

CATALOG 2026

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Table of Contents

History 3
Mission 3
Goals 3
School Facility Description 4
Accreditation and Approvals 4

STAFF AND FACULTY 4

Administrative Staff 4
Faculty 5
Institutional Memberships 5
Statement of Ownership and Control 5

ADMISSIONS INFORMATION 5

General Admission Requirements 5

TRANSFER POLICIES 8

RE-ENTRY POLICY 9

ACADEMIC INFORMATION 12

Definition of Credit Hours 12
Grading Standard 13
Graduation Requirements 17
Transfer of Credit 18

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS 18

Leave of Absence 22
Class Attendance 22
Attendance Policies 23

FINANCIAL AID AND OTHER FINANCIAL INFORMATION 25

Financial Aid 25
Federal Pell Grants 25
Federal Supplemental Educational Opportunity Grants 25
Federal Direct Stafford Loans 25
Disbursement of Financial Aid 26
Veterans Benefits and Training 27
Refund Schedule 29
Term-Based Programs 29
NURSE AIDE PROGRAM REFUND SCHEDULE 30
Return of Federal Title IV Aid 31

STUDENT SERVICES 32

Student Orientation 32
Career Services 32
Tutoring 32
Disability Services 32
Commencement/Pinning Ceremonies 32
Campus Food Pantry 32

GENERAL INFORMATION 33

Books and Supplies 33
Changes in Programs, Tuition Charges, Faculty 33
Professional Code of Conduct 34
Children in School 34
Academic Dishonesty 35
Alcohol and Substance Abuse Policy 36

TECHNOLOGY AND INTERNET USE POLICY 37

Professional Confidentiality and HIPAA 38
Non-Discrimination & Non-Harassment Policy 38
Emergency Action, Evacuation and Fire Prevention Plan (EAFP) 39
Campus Crime and Security Policy 42
Family Educational Rights and Privacy Act Policy 42
Student Complaint/Grievance Policy 43
Transcripts 44
Diploma/Certificate 44
Withdrawal 44
Consumer Information Supplement 44

TUITION AND FEES 44

PROGRAMS OF STUDY 45

Medical Assistant Program 45
Medical Office Program 46
Medical Office Specialist Program 47
Nurse Aide Training Program 48
Course Description Allied Health Programs 49
Veteran Student Addendum 53
School Closing 53
Program Calendar 2026-2027 54
Medical Assistant Program Outline 55
Medical Office Program Outline 56
Medical Office Specialist Program Outline 57
Nurse Aide Program Outline 58

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 education.

The typical range of number of students in a classroom is 12-32 for a lecture class, up to 12 for a nursing laboratory class, up to 15 for Allied health labs and 8 for nursing 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

Nurse Aide Training Program is accredited by:

Bureau of Community & Health Systems
2407 N. Grand River Avenue
Lansing, MI 48906

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
Margaret Hopkins, RMA……..Program Director, Allied Health Programs
Chandni Bhilwara,…. Program Coordinator
Brooklyn Mercer ……Admissions Representative
Kakul Gupta……Finance Specialist
Rajni Kumari ……. Admissions Representative
Rashmi Sharma…… Admissions Representative

Faculty

Dwight Hughes, AAS, NRP, CCHW, CCMA, Macomb Community College
Yvonne Jackson, RN, MSN, Western Governor's 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:

- Be a high school graduate or hold a recognized equivalent. Applicants attest to graduation on the application and must provide a copy of the diploma, transcript or GED/HSE certificate
- 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

All applicants are required to provide documentation verifying completion of secondary education.
Acceptable documentation includes a copy of high school diploma, official transcript, or GED certificate and an attestation signed by the student.
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.

International Student Admission Requirements

International applicants must meet all general admission requirements and the requirements of their selected program. In addition, applicants must:

1. **Educational Credentials:** Submit a high school diploma or recognized equivalent. Foreign credentials must be evaluated by an agency that is a current member of the National Association of Credential Evaluation Services (NACES). World Education Services (WES) is DBI's preferred provider. Certified English translations are required for documents issued in another language.
2. **English Proficiency:** Achieve an IELTS Academic overall band score of at least 6.0, with no individual component below 5.5. Test results must be no more than two years old.
3. **Financial Documentation:** Provide acceptable evidence of sufficient funds to cover tuition, fees, living expenses, and other estimated costs for the intended period of study.
4. **Identification:** Submit a valid passport and applicable immigration documentation.
5. **Program Requirements:** Satisfy all applicable program-specific admission, health, background screening, and clinical or externship requirements.
6. **Enrollment:** Complete the admissions interview, submit all required documentation, and sign the enrollment agreement.

Upon acceptance and verification of required documentation, DBI may issue Form I-20 through its Designated School Official, subject to the Institute's SEVP certification and authorization.

Hybrid Program Delivery

The Medical Assistant, Medical Office, and Medical Office Specialist programs are approved to be delivered in a hybrid format. Lecture (theory) instruction for designated courses is delivered online through the School's learning management system, Populi, synchronously at scheduled class times / through a combination of scheduled live sessions and assigned online activities. All laboratory instruction, skills competency check-offs, and externship hours are completed in person. The program outline identifies the delivery method for each course.

Admission. Applicants to a hybrid program must meet all institutional and program-specific admission requirements and must complete the DBI Distance Education Readiness Assessment before enrollment. The assessment evaluates the applicant's technical skills, access to required technology, and ability to participate in online instruction. Admission to a hybrid program is contingent upon meeting the School's readiness criteria.

Technology requirements. Students in hybrid programs must have regular access to a computer with a webcam, microphone, and reliable internet connection capable of accessing Populi and required instructional materials, meeting the specifications provided at enrollment.

Interaction with instructors. Online courses include regular, scheduled interaction with

qualified instructors, including live instruction, instructor feedback on assignments, and opportunities to ask questions and receive timely responses.

Student responsibilities. Students are responsible for participating in all scheduled online and on-campus activities, completing assignments within the timeframes set by the instructor, maintaining communication with faculty, and meeting all attendance, academic progress, and graduation requirements.

Identity verification. Students log in to Populi using a unique, secure username and password and may be required to verify their identity for examinations. There is no charge for identity verification.

Student support. Students in hybrid programs have the same access to academic advising, tutoring, financial aid, career services, and technical support as students in on-campus programs.

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 does not accept transfer credits or clock hours earned at other institutions. All students must complete the full curriculum and instructional requirements of their enrolled program at DBI.

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 meets the applicable academic progression and SAP requirements for return, including any approved appeal or academic plan, and meets all current admission and program requirements in effect at the time of re-entry
1.2 Re-entry is not guaranteed. The requested re-entry date may not be available if the appropriate cohort or course is full, the required course is not offered, or changes to the program or curriculum prevent placement at the student's previous point of study. Any re-entry remains subject to the student's academic eligibility and DBI's 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:

A student required to repeat or complete additional coursework is responsible for the applicable tuition, fees, and required materials as stated in the student's enrollment agreement or addendum. The Financial Aid Office will determine the student's eligibility for financial aid under applicable rules. Approval for re-entry does not guarantee financial aid eligibility. 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 A student approved for re-entry after withdrawal/LOA must sign a new enrollment agreement or appropriate 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

Time Away, Prior Coursework, and Prior Payments

1. Return within 12 months. A student whose last date of academic attendance was within the preceding 12 months may request re-entry into an appropriate point in the same program. The Program Director will review completed courses against the current curriculum and determine whether the student is prepared for the next required courses. Prior placement is not guaranteed.

2. Return after 12 months but within 24 months. The student must meet current admission and program requirements. Before placement beyond the beginning of the program, the student must demonstrate readiness through an assessment selected by the Program Director for the coursework the student seeks to retain. The assessment may include a knowledge test, skills demonstration, or both, as appropriate to the program. A student who does not demonstrate readiness must repeat the applicable coursework or begin the program again.

3. Return after 24 months. A student whose last date of academic attendance was more than 24 months earlier may not resume an unfinished program at the former point of study. The student may apply for admission to the current program and, if admitted, must begin the program again, subject to any credit DBI is required to recognize under applicable law or its published credit policy.

4. Conditions applying to every request. Re-entry is not guaranteed and depends on academic eligibility, the current curriculum, the availability of an appropriate course or cohort, and institutional approval. A request does not reserve a seat. The Financial Aid Office will separately determine aid eligibility; a new application or program restart does not erase the student's prior academic, SAP, financial aid, or account history.

5. Other programs and protected returns. Nurse Aide students are governed by their separate program-specific policies. Returns from an approved leave of absence and qualifying uniformed service are governed by the applicable requirements

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

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.

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

2. Re-Entry Placement and Tuition

2.1 A Nurse Aide student who leaves a cohort before completing the course may request placement in a later cohort. If approved, the student will begin with the first instructional week **not successfully completed**, as shown below. Placement in Week 3 also requires passing the competency assessment in Section 3.

Instruction successfully completed before leaving	Re-entry point	Re-entry fee	Additional tuition
Weeks 1 and 2, with required attendance completed	Week 3	$175	$0
Week 1, with required attendance completed	Week 2	$175	$225
Week 1 not successfully completed	Week 1	$175	$450

2.2 An instructional week means the corresponding scheduled week of the Nurse Aide course, including its required instruction and attendance. Completing a calendar week without meeting its attendance or course requirements does not count as successfully completing that instructional week.

2.3 A student who receives a final failing grade is governed by Section 5, Course Repetition, and must repeat the entire program. The reduced additional tuition amounts in the table do not apply.

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 A student who receives a final failing grade in the Nurse Aide course is not eligible for the weekly re-entry placements or reduced tuition amounts in Section 2. If approved to enroll again, the student must begin the Nurse Aide program in Week 1 and pay the tuition and fees applicable to the new enrollment.

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.

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
- **Rounding rule.** The calculated value for each course is rounded down to the nearest 0.5 quarter credit; credits are never rounded up.

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 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, 2026 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.

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.

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.

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.

Additional Grade Symbols

The following grade symbols may be used, where applicable:

1. **W** – Withdraw
2. **WP**- Withdraw Pass
3. **WF –** Withdraw Fail
4. **I** – Incomplete
5. **TC** – Transfer Credit
6. **AU** – Audit
7. **FN** – Failed due to non-attendance
8. **FNR**– Failed due to non-attendance and later repeated
9. **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.

3. Incomplete Grades

An incomplete grade may be given only when a student has completed most of the course requirements, is otherwise passing the course, and is unable to complete limited remaining work due to approved extenuating circumstances.
All work required to remove an incomplete grade must be completed no later than fourteen (14) calendar days after the end of the course, or before the start of the next module, term, or quarter, whichever occurs first.
If the required work is not completed by the deadline, the incomplete grade will be changed to the grade earned based on the work completed, which may result in a failing grade. A grade of I cannot be converted to a Withdraw.
An incomplete grade may delay a student's ability to progress in the program, attend clinical or externship, or graduate. A student may not receive Title IV aid for completing work from a prior term only to resolve an incomplete grade.

Grading Standard

The scholastic program of the student is reported at the end of each term/quarter and at periodic intervals during the term as needed. Students' academic progress will be evaluated at the end of each quarter. A satisfactory progress report

indicating progress and academic standing in the program can be found in the Student Portal in the format of an unofficial transcript.

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%).**

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

2. Minimum Attendance – Allied Health

Students in Allied Health programs must maintain a minimum attendance rate of **80% attendance.**

Students in Nursing programs must maintain a minimum attendance rate of **90% attendance in theory and Lab and 100% in Clinicals.**

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.

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.

Cumulative Academic Standard – Allied Health

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.

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.

Course Repetition

When a course is repeated, all attempts remain on the student's transcript. The highest grade earned is used in calculating the GPA.

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).

REMEDIATION AND COURSE REPETITION POLICY

Course Repetition

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

- Course repetition is subject to availability and program sequencing
- All attempts remain on the academic record

Repeated coursework in which a passing grade was earned will be marked with an "R" on the academic transcript to indicate the course was repeated.

Withdrawals (W) are not counted as an earned grade when recalculating the cumulative grade point average. If a student is repeating a previously passed course due to starting a program over, only the highest grades earned will calculate into the cumulative grade point average.

Remediation Course/Coursework

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.

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.

Students who repeat a course may be required to audit one or more additional courses, as determined by the institution. Depending on the course, applicable lab, supply, or material fees may be assessed to the student. Audit courses will be included on the student's schedule and will appear on the academic transcript.

Audit courses are not counted as attempted or earned credits and are not included in the cumulative grade point average for Satisfactory Academic Progress purposes.

Students who are required to audit a course as a condition of the Repeat Policy must comply with all applicable attendance requirements. If a student is administratively withdrawn from an audit course due to attendance, the repeated course and any other related audit course may also be subject to administrative course withdrawal, regardless of the student's attendance status in those courses.

Financial Responsibility

Students are responsible for any costs associated with repeated coursework or remediation, including tuition, fees, and materials, where applicable. Financial Aid may not be available for repeat courses.

A student may not receive Title IV aid for retaking a previously passed course if the student is required to retake that course solely because the student failed a different course in a prior term.

Students repeating a course may also be required to audit one or more additional courses, as determined by the institution.

SAP Treatment

- A repeated credit-bearing course counts as attempted coursework. Credit is

earned only when the course is successfully completed.
- An audit awards no credit and does not count as attempted or earned coursework.
- Other required remediation that is not a credit-bearing course does not, by itself, add attempted or earned credits. Its effect on SAP, if any, is determined under DBI's published SAP policy.

Institutional Authority

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

General Policies

Students who are required to repeat a course may do so only when space is available. If the required course is not offered in the immediately following term, the student must repeat the course the next time it is offered.

A student who fails a course that is a prerequisite for later coursework may not begin that coursework until the failed course is passed.

Failure at the end of a term. The student may return to repeat the course in the next term in which it is offered. The School will give the student a written return date. During any term in which the student does not attend, the student is reported as not enrolled for financial aid purposes, which may begin the grace period on federal student loans. A student who does not return on the scheduled date is withdrawn as of the last date of attendance.

Failure at the end of the first module of a term. If the student cannot continue in the second module, the student may request a leave of absence under the Leave of Absence policy. Otherwise, the student is withdrawn as of the last date of attendance, and the refund and Return of Federal Title IV Aid policies apply. The student may apply for re-entry when the course is next offered.

Medical Office Specialist. If the required course begins no more than 60 calendar days after the student's last date of attendance, the student receives a written, scheduled return date and is not withdrawn. If it begins later, the student is withdrawn as of the last date of attendance and may re-enter when the course is offered.

Students may appeal a final course grade in accordance with the Student Complaint/Grievance Policy. All grade appeals must be submitted within ten (10) calendar days following the end of the course. Appeals submitted after this period will not be considered.

Students who have been dismissed due to a Student Code of Conduct violation are prohibited from being on DBI campus property and are not eligible for reinstatement or admission to any other program.

Students with concerns must follow the Chain of Command:

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

Externship Removal and Re-Placement – Allied Health

Removal for reasons unrelated to the student

Removal for reasons unrelated to the student. If an externship site ends a placement for reasons unrelated to the student's performance or conduct, such as site closure, staffing changes, or loss of the affiliation agreement, the School will arrange a new placement. Externship hours completed with satisfactory evaluations will count toward the required total, and no grade penalty applies.

Removal eligible for re-placement. A student removed from an externship site for reasons such as the following will receive a failing grade (E) for the externship course and may be re-placed one time:

- unsatisfactory clinical or administrative skills;
- excessive absence or tardiness;

- failure to follow site procedures or instructions; or
- unprofessional behavior that does not rise to serious misconduct.

Before re-placement, the student must meet with the Program Director and complete any assigned remediation, such as skills practice in the lab and competency check-offs. The student repeats the externship course in full at the new site, and hours completed at the prior site do not count. The repeated externship is charged per quarter credit hour of the externship course, at a rate equal to the total program tuition divided by the program's total quarter credit hours.

Removal for serious misconduct. A student removed from an externship site for serious misconduct is not eligible for re-placement and will be referred for disciplinary action under the Student Code of Conduct, which may result in dismissal from the program. Serious misconduct includes, but is not limited to:

- breach of patient confidentiality or HIPAA;
- theft or misuse of property or patient information;
- falsifying time sheets, patient records, or evaluations;
- endangering a patient or performing procedures outside the student's scope;
- reporting to the site under the influence of drugs or alcohol, or a positive drug screen; or
- harassment, threats, or violence.

Limit. A student may be re-placed only once during the program. A second removal for any reason other than one unrelated to the student results in a failing grade and dismissal from the program.

Waiting for re-placement. Re-placement depends on site availability and may delay the student's graduation date. Before re-placement, the student must complete the remediation assigned by the Program Director. The School will schedule the new placement to begin as soon as a site is available and will notify the student of the scheduled start date in writing.

- **Medical Assistant and Medical Office.** If the new placement can begin within the current term, the student continues in the term. If it cannot, the student repeats the externship in the next term in which a placement is available. During any term in which the student does not attend, the student is reported as not enrolled for financial aid purposes, which may begin the grace period on federal student loans. Alternatively, the student may request a leave of absence under the Leave of Absence policy, and the externship repeat charge will be waived.
- **Medical Office Specialist.** The School will schedule the new placement to begin no later than 60 calendar days after the student's last day at the prior site. If it cannot, the student may request a leave of absence under the Leave of Absence policy, and the externship repeat charge will be waived.

A student who does not begin the new placement on the scheduled date is withdrawn as of the last date of attendance.

Decisions and appeals. The Program Director determines which category a removal falls under, after reviewing the site's report and meeting with the student. The student may appeal the decision under the Student Complaint/Grievance Policy.

Graduation Requirements

To be eligible for graduation, a student must:

- complete all required courses with the minimum passing grade for the program: D (65%) for Allied Health programs as defined in the program's grading scale,78% for Nursing Aide Training Program;
- have a cumulative grade point average at program completion of at least 2.0 for Allied Health programs; and
- meet all other program requirements published in this Catalog, including

required laboratory, clinical, and externship requirements.

The certificate or diploma will be issued, and participation in the graduation ceremony permitted, once all financial obligations to the School have been satisfied or the student is current under an approved payment arrangement. Official transcripts are released as required by federal regulations.

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

1. Applicability

Detroit Business Institute measures Satisfactory Academic Progress (SAP) for all students, whether or not they receive financial aid. SAP determines both a student's academic standing and eligibility for federal financial aid. Standards are applied consistently to all students within a program.

2. Evaluation Points

SAP is evaluated at the end of each payment period:

- **Allied Health (MA, MO, MOS):** at the end of Payment Period 1 and Payment Period 2. If a student has not completed the credits of a payment period by its scheduled end, SAP is also evaluated at that scheduled end, based on all coursework attempted to that point.

3. SAP Standards

A student must meet all three standards at each evaluation.

a. Qualitative standard (cumulative GPA)

- Allied Health: 2.0 cumulative GPA

b. Quantitative standard (pace)

A student must successfully complete at least 67% of all credits attempted.
Pace = cumulative credits earned ÷ cumulative credits attempted

c. Maximum timeframe

A student must complete the program within 150% of its published length, measured in credits attempted.

Program	Program Credits	Maximum Credits Attempted (150%)
Medical Assistant (MA)	46	69
Medical Office (MO)	49.5	74.25
Medical Office Specialist (MOS)	38	57

When it becomes mathematically impossible for a student to complete the program within the maximum timeframe, the student is no longer eligible for financial aid and is dismissed from the program.

4. Treatment of Coursework

Course Outcome	Counts as Attempted	Counts as Earned	Included in GPA
Passing grade (A–D, P)	Yes	Yes	Yes (P excluded)
Failing grade (E)	Yes	No	Yes
Withdrawal (W, WP, WF)	Yes	No	No
Incomplete (I)	Yes	No, until resolved	No, until resolved
Transfer credit (TC)	Yes	Yes	No
Audit (AU)	No	No	No

- **Repeated courses:** Every attempt counts as credits attempted. The highest grade earned is used in the GPA. Credit toward program completion is earned only once.
- **Incompletes:** An Incomplete must be resolved within 14 calendar days after the end of the course, or before the start of the next module or term, whichever occurs first. If it is not resolved by the deadline, the Incomplete is changed to the grade earned on the work completed, which may be a failing grade. SAP is recalculated when the final grade is recorded.
- **Change of program:** Credits attempted and earned that apply to the new program are included in SAP for the new program.
- **Leave of Absence:** An approved Leave of Absence does not change SAP status. SAP is evaluated at the next evaluation point.

5. SAP Statuses

Result at Evaluation	Academic Status	Financial Aid Status
Meets all standards	Good Standing	Eligible
First failure to meet standards	Academic Warning	Financial Aid Warning (eligible)
Still not meeting standards after Warning	Academic Probation, with academic plan	Financial Aid Denial (not eligible) unless an appeal is approved
Appeal approved	Academic Probation, with academic plan	Financial Aid Probation (eligible)
Not meeting standards or plan after Probation	Dismissed	Not eligible

Good Standing. The student meets all SAP standards and is eligible for financial aid.

Academic Warning / Financial Aid Warning. A student who was meeting SAP standards at the previous evaluation but does not meet them at the current evaluation is placed on Warning for one payment period. No appeal is required. The student remains eligible for financial aid and must meet with the Program Director within ten business days of the SAP notice. The meeting is recorded on the Academic Advising form, signed by the student and the Program Director, and kept in the student file. Warning may not be assigned in consecutive payment periods.

Academic Probation. A student who does not meet SAP standards at the end of the Warning period is placed on Academic Probation and must follow a written academic plan developed with the Program Director. The plan is signed by the student and the Program Director and kept in the student file. The student may continue in the program. Financial aid eligibility is determined separately, as described below.

Financial Aid Denial. A student who does not meet SAP standards at the end of the Warning period is not eligible for federal financial aid, including the Federal Pell Grant, FSEOG, and Federal Direct Loans, unless an appeal is approved.

Financial Aid Probation. A student whose appeal is approved regains financial aid eligibility for one payment period and must meet SAP standards by the end of that period.

Financial Aid Probation with Academic Plan. If the student cannot meet SAP standards within one payment period, an approved appeal places the student on an academic plan designed to ensure the student meets SAP standards by a specific point. The student remains eligible for financial aid as long as the student meets the terms of the plan, as reviewed at each evaluation. The academic plan for Academic Probation also serves as the plan for Financial Aid Probation.

Dismissal. A student who, at the end of the probation period, does not meet SAP standards and is not meeting the terms of the academic plan is dismissed from the program. A student who is meeting the terms of the plan remains on probation and is reviewed at each evaluation.

6. Notification

Students are notified of any change in SAP status through their Populi account. The notice states the student's status, the effect on financial aid eligibility, and, where applicable, how to appeal. A dismissal under this policy is approved in writing by the School Director; the approval and the notice to the student are kept in the student file. During a term, a student in danger of failing a course is advised by the instructor or Program Director on the Academic Advising form.

7. Appeals

A student who loses financial aid eligibility or is dismissed may submit a written appeal to the Financial Aid Office within 10 calendar days of notification, based on circumstances beyond the student's control, such as:

- serious illness, injury, or medical condition of the student
- death or serious illness of an immediate family member
- being the victim of a crime, or another significant documented life event

Circumstances such as poor time management, lack of awareness of policies, or transportation or childcare issues are not normally considered.

The appeal must include:

- a written explanation of the circumstances
- supporting documentation
- a description of what has changed that will allow the student to meet SAP standards

- a proposed academic plan, if the student cannot meet SAP standards within one payment period

Appeal forms are available through the Financial Aid Office.
The School Director, in consultation with the Financial Aid Office, will decide the appeal and notify the student within 14 calendar days. If the appeal is approved, the student is placed on Financial Aid Probation, with an academic plan where required. A dismissed student whose appeal is approved is reinstated on Academic Probation. The decision is final.

8. Regaining Eligibility and Re-Entry
A student who is not eligible for financial aid may regain eligibility by meeting all SAP standards at a later evaluation, or through an approved appeal.
A student dismissed for failing to meet SAP may apply for re-entry at the start of any term (for Medical Office Specialist, the start of any module) beginning at least six weeks after the dismissal. A student who re-enters is placed on Academic Probation with an academic plan. Re-entry does not restore financial aid eligibility, which is determined under this policy. Re-entry is not guaranteed.

9. Continuing Enrollment Without Financial Aid
A student who is not eligible for financial aid but has not been dismissed may continue in the program by paying educational costs from personal or other non-federal resources. Financial aid eligibility may be reinstated once the student meets SAP standards or an appeal is approved.

Satisfactory Academic Progress – Leave of absence, Period of Non-Enrollment and repeated modules

1. Leave of absence beginning before a term or module (Leave of Absence Policy Section 5(a)). The student remains enrolled during the leave but attempts no credits. No credits are counted as attempted or earned for the period of the leave; the leave does not change the student's grade point average, pace of completion, or the number of credits counted toward the maximum timeframe. The student's SAP standing on return is the standing held when the leave began, and the next SAP evaluation occurs at the end of the first term the student completes after returning. Where the leave began between terms, the evaluation that would have occurred at the end of the completed term is made before the leave is approved.
2. Leave of absence beginning during a module (Leave of Absence Policy Section 5(b)). A grade of W is recorded for each module in progress when the leave begins. Each W counts as credits attempted and not earned for the pace standard and the maximum timeframe, and does not affect the grade point average. Because the SAP evaluation uses these W grades, the School Director evaluates SAP with the W grades recorded before deciding the leave, and the ordinary consequences of this policy apply: a first failed evaluation places the student on SAP warning, and a student on warning remains eligible for the leave; a student for whom no warning is available (a second consecutive failed evaluation, a failed academic plan, or the maximum timeframe exceeded) is not eligible for a leave and is withdrawn, with the right to appeal under this policy; if the appeal is granted, the student is placed on probation with an academic plan and the leave may then be approved. On return the student repeats each module in which a W was recorded, and the repeated module is counted under Section 4.
3. Period of Non-Enrollment (Leave of Absence Policy Section 9). A module the student began and did not complete before an approved Period of Non-Enrollment receives a grade of W and is counted as credits attempted and not earned, with no effect on the grade point average; it is repeated under Section 4. A module

the school cancelled is not counted as attempted or earned and receives no grade. The Period of Non-Enrollment does not change the student's evaluation points and is not an interruption of enrollment.

4. Repeated modules. A student who does not pass a module continues into the next scheduled module of the term unless the catalog lists the failed module as a prerequisite or corequisite for it, and repeats the failed module at its next scheduled offering. Students take modules in the published sequence. The wait for the next offering is not a leave of absence or a Period of Non-Enrollment, and the student remains enrolled. Each attempt of a module counts as credits attempted for the pace standard and the maximum timeframe; credits are counted as earned once, when the module is passed. For the grade point average, the highest grade earned is used and the earlier grade remains on the transcript. A student who must repeat a module is evaluated for SAP at the next scheduled evaluation point in the ordinary way; if the student does not meet the pace standard at that point, the warning and appeal provisions of this policy apply, and a student whose appeal is granted is placed on an academic plan that schedules the repeat. When the next offering of the module falls within the same term and within 45 calendar days of the student's last date of attendance, the school may place the student on a Period of Non-Enrollment under Section 3 rather than have the student attend no scheduled class; in every other case the student attends the modules scheduled for the term and repeats the failed module when it is next offered.

5. No change to the other provisions. A student on a leave of absence or a Period of Non-Enrollment retains any SAP warning or academic plan status held when it began, and the time limits in an academic plan are extended by the length of the leave.

Student Responsibility

Students are responsible for monitoring their academic progress, responding promptly to SAP notifications, and submitting complete and timely appeal documentation.

Leave of Absence

A leave of absence (LOA) is a temporary, approved interruption of a student's program for a reason listed below, from which the student returns to the same program under the same enrollment agreement without re-applying and without any fee. The school does not impose leaves. The school's Leave of Absence Policy and Procedure is available from the School Director, and the Leave of Absence Request form and a written explanation of the financial aid treatment are given to every student who asks about a leave.

Acceptable reasons. A leave may be approved only for a documented: medical condition of the student, including pregnancy and related conditions; serious illness or injury of a spouse, child, parent or household member requiring the student's care; birth, adoption or foster placement of a child; death in the immediate family; military orders; jury duty or court order; loss of housing by disaster; or other documented emergency that, in the School Director's written judgment, makes attendance temporarily impossible. A leave is not available for a disciplinary matter, an academic deficiency or failed module, a wait for a module to be offered again, unpaid charges, a scheduled break, or work or childcare scheduling.

Process and approval before the leave begins. The student submits a signed Leave of Absence Request form with documentation. Only the School Director approves a leave, in writing, and a leave does not begin until the request has been submitted and approved; a student who stops attending before approval is absent under the Attendance Policy. Where an unforeseen event (such as an accident or sudden illness) prevents a request in advance, the School Director documents the circumstance and the student submits the signed request within ten

business days; the leave then begins on the first day the student was unable to attend. A leave is approved only where there is a reasonable expectation of return and the student is making satisfactory academic progress, is current in tuition or on a payment plan, and has a complete financial aid file; these conditions do not apply to pregnancy-related leave, which is granted for the medically necessary period.

Allowable period. A leave ends on the start date of the term or module at which the student returns. The initial leave may not exceed 90 days; one extension may be requested in writing; all leaves together may not exceed 180 days in any 12-month period. Programs of fewer than eight weeks cannot accommodate a leave.

Financial aid. A leave that begins before a term or module starts is an approved leave of absence for federal financial aid: the student remains enrolled and no refund or return of federal funds is required. Because a student cannot rejoin a module in progress, a leave that begins during a module is treated as a withdrawal for federal financial aid with a guaranteed return: W grades are recorded, the Refund and Return of Title IV Funds policies are applied to the term, the withdrawal is reported to the National Student Loan Data System and a loan borrower's grace period begins. In limited cases a student who must stop during the first module of a term and can attend the next module of the same term within 45 days may be placed on a Period of Non-Enrollment rather than a leave and remains enrolled. The Financial Aid advisor explains the applicable treatment in writing before any leave is approved.

Return. The student returns at the next offering of the term or module at which the leave began, with the standing held before the leave, and contacts the Program Director at least three weeks before the return date. No test, clearance, fee or re-application is a condition of return.

Failure to return. A student who does not return on the scheduled date is terminated from enrollment effective the last date of attendance; the Refund Policy and Return of Title IV Funds are applied within 45 days, and the withdrawal is reported to the National Student Loan Data System. A terminated student may apply for re-entry. Leave decisions may be appealed to the President within five business days under the Student Grievance Procedure.

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, the student should notify the instructor or the school office in advance whenever possible. Students are responsible for all missed instruction, assignments, and assessments.

Attendance is recorded daily in the student information system, which is the official attendance record and becomes part of the student's permanent academic record. Any discrepancy or dispute about attendance must be submitted in writing to the Program Director or School Director within seven (7) calendar days after the end of the course. After that period, the attendance record in the student information system is final.

Attendance Policies

General. 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 session.

Absence limits. A student who is absent, excused or unexcused, for more than the following share of the scheduled instructional time in any course fails that course:

- Allied Health: 20%

Withdrawal for consecutive absence. A student who is absent for 14 consecutive calendar days, excluding scheduled breaks, without an approved leave of absence is withdrawn by the School. For MA, and MO, a student who completes a term but does not begin

the next term on the date scheduled by the School is also withdrawn. For MOS, a student is not withdrawn if the student has a written, scheduled return date, such as a new externship placement or the next offering of a required course, no more than 60 calendar days after the last date of attendance. In every case, the withdrawal date is the student's last date of attendance.

Notification. A student who will be absent or late must notify the instructor, clinical site, or Program Director before the scheduled start time, unless prevented by an emergency. Failure to notify may result in course failure or removal from a clinical site. A student removed from a clinical site is graded as described in the Externship Removal and Re-Placement policy.

Excused absences. An excused absence is one for a documented reason, such as:

- a court appearance (student or dependent)
- death of an immediate family member
- medical necessity for the student, spouse, or child
- another emergency approved by the School Director

Documentation must be submitted within 10 calendar days of the absence; otherwise the absence is unexcused. Excused absences count toward the absence limits above, but they allow the student to make up missed examinations and clinical hours as described below.

Making up absences.

- Theory and lab absences cannot be made up. Missed lab competencies must be completed but do not count as attendance.
- Clinical and externship absences must be made up.
- Failure to attend a scheduled make-up session or to complete required make-up hours may result in course failure or dismissal.

Tardiness and early departure.

- A student who arrives after the scheduled start time is marked tardy. Three tardies equal one absence.
- A student who arrives more than 15 minutes late or leaves more than 15 minutes early is marked absent for the session.
- For clinical sessions, students must report 15 minutes before the scheduled start time. A student who is late may be sent home by the site, and the session must be made up.
- Entry into class after a late arrival is at the instructor's discretion; attendance is recorded under this policy either way.

Repeated absences, tardiness, or early departures may result in written warnings, course failure, or dismissal.

Make-up examinations. Quizzes, tests, and final examinations must be taken at the scheduled time.

- A student with an approved excused absence may take a make-up examination without penalty, outside regular class time, with approval from the Program Director or School Director. An alternate version may be used.
- A student without an excused absence may take a make-up examination only with Program Director approval, and a 10% deduction is applied to the score.
- A student who arrives late on an examination day may be allowed to test but receives no additional time.

Emergency Remote Instruction. Remote or hybrid instruction is used only during an emergency and as permitted by ACCSC and state authorities. During remote instruction, a student is marked present only if the student:

- attends all scheduled virtual sessions at the times set by the instructor
- participates in all required sessions for the day
- stays actively engaged with camera on, unless the instructor approves otherwise
- completes all assigned work as directed

Attendance in Online hybrid courses. In online courses or course components, a student is marked present for a scheduled session only by participating in an academic activity for that session, such as attending a live class, submitting an assignment, taking a quiz or exam, or participating in an instructor-led discussion. Logging in without academic participation does not count as attendance. Online attendance counts toward the absence limits in this policy in the same way as on-campus attendance.

Students must check course communications regularly. A student who cannot attend or has technical problems must notify the instructor or school office before class, unless prevented by an emergency, and follow up with the instructor as soon as possible. Failure to notify may result in an absence.

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 Education Opportunity Grant. The Federal Direct Loan program is also available.

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 $4,000 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

1. Terms and Payment Periods

For federal financial aid purposes, courses are measured in Title IV credit hours, which may differ from the state and ACCSC quarter credits shown in the program outline.

Term-Based Programs (MA, MO)

Medical Assistant, and Medical Office are offered in standard quarter terms. **Each term is a payment period.** Students begin these programs only at the start of a term.

- **Medical Assistant (MA) and Medical Office (MO):** three 12-week terms, each consisting of two 6-week modules.

Program	Term	Modules	Weeks	Quarter Credits	Title IV Credit Hours
MA	1	1–2	12	14.5	12.75
MA	2	3–4	12	17	15
MA	3	5–6	12	14.5	16.25
MA total			**36**	**46**	**44**
MO	1	1–2	12	17.5	16
MO	2	3–4	12	15.5	13.5
MO	3	5–6	12	16.5	18.5
MO total			**36**	**49.5**	**48**

Non-Term Program (MOS)

Medical Office Specialist is a non-term program with **two payment periods**. Its academic year is 36 Title IV credit hours and 30 weeks, and each payment period equals half of the academic year. A student begins Payment Period 2, and becomes eligible for the second disbursement, only after successfully completing both the credits and the weeks of Payment Period 1. Students may begin MOS at the start of any module.

Program	Payment Period	Modules	Weeks	Quarter Credits	Title IV Credit Hours
MOS	1	1–3	18	20	18
MOS	2	4–5	12	18	18
MOS total			**30**	**38**	**36**

Disbursement

The term structure for MA and MO applies to students who enroll on or after [effective date]. Students enrolled before that date continue under the structure in their enrollment agreements.

Financial aid is disbursed at the beginning of each term (for MOS, each payment period), provided the student is enrolled and attending and meets all eligibility requirements. Disbursement of funds is contingent upon:

- confirmation of enrollment and attendance
- completion of all required financial aid documentation
- compliance with Satisfactory Academic Progress 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

The academic year is used to determine financial aid eligibility, award amounts, and payment periods. Each program's academic year is defined in Title IV credit hours and weeks of

instructional time, in accordance with federal regulations.

Program	Program Length	Program Title IV Credit Hours	Academic Year (Title IV)	Payment Periods
Medical Assistant (MA)	46 quarter credits; three 12-week terms (36 weeks)	44	36 Title IV quarter credits / 36 weeks (three terms)	Each term
Medical Office (MO)	49.5 quarter credits; three 12-week terms (36 weeks)	48	36 Title IV quarter credits / 36 weeks (three terms)	Each term
Medical Office Specialist (MOS)	38 quarter credits; approximately 30 weeks	36	36 Title IV quarter credits / 30 weeks	Two

For Federal Direct Loans, the MOS program uses a borrower-based academic year, which begins when the student starts the program and ends when the student completes the academic year's credits and weeks.

3. Enrollment Status

Enrollment status is determined under federal financial aid regulations, based on Title IV credit hours.

Term-Based Programs (MA, MO). Enrollment status is determined each term, based on the Title IV credit hours in which the student is enrolled for the term.

Enrollment Status	Title IV Quarter Credits per Term
Full-time	12 or more
Three-quarter-time	At least 9 but fewer than 12
Half-time	At least 6 but fewer than 9
Less than half-time	Fewer than 6

Non-Term Program (MOS). Enrollment status is based on the program's Title IV credit hours, its academic year, and the student's scheduled pace of study; it is not based on a term equivalent. The federal minimum full-time workload for a non-term quarter-credit program is 36 Title IV quarter credits per academic year. Half-time status is at least half of the full-time workload.

Federal Pell Grant payments are based on the student's enrollment status and the credits and weeks in each term or payment period. Direct Loans generally require at least half-time enrollment. Satisfactory Academic Progress and, for MOS, successful completion of each payment period's credits and weeks affect aid eligibility and the timing of later disbursements.

The Financial Aid Office determines each student's enrollment status and aid eligibility and reports it as required by federal regulations.

Additional Federal Requirements

- First-time federal student loan borrowers may be subject to a delayed first disbursement, as required by 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

A student whose available financial assistance does not cover the remaining tuition and fees is responsible for the additional balance. Before enrollment, DBI will provide the student with a written statement of program charges, estimated financial assistance, the amount the student is

expected to pay, and an approved installment schedule. Federal financial aid and any resulting Title IV credit balance will be handled in accordance with applicable federal requirements.

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.

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.

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 beginning the next term or payment period or module until the account is brought current or an approved payment arrangement is in place
- Temporary suspension of non-instructional administrative services, except the release of official transcripts as required by federal regulations.

The School will notify the student in writing and allow 10 days to bring the account current before a restriction takes effect. These restrictions do not apply to a student whose balance results from pending federal student aid or pending VA education benefit payments.

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.

Certificates and diplomas will be issued, and participation in the graduation ceremony permitted, once all financial obligations are satisfied or the student is current under an approved payment arrangement. Official transcripts are released as required by federal regulations. These restrictions do not apply to a student whose balance results from pending federal student aid or pending VA education benefit payments. 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

The U.S. Department of Education may select a student's Free Application for Federal Student Aid (FAFSA) for verification. DBI may also require

verification when it identifies information that must be resolved or selects an application for review under its consistently applied procedures. If verification is required, the Financial Aid Office will notify the student of the information and documents needed, the submission deadline, and the consequences of failing to respond. Required documentation depends on the information being verified and may include a DBI verification form, income documentation, confirmation of family size, or proof of identity. DBI will request tax documents when necessary, under applicable federal requirements.

Students must provide the requested information by the stated deadline. Failure to complete verification may delay, reduce, or prevent disbursement of federal financial aid. If verification changes the student's Student Aid Index (SAI) or federal aid amounts, DBI will notify the student of the changes and make any required FAFSA corrections

Refund Schedule

Cancellation Before Classes Begin

The application fee is $25 and the registration fee is $100.

Not accepted. An applicant who is not accepted by the School receives a refund of all monies paid except the $25 application fee.

Within three business days of signing. An applicant who cancels within three business days (excluding weekends and holidays) after signing the enrollment agreement and making an initial payment receives a refund of all monies paid, including the application and registration fees.

No prior visit. An applicant who did not visit the School before enrolling may cancel without penalty within three business days after attending the regularly scheduled orientation or touring the School facilities and inspecting the equipment where training and services are provided, and receives a refund of all monies paid, including the application and registration fees.

After three business days, before classes begin. An applicant who cancels more than three business days after signing the enrollment agreement, but before the first day of class, receives a refund of all monies paid except the $25 application fee and the $100 registration fee. An applicant who does not attend any class is treated as having cancelled before classes began.

Program cancelled by the School. If the School cancels a program before it begins, all monies paid, including the application and registration fees, are refunded.

Notice of cancellation may be given in writing or verbally. Refunds for cancellation are made within 45 days after the School receives the cancellation notice.

Withdrawal After Classes Begin

Tuition is charged by term in the Practical Nursing, Medical Assistant, and Medical Office programs, and by payment period in the Medical Office Specialist program. Tuition for a term or payment period that has not started is refunded in full.

For the term or payment period in which the student withdraws or is terminated, tuition is charged according to the applicable schedule below, based on the student's last date of attendance. Weeks are counted from the first scheduled class day of the term or payment period, and a student whose last date of attendance falls on any day of a week is charged for that week. Scheduled breaks of five or more consecutive days are not counted. The application and registration fees are not refunded after the cancellation period. Written notice of withdrawal is not required for a refund.

Term-Based Programs

Medical Assistant and Medical Office – Terms 1–3 (12 weeks each)

Student's Last Date of Attendance in the Term	Tuition Charged for the Term	Tuition Refunded for the Term
Before first scheduled class day	0%	100%
Week 1	10%	90%

Week 2	15%	85%
Week 3	25%	75%
Week 4	35%	65%
Week 5	40%	60%
Week 6	50%	50%
Week 7	60%	40%
Weeks 8–12	100%	0%

Non-Term Program

Medical Office Specialist – Payment Period 1 (18 weeks)

Student's Last Date of Attendance in the Payment Period	Tuition Charged for the Payment Period	Tuition Refunded for the Payment Period
Before first scheduled class day	0%	100%
Week 1	5%	95%
Week 2	10%	90%
Week 3	15%	85%
Week 4	20%	80%
Week 5	30%	70%
Week 6	35%	65%
Week 7	40%	60%
Week 8	45%	55%
Week 9	50%	50%
Week 10	55%	45%
Weeks 11–18	100%	0%

Medical Office Specialist – Payment Period 2 (12 weeks)

Student's Last Date of Attendance in the Payment Period	Tuition Charged for the Payment Period	Tuition Refunded for the Payment Period
Before first scheduled class day	0%	100%
Week 1	10%	90%
Week 2	15%	85%
Week 3	25%	75%
Week 4	35%	65%
Week 5	40%	60%
Week 6	50%	50%
Week 7	60%	40%
Weeks 8–12	100%	0%

Timing and Order of Refunds

Refunds are made within 45 days after the date the School determines that the student withdrew, first to federal student aid programs as required by federal law, then to other lenders, agencies, or sponsors, and then to the student.
The return of federal financial aid is calculated separately from this refund policy, as explained under "Return of Federal Title IV Aid." As a result, a student may owe the School for tuition previously paid by federal aid

The actual last day of attendance will be used when calculating tuition charges and refund shall be made within forty five 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.

NURSE AIDE PROGRAM REFUND SCHEDULE

Weeks of Attendance	Charges
1	50% of tuition for program
2 -3	100% of tuition for program

The actual last day of attendance will be used when calculating tuition charges and refund shall be made within forty five 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 (R2T4) calculation applies to any student who received, or could have received, federal financial aid and withdraws before completing the payment period. MA, and MO, the payment period is the term. A student earns Title IV aid in proportion to the calendar days completed in the payment period through the withdrawal date, divided by the total calendar days in the payment period. Scheduled breaks of five or more consecutive days are excluded. A student who completes more than 60% of the payment period earns 100% of the aid. Unearned aid is returned by the School and, where applicable, by the student, as described below. The withdrawal date is the student's last date of academic attendance, as shown in the School's daily attendance records, whether the student withdraws officially or unofficially.

MA and MO terms offered in modules. Each MA and MO term consists of two 6-week modules. A student who stops attending during such a term is considered withdrawn unless the student:

provides written confirmation, at the time of withdrawal, of attendance in the later module of the same term;

successfully completes a module that includes 49% or more of the days in the term, excluding scheduled breaks of five or more consecutive days; or

successfully completes coursework in the term equal to or greater than the coursework required for half-time enrollment.

A student who confirms attendance in a later module but does not return is considered withdrawn as of the last date of attendance.

Official withdrawal. A student officially withdraws by notifying the School Director in writing or verbally.

Unofficial withdrawal. A student who stops attending without notifying the School is withdrawn as described in the Attendance Policies. The School determines the withdrawal no later than 14 days after the last date of attendance or, for an MOS student with a scheduled return date who does not return, no later than 14 days after that date. A student who does not return from an approved leave of absence is withdrawn as of the last date of attendance.

Return of unearned aid. The School returns the unearned Title IV funds it is responsible for within 45 days after the date it determines the student withdrew, in this order:

- Federal Direct Unsubsidized Loan
- Federal Direct Subsidized Loan
- Federal Direct PLUS Loan (Parent)
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Student's share. Unearned loan funds the student must return are repaid under the terms of the promissory note. A student who owes unearned grant funds repays only 50% of that amount, and amounts of $50 or less are not repaid. The School will notify the student within 30 days of the date of determination, and the student has 45 days to repay or make arrangements with the U.S. Department of Education.

Post-withdrawal disbursement. If the student earned more aid than was disbursed, the School will notify the student within 30 days of the date of determination. Grant funds are applied to outstanding charges or paid to the student within 45 days. Loan funds require the student's or parent's permission; the student has at least 14 days to respond, and accepted loan funds are disbursed within 180 days of the date of determination.

Balance owed to the School. Because the School's refund policy and the R2T4 calculation are separate, returning unearned Title IV funds may leave a balance the student owes the School.
A copy of the R2T4 worksheet is available from the Financial Aid Office on request.

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

Allied Health programs. The School loans each student the required textbooks, a stethoscope, one scrub set, and a student ID badge, and provides access to required e-books, at no additional charge. Loaned items are issued on or before the first day of each term (for Medical Office Specialist, each payment period) and remain School property.

All loaned items must be returned in good condition, with scrubs laundered, within 7 calendar days after the student completes the program, withdraws, or is terminated. Items not returned, or returned damaged beyond normal wear, are charged at the replacement costs listed under Tuition and Fees. The School may end e-book access when the student completes or leaves the program.

Changes in Programs, Tuition Charges, Faculty

Notification of Changes. The School may revise its policies, procedures, programs, faculty assignments, tuition, fees, and other information in this Catalog to keep its programs current and to comply with accreditation and regulatory requirements. Official notice of changes is sent to students by School email to the address on record, and students are responsible for monitoring their School email account. The Catalog is updated annually in September and is published on the School's website.

Protection for Enrolled Students. Changes to tuition and fees do not apply to a student during the student's continuous enrollment in the program. Changes to program content, materials, equipment, or schedules will not increase the tuition of a currently enrolled student. A student who withdraws and later re-enters is subject to the tuition and fees in effect at re-entry.

Interruptions Beyond the School's Control. If events beyond the School's control, such as a natural disaster, public health emergency, utility failure, or government order, interrupt instruction, the School may reschedule missed instruction, including on evenings or weekends, or extend the term to make up lost time. Where approved by its accreditor and the State, the School may temporarily provide lecture instruction by distance education. Laboratory and clinical hours are always made up in person. Tuition will not increase as a result. A student who cannot continue may withdraw under the Refund Policy. The procedures the School follows are described in the Emergency Action, Evacuation and Fire Prevention Plan section of this Catalog.

Student Right-to-Know and Consumer Information

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, Detroit Business Institute makes the following information available to current and prospective students, employees, and the public:

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

Printed copies of these reports may be obtained by contacting the Front Office. Questions about these disclosures may be directed to: admissions@dbidownriver.edu.

Accessing Information

- The most recent Annual Security Report, Consumer Information, and Catalog are available at:

https://detroitbusinessinstitute.edu/consumer-info

Printed copies of these reports may be obtained by contacting the Front Office.
Questions about these disclosures may be directed to: admissions@dbidownriver.edu.

Professional Code of Conduct

Student Conduct

Detroit Business Institute (DBI) expects all students to contribute to a safe, respectful, and orderly learning environment. This Code applies during classes, laboratories, clinical experiences, school events, and other activities associated with DBI. Students must also comply with applicable program requirements and the rules of any clinical or training site.

Standards for All Students

Students are expected to:

1. Treat students, faculty, staff, patients, visitors, and others with respect. Threats, intimidation, harassment, bullying, abusive language, theft, and conduct that substantially disrupts instruction or training are prohibited.
2. Follow faculty instructions and applicable safety procedures. Students must promptly report injuries, unsafe conditions, and emergencies to the appropriate instructor or staff member.
3. Complete their own academic work and comply with DBI's Academic Integrity Policy. Falsifying an attendance record, including signing in for another student, is prohibited.
4. Arrive prepared and participate in required educational activities. Attendance and punctuality are governed by DBI's Attendance Policy and applicable program requirements.
5. Use phones, cameras, recording devices, and other technology only as permitted by the instructor and applicable DBI or training-site rules.
6. Follow the dress, hygiene, and protective-equipment requirements applicable to their program and training activities.
7. Keep classrooms, laboratories, and shared spaces clean. Food and beverages are permitted only in designated areas, except as authorized by DBI.
8. Refrain from attending or participating in school or clinical activities while impaired by alcohol or drugs. Possession or use of alcohol, illegal drugs, or vaping products on DBI premises or at a clinical site is prohibited.

Students must also follow the requirements stated in their course syllabi, including assignment deadlines, participation expectations, and grading criteria. Requirements for remote class participation, including camera use where applicable, will be communicated in advance and administered in accordance with DBI's accommodation procedures.

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 students 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

Detroit Business Institute (DBI) expects students to submit their own work and to represent their knowledge, skills, and performance honestly. This policy applies to coursework, examinations, assignments, laboratory work, clinical work, attendance records, and other academic activities in all programs.

Prohibited Conduct

Academic dishonesty includes, but is not limited to:

- Copying another person's work or allowing another person to submit one's work as their own.
- Giving, receiving, or using unauthorized assistance during an examination or assignment.
- Plagiarism, including presenting another person's words, ideas, or work without appropriate acknowledgment.
- Using unauthorized materials, devices, websites, or artificial intelligence tools when completing academic work.
- Submitting work previously completed for another course without the instructor's permission.
- Fabricating or altering academic, attendance, laboratory, or clinical records.
- Sharing examination questions or answers without authorization.
- Students may work together when an instructor expressly permits collaboration. Each student remains responsible for following the instructor's directions about what must be completed independently.

Review and Notice

An instructor who suspects academic dishonesty will document the concern and refer it to the Program Director. Before DBI makes a final determination, the student will receive written notice describing the alleged conduct, the information supporting the allegation, and the potential academic or disciplinary consequences. The student will have an opportunity to review the concern and respond in a meeting with the instructor and Program Director.

A student's decision not to attend the meeting or sign a notice does not constitute an admission. DBI may proceed with its review based on the available information after giving the student a reasonable opportunity to respond. A refusal to sign will be documented only as an acknowledgment that the student declined to sign.

The Program Director will provide the student with a written decision, ordinarily within seven calendar days after the meeting. The decision will state whether a violation was found, the basis for that finding, and any resulting academic or disciplinary action. DBI will retain the notice, decision, and supporting documentation in the student's record in accordance with its record-retention policy.

Consequences

Consequences depend on the nature and seriousness of the violation, the student's role, and any prior findings of academic dishonesty. A student who knowingly provides work or answers for another student to submit dishonestly is subject to the same review process.

For a first substantiated violation, DBI may assign a zero to the affected assignment or examination and issue a written warning. A serious first violation may result in a failing course grade, suspension, or dismissal.

For a second substantiated violation, DBI may assign a failing grade in the affected course and impose additional discipline, up to and including dismissal. A second violation does not have to involve the same course or type of misconduct.

DBI will not impose a final grade penalty or disciplinary sanction solely on the basis of an unreviewed allegation. A student may seek review of a decision through DBI's published student complaint and grievance procedures. Grade appeals remain subject to DBI's published grade-appeal deadline.

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 alcohol by students and employees on School property, at clinical and externship sites, and at any School activity. No student may attend class, laboratory, clinical, or externship activities while under the influence of alcohol, marijuana, or any illegal or unprescribed controlled substance.

Marijuana. Although recreational and medical marijuana use is legal under Michigan law, marijuana remains illegal under federal law. As an institution participating in federal student aid programs, DBI prohibits the possession or use of marijuana on School property, at clinical and externship sites, and at School activities. A medical marijuana card is not an exception. Clinical and externship sites generally treat a positive marijuana result as a failed drug screen, which may prevent placement.

Drug Testing. Drug testing may include screening of urine, blood, or breath for illegal drugs, controlled substances, marijuana, or alcohol. Testing is conducted in the following circumstances:

Clinical or externship placement. A student may be required to complete a drug screen required by a clinical or externship site, at the student's expense. A student with a positive result may not participate in that placement and is subject to this policy.

Reasonable suspicion. A student may be required to submit to a drug or alcohol test when School personnel have reasonable cause to believe the student is impaired or has violated this policy. Reasonable cause may be based on:

- observed signs of impairment, such as odor, slurred speech, or unsteady gait;
- observation of drugs, alcohol, or drug paraphernalia;

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- the student's admission of current use;
- a credible report from faculty, staff, students, or clinical site personnel; or
- an accident, medication error, or patient safety event involving the student.

The School pays for a reasonable-suspicion test. If the result is positive, the student must reimburse the cost. A student suspected of impairment will be removed from the activity and will not be permitted to drive.

Follow-up testing. A student who has tested positive may be required to complete follow-up testing at the student's expense as a condition of continued enrollment or re-admission.

Refusal. Refusing a required test, failing to appear for a test without good cause, or tampering with a specimen is treated as a positive result.

Process and Confidentiality. A student who tests positive will be notified of the result and given an opportunity to respond, including providing documentation of a valid prescription, before a final decision is made. Test results are kept confidential and are shared only with School officials who need them and with a clinical site as the student has authorized.

Sanctions. A violation of this policy may result in sanctions including a written warning, required completion of a substance abuse assessment or treatment program, removal from a clinical or externship site, suspension, or dismissal. Employees who violate this policy are subject to discipline up to and including termination. Violations may also be referred to law enforcement.

Drug and Alcohol Abuse Prevention Information. As required by federal law, DBI distributes information to all students and employees at orientation and annually thereafter describing standards of conduct, applicable legal sanctions under local, state, and federal law, health risks of drug and alcohol use, available counseling and treatment resources, and the sanctions the School will impose. This information is also available from the School Director.

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.

Usernames 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 opportunity to all students, employees, applicants, and guests. DBI does not discriminate on the basis of race, color, religion, national origin, ancestry, ethnicity, sex, sexual orientation, gender identity or expression, pregnancy, age, disability, genetic information, height, weight, marital or familial status, military or veteran status, or any other characteristic protected by federal, state, or local law, in admission, access to, treatment in, or employment in its programs and activities. Harassment based on any of these characteristics is prohibited.

Disability. DBI complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The School Director coordinates DBI's compliance with Section 504 and the ADA and receives requests for accommodation and complaints of disability discrimination. Disability complaints are resolved under the Student Complaint/Grievance Policy.

Reporting. Discrimination or harassment should be reported promptly to the Program Director or, for sex discrimination or sexual harassment, to the Title IX Coordinator listed below. Complaints of discrimination other than sexual harassment are resolved under the Student Complaint/Grievance Policy. Retaliation against anyone who reports discrimination or participates in an investigation is prohibited.

Title IX Notice of Non-Discrimination

Detroit Business Institute 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 requirement extends to admission and employment. Inquiries about the application of Title IX may be referred to DBI's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or to both.

Title IX Coordinator

Jayaa Singh –School Director
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U.S. Department of Education, Office for Civil Rights
400 Maryland Avenue SW, Washington, DC 20202-1100
(800) 421-3481 | OCR@ed.gov

Sexual Harassment. Sexual harassment under Title IX includes:

- an employee conditioning an educational benefit or service on a person's participation in unwelcome sexual conduct;
- unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to DBI's education program or activity; and
- sexual assault, dating violence, domestic violence, and stalking.

Any person may report sex discrimination or sexual harassment to the Title IX Coordinator at any time, in person, by mail, by telephone, or by email, whether or not the person reporting is the person alleged to be affected. On receiving a report, the Title IX Coordinator will promptly contact the affected student to discuss available supportive measures and explain how to file a formal complaint. Supportive measures are available whether or not a formal complaint is filed.

Formal complaints of sexual harassment are resolved under DBI's **Title IX Sexual Harassment Policy and Grievance Process**, which is available on the School's website at https://detroitbusinessinstitute.edu/consumer-info and from the Title IX Coordinator. That process, not the general Student Complaint/Grievance Policy, governs sexual harassment complaints. Information about crime reporting, prevention, and awareness programs for sexual assault, dating violence, domestic violence, and stalking is in DBI's Annual Security Report.

Pregnancy and Related Conditions. DBI does not discriminate against any student on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from these conditions, and treats them in the same manner as any other temporary medical condition. A student may be required to provide a physician's certification to continue participating in a program or activity only if DBI requires such certification of all students with physical or emotional conditions requiring a physician's care. A student may take a leave of absence for as long as medically necessary and, on returning, will be reinstated to the status the student held when the leave began. A student who needs adjustments to attendance, coursework, or clinical or externship activities should contact the Title IX Coordinator.

Retaliation. DBI prohibits retaliation against any person for reporting sex discrimination or sexual harassment, filing a complaint, or participating in an investigation or proceeding.

Reports and Disciplinary Action

Students and employees should report suspected violations to the instructor, Dean/Program Director, or School Director. DBI will review the reported conduct and give the student an opportunity to respond before making a final disciplinary decision.

Depending on the facts and severity of the violation, action may include counseling, a written warning, probation, removal from an activity, suspension, or dismissal. A warning is not required before action is taken for serious misconduct. DBI may immediately remove a student from a classroom, laboratory, or clinical activity when necessary to address an immediate safety concern or serious disruption, pending review.

A conduct violation affects a course grade only when the applicable syllabus identifies a professionalism or performance criterion and the grade is assigned under that criterion. Attendance is recorded under the applicable Attendance Policy. Students may seek review of a disciplinary decision under DBI's published student complaint and grievance procedure.

Student Conduct, Suspension and Dismissal

Students are expected to meet the standards of the Code of Conduct published in this catalog, the

rules of any clinical or externship site, and applicable law. When a student is alleged to have violated those standards, the school follows the procedure below. Every student receives written notice of the allegation, an opportunity to respond before a decision is made, a written decision, and the right to appeal.

Conduct that may result in action includes academic dishonesty; harassment, threats, or violence; possession of weapons, alcohol, or illegal drugs on school or clinical premises; conduct that disrupts instruction or a clinical placement; theft of or damage to property; falsification of records, attendance, or documentation; violation of a clinical site's rules or of patient confidentiality; and conduct that violates the law.

Conduct that is not a violation. Filing a complaint or grievance with the school, with its accrediting agency (ACCSC), with the Michigan Department of Licensing and Regulatory Affairs, or with the U.S. Department of Education, or expressing an opinion about the school, its programs, or its staff, including publicly, is not a violation of the Code of Conduct and is never the basis for a conduct action. The school responds to complaints through its Student Grievance Procedure. Conduct is actionable only when it falls within the categories above; the fact that it also involves criticism of the school does not make it actionable, nor does it excuse it.

Outcomes. The school uses three outcomes, applied in proportion to the conduct and the student's record: (1) a written warning; (2) disciplinary probation, with written conditions the student must meet to continue; and (3) dismissal, which ends the student's enrollment permanently. The school does not suspend students. Where a student's presence poses a risk to the safety of others or a clinical or externship site requires the student's removal, the School Director may remove the student from class or the site on an interim basis, for no more than five (5) scheduled days, while the conduct review is completed; the student remains enrolled, the days are not counted as absences, and the student is given the opportunity to make up the work missed. Interim removal is not an outcome and is not used as a penalty. The school does not use a leave of absence, or any other enrollment status, to carry out a conduct action. A student is enrolled, enrolled on probation, or dismissed. **Academic integrity.** For a violation of the Academic Integrity provisions of the Code of Conduct, the instructor may in addition assign a grade of zero for the work concerned or a failing grade for the module, under the Grading Policy; this is an academic consequence recorded on the transcript, not a change in enrollment status, and is stated on the written decision.

Dismissal. Before a student is dismissed for conduct, the student is advised in a documented meeting of the basis for the proposed dismissal, any alternative to dismissal, and the consequences of dismissal for the student's program, charges, and financial aid. A dismissal is a withdrawal: the withdrawal date is the student's last date of attendance, the Refund Policy is applied, any return of Title IV funds is completed within 45 days, and the withdrawal is reported to the National Student Loan Data System. A dismissal decision is sent to the student by school e-mail and states the reason for the dismissal and the right to appeal. Dismissal for conduct is permanent: a student dismissed under this policy is not eligible for re-entry or re-admission to any program of the school. Because dismissal is permanent, it is reserved for conduct that makes continued enrollment incompatible with the safety of others, the integrity of the program, or the requirements of a clinical or externship site, and is never used as a period of suspension from which the student returns; conduct that does not warrant permanent dismissal is addressed by warning or probation with conditions.

Procedure and appeal. The student receives written notice of the allegation within three (3) business days of the school becoming aware of it, a meeting within five (5) business days of the notice at which the student may respond and may bring a support person, and a written decision within five (5) business days of the meeting. A written warning is decided by the Program

Director. Disciplinary probation and dismissal are decided by the school's Disciplinary Action Committee, chaired by the School Director and composed of the School Director, the Program Director and one or two faculty members; no member who is a witness to or the complainant in the matter takes part. The President may attend the Committee as an observer but does not vote, so that the President can decide appeals. Where the School Director has ordered an interim removal for safety, the meeting is held within the removal period. A student may appeal any outcome other than a written warning to the President in writing within five (5) business days of the decision; the appeal decision is issued in writing within ten (10) business days and is final.

Emergency Action, Evacuation and Fire Prevention Plan (EAFP)

Detroit Business Institute maintains a written Emergency Preparedness Plan (Revision 3, effective September 29, 2026) covering fire and evacuation, lockdown and active threat, severe weather, medical emergencies, utility failures, bomb threats, hazardous materials and laboratory emergencies, and the procedures for communicating with students, employees, families, emergency responders and regulatory agencies during and after an incident.

In any emergency, call 911. Anyone on campus who believes police, fire or medical help is needed calls 911 immediately; no permission is required. The campus address is 22400 West 7 Mile Road, Detroit, Michigan 48219.

The school uses five plain-language actions: Hold, Secure, Lockdown, Evacuate and Shelter. Three long air-horn blasts mean evacuate now. Emergency instructions are also sent by Populi campus notification (text message and e-mail) and delivered in person by staff. Every student must opt in to Populi text messages and keep their cell number and emergency contact current. An Emergency Procedures Quick Reference and an evacuation route map are posted in every classroom, lab and office, showing the nearest exit, the assembly areas (Red Zone north of the campus, Blue Zone on 7 Mile Road) and the severe-weather shelter areas in the basement of each building.

The plan is reviewed with every student at orientation, and each student signs an acknowledgment of receipt. Fire/evacuation drills are held at least twice a year and lockdown and tornado-shelter drills at least once a year; students are expected to take part in every drill as if it were real and to follow the instructions of any staff member. Students are encouraged to report any threat, weapon or concerning behavior to the School Director, the Program Director or any instructor.

Continuity of instruction. If an emergency, natural disaster, public-health order or similar circumstance makes the campus inaccessible or prohibits in-person classes, the School Director decides how instruction continues. The order of preference is (1) rescheduling or extending the term with make-up hours, (2) temporary use of an alternate classroom location, and (3) temporary delivery of lecture content through the school's learning platform for a limited period, with notice to ACCSC as required. Laboratory and clinical hours are always made up in person. During any period of temporary remote delivery, all attendance and academic policies remain in effect, and students are expected to participate in every scheduled learning activity. A student whom circumstances beyond their control prevent from participating must notify the School Director so that a suitable arrangement can be made. Students are notified of all schedule and delivery changes by Populi notification and on the school website.

A public summary of the Emergency Preparedness Plan is posted at detroitbusinessinstitute.edu/consumer-info. The complete plan is available from the Main Office.

https://detroitbusinessinstitute.edu/consumer-info

Campus Crime and Security Policy

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), Detroit Business Institute publishes an Annual Security Report containing campus crime statistics and campus safety policies. The report is available at: https://detroitbusinessinstitute.edu/consumer-info

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 apply to all students enrolled at Detroit Business Institute, regardless of age. This section serves as the School's annual notification of FERPA rights. These rights include:

a. The right to inspect and review the student's education records within 45 days of the day the School receives 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 will advise the student of the correct official to whom the request should be addressed.

b. The right to request the amendment of education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the School to amend a record should write to 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 of 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 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, financial aid servicer, or collection agent); or a person serving on the board of the School.

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:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-8520

Directory Information

Detroit Business Institute does not designate any information as directory information. The School does not release information from a student's education records, including confirmation of enrollment or completion, without the student's written consent, except as otherwise permitted by FERPA.

Student Complaint/Grievance Policy

At Detroit Business Institute, we maintain an "open door" policy: students are free to discuss any school-related matter. A grievance is any complaint or concern a student has about their educational experience. This includes the interpretation or application of a school policy, rule, or procedure, and unfair treatment such as coercion, reprisal, or intimidation by an instructor or other school employee. No student will be retaliated against for making a complaint in good faith.

A student may use this procedure for any school-related matter, including:

- disciplinary action taken for a violation of student conduct standards
- admissions decisions
- tuition and fees
- financial aid decisions or policies
- educational policies and procedures

Grade disputes and Satisfactory Academic Progress determinations are first handled under the Grade Standards and SAP Appeal policies in this catalog.

Students should raise a concern as soon as possible so it can be resolved promptly. If a complaint concerns the person named at a step, or that person also holds the position named at the next step, the student may proceed directly to the next step.

STEP 1: CLASSROOM INSTRUCTOR

Discuss the complaint with the classroom or clinical instructor. The instructor has three school days to reach a decision. If the complaint is non-academic, the student may go directly to Step 2.

STEP 2: PROGRAM DIRECTOR

If Step 1 does not produce a satisfactory resolution, the student may bring the complaint to the Program Director within three school days of the Step 1 decision. The Program Director has five school days to reach a decision.

STEP 3: SCHOOL DIRECTOR

If Step 2 does not produce a satisfactory resolution, the student may bring the complaint to the School Director within three school days of the Step 2 decision. The School Director has five school days to reach a decision.

STEP 4: CHIEF EXECUTIVE OFFICER

If Step 3 does not produce a satisfactory resolution, the student may bring the complaint to the CEO within three school days of the Step 3 decision. At this step, the complaint must be put in writing, including the date and nature of the complaint, the steps already taken to resolve it, and the resolution requested. The CEO has five school days to arrange a meeting. Within five school days of the meeting, the student will receive a written decision from the CEO, which is the school's final decision.

STEP 5: EXTERNAL AGENCIES

If Step 4 does not produce a satisfactory resolution, the student may forward the complaint to one of the agencies listed below:

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges 2101 Wilson Boulevard, Suite 302 Arlington, VA 22201 (703) 247-4212
www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/StudentCorner/Complaints.aspx.

Or

Bureau Of Community Health & Systems
Ph No 5170896-0511
BCHS-CNATraining-Program@michigan.gov

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. Official transcripts are released in accordance with federal regulations. The transcript can be ordered through the website at: https://dbidownriver.populiweb.com/router/request_transcript

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

A student who wishes to withdraw should notify the School Director in writing or verbally (in person or by phone). Before withdrawing, the student is encouraged to meet with the Financial Aid Office to understand how withdrawal will affect financial aid and any balance owed to the School.

A student who stops attending without notifying the School is withdrawn as described in the Attendance Policies. In every case, the withdrawal date is the student's last date of attendance. Refunds and the return of federal financial aid are calculated as described in the Refund Policy and Return of Federal Title IV Aid sections.

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: https://detroitbusinessinstitute.edu/consumer-info

Tuition and Fees

Medical Assistant Program Tuition, Fees, Program Learning Tools & Aids charges …….$ 14,775.00
Medical Office Program Tuition, Fees, Program Learning Tools & Aids charges $ 14,775.00
Medical Office Specialist Program Tuition, Fees, Program Learning Tools & Aids charges …$ 11,775.0
Nurse Aide Program Tuition, Fee…$ 2145.00

Additional Fees

Application Fee ……..…….$25.00
Registration Fee …….$100.00
Transcript fee…….……..$ 15.00
Registration NA Program……..$ 145.00
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
Repeated course …… Total program tuition ÷ total program quarter credits, per quarter credit hour
Student requested Re Appeal for drug screen test……..…… …….$100
Document Review Service fee + ACEMAPP Subscription Fee ……..…….....$98.00
Drug Screening test …….$.55.00
Background Screening test …….$ 40.00
Commencement Ceremony……$95

Replacement of uniform, books, laptop, if applicable ,as per the current published DBI Book and Resource list

* 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.

Certain deliverable items are billed throughout the length of the program, upon a student's withdrawal, the balance of the remaining cost of all items already received by the student, will be charged to the student ledger.

Programs of Study

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 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 3 terms with two 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 hold a recognized equivalent. Applicants attest to graduation on the application and must provide a copy of the diploma, transcript or GED/HSE certificate
2. Submit proof of immunizations

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 CCMA or RMA. All Student at DBI will receive support work to be successful on these exams.
certification, such as CMA or RMA. All students at DBI will receive support 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 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 36 week (Approx 10 months) program with 49.5 Quarter credits.

Clock Hour Breakdown**:**

- Didactic (Lecture): 510 hours.
- Supervised Lab: 260 hours.
- Externship: 190 hours.

Sequential Learning**:** The program is divided into 3 terms with two 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 hold a recognized equivalent. Applicants attest to graduation on the application and must provide a copy of the diploma, transcript or GED/HSE certificate
2. Submit proof of immunizations

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 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

P**rogram Length**: 720 Clock Hours (30 weeks) The Medical Office Specialist program is 38 Quarter credits (non term program) and can be completed in approximately 7 months.

ADMISSION REQUIREMENTS

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

1. Be a high school graduate or hold a recognized equivalent. Applicants attest to graduation on the application and must provide a copy of the diploma, transcript or GED/HSE certificate
2. Submit proof of immunizations

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.

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

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.

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 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

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 Nurse Aide program, applicants must:

1) Be a high school graduate or hold a recognized equivalent. Applicants attest to graduation on the application and must provide a copy of the diploma, transcript or GED/HSE certificate
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 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.
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

Tuition for this program is based on DBI's published tuition policy. Students who receive third-party or agency funding are charged the Standard Tuition Rate of $2,145. Students who pay tuition directly to DBI without any external assistance are eligible for the Self-Pay Tuition Rate of $650. The student's tuition rate will be determined and confirmed prior to enrollment based on financial-aid eligibility and funding documentation. Tuition rates are applied uniformly and are not subject to individual negotiation.

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'.

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

Didactic/Lab/Externship: 30/15/0

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

MED103 Introduction to Spreadsheets/Word processing applications

Didactic/Lab/Externship: 0/20/0

Practical introduction to creating and managing documents, spreadsheets, and presentations using industry-standard software like Microsoft Office and Google Workspace.

MED107 Telehealth and EHR Systems
Didactic/Lab/Externship: 30/15/0
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.

MED110 VR Med Lab
Didactic/Lab/Externship: 0/15/0
Immersive virtual reality lab simulating administrative and patient interaction scenarios to enhance practical skills.

MED104 Patient Communication and Customer Service
Didactic/Lab/Externship: 15/15/0
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
Students will learn cybersecurity best practices for protecting patient data, HIPAA security compliance, and encryption protocols.

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
Didactic/Lab/Externship: 30/15/0
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 CMA /RMA Certification Prep
Didactic/Lab/Externship: 30/0/0
Prepares students for the Certified Clinical Medical Assistant (CCMA) examination through content review, practice examinations, and test-taking strategies.
Prerequisite: Completion of Modules 1–5

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.

MRM101 Introduction to Medical Billing
Didactic/Lab/Externship: 40/30/0
Covers insurance claim processing, coding procedures, and reimbursement practices. Labs provide practical training with billing software and troubleshooting techniques.

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 CMAA Certification Prep
Didactic/Lab/Externship: 30/15/0
Prepares students for the Certified Medical Administrative Assistant (CMAA) examination by reviewing key concepts in medical office administration. Lab sessions include practice examinations and exam simulations to demonstrate readiness for certification.
Prerequisite: Completion of Modules 1–5

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: Completion of Modules 1–4

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

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), pervious 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 80% for Allied Health Programs, 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 65% average on tests and in written practical exams, and satisfactory and timely completion in Allied Health Programs. Failure to meet these criterions will result in being placed on probation. If the criterions are not meet 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 program to receive a certificate.
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.

Period	Dates
P1	Oct 5 – Nov 13, 2026 Oct 26 – Dec 10 2026
P2	Nov 16 – Dec 28, 2026 Dec 14, 2026 – Jan 22 2026
P3	Jan 4 – Feb 12, 2027 Jan 25,2027 – March 5 2027
P4	Feb 15 – Mar 26, 2027 March 8 – April 16 2027
P5	Mar 29 – May 7, 2027 April 16 – May 28, 2027
P6	May 10 – Jun 18, 2027
P7	July 5 2027 – Aug 13,2027
P9	Sep 27,2027 – Nov 5, 2027
P10	Nov 8,2027 – Dec 22, 2027
P8	Aug 16,2027 – Sept 27, 2027

Institutional Holidays & Closures

Holiday	Closure Dates
Thanksgiving break Christmas Break New year	Nov 26,27,2026 Dec 24,25 Jan 1, 2027
Martin Luther King Jr. Day	Jan 18, 2027
Memorial Day	May 31, 2027
Independence Day Weekend	Jul 2–4, 2027
Labor Day	Sep 6, 2027
Thanksgiving Break	Nov 25–26, 2027

Cohort Start Dates - Allied Health Programs

Cohort	Start Period	Start Date
A	P1	Oct 5 2026
B	P3	Jan 4 2027
C	P5	Mar 29 2027
D	P7	July 5, 2027

Medical Assistant Program Outline

Program Outline: Medical Assistant								
Terms	**Course Name**	**Course Number**	**Lecture Hours**	**Lab Hours**	**Externship Hours**	**Total Instructional Clock Hours**	**Outside Class Hours**	**ACCSC Quarter Credits Rounded Off**
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**	**18**	**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**	**18**	**7**
Term 1 Total			**195**	**60**	**0**	**255**	**36**	**14.5**
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**	**18**	**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**	**21**	**9**
Term 2 Total			**210**	**90**	**0**	**300**	**39**	**17**
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**	**18**	**7.5**
Module 6								
	CCMA Certification Prep	MAC 109	30	0	0	30	0	2
	Externship	MAC 108	0	0	160	160	6	5
Module 6 Total			**30**	**0**	**160**	**190**	**6**	**7**
Term 3 Total			**120**	**45**	**160**	**325**	**24**	**14.5**
Total Program			**525**	**195**	**160**	**880**	**99**	**46**

Medical Office Program Outline

DBID- Medical Office Program								
Term	Course Name		Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours	Outside Clock hours	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**
Term 1 Total			**195**	**125**	**0**	**320**	**45**	**17.5**
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**
Term 2 Total			**195**	**75**	**0**	**270**	**42**	**15.5**
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
	CMAA Certification Prep	MOA111	30	15	0	45		3
Module 6 Total			**30**	**15**	**190**	**235**	**0**	**9**
Term 3 Total			**120**	**60**	**190**	**370**	**18**	**16.5**
Total Program			**510**	**260**	**190**	**960**	**105**	**49.5**

Medical Office Specialist Program Outline

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**

Nurse Aide Program Outline

Outline of a Non-Degree Program

Please Review Instructions Tab before Completing

Please complete the following chart indicating the clock hour and credit hour equivalencies within the program. A separate chart is required for each approved diploma or certificate program.

School Name: Detroit Business Institute- Downriver 73023

Program Title: Nursing Aide | Program Lenth in Months: 2.5 Weeks

Credit hours for this program are measured in (X one): Semester | Quarter x

Please refer to Appendix III of the Standards of Accreditation for additional information.

ACCSC Minimum Requirements (*Note- course credit hours must be rounded down to whole credits or half credits*):

1 Semester Credit Hours (SCH) = 45 Units	**1 Quarter Credit Hour (QCH) = 30 Units**	**Out-of-Class Work Hours:**
1 Clock Hour Didactic = 2 units	1 Clock Hour Didactic = 2 units	These are unscheduled hours for outside work such as projects, assignments, etc.
1 Clock Hour Supervised Lab = 1.5 units	1 Clock Hour Supervised Lab = 1.5 units	
1 Clock Hour Externship = 1 unit	1 Clock Hour Externship = 1 unit	*Total Credit Hours includes the calculation for Total Out-of-Class Work*
1 Clock Hour Outside Work = 0.5 units	1 Clock Hour Outside Work = 0.5 units	

Rev 03/01/2022

Course Prefix/Number/Course Titles	**Instructional Clock Hours**				**Out-of-Class Work**	**Equivalent Credits**			
	Didactic	Supervised Lab	Externship/ Clinical Hours	**Total Instructional Clock Hours**	**Total** Out-of-Class Work Clock Hours for Academic Credit	Didactic	Supervised Lab	Externship /Clinical Hours	**Total Credit Hours**
NA 110 Foundations of Nursing Assitance	15	9		24.00		1.00	0.45	0.00	1.00
NA 111 Essential NA Clinical Skills	21	21		42.00		1.40	1.05	0.00	2.00
NA 112 Nursing Clinicals	0	0	16	16.00		0.00	0.00	0.53	0.50
SUBTOTAL	**36.00**	**30.00**	**16.00**	**82.00**	**0**	**2.40**	**1.50**	**0.53**	**3.50**

End of Catalog