

Detroit Business Institute



CATALOG 2026

Effective March 1, 2026

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History

Detroit Business Institute was established in 1976 as a branch campus of Detroit Business Institute, whose roots trace back to 1850, making it one of Michigan's oldest career training institutions. In 1983, the school was awarded accreditation as a free-standing institution by the Accrediting Commission for Independent Colleges and Schools. By 1990, Detroit Business Institute became fully independent when it was purchased by Votech Educational Systems, Inc., and officially renamed Detroit Business Institute (DBI).



For decades, the school operated at the corner of Fort and Sibley in the Riverview Commons Shopping Center in Riverview, Michigan. In 2025, DBI proudly returned to the City of Detroit, moving into its new campus at 22400 W. 7 Mile Road, between Redfern and McIntyre Streets. The building, designed by Minoru Yamasaki, the world-renowned architect behind the original World Trade Center in New York, stands as both a historic and architectural landmark. Renovated to provide a modern, well-lit, and welcoming environment, the campus reflects DBI's enduring history and its forward-looking mission to prepare students for success.

Detroit Business Institute, with origins dating back to 1850, has maintained a continuous tradition of vocational education and, since 2017, has been accredited as a non-degree granting institution by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Mission

The mission of Detroit Business Institute is twofold: to serve the needs of both the individual student and the community. Our role is to provide specialized vocational education which will help our students prepare for a productive career and to provide the community with employees educated in professional and vocational skills. The Institute educates students to meet workforce needs by developing technical competence, professional conduct, and accountability expected in the workplace. DBI evaluates its mission through student completion, licensure or certification, job placement, and employer satisfaction outcomes, ensuring that graduates contribute meaningfully to the economic and social development of the communities they serve.

Goals

Detroit Business Institute has established the following institutional goals:

Student Learning & Career Preparation - To assist its students in securing the type of education that will prepare them for a productive and fulfilling career.

Graduate Employability & Professional Advancement - To help the graduate secure profitable employment in his/her initial position and in future positions according to his/her abilities, skills, and interests.

Workforce-Aligned Program Development - To provide the community with qualified workers who are educated in the skills needed by today's employers.

Student Support & Institutional Effectiveness - Detroit Business Institute is proud of its history and traditions. It is dedicated to the training of those individuals capable of filling the ever-increasing demand for competent and skillfully trained employees in today's workforce.

School Facility Description

Detroit Business Institute occupies approximately 22,000 square feet of instructional and administrative space across two adjoining

buildings—East and West Wings—at its Detroit campus. The facility is designed to foster a dynamic, hands-on learning environment for nursing and allied health education.

Together, the two buildings include dedicated instructional space, comprising eight fully equipped classrooms and five specialized laboratories that support skills development and instruction. The campus also houses offices, student resource spaces, administrative suites, and meeting rooms.

The equipment includes classroom computers, audio visual devices and medical equipment for both teaching and assessing patient care.

The campus also features a beautifully landscaped outdoor park with a rain garden and student seating areas, creating a calm and sustainable space for relaxation, reflection, and community engagement. This outdoor environment complements DBI's focus on wellness and balance in nursing education.

The typical range of number of students in a classroom is 12-32 for a lecture class, up to 12 for a laboratory class and 8 for clinical rotations outside the school.

Accreditation and Approvals

Detroit Business Institute is institutionally accredited to award Diplomas by:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard
Suite 302
Arlington, VA 22201
Telephone: (703) 247-4212

Detroit Business Institute is licensed in the State of Michigan by:

Michigan Department of Licensing and Regulatory Affairs
Corporations, Securities & Commercial Licensing Bureau
Schools and Licensing Section
P.O. Box 30018
Lansing, MI 48909
Telephone: (517) 241-9221

The Practical Nurse program at Detroit Business Institute is approved by the Michigan Board of Nursing located at:

Bureau of Health Professions
611 W. Ottawa
P.O. Box 30670
Lansing, MI 48909-8170
Telephone: (517) 335-0918

The programs at Detroit Business Institute are approved for the training of veterans and other eligible persons for VA Educational Programs.

Staff and Faculty

Administrative Staff

Pradeep K Singh, B.Tech, MS....President & CEO
Jayaa Singh M.Sc., MBA.....School Director
Alisha Williams, RN,MSN.....Program Director, Nursing Programs
Margaret Hopkins, RMA.....Program Director, Allied Health Programs
Chandni Bhilwara,..... Program Coordinator
Brooklyn Mercer ...Admissions Representative

Faculty

Donna Cobb, RN, MSN, Eastern Michigan University
Vernessa Saddler, RN, MSN, University of Phoenix
Tiffany Brookins, RN, MSN. Chamberlain University
Moya Talley, RN, FNP, Ohio Medical College
Dr Larissa Barclay DNP, NP-C, PMHNP-BC, CWCN, University of Michigan
Macie Cleary, RN, BSN, MBA, Oakland University
Angelia Lee, RN, BSN, University of Detroit Mercy
Yvonne Jackson, RN, MSN, Western Governor's University
Katherine Miller, RN, BSN. Eastern Michigan University
Tamaira White, RN, BSN, Colorado Technical University

Joise Goodlow, RN, BSN, Wayne State University
Leila Khanji, RN, FNP Oakland University
Elizabeth Gibbs, RN, BSN, Ohio University

Institutional Memberships

Michigan Student Financial Aid Association
Midwest Association of Student Financial Aid Administrators
Ohio-Michigan Association of Career Colleges & Schools

Statement of Ownership and Control

Detroit Business Institute is owned and operated by Votech Educational Systems, Inc., a Michigan corporation, located at 22400 W. 7 Mile Rd, Detroit, MI 48219. The officers and members of the board of directors are Pradeep K. Singh, President and CEO, and Jayaa Singh, Vice President and Secretary.

Admissions Information

General Admission Requirements

Detroit Business Institute admits students who demonstrate the ability to benefit from career-focused training and meet the minimum institutional requirements for enrollment.

All applicants must satisfy the following general admission criteria:

- Possession of a high school diploma or its recognized equivalent (GED)
- Completion of an admissions interview with an authorized Admissions Representative
- Submission of all required enrollment documentation
- Review and acknowledgment of program-specific requirements, where applicable

Admission to the Institute is contingent upon the applicant's ability to meet all institutional and

programmatic requirements prior to the start of classes.

High School Diploma or Equivalent

Applicants are required to provide documentation verifying completion of secondary education.

Acceptable documentation includes a high school diploma, official transcript, or GED certificate

The Institute reserves the right to request additional documentation if the validity of submitted credentials is in question.

Failure to provide acceptable documentation may result in denial of admission or dismissal

Foreign Diploma Policy

Applicants presenting a foreign high school diploma or transcript must demonstrate equivalency to a United States high school diploma.

The applicant must provide a copy of the diploma:

- If the document is in a foreign language, a certified English translation is required
- The credential must be evaluated by an approved third-party evaluation agency
- The applicant is responsible for all evaluation-related costs

Enrollment is permitted only upon confirmation that the credential is equivalent to a U.S. high school diploma.

Admissions Process

Prospective students must complete the following steps prior to enrollment:

- Request Information or contact the Admissions Office
- Meet with an Admissions Representative to discuss program options and career goals
- Submit Required Documentation
- Complete Program-Specific Requirements (if applicable)

- Review and Sign the Enrollment Agreement

Final enrollment is confirmed upon completion of all required steps and acceptance by the Institute.

Applications for admission are submitted electronically through the Institute's student information system. Prospective students may initiate the admissions process by submitting an inquiry through the Institute's website or by contacting the Admissions Office directly.

All applicants are required to complete an admissions interview with an Admissions Representative. The purpose of the interview is to review program expectations, assess the applicant's commitment, and determine the applicant's ability to benefit from the training.

Applicants must submit all required documentation, including proof of high school completion or its equivalent, prior to enrollment. Documentation is uploaded through the Institute's designated student portal.

Applications remain valid for a period of one (1) year from the date of submission.

Program-Specific Admission Requirements

Certain programs include additional admission requirements based on regulatory, clinical, or industry standards. These may include, but are not limited to:

- Health documentation and immunization records
- Criminal background checks and/or drug screening
- CPR certification
- Technical or physical standards for clinical participation

Detailed program-specific requirements are outlined in the Program Admissions

Requirements section of this catalog and in individual program disclosures.

Clinical Participation Requirements (Where Applicable)

Students enrolled in programs that include clinical, externship, or field experience components must comply with requirements established by clinical affiliates and regulatory agencies.

- These requirements may include:
- Completion of a health physical examination
- Proof of required immunizations and communicable disease screening
- Negative tuberculosis (TB) screening
- Compliance with site-specific policies, which may include vaccination requirements

Failure to meet clinical requirements may prevent a student from participating in required training components and may impact program progression or completion.

Background Checks and Drug Screening (Where Applicable)

Certain programs may require students to undergo a criminal background check and/or drug screening as a condition of enrollment, clinical placement, or externship participation.

- Continued enrollment may be contingent upon the results of such screenings
- Clinical or externship sites may impose additional screening requirements in accordance with applicable laws and regulations
- A criminal record or positive drug screen may limit or prevent placement in required clinical or externship settings

Students are advised that eligibility for licensure or employment may also be impacted by such findings.

Hybrid Program Delivery Requirements (Where Applicable)

Students enrolled in programs that include hybrid or distance education components are responsible for maintaining:

- Reliable internet access
- Appropriate technology to participate in online learning activities

Failure to meet these requirements may negatively impact academic performance.

Enrollment Agreement

All accepted applicants are required to execute an Enrollment Agreement prior to the start of classes.

The Enrollment Agreement outlines:

- Program of study
- Tuition and fees
- Scheduled start and anticipated completion dates
- Institutional policies applicable to enrollment

The signed Enrollment Agreement constitutes a binding agreement between the student and the Institute and is considered an addendum to this catalog.

Non-Discrimination Policy

Detroit Business Institute does not deny admission on the basis of race, sex, age, disability, religion, national origin, or any other characteristic protected by applicable federal or state law.

Institutional Right to Modify Admissions Requirements

Detroit Business Institute reserves the right to revise admissions policies and requirements at any time to remain compliant with regulatory, accreditation, and industry standards.

All revisions will be published and made available to prospective students prior to enrollment

TRANSFER POLICIES

1. Transfer Between Programs at Detroit Business Institute

Detroit Business Institute operates a single campus. Students seeking to change programs must follow a formal withdrawal and re-admission process.

1.1 A student requesting to change programs is required to:

- Officially withdraw from the current program, and
- Apply for admission into the new program

1.2 Admission into the new program is subject to:

- Meeting all admissions requirements **of** the new program
- Availability of space in the program
- Approval by the Institute

1.3 Program changes must be planned in advance and may only occur at designated entry points to ensure proper course sequencing and availability.

1.4 Any change in program will result in:

- Recalculation of tuition and fees
- Re-evaluation of financial aid eligibility, if applicable

- Adjustment to the student's academic schedule and expected completion date

1.5 Transfers from Allied Health programs into the Practical Nursing (PN) Program are not permitted.

All applicants to the PN program must apply and be admitted as new students and meet all PN admission requirements.

Transfer of Credit or Clock Hours from External Institutions

Detroit Business Institute will not accept any transfer of credit from any previously attended Institutions. No Transfer credits will not be granted for courses taken / completed at previous institutions.

Veteran Student Addendum

This catalog addendum applies to students receiving U.S. Department of Veterans Affairs education benefits while attending Detroit Business Institute:

Prior Credit Policy: Per, 38CFR 21.4253 (d)(3), previous training and experience will be considered, and granted if appropriate, for veteran students.

Re-Entry Policy

Readmission Policy – General (All Programs)

1. Eligibility for Re-Entry

1.1 A student who withdraws from a program may be considered for re-entry provided the student: Was in satisfactory academic standing at the time of withdrawal, and Meets all current admission and program requirements in effect at the time of re-entry

1.2 Re-entry is not guaranteed **and** is subject to:

- Program availability
- Space capacity
- Academic standing
- Institutional approval

1.3 Re-entry may occur only at the beginning of a scheduled term or start date.

2. Financial Requirements

2.1 Students must satisfy all outstanding financial obligations prior to re-entry consideration.

2.2 Students are responsible for:

Students repeating courses previously failed or withdrawn may be eligible for financial aid, in accordance with applicable regulations, and will be assessed tuition at the current course rate. Students electing to repeat courses previously passed may also be eligible for financial aid; however, all associated costs will be billed at the current tuition rate.

The student assumes full financial responsibility for all repeated coursework and for:

- Updated books or learning materials
- Any additional coursework required

3. Re-Admission Process

3.1 Students must submit a written request for re-entry to the appropriate Program Director or School Director.

3.2 The request must include:

- Reason for withdrawal
- Plan for successful program completion

3.3 Requests must be submitted two weeks prior to the start of the intended re-entry term, unless prevented by a reentry into the subsequent term i.e a student requesting reentry into a term that immediately follows the term a student is

currently enrolled in as per the academic calendar.

3.4 The Institute reserves the right to require a meeting or interview as part of the re-entry review process.

3.5 All Returning students must sign a **Re-Entry Enrollment Agreement Addendum** upon returning from a Leave of Absence documenting:

- revised enrollment period
- remaining program requirements
- revised estimated graduation date

4. Time Limit for Re-Entry

4.1 Students who have been out of a program for an extended period may be required to:

- Restart the program, or
- Repeat coursework based on curriculum changes and academic evaluation.

If a student has re-enrolled in the same program within one year of their last date of attendance, he/she will be given credit for all previous payments received for that particular program. If a student has not attended classes within the past year, or enrolls in a different program, he/she will be given credit for the pro-rated tuition of any class(es) that the student was granted academic credit.

5. Academic and Conduct Standing

5.1 Students dismissed due to violation of the Student Code of Conduct are not eligible for re-entry.

5.2 Re-entry is contingent upon compliance with:

- Satisfactory Academic Progress (SAP) standards
- All institutional policies

6. Institutional Discretion

6.1 The Institute reserves the right to:

- Approve or deny any re-entry request
- Require additional conditions for re-entry
- Modify requirements based on program or regulatory changes

Additional Re-Entry Requirements

Students seeking re-entry into the Nursing Programs must meet all General Re-Entry requirements in addition to the following program-specific conditions.

I. Practical Nursing (PN) Program – Additional Re-Entry Requirements

1. Re-Entry Timeframe

1.1 Students who have been out of the program for more than two (2) academic terms from their last date of attendance must restart the program in its entirety.

2. Academic Standards

2.1 A student will be subject to dismissal from the PN program under the following conditions:

- Any combination of course failures and/or withdrawals exceeding two (2)
- A course withdrawal is considered equivalent to a course failure
- Failure of the same course twice
- Earning a third failing grade in any course

3. Curriculum and Course Requirements

3.1 Students approved for re-entry must follow the curriculum and course sequence in effect at the time of re-entry, regardless of prior enrollment.

3.2 Students are required to:

- Repeat all failed courses

- Complete additional coursework if required due to curriculum changes or academic evaluation

3.3 The Institute may require audit courses as part of a structured re-entry or remediation plan.

3.4 Audit courses:

- Are designed to reinforce previously completed content
- Require full compliance with course policies, including attendance and participation
- Do not count toward Satisfactory Academic Progress (SAP) attempted or completed hours
- Are the financial responsibility of the student

4. Competency Requirements

4.1 Students seeking credit for previously completed coursework must demonstrate current competency through evaluation.

4.2 Required competency assessments include:

- Math Competency Examination (Dosage Calculation)
 - Minimum passing score: 78%
- Theory Examinations
 - Minimum passing score: 78%
- Clinical Skills Demonstration
 - As determined by the Program Director

4.3 Based on competency outcomes, students may:

- Receive credit for prior coursework, or
- Be required to complete audit courses or repeat courses

4.4 Failure to meet competency requirements will result in:

- Required course repetition (audit or full repeat), or
- Denial of re-entry

4.5 All competency evaluations are maintained in the student's academic record.

Final Re-Entry (NCLEX Readiness Requirement)

4.6 Students re-entering Term 4 must:

- Retake or audit the current course offering the NCLEX preparation program and successfully pass with the current requirements in place
- Meet the current comprehensive assessment benchmark

4.7 Upon successful completion, the Institute will issue a Program Completion and Readiness Certification to the State Board.

5. Clinical and Compliance Requirements

5.1 Students must meet all clinical eligibility requirements prior to and during re-entry, including:

- Criminal background check
- Drug screening
- Health documentation
- Immunizations and TB clearance

5.2 Students must maintain active compliance through the Institute's designated tracking system (Acemapp, Assure or any other system as adopted by the institute), including:

- Document verification
- Continuous compliance status

5.3 Failure to meet clinical requirements will result in ineligibility for clinical placement, and therefore ineligibility to continue in the program.

6. Financial and Administrative Requirements

6.1 A non-refundable re-entry fee of \$100 is required prior to processing the re-admission

request, unless otherwise exempt under institutional timelines.

6.2 Students are responsible for:

- Any increase in tuition
- Updated textbooks or materials
- Costs associated with repeated or additional coursework

II. Nurse Aide (NA) Program – Re-Entry, Rescheduling, and Course Repetition

1. Re-Entry and Rescheduling

1.1 Students who:

- Exceed allowable absences, or
- Miss any clinical day

must re-enter in the next available cohort, subject to availability.

2.2 A non-refundable re-entry fee of \$175 applies.

2. Re-Entry Placement and Tuition

Re-entry placement is determined based on the last successfully completed instructional week:

Status at Withdrawal	Re-Entry Fee	Additional Tuition	Re-Entry Point
Completed Week 1 & 2 (full attendance)	\$175	\$0	Week 3
Completed Week 1 only	\$175	\$225	Week 2
Did not complete Week 1	\$175	\$450	Week 1

2.1 An instructional week is defined as the scheduled week within the cohort.

3. Competency Requirement

3.1 Students seeking re-entry into Week 3 must pass a competency assessment.

3.2 The assessment evaluates:

- Core theoretical knowledge
- Required nursing assistant skills

3.3 Outcomes:

- Pass → Student re-enters at Week 3
- Fail → Student must restart at Week 1

3.4 Applicable fees will be assessed based on Week 1 re-entry status.

4. Financial Responsibility

4.1 All outstanding balances from the original enrollment remain due.

4.2 Students must adhere to the payment schedule of the new cohort.

4.3 The re-entry fee is administrative and does not replace tuition obligations.

5. Course Repetition

5.1 Students who fail the course must repeat the entire program.

5.2 Course repetition is subject to:

- Program availability
- Space capacity

5.3 Students are responsible for all associated costs, including tuition, fees, and materials.

III. Course Repetition (Practical Nursing Program)

1. The most recent grade earned will be used in GPA calculation, even if lower than a previous grade.

2. All attempts remain on the student's academic transcript.
3. Repeated courses:
 - i. Count toward attempted hours
 - ii. May impact Satisfactory Academic Progress (SAP)
 - iii. Students are responsible for all costs associated with repeated courses.
 - iv. Course repetition is subject to availability and is not guaranteed.
 - v. Audit Courses do not count towards attempted course for SAP

assignments, projects that support the objectives of the course, and clearly defined research papers. Each individual class syllabus will include a description of the required out-of-class work along with due dates and the expected time required to complete the assignments.

Assignments are due at the beginning of class/or on the date published in the course syllabus/or Google Classroom. Assignments submitted after the deadline will have 10% (10 percent) deducted for every calendar day until the assignment is submitted. These late assignments will be accepted up to one (1) week (7 calendar days) after the due date. If the assignment is not turned in as required it will be assigned a zero (0).

Example 1: Assignment is due on April 10, 2026 at 8:30 a.m. The assignment is worth 50 points. It is turned in at 3 p.m. on April 10, 2026. The maximum points now available for the assignment are (45.0) because (10%) is deducted for each calendar day. (10%) of 50 is 5 points x 1 day = 45 points.

Example 2: Assignment is due on April 10, 2026 at 11:59 p.m. The assignment is worth 50 points. It is turned in at 8:30 am on April 17, 2024 The maximum points available for this assignment are 35.0 points because 10% is deducted for each calendar day. 10% of 50 is 5 points x 7 days = 35.0 points. If the assignment is not turned in 7 days from the due date (including weekends and holidays) the assignment will not be accepted and will receive a zero.

Academic Information

Definition of Credit Hours

The institution evaluates courses in terms of quarter credit hours. The number of credit hours assigned to a course is defined as a combination of lecture hours, laboratory hours, additional out-of-class hours and clinical/externship hours.

One quarter credit hour equals 30 units comprised of the following academic activities:

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

Out-of-Class Activities

All classes require out-of-class student work which is subject to a grade; however, the actual percentage it represents of the overall grade is left to the discretion of the instructor. The institution's out-of-class work differs with each course, but generally includes reading and writing

GRADING AND ACADEMIC EVALUATION

Detroit Business Institute maintains permanent academic records for each student, including progress, grades, and attendance. Students may review their academic records in accordance with institutional procedures.

Grades are issued at the conclusion of each term, course, or evaluation period, as applicable to the

program of study. Students are responsible for monitoring their academic progress on Populi and for meeting all graduation and progression requirements of their program.

I. General Grading Provisions

1. Student Responsibility

Each student is responsible for his or her academic performance, including all grades earned in coursework, laboratory, clinical, externship, and other required educational activities.

2. Recording of Grades

Grades are recorded in the student information system and become part of the student's permanent academic record.

3. Grade Review

A student who wishes to challenge a grade must first submit the concern in writing to the instructor. If the matter is not resolved, the student may proceed through the school's chain of command.

4. Rounding of Grades

Unless otherwise stated in a specific program policy, final course grades are not rounded upward. The grade earned must meet the stated minimum passing standard.

5. Additional Grade Symbols

The following grade symbols may be used, where applicable:

1. **W** – Withdraw
2. **I** – Incomplete
3. **TC** – Transfer Credit
4. **AU** – Audit
5. **FN** – Failed due to non-attendance
6. **FN(R)** – Failed due to non-attendance and later repeated
7. **ER** – Failed and repeated

Unless otherwise stated in a program-specific policy:

- **W grade** does not count in the cumulative grade point average (CGPA), but may count in attempted credits/hours for Satisfactory Academic Progress (SAP).
- **TC** does not count in the CGPA.
- **AU** does not count toward CGPA or SAP attempted hours unless otherwise required by program policy.

6. Incomplete Grades

An **Incomplete (I)** may be issued only in limited circumstances approved by the school. If the incomplete is not resolved within the required timeframe established by the school or program, the grade will convert to the applicable final grade under the program policy.

Grading Standard

The scholastic program of the student is reported at the end of each term and at periodic intervals during the term as needed. Reports are distributed to students in school or mailed unless other arrangements are approved by the school. Students are required to pass all classes with a grade of C+ or higher and maintain a cumulative grade point average of 2.5 or greater for nursing programs and 2.0 and higher for Allied health programs.

I. Allied Health Programs Grading Scale

This grading scale applies to DBI Allied Health programs unless a program has a separately published grading policy.

Grade	Percentage	Grade Points
A	94–100	4.00
A-	90–93	3.70
B+	87–89	3.30
B	83–86	3.00

B-	80–82	2.70
C+	77–79	2.30
C	73–76	2.00
C-	70–72	1.70
D+	67–69	1.30
D	65–66	1.00
E	Below 65	0.00

1. Minimum Passing Standard – Allied Health

Students in Allied Health programs must earn a minimum passing grade of **D (65%)** in a course unless a higher standard is specifically required by a program, externship site, certification standard, or course syllabus.

2. Minimum Attendance – Allied Health

Students in Allied Health programs must maintain a minimum attendance rate of **80%**, unless a program-specific policy establishes a higher requirement.

3. Pass/Fail Courses – Allied Health

For pass/fail courses, the following scale applies:

Grade	Percentage	Result
P	65 and above	Pass
E	Below 65	Fail

4. Cumulative Academic Standard – Allied Health

Where applicable, students are expected to maintain the minimum cumulative grade point average of 2.0 for their program in order to remain in good standing, progress, and graduate.

II. Practical Nursing Program Grading Policy

Because of the academic and clinical rigor of the Practical Nursing Program, the grading, progression, and graduation standards for

nursing are higher than those of Allied Health programs.

1. Minimum Passing Standard

Students in the Practical Nursing Program must:

- Earn a minimum final course grade of 78% (C+) in each required nursing course, and
- Maintain a minimum cumulative grade point average of 2.5

A student who earns less than 78% in a required course has not passed that course.

2. Practical Nursing Grading Scale

Grade	Percentage	Grade Points
A	94–100	4.00
A-	90–93	3.70
B+	87–89	3.30
B	83–86	3.00
C+	78–82	2.30
E	77 and below	0.00

78% is the nursing program passing cutoff.

3. No Rounding

If a final percentage includes a decimal value below a whole number, the grade will **not** be rounded upward. Students must achieve the full minimum required score to pass.

4. Progressive Nature of the Program

The Practical Nursing Program is a progressive program. Students must successfully complete all required courses within a term before progressing to the next term. A student who does not successfully complete a required course may not advance until that deficiency has been resolved in accordance with school policy.

5. Practical Nursing Theory, Lab, and Clinical Evaluation

i. Theory Courses

For theory-only courses, a student may progress only after earning a final course grade of 78% or higher.

To qualify for a passing final course grade, the student must first achieve at least 78% on tests and examinations combined. Only after this benchmark is met may grades from assignments, projects, quizzes, or other course requirements be added in accordance with the syllabus.

ii. Courses with Skills Lab and/or Clinical

For courses that include theory with skills lab and/or clinical components, the student must satisfy **all** of the following:

- Earn at least 78% in the theory component
- Earn a rating of Satisfactory Performance in all required skills lab outcomes
- Earn a rating of Satisfactory Performance in all required clinical outcomes

Failure to meet any one of these requirements will prevent progression and may require course repetition.

iii. Clinical Evaluations

Clinical performance is evaluated on an ongoing basis. Students may be evaluated at any time during a clinical rotation. Final clinical evaluation is required for successful course completion.

Clinical and skills performance standards are described in the applicable course syllabus and clinical evaluation tools.

iv. Unsatisfactory Clinical Performance

Students demonstrating unsatisfactory clinical performance may be counseled immediately and placed on a written improvement plan. Continued unsatisfactory performance may result in failure of the course or further academic action.

6. Nursing Incomplete Grade Policy

An Incomplete (I) grade in the Practical Nursing Program may be assigned only in limited circumstances approved by the school.

For **NUR 145** and other applicable Term 4 completion requirements:

- An Incomplete may be assigned when the student has otherwise performed satisfactorily in the course but has not yet met the school's required benchmark on the NCLEX readiness measure in effect

- The incomplete must be resolved within three (3) weeks of the end of the term
- If the incomplete is not resolved by the deadline, the grade will convert to **E**
- A student who does not meet the required benchmark within the allowed period must repeat the applicable course in accordance with school policy

A grade of **I** may not be converted to a withdrawal grade.

7. Academic Standing – Practical Nursing

Practical Nursing students must remain in good academic standing throughout the program.

i. Academic Standing Requirements

A PN student must:

- Maintain a minimum cumulative GPA of 2.5
- Successfully complete all required courses in sequence
- Meet all theory, lab, and clinical requirements

ii. Academic Failure and Withdrawal

For academic standing purposes:

- A course withdrawal is treated as equivalent to a course failure
- Students are allowed a maximum of two academic failures and/or withdrawals in the program
- Any combination of course failures and/or withdrawals totaling two (2) may result in dismissal, in accordance with program policy

iii. Academic Dismissal

A Practical Nursing student may be academically dismissed for reasons including, but not limited to:

- Failure to maintain the minimum cumulative GPA standard after the permitted review period
- Failure of the same course twice
- Failure to meet progression requirements
- Failure to meet clinical or program completion requirements

III. Posting of Grades

Grades are generally posted on Populi within approximately 72 hours of the examination or evaluation, unless otherwise determined by the instructor or the school.

At the discretion of the instructor, examinations may be reviewed or discussed during class.

IV. Course Repetition

When a course is repeated, all attempts remain on the student's transcript. The most recent grade earned will be used in calculating the GPA, even if lower than the prior grade, unless otherwise prohibited by program policy.

Repeated courses may affect Satisfactory Academic Progress (SAP), financial aid eligibility, and expected graduation date.

Students who need to repeat a course that is no longer offered due to a revised curriculum may have a blended curriculum, which may consist of a revised progression plan. Students cannot repeat a course(s) they have previously passed to simply improve their cumulative grade point average (CGPA).

REMEDICATION AND COURSE REPETITION POLICY

1. Definition

A Remediation Course is a required instructional activity assigned to ensure that a student demonstrates the knowledge and skills necessary for progression or re-entry into a program.

Remediation may be assigned when a student:

- Returns after an interruption (re-entry)
- Does not demonstrate required competency and thereby fails a course
- Requires reinforcement of theory, lab, or clinical skills

Remediation is mandatory and may include course repetition, skills practice, or competency assessments.

2. Academic Requirements

Students assigned remediation must:

- Attend all required sessions
- Complete all assignments and evaluations

- Successfully demonstrate required competencies

Successful completion of remediation is required for progression, re-entry, or continued enrollment.

3. Course Repetition

Students must repeat any course in which a failing grade is earned.

- Course repetition is subject to availability and program sequencing
- The most recent grade will be used in GPA calculation
- All attempts remain on the academic record

4. Financial Responsibility

Students are responsible for any costs associated with repeated coursework or remediation, including tuition, fees, and materials, where applicable.

5. SAP Treatment

For purposes of Satisfactory Academic Progress (SAP):

- Remediation and repeated courses are considered attempted coursework
- They count toward pace of progression and maximum timeframe
- Credit is considered earned only upon successful completion

6. Institutional Authority

Detroit Business Institute reserves the right to assign and define remediation requirements based on academic evaluation and program standards.

General Policies

Students may appeal a final course grade in accordance with the institution's Student Complaint and Grievance Policy.

All grade appeals must be submitted within ten (10) days following the end of the term. Appeals submitted after this period will not be considered.

Students with concerns must follow the Chain of Command:

- i) Instructor
- ii) Nursing Program Director
- iii) Director of the School
- iv) President of the School

V. Graduation Requirements

- Students must complete all required courses and satisfy all institutional and program requirements for graduation.
- To be eligible for graduation, a student must satisfy all academic, financial, attendance, and program requirements.
- Meet all required lab, clinical, and program completion benchmarks

Allied Health Programs

- Maintain a minimum cumulative GPA of 2.0

Practical Nursing Program

To graduate from the Practical Nursing Program, a student must:

- Earn a minimum grade of C+ (78%) in each required course
- Maintain a minimum cumulative GPA of 2.5

VI. Transcript Honors

Students who complete their program and meet the published cumulative grade point average requirement may be eligible for academic honors notation on their official transcript. Transcript honors are based on the student's final cumulative GPA at the time of program completion and are awarded only after all final grades and program requirements have been verified.

- To be eligible for transcript honors, a student must be in good academic standing and must have no unresolved disciplinary action, suspension, or finding of serious misconduct at the time of

program completion. The school reserves the right to withhold transcript honors when a student's record includes conduct that is inconsistent with the professional standards of the program.

- **Ceremonial Honors and Honors Cords**
Honors cords and other graduation ceremony recognitions are institutional privileges and are not guaranteed solely by GPA. To receive ceremonial honors recognition, including an honors cord, a student must meet the applicable GPA requirement, complete all program requirements, satisfy financial and administrative obligations, and demonstrate satisfactory professional conduct. Students who have been suspended, placed on disciplinary probation, or found responsible for serious misconduct may be ineligible for ceremonial honors recognition, regardless of GPA.

Transfer of Credit

The primary objective of the studies at Detroit Business Institute is to provide proficiency in employable skills so the student can secure preferred employment in their field of training. The school makes no promise or guarantees of transferability of credits to other educational institutions. Transferability of academic credits to other institutions depends solely and exclusively on the institution the student considers for transfer. Students must contact the registrar of the receiving institution to determine what credits, if any, that institution will accept.

Standards of Satisfactory Academic Progress

Detroit Business Institute evaluates Satisfactory Academic Progress (SAP) for all students enrolled in Title IV eligible programs. SAP is measured using qualitative (grade point average), quantitative (pace of progression), and maximum timeframe standards.

SAP standards are applied consistently to all students within a program, regardless of financial aid status.

SAP is evaluated at the end of each payment period (as defined for each program).

I. SAP MEASUREMENT STANDARDS

a. Qualitative Standard (Cumulative GPA)

Students must maintain the following minimum cumulative grade point average (GPA):

- Practical Nursing (PN): 2.5 cumulative GPA
- Allied Health Programs (MA, MO, MOS): 2.0 cumulative GPA

SAP is evaluated based on cumulative academic performance, not individual term performance.

b. Quantitative Standard (Pace of Progression)

Students must successfully complete a minimum percentage of attempted coursework.

Pace Calculation: $\text{Pace} = \frac{\text{Cumulative Earned Credits}}{\text{Cumulative Attempted Credits}}$

Minimum Pace Requirement: All programs: **67%**

c. Maximum Timeframe

Students must complete their program within 150% of the published program length.

Program	Credit Hours	Maximum Attempted (150%)
Practical Nursing (PN)	50	75
Medical Assistant (MA)	46	69
Medical Office (MO)	49.5	74.25
Medical Office Specialist (MOS)	38	57

Students who reach the maximum timeframe are no longer eligible for Title IV financial aid, regardless of academic standing.

II. SAP EVALUATION

SAP is evaluated at the end of each payment period, as defined by the program structure:

- Practical Nursing (PN): Evaluated at the end of each term
- MA and MO Programs: Evaluated at the end of each payment period
- MOS Program: Evaluated at the end of each payment period

III. FINANCIAL AID STATUS DEFINITIONS

1. Good Standing

Student meets all SAP standards and remains eligible for financial aid.

2. Financial Aid Warning

A student who fails to meet SAP standards is placed on Financial Aid Warning for one payment period.

- No appeal is required
- Student remains eligible for financial aid during this period

3. Financial Aid Denial

A student who fails to meet SAP standards at the end of the warning period will be placed on Financial Aid Denial and becomes ineligible for federal financial aid.

4. Financial Aid Probation

A student who successfully appeals a Financial Aid Denial will be placed on Financial Aid Probation.

- The student regains financial aid eligibility for one payment period
- The student must meet SAP standards by the end of the probation period or comply with an approved academic plan

5. Financial Aid Probation with Academic Plan

A student on probation may be placed on an academic plan designed to ensure progression toward SAP compliance.

- Failure to meet the terms of the academic plan will result in loss of financial aid eligibility

IV. APPEAL PROCESS

Students who lose financial aid eligibility may submit a written appeal based on extenuating circumstances, including but not limited to:

- Serious illness or injury
- Death of a family member
- Other documented circumstances beyond the student's control

Appeal Requirements

The appeal must include:

- A written explanation of the circumstances
- Supporting documentation
- A description of what has changed to allow the student to meet SAP standards

The decision of the institution is final and not subject to further appeal.

V. TREATMENT OF COURSES IN SAP

Course Outcome	Attempted Credits	Earned Credits
Passing Grades	Yes	Yes
F / E (Failing)	Yes	No
W / WP / WF	Yes	No
Incomplete (I)	Yes	No (until resolved)
Transfer Credit (TC)	Yes	Yes
Audit (AU)	No	No

Repeated Courses

- Count as attempted credits
- Most recent grade is used in GPA calculation
- All attempts count toward pace and maximum timeframe

VI. REGAINING ELIGIBILITY

Students may regain eligibility for financial aid by:

- Meeting SAP standards in a subsequent evaluation period without financial aid, or
- Successfully completing the requirements of an approved academic plan

VII. IMPORTANT DISCLOSURE

Failure to meet SAP standards affects financial aid eligibility only and does not automatically result in dismissal from the program. Academic standing and progression are governed by separate institutional policies.

SAP Notification and Appeal Process

1. SAP Notification

Detroit Business Institute utilizes its student information system to monitor Satisfactory Academic Progress (SAP). The system calculates each student's cumulative GPA and pace of progression using the most current academic data.

Students are assigned an SAP status based on their performance:

- Satisfactory – Student meets all SAP requirements
- Warning – Student does not meet SAP requirements

Students who do not meet SAP standards are formally notified:

- Notification is sent to the student's Populi account

2. Appeal Process

Students who fail to meet SAP standards and lose financial aid eligibility may submit a written appeal based on extenuating circumstances beyond their control.

2.1 Appeal Requirements

The appeal must include:

- A written explanation of the circumstances that affected academic performance
- A description of what has changed to allow the student to meet SAP standards
- Supporting documentation (e.g., medical documentation, official records)
- An academic improvement plan, if required

Appeal forms are available through the Financial Aid Office.

2.2 Review and Decision

- Appeals are reviewed by the institution
- Students will be notified of the decision within a reasonable timeframe
- The decision of the institution is final and not subject to further appeal

If approved, the student will be placed on:

- Financial Aid Probation, or
- Financial Aid Probation with an Academic Plan, as applicable

2.3 Examples of Acceptable Circumstances

- Serious illness or medical condition
- Death or serious illness of an immediate family member
- Victim of a crime or other significant life event

2.4 Circumstances Not Typically Considered

- Poor time management
- Lack of awareness of institutional policies
- Failure to follow academic guidance
- Transportation or childcare issues
- Personal issues not requiring professional intervention

3. Student Responsibility

Students are responsible for:

- Monitoring their academic progress
- Responding promptly to SAP notifications
- Submitting complete and timely appeal documentation, if applicable

Additional Satisfactory Academic Progress for Title IV Federal Financial Aid

1. Treatment of Grades in SAP Evaluation

Satisfactory Academic Progress (SAP) calculations include all applicable coursework in determining cumulative GPA and pace of progression.

1.1 Incomplete Grades (I)

- Incomplete grades are included as attempted credits but not earned credits until resolved.
- Incomplete grades must be resolved within the timeframe established by the

program (generally three (3) weeks from the end of the term)

- If not resolved within the required timeframe, the grade will convert to a failing grade
- SAP will be recalculated once the final grade is recorded

1.2 Withdrawal Grades (W, WP, WF)

- Withdrawal grades are counted as attempted credits but not earned credits
- Withdrawals negatively impact the student's pace of progression

An approved Leave of Absence (LOA) does not automatically result in a SAP status change; however, SAP will be evaluated at the next scheduled evaluation point.

1.3 Course Repetition

- Repeated courses are counted as attempted credits
- The most recent grade is used in the calculation of GPA
- All attempts remain part of the academic record and are included in SAP calculations

Students must meet SAP standards in order to remain eligible for financial aid while repeating coursework.

2. Financial Aid Eligibility

Students who do not meet SAP standards and are placed on Financial Aid Denial are not eligible to receive federal financial aid, including but not limited to:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Loans

3. Continuing Enrollment Without Financial Aid

Students who are not meeting SAP standards but are not academically dismissed may continue enrollment at Detroit Business Institute.

- Students must pay for educational costs using private funding or personal resources
- Financial aid eligibility may be reinstated once SAP standards are met or an appeal is approved

Leave of Absence

Detroit Business Institute may grant a Leave of Absence (LOA) for documented and approved reasons. A student requesting an LOA must submit a written, signed, and dated request stating the reason for the leave. The request should be submitted in advance unless unforeseen circumstances prevent prior notification. The institution must determine that there is a reasonable expectation that the student will return from the LOA. An approved LOA may not exceed 180 days within any 12-month period; multiple LOAs may be granted under extenuating circumstances, provided the total duration does not exceed 180 days within the same 12-month period. An approved LOA is not considered a withdrawal for Title IV purposes, and the student will resume the program at the same point in the academic sequence, subject to institutional policies. If a student does not return as scheduled, the student will be considered withdrawn, and the withdrawal date will be the student's last date of academic attendance. Financial aid will be determined in accordance with applicable federal regulations. Detroit Business Institute reserves the right to approve or deny LOA requests and may require supporting documentation.

Class Attendance

Regular attendance is essential for academic success and reflects professional expectations in the workplace. Students are expected to attend all scheduled classes and arrive on time. The institution does not permit excessive absences or unwarranted tardiness. If a student anticipates an absence, they should notify the instructor or the school office in advance whenever possible. Students are responsible for all missed instruction, assignments, and assessments. The school maintains daily attendance records for all

classes, which become part of the student's permanent academic record. Physical attendance records are retained for a limited period and are purged seven (7) days after the end of the term. Any discrepancies or disputes related to attendance must be submitted in writing to the Program Director or School Director within seven (7) days following the end of the term. After this period, attendance records as documented in the student information system will be considered final.

Attendance Policies

Attendance is mandatory in all classes, including theory, laboratory, and clinical components. Students are expected to attend all scheduled sessions, arrive on time, and remain for the full duration of the class.

A student who is absent (excused or unexcused) for more than 10% of the scheduled instructional time in any course will fail that course.

Students who are unable to attend or will be late must notify the instructor, clinical site, or Program Director prior to the scheduled start time, unless prevented by an emergency. Failure to notify may result in course failure and/or dismissal from the clinical site. Students dismissed from a clinical site will receive a failing grade for the course.

All required clinical and laboratory hours must be completed as outlined in the course syllabus. Absences in clinical or lab must be made up. One excused absence may be made up without charge. Additional absences will require a make-up session at a rate of \$20 per clock hour, payable in advance. Failure to complete required make-up hours may result in course failure or dismissal.

Students arriving more than 15 minutes late or leaving early may be required to make up the entire class session if it's a clinical or be marked absent in cases of theory classes. Repeated absences or failure to meet attendance requirements may result in dismissal from the program.

Failure to attend a scheduled make-up session may result in dismissal.

An excused absence includes documented circumstances such as:

- Court appearances (student or dependent)
- Death of an immediate family member
- Medical necessity for the student, spouse, or child
- Other emergencies approved by the School Director

Documentation for excused absences must be submitted within 10 days of the absence. Absences without appropriate documentation will be considered unexcused. Excused absences are part of the 10% allowed absences.

ATTENDANCE POLICY DURING EMERGENCY REMOTE LEARNING MODE

During periods of remote or hybrid instruction, students must meet all attendance requirements in order to be marked present.

To be considered present, a student must:

- Attend all scheduled virtual class sessions at the times communicated by the instructor
- Participate in all required sessions for the day (e.g., multiple sessions for clinical, lab, or didactic instruction)
- Remain actively engaged in the session with camera on at all times, unless otherwise approved by the instructor
- Complete and submit all assigned work or activities as directed

Students are responsible for regularly checking course communications and announcements.

If a student is unable to attend or experiences technical difficulties, the student must notify the instructor or school office prior to the start of class, unless prevented by an emergency. In the event of internet disruption, the student must contact the school and follow up with the instructor as soon as possible. Failure to provide timely notification may result in an absence.

Punctuality

Students are expected to arrive on time for all classes. For clinical rotations, students must report 15 minutes prior to the scheduled start time.

- Students arriving after the scheduled start time will be marked tardy
- Three (3) tardies equal one (1) absence
- Tardiness exceeding 15 minutes will be recorded as an absence
- Leaving class early or arriving late by more than 15 minutes constitutes an absence

Entry into class after a late arrival is at the discretion of the instructor; however, attendance status will be recorded in accordance with this policy.

Repeated tardiness or failure to meet punctuality expectations may result in disciplinary action, including written warnings or further academic consequences.

Make-up Policy

All quizzes, tests, and final examinations must be taken on the scheduled date and time.

Make-up examinations are permitted only in cases of documented and approved excused absences. Approval must be obtained from the Program Director or School Director. Make-up exams will be administered outside of regular class time and at the discretion of the instructor. An alternate version of the examination may be used.

Students arriving late on an examination day may be allowed to test; however, no additional time will be granted. Students who take an examination after the scheduled time without prior approval will receive a 10% deduction from the final score.

Financial Aid and Other Financial Information

Financial Aid

The amount of student financial aid received is dependent upon current legislation and the amount of funds allocated to Detroit Business Institute. All students are eligible for consideration. Approval and the amount of financial aid are determined by need according to

a nationally accepted formula which is applied uniformly to all individuals applying for aid.

Detroit Business Institute has various financial aid programs available to assist qualified and eligible students. The Federal Grant Programs, for students with exceptional financial need, are the Federal Pell Grant and the Federal Supplemental Educational Opportunity Grant. The Federal Direct Stafford Loan program is also available to Detroit Business Institute students.

Federal Pell Grants

The Federal Pell Grant program is funded by the U. S. Department of Education to all eligible students with exceptional financial need as determined by the criteria established by the U.S. Department of Education. The maximum Federal Pell Grant award is \$7,395 for the 2025–26 award year (July 1, 2025, to June 30, 2026).

There is a limit to the total amount of Federal Pell Grants that a student may receive, which is the equivalent of 6 years. Once a total amount of Pell Grant eligibility has been received, a student is no longer eligible to receive Pell Grant financial aid.

Federal Supplemental Educational Opportunity Grants

These grants are made available through the U. S. Department of Education for students with exceptional financial need as determined by the school, and with priority giving to Federal PELL Grant recipients. The grants will range from \$100 to \$2,800 for the 2025-2026 award year. The award amount is depending on the appropriation of federal funds available to the school from the federal government and is available for tuition only.

Federal Direct Stafford Loans

Students attending Detroit Business Institute may be eligible to receive Federal Direct Student

Loans to help meet part of their educational expenses. Students with Federal Stafford loans transferring from other eligible schools may have their loan repayment period deferred or extended while in attendance at Detroit Business Institute. Repayment of the loan principal begins six months (grace period) after the student is no longer attending school on at least a half-time basis.

Federal Direct Subsidized Loans: “Subsidized” means the federal government pays the interest on the loans while the student is enrolled in school and during the grace period, or in deferment. Students must show financial need to receive this loan. For first time borrowers after July 1, 2013, there is a limit on subsidized loans eligibility of up to 150% of their program length. The current interest rate for 2025-2026 award year is fixed at 6.39%.

Federal Direct Unsubsidized Subsidized Loans: “Unsubsidized” means the federal government does not pay the interest on the loans while the student is enrolled in school, during the grace period or in deferment. Students that may need additional loan funding may qualify for an unsubsidized loan regardless of their financial need. Students are responsible to pay the interest on a quarterly basis or may choose to capitalize the interest. The current interest rate for 2025-2026 award year is fixed at 7.94%.

Disbursement of Financial Aid

All financial aid funds are disbursed in accordance with federal guidelines and are dependent upon the length of programs and type of financial aid received. All financial aid funds as they are received are applied directly to the student’s account, normally done once per academic term.

DISBURSEMENT OF FINANCIAL AID

Financial aid funds are disbursed in accordance with federal Title IV regulations and are based on

the student's program length, payment periods, enrollment status, and continued eligibility.

All financial aid funds are applied directly to the student's account to cover tuition, fees, and other institutional charges. Disbursements are made by payment period, provided the student remains eligible, meets Satisfactory Academic Progress (SAP) requirements, and has satisfied all applicable verification and enrollment conditions.

1. Payment Periods

Financial aid is disbursed based on the payment period structure of each program:

- **Practical Nursing (PN):** Disbursements are made at the beginning of each academic term (each term constitutes a payment period)
- **Medical Assistant (MA) and Medical Office (MO):** Disbursements are made across three (3) payment periods over the program
- **Medical Office Specialist (MOS):** Disbursements are made based on the defined payment period structure of the program

Disbursement of funds is contingent upon:

- Confirmation of enrollment and attendance
- Completion of all required financial aid documentation
- Compliance with SAP standards

A student may request the institution to hold any additional Title IV funds in order to assist the student in managing his/her Title IV funds for the remainder of the academic year. The student must make this request in writing. The student also has the right to rescind this authorization in writing and request that the credit balance be disbursed.

2. Academic Year Definitions

Academic year definitions are used for financial aid eligibility and award calculations and are established in accordance with federal regulations.

- **Practical Nursing (PN):** Three (3) terms of 11 weeks each, totaling 36 quarter credit hours
- **Medical Assistant (MA):** Program consists of 46 quarter credit hours over approximately 36 weeks
- **Medical Office (MO):** Program consists of 49.5 quarter credit hours over approximately 36 weeks
- **Medical Office Specialist (MOS):** Program consists of 38 quarter credit hours over approximately 30 weeks

Academic year and payment period structures are defined in accordance with federal Title IV guidelines.

3. Enrollment Status

Enrollment status is determined in accordance with federal financial aid regulations and is based on the student's scheduled coursework converted to a standard academic term equivalent.

Practical Nursing (PN) – Term-Based Programs

- Full-Time: 12 or more quarter credits per term
- Three-Quarter Time: 9–11 quarter credits per term
- Half-Time: 6–8 quarter credits per term
- Less than Half-Time: Fewer than 6 quarter credits per term

4. Allied Health Programs (MA, MO, MOS) – Non-Term Modular Programs

For non-term, credit-hour programs, enrollment status is determined by converting the student's scheduled coursework within a payment period into a standard academic term equivalent.

- Full-Time: Equivalent of at least 12 quarter credits per academic term (10–12 weeks)
- Three-Quarter Time: Equivalent of 9–11 quarter credits per term
- Half-Time: Equivalent of 6–8 quarter credits per term
- Less than Half-Time: Equivalent of fewer than 6 quarter credits per term

Enrollment status may affect financial aid eligibility, disbursement amounts, and loan eligibility.

5. Additional Federal Requirements

- First-time federal student loan borrowers may be subject to delayed disbursement in accordance with federal regulations
- Financial aid awards and disbursements are subject to verification, enrollment status, and eligibility requirements
- Changes in enrollment status may result in adjustments to financial aid awards

Veterans Benefits and Training

The programs at Detroit Business Institute are approved for the training of veterans. Maximum benefits are provided to veterans who attend on a full-time basis. Children of veterans who died or are permanently disabled may also be entitled to educational benefits. A veteran or dependent should contact the admissions department or the Veterans' Administration for further information.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

Non-Title IV Payment Requirement

All students must pay a minimum of \$2200.00 of their tuition from sources other than federal student financial aid. Based on availability of federal financial aid, some students will be required to pay more than the minimum amount. Payments may be made in equal installments in accordance with the payment arrangements made in advance with the financial aid administrator.

Alternate Payment Plans

Detroit Business Institute offers alternative payment options to assist students in financing their education.

Two payment plans are available:

Deferred Payment Plan: This plan allows students to pay tuition in installments over the length of the program with no interest charged.

Tuition Finance Plan: This plan allows students to finance tuition for up to 48 months. The plan is interest-free for the first 12 months, after which a 6% interest rate will apply. Eligibility for this plan requires a minimum qualifying credit score and approval by the financing provider.

Both payment plans require a minimum 10% down payment, due at the time of enrollment. Monthly payments typically begin approximately 30 days after the start of classes.

Students are encouraged to contact the Admissions Office for additional details, eligibility requirements, and application procedures.

Tuition Savings Plan

Pay the entire cash balance of your tuition for the entire program on or before the first day of class and receive a 6% discount. This plan is not available if there are other funding sources paying your tuition such as student financial aid, scholarships, or any third-party payments.

Financial Obligations

Students are responsible for satisfying all financial obligations to Detroit Business Institute, including but not limited to tuition, fees, payment plan obligations, returned payment charges, and required financial aid documentation.

Failure to remain in good financial standing may result in the suspension or withholding of institutional services, including but not limited to:

- Class registration and scheduling
- Access to instructional materials or books
- Grade reports and transcripts
- Clinical or externship placement
- Graduation documents and other institutional services

A student is considered in good financial standing when all outstanding balances are satisfied or when the student is current under an approved payment arrangement.

Students enrolled under deferred or installment payment plans are expected to make payments as scheduled. Failure to remain current on payments, including multiple missed or late payments, may result in:

- Restriction from progressing to subsequent terms
- Withholding of books or required materials
- Delayed course registration or enrollment
- Temporary suspension of academic or administrative services

Students who are not in good financial standing at key progression points in the program may be required to bring their account current or enter into an approved payment agreement prior to continuing enrollment.

Diplomas and official transcripts may be withheld until financial obligations are satisfied. In limited circumstances, the institution may release a diploma upon graduation if the student remains current under an approved payment arrangement for a sustained period, as determined by the institution.

Detroit Business Institute reserves the right to approve exceptions or establish payment arrangements based on documented circumstances. Failure to comply with an approved payment agreement may result in suspension of services until the account is brought current.

Verification

As part of federal compliance, the U.S. Department of Education randomly selects a portion of financial aid applicants each year—typically about 30%—to undergo verification. term, the tuition charges will be calculated as indicated below:

When this occurs, students are required to complete a Verification Worksheet issued by the DBI Office of Student Financial Planning and to submit all requested supporting documentation before financial aid funds can be credited to their account.

Documentation may include items such as federal income tax transcripts, W-2 forms (for the student, spouse, and/or parent or guardian), evidence of untaxed income, or verification of housing and other allowances.

The Office of Student Financial Planning will provide written notice detailing which materials must be submitted. Following review, if verification results in any revisions to the Student Aid Index (SAI) or financial aid eligibility, the student will receive an updated written notification reflecting those changes.

Refund Schedule

Withdrawal Prior To The Commencement of Classes

If a student is not accepted for enrollment by the school, all monies will be refunded unless the student fails drug screening or background check test. If a student decides not to attend, all monies, except the enrollment fee, will be refunded. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school.

Withdrawal After The Commencement of Classes

Attendance on any day within a calendar week will be considered a full week of attendance for the purpose of calculating tuition charges. Tuition charges are assessed for each term the student attends. In the event of student withdrawal or dismissal (for any reason) prior to the completion of the

Charges	Weeks of Attendance (11 Week Term)
25% of tuition	1
50% of tuition	2
75% of tuition	3
100% of tuition	4

The actual last day of attendance will be used when calculating tuition charges and refund shall be made within thirty days from the date the institution determines that the student has withdrawn.

The calculation concerning the refund of federal financial aid is different than the institutional refund policy. The federal financial aid refund policy is explained below under “Return of Federal Title IV Aid.” As a result of the federal calculation required by federal regulations, a student may owe additional funds to the institution to cover tuition charges previously paid by federal financial aid.

Return of Federal Title IV Aid

The federal “Return of Title IV Funds” applies to any student receiving federal financial aid, who fails to complete the academic term for which he or she has been charged. The formula to determine the amount of Title IV federal aid to be returned by the school to the federal government is calculated as follows: A percentage of Federal Title IV aid will be returned to the federal government if the student withdraws during the first 60% of the school's payment period. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the payment period, divided by the total number of days in the payment period. Scheduled breaks of more than five consecutive days are excluded from the calculation. The withdrawal date used in the calculation of Return of Title IV financial aid funds will be based on the student's last day of

academic attendance in class. This date is used whether a student officially or unofficially withdraws based on the daily academic attendance records.

An “official” withdrawal is when a student formally drops all their classes for a given academic term, by notifying the school director in writing or verbally. The student's last day of academic attendance in class will be used in the refund calculations.

An “unofficial” withdrawal is when a student is enrolled in at least one class for a given academic term and the student does not officially withdraw. The school attempts to contact the student after three days of consecutive absences and if the student does not return to class within 14 days of their last day of academic attendance the institution will determine the student has withdrawn. The student's last day of academic attendance in class will be used in the refund calculations.

A student may be granted a leave of absence (LOA) for a period of up to 180 days at the discretion of the institution. The request for a LOA must be in writing, include the reason for the LOA and must be signed and dated by the student. If a student fails to return from an approved LOA, the withdrawal date used in the calculation of Return of Title IV financial aid funds will be the student's last day of academic attendance in class.

The institution is responsible to return any unused Federal Title IV grant and loans funds within 45 days from the date the institution determines the student withdrew. If it is determined a student owes all or a portion of the financial aid received after the refund calculation, the student will be required to repay to the school the portion of the funds that were obtained for the student's tuition. The student is required to repay the amount owed, regardless of the reason they withdrew. If a student received less federal financial aid than the amount earned, the student may be able to receive those additional funds. In the event the student did not receive Federal Title IV funds to cover all of their tuition charges and is still eligible for Federal Title IV funds in order to pay their tuition charges, a “Post-withdrawal Disbursements” may apply to cover those charges. All grant funds will be applied to cover

those charges. In the event there is still a tuition balance due and if loans are still needed to cover charges, a notice will be sent to the student requesting permission to disburse the loan funds. The notice will indicate what type of loan and amount that will be needed, and the student must notify the institution of their acceptance or denial within 30 days. The institution is responsible to return any unused Federal Title IV grant funds must be returned within 45 days from the date the institution determines the student withdrew and all loans within 180 days of that determination. A student may request from the financial aid department a copy of the federal worksheet used to calculate the amount of federal funds to be returned.

Any refund of federal funds shall be applied to the Federal Title IV program in the order indicated below:

1. Federal Additional Unsubsidized Direct Loan
2. Federal Unsubsidized Direct Loan
3. Federal Subsidized Direct Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

Student Refunds

Student refunds must be processed within 45 days of the date the Status Change was signed by the school director. Cash refunds will be returned to the student and refunds of Title IV federal aid funds are returned to the school's federal funds bank account. Title IV credit balances are processed as soon as possible and no later than 14 days after the calculation of R2T4. Title IV refunds must be returned to federal government by using the Department of Education G5 Management System within four days from the date the funds were deposited in the federal bank account.

Federal Funds

The FA Solutions financial aid department provides their business office with the amount of funds to draw down based on the disbursement amounts required for each student. The funds are drawn down by using the Department of Education G5 Management System and

deposited in the school's federal funds bank account. The funds are transferred to the student accounts the day after receipt and deposited in the school's bank account.

Student Services

Student Orientation

To assist students with understanding the policies, procedures and expectations of Detroit Business Institute, the school conducts a formal orientation scheduled prior to the start of classes. The orientation is mandatory for all students. The orientation reviews in detail the courses in the program, requirements for academic progress, student code of conduct (including, but not limited to academic honesty, attendance, conduct in a classroom and at clinical sites), grievance policy, refund policy, course schedule, and other items.

Career Services

Detroit Business Institute believes that career planning is a vital part of vocational training. The institute maintains a professional placement service but does not guarantee any graduate a position. Detroit Business Institute placement department assists graduates in the preparation of their professional resume and in the techniques for securing a job interview. How to complete an employment application and a review of the questions commonly asked in an interview, are also services that are offered to guide the student.

The placement department assists students in exploring current employment opportunities within the community. It also maintains information pertaining to inside referrals made by graduates to employers who are in need of additional staff.

Tutoring

Detroit Business Institute provides tutoring for students in need of assistance. Teachers recognize that each student must be given every opportunity to succeed and may refer a student

for tutoring. Tutoring is generally scheduled before or after classes are conducted. Additional tutoring for the Practical Nurse students may also be provided on Mondays.

Disability Services

Detroit Business Institute provides accommodations to students with qualified disabilities. Reasonable efforts will be made so that each qualified student with a disability receives appropriate accommodations to ensure equal access to our educational programs and activities in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Students who believe they are in need of accommodations should contact the school director.

Commencement/Pinning Ceremonies

Commencement ceremonies are held throughout the year. Students assume the ultimate responsibility for meeting all graduation requirements. Failure to meet the graduation requirements may result in a student being deemed ineligible to attend the commencement and pinning ceremonies. A graduate desirous of attending the ceremony must pay the Graduation/Pinning ceremony fee.

Campus Food Pantry

The campus Food Pantry supports students experiencing food insecurity by providing non-perishable food items and connecting students with community-based assistance programs.

Mental Health & Wellness Resources

While DBI does not provide on-campus clinical counseling services, students may access publicly available mental health resources, including:

Online Resources

[Know the Signs](#)

[Each Mind Matters](#)

[Half Of Us](#)

In case of emergency, call or text 988 for the Suicide & Crisis Lifeline

General Information

Books and Supplies

The use of certain books and certain teaching materials are included in the total cost of the course. Expendable items – paper, writing materials, notebooks, etc., are provided by the student, and personal items are also the responsibility of the student. If a student fails to return books, laptop, uniform and stethoscope within two weeks of their last day of attendance in original condition (Unused) the student will be charged the replacement cost of the books and other supplies.

Changes in Programs, Tuition Charges, Faculty

Notification Of Policy Or Program Changes

The school reserves the right to revise, amend, or modify policies, procedures, tuition, fees, programs, and other information contained in this Catalog as deemed necessary in the best interests of the institution and its students. Official notice of such changes will be provided to students primarily by institutional email to the address on record. It is the responsibility of the student to regularly monitor their school-issued email account for such communications.

Students will be notified of changes in a published Catalog available on college website that is updated annually in September.

In the event of any failure or delay in the School's performance resulting from causes beyond the School's reasonable control and occurring without its fault or negligence, including without limitation, acts of God, fire, pandemic, epidemic, government restrictions, wars, threats or acts of terrorism and insurrections, the tuition obligations under this Agreement shall continue and the

School shall not be liable for any such failure or delay in its performance.

The School may extend schedules for the time equal to the time lost due to any delay so caused and/or to conduct classes via distance-learning and/or schedule classes on weekends, at the school's discretion.

STUDENT RIGHT-TO-KNOW & CONSUMER INFORMATION

Detroit Business Institute (DBI) is committed to transparency and compliance with all applicable federal and state regulations. In accordance with the Higher Education Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and other applicable laws and accreditation standards, the College provides students, employees, and the public with access to important consumer and institutional information.

Availability of Consumer Information

The following information is made available to current and prospective students:

- Annual Security Report (Clery Act): Includes campus crime statistics and campus safety policies.
- Consumer Information: Includes graduation and completion rates, licensure pass rates, financial aid policies, student loan information, and other disclosures required by the U.S. Department of Education.
- College Catalog: Includes program descriptions, academic policies, tuition and fees, refund policies, student services, and institutional policies.

Accessing Information

- The most recent Annual Security Report, Consumer Information, and Catalog are available at: www.DBInriver.edu/consumer-information.

Printed copies of these reports may be obtained by contacting the Front Office.

Questions about these disclosures may be directed to: admissions@DBInriver.edu.

Professional Code of Conduct

Student Conduct

Code of conduct is essential for creating a safe, respectful, and professional learning environment for nursing students. It provides guidance for student behavior, promotes professionalism, ensures compliance with laws and regulations, and provides a framework for conflict resolution.

Any violation of the code of conduct is referred to the Program Director. Based on the nature of the severity of the violation, different actions like taking away academic credit, deducting professional points, being counseled, issued a written warning, sent home for the day, written warning, probation, dismissal, suspension, or termination may be taken. A student is issued a warning on the first minor incident of violation of Code of Conduct. A disciplinary committee may be called for severe cases of violation. The students are called before the committee and based on the nature of violation, response of the student an appropriate action is taken. DBI reserves the right to suspend or dismiss any student any time for misconduct or when such action is deemed to be in the best interest of the student or student body.

Code of conduct for a PN Student at DBI:

1. **Attendance:** Regular attendance is mandatory in all DBI nursing classes. Students are expected to attend all classes, clinical rotations, and other related activities.

Please note **important criteria to receive attendance for a class:**

- a. Physical presence for the entirety of the class
- b. Following all mentioned Code of Conduct
- c. Arriving on time
- d. If a student arrives late or leaves before the end of class time, attendance will **Not** be given for that class unless overridden by the instructor. In absence of this overriding given by the instructor, a student will be **marked absent for the entirety of the class.**

e. A student will not be allowed to enter the classroom once the lecture/lab begins. An instructor may allow the student to join the class during break if the student had an excusable reason to arrive late. Such a student will be marked "tardy" for the day. Leaving the classroom during lecture is not allowed. However, if a student has to leave the classroom for an allowable reason, will be allowed to join back only during the next scheduled break.

f. If a student leaves the classroom for any reason and then doesn't return, such a student will be marked absent for the entire class period.

g. If the class is conducted remotely for any reason, the camera must be kept in "ON" position during the entirety of the class. A student with a camera that is turned "off" will not be marked present for the class.

h. A student must sign in the attendance sheet given by the instructor in each class. It is the students' responsibility to sign the sheet. Absence of a signature will be considered as an absence for the student, regardless of producing any kind of evidence proving otherwise. A student signing in for another student in the Attendance signing sheet will receive a Violation of the Code of Conduct and a disciplinary action will be taken against the student signing on behalf and the student requesting such a fake attendance.

2. **Punctuality:** Students are expected to arrive on time for class and clinical rotations. Latecomers may not be allowed to attend the class, and their attendance and grade may be affected.

3. **Cell Phone Usage:** All cell phones must be turned on silent mode during the class. No phone calls may be taken during class. Students should refrain from texting or making calls, as it may disrupt the learning environment. If a student receives a phone call during class, it may count towards deduction of points for professionalism. A student leaving the class to take a call will not be allowed back and will be marked absent.

4. **Behavior:** Students should always maintain a professional demeanor. This includes being respectful to instructors and peers, refraining from disruptive behavior, and following code of conduct rules.

Disruptive behavior in the classroom/school/lab/clinical is any behavior that

interferes with the learning environment or creates a distraction for other students. Some examples of disruptive behavior may include:

- Interrupting the instructor or other students during class
- Talking or whispering during lectures or discussions
- Using electronic devices (e.g. cell phones) during class time
- Using profanity or inappropriate language in school or clinical settings
- Engaging in side conversations or group work during lectures or discussions
- Being consistently late for class or leaving early
- Making loud or distracting noises (e.g. tapping, rustling papers)
- Displaying aggressive or intimidating behavior towards other students or the instructor
- Engaging in disrespectful or inappropriate behavior towards others
- Being unprepared for class (e.g. not completing homework, not bringing necessary materials)
- Having loud conversations in the corridors

Disruptive behavior can negatively impact the learning experience of other students and can create a hostile or uncomfortable environment in the school. It is important for students to be aware of what constitutes disruptive behavior and to make an effort to behave in a way that promotes a positive learning environment for everyone.

5. **Participation:** Instructors may encourage active participation from students through classroom discussions, group activities, and presentations. Students are expected to participate in class discussions and share their insights.

6. **Homework and Assignments:** PN Nursing program at DBI involves significant homework and assignments. Students are expected to complete these assignments on time and to the best of their abilities. Late submissions may not be accepted. Late submitted assignment to be graded as per the rule mentioned under assignments in the syllabus. All submissions should be individual's own work. Plagiarism or

cheating will be dealt as per the Academic dishonesty rules of DBI.

7. **Dress code:** DBI nursing students have a specific dress code for in school classes and clinical rotations, including uniforms and appropriate footwear. Students are required to follow a dress code in the classroom. Refer to the uniform section to get details of uniform expectation. Appropriate dress code rules will be enforced and a student may be sent home and marked absent if not in proper attire.

- DBI uniform-Grey scrubs (neat, well-fitting and in good repair) and white leather shoes and white socks
- Clothing should be neat and clean with pants hemmed to appropriate length (not touching the floor)
- NO visible piercing or tongue jewelry
- NO false eyelashes
- NO visible tattoos
- Nails-neutral polish/no acrylics
- Hair color and style must be maintained in a conservative fashion and no non-traditional hair colors.
- Male facial hair must be clean, neat, and well-groomed.
- Hair must be off collar

8. **Professionalism:** PN program aims to prepare students for a professional healthcare environment. As such, students are expected to always conduct themselves in a professional manner, including during clinical rotations.

9. **Academic Integrity:** Nursing programs uphold the principles of academic integrity, which means refraining from cheating, plagiarism, or any other form of academic misconduct.

10. **Safety:** Follow safety rules, particularly during clinical rotations. Students should follow all safety rules and protocols to ensure the safety of themselves, their classmates, and their patients.

11. **Respect:** Students should respect their instructor, classmates, and the learning environment. This includes refraining from derogatory language, bullying, or harassment of any kind.

- a. Be respectful of faculty and peers.
- b. Refrain from profanity
- c. Remain in class unless there is a break.
- d. No theft of personal or school property.

e. No abusive or threatening language or behavior, including use of swear words.

f. No screaming at instructors, staff, or peers

12. Use or possession of vaping devices, controlled substances, including drugs and alcohol, is strictly prohibited in the classroom, laboratory, or clinical setting. Violations of this policy will result in disciplinary action, which may include, but is not limited to, removal from the nursing program, suspension, or expulsion.

13. **Compliance:** Students should comply with all school policies and procedures, including those related to attendance, conduct, and academic performance.

14. **Classroom cleanliness:** Only bottled water is permitted in the classrooms. Eating and drinking is allowed in the student lounge area only.

15. **Consequences:** Violations of this code of conduct may result in deductions in Professional points from a class grade, may affect attendance and may lead to disciplinary action, including suspension or dismissal from the PN program. Students making unnecessary remarks and being disruptive in class will have professional points deductions and/incident reports filed and be sent to the Director of Nursing.

Overall, this code of conduct for a DBI PN students emphasizes professionalism, punctuality, active participation, respect for others, academic integrity, safety, and communication. By adhering to these guidelines, students can maximize their learning and prepare for success in their future nursing careers.

All students are expected to conduct themselves both in and out of class in a professional manner. The school may exclude/terminate a student from school for any of the following reasons:

1. Excessive absences from class.
2. Conduct which is found by the administration to be detrimental to the individual, other students, the community, or the school.
3. Conduct that violates any of the guidelines explained above
4. Inappropriate dress or appearance.

5. Disruptive or illegal activities.
6. Use of abusive and/or inappropriate language.
7. Disrespectful or verbally aggressive to students, faculty, staff or individuals associated with the student's training.
8. Under the influence of drugs or alcohol.
9. Not adhering to school policies.

Children in School

DBI maintains an atmosphere conducive to learning and does not have provisions to accommodate children. It is the policy of the school that student should not bring children to orientation, classrooms, or labs, or left without parental supervision in lounges, offices, or any part of the school.

Academic Dishonesty

The faculty supports the school's policy on academic dishonesty, cheating many times involves two individuals. Cheating can take many forms, including but not limited to plagiarism, exchange of information on examinations, copying the work of another or allowing another to copy's one's written work.

The first incident of cheating the student will receive a zero on the assignment and a written notice will be sent to the student. The student who shared the work in question and the student receiving the work will be given a zero for the assignment or the test. The written notice will include the nature of the alleged act of violation, the facts present, and the possible discipline being considered in addition to the zero awarded. The student will be called for an interview with the instructor/ PN Director. The evidence will be presented by the instructor for the alleged act of violation and the student will be given a chance for hearing. Upon completion of the meeting and within 7 days of the meeting, a written recommendation notice for the disciplinary action (if any), in addition to a zero in the test or assignment, will be given to the student by the Program Director. If the student refuses to sign the written notice or fails to attend the interview, it will be deemed as an acceptance of the alleged act and the PN Director will make a notation of

the student refusal to sign and date. A copy will be placed in the student's file, along with the student receiving a copy of the refusal. The disciplinary action for Academic Dishonesty for first violation may include a failure of the course involved and the student may receive from an E grade up to Dismissal from the program.

It may be noted that Written notice to the student shall also include that continuation or repetition of specific conduct found wrongful within a period stated in the warning may be cause for more severe disciplinary action. Written reprimands may become part of a student's permanent record at the college.

On the second incident the student will be sent the Notice for Violating Code of Conduct. The written notice will include the nature of the alleged act of violation, the facts present, and the possible discipline being considered in addition to the Grade of E (Failure of the course) for the assignment, test or exam. The student will be called for an interview with the PN Director and the School Director. The evidence will be presented by the Program Director for the alleged act of violation of conduct and the student will be given a chance for hearing. Upon completion of the meeting and within 7 days of the meeting, a written recommendation for the disciplinary action (if any), in addition to the failure of the course, will be given to the student by the Program Director. If the student refuses to sign the written notice or fails to attend the interview, it will be deemed as an acceptance of the alleged act and the PN Director will make a notation of the student refusal to sign and date. The disciplinary action notice in such cases will be taken and the student notified of the same in writing. Written Notice document for "Violation of Professional Code of Conduct/Academic Dishonesty" will be placed permanently on the student academic file. PN Director will place the records/evidence of cheating/plagiarism for permanent record retention. A Student should understand that at this point continuation in the program is in jeopardy and that he/she may be dismissed/terminated from the program for Academic Dishonesty/Violation of Professional Code of Conduct.

Copyright Infringement

Copyright infringement occurs when a copyrighted work is reproduced, either physically or electronically, distributed, performed, publicly displayed or made into a derivative work without the permission of the copyright owner. Students must abide by the copyright laws and not engage in activities that would result in copyright infringement. Violation of the copyright policies is grounds for discipline up to and including dismissal. In addition, anyone who violates the copyright laws may be liable under criminal and/or civil laws. Complete information about the copyright laws may be found online at www.copyright.gov.

Alcohol and Substance Abuse Policy

Detroit Business Institute prohibits the unlawful possession, use or distribution of illicit drugs and/or alcohol by students on its property or as part of any of its activities. No student will be permitted to attend class if he/she is under the influence, or suspected of being under the influence, of alcohol or illegal drugs.

A student or employee committing a drug or alcohol violation will be subject to disciplinary action imposed by the school. The sanctions may include mandatory attendance at a counseling treatment center, completion of a drug rehabilitation program, discharge from employment or expulsion from school.

Drug testing shall be conducted at the discretion of Detroit Business Institute, and the term "drug testing" shall include any screening of the student's blood, breath, or urine for any illegal drug, controlled substance, prohibited substance, and/or alcohol. All drug testing, aside from reasonable suspicion tests as discussed in subparagraph 3(a)(iii) DBI Drug Testing Policy, shall be conducted at the student's expense. Drug testing shall be conducted for the following reasons:

1) Entrance into the program. Each student must complete a drug test prior to being admitted to the nursing program. A student with a positive drug screen shall be denied admission to the program and given referral information for drug services. A student denied admission due to a positive drug screen shall not be permitted to re-apply until said student submits a clean drug test on re-testing in the following cohort or thereafter.

2) Clinical placements. Drug testing may be required of any nursing student as part of the clinical placement requirements stipulated by the school's clinical partners. A drug screening thus requested will be borne by the student. A student with a positive drug test shall, in addition to other sanctions for violation of the Drug Policy, be denied participation in the clinical placement.

3) Reasonable suspicion of violation. Any Detroit Business Institute student may be subjected to random drug testing if, in the sole discretion of Detroit Business Institute personnel, there is reasonable cause to believe that the student may be violating the Detroit Business Institute Drug Policy. The student involved will bear the cost of such an additional testing. The suspicion of drug or marijuana usage can be raised by faculty, staff to the program director and school director at DBI. Circumstances which may give rise to reasonable cause include but are not limited to:

- a) Current or past involvement with the criminal justice system for drug related activities.
- b) Observation of drugs and/or drug paraphernalia.
- c) Admission of a current drug problem.
- d) Prior positive drug tests.
- e) Observation of physiological signs of possible impairment from drugs.
- f) A pattern of behavior suggesting impairment by or use of drugs.
- g) Reports from faculty, peers, and employees of clinical partners.
- h) Reports of an accident, medication error, or adverse patient outcome.

4) Drug screening as a sanction or condition of sanctions. In addition to any other sanctions imposed, any student testing positive for an illegal substance in violation of this Drug Policy may be subject to repeated follow-up testing. Follow-up testing may also be imposed as a condition of release from sanctions or re-admission to Detroit Business Institute.

Federal regulations require institutions participating in federal financial student aid programs to provide information to its students and employees relative to drug and alcohol abuse. Detroit Business Institute provides this information to its students during student orientation and on an annual basis to current students. In addition, you may contact the school director for names and phone numbers of appropriate agencies.

Technology and Internet Use Policy

Acceptable Use

Detroit Business Institute provides computer and Internet access to support instruction, learning, and professional development. All use of DBI equipment, networks, and electronic resources must comply with federal and state laws, accreditation standards, and institutional policies. Use of DBI's technology is a privilege and may not interfere with or disrupt the work or learning of others. Activities that are illegal, unethical, or inconsistent with the educational purpose of the Institute are prohibited.

Username and Passwords

Each student is assigned a unique username and password for school systems, including the student portal, learning platforms, and email. Students are responsible for the confidentiality of their login credentials and may not share them with others. Unauthorized use of another person's account or credentials is strictly prohibited and may result in disciplinary action.

Monitoring and Security

Detroit Business Institute reserves the right to monitor, log, and review all activity conducted

through institutional equipment, networks, or accounts. Students should have no expectation of privacy when using DBI-owned devices or Internet access. Monitoring ensures compliance with institutional, legal, and ethical standards.

Use of Social Media

DBI recognizes that students may use social media as a form of personal communication. Students are reminded that all posts made online are considered public and must reflect the professional standards expected of a healthcare or vocational student. Students must not:

- Post content that is harassing, defamatory, or otherwise unprofessional toward the school, faculty, staff, or peers.
- Share or discuss confidential or identifying information about patients, clients, clinical experiences, or institutional operations.
- Communicate with current or former faculty on personal social media platforms, except through professional networking sites such as LinkedIn.

Violations of professional boundaries, privacy standards, or HIPAA regulations may result in disciplinary action up to and including dismissal from the program.

Consequences

Improper or unauthorized use of DBI technology, Internet access, or social media may result in disciplinary action, suspension, or dismissal, and may be referred to law enforcement when required by law.

Weapon Policy

DBI maintains a zero-tolerance attitude towards firearms and other weapons on campus, around campus, clinical sites, and at all school events. In compliance with Michigan law (1931PA328 MCL750.227 and 1927PA372 MCL28.425o(2)), guns or other dangerous instruments (knives, chemical sprays, electrical discharge device, etc.) that are intended to be used as weapons are NOT to be carried to school (including school parking lot) at any time. Recent amendment to Michigan's Public Act 372 of 1927 (2015PA16) regarding rights to carry concealed weapons

does not exclude DBI classrooms (MCL28.425o (1) (h)), and by extension all common areas such as hallways, entryways, parking lot and sidewalks. This is a zero tolerance policy and failure to follow this policy will result in immediate termination/dismissal. Criminal charges may also be filed.

Professional Confidentiality and HIPAA

The importance of confidentiality cannot be overemphasized. All students must adhere to all HIPAA (Health Insurance Portability and Accountability Act) standards. Patients' charts and other information are confidential records and may not be photocopied. A violation of the professional confidentiality and HIPAA standards may warrant dismissal from the program or other disciplinary actions.

Non-Discrimination & Non-Harassment Policy

Detroit Business Institute is committed to providing equal opportunities for all students, employees, and guests of the school. DBI does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity and expression, genetic information, medical status, military status, national origin, nursing parent status, pregnancy, race, religion, sex, sexual orientation, parent and foster parent status, protected veteran status, or any other bases under the law.

Title IX Coordinator is the designated agent of the school with primary responsibility for coordinating school Title IX compliance efforts as per the Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part 106. Title IX of the 1972 Higher Education Act (20 U.S.C. 1092) applies to schools, colleges and universities that receive any amount of federal funding. Title IX allows the U.S. Department of Education to investigate complaints, order remedies, and withhold funding from educational institutions in violation of sexual harassment under the Act. Enforcement of Title IX is administered by the Department of Education's Office of Civil Rights. The Violence

Against Women Reauthorization Act of 2013 amended the Clery Act (34 CFR §688.46) to further hold schools responsible for providing awareness and prevention campaigns and reporting crimes related to sexual assault, domestic violence, dating violence, and stalking. The Title IX coordinator's responsibilities are critical to the development, implementation, and monitoring of meaningful efforts to comply with Title IX legislation, regulation, and case law. Title IX coordinator oversees the monitoring of school policy in relation to Title IX law developments; implementation of grievance procedures, including notification, investigation, and disposition of complaints; provision of educational materials and training for the campus community; conducting and/or coordinating investigations of complaints received pursuant to Title IX; ensuring a fair and neutral process for all parties; and monitoring all other aspects of the school's Title IX compliance. DBI does not tolerate discrimination against anyone, generally or specifically, based on race, creed, religion, origin, gender, age, or disability. In accordance with Title IX, section 504, section 104.7 (a), the School Director will be available to any person who has a complaint about the school that falls under Title IX Section 504. Discrimination, harassment, sexual harassment or sexual violence by others against members of the school community should be reported immediately for suitable action. The School Director and the Director of School operations can be contacted at 22400 W. 7 Mile Detroit MI 48219, 734-479-0660 and are available during regular office hours. Any student experiencing discrimination or harassment should follow the Student Grievance Policy outlined in the Student Complaint/Grievance Policy of this catalog. For additional information regarding sex discrimination and pregnancy-related protections, please refer to the Title IX Notice of Non-Discrimination below.

Title IX Notice of Non-Discrimination

Detroit Business Institute (DBI) does not discriminate on the basis of sex in any education program or activity that it operates, as required by

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) and its implementing regulations at 34 C.F.R. Part 106.

This prohibition includes discrimination on the basis of pregnancy, childbirth, termination of pregnancy, lactation, related medical conditions, and recovery.

Protection for Pregnant and Parenting Students: DBI is committed to ensuring that students affected by pregnancy or related conditions have equal access to educational programs and activities.

The Institute will provide reasonable modifications as necessary, which may include:

- Excused absences for pregnancy-related medical appointments
- Opportunity to make up missed coursework or clinical requirements
- Flexibility in attendance policies
- Temporary adjustments to clinical or classroom activities, where appropriate

Students will not be required to provide medical documentation unless such documentation is required of all students with similar needs.

DBI will not require a student to take a leave of absence due to pregnancy or related conditions unless the student voluntarily requests such leave.

Title IX Coordinator The following individual has been designated to coordinate compliance with Title IX:

Title IX Coordinator Detroit Business Institute

Jayaa Singh –School Director

Title IX Officer Address: 22400 W. 7 Mile Rd, Detroit MI 48219

Phone: (734) 479-0660

Email: jsingh@dbidownriver.edu

Reporting Sex Discrimination: Any individual may report sex discrimination, including pregnancy-related discrimination, in person, by mail, by telephone, or by email. Reports may be made at any time.

Grievance Procedures: DBI has adopted grievance procedures that provide for the prompt and equitable resolution of complaints alleging sex discrimination. These procedures are available in the Student Complaint/Grievance Policy section of this catalog and on the Institute's website.

Retaliation Prohibited: DBI prohibits retaliation against any individual for reporting sex discrimination or participating in an investigation.

This notice is published in compliance with 34 C.F.R. § 106.8(c).

Emergency Action, Evacuation and Fire Prevention Plan (EAFP)

The Emergency Action, Evacuation and Fire Prevention Plan outline the institution's procedures for carrying out the functions of the EAFP plan. It is the primary goal of Detroit Business Institute to provide a safe and secure environment for the students, faculty and staff. In times of national or global emergencies like war, natural calamities, pandemics or any other circumstance where it becomes impossible to access school physically or there is a mandate to discontinue in person classes, classes may resume in a temporary distance education mode. Such an action will necessitate use of technology to deliver lessons and clinical simulations. Students will be expected to follow all school policies related to attendance and other academic policies. It will be a responsibility of the student to ensure that they take part in all learning activities planned as per the class schedule shared with students. School expects the same level of commitment from students unless a circumstance beyond their control prevents them from doing so. In those cases, the student must convey the same to the school Director/Vice President and a resolution suitable to the special needs of the student may be worked out. The details of Distance Education delivery mode can be found in the EAFP section of the Policies and Procedures manual.

A copy of our EAFP plan may be found on our website at www.DBIdownriver.edu/consumer-information.

Campus Crime and Security Policy

In accordance with the guidelines set forth by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery

Act), all institutions that participate in Federal Student Financial Aid programs are required to maintain and disclose information about crime on or near their campuses. A copy of our Campus Crime and Security Policy may be found on our website at www.DBlowriver.edu/consumer-information.

Family Educational Rights and Privacy Act Policy

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

a. The right to inspect and review the student's education records within 45 days of the day the school received a request for access.

A student should submit to the school director or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

b. The right to request the amendment of the student's education records that the student believes in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

c. The right to provide written consent before the school discloses personally identifiable information from the student's education records,

except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the school has contracted as its agent to provide a service instead of using employees or officials (such as an attorney, auditor, or collection agent); a person serving on the board of the school; or a student assisting a school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

d. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue SW
Washington DC 20202-5901

Student Complaint/Grievance Policy

The school has established and enforces specific procedures to address student grievances and complaints. The school Director is the point of contact to assist students in determining the appropriate school procedure to follow for initiating a formal complaint or grievance.

Student Complaint/Grievance Policy

At Detroit Business Institute, we have maintained an "open door" policy: Students are free to discuss matters concerning school-related issues. We realize that occasionally students will have school-related problems or complaints about the interpretation or application of a school policy.

If a student has such a problem or complaint, he/she may utilize the school's problem-solving procedure as outlined below:

STEP 1: CLASSROOM INSTRUCTOR

Discuss the complaint/problem with the classroom/clinical instructor. Usually, the problem can be resolved once the instructor is made aware of it. If it is not resolved, the instructor has two school days to reach a decision. If the student is not satisfied with the instructor's decision, the student may consult with the Program Director. If the complaint/problem cannot be resolved by the department head, the student may proceed to the next step. If the complaint/problem is non-academic, the student may consult with the school director as indicated in Step 2.

STEP 2: SCHOOL DIRECTOR

If Step 1 does not produce a satisfactory resolution, the complaint/problem must be discussed with the school director within two school days of the Step 1 answer. The school director has three days to reach a decision before the complaint/problem is taken to the next step.

STEP 3: CHIEF EXECUTIVE OFFICER

If Step 2 does not produce a satisfactory resolution, the complaint/problem must be taken to the CEO within three school days of the Step 2 answer. At this step, the complaint/problem must be put in writing, including the date and nature of the complaint/problem and the disposition requested. The CEO has five days to arrange a meeting. Within five days of the meeting, the student will receive a written decision from management which will be final and binding on all parties concerned.

STEP 4

If Step 3 does not produce a satisfactory resolution, the student may forward his/her complaint to one of the agencies listed below:

The complaint form for ACCSC is available on the ACCSC Website,
<http://www.accsc.org/UploadedDocuments/2015%20August/ACCSC%20Complaint%20Form.pdf>

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
Telephone: (703) 247-4212

Michigan Department of Licensing and Regulatory Affairs
Corporations, Securities & Commercial Licensing Bureau

Schools and Licensing Section
P.O. Box 30018
Lansing, MI 48909
Telephone: (517) 241-9221

Transcripts

A student's record, including a transcript of his/her grades, is maintained in a permanent file. Transcripts may be ordered from the school at a cost of \$15.00 each. No transcripts will be provided by the school unless requested in writing by the individual concerned. Transcripts will not be released if the student has outstanding financial obligations to the school or the school has documentation indicating the student is delinquent on his/her student loan(s). The transcript can be ordered through the website and on Populi.

Diploma/Certificate

Replacement Policy

Detroit Business Institute may issue a replacement diploma or certificate when a graduate's original diploma or certificate has been lost, damaged, destroyed, or requires an approved name correction. Replacement diplomas and certificates are issued only after the school verifies the graduate's official completion record.

A replacement diploma or certificate is not a new award. It is a reissued document based on the school's official institutional records. A \$35 replacement fee will apply for each replacement diploma or certificate requested. Additional mailing, expedited shipping, or special handling

charges may apply if requested by the graduate. Replacement diplomas or certificates may include the following notation:

Replacement diploma/certificate issued on [date] based on official institutional records.

The school will maintain documentation of the request, verification of completion, payment of the replacement fee, approval, and date of issuance in the student's record.

Withdrawal

Students should contact the school director to begin the withdrawal process. Students should also contact the financial aid office prior to withdrawing to determine the effect the withdrawal would have on the student's financial aid. The school attempts to contact a student after three consecutive absences and if the student does not return to class within 14 days of their last day of academic attendance the institution will determine the student has withdrawn. The student's last day of academic attendance will be used for their withdrawal date.

Consumer Information Supplement

A Consumer Information Supplement is available upon request at the school or you may obtain the consumer information from the school's website at www.DBlowriver.edu/consumer

Tuition and Fees

Practical Nurse Program Tuition, Fees, Program Learning Tools & Aids charges ..\$ 30,816.00
 Medical Assistant Program Tuition, Fees, Program Learning Tools & Aids charges\$ 19500.00
 Medical Office Program Tuition, Fees, Program Learning Tools & Aids charges \$ 19500.00
 Medical Office Specialist Program Tuition, Fees, Program Learning Tools & Aids charges ...\$ 14500.00
 Nurse Aide Program Tuition, Fees, (With funding).....\$ 2995.00

Additional Fees

Application Fee\$125.00
 Transcript fee.....\$ 15.00
 Late Fee* (Monthly Deferred Payment Plan)...\$ 25.00

Re-entry fee*.....\$100.00
 Replacement Cost for lost ID badge.....\$ 10.00
 Replacement Cost for lost DBI Access Card...\$ 15.00
 Replacement Cost for Diploma/Certificate.....\$ 35.00
 Clinical/lab make-up.....\$20.00/hour
 Michigan Board of Nursing application fee***\$212.90
 Michigan Board of Nursing PN-NCLEX exam fee***\$200.00
 Criminal Background check (Fingerprinting) for PN-NCLEX exam***\$66.25
 Student requested Re Appeal for drug screen test.....\$100
 Document Review Service fee + ACEMAPP
 Subscription Fee\$98.00
 Drug Screening Retest\$43.00
 Background Screening Retest\$ 26.00

* Late fee is incurred upon late payment or non payment of the agreed deferred monthly tuition payment in a particular month.

Late fee is incurred each month till the payment is overdue. A maximum of 2 late fines can be waived in the entire duration of course if a good reason / situation beyond their control for being late is presented to the Finance department to their satisfaction.

** A student who has withdrawn from school and has not completed a leave of absence form, or reschedule form, must pay a

re-entry fee

*** These fees are not set by the school and are subject to change.

Programs of Study

Practical Nurse Program

Program Description

The Detroit Business Institute Practical Nurse Program prepares graduates to provide safe, evidence-based, patient-centered care across the lifespan in acute, long-term, and community settings. Using a concept-based curriculum, students build from foundational skills and clinical reasoning to complex adult health and transition-to-practice competencies. Learning occurs through theory, supervised lab/skills, scenario-based simulation, and 196 hours of direct clinical practice (maternal-child, behavioral health, adult/geriatric, and complex care).

The Practical Nurse program consists of 1,370 clock hours which include 1,155 instructional hours and 215 out-of-class hours.

Graduates demonstrate therapeutic communication, clinical judgment, teamwork, professionalism, and cultural humility, and are prepared for licensure eligibility and entry-level PN roles in hospitals, extended-care facilities, ambulatory clinics, and home/community health settings.

Upon successful completion of the practical nurse program requirements, the student will be eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Successful completion of the examination qualifies the graduate for **licensure as a licensed practical nurse (LPN)**.

Admission Requirements

Admission to the Practical Nursing (PN) Program requires applicants to meet all general admission requirements of Detroit Business Institute, in addition to the specific requirements outlined below. Due to the clinical and regulatory nature of the program, all requirements are mandatory.

1. Application and Interview Requirements

1.1 Applicants must submit a completed application through the Institute's student information system.

1.2 Applicants must complete a personal interview with an Admissions Representative. The purpose of the interview is to assess the applicant's commitment, readiness, and ability to benefit from the program.

2. Educational Requirements

Graduated from high school or received a GED.

3. Entrance Examination

3.1 Applicants must achieve a minimum overall score of 40 on the ATI TEAS examination.

4. Health and Clinical Requirements

Applicants must submit the following prior to the start of classes:

4.1 Completed health appraisal/physical examination

4.2 Negative tuberculosis (TB) test results

4.3 Proof of required immunizations and/or titers

Failure to submit required health documentation will result in inability to begin clinical training.

5. Background Check and Drug Screening

5.1 Applicants must pass a criminal background check in accordance with Michigan Public Acts 27, 28, and 29 of 2006.

5.2 Applicants must pass a drug screening test.

6. CPR Certification

Applicants must provide a valid Basic Life Support (BLS) CPR certification for Healthcare Providers(Only AHA) prior to the start of classes.

7. Letters of Recommendation

Applicants must submit two (2) letters of recommendation from a teacher, employer, or clergy member.

9. Admissions Determination

Admission to the Practical Nursing Program is based on completion of all required components, including:

- Application
- Interview
- Entrance examination
- Submission of required documentation
- Compliance with all clinical, legal, and health requirements
- Applications are reviewed as per the decision cycle deadlines published during each cohort

Clinical Compliance Tracking (ACEMAPP)

All students must maintain an active account with ACEMAPP for tracking health documentation and compliance requirements.

Students must upload all required documentation and maintain compliance throughout the program.

Students must enroll in the ACEMAPP document review service for verification of submitted documents.

ACEMAPP requires an annual subscription. Students are responsible for renewing their subscription as needed to maintain continuous compliance through program completion.

Failure to maintain compliance will result in inability to participate in clinical training.

NCLEX Prep Resources

DBI offers its PN students a multitude of resources to be successful in the PN program and thereafter be prepared for the NCLEX-PN® licensure examination

A student needs to complete the benchmark set forth in course NUR 125 for Comprehensive Predictor assessment or any other assessment as selected by school. DBI reserves the right to utilize additional NCLEX-PN® readiness resources, to include, but not limited to ATI or other varied indicators to help our students in NCLEX-PN® preparation as a mandatory requirement for program completion.

PN Program Completion Requirements

A student needs to complete the benchmark set forth in course NUR 125 for Comprehensive Predictor assessment and/or another NCLEX readiness indicating solution like Virtual ATI(VATI) 'green light' Status or any other as

decided by school. Once the student has achieved the any such Comprehensive Predictor benchmark score, has completed all other classes with at least a passing score, has completed all attendance requirements, has no financial outstandings on her/her account and if applicable, has received a "green light" status will be considered as having completed the program and will be sent to the Michigan Board of Nursing with a Diploma of Completion

PN Program Graduation Requirements

The candidate for graduation must:

- Meet all program completion requirements.
- Pay applicable graduation fee(s).
- Be free of indebtedness to the College.

Candidates that meet program completion requirements, but have not met all other graduation requirements, listed above will be placed in completer status. Once all graduation requirements have been fulfilled, the candidate will be moved to graduate status. Only students in graduate status will have their completion letters released.

PN Program Hours

ADDITIONAL INFORMATION- NO OF STUDENTS IN CLASSROOM AND LABORATORIES

- In a classroom setting a ratio of 1:30 is maintained
- In Skill labs a ratio of 1:12 is maintained
- In Clinicals a ratio of 1:8 is maintained

PN PROGRAM HOURS (In Initial Approval Process with BON,MI)

(45 WEEKS / 61.5 QUARTER CREDIT HOURS)

COURSE NUMBER	First Term (15 weeks)	CREDIT HOURS
NUR110	Fundamentals of Nursing	5.0
NUR111	Fundamentals Skills Lab	3.0
NUR112	Fundamentals Skills Clinical	3.5
BIO 113	Anatomy and Physiology	5.5
BIO 114	Medical Terminology	1.0
NUR115	Math for Clinical Practice	3.0
	<u>Second Term (15 weeks)</u>	
NUR116	Pharmacology	5.0
NUR117	Medical Surgical Nursing I	5.0
NUR118	Medical Surgical Nursing II	4.5
NUR119	Medical Surgical Skills Lab	3.5
NUR120	Medical Surgical Clinical	2.5
	<u>Third Term (15 weeks)</u>	
NUR121	Obstetrical Nursing	3.5
NUR122	Obstetrical Nursing Sim Lab	2.0
NUR123	Pediatric Nursing	4.0
NUR124	Pediatric Sim Lab and Clinical	2.0
NUR125	Transition and Roles of the LPN	5.0
NUR126	Gerontological Nursing/Mental Health	3.5
	Total credit hours	61.5

This is completed within one-year (45 weeks)

Nurse Aide Training Program

Program Description

This Nursing Aide training program, aligns with Michigan Competency-Driven Core Curriculum for Nurse Aides (Effective March 2023) curriculum guide, prepares a student for a rewarding career in healthcare. Through a combination of classroom instruction, skills lab practice, and a clinical rotation at a nursing home, students gain the essential knowledge and skills to provide compassionate care to patients in long-term care settings.

Nurse Aide program: 82 hours, 2.5 weeks

ADMISSIONS REQUIREMENTS

To be eligible for admission to the Medical Assistant program, applicants must:

- 1) Be 17 years of age
- 2) Have a valid state ID
- 3) Clear background check

Please note that a student may be asked to provide a drug screening if required by affiliated clinical sites and Michigan state regulations prior to their clinical posting.

PROGRAM EDUCATIONAL OBJECTIVES

The Nurse Aide program at Detroit Business Institute–Downriver is designed to prepare students for entry-level employment as competent and compassionate nursing assistants in a variety of healthcare settings. Upon completion of the program, graduates will be able to:

1. Provide safe, effective, and patient-centered care to individuals in long-term care, acute care, and home health environments under the supervision of licensed healthcare professionals.
 2. Demonstrate proficiency in essential nursing aide skills, including personal care, vital signs, mobility assistance, and infection control, in accordance with state and federal standards.
 3. Communicate effectively and respectfully with patients, families, and healthcare teams using verbal, nonverbal, and written methods.
- Detroit Business Institute -Downriver.
Catalog(daft) Nurse Aide Program January 2025
6
4. Apply principles of professionalism, empathy, and ethical behavior while maintaining patient dignity, privacy, and rights at all times.
 5. Respond appropriately to emergency situations and changes in patient condition, recognizing the importance of timely reporting and team collaboration.
 6. Prepare for and successfully complete the state nurse aide certification examination required for employment as a Certified Nursing Assistant (CNA).

CREDENTIAL AWARDED

Upon successful completion of the program, students will receive a Certificate of Completion of the Nurse Aide Program qualifying them to sit for the Michigan Nurse Aide Competency Evaluation Program (NACEP) and pursue certification as a Certified Nursing Aides (CNA). Please refer to Disclosure below to understand licensure requirements associated with this course.

Disclosure of licensure requirements

Graduates of the Nursing Aide (NA) program are required to obtain licensure or certification to gain employment as a Certified Nursing Aide (CNA) in the state of Michigan. Below are the details of the licensure process:

State Licensure Examination

1. Examination Requirements: Graduates must successfully pass the Michigan Nurse Aide Competency Evaluation Program (NACEP), which includes:

- o A written or oral exam assessing theoretical knowledge.
- o A skills performance evaluation demonstrating practical competence in core nursing aide skills.

2. Administering Authority: The NACEP is administered by the Headmaster TMU under the guidance of the Michigan Department of Licensing and Regulatory Affairs (LARA).

Program and Certification Disclaimer

Completion of the Nursing Aide (NA) program at Detroit Business Institute-Downriver does not guarantee licensure or employment. Students must successfully pass the state-mandated licensure examination and meet all other state requirements to gain certification as a CNA in Michigan.

For further details on licensure requirements, please visit the **Michigan LARA Nurse Aide Program**.

The Michigan Department of Licensing and Regulatory Affairs Bureau of Community and Health Systems (LARABCHS) has approved D&S Diversified Technologies, LLP (D&SDT)-Headmaster, LLP to provide tests and scoring services for nurse aide testing. For questions, please contact D&SDT-HEADMASTER at (888)401-0462 or go to D&SDT-HEADMASTER's Michigan Nurse Aide (NA) webpage or at www.hdmaster.com and click on 'Michigan CNA'.

Medical Assistant Program

Program Description

The Medical Assistant certificate program at Detroit Business Institute-Downriver is an entry

level program designed to prepare students for a career as a skilled medical assistant while embracing the latest advancements in healthcare and administrative technology. This program incorporates comprehensive training in both administrative and clinical procedures, emphasizing hands-on experience and practical skills necessary to succeed in medical offices, clinics, and other healthcare facilities.

Medical Assistant program is a 10-month (36 week) program with 46 Quarter credits.

Clock Hour Breakdown:

- o Didactic (Lecture): 525 hours.
- o Supervised Lab: 195 hours.
- o Externship: 160 hours.

Sequential Learning: The program is divided into six modules, each focusing on specific skills and knowledge areas (e.g., medical terminology, phlebotomy, EHR systems, and telehealth workflows). This ensures that students have sufficient time to build competencies sequentially.

ADMISSIONS REQUIREMENTS

To be eligible for admission to the Medical Assistant program, applicants must:

1. Be a high school graduate or have obtained a GED, as evidenced by an attestation signed by the student.
2. Complete a personal/virtual interview with an admissions representative to determine eligibility and commitment to the program.
3. Submit proof of immunizations and complete a health appraisal form, including a negative TB test.
4. Provide two favorable letters of recommendation from a professional source (e.g., teacher, employer, or clergy).
5. Pass a criminal background check

ADDITIONAL INFORMATION- NO OF STUDENTS IN CLASSROOM AND LABORATORIES

- In a classroom setting a ratio of 1:30 is maintained
- In Skill labs a ratio of 1:15 is maintained

Please note that a student may be asked to provide a drug screening if required by affiliated clinical sites and Michigan state regulations prior to their clinical posting.

PROGRAM EDUCATIONAL OBJECTIVES

- Train students in both administrative and clinical competencies, including phlebotomy, EKG, pharmacology, and medical communication to ensure community-ready, skilled healthcare support.
- Integrate empathy, cultural sensitivity, and ethical standards through curriculum in HIPAA, ethics, and patient interaction.
- Leverage innovation through VR simulation and AI exposure to deliver cutting-edge, transformational career training, as emphasized in DBI's mission.
- Prepare students for national certification and meaningful externship placements to support professional credibility and local workforce integration.
- Reinforce professionalism, collaboration, and commitment, mirroring DBI's values of integrity and making a difference.

CREDENTIAL AWARDED

Graduates of the Medical Assistant program will be awarded a Certificate in Medical Assisting upon success. This is an entry level educational requirement.

While not always required for entry-level positions, many employers prefer or require certification, such as CMA, CCMA (Certified Clinical Medical Assistant), or RMA. All students at DBI will receive support work to be successful on these exams.

MEDICAL ASSISTANT PROGRAM STRUCTURE AND HOURS

Module	Course Name	Course Number	Lecture Hours	Lab Hours	Externship Hours	Total Instructional Clock Hours	Outside Class Hours	ACCSC QCH
Module 1	Foundations of Medical Office Administration	MED101	30	15	0	45	6	2.5
	Medical Law, Ethics and HIPAA Compliance	MED102	30	15	0	45	6	2.5
	Telehealth and EHR Systems	MED 107	30	15	0	45	6	2.5
Module 1 Total			90	45	0	135		7.5
Module 2	Medical Terminology	BIO 114	20	0	0	20	3	1
	Anatomy & Physiology for Medical Assistants	BIO 113	70	0	0	70	12	4.5
	Patient Communication and Customer Service	MED104	15	15	0	30	3	1.5
Module 2 Total			105	15	0	120		7
Module 3	EKG and Cardiovascular Testing	MAC 101	30	15	0	45	6	2.5
	Basic Clinical Procedures I	MAC 103	30	15	0	45	6	2.5
	Pharmacology and Medication Administration	MAC 102	30	15	0	45	6	2.5
	VR Med Lab	MED 110	0	15	0	15	0	0.5
Module 3 Total			90	60	0	150		8
Module 4	Basic Clinical Procedures II	MAC 104	30	15	0	45	6	2.5
	Cybersecurity and Patient Data Privacy	MED106	30	0	0	30	3	2
	Diagnostic Testing & Lab Procedures	MAC 105	30	15	0	45	6	2.5
	AI in Administrative Workflow	MED108	30	0	0	30	6	2
Module 4 Total			120	30	0	150		9
Module 5	Phlebotomy Procedures & techniques	MAC 106	30	15	0	45	6	2.5
	IoMT and Biometric Data	MED 112	30	15	0	45	6	2.5
	Minor Surgical Procedures	MAC 107	30	15	0	45	6	2.5
Module 5 Total			90	45	0	135		7.5
Module 6								
	Externship	MAC 108	0	0	160	160	6	5
	CCMA Certification Prep	MAC 109	30	0	0	30	0	2
Module 6 Total			30	0	160	190		7
Total Program			525	195	160	880	99	46

Medical Office Program

PROGRAM DESCRIPTION

The Medical Office program at Detroit Business Institute-Downriver is designed to prepare students for administrative roles in medical office settings, leveraging the latest advancements in healthcare technology and office management practices. This program emphasizes hands-on training and practical skills necessary to succeed in environments such as medical offices, outpatient clinics, and other healthcare facilities. **Medical Office Program is a 10-month (36 week) program with 49.5 Quarter credits.** • Clock Hour Breakdown:

- Didactic (Lecture): 510 hours.
- Supervised Lab: 255 hours.
- Externship: 190 hours.

Sequential Learning: The program is divided into six modules, each focusing on specific skills and knowledge areas (e.g., medical terminology, phlebotomy, EHR systems, and telehealth workflows). This ensures that students have sufficient time to build competencies sequentially.

ADMISSIONS REQUIREMENTS

To be eligible for admission to the Medical Assistant program, applicants must:

1. Be a high school graduate or have obtained a GED, as evidenced by an attestation signed by the student.
2. Complete a personal/virtual interview with an admissions representative to determine eligibility and commitment to the program.
3. Submit proof of immunizations and complete a health appraisal form, including a negative TB test.
4. Provide two favorable letters of recommendation from a professional source (e.g., teacher, employer, or clergy).
5. Pass a criminal background check

Please note that a student may be asked to provide a drug screening if required by affiliated clinical sites and Michigan state regulations prior to their clinical posting.

PROGRAM EDUCATIONAL OBJECTIVES

- Provide career-ready training in administrative procedures such as scheduling, billing, and EHR to meet workforce demands and local healthcare employer needs.
- Equip students to communicate professionally and ethically, reflecting integrity and empathy in patient interaction.
- Develop technological competencies in EHR, AI tools, and cybersecurity, preparing students for a digitally advancing healthcare industry.
- Instill commitment to service through externship experiences that connect students to real community health needs, fulfilling the school's role in addressing local health workforce shortages.
- Foster lifelong professionalism, teamwork, and responsibility in accordance with DBI's values.

CREDENTIAL AWARDED

Graduates of the Medical Office program will be awarded a Certificate in Medical Office upon successful completion of all program requirements. This is an entry level educational requirement.

While not always required for entry-level positions, many employers prefer or require certification, such as CMAA. All students at DBI will receive prep course work to be successful on these exams.

MEDICAL OFFICE PROGRAM STRUCTURE AND HOURS

Module	Course Name		Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours	Outside Clock hours	ACCSC QCH
Module 1	Foundations of Medical Office Administration	MED101	30	15	0	45	6	2.5
	Medical Law, Ethics and HIPAA Compliance	MED102	30	15	0	45	6	2.5
	Telehealth and EHR Systems	MED 107	30	15	0	45	6	2.5
	Introduction to Spreadsheets/Word processing applications	MED103	0	20	0	20	0	1
Module 1 Total			90	65	0	155	18	8.5
Module 2	Patient Communication and Customer Service	MED104	15	15	0	30	6	1.5
	Introduction to Medical Billing	MRM 101	40	30	0	70	12	4
	Medical Terminology	BIO 114	20	0	0	20	3	1
	VR Med Lab	MED 110	0	15	0	15		0.5
	Intro to Health & Body Systems	BIO112	30	0	0	30	6	2
Module 2 Total			105	60	0	165	27	9
Module 3	Medical Records Management- Insurance & Reimbursements	MRM103	30	15	0	45	6	2.5
	Digital Literacy for Medical Offices	MED 105	30	15	0	45	6	2.5
	Introduction to Medical Coding	MRM 102	30	15	0	45	6	2.5
Module 3 Total			90	45	0	135	18	7.5
Module 4	Cybersecurity and Patient Data Privacy	MED106	30	0	0	30	6	2
	AI in Administrative Workflow	MED 108	30	0	0	30	6	2
	Advanced Medical Billing & Coding	MRM 104	45	30	0	75	12	4
Module 4 Total			105	30	0	135	24	8
Module 5	IoMT and Biometric Data	MED 112	30	15	0	45	6	2.5
	Predictive Analytics in Healthcare	MED111	30	15	0	45	6	2.5
	Enhancing Patient Experience with AI	MED 109	30	15	0	45	6	2.5
Module 5 Total			90	45	0	135	18	7.5
Module 6								
	Externship	MOA 110	0	0	190	190		6
	CCMA Certification Prep	MOA111	30	15	0	45		3
Module 6 Total			30	15	190	235	0	9
Total Program			510	255	120	960	105	49.5

ADDITIONAL INFORMATION- NO OF STUDENTS IN CLASSROOM AND LABORATORIES

- In a classroom setting a ratio of 1:30 is maintained
- In Skill labs a ratio of 1:15 is maintained

Medical Office Specialist Program

PROGRAM DESCRIPTION

The Medical Specialist Program at Detroit Business Institute-Downriver prepares students for careers in healthcare administration by equipping them with essential skills in medical coding, insurance billing, and healthcare reimbursement processes. This program covers ICD-10, CPT, and HCPCS coding systems, patient data privacy, revenue cycle management, and the latest AI-driven billing technologies. Students gain hands-on experience with industry-standard billing software and participate in an externship for real-world application. Graduates will be prepared for certification exams such as the Certified Billing and Coding Specialist (CBCS) or Certified Professional Coder (CPC), positioning them for employment in hospitals, clinics, and insurance

Program Length: 720 Clock Hours (30 weeks) The Medical Office Specialist program is 38 Quarter credits and can be completed in 30 weeks.

ADMISSIONS REQUIREMENTS

To be eligible for admission to the Medical Assistant program, applicants must:

1. Be a high school graduate or have obtained a GED, as evidenced by an attestation signed by the student.
2. Complete a personal/virtual interview with an admissions representative to determine eligibility and commitment to the program.

CREDENTIAL AWARDED

Upon successful completion of the program, students will be awarded a Certificate Medical Office Specialist. This is an entry level educational requirement.

While not always required for entry-level positions, many employers prefer or require certification such as CBCS certification. All

3. Submit proof of immunizations and complete a health appraisal form, including a negative TB test.
4. Provide two favorable letters of recommendation from a professional source (e.g., teacher, employer, or clergy).
5. Pass a criminal background check

Please note that a student may be asked to provide a drug screening if required by affiliated clinical sites and Michigan state regulations prior to their clinical posting.

PROGRAM EDUCATIONAL OBJECTIVES

- Develop core competencies in ICD-10, CPT, and HCPCS coding to support accurate, ethical, and efficient billing systems, enabling graduates to serve in-demand administrative roles.
- Foster professional communication, data privacy awareness, and mastery of regulatory compliance in healthcare documentation.
- Teach AI, telehealth, and cybersecurity tools to align students with emerging healthcare technologies, in line with DBI's commitment to innovation and quality.
- Offer a 150-hour externship that connects students to real work environments, supporting DBI's mission of practical, career-focused education.
- Promote DBI's institutional values by integrating integrity, professionalism, and empathy into every phase of the student journey.

students at DBI will receive prep course work to be successful on these exams.

ADDITIONAL INFORMATION- NO OF STUDENTS IN CLASSROOM AND LABORATORIES

- In a classroom setting a ratio of 1:30 is maintained

- In Skill labs a ratio of 1:15 is maintained

MEDICAL OFFICE SPECIALIST PROGRAM STRUCTURE AND HOURS

Module	Course Name		Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours	Outside Clock hours	ACCSC QCH
Module 1	Foundations of Medical Office Administration	MED101	30	15	0	45	6	2.5
	Medical Law, Ethics and HIPAA Compliance	MED102	30	15	0	45	6	2.5
	Telehealth and EHR Systems	MED 107	30	15	0	45	6	2.5
	Introduction to Spreadsheets/Word processing applications	MED103	0	20	0	20	0	1
Module 1 Total			90	65	0	155	18	8.5
Module 2	Introduction to Medical Billing	MRM 101	40	30	0	70	12	4
	VR Med Lab	MED 110	0	15	0	15		0.5
	Intro to Health & Body Systems	BIO112	30	0	0	30	6	2
Module 2 Total			70	45	0	115	18	6.5
Module 3	Medical Records Management- Insurance & Reimbursements	MRM103	30	15	0	45	6	2.5
	Introduction to Medical Coding	MRM 102	30	15	0	45	6	2.5
Module 3 Total			60	30	0	90	12	5
Module 4	Cybersecurity and Patient Data Privacy	MED106	30	0	0	30	6	2
	Data Analytics & Revenue Cycle Management	MOS 105	20	15	0	35	6	2
	AI in Administrative Workflow	MED 108	30	0	0	30	6	2
	Advanced Medical Billing & Coding	MRM 104	45	30	0	75	12	4.5
Module 4 Total			125	45	0	170	30	10.5
Module 5								
	Externship	MOS 110	0	0	150	150	0	5
	CBCS Certification Prep	MOS 111	40	0	0	40	6	2.5
Module 5 Total			40	0	150	190	6	7.5
Total Program			385	185	150	720	84	38

Course Description

Practical Nurse Program

NUR 110 Fundamentals of Nursing

This course is designed to introduce the student to the principles of basic nursing care and the nursing process as a foundation for all future nursing courses. A comprehensive nutritional component will be incorporated into this course that establishes dietary guidelines for Individuals. This nutritional thread will enhance the importance of normal growth and development needed for tissue maintenance and repair, cellular metabolism, and organ function.

Total hours: 97 (60 lecture, 22 computer lab and 15 out-of-class hours)

Pre-requisites: Admission requirements

Co-requisites: NUR 111, 112, 113, 114 and 115

5.0 credits

NUR 111 Fundamentals of Nursing Skills Lab

This course will introduce the student to the skill of physical assessments of the adult patient utilizing a systematic approach. This lab will emphasize techniques required to perform a variety of patient assessments utilizing principles of nursing practice and computer skills necessary to document patient findings. The basic concepts of Dr. Callista Roy's theory of Adaptation are utilized to guide the clinical nursing care plans. Completion of a check-off list with 100% proficiency is required to pass this course.

Total hours: 68 (56 skills lab and 12 out-of-class hours)

Pre-requisites: Admission requirements

Co-requisites: NUR 110, 112, 113, 114, 115

3.0 credits

Corequisite: NUR 130, NUR 132, GEN 110, BIO 115.

NUR 112 Fundamentals of Nursing Skills Clinical

This course will introduce the student to the therapeutic data collection utilizing subjective and objective data in a long-term care setting. Hands-on application of skills will be performed on patients. Lab and diagnostic interpretation will be recorded as well as written and electronic documentation, chart review and patient safety to ensure continuity of care.

Total hours: 112 (104 clinical and 8 out-of-class hours)

Pre-requisites: Admission requirements

Co-requisites: NUR. 110, 111, 113, 114, 115.

3.5 credits

BIO113 Anatomy and Physiology

Students will be introduced to the principles of anatomy and physiology within the course with an analysis of the structure and functions of organs, tissue and their relationship to disease causing illnesses that affect the population as a whole. The 15 hours of computer lab incorporated into NUR 113 will consist of 70 items related to anatomy and physiology, plus 5 pre-set items evaluating 12 topic areas of the human body.

Total hours: 106 (70 lecture, 15 computer lab and 21 out-of-class hours)

Pre-requisites: Admission requirements

Co-requisites: NUR 110, 111, 112, 114, 115.

5.5 credits

BIO114 Medical Terminology

This course introduces the student nurse to the principles of medical terminology including spelling, pronunciation and application. This knowledge is applicable to all aspects of nursing care. Out-of-class activities consist of seven weekly homework assignments. Total hours: 25 (20 lecture and 5 out-of-class hours)

Pre-requisites: Admission requirements

Co-requisites: NUR 110, 111, 112, 113, 115.

1.0 credits

NUR115 Math for Clinical Practice

This course introduces the mathematical principles of dosage and drug calculations needed for medication administration in the nursing profession.

Total hours: 50 lecture hours)

Pre-requisites: Admission requirements

Co-requisites: NUR 110, 111, 112, 113, 114

3.0 credits

NUR116 Pharmacology

This course is designed to introduce the student to drug classifications utilizing a systematic approach while instructing the student how pharmacokinetics, distribution, absorption, and metabolism of drugs affect the human body. The student learning outcomes include knowing safe dosages, safe ranges, and drug calculations, how to safely administer oral, rectal, intramuscular,

subcutaneous, transdermal, topical, suppositories, eye, ear, and intravenous medications. The documentation of time and drug effectiveness will be taught utilizing electronic data bases and the medication administration record (MAR). A nutritional component is incorporated in the course that explains food allergies, which medications must be taken with or without food and how to alert other healthcare team members of a patient's sensitivity. Total hours:100.5 (60 lecture, 22 computer lab and 18.5 out-of-class hours). Prerequisites: NUR 110, 111, 112, 113, 114, 115 Co-requisite: 117, 118, 119, 120

5.0 credits

NUR117 Medical Surgical Nursing I

This course is designed to introduce the student to medical nursing concepts and their application to clinical practice within a culturally diverse community addressing common health care needs of adults. The focus will be on medical diagnosis and the nursing care required ensuring wellness.

Total hours: 104.5 (53 lecture, 31 computer lab and 20.5 out-of-class hours)

Pre-requisites: NUR 110, 111, 112, 113,114,115
Co-requisites NUR 116, 118, 119, 120

5.0 credits

NUR118 Medical Surgical Nursing II

This course is designed as a continuation of NUR 117 and will explore the surgical concepts and their application to clinical practice within a culturally diverse community addressing common health care needs of adults. The focus will be on surgical diagnosis and the nursing care required ensuring wellness during pre-operative, intra-operative and post-operative care and patient teaching.

Total Hours: 95(52 lecture, 24 computer lab and 19 out-of-class hours)

Pre-requisites: NUR 110, 111, 112, 113, 114, 115
Co-requisites NUR 116, 117, 119, 120

4.5 credits

NUR119 Medical Surgical Nursing Skills Lab

The skills laboratory will encompass the following student learning objectives: Intermediate physical exam assessments, a comprehensive medication administration review, wound care, IV therapy, phlebotomy, EKG's and chest tube care. The introduction of a 35 hour simulation laboratory will be twofold: One section will involve 30 hours of clinical reasoning scenarios for medical surgical learning 2.0 developed by ATI on the following

topics: Diabetes Mellitus, Heart Failure, Kidney Disease, Pneumonia, and Urinary Tract Infections, 6 hours each. The student focus will be on making clinical decisions that affect the care, treatment and outcomes for virtual clients. Completion of a check-off list with 100% proficiency is required to pass this course.

Total hours: 78 (70 skills lab and 8 out-of-class hours)

Pre-requisites: NUR 110, 111, 112, 113, 114, 115
Co-requisites NUR 116, 117, 118, 120

3.5 credits

NUR120 Medical Surgical Nursing Clinical

The focus of the clinical section will be on physical assessment, developing and implementing care plans, medication administration, admission, discharging, shadowing, and client teaching and writing a surgical and teaching paper. Emphasis is placed upon implementing the nursing process in the care of adults in a structured medical/surgical setting. The student will be required to complete the designated number of clinical hours specific to this rotation for successful completion of the clinical rotation.

Total hours: 83 (75 clinical and 8 out-of-class hours)

Pre-requisites: NUR 110, 111, 112, 113, 114, 115
Co-requisites NUR 116, 117, 118, 119

2.5 credits

NUR121 Obstetrical Nursing

This course is designed to introduce the student to the role of the LPN in caring for families experiencing childbirth and understanding health promotion during pregnancy in a virtual setting. A nutritional component is incorporated in the course that explains the caloric needs to meet the growth and development requirements for this population of patients.

Total hours: 78.5 (28 lecture, 35 skills lab and 15.5 out-of class hours)

Prerequisites: NUR 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120

Co-requisite: NUR 122, 123, 124, 125, 126

3.5 credits

NUR122 Obstetrical Nursing Simulation Lab

This course will prepare the student to embrace ATI's real life Maternal Newborn 2.0, virtual simulation laboratory scenarios. The following topics will be explored: Gestational diabetes,

postpartum hemorrhage, preeclampsia, preterm labor and thermoregulation and care of a newborn.

Total hours: 50 (40 simulation and 10 out of class hours)

Prerequisites: NUR 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120

Co-requisite: NUR 121, 122, 123, 125, 126

2.0 credits

NUR123 Pediatric Nursing

This is an introductory course that focuses on a holistic approach to the care of the child and the adolescent patient. The nursing process is used as the foundation for providing holistic care from patients with common illnesses and their families. The student is introduced to the common complications of childhood diseases, pre and post operative care and immunization schedules, as well as concepts of caring and acknowledging the sensitivity to unique cultural, spiritual, and age-related needs. Total hours: 90 (32 lecture, 40 computer lab and 18 out-of-class hours)

Pre-requisites: NUR 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120 Co-requisites NUR 121, 122, 124, 125, 126

4.0 credits

NUR124 Pediatric Nursing Simulation lab and Clinical

This course focuses on a holistic approach to the care of the child and the adolescent patient with a focus on pediatric growth and development, pediatric vital signs and assessments, pediatric medication administration and accurate calculation and age-related communication techniques. Completion of a check-off list with 100% proficiency is required to pass this course. The student will be required to complete the designated number of clinical hours specific to this rotation for successful completion of the clinical rotation.

Total hours: 62.5 (20 SIM lab, 30 clinical and 12.5 out-of-class hours)

Pre-requisites: NUR 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120

Co-requisites NUR 121, 122, 123, 125, 126

2.0 credits

NUR125 Transition and Roles of the LPN

Legal, ethical and moral issues affecting the LPN nurse are explored as well as strategies to meet the cultural and spiritual needs of patients. This course includes application of critical thinking to

clinical problem solving for the NCLEX-PN exam and for leading and managing others in the workplace. A mandatory ATI PN Comprehensive Predictor will be administered and the DBI benchmark score percent or higher is required to pass the class and for program completion. Additional NCLEX -PN prep indicators may be used in this class as program completion requirements. The student will be required to complete the designated number of clinical hours specific to this rotation for successful completion of the clinical rotation

Total hours: 95 (60 lecture, 10 computer lab, 16 clinical and 9 out-of-class hours)

Prerequisites: NUR 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120

Co-requisite: NUR 121, 123, 124, 125, 126

5.0 credits

NUR126 Gerontological Nursing/Mental Health

This course focuses on the health promotion, prevention and protection concepts for older adults. This course will introduce the student to a comprehensive mental health component as it relates to geriatric and the adult client and will utilize ATI's PN Mental Health Nursing 10.0 textbook/online assessments.

Total hours: 75 (30 lecture, 30 computer and 15 out-of-class hours). Prerequisites: NUR 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120

Co-requisite: NUR 121, 122, 123, 124, 125

3.5 credits

Course Description Allied Health Programs

MED101 Foundations of Medical Office Administration

Didactic/Lab/Externship: 30/15/0

Introduces medical office workflows, including scheduling, billing, and administrative operations. Students gain foundational knowledge and practice administrative scenarios in labs to manage front-office tasks effectively.

MED102 Medical law, Ethics and HIPAA Compliance

Focuses on ethical and legal responsibilities, including HIPAA compliance. Case studies and lab activities reinforce concepts of patient confidentiality and ethical decision making.

MED107 Telehealth and EHR Systems

Focus on telehealth platforms and EHR systems, emphasizing secure data handling and patient records management. Lab activities include simulations with telehealth tools and EHR software.

BIO114 Medical Terminology

Didactic/Lab/Externship: 20/0/0

Teaches medical vocabulary, including prefixes, suffixes, and root words. Students focus on terminology for body systems, diseases, and medical procedures to enhance communication skills.

BIO113 Anatomy & Physiology for Medical Assistants

Didactic/Lab/Externship: 70/0/0

Provides a detailed overview of the human body's systems, their functions, and relevance to medical procedures. Lab activities reinforce theoretical concepts using models and diagrams.

MED110 VR Med Lab

Didactic/Lab/Externship: 30/15/0

Immersive virtual reality lab simulating administrative and patient interaction scenarios to enhance practical skills.

MED104 Patient Communication and Customer Service

Develops communication skills for interacting with patients and healthcare teams. Lab-based role-playing exercises simulate real-world scenarios for empathetic and professional interactions.

MAC101 EKG and Cardiovascular Testing

Didactic/Lab/Externship: 30/15/0

Introduces cardiovascular anatomy and electrocardiography (EKG) testing. Students gain practical experience performing and interpreting EKGs in lab settings.

MAC103 Basic Clinical Procedures I

Didactic/Lab/Externship: 30/15/0

Focuses on foundational clinical skills such as vital sign measurement, patient positioning, and infection control. Lab activities provide hands-on training with standard clinical tools.

MAC102 Pharmacology and Medication Administration

Didactic/Lab/Externship: 30/15/0

Covers principles of pharmacology, drug classifications, and medication administration techniques. Lab activities emphasize safe handling and dosage calculations.

MAC104 Basic Clinical Procedures II

Didactic/Lab/Externship: 30/15/0

Builds on foundational skills with advanced procedures such as wound care, suturing, and emergency response. Lab sessions focus on developing clinical confidence.

Prerequisite: MAC103

MED106 Cybersecurity and Patient Data Privacy

Didactic/Lab/Externship: 30/0/0

Prepares students for CPT certification through lab-based practice exams and skill refinement. Covers key concepts and test-taking strategies.

MAC105 Diagnostic Testing & Lab Procedures

Didactic/Lab/Externship: 30/15/0

Focuses on diagnostic techniques such as urinalysis, hematology, and specimen collection. Lab sessions emphasize safety, accuracy, and compliance with healthcare regulations.

MED108 AI in Administrative Workflow

Didactic/Lab/Externship: 30/0/0

Introduces AI applications in healthcare administration, including data management, scheduling, and predictive analytics. Students explore real-world AI scenarios in healthcare.

MAC106 Phlebotomy Procedures & Techniques

Didactic/Lab/Externship: 30/15/0

Comprehensive training in venipuncture, capillary puncture, and specimen handling. Lab sessions provide hands-on practice with patient interactions and phlebotomy equipment.

MAC107 Minor Surgical Procedures

Covers assisting in minor surgical procedures, including instrument sterilization, patient

monitoring, and post-surgical care. Lab sessions emphasize proper surgical support techniques.

MED112 IoMT and Biometric Data

Didactic/Lab/Externship: 30/15/0

Introduction to the Internet of Medical Things (IoMT) and biometric data collection, with hands-on practice using medical devices.

MAC108 Externship

Didactic/Lab/Externship: 0/0/160

Provides hands-on clinical experience in healthcare settings under professional supervision. Students apply theoretical knowledge and develop job-ready skills.

MAC109 CCMA Certification Prep

Didactic/Lab/Externship: 30/0/0

Prepares students for the CCMA certification exam through practice tests, review sessions, and skill refinement in lab settings. Emphasis is placed on exam strategies and confidence building.

Prerequisite: MAC108

MRM103 Medical Records Management-Insurance & Reimbursements

Didactic/Lab/Externship: 30/15/0

Focus on maintaining patient records, insurance documentation, and reimbursement processes. Labs include practical exercises with insurance software. Students will organize patient records and apply best practices for insurance processing and reimbursements. Lab sessions will allow students to implement efficient workflows using insurance documentation software.

MED105 Digital Literacy for Medical Offices

Didactic/Lab/Externship: 30/15/0

Introduction to digital tools and platforms for medical offices, including secure communication and document sharing. Students will explore digital tools like scheduling systems and document sharing platforms. Lab activities will train students to utilize secure communication methods and manage digital workflows effectively.

MRM102 Introduction to Medical Coding

Didactic/Lab/Externship: 30/15/0

Provides foundational knowledge of coding systems such as ICD and CPT, focusing on accurate coding for medical billing and reimbursement. Lab activities reinforce practical skills. This course helps students interpret and apply coding systems like ICD and CPT for medical billing. Through lab activities, students will demonstrate proficiency in coding processes and analyze coding accuracy to ensure compliance.

MRM 104 Advanced Medical Billing & Coding

Didactic/Lab/Externship: 45/30/0

Builds on basic billing and coding knowledge, focusing on complex procedures and claim troubleshooting. Students will examine advanced coding scenarios and implement solutions for complex billing errors. Lab sessions will allow students to apply advanced knowledge of coding systems and prepare for coding certifications.

MED111 Predictive Analytics in Healthcare

Didactic/Lab/Externship: 30/15/0

Teaches how predictive analytics is used to improve patient care and optimize administrative workflows. Students will interpret healthcare data and apply predictive analytics to improve administrative decisions and patient care outcomes. They will analyze case studies to construct actionable insights from data trends.

MED 109 Enhancing Patient Experience with AI

Didactic/Lab/Externship: 30/15/0

Students will evaluate how AI enhances patient care by personalizing interactions and streamlining communication. They will design AI-driven solutions to improve patient satisfaction and healthcare delivery.

MOA110 Externship

Didactic/Lab/Externship: 0/0/190

Students will apply their knowledge in real-world healthcare settings during their supervised externship. They will demonstrate competencies in billing, patient communication, and administrative workflows, gaining valuable professional experience.

MOA111 CCMA Certification Prep

Didactic/Lab/Externship: 30/20/0

This course will review key concepts and evaluate students' readiness for certification. Students will practice exam simulations to demonstrate their competency in critical areas of medical office administration.

Prerequisite: MOA110

NA 110 - Foundations of Nursing Assistance

Didactic/Lab/Externship: 15/9/0

This course introduces students to the foundational principles of nursing assistance, emphasizing patient care, professionalism, and compliance with ethical and legal standards. Students will explore topics such as infection control, patient safety, communication techniques, and the role of a Certified Nursing Aide in the healthcare system. Hands-on lab sessions focus on developing essential skills such as hand hygiene, proper use of personal protective equipment (PPE), and basic patient care techniques.

MOS 105 - Data Analytics & Revenue Cycle Management

Didactic/Lab/Externship: 20/15/0

This course introduces students to the fundamental principles of healthcare data analytics and revenue cycle management (RCM). Students will examine the end-to-end RCM process, including patient registration, charge capture, claims submission, payment posting, and denial management—and analyze how data-driven insights can improve financial performance and patient outcomes.

MOS110 – Externship

Didactic/Lab/Externship: 0/0/150

A supervised externship in a healthcare setting where students apply their knowledge in medical billing, patient interaction, and records management.

MOS111 – CBCS Certification Prep

Didactic/Lab/Externship: 40/0/0

A comprehensive review course for students preparing for the CBCS certification exam, including test-taking strategies and case study analysis.

Prerequisite: MOS110

NA 111 - Essential Nursing Assistance

Clinical Skills

Didactic/Lab/Externship: 15/21/0

This course provides in-depth training in the technical skills required for nursing aides. Key areas of focus include assisting patients with activities of daily living (ADLs), such as feeding, bathing, dressing, and mobility. Students will learn techniques for accurate measurement of vital signs, proper body mechanics, and safe patient transfers using gait belts and mechanical lifts. Lab sessions offer students an opportunity to practice and refine these skills under the supervision of an instructor.

NA 112 - Nursing Clinical

Didactic/Lab/Externship: 0/0/16

This clinical component allows students to apply their theoretical knowledge and lab skills in a real-world healthcare setting. Under the supervision of a qualified instructor, students will provide direct care to residents in long-term care or rehabilitation facilities. Emphasis is placed on infection control, patient safety, and professional communication with residents and staff. This clinical experience ensures students meet state competency requirements for certification.

Veteran Student Addendum

This catalog addendum applies to students receiving U.S. Department of Veterans Affairs education benefits while attending Detroit Business Institute:

1. Prior Credit Policy: Per, 38CFR 21.4253 (d)(3), previous training and experience will be considered, and granted if appropriate, for veterans and other eligible students.
2. Attendance Policy: Students are expected to attend all classes. If circumstances prevent attendance at a particular class, prior notification is expected. If attendance falls below 90%, VA benefits will be terminated. Students whose absences result from authorized mitigating circumstances, as determined by the school Director, will not be terminated. Students who have been terminated from the school for

unsatisfactory attendance may be re-admitted according to the appeals policy at the discretion of the School Director.

3. **Conduct Policy:** Students must always conduct themselves in a respectable manner in accordance with the DBI student conduct policy. Disruptive or inappropriate behavior deemed unsatisfactory conduct by school officials will result in termination of veterans' educational benefits, and possible dismissal from Detroit Business Institute. Re-admittance after conduct dismissal requires reapplication to the school.

4. **Academic Progress Policy:** Students receiving VA education benefits must maintain 77% average on tests and in written practical exams, and satisfactory and timely completion of all assignments, reports, projects, etc. Failure to meet these criteria will result in being placed on probation. If the criteria are not met by the next SAP date listed via the student enrollment agreement, VA education benefits will be terminated. Certification to VA for payment will not be resumed until the student has returned to a satisfactory academic status.

5. **Late fees/Penalties/Assessments:** The school will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

6. **Pro-Rata Refund Policy for Veterans and other Eligible Students:** Per CFR 21.4255, Detroit Business Institute has a pro-rata refund policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued there from at any time prior to completion.

7. **Equal Opportunity Statement:** Detroit Business Institute does not discriminate on the basis of race, color, religion, sex, age, disability or national origin.

8. **Program Completion:** The student must satisfactorily complete the academic requirements of their chosen field and satisfy all financial obligations to receive a Diploma.

9. **Retention of Records:** Detroit Business Institute will retain records and accounts of students receiving VA Educational benefits for a period of three years following course completion. These records will be made available to the student upon request and certification.

School Closing

In the event of an emergency such as a snow day or electrical power outage and the school is closed or scheduled classes fall on a federal holiday when the school is closed, mandatory make-up dates will be scheduled. The make-up day generally will be scheduled between terms on a day of the week that coincides with the day of the scheduled class that was canceled.

Program Calendar 2026-2027

Registration Dates may vary from term to term. In the event of an emergency such as snow day or electrical power outage and the school is closed or scheduled classes fall on a federal holiday when the school is closed, mandatory make-up dates will be scheduled. Make-up day generally will be scheduled between terms on a day of the week that coincides with the day of the scheduled class that was canceled.

Registration schedules are published each term for both new and continuing students. Typically, registration is held one to two weeks prior to the start of each term.

DBI Academic Calendar 2026–2027-Instructional Periods- Allied Health Program

Period	Dates
P1	April 6 – May 17, 2026
P2	May 18 – June 28, 2026
P3	June 29 – August 9, 2026
P4	August 10 – September 20, 2026
P5	September 21 – November 1, 2026
P6	November 2 – December 13, 2026
P7	December 14, 2026 – January 24, 2027
P8	January 25 – March 7, 2027
P9	March 8 – April 18, 2027
P10	April 19 – May 30, 2027

Cohort Start Dates - Allied Health Programs

Cohort	Start Period	Start Date
A	P1	April 6 2026
B	P3	June 29 2026
C	P5	September 21 2026
D	P7	December 14 2026

Institutional Holidays & Closures

Holiday	Closure Dates
Martin Luther King Jr. Day	Jan 19, 2026
Memorial Day	May 25, 2026
Independence Day Weekend	Jul 3–5, 2026

Labor Day	Sep 7, 2026
Thanksgiving Break	Nov 26–29, 2026
Winter Break	Dec 24–26, 2026 + Jan 1, 2027
Martin Luther King Jr. Day	Jan 18, 2027
Memorial Day	May 31, 2027