

**Excerpts, selected by the HELP Committee, from a larger document**  
**produced by the company**

**NEW GRANT, NEW PROGRAM, AND  
CREDENTIAL INCLUSION EVALUATION REPORTS**

**ITT TECHNICAL INSTITUTE  
4520 SOUTH UNIVERSITY STREET  
LITTLE ROCK, ARKANSAS 82204-9925**

ACICS ID Code B01208

January 23-25, 2006

Main Campus  
ITT TECHNICAL INSTITUTE  
500 EAST 84TH AVE., SUITE B-12  
THORNTON, CO 80229

ACICS ID Code M01132

**Redacted by HELP Committee**

means: newspaper advertisements in Little Rock area newspapers, networking contacts through instructors, requests through the corporate office, web sites devoted to employment opportunities, and requests made to local employment agencies and technical recruiters.

On page three of the Faculty Manual, academic freedom is discussed. ITT ESI and ITT Technical Institute encourage academic freedom with defined guidelines. As stated in this manual, "faculty members are not authorized to make major changes from the planned course outline, nor may they limit the instruction on the objectives listed in the course outline and faculty member syllabus." It is reported, though, by faculty members that they do have flexibility regarding teaching methodology and the addition of perceived needed course content to the course syllabus. Each faculty member is given a copy of the Academic Freedom Policy by the dean.

At the time of admission, each student is given a copy of the Student Handbook that contains a section on "Student Complaint/Grievance Procedure." In addition, the procedure is posted on the bulletin board at the student entrance. The procedure is also explained during the first week of class, and students sign a form acknowledging they were given a copy of the complaint procedure and that they understand it. The signed form is then placed in the student's permanent education file.

Faculty and staff are given copies of the complaint procedure and reminded of it when the topic is covered in yearly in-service presentations. Employees receive a copy of the Employee Handbook when hired; this Handbook contains steps to follow when a grievance needs to be filed.

#### **Team Concern Regarding the Administration**

The team noted that the minutes for a faculty meeting held January 12, 2006, stated that student survey handouts were given to faculty to review with their students for possible questions that the accrediting committee may ask during their visit. Further, the minutes stated, "Faculty were instructed to inform their students that students are not to complain to the committee about any grievances they may have. Faculty are to remain in their class until the end of the assigned course period and not leave early while the accrediting committee are here."

The team believes the above-stated finding calls into question the ethical practices of the institution's administration. The team, therefore, determined that the question of the administration's integrity should be called into question by noting the above finding in the evaluation report; the team also decided, however, that it was not in the best interest of the on-site evaluation process to discuss this concern with the administration during the on-site visit (**Section 3-1-202**).