



Student Handbook

2010-2012

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OUR MISSION STATEMENT

Taylor Business Institute promotes higher learning that empowers a diverse and often underserved population through the acquisition of general education, professional skills and applied degrees.

Explication

Taylor Business Institute* is a proprietary institution that combines general education and professional skills in coursework leading to Associate of Applied Science degrees professional diplomas and certificates that facilitates assimilation into the American mainstream. The college provides an accelerated, structured, educational experience to students from diverse and underserved background. The college's applied programs empower students with a foundation in critical thinking, interactive teamwork, communication competence, and technological proficiency. This educational foundation enables the TBI graduate to develop a desire for lifelong learning, to successfully enter specialized careers and to function effectively in a changing world.

Contextual Explanation

There are three words in the mission statement that need to be understood in the context of the students' unique educational experience. These three words are "*empowers*," "*diverse*" and "*underserved*." A dictionary definition will not serve us well because the connotation does not convey the extent of the fundamental character of our students' background.

The college's use of the word "*empowers*" includes not only the traditional use of the concept of empowerment as it applies to the education of the individual, but it also includes the psychological strengthening of that individual to realize his or her dreams in accordance with their potential. In addition, it focuses on the educational experience. Each individual belongs, in a very special way, to the educational process offered by Taylor Business Institute. Students become empowered educationally, emotionally, and socially by their individual program of study.

It is in the diversity of Taylor Business Institute's student population that we find our biggest strength. TBI defines "*diverse*" as the variation in individuals or groups due to age, origin, religion, education, culture, income strata, sexual orientation, gender and race. This appreciation of diversity is reflected in the unique demographic composition of both the college's population and its staff.

* Taylor Business Institute also is referred to in this catalog as TBI or the college.

The word “**underserved**” has a special meaning here as well; it cannot be limited to any race, ethnicity, or gender. It means a community that has not been served on a fair basis sociologically. It can be applied to individuals lacking the advantages of society as a whole and to those outside “mainstream” America. To sum it up, this includes all underserved individuals because of:

1. ability to pay
2. ability to access resources
3. and for reasons of:
 - a. race
 - b. religion
 - c. language group
 - d. social status
 - e. immigrant status
 - f. age
 - g. educational experience

The conclusion of the mission statement, “***through the acquisition of general education, professional skills, and applied degrees***” also carries a special meaning. The combination of instruction in both general education and the acquisition of career skills develop individuals with sensitivity toward and a comprehensive understanding of the world. This is accomplished through the study of human behavior, social institutions, human diversity and scientific inquiry.

Taylor Business Institute’s mission statement reflects the continuing sociological and psychological development of the individual. The student begins to move from a marginal existence, as one of the underserved segments of society, to a life connected with the values and lifestyles of mainstream America’s empowered citizens. Empowered, the student becomes transformed. This transformation is academically manifested through general education and the acquisition of professional skills and applied degrees. Graduates are prepared with the ability to articulate this learning at other colleges and universities and enhanced social and financial viability.

The college’s mission is judicious and is intrinsic within the six educational programs currently being offered – four academic associate degree programs, one diploma program and one certificate program. The mission statement is made available to prospective students and the public at large. It is also found on the college website (www.tbiil.edu), in the Taylor Business Institute Catalog (which is always issued when a student enrolls), the Employee Manual/Faculty Handbook and the Institute’s Student Handbook.

Vision

Taylor Business Institute's vision is to be a recognized leader as an institution of higher learning for the education and training of diverse, underserved and underrepresented populations.

Goals

To realize TBI's mission and vision, our administration and faculty have established the following institutional goals:

1. To create an effective learning and teaching environment for students and faculty where the primary focus is *Student Learning Outcomes*.
2. To recruit qualified, culturally sensitive instructors who remain current in their disciplines and philosophies of teaching.
3. To provide *Student Services* which are considerate of our students' diverse lifestyles.
4. To engage faculty and staff in continuous institutional assessment to improve *Student Learning Outcomes*.
5. To provide up-to-date facilities, technology and instructional resources to support student learning.
6. To empower students to master *General Education* competencies, acquire professional skills, earn applied degrees, professional diplomas and a certificate critical to employment and lifelong learning.
7. To encourage students to participate in *Service Learning* as a means of contributing to the common good.
8. To treat all students, faculty and staff with respect regardless of age, origin, religion, education, culture, income strata, sexual orientation, race and gender.

Core Values - IDEALS

- Integrity
- Diversity
- Excellence
- Accountability
- Learning
- Service

MESSAGE FROM THE PRESIDENT

Welcome to Taylor Business Institute!

Malcolm X once said, “Education is our passport to the future, for tomorrow belongs to people who prepare for it today.” Your decision to attend TBI is one of the most important that you will ever make. In selecting TBI, you have selected “your passport to the future.” Whether your goal is to complete a degree, a diploma or a certificate program, your education is important to us. As one of our students, you are a member of a nurturing community of talented and caring people.

Since 1962, Taylor Business Institute has been dedicated to providing diverse programs and services designed to help students meet their educational and personal goals. However, while we will give much to you, we recognize that to succeed, students must be active partners in their own education. We also recognize that student success is a shared responsibility of the college and its students. With this partnership in mind, TBI’s administrators, faculty, and staff pledge their commitment to:

- Treat students with respect, courtesy, and dignity
- Recognize that academic progress and personal growth are the student’s primary goals, and provide educational services that will promote these goals
- Remain open to nontraditional requests and seek innovative solutions
- Make every effort to provide accurate, timely information regarding access to our programs, services, and amenities

In turn, students at TBI pledge their commitment to:

- Treat employees and each other with respect, courtesy, and dignity
- Seek out and use services available to help them achieve their goals and further their own academic and personal growth
- Use and evaluate student services in order to provide meaningful feedback

The educational partnership between staff and students reinforces Taylor Business Institute’s core values of Excellence, Service, and Integrity. These values are fundamental to all of the college’s activities. We apply them consistently in identifying and meeting the needs of those we educate in order to meet the standards and expectations of the worldwide community, accrediting bodies, and our own institution.

We at TBI are proud of our traditions of excellence and integrity in education and service to our students. To paraphrase Malcolm X, at Taylor Business Institute we will do everything we can to stamp our students’ “passports” with educational success.

Once again, congratulations on your decision, and welcome to Taylor Business Institute!

Sincerely,
Janice C. Parker
President/CEO

HISTORY OF TAYLOR BUSINESS INSTITUTE

Taylor Business Institute was founded in 1962 as the Speedwriting Secretarial School of Chicago, Inc., to offer basic secretarial skills to Chicago area residents. From 1964 until the early 1970's, the school offered women secretarial training, modeling, poise, and finishing skills. With a change of ownership in 1969, the school began to change its focus from modeling and finishing skills to the development of employable skills.

In August 1973, the institution was accredited by the Association of Independent Colleges and Schools. In December 1975, to reflect its mission to provide broader opportunities for business education, the college's name was changed to Taylor Business Institute, and in 1983, the college received approval to grant its first associate degree.

Today, progressive, business-minded men and women call Taylor Business Institute their home for education and training. TBI's diploma and associate degree programs provide students with essential skills in such areas as computers, electronics, accounting, business, medical billing, and criminal justice. TBI's associate degree programs also provide students with the core foundation in general education necessary for success in today's diverse society and global workforce. This general education core also supports TBI's English as a Second Language certificate program.

LOCATION

Located in downtown Chicago, Illinois, on the rim of the financial district, the college occupies three floors in a condominium office building across from the Willis (formerly Sears) Tower. The College is located in the historic Chicago Loop. The “Loop” is a major hub of business activity in Chicago encompassing the financial and theater districts and Millennium Park. The convenience factor of commuter trains and buses, which bring students within a block or two of the college, is critical for a student population that depends primarily on public transportation.

The Campus: Residing in 24,000 square feet of space on three floors, the campus has 14 classrooms or laboratories, a library, a writing center, student lounge, instructor work area and bookstore. The administration, career services, financial aid, resource room, conference room and employee lounge comprise one floor.

DIRECTIONS

From the North

Take I90E/I94E towards Chicago, exit at East Monroe St., turn right onto South Wells St., turn right onto West Adams St.

Take South Lake Shore Drive, exit at Randolph St., turn left on Michigan Ave. and turn right on Adams St.

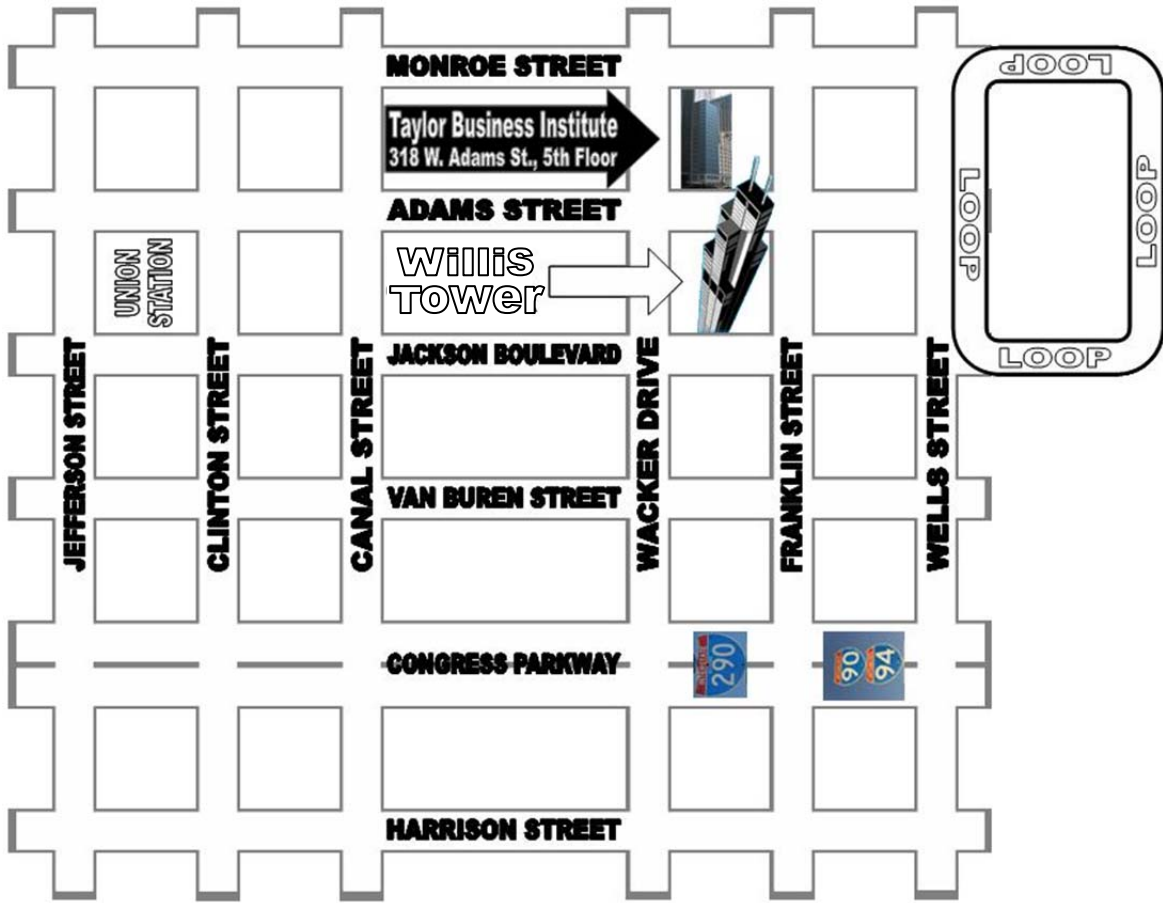
From the West

Take I290E towards Chicago, exit at Franklin St. and turn left on Adams St.

From the South

Take I90W/I94W towards Chicago, exit to Congress Parkway, exit at Franklin St. and turn left on Adams St.

Take North Lake Shore Drive, exit at Columbus Drive and turn left on Adams St.



318 West Adams Street, Suite 500, Chicago, Illinois 60606

ACADEMIC AND CAREER PROGRAMS

Taylor Business Institute offers both degree and diploma programs focused on preparing students for immediate employment. All programs of study are offered in-residence at the college's 318 West Adams Street, Chicago, Illinois campus. TBI's A.A.S. degree programs provide the advanced training and foundations in general education that many employers cite as a requirement for career advancement. Taylor's A.A.S. degree programs build upon training components included in the college's diploma programs. This provides TBI's diploma graduates the opportunity to return to complete their degree on an accelerated schedule. The college's diploma programs offer students the fastest route to a job by focusing on technical training and minimizing general education course requirements.

ASSOCIATE OF APPLIED SCIENCE (A.A.S.) DEGREE PROGRAMS

The Associate of Applied Science is a professionally focused degree designed for students whose primary interest is in acquiring the skills necessary to enter the job market immediately upon graduation. To earn an A.A.S. degree from Taylor Business Institute, a student must complete between 32 to 36 hours of credit from TBI's General Education Core and a total of 62 to 67 credit hours in the program major core associated with their area of applied study.

Although the A.A.S. degree is designed principally for immediate entry into the workforce, some opportunities exist for students who complete this degree to continue advanced career preparation at four-year institutions offering programs compatible with their work at Taylor Business Institute.

The following programs are approved by the Illinois Board of Higher Education (IBHE) and the Accrediting Council for Independent Colleges and Schools (ACICS) and lead to an Associate of Applied Science Degree.

- Accounting (Advanced)
- Criminal Justice and Security Administration
- Electronics Engineering Technology
- Medical Biller Specialist

Accounting (Advanced)

The Associate of Applied Science in Accounting familiarizes students with accounting fundamentals. Students will learn the recording functions of the accounting process as well as analyze, classify, and summarize financial reports and other similar documents. In addition to basic accounting skills, students in this program will receive advanced training focused on cost accounting and principles of business law.

Criminal Justice and Security Administration†

The Criminal Justice and Security Administration degree program is designed to prepare students for employment in corporate or other private security management settings, and for a wide range of entry-level positions within government offices responsible for law enforcement and criminal justice administration. For individuals who are currently employed in entry level positions in the field of criminal justice, the Criminal Justice and Security Administration degree program will provide a solid educational foundation for professional development and advancement.

Electronics Engineering Technology

The Electronic Engineering Technology program has two tracks, one with Electronic Circuit emphasis and the other with Visual Programming emphasis. The core program, common to both tracks, provides the successful student with skills in basic electronics, component usage, modern lab documentation techniques, and the analysis of analog circuits, digital circuits and microcontroller systems. In the final two academic quarters, The Electronics Track focuses on Solid State Device operation and the study of Digital Communication Systems. The Programming Track offers 12 credit Hours of programming within a visual environment, such as .NET, or another contemporary tool, based on current industry trends.

Medical Biller Specialist

The Medical Biller Specialist program prepares graduates for a variety of challenging career opportunities in the healthcare field. Students receive a strong foundation in office systems, clerical and software applications, as well as an introduction to the basic principles of health insurance and medical billing.

DIPLOMA PROGRAMS

The following programs are approved by the Illinois State Board of Education (ISBE) and the Accrediting Council for Independent Colleges and Schools (ACICS) and lead to a diploma.

- Medical Secretary

Medical Secretary

This diploma program provides the student with the fundamental office systems specialist skills and medical terminology skills necessary in today's business world. The student receives instruction and hands-on training in concepts and principles.

† Criminal Justice students seeking admission into the program must be free of any felony convictions.

CERTIFICATE PROGRAMS

The following program is approved by the Illinois State Board of Education (ISBE), the Accrediting Council for Independent Colleges and Schools (ACICS) and the United States Citizenship and Immigration Services (USCIS) and lead to a certificate.

- English as a Second Language (ESL)

English as a Second Language (ESL)

The English as a Second Language Program allows non-native speakers to develop the English language proficiency necessary to succeed in academic or personal pursuits. As a stand-alone program – not integrated into any other TBI program offering – it instructs students through its multi-level, integrated-skills approach. Students achieve the necessary knowledge and language skills to efficiently and effectively pursue their professional careers or life goals within the United States or abroad.

GENERAL EDUCATION PHILOSOPHY

Integrated within all Taylor Business Institute curricula is its General Education course work. Taylor Business Institute's *General Education Core* prepares students to live, assimilate and contribute to a complex, ever changing, diverse and multicultural world. Taylor Business Institute has identified the following goals as essential to the academic and intellectual empowerment of a diverse and underserved student body. Students in all programs must participate in core General Education courses and across the curriculum initiatives that support technical learning and improve their quality of life. Taylor Business Institute's Department of General Education offers courses in several disciplines:

Mathematics

Students will learn methods of quantitative analysis and master effective problem solving skills and techniques. Students will apply mathematics principles to real-world applications such as resource allocation, and personal planning.

Communication

Students will learn to communicate effectively using both oral and written media appropriate for a variety of purposes and audiences including classroom, workplace and cultural assimilation.

Physical/Life Sciences

Students will learn about their relationship with diverse environments and will better appreciate the importance of responsibly using resources. Students will investigate the complex relationships between human communities and the environments in which they develop.

Social/Behavioral Science

Students will explore different systems of belief and social practice to better understand the world at large and the diverse work environments to which they will be exposed professionally. Students will examine operational definitions of society and culture, enabling them to examine their own backgrounds and to prepare for interaction with those who hold different beliefs and value systems.

Critical Thinking

Students will learn to employ reason as an appropriate response, and to think objectively about patterns of attitude, belief, and value in order to prepare for the complex moral, ethical and professional challenges they will face. Students will learn to identify potential flaws in their own reasoning and in the ideas of others.

SERVICE LEARNING

Senator John Glenn said, “Service Learning is education in action.” Every human person deserves dignity, is worthy and has something to give to improve the lives of others. Taylor Business Institute encourages its students to give back and help others through its service learning projects. There are two types of Service Learning at TBI: Curricula and Co-Curricula.

Curricula service learning is embedded in a particular course and allows students to perform structured service that enriches learning and contributes to the common good. Problem solving, critical thinking and academically developed skills are used.

Co-Curricula Service Learning projects are voluntary activities the college promotes such as HIV-AIDS and diabetes awareness. These events are posted on the college calendar and all students are encouraged to become involved. These activities meet specific learning goals and genuine community needs.

TBI students find service learning to be a reciprocal activity from which both the community and the student gain. These activities have a reflective component that helps students grow, assess and understand. Through this process TBI students often experience an exalted sense of self worth and thus become empowered.

ADMISSIONS, FINANCIAL AID AND ACADEMICS

ADMISSION STANDARDS

Admission to Taylor Business Institute is limited to students who are beyond compulsory school age and have earned a high school diploma or its equivalent. For detailed information regarding placement and testing see the college catalog.

DEVELOPMENTAL/PREPARATION COURSES

COM 100 Basic Writing and Oral Communications and MAT 100 Foundations of Mathematics are developmental/preparation courses and do not count for credit towards either an associate degree or a diploma. Students required to take these courses will have to extend their enrollment period in order to graduate.

TRANSFER CREDIT FROM OTHER INSTITUTIONS

New students who wish to transfer credit from other institutions must provide the Registrar with an official transcript showing grades of C or better in all courses level 101 and above for which transfer credit is requested. **For full consideration, transfer requests, including official transcripts from all institutions previously attended must be received by the Registrar prior to the first day of scheduled classes during the student's first term of enrollment.** Students must make all arrangements to have official transcripts mailed to the Registrar to meet this deadline. Hand carried or "Issued to Student" transcripts will not be accepted.

Taylor Business Institute will accept in transfer only those courses that are determined to be similar in scope and credit to a course within the student's declared program of study. Although acceptance of transfer credit is at the sole discretion of the Registrar, TBI will generally accept in transfer general education course credits that the student has earned in Illinois Articulation Initiative (IAI) approved courses* with a name and course description comparable to one offered within the student's program at TBI. Non-IAI general education courses will be evaluated individually to determine their similarity to a course within the student's prescribed program of study.

Except in extraordinary circumstances, the college will not accept more than two quarters of outside credit toward the major core of a diploma or degree program.

Tuition is prorated for students who enroll in less than a full program. Students are advised to consult with the Director of Financial Aid to review the effect of transfer credits on financial aid eligibility.

* Refer to the IAI website at www.itransfer.org for a list of IAI participating Colleges and course descriptions.

TBI will always give consideration to transfer credits from other ACICS institutions or institutions accredited by agencies recognized by the U.S. Department of Education.

FINANCIAL ASSISTANCE

Taylor Business Institute is approved by the U.S. Department of Education as eligible to participate in several programs offering federal financial assistance to students. Eligibility of the college means that based on individual qualifications or need, TBI students may be eligible to receive financial assistance through one or more of the federal programs.

Entrance and Exit Counseling for Federal Student Loans

You must complete both entrance and exit counseling as a condition of receiving any federal loan awards. Information on these processes is available from the Financial Aid Administrator.

Responsible Borrowing

Taylor Business Institute feels that access to federal financial aid is a privilege that enables eligible students to begin or continue their education. The college further feels that this privilege should never be abused as abuse could lead to unnecessary indebtedness for the borrower and potentially jeopardize the privilege for other students seeking to attend Taylor Business Institute. It is in this spirit of both privilege and responsibility that Taylor Business Institute encourages its students to borrow responsibly and use only the aid required. Please remember, students are requested to not add unnecessarily to their debt burden. Loans are not gifts and must be repaid with interest.

Repayment of Federal Student Loans – Don't Default

If you are a federal student loan recipient, there are two key points to remember:

1. The interest you pay is low because the federal government subsidizes the rate.
2. If you are a student borrower, you don't have to begin repaying your Stafford Loans until you leave school or become less than a half-time student.

As favorable as these terms are, you shouldn't forget that you must repay your loans. Failure to do so will result in your loans being declared delinquent or in default. This will have a negative impact on your financial status and creditworthiness.

Defaulting on your federal student loans can have serious consequences. Please visit the following website to learn more about the risks and repayment options:

<http://studentaid.ed.gov/PORTALSWebApp/students/english/repaying.jsp>

A student's first step in seeking any type of federal student financial aid is to complete the Free Application for Federal Student Aid (FAFSA). Information provided by the student is used to determine which federal aid programs the student is eligible for, and in some cases, how much aid is available to the student.

Students may visit the college's Financial Aid Office to complete a FAFSA, or may access these forms online at www.fafsa.ed.gov. There is no charge for completing or submitting a FAFSA.

Federal Student Aid Categories

There are three categories of federal student aid for which students may qualify:

- Grants: provide financial aid which does not have to be repaid.
- Loans: provide borrowed money that must be repaid with interest.
- Work-study: allows students to earn money while enrolled to help pay for education expenses.

Federal Student Aid Programs^{‡§}

Students with demonstrated need may be able to combine awards from one or more of the following aid programs based on the alignment of their personal circumstances with the terms and purposes of the awards.

Federal Pell Grants

Federal Pell Grants are need-based grants available only to undergraduate students. The amount of a Pell Grant award varies with the student's expected family contribution and the cost of attending the college. Grant awards for 2010-11 will range from \$555 to \$5,550. Students may not receive Federal Pell Grant funds from more than one educational college at a time.

[‡] The availability of state or federal assistance does not imply that the federal or any state government or any of their agencies guarantee the quality of instruction, nor guarantee the truth or accuracy of any representation contained herein. For additional information on any federal student financial aid programs, students may call the Federal Student Aid Information Center (FSAIC) at 1-800-4-FED-AID (1-800-433-3243) toll free, or 1-800-730-8913 (TTY) toll free for the hearing impaired.

[§] NOTE: The regulations governing all financial assistance programs are subject to change, and students should contact the College's Financial Aid Office for the latest information about these and other loan or financial assistance programs. Students are encouraged to seek traditional loans when their credit strength is sufficient to do so.

Stafford Loans (Direct Loans)

Stafford Loans are available for undergraduate and graduate or professional students who are enrolled at least half-time. Funds for Direct Loans come from the U.S. Department of Education and are delivered to students through their school. Students repay these loans to the Department of Education or designated servicers.

While the principal for Stafford Loans must be repaid by the student, the amount and schedule of the student's interest obligation depends on whether the loan is subsidized or unsubsidized.

Subsidized Direct Stafford Loans are available to students who can demonstrate financial need. The federal government will pay the interest on a subsidized loan while the student is in school or during grace and deferment periods.

Unsubsidized Direct Stafford Loans are available to all students, regardless of need. Students who receive unsubsidized Stafford Loans are responsible for all interest, although payment is deferred until after graduation.

PLUS Loans

Federal PLUS Loans are unsubsidized loans made to parents. Direct PLUS Loan funds are provided by the federal government through the school. The PLUS Loan interest rate is at a fixed rate of 8.5%.

Students who are financially independent, and dependent students who are enrolled at least half time, are eligible to borrow additional Stafford Loan funds if their parents are unable to obtain a PLUS Loan.

Federal Supplemental Educational Opportunity Grant (FSEOG) Program

Federal Supplemental Educational Opportunity Grants are available to students who can demonstrate substantial need. Students do not need to repay FSEOG awards, which range in amount from \$100 to \$4,000.

Federal Work-Study Program

Federal Work-Study is a campus-based program awarded through the college in the form of part-time employment to help students pay education expenses. Students who participate in this program generally work from 10 to 20 hours per week and are paid minimum wage or above. Employment may take place at the college or at off-campus locations. Funds for the program are provided by the Federal Government and may be matched by the participating organizations. Federal Work-Study Funds are based on financial need; however, each

institute receives a specific level of funding which limits the number of students who can participate in the program.

SCHOLARSHIPS

Level Playing Field Scholarship

Taylor Business Institute participates in scholarship programs through the Level Playing Field Foundation. Level Playing Field is a not-for-profit organization dedicated to helping needy, deserving students “level the playing field of opportunity for a career-based education.” These scholarships are targeted primarily to non-traditional students attending TBI who are experiencing economic hardship while attempting to balance college, jobs, and families. Students interested in applying for Level Playing Field scholarships should contact the Director of Financial Aid. Students also are encouraged to research other scholarship opportunities that may be available. Scholarship search seminars are scheduled by the librarian.

Other Scholarships

Students are given a listing of scholarship sources and invited to attend a workshop in an effort to investigate other scholarship opportunities for which they may be eligible.

Federal Student Financial Aid Penalties for Drug Law Violations

A conviction for any offense involving the possession or sale of illegal drugs, during a period of enrollment for which you receive Title IV federal student aid, may result in the loss of future financial aid eligibility. If you are convicted of possessing or selling drugs after you submit your Free Application for Federal Student Aid (FAFSA), you must notify your Financial Aid Administrator immediately.

If a student successfully completes a drug rehabilitation program, the student may regain federal student aid eligibility on the date the program is successfully completed.

ACADEMIC ACHIEVEMENTS

Honor Roll Recognition: Taylor Business Institute encourages excellence and officially recognizes outstanding student achievement by awarding certificates to students with a quarterly cumulative grade point average of 4.0 for Honor Roll and 3.0 to 3.9 for Honorable Mention. Record reviews occur at the end of each quarter to determine eligibility.

Attendance Awards: Attendance certificates are awarded to students with fewer than three days absence within a quarter.

Graduation Ceremony: Taylor Business Institute's graduation ceremony is held every year in September. The Associate of Applied Science degree is conferred upon those students who have successfully completed a program in one of the following areas: Accounting (Advanced), Medical Biller Specialist, Electronics Engineering Technology, or Criminal Justice and Security Administration.

Diplomas are awarded to those students who have successfully completed the Medical Secretary and the Accounting (Basic) program.

GRADE REPORTS

At registration for each new quarter, students receive Grade Reports from the previous term.

GRADE APPEAL

A student who believes his/her grade is not equitable must discuss the issue with the instructor within two weeks of receiving the grade. If an appeal is not made within the two-week period, the student waives the right to an appeal. If the issue is not resolved between the student and the instructor, the Dean of Academic Affairs will intervene.

PROGRESS AND ADVANCEMENT

ACADEMIC STATUS

Students who have questions regarding their academic status should consult the Dean of Academic Affairs or the Dean of Administration.

CURRICULUM REVISIONS

The college reserves the right to vary the sequence of courses and to revise course content for upgrading course material. Not all courses and programs are offered every quarter.

INCOMPLETE GRADE POLICY

Students who receive an incomplete (I) grade will be given six weeks to remove it. The I grade will be removed from the student's academic record when the student satisfies whatever outstanding work resulted in the I grade. The instructor then submits a letter grade within the established six-week

deadline. If no grade is submitted by the end of the six weeks, the I grade will be considered and changed to a final grade of F. While the I grade remains, the course(s) in which the I grade was received will not be considered in the calculation of the cumulative grade point average. It will count toward credits attempted.

TRANSFER CREDIT

New students who wish to transfer credit from other institutions must provide the Registrar with an official transcript showing grades of C or better in all courses level 101 and above for which transfer credit is requested. **For full consideration, transfer requests, including official transcripts from all institutions previously attended must be received by the Registrar prior to the first day of scheduled classes during the student's first term of enrollment.** Students must make all arrangements to have official transcripts mailed to the Registrar to meet this deadline. Hand carried or "Issued to Student" transcripts will not be accepted

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TBI will always give consideration to transfer credits from other ACICS institutions or institutions accredited by agencies recognized by the U.S. Department of Education.

* Refer to the IAI website at www.itransfer.org for a list of IAI participating Colleges and course descriptions.

SATISFACTORY ACADEMIC PROGRESS

Federal regulations require that all students who are receiving financial aid make satisfactory academic progress in order to remain eligible for continuing federal assistance. Consistent with federal requirements, TBI assesses the academic progress of all students at specific points in their educational programs to verify that their program is in keeping with minimum standards set by the college.

Standards set by the college are both qualitative and quantitative. Qualitative standards require students to demonstrate a level of academic success as measured by their cumulative grade point average (CGPA) at specified points within their program. Quantitative standards require evidence that students are making timely progress toward their degree or diploma. Quantitative standards are expressed as a percentage of attempted credits successfully earned by specified points in a student's program of study.

Qualitative Standard

Taylor Business Institute students will be evaluated at the end of each 10-week quarter for the duration of their program. In order to be considered to be making satisfactory academic progress toward a degree or a diploma, a student must have attained a grade point average that is consistent with the possibility of long-term success in his or her program. TBI understands that new students sometimes require time to adjust to the academic environment. TBI permits students who earn somewhat less than a 2.0 average early in their program to remain enrolled. Their performance is monitored quarterly. The student must attain and maintain the requisite 2.0 by their fourth quarter and any subsequent academic quarters. The college conducts a quarterly review of student academic progress against qualitative standards. All students are expected to meet specified minimum standards at successive points in their program, as illustrated in the chart below:

Evaluation Points

Required Minimum CGPA by Quarter and Length of Program								
Program Length	1st	2nd	3rd	4 th	5th	6th	7th	8th
4 Quarters	1.5	1.5	1.7	2.0				
5 Quarters	1.5	1.5	1.7	2.0	2.0			
6 Quarters	1.5	1.5	1.7	2.0	2.0	2.0		
7 Quarters	1.5	1.5	1.7	2.0	2.0	2.0	2.0	
8 Quarters	1.5	1.5	1.7	2.0	2.0	2.0	2.0	2.0

In measuring a student's academic progress, incompletes, and withdrawals do not count toward a student's cumulative grade point average (CGPA) but do count toward credits attempted.

Repeat Class Policy

A student may repeat a maximum of five courses. Each course may be repeated only once. If a course is repeated, both attempts will count toward credits attempted, but only the higher grade will be considered in calculating the cumulative grade point average. A charge above the tuition quoted for a program will apply for repeated courses. The cost will be quoted based upon the number of courses and hours that must be satisfied.

Developmental Courses

Developmental courses taught by the college do not count for credit toward an associate degree but will count as a grade in the calculation of cumulative grade point average and as credits attempted.

Quantitative Standard

All students are allowed a maximum time frame of 1½ times the prescribed length of their program, rounded down to the nearest term, to complete that program.

Normal Length of Program in Quarters	Maximum Time Frame for Completion in Quarters
4	6
5	7
6	9
7	10
8	12

Evaluation Points

To assure that students are making satisfactory progress toward timely completion of their program, the college will conduct a satisfactory progress evaluation at the end of each quarter. At these points, too, students must have achieved the minimum cumulative grade point average (CGPA) described in the chart on the preceding page and credits required as listed in the chart below.

DAY Programs

Program	Total Credits	Completion Time	No. of Qtrs.	1st Academic Year			2nd Academic Year			3rd Academic Year			4th Academic Year		
				Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5	Qtr 6	Qtr 7	Qtr 8	Qtr 9	Qtr 10	Qtr 11	Qtr 12
Accounting (AA Degree)	97	Normal Credit Hour Needed to Complete	6	16	32	49	65	81	97						
		Minimum Credit Hours Needed to Complete	9	11	22	32	43	54	65	75	86	97			
										67%					
Criminal Justice & Security Administration (AA Degree)	96	Normal Credit Hour Needed to Complete	6	16	32	48	64	80	96						
		Minimum Credit Hours Needed to Complete	9	11	21	32	43	53	64	75	85	96			
										67%					
Electronics Engineering Technology (AA Degree)	102	Normal Credit Hour Needed to Complete	7	15	29	44	58	73	87	102					
		Minimum Credit Hours Needed to Complete	10	10	20	31	41	51	61	71	82	92	102		
										67%*					
Medical Biller Specialist (AA Degree)	96	Normal Credit Hour Needed to Complete	6	16	32	48	64	80	96						
		Minimum Credit Hours Needed to Complete	9	11	21	32	43	53	64	75	85	96			
										67%					
Medical Secretary (Diploma)	65	Normal Credit Hour Needed to Complete	4	16	33	49	65								
		Minimum Credit Hours Needed to Complete	6	11	22	33	43	54	65						
										67%					

* When a minimum evaluation point occurs during a quarter, the evaluation will be performed at the end of the prior quarter.

EVENING Programs

1st Academic Year			2nd Academic Year			3rd Academic Year			4th Academic Year		
Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5	Qtr 6	Qtr 7	Qtr 8	Qtr 9	Qtr 10	Qtr 11	Qtr 12

Program	Total Credits	Completion Time	No. of Qtrs.	Credits Required	Credits Required	Credits Required	Credits Required	Credits Required	Credits Required	Credits Required	Credits Required	Credits Required	Credits Required	Credits Required	Credits Required
Accounting (AA Degree)	97	Normal Credit Hour Needed to Complete	8	12	24	36	49	61	73	85	97				
		Minimum Credit Hours Needed to Complete	12	8	16	24	32	40	49	57	65	73	81	89	97
											67%				
Criminal Justice & Security Administration (AA Degree)	96	Normal Credit Hour Needed to Complete	8	12	24	36	48	60	72	84	96				
		Minimum Credit Hours Needed to Complete	12	8	16	24	32	40	48	56	64	72	80	88	96
											67%				
Electronics Engineering Technology (AA Degree)	102	Normal Credit Hour Needed to Complete	8	13	26	38	51	64	77	89	102				
		Minimum Credit Hours Needed to Complete	12	9	17	26	34	43	51	60	68	77	85	94	102
											67%				
Medical Biller Specialist (AA Degree)	96	Normal Credit Hour Needed to Complete	8	12	24	36	48	60	72	84	96				
		Minimum Credit Hours Needed to Complete	12	8	16	24	32	40	48	56	64	72	80	88	96
											67%				
Medical Secretary (Diploma)	65	Normal Credit Hour Needed to Complete	5	13	26	39	52	65							
		Minimum Credit Hours Needed to Complete	7	9	19	28	37	46	56	65					
											67%*				

* When a minimum evaluation point occurs during a quarter, the evaluation will be performed at the end of the prior quarter.

A student will not be making satisfactory academic progress, if (a) the student's cumulative grade point average (CGPA) in his or her program of study is less than the CGPA required at that Evaluation Point or (b) the student has not successfully achieved the credits required as stipulated in the maximum time frame for their program of study.

Continued Eligibility

An additional satisfactory academic progress evaluation will be made at the sixty seventh percentage point (67%) of the maximum time frame. At this point, if satisfactory academic progress in terms of grade point average and/or number of credits completed has not been achieved, then the student will be terminated.

Probationary Conditions

Students who fail to meet the minimum academic achievement and successful course completion standards at any of the qualitative and quantitative evaluation points will be placed on academic probation for a period of one quarter. A student will be considered making satisfactory academic progress during this probationary period and will be eligible for financial aid. If at the end of the probationary quarter the student does not meet the qualitative and/or quantitative standards then the student will be terminated or placed in an extended enrollment status. If a student meets the academic standard, the student will return to regular status.

Appeal

A student may appeal the satisfactory academic progress decision based upon extenuating circumstances. In order to appeal a decision, the student must submit a written petition to the Dean of Academic Affairs, including any evidence that substantiates the basis for the appeal and a reasonable expectation that the student will meet the requirements for satisfactory academic progress and graduation and that the maximum time frame constraints will be met. If the student's appeal is granted, the student may continue to be enrolled and receive financial aid for one quarter while on probation. A Taylor Business Institute student will be allowed one appeal during their academic career.

Re-Entrance Procedures

A student who withdraws or has been dismissed by the college may return only after an interview with the Dean of Academic Affairs, or the Dean's designee. The purpose of the interview is to establish that the reasons causing dismissal or withdrawal have been rectified to the mutual satisfaction of both the student and the Dean of Academic Affairs, or the Dean's designee. In all cases the Dean of Academic Affairs, or the Dean's designee, will recommend that the student re-enter the college at a specific point to best assist the student in completing the program. In the case of re-entrance, consideration will be given for previous training successfully completed.

The re-entering student must re-enroll, at which time eligibility for financial assistance will be reviewed. Eligibility for financial assistance can only be re-established if the student was meeting the satisfactory academic progress standard at the time of withdrawal from the institution. Students for whom eligibility for financial assistance cannot be re-established will either not be allowed to re-enroll or be placed in an extended enrollment status.

A student who changes his or her educational objective by enrolling in a new program will have only the grades for those courses associated with the new program considered in the cumulative grade point average. Further, for purposes of determining the maximum time frame for the new program, the time spent in the previous course will then be recalculated by multiplying the adjusted program length by 1.5.

Extended Enrollment

Students who are terminated for failure to make satisfactory academic progress must be removed from regular enrollment status for at least one quarter. During this quarter and any succeeding quarters, students may continue in an extended enrollment period until satisfactory academic progress has been achieved. There is no financial aid eligibility while on extended enrollment status. The following disclosures must be discussed with each student and agreed to in writing. Once satisfactory academic progress has been achieved, students will be enrolled in regular status and regain eligibility for financial aid.

If, however, at 67% of the maximum time frame, satisfactory academic progress in terms of grade point average and/or number of credits attempted has not been regained, then the student will be terminated.

1. The student is not eligible for additional student aid while in an extended enrollment status and is responsible for any tuition and fees assessed by the college.
2. While in an extended enrollment status, students must seek to correct academic deficiencies by retaking courses or practicing previously learned skills in order to re-establish satisfactory academic progress. However, in no case can a student exceed one and one-half times the standard time frame either as a regular student or in an extended enrollment status and receive the original academic credential for which he or she enrolled.

Transfer Credits from Other Institutions

Students who wish to transfer credits from other institutions or students who pass proficiency exams may do so subject to the conditions stipulated under transfer credit and proficiency credit policy in this catalog. Transfer and proficiency credits will not count in the calculation of the student's CGPA. The maximum time frame for completion will be adjusted by subtracting the number of transfer credits from the number of total program credits. The maximum time frame is then recalculated by multiplying the adjusted program length by 1.5.

Leave of Absence Policy – Title IV Recipients

For the purposes of Title IV, Taylor Business Institute students cannot receive Leave of Absence. Students who leave for any reason will be processed as withdrawals.

Leave of Absence Policy – Non-Title IV Recipients

Taylor Business Institute will grant a leave of absence to students for up to 90 days in any twelve-month period. During this period the student is not considered withdrawn and no refund calculation is required. The following conditions must be met to qualify for a leave of absence:

1. The request should arise from serious, unexpected, or extraordinary circumstances.
2. There is a reasonable expectation that the student will return to the college.
3. The request is to be made in writing. It is to be signed and dated requesting the leave of absence prior to the leave. If, however, unforeseen circumstances prevent the student from providing a written request, then the college may grant the request if it documents its decision and collects the written request at a later date.
4. Where possible, third-party supporting documentation should accompany the request.
5. The leave of absence will not involve additional charges by the college.
6. Approval must be granted in writing, in accordance with the college's policy, from the academic dean to the petitioning party. Copies will be forwarded to the financial aid and business offices.

If it is necessary, a subsequent leave of absence may be approved due to unforeseen circumstances covered under the Family and Medical Leave Act of 1993. This leave cannot exceed 30 days. Such a subsequent leave must also be documented as stated above.

The college will not charge students for a leave of absence. If a student's leave of absence is not approved or the student fails to return at the end of the approved leave of absence, the student is considered withdrawn. Refund requirements will apply as of this date or any earlier date that the college receives notice.

Schedule Changes, Withdrawals and Re-entries

Students who wish to change to another program of study or class schedule must obtain permission from the Dean of Academic Affairs. Students who wish to withdraw from or re-enter a program must notify the Dean of their intentions. Re-entering students will be scheduled for an interview with the Dean to assess their ability to successfully complete the program within the expected maximum time frame.

Late Admissions

Students may be eligible for entrance into class for a period of six business days following the start of class. Applications received after the sixth business day will be retained on reserve status for the next class start date.

Graduation Requirements

In order to graduate, students must complete all required courses in their selected program of study with an overall GPA of 2.0 or better. In all General Education Core Courses a grade of C or better must be earned. Students must also meet any and all skill requirements applicable to their program, conduct an exit interview with the Career Development Department, and be free of indebtedness to Taylor Business Institute.

ATTENDANCE

Attendance Policy

Reporting an Absence or Tardy

The faculty of Taylor Business Institute understands that extenuating circumstances occur in everyone's lives that are beyond control. Therefore, students must contact the Administrative Assistant for Education at (312) 658-5119 and give their name and reason for the absence/tardiness. Day students must contact the Administrative Assistant by 9:30 a.m. and evening students by 6:00p.m.

TBI records attendance using a key-hour system. It is this key-hour upon which absences and tardiness are based. For administrative purposes, TBI has identified key-hours for both its morning and evening sessions: 10:30 a.m. for day student and 7:00 p.m. for evening students. Instructors will take attendance at these times and forward it to the Administrative office for recording. Instructors have discretion regarding the attendance practices used within their classroom but must publish these practices in their syllabus.

The key-hour attendance policy at Taylor Business Institute is summarized as follows:

1. A student who arrives late to class more than fifteen minutes due to any reason will be considered tardy. Three tardies constitute one absence.
2. A student who arrives for classes after key-hour attendance has been submitted must report to the Education Department Office to receive attendance credit for that day.
3. A student who accumulates 12% (5) consecutive class days of absence while enrolled in day classes or 12% (3) consecutive days of absence while enrolled in evening classes will be withdrawn from college unless they show cause why withdrawal should not occur.
4. A student will be placed on attendance probation if, at any time during a ten-week quarter, he/she has missed over 10% (four days for mornings or two days for evenings) of classes cumulatively.
 - a. If a student violates his/her attendance probation without valid and approved cause, he/she will be subject to dismissal. The student can appeal dismissal one (1) time.
 - b. If a student on attendance probation accumulates additional absences he/she will be placed on attendance probation for the next quarter. If the student's absences still exceed 10% at the end of this second term, he/she will be subject to dismissal. The student can appeal dismissal one (1) time.
 - c. If a student exceeds the 10% of accumulative absences in any subsequent quarter, he/she will be subject to dismissal. The student can appeal dismissal one (1) time.
5. When a student enters a period of attendance probation, The Dean of Administration will make an effort to promptly notify the student. Failure to notify, however, does not relieve the student of the consequences of additional absences occurring after a probationary period is entered.
6. A student who must terminate his or her education are encouraged to give notice of cancellation to the college in writing. The unexplained absence of a student from the college for more than 15 school days shall constitute constructive notice of cancellation to the college. For purposes of cancellation the date shall be the last day of attendance.

Appeal of Dismissal

Except for dismissal due to five (5) consecutive class days of absence while enrolled in the day portion of a program or three (3) consecutive days of absence while enrolled in the evening program, a student whose dismissal has been initiated may appeal if he/she wishes to remain enrolled. A dismissed student may appeal to the Dean of Administration and Dean of Academic Affairs who will make the final determination. The appeal must be in writing and fully document the circumstances of the appeal. The appeal should be submitted to the Deans within three (3) class days of when a student is notified on-site or within a reasonable time frame (generally not to exceed four (4) class days) when a student must be notified off-site.

ATTENDANCE AWARD

Attendance certificates are awarded to students with fewer than three days absence within a quarter.

CLASS HOURS/SCHEDULE

Instructional hours are 50-100 minutes in length with a 10 minute passing time between classes.

Career Classes are scheduled Monday through Thursday from 8:30 a.m. to 1:30 p.m. and 5:30 p.m. to 9:00 p.m.

ESL morning classes are scheduled Monday through Thursday from 9:00 a.m. to 4:00 p.m. and evenings from 2:00 p.m. to 9:00 p.m. ESL weekend classes are scheduled Friday and Saturday from 9:00 a.m. to 4:00 p.m.

In addition, ESL lab hours are scheduled Monday through Thursday 9:00 a.m. to 9:00 p.m. and on Friday and Saturday from 9:00 a.m. to 2:00 p.m.

Homework

Homework is an expected part of study. There may be additional research, reading, and assignments required to be completed outside of class time. The library, writing center, and computer labs are available for this purpose.

GRADUATION CEREMONY

Taylor Business Institute holds a formal graduation ceremony every year in September.

Associate of Applied Science Degrees

A degree is conferred upon students who have successfully completed Accounting (Advanced), Medical Biller Specialist, Electronics Engineering Technology and Criminal Justice and Security Administration programs.

Diplomas

A diploma is conferred upon students who have successfully completed the Medical Secretary and Accounting (Basic).

Certificates

A certificate is conferred upon students who have successfully completed the English as a Second Language Program (ESL).

Transcripts

To obtain official Taylor Business Institute transcripts, students must submit a written request to the Registrar's Office. There is no charge for the first request. In order to receive a transcript, students need to be free of all debt to the college, including Library fees. (See the Business Office for Clearance)

Transfer of Credits

Credits from Taylor Business Institute are not universally transferable, and are at the discretion of the receiving institution. TBI has articulation relationships with the following colleges and Universities: National Louis University, East West University, DeVry Institute, Westwood college and the University of Phoenix. For all other colleges and universities, students need to check with the registrar from those institutions.

STUDENT SERVICES

FEES FOR STUDENT SERVICES

Following are fees for which students may be charged:

Quarterly

- | | |
|---------------|-------------------|
| 1. U-Pass | \$60 per quarter |
| 2. Metra Pass | \$300 per quarter |

Other Fees

- | | |
|--|------|
| 3. Late Registration Fee (ESL Students Only) | \$50 |
|--|------|

*Following fees will only be charged to students enrolled in the **Criminal Justice and Security Administration** program:*

- | | |
|--|------|
| 4. 20 Hour Unarmed Certification (PERC Card) | \$55 |
| 5. AED & CPR Certification | \$75 |
| 6. Background Screening | \$25 |
| 7. Fingerprinting (if applicable) | \$60 |

COUNSELING

The college provides academic advising, personal, financial, and career counseling for students. Students needing these services should see the Dean of Academic Affairs or Dean of Administration. When necessary, students may be referred to outside counseling services.

Academic Advising

TBI provides academic advising to students for guidance through educational programs at Taylor Business Institute and includes assistance with classes, schedules, complying with graduation requirements, and general advice regarding education.

Career Preparation

A Taylor Business Institute education is focused on real-world employment skills. Graduates are job-ready and prepared to excel in their fields. TBI's Career Services Department helps its graduates achieve their goals from writing resumes to interviewing skills, students and graduates can count on hands-on professional coaching every step of the way. The Career Services Director seeks and maintains relationships with employers. Such relationships keep TBI at the pulse point of business and industry for both job opportunities and market trends.

While Taylor Business Institute continuously assists its graduates with job placement, it does not guarantee job placement. The Career Services Department and the graduate can only be successful working as a team. Job placement is a shared activity involving both the student and the college. This teamwork involves skill attainment by the student and a commitment to develop job resources by both Taylor Business Institute and its graduates. The Career Services Director also expects the graduate will follow instructions and provide timely feedback.

BOOKSTORE

The bookstore is located on the third floor and carries all required textbooks, course packs and classroom instructional materials. Students can rent or purchase books and other supplies from the bookstore after receiving the book voucher from the Financial Aid department. Also, pictures for the Student ID and U-Pass are taken at the bookstore.

Rental Book Program

In an effort to reduce book costs, students attending Taylor Business Institute may rent their books each quarter. Students electing to use the rental program will be responsible for returning all books at the end of each quarter in order to receive books for the next quarter. Failure to do so may result in additional charges applied to the student's account. Students who choose not to use the rental program and wish to purchase their own books should request a copy of the book list from the office of the Dean of Academic Affairs or the Bookstore Manager.

This policy does not apply to students enrolled in the English as a Second Language (ESL) program. Textbooks for all courses are available each quarter and are charged to each student's accounts.

Library

TBI's library is located on the sixth floor. The library has program-specific volumes, general education books, reference materials, fiction and non-fiction volumes and current periodicals that support student learning in all programs. Other resources are available from the library in electronic and multimedia formats. Library services include reference and research, computer database searches, online support programs, library orientation and instruction in use of resources, materials and Internet access. In addition, TBI has lending relationships with other institutions in order to increase the resources available to the students.

All currently enrolled students are charged a library fee each quarter. Students may borrow certain books from the library. Audiovisual materials and books that belong to the Reference and Reserve Collection are restricted to in-house circulation. Students must present a college ID or a copy of their current schedule showing their library fee has been paid to borrow materials. Borrowing privileges will be revoked if library items are not returned or are damaged during the loan period. Students will be responsible for the replacement value of any damaged books or materials. Overdue titles incur fines. Fines are calculated at a rate of one dollar per day and recorded by the Registrar.

Students must replace the book value of any damaged book or materials and/or pay any overdue fines before they will be allowed to:

1. Enroll for their next quarter
2. Graduate
3. Participate in the graduation ceremony
4. Receive placement assistance
5. Be issued a transcript

The library is open:

Monday thru Thursday	:	12:30 p.m. to 7:30 p.m.
Friday	:	10:00 a.m. to 2:00 p.m.

For more details regarding use of the library, please see the librarian.

Writing Center

The Writing Center, located on the third floor, assists students seeking to sharpen their skills in spelling, writing, and organization of written materials.

Computer Labs

Computer labs are located on the sixth floor. Designated computer labs are open and available for after class use to support students who need extra lab time.

Use of Information Technology Policy

Use of computers and network services is a privilege enjoyed by students of Taylor Business Institute. TBI provides computers facilities and network services to enhance educational and learning processes for TBI students. As with all privileges, computer or network usage at TBI carries with it certain responsibilities. These responsibilities are set forth in the TBI Acceptable Use Policy and reproduced below:

Prohibited uses of the TBI Network include, but are not limited to:

- Use of the TBI Network for, or in support of, any illegal purposes
- Use of the TBI Network for, or in support of, any obscene or pornographic purposes; this includes, but is not limited to, the retrieving or viewing of any sexually explicit material;
- Use of profanity, obscenity, or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or persons with disabilities
- "Reposting" or forwarding personal communications without the author's prior consent
- Copying commercial software in violation of state, federal, or international copyright laws
- Using the TBI Network for financial gain or for the transaction of any business or commercial activities
- Intentional disruption of the use of the TBI Network for any other users, including, but not limited to, use of any process, program, or tool to ascertain passwords or engaging in "hacking" of any kind
- Providing access to the TBI Network to unauthorized individuals

THE SCOPE AND NATURE OF COPYRIGHT PROTECTION

Taylor Business Institute requires compliance with applicable copyright laws in the use of instructional materials.

The Copyright Act protects all types of expression or authorship fixed in any tangible medium, including written works, paintings, sculptures, photographs, videos, recorded music, sheet music, computer programs, video games, architectural design, and choreography. It is important to note, however, that the Act does not protect the underlying facts or ideas in a copyrighted work -- only the "expression" of those facts or ideas.

During the applicable term of protection, the author of the work possesses certain exclusive rights (which may be assigned to another party such as the publisher or distributor). These exclusive rights include: (1) the right to copy the work; (2) the right to create derivative works; (3) the right to distribute the work; and (4) the right to display, perform or broadcast the work. Therefore, before exercising any of these rights with respect to a given work, you must obtain permission from the copyright holder unless a statutory exception such as "fair use" applies or the work is in the public domain.

The Public Domain and Other "Free" Works

Copyright protection does not extend to works in the public domain, which include: (1) works for which the applicable term of protection has expired; (2) works published by the federal government (e.g., published by the Centers for Disease Control or the National Oceanic and Atmospheric Association); (3) works that lack sufficient originality or expression to qualify for copyright protection (e.g., unadorned calendars, indices, phonebooks, databases); and (4) works expressly donated to the public domain. Such works may be copied and used without the permission of the author or publisher.

TBI students/instructors/staff who violate this policy are subject to appropriate disciplinary action. Serious violations of this policy may result in expulsion or discharge from Taylor Business Institute.

Individuals who violate state or federal copyright laws may also be subject to criminal/civil action by the appropriate agency or by the owner of the copyright.

Tutorial Assistance

Students seeking writing or tutorial assistance should see their classroom instructor, Dean of Academic Affairs, Tutoring Coordinator, or Dean of ESL for information concerning scheduling tutoring assistance.

Occasionally, instructors will refer students to the Writing Center or recommend other tutorial assistance.

Copier Services

Students may make copies in the library located on the sixth floor. A nominal fee is requested for each copy.

Student Lounge

The student lounge is located on the sixth floor and is available for students at lunch, during unscheduled classes, and after school.

The lounge has vending machines, a microwave and refrigerator, as well as computers for students to access their email and the Internet. Students are expected to treat the lounge with respect and to be considerate of other students.

Announcements

For special announcements, students are encouraged to check periodically the electronic bulletin board. Announcements will also be posted in the student lounge.

Building Lobby

Students are required to sign in and sign out at the lobby front desk. The building lobby is not for meeting and greeting. Students are asked not to congregate and socialize in that lobby. Additionally, students must cooperate with any requests of the security staff.

Student Identification

A picture ID is issued upon registration and must be worn at all times while on school property. If a student has forgotten his/her ID, a temporary ID is available from the Education Office.

Telephones

There are no pay phones located in the building. Office phones are for school use only and may not be used by students without the expressed permission of a staff member.

In case of emergency, students may inquire about phone use in the Education Office. If someone outside the college needs to contact a student, messages can be left at (312) 658-5117 or (312) 658-5119 and the message will be brought to the student's class. Such calls should only occur for emergency purposes.

TRANSPORTATION ASSISTANCE

Taylor Business Institute participates in the Chicago Transit Authority U-PASS program. All students enrolled full time at Taylor Business Institute may obtain either a U-PASS or a Metra Pass when their financial aid packaging is complete or they have paid for their U-Pass. These arrangements are made at registration.

CTA U-PASS

Students participating in the U-Pass Program will receive the U-Pass approximately the second week of classes. In order to receive the U-Pass on time, students must be complete and cleared with the Financial Aid Office or there will be a delay in the distribution of the U-Pass.

Notices concerning the U-Pass, including expiration dates, new card distribution dates and information on replacing damaged, lost, or stolen cards will be posted on the bulletin board on the 6th floor next to the student lounge.

If a U-Pass is lost or stolen, students need to bring his/her student ID card to the CTA's Customer Service Center located at 567 W. Lake, 2nd floor (Monday – Thursday 8:30 a.m.– 4:00 p.m.). There is a \$35 replacement fee if the U-Pass is lost or stolen. The CTA will send the replacement card to the college within 5-7 business days.

If the U-Pass is damaged, CTA will replace the U-Pass if the student brings the damaged card to the CTA Customer Service Center.

Students can contact the CTA directly via email at cta-upass@transitchicago.com or at the U-Pass Hotline (312) 664-7200 ext: 1308

Metra Passes

Metra passes are available for students who use the Metra rather than the CTA. If electing to use the Metra Program, students should contact the Student Accounts Manager in the Business Office. Completion and clearance from the Financial Aid office are required prior to receiving the pass. Start date and clearance from Financial Aid will determine if a student receives a monthly pass or a ten ride ticket during the first month of school.

BUILDING AND FACILITY

Access to the building and use of the college's facilities is limited to employees, current students, and building occupants. Children, family, or friends **ARE NOT** allowed in classes nor should they accompany students to school.

Nothing can be removed from the building without an approval form issued by the college.

VISITORS

For security reasons, guests/visitors must check in at the reception desk and will be given a visitor badge.

SMOKING POLICY

This is a no-smoking building. Smoking is not permitted in the building or in front of the building. Individuals wishing to smoke must leave the building and smoke in the space on the west side of the building.

FOOD AND BEVERAGES

Food and beverages are not permitted in classrooms. Students bringing food or beverages into the classroom will be asked to leave.

PERSONAL BELONGINGS

Taylor Business Institute has no lockers. Students are responsible for their coats and personal belongings. It is suggested that students not leave belongings unattended or wear expensive leather or fur coats to school.

CHANGE OF ADDRESS, PHONE NUMBER OR NAME

All changes to address, phone number or name must be reported to the Education and Financial Aid Departments. This is critical for the college to contact the student with important information including school closings and default prevention.

LOST AND FOUND

A "**Lost and Found**" receptacle is located in the reception area.

EMERGENCY MEDICAL SITUATIONS

If, during school hours, a student requires emergency medical attention, the student should contact the Executive Assistant, Office of the President or the Dean of Academic Affairs.

CLOSINGS

In the event of the school closing due to weather or other emergencies, the closing will be announced on the following radio and TV stations:

WGN Radio 720	WBBM NEWSRADIO78
CBS 2 CHICAGO	NBC 5 CHICAGO
ABC 7 CHICAGO	WGN MORNING NEWS
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Call: Taylor Business Institutes Front Desk (312) 658-5100

Online: The website of any of the radio or TV stations above or www.emergencyclosing.com

CONDUCT

Students must conduct themselves in accordance with school rules and regulations as stated in the Student Handbook and college catalog.

While on school premises, students are expected to treat the faculty, staff and fellow students with respect. The college expects student's behavior, while off school premises, to reflect favorably upon their association with the college.

Vulgar language is not acceptable; neither is loud or rude language. Students using such language will be subject to disciplinary action. Students are expected to respect all staff, instructors and fellow students. Rude, loud or threatening language is grounds for disciplinary action.

Students are expected to treat the college's equipment and facilities with proper care and concern. Anyone found to have defaced or damaged college property by purposeful intent or extreme carelessness will be subject to disciplinary action.

Any student engaging in misconduct, as delineated in the college's catalog, on or off the college's premises, will be subject to disciplinary action. This may include, without limitation, suspension and/or termination from the college.

DRUG/ALCOHOL POLICY

TBI promotes a drug and alcohol free environment. In order to ensure that this policy is maintained, it will suspend and/or terminate any student or employee who is found to be involved with the unlawful manufacture, possession, use, sale, dispensation or distribution of alcohol or illicit drugs on campus, or is found under the influence of them. Alcohol and drugs are not permitted on the college premises or as part of the college activities. Any violation of this policy, will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities.

PROFANITY

Every student, faculty and staff member of TBI will be treated with respect. Any use of profane language towards any student, faculty, staff member or any one while on college premises is subjected to disciplinary action including but not limited to suspension and termination.

DIVERSITY

Taylor Business Institute is committed to serving a diverse population. The unique demographic composition of the college necessitates the need for consideration and respect towards others who have different perspectives and cultures. Any discrimination against a student, faculty or staff member due to age, origin, religion, education, culture, income strata, sexual orientation, gender or race will be seen as a violation of TBI's code of conduct and will be followed by disciplinary action.

WEAPONS

Safety of TBI's students and employees is of utmost importance. No unauthorized weapons are allowed on the college premises. Any student or employee found to be carrying a weapon is subject to immediate termination/dismissal. Additionally, violations of the law also will be referred to the appropriate law enforcement authorities.

PROFESSIONAL DRESS:

The professional dress policy is a unique aspect of the Taylor Business Institute culture. The college seeks to prepare its Career Program students for employment in all facets of their professional development. Guidelines for Professional Dress:

- **Female Students** should wear suits, dresses, skirts and blouses/sweaters, pantsuits. Hosiery and business dress shoes are always expected. Knee length is the shortest skirt length acceptable.
- **Male Students** should wear suits or jackets and dress slacks, dress shirt and tie. Dress socks and dress shoes.
- Shoes that have straps between the toes should not be worn on the premises.
- No head gear should be worn on the college's premises.

CELL PHONES

Cell phones **CANNOT** be used in the classroom during class time and should be turned off or set to vibrate mode.

ACADEMIC DISHONESTY

Taylor Business Institute is dedicated to preparing students with the strongest possible educational foundation for future success, whether in a career or in further higher education. The college therefore has a firm policy against academic dishonesty, which weakens the educational foundation of the participant and is detrimental to the educational progress of all students.

Academic dishonesty is defined at TBI as participating or assisting in any action intended to result in the improper award of credit for academic work. Actions meeting this definition include, but are not limited to:

- Submitting another student's work as one's own;
- Giving test questions or answers to, or receiving test questions or answers from other students;
- Copying, or allowing another student to copy answers or work during a test;
- Using materials that are not permitted during a test;
- The following acts will be considered plagiarism
(http://www.plagiarism.org/learning_center/what_is_plagiarism.html):
 - presenting ideas and words of another as one's own
 - to use someone's production without crediting the source or giving incorrect information about the sources
 - to present as new and original an idea derived from an existing source
 - failing to put a quotation in quotation marks and citing that quotation
 - changing the words but keeping the sentence structure the same without giving credit or copying so many words and/or ideas that it makes up the majority of the work
- Copying, or having someone else prepare homework, papers, projects, laboratory reports, or take-home exams (except in those cases designated as group work by the instructor);
- Participating in, assisting with, or knowing about and failing to report any of the above or related activities.

When it has been determined by an instructor or the administration that a student has engaged in academic dishonesty, the college will impose one or more of the following sanctions on the offending student:

- Require the student to resubmit the assignment or complete a different assignment
- Issue a grade of zero for the assignment
- Issue a failing grade for the course
- Terminate the student from the class and place a permanent note on that student's transcript
- Suspend the student from the college

In determining sanctions to be imposed, the college will consider both the seriousness of the offense and any prior history of academic dishonesty.

TERMINATION BY THE COLLEGE

The college reserves the right to terminate any student who fails to: maintain passing grades, shows excessive tardiness or absences, fails to make proper payment on their financial account, destroys or damages any property of the college (the student may be held liable for repair and/or replacement of the damaged property), engages in unlawful or improper conduct contrary to the best interest of the college or any conduct that reflects discredit upon the college, or demonstrates behavior disruptive of normal classroom discipline. This list of examples is not intended to be all inclusive. TBI reserves the right to act in the best interest of its constituents and may deem actions committed by a student to be a conduct violation although the action does not appear on a list of examples. Disciplinary action, including immediate removal from TBI premises, suspension of privileges and/or dismissal from the college may result from conduct violations.

GRIEVANCE POLICY

There may be times when a student has a complaint or grievance concerning a problem experienced at Taylor Business Institute that he or she may believe cannot be satisfactorily resolved through the ordinary channels. In such instances, the student may wish to file a written grievance regarding the matter.

The grievance process involves the following steps:

Step One: The student should first request a conference with the faculty or staff member who is directly involved in the matter. The student should discuss the issues and attempt to seek a resolution.

Step Two: If a mutually satisfactory resolution cannot be reached through a direct conference, the aggrieved party should request a conference with the employee's immediate supervisor or the appropriate program dean.

Step Three: If it is an education matter and a conference with the program dean fails to result in a resolution satisfactory to all concerned parties, the aggrieved party may seek a resolution from the Dean of Academic Affairs.

Step Four: If, after all of the above steps have been completed, the grievance is still not satisfactorily resolved the aggrieved party may present all facts relevant to the grievance in writing to the President of the college. This step must be completed within 48 hours of receipt of the supervisor's opinion in Step Three.

Within 24 hours of receipt of a written grievance, the President will schedule a Grievance Committee Hearing and notify all parties concerned. The Committee will consist of the President or her designee and two staff or faculty members not involved in the matter in question.

All persons directly involved or their representatives must be present at that hearing. Both parties will be given the opportunity to discuss the grievance at that time. The Grievance Committee will then excuse the parties and immediately review then rule on the case. The decision of the Committee will be communicated to those involved in the grievance within 48 hours. The committee's decision will be final.

While TBI does its best to resolve issues of concern to students, students who remain unsatisfied after exhausting their remedies with TBI may elect to seek resolution with appropriate external bodies. These include the state licensing and approval bodies, the institution's accrediting body, or the U.S. Department of Education.

The Accrediting Council for Independent Colleges and Schools (ACICS) provides complaint procedures for the filing of complaints against accredited institutions. ACICS requires that the complainant have exhausted all complaint and grievance procedures provided under the institutional policy before registering a complaint with ACICS. Should such a complaint be filed, ACICS will review the matter to determine whether there may have been any violation of its criteria and/or standards, and can take action only if it is determined that there has been such a violation. ACICS can be contacted at:

750 First Street NE, Suite 980
Washington, DC 20002
(202) 336-6780

Further, if the student is not satisfied with any of these outcomes, he or she may also appeal to the Illinois State Board of Education, Department of Adult Vocational and Technical Education, Private Business and Vocational Colleges Section, 100 West Randolph Street, Chicago, IL 60601 • (312) 814-5818 or 100 North First Street, Springfield, IL 62777 • (866) 262-6663 • (217) 782-2948.

SAFETY AND SECURITY

The Executive Assistant to the President is the college's Safety and Security Coordinator. Any infractions of the drug and alcohol policy, reports of sexual harassment, anything stolen, or a security breach of any kind should be reported to her office on the fifth floor. The appropriate document will be completed and a formal report will be filed.

SAFETY AND SECURITY EDUCATION

Taylor Business Institute insists on a drug-free environment. Safety seminars will be offered on issues such as alcohol/drug awareness, safety precautions, campus safety policies, sexual harassment and crisis intervention procedures.

As required by the Drug Free Schools and Communities Act, any use, distribution, or possession of alcoholic beverages and/or illegal drugs on the college's premises or at organized college events by a student or employee violates the college's student conduct policy. **Any violation of this policy is sufficient grounds for expulsion or termination of the student or employee and referral for prosecution to the local law enforcement agencies.**

SEXUAL HARASSMENT AND SEX OFFENSES

Respect for TBI students, faculty and staff is of utmost importance. Accordingly, it is the college's policy that sexual harassment of students or applicants for enrollment in any form, such as unwelcome sexual flirtation, advances or propositions, requests for sexual favors, verbal abuse, gestures or actions of a persistent or offensive nature is unacceptable conduct and will not be tolerated. If a student has a sexual harassment complaint they should file a written complaint with the Executive Assistant, Office of the President.

DISCRIMINATION

It is the college's policy that harassment or discrimination of students or applicants for enrollment in any form, such as verbal abuse, gestures or actions of a persistent or offensive nature involving any person's race, age, disability, religion, national origin, color, sexual orientation or any other protected status is unacceptable conduct and will not be tolerated nor will any behavior that contributes to a hostile environment for any student. If a student has a discrimination complaint, they should file a written grievance with the Executive Assistant, Office of the President.

For detailed information, see the security policies and programs appendix at the end of the TBI student catalog.

STUDENT ACTIVITIES PROGRAM

Student Activities Program

The education of a Taylor Business Institute student occurs both inside and outside the classroom. Student activities facilitate student learning by providing opportunities to explore mutual or diverse extracurricular interests with others.

Through the Student Activities Program, TBI's staff schedules speakers and lecturers and many other events and activities. This enhances student growth and development. Community service opportunities challenge students to develop personally and professionally in the areas of responsibility, social interaction, leadership, communication, and decision-making. Student life at Taylor includes the following:

- Academic Recognition
- Pizza with the President
- Service Learning Projects
- Guest Speaker Program
- Taste of Taylor
- Annual School Picnic
- Constitution Day Write-off
- Writing Center
- Book Club
- Student Lounge with WiFi Access
- Open Lab Time in Classrooms (when classes aren't in session)
- TOEFL (Test of English as Foreign Language) Testing Center

A current calendar of events is available on the college's website (www.tbii.edu) or from the Academic Services Coordinator.

CONTACTS

Academic Programs	Quentin Jackson, Dean of Academic Affairs
Accreditation and Approvals	Janice C. Parker, President
Advising (Academic)	Quentin Jackson, Dean of Academic Affairs; Programs Chairs
Admissions	Franklin R. Parker, Vice President
Advising (Accounting)	Charles Rymaroyicz, Program Chair, Accounting
Advising (Criminal Justice)	Melvin Mahone, Dean of Criminal Justice
Advising (Electronic Engineering Technology)	Anand Mehta, Program Chair, Electronics Engineering Technology
Advising (English as a Second Language)	James Campbell, Director of English as a Second Language (ESL)
Advising (General Education)	Pablo Rajczyk, Director of General Education
Advising (Medical Billing)	Rakesh Kumar, Program Chair, Medical Billing
Advising (Office Technology)	Adean Sanders, Instructor
Advising (International Affairs)	Ranjay Kumar, International Student Advisor
Alcohol and Drug Policy Coordinator	Letitia Coleman, Executive Assistant, Office of the President
Counseling	Quentin Jackson, Dean of Academic Affairs; Programs Chairs
Emergency Contact	Letitia Coleman, Executive Assistant, Office of the President
Facilities and Services	Malik Iqbal, Director of Operations
Family Education Rights and Privacy Act	Quentin Jackson, Dean of Academic Affairs
Faculty and Staff	Quentin Jackson, Dean of Academic Affairs or Letitia Coleman, Executive Assistant, Office of the President
Financial Aid Assistance	Florence Davis, Director of Financial Aid

Finger Printing, Background Checks and Certification	Dorenda Dixon, Dean of Criminal Justice or Malik Iqbal, Director of Operations
Graduation/Job Placement	Lachelle Mitchell, Director of Career Services
Leaves of Absence	Quentin Jackson, Dean of Academic Affairs
Library	Michelle Kopteros, Librarian
Refund Policy and/or Refunds	Monica Taylor, Student Accounts Manager
Safety and Security Policies And Statistics	Letitia Coleman, Executive Assistant, Office of the President
Schedules, Grades and Attendance	Rakesh Kumar, Program Chair
Student Accounts	Monica Taylor, Student Accounts Manager
Student Activities	Ezrarette Stewart, Academic Services Coordinator
Student Employment Assistance	Lachelle Mitchell, Director of Career Services
Transportation Information (U-Pass)	Letitia Coleman, Executive Assistant, Office of the President
Tuition and Fees	Florence Davis, Director of Financial Aid or Monica Taylor, Student Accounts Manager
Tutoring Services	Quentin Jackson, Dean of Academic Affairs or Michelle Burnside, Tutoring Coordinator

ACADEMIC CALENDAR

Quarter	Start Date	End Date
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2010 Fall

September	9/7/2010	11/12/2010
October	10/11/2010	12/17/2010
November	11/15/2010	1/28/2011

2010/2011 Winter

December	12/27/2010	3/4/2011
January	1/31/2011	4/8/2011

2011 Spring

March	3/7/2011	5/13/2011
April	4/11/2011	6/17/2011
May	5/16/2011	7/29/2011

2011 Summer

June	6/20/2011	9/2/2011
August	8/1/2011	10/7/2011

2011 Fall

September	9/6/2011	11/11/2011
October	10/10/2011	12/16/2011
November	11/14/2011	1/27/2012

2011/2012 Winter

December	12/27/2011	3/2/2012
January	1/30/2012	4/6/2012

2012 Spring

March	3/5/2012	5/11/2012
April	4/9/2012	6/15/2012
May	5/14/2012	7/27/2012

2012 Summer

June	6/18/2012	8/31/2012
July	7/30/2012	10/5/2012

2012 Fall

September	9/4/2012	11/9/2012
October	10/8/2012	12/14/2012
November	11/12/2012	1/25/2013

* Does not apply to new class starts in December.

Holidays / Special Events / College Breaks	
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11/25/2010	Thanksgiving
11/26/2010	Thanksgiving
12/24/2010	Christmas
12/25/2010	Christmas
12/31/2010	New Year's Day Observed
Jan 3-7, 2011	Winter Break*
1/17/2011	Martin Luther King Day
2/21/2011	President's Day
5/30/2011	Memorial Day
June 27-30, 2011	Summer Break
7/4/2011	Independence Day
9/2/2011	Graduation Application Deadline
9/5/2011	Labor Day
9/16/2011	Annual Graduation Ceremony
11/11/2011	Veteran's Day
Nov 24-25, 2011	Thanksgiving
12/25/2011	Christmas
12/26/2011	Christmas
Jan 2-6, 2012	Winter Break*
1/2/2012	New Year's Day Observed
1/16/2012	Martin Luther King Day
2/20/2012	President's Day
5/28/2012	Memorial Day
June 24-28, 2012	Summer Break
7/4/2012	Independence Day
9/7/2012	Graduation Application Deadline
9/3/2012	Labor Day
9/21/2012	Annual Graduation Ceremony
Nov 22-23/2012	Thanksgiving
12/25/2012	Christmas
12/26/2012	Christmas
12/31/2012-1/4/2013	Winter Break*