolescent users. Research has suggested numerous health risks associated with smoking marijuana. These include: risk of lung damage, impaired memory and concentration, impaired immune system functioning, problems with motivation, and effects on fertility. Pregnancy-related effects can include higher levels of miscarriage, stillbirths, and low birth-weight babies, as well as problems in nervous system development in fetuses. The use of marijuana is more likely to produce a psychological dependence than a physical one. However, long-term or heavy use can result in a withdrawal syndrome characterized by irritability, depression, sleep disturbances, and decreased appetite. This syndrome, whether termed physical or psychological, can complicate the process of cessation of marijuana use.

E. Cocaine and Crack Cocaine and its derivative Crack - produce dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. They may also cause insomnia, loss of appetite, tactile hallucinations, paranoia, seizure and death. Cocaine is a powerfully addictive drug of abuse. Once having tried cocaine, an individual cannot predict or control the extent to which he or she will continue to use it. The major routes of administration of cocaine are sniffing or snorting, injecting, and smoking (including free-base and crack cocaine). Compulsive cocaine use may develop even more rapidly if the substance is smoked rather than snorted. The injecting drug user is at risk for transmitting or acquiring HIV infection/AIDS if needles or other injection equipment are shared. Cocaine is a strong central nervous system stimulant. Physical effects of cocaine use include constricted peripheral blood vessels, dilated pupils, and increased body temperature, heart rate, and blood pressure. Cocaine's immediate euphoric effects include hyper-stimulation, reduced fatigue, and mental clarity. An appreciable tolerance to the high may be developed, and many addicts report that they fail to achieve as much pleasure as they did from their first exposure. Increased use can also reduce the period of stimulation. Some users of cocaine report feelings of restlessness, irritability, and anxiety. In rare instances, sudden death can occur on the first use of cocaine or unexpectedly thereafter. High doses of cocaine and/or prolonged use can trigger paranoia. Smoking crack cocaine can produce a particularly aggressive paranoid behavior in users. When addicted individuals stop using cocaine, they often become depressed. This also may lead to further cocaine use to alleviate depression. Prolonged cocaine snorting can result in ulceration of the mucous membrane of the nose and can damage the nasal septum enough to cause it

to collapse. Cocaine-related deaths are often a result of cardiac arrest or seizures followed by respiratory arrest. Mixing cocaine and alcohol compounds the danger of each drug separately.

F. Opioids - These drugs are often prescribed to treat pain. Among those that fall within this class - sometimes referred to as narcotics - are morphine, codeine, oxycodone (OxyContin); propoxyphene (Darvon); hydrocodone (Vicodin); hydromorphone (Dilaudid); and meperidine (Demerol). In addition to relieving pain, opioids can affect regions of the brain that mediate what we perceive as pleasure, resulting in the initial euphoria that many opioids produce. They can also produce drowsiness and cause constipation. Taking a large single dose of these drugs, or combining them with other substances such as alcohol, antihistamines, barbiturates, or benzodiazepines, could cause severe respiratory depression or be fatal. Chronic use of opioids can result in tolerance to the drugs so that higher doses must be taken to obtain the same initial effects. Long-term use also can lead to physical dependence - the body adapts to the presence of the drug and withdrawal symptoms occur if use is reduced abruptly. Symptoms of withdrawal can include restlessness, muscle and bone pain, insomnia, diarrhea, vomiting, cold flashes with goose bumps ("cold turkey"), and involuntary leg movements.

G. Central Nervous System (CNS)

G. Depressants - These drugs slow down normal brain function and are used to treat anxiety and sleep disorders. In higher doses, some CNS depressants can become general anesthetics. CNS depressants can be divided into two groups, based on their chemistry and pharmacology: - Barbiturates, such as mephobarbital (Mebaral) and pentobarbital sodium (Nembutal), which are used to treat anxiety, tension, and sleep disorders; and - Benzodiazepines, such as diazepam (Valium), chlordiazepoxide HCl (Librium), alprazolam (Xanax), triazolam (Halcion), and estazolam (ProSom) which can be prescribed to treat anxiety, acute stress reactions, panic attacks, or sleep disorders. CNS depressants can be addictive and should be used only as prescribed. They should not be combined with any medication or substance that causes sleepiness, including prescription pain medicines, certain over-the-counter cold and allergy medications, or alcohol. The effects of the drugs can combine to fatally slow breathing and heart rate. Discontinuing prolonged use of high doses of CNS depressants can lead to withdrawal and a rebound in previously slowed brain activity to the point that seizures can occur.

H. Stimulants - Stimulants are a class of drugs that enhance brain activity - they cause an increase in alertness, attention, and energy that is accompanied by increases in blood pressure, heart rate, and respiration. Stimulants are prescribed for treating only a few health conditions, including narcolepsy, attention-deficit hyperactivity disorder (ADHD), and depression that has not responded to other treatments. Stimulants may also be used for short-term treatment of obesity, and for patients with asthma. Taking high doses of a stimulant can result in an irregular heartbeat, dangerously high body

temperatures, and/or the potential for cardiovascular failure or lethal seizures. Taking high doses of some stimulants repeatedly over a short period of time can lead to hostility or feelings of paranoia in some individuals. Mixing stimulants with antidepressants or over-the-counter cold medicines containing decongestants may cause blood pressure to become dangerously high or lead to irregular heart rhythms. When misused, stimulants can be addictive. H. Over the Counter Drugs Diet Pills, Dextromethorphan (DXM) and dietary supplements are among those substances that can be misused and abused. Abuse of DXM, found in some cough medicines, can cause mental confusion and excitement, respiratory depression, hallucinations, and possible psychosis. Taking DXM in conjunction with alcohol can further depress breathing and cause vomiting. Products sold in health food stores can contain drugs. These products may not be regulated for safety by the Food and Drug Administration and therefore should be used cautiously. Dietary supplements and some so-called "smart drugs" like DHEA, chromium picolinate, melatonin and ephedra (Herbal Ecstasy or Mahuang) have all been touted as having remarkable powers. These advertising claims are not supported by substantive research. Ephedra has been linked to numerous deaths nationwide.

I. Heroin - Heroin is a highly addictive drug that can be injected, snorted, or smoked. Heroin is processed from morphine, a naturally occurring substance extracted from the seedpod of the Asian poppy plant. Heroin usually appears as a white or brown powder. Street names for heroin include "smack," "H," "skag," and "junk." Heroin abuse is associated with serious health conditions, including fatal overdose, spontaneous abortion, collapsed veins, and infectious diseases, including HIV/AIDS and hepatitis. The short-term effects of heroin abuse appear soon after a single dose and disappear in a few hours. After an injection of heroin, the user reports feeling a surge of euphoria ("rush") accompanied by a warm flushing of the skin, a dry mouth, and heavy extremities. Following this initial euphoria, the user goes "on the nod," an alternately wakeful and drowsy state. Mental functioning becomes clouded due to the depression of the central nervous system. Chronic users may develop collapsed veins, infection of the heart lining and valves, abscesses, cellulitis, and liver disease. Pulmonary complications, including various types of pneumonia, may result from the poor health condition of the abuser, as well as from heroin's depressing effects on respiration. In addition to the effects of the drug itself, street heroin may have additives that do not readily dissolve and result in clogging the blood vessels that lead to the lungs, liver, kidneys, or brain. This can cause infection or even death of small patches of cells in vital organs. With regular heroin use, tolerance develops. This means the abuser must use more heroin to achieve the same intensity or effect. As higher doses are used over time, physical dependence and addiction develop. With physical dependence, the body has adapted to the presence of the drug and withdrawal symptoms may occur if use is reduced or stopped. Withdrawal, which in regular abusers may occur as early as a few

hours after the last administration, produces drug craving, restlessness, muscle and bone pain, insomnia, diarrhea and vomiting, cold flashes with goose bumps ("cold turkey"), kicking movements ("kicking the habit"), and other symptoms.

J. Methamphetamine - Methamphetamine is an addictive stimulant drug. It is closely related chemically to amphetamine, but the central nervous system effects of methamphetamine are greater. Methamphetamine is made in illegal laboratories and has a high potential for abuse and dependence. Street methamphetamine is referred to by many names, such as "speed," "meth," and "chalk." Methamphetamine hydrochloride, clear chunky crystals resembling ice, which can be inhaled by smoking, is referred to as "ice," "crystal," and "glass." Methamphetamine is taken orally or intranasally (snorting the powder), by intravenous injection, and by smoking. Immediately after smoking or intravenous injection, the methamphetamine user experiences an intense sensation, called a "rush" or "flash," that lasts only a few minutes and is described as extremely pleasurable. Oral or intranasal use produces euphoria - a high, but not a rush. Users may become addicted quickly to methamphetamines, and use it with increasing frequency and in increasing doses. Animal research going back more than 20 years shows that high doses of methamphetamine damage neuron cell endings. The central nervous system (CNS) actions that result from taking even small amounts of methamphetamine include increased wakefulness, increased physical activity, decreased appetite, increased respiration, hyperthermia, and euphoria. Other CNS effects include irritability, insomnia, confusion, tremors, convulsions, anxiety, paranoia, and aggressiveness. Hyperthermia and convulsions can result in death. Methamphetamine causes increased heart rate and blood pressure and can cause irreversible damage to blood vessels in the brain, producing strokes. Other effects of methamphetamine respiratory problems, irregular heartbeat, and extreme anorexia. Its use can result in cardiovascular collapse and death.

K. LSD Commonly referred to as "acid" - LSD (lysergic acid diethylamide) is sold on the street in tablets, capsules, and, occasionally, liquid form. It is odorless, colorless, and has a slightly bitter taste and is usually taken by mouth. Often LSD is added to absorbent paper, such as blotter paper, and divided into small-decorated squares, with each square representing one dose. The physical effects include dilated pupils, higher body temperature, increased heart rate and blood pressure, sweating, loss of appetite, sleeplessness, dry mouth, and tremors. The user may feel several different emotions at once or swing rapidly from one emotion to another. If taken in a large enough dose, the drug produces delusions and visual hallucinations. Some LSD users experience severe, terrifying thoughts and feelings, fear of losing control, fear of insanity and death, and despair while using LSD. Some fatal accidents have occurred during states of LSD intoxication. Many LSD users experience flashbacks - recurrences of certain aspects of

a person's experience - without the user having taken the drug again. A flashback occurs suddenly, often without warning, and may occur within a few days or more than a year after LSD use. LSD users may manifest relatively long-lasting psychoses, such as schizophrenia or severe depression. Like many of the addictive drugs, LSD produces tolerance, so some users who take the drug repeatedly must take progressively higher doses to achieve the state of intoxication that they had previously achieved. This is an extremely dangerous practice, given the unpredictability of the drug.

L. Steroids - (Anabolic-Androgenic) Anabolic-androgenic steroids are man-made substances related to male sex hormones. These drugs are available legally only by prescription. They are used to treat conditions that occur when the body produces abnormally low amounts of testosterone, such as delayed puberty and some types of impotence. Steroids are also used to treat body wasting in patients with AIDS and other diseases that result in loss of lean muscle mass. Abuse of anabolic steroids, however, can lead to serious health problems, some irreversible. Major side effects from abusing anabolic steroids can include liver tumors and cancer, jaundice (yellowish pigmentation of skin, tissues, and body fluids), fluid retention, high blood pressure, increases in LDL (bad cholesterol), and decreases in HDL (good cholesterol). Other side effects include kidney tumors, severe acne, and trembling. In addition, there are some gender-specific side effects: For men--shrinking of the testicles, reduced sperm count, infertility, baldness, development of breasts, and increased risk for prostate cancer. For women--growth of facial hair, male-pattern baldness, changes in or cessation of the menstrual cycle, enlargement of the clitoris, and deepened voice. For adolescents--growth halted prematurely through premature skeletal maturation and accelerated puberty changes. This means that adolescents risk remaining short the remainder of their lives if they take anabolic steroids before the typical adolescent growth spurt. In addition, people who inject anabolic steroids run the added risk of contracting or transmitting HIV/AIDS or hepatitis, which causes serious damage to the liver. Scientific research also shows that aggression, extreme mood swings, including manic-like symptoms leading to violence, and other psychiatric side effects such as paranoid jealousy, extreme irritability, delusions, and impaired judgment stemming from feelings of invincibility may result from abuse of anabolic steroids. Depression often is seen when the drugs are stopped and may contribute to dependence on anabolic steroids. Research also indicates that some users might turn to other drugs to alleviate some of the negative effects of anabolic steroids.

M. Club Drugs - MDMA (Ecstasy), Rohypnol, GHB, and Ketamine are among the drugs used by some young adults who participate in a nightclub, bar, rave, or trance scene. Raves and trance events are generally night-long dances, often held in warehouses. Many who attend raves and trances do not use drugs, but those who do

may be attracted to the generally low cost, seemingly increased stamina, and intoxicating highs that are said to deepen the rave or trance experience. Current science, however, is showing change to critical parts of the brain from use of these drugs. Also, in high doses most of these drugs can cause a sharp increase in body temperature (malignant hyperthermia) leading to muscle breakdown and kidney and cardiovascular system failure.

1. MDMA (Ecstasy) MDMA is a synthetic, psychoactive drug with both stimulant (amphetamine-like) and hallucinogenic (LSD-like) properties. Street names for MDMA include Ecstasy, Adam, XTC, hug, beans, and love drug. Its chemical structure is similar to methamphetamine, methylenedioxyamphetamine (MDA), and mescaline, synthetic drugs known to cause brain damage. MDMA usually is taken in pill form, but some users snort it, inject it, or use it in suppository form. Many problems MDMA users encounter are similar to those found with the use of amphetamines and cocaine. Psychological difficulties can include confusion, depression, sleep problems, severe anxiety, and paranoia. Physical problems can include muscle tension, involuntary teeth clenching, nausea, blurred vision, faintness, and chills or sweating. Use of the drug has also been associated with increases in heart rate and blood pressure, which are special risks for people with circulatory or heart disease. Recent research also links MDMA use to long-term damage to those parts of the brain critical to thought, memory, and pleasure. Content of MDMA pills varies widely, and may include caffeine, dextromethorphan, heroin, and mescaline. In some areas of the country, the MDMA-like substance paramethoxyamphetamine (PMA) has been involved in the deaths of people who mistakenly thought they were taking true MDMA. The deaths were due to complications from hyperthermia.

2. Rohypnol, GHB, and Ketamine Rohypnol, GHB, and ketamine are predominantly central nervous system depressants. Because they are often colorless, tasteless, and odorless, they can be added to beverages and ingested unknowingly. These drugs emerged a few years ago as "date rape" drugs. Because of concern about their abuse, Congress passed the "Drug-Induced Rape Prevention and Punishment Act of 1996", which increased Federal penalties for use of any controlled substance to aid in sexual assault.

3. Rohypnol ("rophies," "roofies," "roach," and "rope.") Rohypnol, a trade name for flunitrazepam, has been of particular concern for the last few years because of its abuse in date rape. It belongs to the class of drugs known as benzodiazepines. When mixed with alcohol, Rohypnol can incapacitate victims and prevent them from resisting sexual assault. Individuals may not be able to remember events they experienced while under the effects of the drug. Also, Rohypnol may be lethal when mixed with alcohol and/or other depressants.

Rohypnol is not approved for use in the United States, and its importation is banned.

4. GHB (gamma hydroxybutyrate) is abused for euphoric, sedative, and anabolic (body building) effects. It is a central nervous system depressant that was widely available over-the-counter in health food stores during the 1980s and until 1992. It was purchased largely by body builders to aid fat reduction and muscle building. Street names include Liquid Ecstasy, Soap, Easy Lay, and Georgia Home Boy. Coma and seizures can occur following abuse of GHB and, when combined with methamphetamine, there appears to be an increased risk of seizure. Combining use with other drugs such as alcohol can result in nausea and difficulty breathing. GHB may also produce withdrawal effects, including insomnia, anxiety, tremors, and sweating. GHB has been involved in poisonings, overdoses, date rapes, and deaths.

5. Ketamine ("Special K", "vitamin K") Ketamine is an anesthetic used with both humans and animals in medical settings; about 90 percent of the ketamine legally sold is intended for veterinary use. It can be injected or snorted. Certain doses of ketamine can cause dream-like states and hallucinations, and it has become common in club and rave scenes and has been used as a date rape drug. At high doses, ketamine can cause delirium, amnesia, impaired motor function, high blood pressure, depression, and potentially fatal respiratory problems.

N. Inhalants - Inhalants are breathable chemical vapors that produce psychoactive (mind-altering) effects. Inhalants fall into the following categories:

O. Solvents - Industrial or household products (paint thinners, degreasers (dry-cleaning fluids), gasoline, and glues); and art or office supplies (correction fluids, felt-tip-marker fluid, and electronic contact cleaners).

P. Gases or aerosol propellants - Used in household or commercial products, including butane lighters and propane tanks, whipping cream aerosols or dispensers (whippets), and refrigerants, spray paints, hair or deodorant sprays, and fabric protector sprays; and medical anesthetic gases, such as ether, chloroform, halothane, and nitrous oxide (laughing gas).

Q. Nitrites - Aliphatic nitrites, include cyclohexyl nitrite, which is available to the general public; amyl nitrite, which is available only by prescription; and butyl nitrite, which is now an illegal substance. Although different in makeup, nearly all abused inhalants produce effects similar to anesthetics, which act to slow down the body's functions. When inhaled via the nose or mouth into the lungs in sufficient concentrations, inhalants can cause intoxicating effects. Initially, users may feel slightly

stimulated; with successive inhalations, they may feel less inhibited and less in control; finally, a user can lose consciousness. Sniffing highly concentrated amounts of the chemicals in solvents or aerosol sprays can directly induce heart failure and death. This is especially common from the abuse of fluorocarbons and butane-type gases. High concentrations of inhalants also cause death from suffocation by displacing oxygen in the lungs and then in the central nervous system so that breathing ceases. Other irreversible effects caused by inhaling solvents include hearing loss, limb spasms, central nervous system or brain damage, and bone marrow damage. Death from inhalants usually is caused by a very high concentration of fumes. Deliberately inhaling from a paper or plastic bag or in a closed area greatly increases the chances of suffocation. Amyl and butyl nitrites have been associated with Kaposi's sarcoma (KS), the most common cancer reported among AIDS patients.

R. PCP (Phencyclidine) - PCP was developed as an intravenous anesthetic, but its use was discontinued because patients often became agitated, delusional, and irrational while recovering from its effects. PCP is illegally manufactured in laboratories and is sold on the street by such names as "angel dust," "ozone," "wack," and "rocket fuel." "Killer joints" and "crystal supergrass" are names that refer to PCP combined with marijuana. The variety of street names for PCP reflects its bizarre and volatile effects. PCP is a white crystalline powder that is readily soluble in water or alcohol. It has a distinctive bitter chemical taste. PCP can be mixed easily with dyes and turns up on the illicit drug market in a variety of tablets, capsules, and colored powders. It is normally used in one of three ways: snorted, smoked, or eaten. For smoking, PCP is often applied to a leafy material such as mint, parsley, oregano, or marijuana. PCP is addicting; that is, its use often leads to psychological dependence, craving, and compulsive PCP seeking behavior. At low to moderate doses, physiological effects of PCP include a slight increase in breathing rate and a more pronounced rise in blood pressure and pulse rate. Respiration becomes shallow, and flushing and profuse sweating occur. Generalized numbness of the extremities and muscular incoordination also may occur. Psychological effects include distinct changes in body awareness, similar to those associated with alcohol intoxication. Use of PCP among adolescents may interfere with hormones related to normal growth and development as well as with the learning process. At high doses of PCP, there is a drop in blood pressure, pulse rate, and respiration. This may be accompanied by nausea, vomiting, blurred vision, flicking up and down of the eyes, drooling, loss of balance, and dizziness. High doses of PCP can also cause seizures, coma, and death. Psychological effects at high doses include illusions and hallucinations. PCP can cause effects that mimic the full range of symptoms of schizophrenia, such as delusions, paranoia, disordered thinking, a sensation of distance from one's environment, and catatonia. Speech is often sparse and garbled. People who use PCP for long periods report memory loss, difficulties with speech and thinking, depression, and weight loss. These symptoms can persist up to a

year after cessation of PCP use. Mood disorders also have been reported. PCP has sedative effects, and interactions with other central nervous system depressants, such as alcohol and benzodiazepines, can lead to coma or accidental overdose.

S. Cigarettes and Other Nicotine Products - Nicotine is one of the most heavily used addictive drugs in the United States. In 1989, the U.S. Surgeon General issued a report that concluded that cigarettes and other forms of tobacco, such as cigars, pipe tobacco, and chewing tobacco, are addictive and that nicotine is the drug in tobacco that causes addiction. In addition, the report determined that smoking was a major cause of stroke and the third leading cause of death in the United States. Nicotine is both a stimulant and a sedative to the central nervous system. The ingestion of nicotine results in an almost immediate "kick". Stimulation is then followed by depression and fatigue, leading the abuser to seek more nicotine. Nicotine is absorbed readily from tobacco smoke in the lungs, and it does not matter whether the tobacco smoke is from cigarettes, cigars, or pipes. Nicotine also is absorbed readily when tobacco is chewed. With regular use of tobacco, levels of nicotine accumulate in the body during the day and persist overnight. Thus, daily smokers or chewers are exposed to the effects of nicotine for 24 hours each day. Research has shown that stress and anxiety increase susceptibility to nicotine tolerance and dependence. Addiction to nicotine results in withdrawal symptoms when a person tries to stop smoking. These may include anger, hostility, aggression, and loss of social cooperation. Persons suffering from withdrawal also take longer to regain emotional equilibrium following stress. During periods of abstinence and/or craving, smokers have shown impairment across a wide range of psychomotor and cognitive functions, such as language comprehension. Women who smoke generally have earlier menopause. If women smoke cigarettes and also take oral contraceptives, they are more prone to cardiovascular and cerebrovascular diseases. In addition to nicotine, cigarette smoke is primarily composed of a dozen gases (mainly carbon monoxide) and tar. The tar in a cigarette, which varies from about 15 mg for a regular cigarette to 7 mg in a low-tar cigarette, exposes the user to a high expectancy rate of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in the smoke increases the chance of cardiovascular diseases. The Environmental Protection Agency has concluded that secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children and sudden infant death

Counseling and Support Services and Programs:

The abuse of alcohol or other drugs among students is often related to a personal crisis or problem such as relationship difficulties, feelings of isolation at school, identity confusion, academic or financial pressures, conflicts at home, or drastic change such as an unwanted pregnancy or loss of a loved one. There are many kinds of treatment for drug or alcohol-related problems. Whether provided on an outpatient or

inpatient basis, treatment will generally consist of a combination of individual counseling sessions and group meetings. The particular mix is determined by the individual's needs. Medications can be utilized where appropriate. Treatment will generally follow one of two principles. Treatment can be abstinence-based, meaning that it encourages participants to direct their energy into complete non-use of the substance. Another option is harm reduction-based treatment, where abstinence can be a goal, but the main focus is on learning how to reduce both use and the consequences of use. While the abstinence model still predominates, it is becoming easier to find treatment that teaches harm reduction techniques. A number of such services and programs are available for members of IBC community who may have developed an alcohol or other drug-related problem, suspect they are at risk for such problems, are affected by the drug or alcohol abuse of others, or seek information about illegal or controlled substances. These services and programs are voluntary and confidential. The decision to seek out information about substance abuse-related problems is often a complicated one. Staff is sensitive to this reality. They offer non-judgmental support and guidance as well as a wide range of resources for students, including those who are ambivalent about their own or someone else's alcohol or drug related problems. These offices seek to work collaboratively with students to identify the course of action that will be most helpful in their particular situation. A student can gain access to alcohol and other drug-related services through any of the resources listed below, depending on whether the student is most comfortable approaching the topic from a medical, health promotion or psychological perspective.

Employees:

IBC recognizes that the success of IBC is critically linked to the physical health and total well-being of the faculty, employees, and their family members. Employees seeking assistance for an alcohol or drug related matter may contact any state accredited counseling and treatment center • for immediate care of acute problems, contact the nearest medical care center or hospital. Or in the case of a medical emergency dial 911. • Alcoholism is a chronic medical disease that can cause emotional and social problems. • Alcoholics Anonymous is the well-established 12-step program for people who are trying to achieve or maintain sobriety. There are several AA meetings each day of the week; call 915-562-4081. • Al-Anon meetings provide help for friends and families of alcoholics, whether or not the alcoholic is involved with AA. There are also special meetings for children of alcoholics. Call 915-562-4083 for more information. • Narcotics Anonymous is 12-step programs for people trying to stop using drugs or keep off them (800-591-6474). These programs and offices are part of IBC's ongoing effort to maintain a drug-free workplace. The School will adhere to strict policies of confidentiality for all participants in drug/alcohol abuse rehabilitation programs as described in School and federal regulations covering confidentiality of student health records.

The staff at Texas Drug Alcohol Detox provides diagnosis and treatment recommendations. Call your primary care physician or nurse practitioner's office for an appointment. If you have not yet selected a -primary care clinician, call 817-628-5452 for assistance and scheduling. For more information, visit: www.rightstep.com.

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 Less than 28 gram	Classification Class A Misdemeanor	Penalty 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	A term of imprisonment	A term of life imprisonment without

or dispensing drugs (includes marijuana)	for up to 5 years, and a fine of \$250,000	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)593-7300

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.

• 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.

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.

- **SEE NEXT PAGE FOR STUDENT ACKNOWLEDGEMENT OF RECEIPT OF STUDENT HANDBOOK**

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.

