Academic Catalog
October 2014 - October 2015

We grow great chefs.

NEW ENGLAND CULINARY INSTITUTE®
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TUITION AND FEES APPENDIX
The path you are considering is more than a career. It is more than an education. It is a lifestyle – full of fun, adventure, and really hard work. At NECI, you learn by living it.

From the moment we opened New England Culinary Institute (NECI) in 1980, we have offered an experience that is different from any other culinary school. We simply do not believe that the best way to learn to cook is by sitting in front of a blackboard. Our culinary classrooms are not practice kitchens or echoing lecture halls. They are high-profile restaurants, bakeries, and retail outlets. This model did not exist when we began. We invented it.

Another NECI difference: we are small by design. We have to be.

The rigorous, standards-based curriculum taught in all of our departments requires constant attention to your work and progress. You cannot go to the next level in any program at NECI without mastering the skills and understanding the techniques behind the theory. That means we really get to know you and help you learn.

Every resident program at NECI includes at least one internship. The possibilities are endless because NECI interns are truly in demand. Why? Because they are kitchen-ready with great attitudes, solid skills, and possess a true desire to continue learning.

Where is NECI? We are located in Vermont which is not only is it a gorgeous place to live, full of exciting things to do in every season, it is at the forefront of a farm-to-table revolution. The students at NECI visit the local farmers, cheese makers, brewers, wine makers, composters, organic seed producers, CSA managers, and resort and restaurant owners that make this state unique. Each one is a part of the growing community of food professionals who are changing the way food tastes, the way crops are grown, the methods of food production, and how food is distributed. The landscape and the people within it are an extension of our campus like no other.

Reality is what you get with a NECI education – hands-on experience on campus and on internship. A NECI education gets you out into the real world, building your professional network and finding your place in the enormous, fascinating industry. Our classes are small enough that your instructors become your mentors, with insight into how and where you can make your most meaningful contribution – and have a great life doing it!

At NECI, we want you to succeed and we will teach you the skills you need to open up a world of possibilities. Visit us on campus or online to get a taste of what we teach!

Chef Jean-Louis Gerin
Chief Operating Officer and Executive Chef
Maître Cuisinier de France
President Académie Culinaire de France, USA
Food Network’s “Chopped” Champion, 2012
Best Chef Northeast 2006
the James Beard Foundation
OUR MISSION, PURPOSE, AND VALUES

The mission of New England Culinary Institute is to be the recognized leader in delivering hands-on, standards-based education for the food and beverage industry.

New England Culinary Institute is dedicated to providing a high quality, student-centered, and career-focused education, which is grounded in Culinary Arts, Baking and Pastry Arts, and Food and Beverage Business Management. By actively participating in NECI’s reality-based curriculum, engaging with working food and beverage operations, and completing extensive internships, students are prepared for professional advancement in a dynamic world. Through NECI’s varied learning methodologies, students develop a broad range of skills and the flexibility that will help them adapt to the diverse opportunities in a quickly-evolving food and beverage industry. Toward that end, NECI embraces four Cornerstones of Distinction: small classes that promote active learning; strong reliance on learning by doing and real-life experience; an emphasis on interdisciplinary learning that supports NECI’s concept of the educated person; and a focus on promoting excellence in professional conduct and ethics.

Purposes of New England Culinary Institute

New England Culinary Institute is dedicated to the principle that all students should be recognized as individuals who have a right to learn and develop academically and personally in a supportive environment. To accomplish this, New England Culinary Institute has established the following principles:

- Promote the measurable development of skills in technical and liberal studies through a standards-based educational model.
- Encourage progressive, personal, and intellectual development through varied and challenging experiences (curricular, co-curricular, and internship).
- Prepare students for career advancement in a dynamic industry and a changing world through a focus on professional skills, communication, teamwork, problem solving and critical thinking.
- Support students in understanding their role in society by embracing diversity, encouraging community involvement, and promoting global awareness.
- Model best practices in the food and beverage industry by maintaining market-driven and guest-focused food outlets as learning laboratories.
- Expose students to a diversity of career pathways in the food and beverage industry.
- Promote greater understanding and appreciation of food, wine, and the dining experience through outreach to guests, the local community and society as a whole.
- Value our connection with the state of Vermont, the environment, and the agricultural community by embracing local and sustainable cuisine, promoting the chef-farmer connection and modeling environmentally sensitive business practices.
- Maintain strong relationships within the food and beverage industry to ensure a current and appropriate curriculum, to enhance internship and employment opportunities, and to promote graduate success.
- Develop opportunities for faculty and staff to model both life-long learning and outreach to the professional and greater community.
- Promote pride in the institution and foster professional networking through ongoing communication with alumni.

Values of New England Culinary Institute

New England Culinary Institute’s success depends on the success of each individual engaged with the organization. The following values guide us in our work and in our pursuit of New England Culinary Institute’s mission: Commitment, Positive Attitude, Teamwork, Dedication, Flexibility, Integrity, Loyalty, Passion for NECI, and Service Excellence.
SCHOOL HISTORY

In the fall of 1978, Francis Voigt and John Dranow began investigating the need for a chefs’ school in northern New England. On July 26, 1979, a parent corporation, Vermont Hospitality Management, Inc., registered with the State of Vermont. On June 15, 1980, the first class of seven students was enrolled to receive training in the culinary arts at New England Culinary Institute.

In 1994, to answer a demand for multifaceted food service professionals, NECI created a Bachelor of Arts in Food and Beverage Business Management (prior to January 1, 2014, program title: Bachelor of Arts in Hospitality and Restaurant Management). This program satisfies the hospitality professional’s need to master management and entrepreneurial skills, understand all aspects of industry operations, and think critically and creatively about the complex and changing world in which he or she lives. The program grants a bachelor’s degree after 15 intensive months of education beyond an associate degree.

In 1995, to meet the need for basic skills development and to provide trained cooks for the rapidly developing contract food service component of the industry, NECI developed the Certificate in Professional Cooking program.

In 2002, NECI enrolled the first class in an associate degree program in Food and Beverage Business Management. This program was created to help train students for the demands of front-of-the-house careers.

In 2004, an associate degree program in Baking and Pastry Arts was added, along with a certificate program in this highly specialized and sought-after area.

In 2006, the Bachelor of Arts in Food and Beverage Business Management was complemented by the addition of a fully online version of the program. For the first time, students could pursue this highly regarded NECI degree from anywhere in the world.

In 2007, in response to the expanding breadth of opportunities in the food and beverage industry, NECI began offering a Bachelor of Arts in Culinary Arts. In this program, students take their culinary skills to the next level by practicing product development, and nutritional, sustainable, and international cooking and advanced kitchen management; and by honing the business and critical thinking skills necessary for today’s culinary leaders.

In this same year, NECI responded to requests from alumni and industry professionals by offering the Bachelor of Arts in Food and Beverage Business Management in a fully online version. Tapping into the exciting educational technologies available today, students could enhance their education without needing to relocate to Vermont.

In September 2008, NECI began offering specialization options within both bachelor level programs. This unique option provides students with the opportunity to concentrate areas of their program on topics of special interest in the contemporary food and beverage industry.

In 2012, NECI expanded our online program offerings to include an online degree completion option for the upper-division coursework for the Bachelor of Arts in Culinary Arts. Now, industry professionals who wish to further their education in the culinary arts also have the convenient and exciting opportunity to do so without disrupting their lives or careers.

In 2014, NECI further expanded their program offerings with the addition of Bachelor of Arts in Baking & Pastry Arts programs in both on-ground and online versions.

Since its inception, NECI has grown from seven to over 500 students, from one program offering to nine, and from one restaurant to multiple outlets that serve a variety of customers and provide numerous educational opportunities for our students. Throughout this time, the school’s dedication to providing small classes, intense education, and a caring learning environment has remained the same.
ADMISSIONS AND FINANCIAL AID

General Admissions Policy

New England Culinary Institute has a rolling admissions policy. Applicants are admitted to NECI when they demonstrate to the Office of Admissions an attitude and aptitude for success. At New England Culinary Institute, we seek to enroll individuals who have a passion for hospitality and the culinary arts and a desire to succeed in the dynamic food service industry. In our classes, students are actively engaged and each student’s skills, interests and unique background add significantly to the learning experience.

All complete applications are reviewed by NECI’s Review Committee. Each of NECI’s programs has specific requirements for admission and an applicant’s abilities are assessed according to those requirements. Applicants are asked to submit an application form and must submit secondary school and college transcripts from an accredited agency or institution. The Office of Admissions reserves the right to require additional information, such as letters of recommendation, a personal statement, a personal interview, submission of standardized test scores, an additional writing sample, or other materials from which to gauge the applicant’s eligibility. Applicants may wish to voluntarily submit such supplemental materials to enhance their application. A tour of NECI’s facilities and campus is always strongly recommended. In some programs, submission of a current resume documenting food and beverage industry experience is required. Please see Program Admissions Requirements for detailed information.

Because NECI’s enrollment is limited, applicants are strongly urged to submit all required materials as far in advance as possible to ensure entrance requirement completion and term selection.

Applications and supporting materials may be submitted online at https://student.neci.edu/ or in print to:

Office of Admissions
New England Culinary Institute
56 College Street
Montpelier, VT 05602.

Diversity and Support within the Student Population

NECI values diversity in its student body and believes that the creation and encouragement of a diverse learning environment is essential to achieving NECI’s educational mission. At NECI, we are committed to providing a supportive educational environment in which the dignity and rights of each individual are respected. We encourage positive interactions among faculty, staff, and students, and value all individuals, regardless of personal differences.

NECI is dedicated to supporting each individual student, as well as a variety of student organizations, programs, and services which promote acceptance within our student population and the greater NECI community. NECI also encourages students to engage in and promote student-run activities, outings, and groups; we strive to provide inclusive opportunities and environments that foster an appreciation for diversity. Additionally, we focus on the understanding of diversity and how it affects our student body through a seminar in which all students participate during their first residency.

Students at NECI share a strong desire to succeed in the exciting food and beverage industry. There are some 400 students enrolled in programs at any given time at NECI, with representation from all 50 states and more than 15 foreign countries. The student body is approximately 60% male and 40% female, with ages ranging from 18 to well over 40. NECI has a range of loan and scholarship opportunities for students with demonstrable financial need. About half of our students are first-time college students. Others come to NECI with previous college experience and degrees (ranging from associate to doctoral levels), and the desire to pursue a career in the diverse and exciting hospitality industry. While some students are completely new to the industry, others bring recent hospitality experience to our classrooms and kitchens. All students find that their educational experience at NECI is current and industry relevant as well as challenging.

NECI’s programs and facilities are generally accessible to persons with learning challenges and physical disabilities. Applicants should review the Essential Program Eligibility Requirements, outlined in the sections following for each degree and program. Students needing special services should contact the Learning Services Coordinator, who serves as NECI’s disability coordinator, or the Human Resources
Director, who acts as the grievance coordinator. Both are committed to working with students to arrive at workable solutions for their particular needs. It is important for students who will need specific services, such as sign language interpreters, to discuss their needs with the Learning Services so that there is adequate time to put the services in place. Students should refer to the Policies and Procedures for Students with Disabilities section under Academic Practices and Policies.

NECI embraces a diverse student body and does not discriminate on the basis of race, creed, color, national origin, age, gender, sexual orientation, or disability.

Under the Higher Education Opportunity Act (2008), New England Culinary Institute must provide information about the student body diversity, including the percentage of enrolled, full-time students in the following categories: gender, self identified members of a major racial or ethnic group, Federal Pell Grant recipients. These statistics and other information regarding NECI’s policies regarding diversity and harassment are available at NECI.edu or through the Registrar’s Office at registrar@neci.edu.

**International Students**

NECI is authorized by the United States Immigration and Naturalization Service to enroll international students. International students wishing to enroll must meet the same requirements as other applicants. International (non-US citizen) students who do not speak English as their first language need to demonstrate English language proficiency.

International students applying for the Bachelor of Arts or the Associate of Occupational Studies in Food and Beverage Business Management and the Bachelor of Arts in Culinary Arts (on ground or online) are required to earn a minimum score of 550 paper-based, 79-80 internet-based, or 213 computer-based on the TOEFL exam; or a recommended minimum score of 6 on the IELTS; or an equivalent proficiency exam. Students applying for the Associate of Occupational Studies in Culinary Arts, or Baking and Pastry Arts, or the certificate programs, are required to earn a minimum score of 500 paper-based, 61 internet based, or 173 computer-based on the TOEFL exam; or a recommended minimum score of 5 on the IELTS; or equivalent proficiency exam. SAT scores will not be accepted in lieu of TOEFL or IELTS scores.

Admissions requirements for all programs include the submission of official transcripts documenting completion of high school diploma, GED, or college degree (refer to Transcript Requirements by Program). In addition, international transcripts must meet the following requirements:

- International transcripts must be translated and/or evaluated by an educational service approved by the National Association of Credential Evaluation Services; such evaluation provides official certification regarding the US equivalent of the level of education received and translation to English, if required. For a list of all of NACES® members, visit naces.org/members.htm.
- Transcripts from Canadian institutions that are in English and are issued by institutions approved by the Ministry of Education or Association of Universities and Colleges of Canada will be accepted without evaluation.
- Transcripts from international institutions accredited through accrediting agencies approved by the US Department of Education may be exempt from foreign transcript evaluation requirements.

All international students (non-US citizens) must submit an Affidavit of Support (INS Form I-134), notarized at a bank by a notary public, as a statement of financial responsibility. When formally accepted, the Office of Admissions will issue the forms required to apply for the appropriate Visa.

**Program Offerings:**

New England Culinary Institute offers the following degree and certificate programs:

- Bachelor of Arts in Culinary Arts (resident and online)
- Bachelor of Arts in Baking & Pastry Arts (resident and online)
- Bachelor of Arts in Food and Beverage Business Management (resident and online)
- Associate of Occupational Studies in Culinary Arts
- Associate of Occupational Studies in Baking and Pastry Arts
- Associate of Occupational Studies in Food and Beverage Business Management
- Certificate in Professional Cooking
- Certificate in Professional Baking and Pastry

Additionally, NECI offers continuing education, audit, and high school dual enrollment programs. Prospective students are encouraged to contact Admissions@neci.edu with questions regarding any of the college’s offerings.
Program Admissions Requirements

The requirements for all degree and certificate programs are:

- a completed online or paper NECI application
- the NECI Application Signature Page (for applications submitted online)
- Official high school, high school equivalency (GED), or college transcripts from an accredited school or agency (see The Application Process for requirements specific to each NECI program)
- As outlined below, certain programs may have additional specific requirements

Additional materials may be submitted to enhance your application as outlined under Supplemental Information. Additional information may include a resume documenting work experience, a written personal statement, SAT/ACT scores, or letters of recommendation.

The Review Committee will evaluate transcripts based on curriculum, courses taken, grade point average, and class rank. As stated above, the Admissions Committee reserves the right to request additional information or to require a personal interview. Interviews may be conducted over the telephone or in person.

International students should refer to the International Students section of this catalog for additional requirements.

Bachelor of Arts Programs

Students wishing to enroll or transfer into in NECI’s upper-division Bachelor of Arts programs in Food and Beverage Business Management or Culinary Arts are expected to be actively employed or have appropriate culinary and food service industry knowledge. While industry experiences will vary, a minimum of six months is strongly suggested in order to gain the full benefit of the online learning experience. Appropriate culinary and industry knowledge is assessed through a review of practical work experience, prior education and interviews. It is recommended that students submit a resume with their application materials.

Online Bachelor of Arts Programs

Students wishing to enroll in NECI’s online, upper-division Bachelor of Arts programs in Culinary Arts, Baking and Pastry Arts, or Food and Beverage Business Management should refer to NECI.edu. Since these programs do not include an internship requirement, students will be required – as a condition of admission to the program – to be actively employed or have appropriate work experience in an industry-related position. A current resume must be submitted with the application.

In addition to the admissions requirements listed below, students applying to this program must have access to adequate resources. Please refer to the Computer Requirements section of the Student Handbook or the information is also available online at NECI.edu.

Financial Aid

New England Culinary Institute has a range of loan and scholarship opportunities for students with demonstrable financial need. The Office of Admissions can provide applicants with information about scholarships, sponsorships and employment opportunities while attending school. No applicant should hesitate to apply for admission because of financial circumstances alone.

Eligibility for financial aid will be determined from information provided by the student on the Free Application for Federal Student Aid (FAFSA). Application forms for financial aid and complete instructions are available from the Office of Admissions.

Because of the ongoing changes in federal legislation, NECI does not include financial aid details in this catalog. For the most up-to-date information, you may consult the Financial Aid Fact Booklet. For a copy of the Financial Aid Fact Booklet, please call 877.223.6324, visit NECI.edu, email admissions@neci.edu or write to:

Office of Admissions
New England Culinary Institute
56 College Street
Montpelier, VT 05602

State Aid: NECI is certified by the Vermont State Board of Education as a bona fide institution of higher learning. Instate students may apply for financial aid made available by the state.

Veterans’ Educational Benefits: All degree and certificate programs at NECI are approved by the Vermont State Approving Agency for veteran educational benefits. For eligibility determination, contact your local Veterans Administration Regional Office.
The Application Process

You can begin the application process online at https://student.neci.edu/ or you can request an application by contacting the Office of Admissions at 877.223.6324. Please indicate the program for which you are applying.

Completed applications can be mailed to:

Office of Admissions
New England Culinary Institute
56 College Street
Montpelier, VT 05602.

Materials submitted as part of the application process are not returned to the applicant; please retain a duplicate copy of all information sent out as part of the admissions process.

Transcripts and Records

Contact the schools you have listed on your application (high school and college) and ask that official transcripts of your grades/credentials earned be sent to the NECI Office of Admissions. If you hold a GED, contact your official GED Testing Center to request an official certificate indicating your scores, completion and completion date to be sent to the NECI Office of Admissions.

Photocopies or transcripts received from the applicant are not considered to be official documentation. Official transcripts must be sent in a sealed envelope from the awarding school, college or GED Testing Center to the following address:

Office of Admissions
New England Culinary Institute
56 College Street
Montpelier, VT 05602

All acceptance decisions for NECI are conditional until official copies of GED certificates or high school and college transcripts are received by the Office of Admissions. Official transcripts indicting that NECI admissions requirements have been attained must be received prior to the student beginning classes.

Transcript Requirements by Program

Educational requirements vary by program. Please submit official transcripts as outlined below.

Certificate and AOS programs

- An official high school transcript from an accredited school or agency indicating receipt of a high school diploma or an official high school equivalency certificate (GED).
- Note: if you are currently in high school, an official transcript is needed for the application review and a second official transcript indicating high school graduation is required.
- In addition to the High School / GED transcripts above, if you have attended any postsecondary school, you are expected to submit official college transcripts as well, whether a degree has been earned or not.

Bachelor of Arts in Culinary Arts,
Bachelor of Arts in Baking and Pastry Arts

- An official high school transcript from an accredited school or agency indicating receipt of a high school diploma or an official high school equivalency certificate (GED).
- Note: if you are currently in high school, an official transcript is needed for the application review and a second official transcript indicating high school graduation is required.
- A “C” average in core curriculum courses is required.
- If submitting a General Educational Development (GED) diploma, student must have attained a standard score of at least 450 on each of the five parts of the GED test.
- In addition to the High School / GED transcripts above, if you have attended any postsecondary school, you are expected to submit official college transcripts as well, whether a degree has been earned or not.

Upper Level Programs:
Bachelor of Arts in Food and Beverage Business Management* (resident and online),
Bachelor of Arts in Culinary Arts (online)
Bachelor of Arts in Baking and Pastry Arts (online)

- An official transcript from an accredited postsecondary institute or college indicating receipt of an associate level degree or higher in a related field, or a minimum of 60 college semester credits.
- Note: if you are currently enrolled in classes, an official transcript is needed for the application review and a second official transcript indicating graduation or course completion is required.
• In addition to the transcripts above, if you have attended any additional postsecondary schools, you are expected to submit official transcripts from these colleges as well, whether a degree has been earned or not.
• Note: Students applying to the fully online bachelor programs in Food and Beverage Business Management, Culinary Arts, or Baking and Pastry Arts must also demonstrate food and beverage work experience and must possess the minimum computer requirements as outlined under Computer Requirements or at http://www.neci.edu/academic-programs/online-degree-programs/computer-requirements.

In cases in which a student possesses a post-secondary degree, an official college transcript from an accredited institution will be accepted in lieu of a high school transcript.

**Supplemental Information**

The Office of Admissions staff always recommends that prospective students take a tour of the NECI campus and may request additional interviews or information. Applicants may also be asked to spend some time in a NECI class environment with instructors, take a written assessment test in English and mathematics to demonstrate the ability to succeed in the program, or submit a supplemental essay in response to specific academic questions.

NECI may require a personal interview, either by phone or in person. Prospective students may choose to submit supplemental materials to strengthen their application.

Supplemental materials may include:

• SAT/ACT scores
• Resume detailing work experience
• Letters of Recommendation
  Submit recommendations from hospitality professionals, employers, teachers, or school counselors are preferred. Letters from persons related to you will not be accepted. Multiple letters of recommendation are certainly encouraged.
• Personal Statement
  Produce a written statement addressing your reasons for applying to NECI, what special qualities you bring to the program, and how you hope to contribute to the future of the food and beverage industry. Please feel free to add any information to help us learn about you as a NECI student -- your plans for the program, as well as your ability to think, write critically and be creative.
  **Do not arrange for another person to write your statement. This could jeopardize your acceptance.**

Based on review of the applicant’s submitted application materials, the Review Committee may recommend that some applicants enroll initially in a preliminary lower-level course or program at NECI (dual enrollment course, certificate, or associate degree program). By demonstrating successful completion within this program, these applicants may qualify for entry into the certificate, associate or bachelor program for which they initially applied.

**Campus Tour**

A tour of the campus is strongly recommended. Please contact the Office of Admissions to arrange a tour.

**Enrollment Procedures**

At the time of acceptance (or 135 days before a student is scheduled to register for classes, should this date be later), a student will be sent a Student Enrollment Agreement. This is a signed contract between the enrolling student and the school. It specifically states the rights and obligations of the student and the school.

NECI’s **Student Handbook** can be viewed at NECl.edu and describes the student evaluation process, student records, and student life. Every student should read the handbook carefully before signing and returning the Student Enrollment Agreement.

The **Student Handbook** and the Student Enrollment Agreement serve as addenda to this Catalog. If there are any inconsistencies between the terms of the Student Enrollment Agreement and the **Student Handbook** or this Catalog, the terms of the Student Enrollment Agreement shall control. If there is an inconsistency between this Catalog and the Student Handbook, the Student Handbook shall control.

**Specialized Admissions Criteria**

Prospective students with previous education or significant life experience may be eligible for specialized admissions consideration or may be eligible to transfer credit into NECI’s degree programs. Please contact the Office of Admissions for information on the programs outlined below. Students wishing to transfer credit from other institutions should
refer to NECI’s Transfer of Credit policy in this catalog or at NECI.edu.

Guaranteed Admission

Graduates of NECI’s Associate of Occupational Studies degree programs who apply to NECI’s Bachelor of Arts program in the same field, or to the Bachelor of Arts in Food and Beverage Business Management, within one year of their graduation date are guaranteed admission. Guaranteed admissions may be applied to resident or fully online bachelor's degree programs.

Advanced Placement - Associate and Bachelor Programs in Culinary Arts and Baking and Pastry Arts

Highly qualified applicants with significant (at least three years) related experience in quality dining operations may apply for advanced placement in the Culinary Arts or the Baking and Pastry Arts degree programs. A student enrolled through advanced placement completes a modified curriculum from the first residency and has the first internship requirement waived. Upon completion of first year requirements, the student immediately enrolls in the second year residency.

The modified first year is an individualized program based on the candidate’s previous experience and knowledge, and is structured in the form of an Academic Plan (AP) developed by the Academic Advising Office. The AP outlines a schedule of coursework that the student will complete by attending partial or full courses, participating in guided study, transfer of credit, or Assessment of Prior Learning (APL). Credit will not be awarded for completion of partial courses. Determinations regarding transfer credit and APL must be made prior to the student beginning classes, except in extenuating circumstances. In order to qualify for this program, candidates must meet all the requirements outlined for admission to the associate degree program and pass a written and practical exam. The cost of testing is $500. The applicant’s writing skills are also assessed. Applicants interested in preparing for the written test will be sent a list of suggested readings.

For the Associate of Occupational Studies in Culinary Arts, the practical portion of the advanced placement test involves kitchen work and includes general taste, touch, and timing skills as demonstrated through knife work, soup and sauce preparation, and mise en place. Applicants are asked to prepare several dishes demonstrating knowledge of classical preparation techniques during the test. The written test covers general culinary history and math knowledge.

For the Associate of Occupational Studies in Baking and Pastry Arts, the practical portion of the advanced placement test involves kitchen work and includes general taste, touch, and timing skills as demonstrated through bread making, lamination, pastry and dessert preparation, and mise en place. Applicants are asked to prepare several dishes demonstrating knowledge of classical preparation techniques during the test. The written test covers general understanding of baking and pastry terminology and math knowledge.

Advanced Standing: Bachelor of Arts Programs

Graduates from schools other than New England Culinary Institute who hold an associate degree in culinary arts, baking and pastry arts or a related field may apply for advanced standing in the Bachelor of Arts degree programs at NECI. Applicants may petition for advanced standing by submitting an official transcript of associate degree work completed, indicating successful graduation and graduation date, to the Academic Advising Office. Additional information in the form of school catalogs, course descriptions or syllabi may be required.

Students enrolled with advanced standing will receive transfer credit for first and second year courses and/or have program requirements waived to enroll directly into the third year residency. Advanced standing students may be required to take additional course work to meet curriculum distribution and/or credit hour requirements of the bachelor’s degree program.

Bachelor of Arts Preparation

Some otherwise strong candidates for the upper level Bachelor of Arts in Food and Beverage Business Management, in Culinary Arts, or in Baking and Pastry Arts programs may be missing the practical culinary and service skills required to enroll in the program. These applicants may have an associate degree in restaurant management from a community college, an associate degree in another field, credits from college courses, or other educational and practical experience that makes the bachelor’s degree program otherwise ideal for them. The bachelor’s degree preparation program is designed to serve these applicants.

Through participation in associate or certificate level classes, students gain knowledge in areas such as baking, cooking theory, table service, culinary history,
culinary terminology, wines, industry-related math or technology. To qualify to participate in this preparation program, applicants must meet all requirements for admission into NECI’s associate degree programs and must have completed the application process for the bachelor’s degree.

The bachelor’s degree preparation program is an individualized program structured in the form of an Academic Plan (AP) developed for the candidate by the Academic Advising Office. The AP outlines a plan for directed study and/or a schedule for coursework that the student will complete either by attending partial or full NECI courses. Courses may be offered online or on campus. Credit will be awarded for bachelor’s degree preparation work only when the student is enrolled in, and completes an entire culinary arts course, as a part of the AP.
THE CAMPUS

New England Culinary Institute’s campus is located in the Vermont state capital of Montpelier. A quintessential New England town of about eight thousand people, Montpelier has many charming shops, restaurants, and parks. NECI housing and educational facilities are spread throughout the town. NECI educational facilities include classrooms, library, computer access, and kitchen laboratories, as well as restaurants serving the public—including a farm-to-table themed restaurant, a casual restaurant for more informal dining, a bakeshop, two cafeterias, and banquet and catering facilities.

Program administration offices, classrooms, a library, wireless computer access and learning labs are all located within walking distance of one another. Student support services, including learning services, student services, career services, and academic advising, are centrally located at 7 School Street. The executive offices, admissions, registrar, and student financial services are located in Harris Hall at 56 College Street.

Student housing is available in the residence halls located at the Vermont College campus or within the Montpelier community. The student cafeteria is also located at Vermont College. Wireless Internet services are provided in all student housing and classroom buildings. Health club memberships are provided for all students at a local fitness center.

Many students find it convenient to bring their cars to Montpelier. It can, however, be difficult to locate adequate parking, especially during the winter. Limited parking is available for resident students only at some residence halls. Parking is generally not provided at classroom or kitchen buildings; students are expected to abide by the Montpelier community parking regulations.

NECI Restaurants and Food Services

Chef’s Table
118 Main Street
Montpelier, Vermont
802.229.9202

Chef’s Table offers regional ingredients, innovative cuisine, and gracious service for special events and banquets. The restaurant kitchen is equipped with range/ovens, salamander, gas grill, deep fryer, refrigerated prep tables, stainless worktables, refrigerated pastry case, sinks, dish and pot washing area, and other equipment needed for serving between 30 and 100 meals at dinner.

NECI on Main
118 Main Street
Montpelier, Vermont
802.223.3188

NECI on Main features local and regional cuisine with a farm-to-table theme and a contemporary dining experience. Additionally, the restaurant lounge menu offers a small-plate concept focused on foods of the Mediterranean.

The restaurant kitchen is equipped with range/ovens, a griddle, salamander, standard gas grill and charcoal grill, standard deep fryer and an induction deep fryer, convection oven, combi-steamer, stockpot range, refrigerated prep tables, sinks, stainless worktables, refrigerated pastry case, refrigerated lettuce dispensers, walk-in refrigeration, dish and pot washing area, and other equipment needed for serving between 50 and 300 meals at breakfast, lunch, and dinner.

La Brioche Bakery & Café
89 Main Street
Montpelier, Vermont
802.229.0443

La Brioche is a European-style café specializing in baked goods, pastries, and artisan breads.

The bakeshop has a classroom, and three kitchen areas equipped with mixers of various sizes, worktables, convection and deck ovens, walk-in and reach-in refrigerators, a two-door proofer, walk-in freezers, sinks, a sheeter, dough divider, and other equipment needed for the production of baked goods described in the curriculum.

Vermont College of Fine Arts
Dewey Dining Hall
Montpelier, Vermont
802.828.8850

Classic college dining hall service offered to Vermont College students, NECI students, and the public. This large kitchen is designed to handle two production classes and is equipped with ranges, a clamshell broiler, deep fryers, a salamander, griddle, a double-stacked steamer, food warmer, bain marie wells, work counters, steam kettle, tilt skillet, reach-in refrigerators,
meat slicer, convection ovens, pot wash area, refrigeration prep counter, and other production and instructional equipment.

NECI’s meat fabrication kitchen is also located at Vermont College. This Vermont State Inspected production facility is equipped with grinding, mixing and sausage-stuffing machines, a cryovac machine, a digital label-printing scale, hot and cold smoke cabinets and a cook and hold oven.

**The National Life Group**  
National Life Drive  
Montpelier, Vermont  
802.229.3397

An open servery operation meeting the breakfast and lunch needs of employees of the financial services company and the State of Vermont.

Serving 500 to 700 customers a day between breakfast and lunch, this kitchen and servery is equipped with walk-in and reach-in refrigeration, steam jacketed kettles, tilting skillet, combi-steamers, convection ovens, deck ovens, ranges, fryolators, broiler, mixers, slicers, hot line and salad bar.
EDUCATIONAL PROGRAMS

All programs at NECI offer a standards-based approach to education that measures the mastery of skills. The educational standards outline the skills and knowledge that all students are expected to demonstrate before graduating. These standards represent the wide range of skills needed for success in the food and beverage industry, and span the domains of applied science, critical and creative thinking, personal and professional development, culinary arts, service arts, baking and pastry arts, and business management. Within each domain, NECI faculty has determined the standards that every student is expected to meet. In each class, students engage in projects, activities, discussions, lectures, and hands-on practice in NECI’s food service operations, building on the required skills until they are able to produce evidence that the standard has been met.

NECI educational standards differ from program to program, emphasizing the particular skills needed by students preparing to enter each avenue in the hospitality industry. Within each program, the standards ensure that students learn the skills they need, although they may be practicing these skills within different outlets or classes. Specific courses may vary in number or length to provide students the best learning experience at each time of year. The curriculum outlined in this Catalog represents the breadth of material and the related credits awarded in each program. A final course listing for each program matriculation is included in the student’s final, term-specific Enrollment Agreement, signed during registration.

In an effort to prepare our students for the modern technology based aspects of the industry, many courses have online and/or technology based course material. Courses may be offered in face-to-face settings, fully online, or as hybrids, with technology supporting on-ground instruction. All internships are supported through online course participation. Students will receive information about the school’s online learning platform at Orientation.

Bachelor of Arts in Culinary Arts

The bachelor’s (Bachelor of Arts) degree in Culinary Arts is a 39-month program that includes three 6-month residencies (two terms each) of classroom work, intensive hands-on learning in the kitchens and food services of NECI; two 700-hour internships (two terms each; and a 9-month nonresident period (over 3 academic terms) that includes an additional 700-hour internship and additional online course work. Class size is a maximum of 10 students per instructor in kitchen and dining room classes, and a maximum of 30 students per instructor in traditional classrooms. Maximum class size in the first term of any program may exceed these ratios by one to two students. Occasionally, other situations may arise which cause class size to temporarily exceed these ratios by one to two students.

The Bachelor of Arts in Culinary Arts is designed to prepare qualified students for professional level careers in the contemporary culinary industry. Upon completion of the program, graduates are able to perform effectively as professional cooks in à la carte and other commercial kitchen settings or in entry level kitchen management positions, including: assistant kitchen manager, sous chef, or chef in a small restaurant. Students in this program are also exposed to specialized industry professions such as food writer, research and development chef, personal chef, or chef de cuisine in a specialized kitchen, and graduates are prepared to pursue further education in advanced culinary topics.

Educational Objectives

In order to optimally prepare students for professional positions in the industry, NECI has established the following educational goals for the Bachelor of Arts in Culinary Arts program:

- To provide intensive practical training and refinement of cooking skills, including specialized and regional cuisines
- To help students develop the attributes of a professional cook
- To explore the theory of food, including food science, nutritional cooking, sustainability, menu development, taste and flavor, gastronomy, artistic presentation, food and wine pairing.
- To build a foundation in the business aspects of the culinary industry, including purchasing, safety, cost control, financial and human resource management
- To develop the personal and professional skills needed to succeed, including professional communications, time management, business etiquette, self-awareness, community relations, and team creation
- To improve critical and creative thinking skills, such as problem solving, information literacy, and quantitative reasoning
• To expand student awareness of history, art, science, and language.

These educational objectives influence all facets of the program, from the curriculum and teaching techniques, to the code of student conduct in the classroom, and serve as important guidelines for all those in the program.

Specialization Options
NECI offers three specialization options within the resident Bachelor of Arts in Culinary Arts program that allow students to enhance their learning and enter the industry with stronger skills in the following areas: Wine and Beverage Studies; Sustainability; Baking and Pastry Arts.

These unique specializations allow students to concentrate parts of their program on topics of special interest to them within the contemporary food and beverage industry.

Students choosing to select a specialization may design assignments and projects during their residency to support their specialization, as well as completing a minimum of two focused elective courses (4 credits) and an internship (15 credits) tailored to this area of study.

Wine and Beverage Studies Specialization
This specialization is for students who seek to broaden their understanding of the role that wines and beverages play in the culinary field. The specialization emphasizes developing a comprehensive understanding of viticulture, wine making, distillation and brewing processes; an appreciation for the many cultural influences on wine from different countries and regions; and the ability to assess fine beverages. Internships focus on establishments with value-added beverage programs or tasting menus, such as wineries, breweries, or fine dining restaurants.

Sustainability Specialization
Sustainability awareness and practical considerations are essential to culinary leadership. Students in this specialization will learn how to source local foods, work in an environmentally conscious manner, and address food access concerns while operating a successful small business. Internships range from creative local kitchens, to national and international organizations devoted to the future of food. Graduates with a sustainability specialization have broad career opportunities, ranging from progressive restaurants and food service businesses to advanced education in law, the environment, agriculture, and food policy.

Baking and Pastry Arts Specialization
The baking and pastry specialization is designed for students holding an Associate of Occupational Studies in Baking & Pastry. Students in this specialization will examine menu development, kitchen management, international cuisines, and contemporary recipe development from the perspective of the pastry chef. Students will focus on advanced garnishing techniques, large-scale production, artisan breads, dessert and wine pairing, and decorative arts such as chocolate, sugar, or pastillage. Internships might include opportunities in fine dining pastry kitchens, resort pastry departments, or in refined bakery and wedding cake operations.

Required Subject Matter

First Residency

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<tr>
<th>MOD 1</th>
<th>Course Code</th>
<th>Course Description</th>
<th>Credits</th>
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<td></td>
<td>CMAS1102</td>
<td>Cooking Theory &amp; Food Science</td>
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<td></td>
<td>CMPD1302</td>
<td>Professional Development</td>
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<td>BMCA1603</td>
<td>Baking I</td>
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<td></td>
<td>CMSA1102</td>
<td>Table Service &amp; Intro to Wines</td>
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<td></td>
<td>CMSA1400</td>
<td>Sanitation &amp; Food Safety &amp; Knife Skills</td>
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<td>CMCT0001</td>
<td>Writing Fundamentals</td>
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<td></td>
<td>CMCT1450</td>
<td>Science Connection</td>
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<td>CMCT0010</td>
<td>Math Lab (Tutorials)</td>
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<td>CMBM0020</td>
<td>Foundations in Information Technology</td>
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<td>CMCT1902</td>
<td>French Classic Cuisine</td>
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<td>CMCA1306</td>
<td>Culinary Basics &amp; Meat Fabrication</td>
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<td>CMCT1205</td>
<td>Communications: Verbal and Interpersonal</td>
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<td>CMCA1205</td>
<td>Intro to A La Carte: Lunch</td>
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Internship 1

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<td>CMCA1012</td>
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<td>CMCA1013</td>
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Second Residency

MOD 3

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<td>CMCA2801</td>
<td>Event Planning and Presentation</td>
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<td>CMAS2520</td>
<td>Flavors of the Mediterranean</td>
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<td>CMAS2503</td>
<td>Flavor Development: Food, Wine and Nutrition</td>
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<td>CMCT2300</td>
<td>Cultural Studies: Research and Writing</td>
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MOD 4

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<td>Advanced Culinary Techniques: Farm to Table</td>
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<td>CECA2702</td>
<td>Pastries, Confections &amp; Plated Desserts</td>
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<td>CMCA2503</td>
<td>Meat Fabrication &amp; Charcuterie</td>
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<td>CMBM2902</td>
<td>Fundamentals of Management</td>
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<td>CMCT2200</td>
<td>Quantitative Methods: Using Numbers and Data</td>
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Internship 2

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Third Residency

MOD 5

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<td>DEELXXX</td>
<td>Culinary Elective #1</td>
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<td>DECT3602</td>
<td>Spanish I</td>
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<td>DECT2621</td>
<td>Spanish II</td>
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<td>HMBM4353</td>
<td>Entrepreneurship For the Food Service Industry</td>
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<td>DEAS3500</td>
<td>Culture &amp; Cuisine: International Flavors</td>
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<td>DECS3001</td>
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MOD 6

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<td>DECA3900</td>
<td>Contemporary Cuisine/Menu/Development</td>
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<td>HMBM3854</td>
<td>Restaurant Operations</td>
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<td>Restaurant Financial Management</td>
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<td>DEBM3401</td>
<td>Extending the Season: Sustainability in Action</td>
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Non Resident Period

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<td>HMCT3100</td>
<td>Critical Issues in Leadership (online)</td>
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<td>DMCT3300</td>
<td>Concepts in Natural Systems (online)</td>
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<td>DMCT3400</td>
<td>Capstone (online)</td>
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Credit Hour Requirements

Total minimum credit hours for the 39-month program are 137 credits. In the first and second year, 16 semester credit hours are accrued during internship; 15 semester credit hours accrued during the third year internship. In the final non-resident terms, 9 semester credit hours are offered online. As outlined in the Program Graduation section of this catalog, students transferring between terms or programs, students receiving advanced placement, or students who, upon approval of the Academic Advising Office, receive a waiver of any program requirement, may graduate with fewer than 137 semester credit hours.

Bachelor of Arts in Culinary Arts, Online Program for Year 3 and 4

The upper level of the Bachelor of Arts in Culinary Arts is also offered in a fully online delivery format. The program consists of 72 weeks of instructional time (beyond the associate degree or other qualifying educational credits and industry experience); due to scheduled breaks between classes, the program can generally be completed within 24 months. The program is offered in 12 six-week online course segments, which are available on a revolving carousel schedule. This timeframe allows students to matriculate into the program at any point in the year. Successful participation in each course requires minimum of 30 hours per week, including time involved in online content and discussion boards, and time spent in reading, research, and completion of assignments and labs. Class size is a maximum of 25 students per class section.

To successfully complete the program, students must complete all 12 courses and sanitation certification requirement, as outlined under Graduation Requirements outlined below. The online Bachelor of
Arts in Culinary Arts does not include an internship requirement. Instead, as a condition of admission to the program, students are required to be actively employed in an industry-related position or have appropriate experience in the food and beverage industry. This requirement allows instructors to more fully integrate the online learner’s concurrent education and work experiences, and to draw heavily from industry practice. This program is designed for those with prior industry exposure seeking to further advance their careers with more advanced course work in culinary arts, business, management, and the entrepreneurial aspects of the culinary field.

Upon completing the program, graduates are able to develop the skills necessary to grow within their current positions as well as perform effectively in key entry level leadership positions in the hospitality industry, such as kitchen manager, sous chef, banquet chef, event planner and chef de partie.

Educational Objectives

In order to optimally prepare students for professional level positions in the industry, NECI has established the following educational goals for the bachelor’s degree in Culinary Arts program:

- To explore the theory of food, including food science, nutritional cooking, sustainability, menu development, taste and flavor, gastronomy, artistic presentation, food and wine pairing.
- To build a foundation in the business aspects of the culinary industry, including purchasing, safety, cost control, financial and human resource management.
- To develop the personal and professional skills needed to succeed, including professional communications, time management, business etiquette, self-awareness, community relations, and team creation.
- To improve critical and creative thinking skills, such as problem solving, information literacy, and quantitative reasoning.

These educational objectives inform all facets of the program, from the curriculum and teaching techniques, to the code of student conduct in the classroom, and serve as important guidelines for all those in the program.

Required Subject Matter

60 prior college credits are required for entry into this program. Courses are offered on a revolving carousel schedule, entry point will determine sequence of courses.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DOCT3600</td>
<td>Spanish Language &amp; Culture</td>
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<tr>
<td>DOAS3300</td>
<td>Contemporary Nutrition</td>
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<td>DOCT3300</td>
<td>Concepts in Natural Systems</td>
<td>5.0</td>
</tr>
<tr>
<td>HOCT4100</td>
<td>Critical Issues in Leadership</td>
<td>5.0</td>
</tr>
<tr>
<td>DOCT4900</td>
<td>Entrepreneurship for the Food Service Industry</td>
<td>5.0</td>
</tr>
<tr>
<td>DOAS4100</td>
<td>Exploring Sustainability: Practices in Preservation</td>
<td>5.0</td>
</tr>
<tr>
<td>DOCT3500</td>
<td>Advanced Culinary Techniques</td>
<td>5.0</td>
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<td>DOCT3600</td>
<td>Global Cultures &amp; Cuisine</td>
<td>5.0</td>
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<td>DOCA4800</td>
<td>Advanced Food and Wine Pairings</td>
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<tr>
<td>HOBM3800</td>
<td>Restaurant Financial Management</td>
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<td>HOCT4600</td>
<td>Ethical &amp; Legal Decision Making</td>
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<td>Restaurant Operations Management</td>
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<tr>
<td>ServeSafe Sanitation Certification Requirement</td>
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Required Computer Specifications

Students applying to the fully online BA in Culinary Arts program must possess the minimum computer requirements as outlined under Computer Requirements or at [http://www.neci.edu/academic-programs/online-degree-programs/computer-requirements](http://www.neci.edu/academic-programs/online-degree-programs/computer-requirements).

In addition to the appropriate hardware requirements, it is highly recommended that students be comfortable in a Web 2.0 environment. All courses will require the student to upload and download materials and to utilize spreadsheets, word processing, and/or picture management software. Additional software, available at little or no cost to the student, may be required in some courses; examples include products such as Skype or Voicethread. Lab courses will require students to use a digital camera and have the ability to upload photographs for assignments.

Required Lab Materials

The bachelor’s in Culinary Arts online program does require the purchase of limited quantities of food or beverage ingredients for labs and assignments. Whenever possible, these ingredients are common household items whose costs are minimal.

Graduation Requirements

Beyond completion of the courses outlined above, students must complete the following requirements prior to graduation:

- ServSafe Sanitation Certification
Credit Hour Requirements

Total minimum credit hours for the online Bachelor of Arts in Culinary Arts program are 120 credits. Students entering the program must possess a minimum of 60 semester credits. For students choosing the online delivery option of the upper level, 60 credits are delivered in the 72-week delivery of Year 3 and 4 (over approximately 24 calendar months).

Associate of Occupational Studies in Culinary Arts

The associate (Associate of Occupational Studies) degree program in Culinary Arts is a 24-month program that includes two 6-month residencies of classroom work (a total of four academic terms) intensive hands-on learning in the kitchens and food services of NECI, and two 6-month, 700-hour internships over a total of four academic terms. Class size is a maximum of 10 students per instructor in kitchen and dining room classes, and a maximum of 30 students per instructor in traditional classrooms. Maximum class size in the first term of any program may exceed these ratios by one to two students. Occasionally, other situations may arise which cause class size to temporarily exceed these ratios by one to two students.

The Associate of Occupational Studies in Culinary Arts is designed to prepare qualified students to become skilled culinary and kitchen professionals. Graduates are able to perform effectively in key positions in commercial kitchens, including: à la carte cook, baker, banquet cook, rounds cook, assistant garde manger chef, sous chef, and for highly dedicated and disciplined graduates, chef in a small restaurant.

Educational Objectives

To achieve its primary objective of training skilled cooks, NECI has established the following educational goals for the associate degree program:

- To impart to students a basic theoretical knowledge of cooking
- To provide a good practical training in cooking skills
- To help students develop the attributes of a good cook, including speed, stamina, dexterity, hand-eye coordination, timing, the ability to work with others, stressing always the aesthetics of food preparation and presentation
- To test for and strengthen each student’s general education in the relevant areas of English, math, food science, and culinary history
- To provide students with the rudiments of modern business management practices in the context of the food service industry
- To secure internships that assess the nature and quality of each student’s training

These educational objectives influence all facets of the program, from the curriculum and teaching techniques to the code of student conduct in the classroom, and serve as important guidelines for all those who study at NECI.

Required Subject Matter

First Residency

MOD 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
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<td>CMOR1000</td>
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<tr>
<td>CMAS1102</td>
<td>Cooking Theory &amp; Food Science</td>
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<tr>
<td>CMPD1302</td>
<td>Professional Development</td>
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<tr>
<td>BMCA1603</td>
<td>Baking I</td>
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</tr>
<tr>
<td>CMSA1102</td>
<td>Table Service &amp; Intro to Wines</td>
<td>2.0</td>
</tr>
<tr>
<td>CMAS1400</td>
<td>Sanitation, Food Safety &amp; Knife Skills</td>
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<tr>
<td>CMCT1450</td>
<td>Science Connection</td>
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<td>CMCT001</td>
<td>Writing Fundamentals</td>
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<td>CMCS1000</td>
<td>Service Learning</td>
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<td>CMCT0010</td>
<td>Math Lab (Tutorials)</td>
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<tr>
<td>CMCT0020</td>
<td>Foundations in Information Technology</td>
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Second Residency

MOD 2

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<td>CMCA1306</td>
<td>Culinary Basics &amp; Meat Fabrication</td>
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<td>CMCT1204</td>
<td>Communications: Verbal and Interpersonal</td>
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<tr>
<td>CMCA1205</td>
<td>Intro to A La Carte Cooking: Lunch</td>
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Internship 1

<table>
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<th>Course Description</th>
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<td>CMCA1012</td>
<td>Internship &amp; Internship Connection 1</td>
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<td>CMCA1013</td>
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Second Residency

MOD 3

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<td>CMOR2000</td>
<td>Orientation</td>
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<td>Course Description</td>
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<tr>
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</tr>
<tr>
<td>CMCA2801</td>
<td>Event Planning and Presentation</td>
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<td>CMAS2521</td>
<td>Flavors of the Mediterranean</td>
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<td>CMCA2503</td>
<td>Flavor Development: Food, Wine and Nutrition</td>
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<tr>
<td>CMCT2300</td>
<td>Cultural Studies: Research and Writing</td>
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### MOD 4

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<th>Course Description</th>
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<tr>
<td>CMCA2903</td>
<td>Advanced Culinary Techniques: Farm to Table</td>
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<tr>
<td>CECA2702</td>
<td>Pastries, Confections &amp; Plated Desserts</td>
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<tr>
<td>CMCA2503</td>
<td>Meat Fabrication &amp; Charcuterie</td>
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<tr>
<td>CMBM2902</td>
<td>Fundamentals of Management</td>
<td>2.0</td>
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<tr>
<td>CMCT2200</td>
<td>Quantitative Methods: Using Numbers and Data</td>
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<td>CEPD2301</td>
<td>Professional Development</td>
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### Internship 2

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<tbody>
<tr>
<td>CMCA2010</td>
<td>Internship &amp; Internship</td>
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<tr>
<td>CMCA2011</td>
<td>Internship &amp; Internship</td>
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</table>

### Credit Hour Requirements

Total minimum credit hours for the two-year program are 81 credits. Each year, 16 semester credit hours are accrued during internship. As outlined in the Program Graduation section of this catalog, students transferring between terms or programs, students receiving advanced placement, or students who, upon approval of the Academic Advising Office, receive a waiver of any program requirement, may graduate with fewer than 81 semester credit hours.

### Bachelor of Arts in Food and Beverage Business Management

The bachelor’s (Bachelor of Arts) degree in Food and Beverage Business Management is a 15-month degree program (beyond the associate degree or other qualifying educational credits and industry experience) that includes 6 months (two academic terms) of intensive classroom work and project-based learning, and one 9-month non-resident period (3 academic terms). The non-resident term includes online coursework and one 700-hour internship. Class size is a maximum of 10 students per instructor in kitchen and dining room classes, and a maximum of 30 students per instructor in traditional classrooms. Maximum class size in the first term of any program may exceed these ratios by one to two students. Occasionally, other situations may arise which cause class size to temporarily exceed these ratios by one to two students.

This program is designed for those with prior industry exposure seeking to further advance their careers with more advanced course work in business, management, and the entrepreneurial aspects of the food and beverage management field. Upon completing the program, graduates are able to perform effectively in entry-level management positions in the hospitality industry, such as assistant kitchen manager, banquet or events director, manager in a small restaurant, or assistant food and beverage manager.

### Educational Objectives

To best prepare students for work in business and management positions in the industry, NECI has established the following educational goals:

- To focus on the business aspects of the hospitality industry, including purchasing, safety, beverage management, cash control, community relations, training, marketing, teamwork, accounting, business writing, and entrepreneurship
- To develop the personal and professional skills needed to succeed, including negotiation, motivation, time management, business etiquette, self-awareness, and team creation
- To improve critical and creative thinking skills
- To develop conversational skills in Spanish—the second most-used language in the industry

These educational objectives influence all facets of the program, from the curriculum and teaching techniques to the code of student conduct in the classroom, and serve as important guidelines for all those in the program.

### Specialization Options

NECI offers three specialization options within the resident Bachelor of Arts in Food and Beverage Business Management program that allow students to enhance their learning and enter the industry with stronger skills in the areas of: Wine and Beverage Studies; Sustainability; Baking and Pastry Arts.

These unique specializations allow students to focus aspects of their program on topics of special interest to them within the contemporary management and hospitality industry.
Students choosing to select a specialization may design assignments and projects during their residency to support their specialization, as well as completing a minimum of two focused elective courses (4 credits) and an internship (15 credits) tailored to this area of study.

**Wine and Beverage Studies Specialization**

Effective management in the hospitality industry often requires advanced knowledge of the role that beverages play in the menu, from both an aesthetic and business perspective. This specialization emphasizes the development of a broad understanding of viticulture, winemaking, distillation and brewing processes; a refined ability to assess fine beverages; an appreciation for the varietal, cultural, historic and societal influences on the wines of different countries; a solid aptitude for pairing beverages to a wide range of cuisines; and comprehensive knowledge of marketing and distribution within the alcoholic beverage industry. Internships include positions in the fast-growing alcoholic beverage industry as winery marketing representatives, importers, wholesale sales managers, or at retail outlets.

**Sustainability Specialization**

The future success of restaurants, hotels and larger-scale hospitality enterprises depend upon professionals who have experience and expertise in sustainability practices. Sustainability awareness and practical considerations are essential to culinary leadership. Students in this specialization will learn how to source local foods, work in an environmentally conscious manner, and make decisions in a global marketplace. Internships range from leading multi-site hotels and restaurant corporations, to third party certifying organizations and national/international organizations devoted to the future of food. The sustainability specialization prepares students for broad range of careers within the field of food service and hospitality, as well as for advanced education in law, the environment, agriculture, and food policy.

**Baking and Pastry Arts Specialization**

The baking and pastry specialization is designed for students holding an Associate of Occupational Studies in Baking & Pastry. The baking and pastry specialization will prepare students to act as managers or pastry chefs in bakeries, cafes, pastry shops, or other large-scale outlets. This specialization is also ideal for those preparing for business ownership in the baking and pastry field. Students will use the lens of bakery operations as they develop their business, leadership, and entrepreneurial skills in the areas of staffing, cost control, and management. This specialization emphasizes the development of advanced skills in artisan breads and pastries, plated desserts, and decorative arts such as chocolate, sugar, or pastillage. Internships might include managing the pastry department in a hotel, assistant manager in a bakery, recipe development, or dessert catering.

**Required Subject Matter**

60 prior subject matter credits are required for entry into this program.

**MOD 5**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
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<td>HMBM3854</td>
<td>Restaurant Operations</td>
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<td>HMBM4353</td>
<td>Entrepreneurship for the Food Service Industry</td>
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<td>HMBM3500</td>
<td>Human Resource Management</td>
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<td>DECS300</td>
<td>Service Learning</td>
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<td>HMBM4801</td>
<td>Strategic Management</td>
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<td>DEELXXXX</td>
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**MOD 6**

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<tr>
<td>DECT2621</td>
<td>Spanish II</td>
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<tr>
<td>DEAS3200</td>
<td>Art, Design and Media</td>
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</tr>
<tr>
<td>HMBM3702</td>
<td>Introduction to Marketing Theory &amp; Research</td>
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</tr>
<tr>
<td>HMBM3200</td>
<td>Beverage Management &amp; Mixology</td>
<td>3.0</td>
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<td>HMBM3855</td>
<td>Restaurant Financial Management</td>
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<td>DEELXXXX</td>
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**ServeSafe Sanitation Certification Requirement**

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**Non Resident Period**

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<td>HMBM4002</td>
<td>BA FBBM Internship/Career Analysis 1</td>
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<tr>
<td>HMBM4003</td>
<td>BA FBBM Internship/Career Analysis 2</td>
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<td>HMBM4004</td>
<td>BA FBBM Internship/Career Analysis 3</td>
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<td>HMCT3100</td>
<td>Critical Issues in Leadership (online)</td>
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<tr>
<td>HMCT3400</td>
<td>Capstone Course (online)</td>
<td>3.0</td>
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<tr>
<td>DMCT3300</td>
<td>Concepts in Natural Systems (online)</td>
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</table>
Credit Hour Requirements

Total minimum credit hours for the Bachelor of Arts in Food and Beverage Business Management program are 120 credits. Students entering the program must possess a minimum of 60 semester credits. Total credits delivered for the 15-month program are 60. 15 semester credit hours are earned for the internship. 9 semester credit hours are offered online during the non-resident term.

Online Bachelor of Arts in Food and Beverage Business Management

The Bachelor of Arts in Food and Beverage Business Management is also offered in a fully online format. The program consists of 72 weeks of instructional time (beyond the associate degree or other qualifying educational credits and industry experience); due to scheduled breaks between classes, the program can generally be completed within 24 months.

The program is offered in 12 six-week online course segments, which are available on a revolving carousel schedule. This timeframe allows students to matriculate into the program at any point in the year. Successful participation in each course generally requires minimum of 30 hours per week, including time involved in online content and discussion boards, and time spent in reading, research, and completion of assignments. Class size is a maximum of 25 students per class section.

To successfully complete the program, students must complete all 12 courses and must complete a sanitation certification requirement, as outlined under Graduation Requirements outlined below.

The online Bachelor of Arts in Food and Beverage Business Management does not include an internship requirement. Instead, as a condition of admission to the program, students are required to be actively employed in an industry-related position or have appropriate experience in the food and beverage industry. This requirement allows instructors to more fully integrate the online learner’s concurrent education and work experiences, and to draw heavily from industry practice.

This program is designed for students seeking to further advance their careers in the business, management, and entrepreneurial aspects of the hospitality field. Upon completing the program, graduates are able to perform effectively in key positions in the hospitality industry, such as kitchen manager, banquet or events director, restaurant manager, assistant food and beverage manager, or assistant general manager.

Educational Objectives

To best prepare students for work in business and management positions in the industry, NECI has established the following educational goals:

- To focus on the business aspects of the hospitality industry, including purchasing, safety, beverage management, cash control, community relations, training, marketing, teamwork, accounting, business writing, and entrepreneurship.
- To develop the personal and professional skills needed to succeed, including negotiation, motivation, time management, business etiquette, self-awareness, and team creation.
- To improve critical thinking skills.

These educational objectives influence all facets of the program, from the curriculum and teaching techniques to the code of student conduct in the online classroom, and serve as important guidelines for all those in the program.

Required Subject Matter

60 prior college credits are required for entry into this program. Courses are offered on a revolving carousel schedule, entry point will determine sequence of courses.

<table>
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<tr>
<th>Course Code</th>
<th>Course Description</th>
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<tr>
<td>HOBM3800</td>
<td>Restaurant Financial Management</td>
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<td>HOBM3700</td>
<td>Marketing Theory &amp; Research</td>
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<td>HOBM4800</td>
<td>Restaurant Operations Management</td>
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<td>Human Resources in the Food Service Industry</td>
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<td>Ethical &amp; Legal Decision Making</td>
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<td>DOCT3600</td>
<td>Spanish Language &amp; Culture</td>
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<td>ServeSafe Sanitation Certification Requirement</td>
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Required Computer Specifications

Students applying to the fully online BA in Food and Beverage Business Management program must possess the minimum computer requirements as outlined under Computer Requirements or at http://www.neci.edu/academic-programs/online-degree-programs/computer-requirements.

In addition to the appropriate hardware requirements, it is highly recommended that students be comfortable in a Web 2.0 environment. All courses will require the student to upload and download materials and to utilize spreadsheets, word processing, and/or picture management software. Additional software, available at little or no cost to the student, may be required in some courses; examples include products such as Skype or Voicethread.

Graduation Requirements

Beyond completion of the courses outlined above, students must complete the following requirements prior to graduation:
- ServSafe Sanitation Certification

Credit Hour Requirements

Total minimum credit hours for the online Bachelor of Arts in Food and Beverage Business Management program option are 120 credits. Students entering the program must possess a minimum of 60 semester credits. Total credits delivered during the 72-week fully online program are 60.

Associate of Occupational Studies in Food and Beverage Business Management

The associate (Associate of Occupational Studies) degree in Food and Beverage Business Management is a 15-month program that includes nine months (three academic terms) of classroom work, intensive hands-on learning in the public restaurants and operations of NECI, and a 700-hour internship over two academic terms. Class size is a maximum of 10 students per instructor in kitchen and dining room classes, and a maximum of 30 students per instructor in traditional classrooms. Maximum class size in the first term of any program may exceed these ratios by one to two students. Occasionally, other situations may arise which cause class size to temporarily exceed these ratios by one to two students.

The Associate of Occupational Studies in Food and Beverage Business Management is designed to prepare qualified students to become skilled front-of-the-house professionals.

Students develop an understanding of management theory as applied to the food and beverage industry, while studying the culture and trends of the hospitality field in general. Using skills learned in this program, graduates are able to perform effectively in front-of-the-house service as dining room supervisors, events managers, and reservationists. Graduates of this program are encouraged to consider the Bachelor of Arts in Food and Beverage Business Management, which is designed to further refine skills and to enhance professional opportunities in this field.

Educational Objectives

To achieve its primary objective of training skilled front-of-the-house professionals, NECI has established the following educational goals:
- To impart to students a basic theoretical knowledge of cooking
- To provide basic practical training in cooking skills
- To promote the development of strong managerial attributes
- To expand student’s knowledge of kitchen operations, financial and human resource management, customer service, beverage management, as well as skills in writing, public speaking and presenting, dress, and demeanor.

These educational objectives influence all facets of the program, from the curriculum and teaching techniques to the code of student conduct in the classroom, and serve as important guidelines for all those who study at NECI.

Required Subject Matter

First Residency

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MOD 2

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Internship 1

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Credit Hour Requirements

Total minimum credit hours required for the 15-month program are 60 credits. The residency portion of the program delivers 44 semester credit hours; 16 semester credits are accrued during the internship term. As outlined in the Program Graduation section of this catalog, students transferring between terms or programs, students receiving advanced placement, or students who, upon approval of the Academic Advising Office, receive a waiver of any program requirement, may graduate with fewer than 60 semester credit hours.

Bachelor of Arts in Baking and Pastry Arts

The bachelor’s (Bachelor of Arts) degree in Baking and Pastry Arts is a 39-month program that includes three 6-month residencies (two terms each) of classroom work, intensive hands-on learning in the kitchens and food services of NECI; two 700-hour internships (two terms each); and a 9-month nonresident period (over 3 academic terms) that includes an additional 700-hour internship and additional online course work. Class size is a maximum of 10 students per instructor in kitchen and dining room classes, and a maximum of 30 students per instructor in traditional classrooms. Maximum class size in the first term of any program may exceed these ratios by one to two students. Occasionally, other situations may arise that cause class size to temporarily exceed these ratios by one to two students.

The Bachelor of Arts in Baking and Pastry Arts is designed to prepare qualified students for professional level baking and pastry careers in the contemporary culinary industry. Upon completion of the program, graduates are able to perform effectively in commercial kitchens, restaurants, hotels, resorts, bakeries and pastry shops in a variety of management positions. These include bakeshop manager, pastry sous chef or pastry chef in a restaurant, to name a few of the opportunities available. Students in this program are also exposed to specialized industry career options such as retail baker, artisan bread baker, chocolatier, specialty cake decorator/caterer, food writer, research and development chef, and chef in a specialized kitchen. Graduates are prepared to pursue further education in advanced culinary topics.

Educational Objectives

In order to optimally prepare students for professional positions in the industry, NECI has established the following educational goals for the Bachelor of Arts in the Baking and Pastry program:

- To provide intensive practical training and refinement of baking and pastry skills, including specialized cuisines.
- To help students develop the attributes of a professional patissier or baker.
- To explore the theory of food, including food science, nutritional baking, sustainability, menu development, taste and flavor, gastronomy, artistic presentation, food and wine pairing.
- To build a foundation in the business aspects of the Baking and Pastry industry, including purchasing, safety, cost control, financial and human resource management.
- To develop the personal and professional skills needed to succeed, including professional communication, time management, business
etiquette, self-awareness, community relations, and team creation.

- To improve critical and creative thinking skills, such as problem solving, information literacy, and quantitative reasoning.
- To expand student awareness of history, art, science and language.

These education objectives influence all facets of the program, from the curriculum and teaching techniques, to the code of student conduct in the classroom, and serve as important guidelines for all those in the program.

**Specialization Options**

NECI offers two specialization options within the resident Bachelor of Arts in Baking and Pastry Arts program that allow students to enhance their learning and enter the industry with stronger skills in the following areas: Wine and Beverage Studies and Sustainability.

These unique specializations allow students to concentrate parts of their program on topics of special interest to them within the contemporary food and beverage industry.

Students choosing to select a specialization may design assignments and projects during their residency to support their specialization, as well as completing a minimum of two focused elective courses (4 credits) and an internship (15 credits) tailored to this area of study.

**Wine and Beverage Studies Specialization**

This specialization is for students who seek to broaden their understanding of the role that wines and beverages play in the culinary field. The specialization emphasizes developing a comprehensive understanding of viticulture, wine making, distillation and brewing processes; an appreciation for the many cultural influences on wine from different countries and regions; and the ability to assess fine beverages. Internships focus on establishments with value-added beverage programs or tasting menus, such as wineries, breweries, or fine dining restaurants.

**Sustainability Specialization**

Sustainability awareness and practical considerations are essential to culinary leadership. Students in this specialization will learn how to source local foods, work in an environmentally conscious manner, and address food access concerns while operating a successful small business. Internships range from creative local kitchens, to national and international organizations devoted to the future of food. Graduates with a sustainability specialization have broad career opportunities, ranging from progressive restaurants and food service businesses to advanced education in law, the environment, agriculture, and food policy.

**Required Subject Matter**

**First Residency**

**MOD 1**

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**Second Residency**

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**Academic Terms 7 and 8**

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**Academic Terms 11, 12 and 13**

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### Credit Hour Requirements

Total minimum credit hours for the 39-month program are 136 credits. In the first and second year, 16 semester credit hours are accrued during internship; 15 semester credit hours accrued during the third year internship. In the final non-resident terms, 9 semester credit hours are offered online. As outlined in the Program Graduation section of this catalog, students transferring between terms or programs, students receiving advanced placement, or students who, upon approval of the Academic Advising Office, receive a waiver of any program requirement, may graduate with fewer than 136 semester credit hours.

### Bachelor of Arts in Baking and Pastry Arts, Online Program for Year 3 and 4

The upper level of the Bachelor of Arts in Baking & Pastry Arts is also offered in a fully online delivery format. The program consists of 72 weeks of instructional time (beyond the associate degree or other qualifying educational credits and industry experience); due to scheduled breaks between classes, the program can generally be completed within 24 months. The program is offered in 12 six-week online course segments, which are available on a revolving carousel schedule. This timeframe allows students to matriculate into the program at any point in the year. Successful participation in each course requires minimum of 30 hours per week, including time involved in online content and discussion boards, and time spent in reading, research, and completion of assignments and labs. Class size is a maximum of 25 students per class section.

To successfully complete the program, students must complete all 12 courses and sanitation certification requirement, as outlined under Graduation Requirements outlined below. The online Bachelor of Arts in Baking & Pastry Arts does not include an internship requirement. Instead, as a condition of admission to the program, students are required to be actively employed in an industry-related position or have appropriate experience in the food and beverage industry. This requirement allows instructors to more fully integrate the online learner’s concurrent education and work experiences, and to draw heavily from industry practice. This program is designed for
those with prior industry exposure seeking to further advance their careers with more advanced course work in baking and pastry arts, business, management, and the entrepreneurial aspects of the culinary field. Upon completing the program, graduates are able to develop the skills necessary to grow within their current positions as well as perform effectively in key entry level leadership positions in the hospitality industry, such as kitchen manager, assistant pastry chef, pastry chef or head baker. Students in this program are also exposed to specialized industry career options such as retail baker, artisan bread baker, chocolatier, specialty cake decorator/caterer, food writer, research and development chef, and chef in a specialized kitchen. Graduates are prepared to pursue further education in advanced culinary topics.

**Educational Objectives**

In order to optimally prepare students for professional positions in the industry, NECI has established the following educational goals for the Bachelor of Arts in the Baking and Pastry program:

- To provide intensive practical training and refinement of baking and pastry skills, including specialized cuisines.
- To help students develop the attributes of a professional patissier or baker.
- To explore the theory of food, including food science, nutritional baking, sustainability, menu development, taste and flavor, gastronomy, artistic presentation, food and wine pairing.
- To build a foundation in the business aspects of the Baking and Pastry industry, including purchasing, safety, cost control, financial and human resource management.
- To develop the personal and professional skills needed to succeed, including professional communication, time management, business etiquette, self-awareness, community relations, and team creation.
- To improve critical and creative thinking skills, such as problem solving, information literacy, and quantitative reasoning.
- To expand student awareness of history, art, science and language.

These education objectives influence all facets of the program, from the curriculum and teaching techniques, to the code of student conduct in the classroom, and serve as important guidelines for all those in the program.

**Required Subject Matter**

60 prior college credits are required for entry into this program. Courses are offered on a revolving carousel schedule, entry point will determine sequence of courses.

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<td>HOCT4100</td>
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<td>Exploring Sustainability: Practices in Preservation</td>
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<td>Sugarcraft and Specialty Cakes</td>
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<td>Advanced Food and Wine Pairing</td>
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<td>Ethical &amp; Legal Decision Making</td>
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ServeSafe Sanitation Certification Requirement 0.0

**Required Computer Specifications**

Students applying to the fully online BA in Culinary Arts program must possess the minimum computer requirements as outlined under Computer Requirements or at [http://www.neci.edu/academic-programs/online-degree-programs/computer-requirements](http://www.neci.edu/academic-programs/online-degree-programs/computer-requirements).

In addition to the appropriate hardware requirements, it is highly recommended that students be comfortable in a Web 2.0 environment. All courses will require the student to upload and download materials and to utilize spreadsheets, word processing, and/or picture management software. Additional software, available at little or no cost to the student, may be required in some courses; examples include products such as Skype or Voicethread. Lab courses will require students to use a digital camera and have the ability to upload photographs for assignments.

**Required Lab Materials**

The bachelor’s in Baking and Pastry Arts online program does require the purchase of limited quantities of food or beverage ingredients for labs and assignments. Whenever possible, these ingredients are common household items whose costs are minimal.
Graduation Requirements

Beyond completion of the courses outlined above, students must complete the following requirements prior to graduation:
- ServSafe Sanitation Certification

Credit Hour Requirements

Total minimum credit hours for the online Bachelor of Arts in Baking and Pastry Arts program are 120 credits. Students entering the program must possess a minimum of 60 semester credits. For students choosing the online delivery option of the upper level, 60 credits are delivered in the 72-week delivery of Year 3 and 4 (over approximately 24 calendar months).

Associate of Occupational Studies in Baking and Pastry Arts

The AOS (Associate of Occupational Studies) degree in Baking and Pastry Arts is a 24-month program that includes two 6-month residences of classroom work (a total of four academic terms) intensive hands-on learning in the kitchens and food services of NECI, and two 6-month, 700-hour internships (over four academic terms). Class size is a maximum of 10 students per instructor in kitchen and dining room classes, and a maximum of 30 students per instructor in traditional classrooms. Maximum class size in the first term of any program may exceed these ratios by one to two students. Occasionally, other situations may arise which cause class size to temporarily exceed these ratios by one to two students.

The Associate of Occupational Studies in Baking and Pastry Arts is designed to prepare qualified students to become skilled culinary professionals specializing in the area of baking and pastry. Focusing on training in the pastry kitchen, this program also includes components in the savory kitchen, business management and general education, and provides students with a comprehensive framework of general skills needed to perform effectively in any food service operation.

As culinary specialists, graduates are able to perform effectively in commercial kitchens, restaurants, hotels, resorts, bakeshops, and pastry shops in such positions as baker, pastry cook, or assistant pastry chef. Highly dedicated and disciplined graduates might perform the responsibilities of head baker or pastry chef.

Educational Objectives

To achieve its primary objective of training skilled bakers and pastry cooks, NECI has established the following educational goals:

- To impart to students a basic theoretical knowledge of baking, pastry, and culinary arts
- To provide a solid practical training in baking, pastry, and fundamental culinary skills
- To help students develop the attributes of a good cook, such as speed, stamina, dexterity, hand-eye coordination, timing, and the ability to work with others, while emphasizing the aesthetics of food preparation and presentation
- To evaluate and strengthen each student’s general education in the relevant areas of English, math, food science, and culinary history
- To provide students with the rudiments of modern business management practices in the context of the food service industry
- To secure internships that will assess the nature and quality of each student’s training.

These educational objectives influence all facets of the program, from the curriculum and teaching techniques to the code of student conduct in the classroom, and serve as important guidelines for all those who study at NECI.

Required Subject Matter

First Residency

MOD 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Credits</th>
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<tr>
<td>CMOR1000</td>
<td>Orientation</td>
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<tr>
<td>CMAS1103</td>
<td>Cooking Theory, Sanitation and Knife Skills</td>
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<tr>
<td>CMCT1000</td>
<td>Foundations in Information Technology</td>
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<td>CMPD1302</td>
<td>Professional Development</td>
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<td>BMCA1603</td>
<td>Baking I</td>
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<tr>
<td>CMSA1102</td>
<td>Table Service &amp; Intro to Wines</td>
<td>2.0</td>
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<tr>
<td>CMCT1450</td>
<td>Science Connection</td>
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<td>CMCT1000</td>
<td>Writing Fundamentals</td>
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<td>CMCS1000</td>
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MOD 2

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<tr>
<td>CMPD1300</td>
<td>Professional Development</td>
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### Certificate in Professional Cooking

Cooking and learning side-by-side with a NECI chef five days a week for 13 weeks in a production kitchen gives you the skills you need to perform with confidence. This intensive “learn by doing” program gets to the heart of day-to-day kitchen operations. The 13-week residency period is followed by 13 weeks of required practicum – a hands-on learning experience at NECI -- or an internship in the food service industry.

The Certificate in Professional Cooking is a clock-hour program consisting of a 13-week residency and one 13-week, 450 hour practicum/internship. Students are required to have an internship secured at an approved NECI internship site to be exempt from practicum. Class size is a maximum of 10 students per instructor in kitchen and dining room classes, and a maximum of 30 students per instructor in traditional classrooms. Maximum class size in the first term of any program may exceed these ratios by one to two students. Occasionally, other situations may arise which cause class size to temporarily exceed these ratios by one to two students.

The Certificate in Professional Cooking is designed to prepare students to become kitchen professionals and cooks. As skilled kitchen professionals, graduates will be able to perform effectively at one or more positions in commercial or contract food service kitchens, including preparation cooks, line cooks, and pantry cooks.

### Educational Objectives

The Certificate in Professional Cooking is designed to provide foundational training for those who desire to work in professional kitchens.

Students become familiar with kitchen equipment, food products, conversions and measurements, culinary terminology, sanitation and safety practices, knife skills, cooking theory, vegetable, starch soup/sauce, and protein cooking. Students are introduced to skills of a la carte cooking, meat fabrication and classic cuisines.

### Required Subject Matter

#### Residency Term

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Clock Hours</th>
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<tr>
<td>BCOR1002</td>
<td>Certificate Orientation</td>
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<tr>
<td>BCCA1103</td>
<td>Certificate Cooking Theory</td>
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</tr>
<tr>
<td>BCCA1308</td>
<td>Certificate Culinary Basics &amp;</td>
<td>112</td>
</tr>
</tbody>
</table>

### Credit Hour Requirements

Total minimum credit hours for the two-year program are 77 credits. Each year, 16 semester credit hours are accrued during internship. As outlined in the Program Graduation section of this catalog, students transferring between terms or programs, students receiving advanced placement, or students who, upon approval of the Academic Advising Office, receive a waiver of any program requirement, may graduate with fewer than 83 semester credit hours.
French Classic
BCCA1504 Certificate Intro to Meat 45
BCCA1205 Certificate Intro A la Carte: 120
BMAC1105 Certificate Sanitation, Food 31
CCPD1305 Certificate Professional 15
BCCS1000 Service Learning Requirement 4
BCHW1003 Health & Wellness Requirement 15

Internship Term Academic Term 2
Enrollment in only one course - either practicum or internship.
BCCA1005 Certificate Culinary Practicum 450
BCCA1004 Professional Cooking 450

Clock Hour Requirements
Total minimum clock hours for the 26-week program are 903 clock hours. 450 clock hours are accrued during practicum/internship.

Certificate in Professional Baking and Pastry
Baking breads, creating fine breakfast pastries, and decorating cakes alongside a NECI chef is the perfect first step toward pursuing your passion in baking and pastry. This hands-on program will help you develop the fundamental knowledge you need to transfer into our degree programs, or to work in a professional bakeshop or commercial pastry kitchen.

You will be immersed in the skills and experiences you need to be successful in this specialized area of the professional kitchen; skills like scaling, mixing, baking, and decorating will be a daily part of the 13-week residency. The 13-week residency period is followed by 13 weeks of required practicum – a hands-on learning experience at NECI -- or an internship in the food service industry.

The Certificate in Professional Baking and Pastry is a clock-hour program that includes hands-on learning in NECI’s bakeshop and pastry kitchens. The program consists of a 13-week residency and a 13-week, 450-hour practicum/internship. Students are required to have an internship secured at an approved NECI internship site to be exempt from practicum. Class size is a maximum of 10 students per instructor in kitchen and dining room classes, and a maximum of 30 students per instructor in traditional classrooms. Maximum class size in the first term of any program may exceed these ratios by one to two students. Occasionally, other situations may arise which cause class size to temporarily exceed these ratios by one to two students.

The Certificate in Professional Baking and Pastry is designed to prepare students to become bakers or pastry cooks in bakeshops, restaurants, or other professional kitchens.

Educational Objectives
The Certificate in Professional Baking and Pastry is designed to provide foundational training for those who desire to work in professional bakeries and pastry shops.

Students become familiar with baker’s tools and the pastry equipment, including mixers, blenders and steam injection ovens; baking and pastry skills and procedures used in creating breakfast pastries, breads, cookies, decorated cakes, and desserts; baking and pastry terminology; time and recipe management; and basic safety and sanitation.

Required Subject Matter

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Clock Hours</th>
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<td>BMBC1107</td>
<td>Fundamentals of Baking</td>
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<tr>
<td>BMBC1300</td>
<td>Artisan Breads I</td>
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<td>BMBC1504</td>
<td>Intro to Pastries</td>
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<td>BMBC2707</td>
<td>Plated Desserts</td>
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<td>BCCA1105</td>
<td>Sanitation, Food Safety &amp; Knife Skills</td>
<td>30</td>
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<td>BCCS1000</td>
<td>Service Learning Requirement</td>
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Internship Term Academic Term 2
Enrollment in only one, either practicum or internship
BMBC1005 Certificate Baking & Pastry 450
BMBC1004 Certificate Professional Baking & Pastry Internship 450

Clock Hour Requirements
Total minimum clock hours for the 26-week program are 901 clock hours. 450 clock hours are accrued during practicum/internship.
COURSE DESCRIPTIONS:
CERTIFICATE, ASSOCIATE
OF OCCUPATIONAL
STUDIES AND BACHELOR
OF ARTS DEGREE
PROGRAMS

Advanced Culinary Technique
DOCA4900 – 5.0 credits
This lab-based course is designed to provide students with the opportunity to learn and apply techniques, presentations and best practices that are more advanced than the fundamental skills learned in previous classes. Throughout the course students will be challenged to recall and apply fundamental cooking skills with refinement and finesse. Students will be held to a standard that represents NECI’s farm to table mission of responsibility and sustainability in all aspects of the course. Through a rotation of assignments students will learn a variety of techniques, grounded in proper fundamentals, which demand a higher level of accuracy, attention and refinement than in previous classes.

Advanced Culinary Techniques: Farm to Table
CMCA2903 — 4.0 credits
In this course students learn and practice advanced techniques that require a higher level of accuracy, attention, and refinement in method and procedure than in previous à la carte classes. Throughout the course students are challenged to recall and apply fundamental cooking skills with refinement and finesse. Emphasis is placed on the mastery of cooking methods, use of seasonal ingredients, organization, multi-tasking, timing, and menu planning. Using our mission of responsibility and sustainability as a guide, students are challenged to assume greater responsibility in preparing food to the exacting standards typical of fine dining with a farm to table theme.

Advanced Food and Wine Pairing
DOCA4800 – 5.0 credits
This lab-based course introduces students to the advanced techniques and skills associated with great pairings of fermented beverages and food. Through exploration and application of theory students will begin to identify the critical characteristics in food and wine that directly impact their pairing. Throughout this course students will explore and experience single dish and multi-course pairings, as well as flight offerings. Key areas of study will be the exploration and understanding of the impact culture and terroir has on regional pairings, the role that sensory perception influencers have on food and wine, how the attributes of food and wine can affect pairing, and how the production of wine and the technique and method employed on the food can influence taste, flavor, texture and appeal of pairings. Additional focus will be spent exploring the elements of successful menu planning skills and techniques associated with wine and food pairings.

Art, Design and Media
DEAS3200 – 3.0 credits
This class allows students to explore visual aesthetics in two diverse ways. Students study a range of artistic theories, including the use of color, light, shapes, and textures. Students explore basic visual design concepts including layout and composition, and the application of successful design theory. Applying these concepts, as well as presentation skills learned earlier in the program, students will get behind the scenes at a television studio and learn how video production works. Students will participate in making their own video— from production planning, to running cameras and sound equipment, to presentation in front of the camera.

Artisan Breads I
BMBP1302 – 3.0 credits
This class takes place in a hands-on production environment, allowing students to develop fundamental bread production techniques and practically apply knowledge from lectures. Areas of concentration within the kitchen allow students to experience working with sourdough and old-world style breads that use a variety of pre-ferments and starters. Students are involved in daily bakeshop planning, as well as all stages of production— from scaling and mixing through baking and decorating.

Artisan Breads and Viennoisserie
BMBP2816 – 3.0 credits
This class takes place in a hands-on production environment, allowing students to develop and refine their skills in the bakeshop and practically apply knowledge from lectures. Areas of concentration within the kitchen allow students to experience working with sourdough and old-world style breads,
various types of pre-ferments, advanced breakfast pastries, laminated and rich dough. Students encounter the wide range of products currently produced in an artisan bakeshop, such as croissants, Danish pastries, and brioche. Students are involved in daily bakeshop planning and product marketing, as well as all stages of production -- from scaling and mixing through baking and decorating.

**Baking I**  
**BMCA1603 – 2.0 credits**

Students are introduced to the science and theory of baking, including ingredient characteristics and functions, chemical and biological interactions, fermentation, and heat transfer. Students get hands-on practice in NECI’s bakery outlets, including making such products as breads, breakfast pastries, pies, and cookies. Instruction also includes organizational skills, use of products and tools, application of mathematical principles such as conversions and weights and measures, mixing techniques, and vocabulary appropriate to bakeshop production.

**Beverage Management & Mixology**  
**HOBM4200 — 5.0 credits**

This course is designed to provide students with a broader understanding of the bar and beverage industry, with a focus on the wine business. Students learn about the unique history and production methods of wine, beer, and spirits and study common marketing concepts and promotional schemes employed by wineries, distributors, retailers, national promotion boards, and the critical media. In addition, the course covers financial aspects of the wine business and considers progressive ideas for sales and wine list designs in retail environments. Product knowledge is developed through discussions and outside reading assignments about current trends. Students will develop a viable beverage program of their own.

**Beverage Management & Mixology**  
**HMBM3200 — 3.0 credits**

This course provides students with an increased understanding of the bar and beverage industry. Emphasis is placed on beer, wine, and spirits, as students learn about the unique history and production methods of these beverages. Product knowledge is developed through both in-class tastings and outside reading assignments. Current trends are a focus, including the strong evidence that today’s consumers are “drinking less, but drinking better.” The course allows students to develop a viable beverage program of their own.

**Capstone**  
**DMCT3400 — 3.0 credits**

This course is designed to be a culminating experience for students, allowing them to draw on concepts learned from throughout their program at New England Culinary Institute. Students will select one of three Capstone project options. Each is designed to demonstrate awareness of professional norms, business acumen, and the ability to develop a project. To this end, students develop a cohesive series of interrelated assignments in which they analyze information, research alternatives, organize and prepare a study, and follow accepted methods of citation. Through this series of assignments and associated discussion forums, students demonstrate their awareness of major business concepts and principles and illustrate a high level of critical thinking.

**Certificate Culinary Basics and French Classic Cuisine**  
**BCCA1308 — 112 hours**

This course is one in a series of courses taught in a full production kitchen laboratory that provides meals for external customers. Instruction focuses on the basics of knife skills, cooking methods, soups and sauces, batch cooking skills, sanitation, station organization, recipe reading, and menu planning. Additional focus is placed on the organization of food production in a contract food service operation, and on an introduction to customer service. Students will rotate among stations, with assigned objectives and tasks.

The French Classic portion of the course, will expose students to the concept of French cuisine and provide an introduction to traditional spices, herbs, products, and cooking techniques, as well as to the preparation of traditional dishes. In addition, students will be introduced to taste and flavor and the fundamentals of seasoning food. By analyzing the cooking technique, eating habits, flavors, and origins of ingredients students gain a deeper understanding of the connection between cuisine and culture.

**Certificate Program Practicum**  
**BCCA1005, BCBP1005 – 450 clock hours**

The Practicum is designed as a combination internship/education opportunity for students completing the Certificate Program. The Practicum is
a 13-week hands-on learning experience at NECI, in lieu of an industry internship. The goal is to provide additional skills development to prepare the student for the industry. Students receive additional instruction and hands-on production experience in NECI’s food service outlets for 13 weeks. On-campus students receive a stipend to cover the cost of room & board; off-campus students receive a stipend equal to this amount.

While participating in the Practicum, students receive 5 hours a week of instruction and 35 hours a week of production experience, for a combined total of 450 hours. The usual length of the Practicum is 13 weeks. Once completed, the student is able to list this experience on their resume; students have continued access to Career Services during the practicum to continue their job search.

Communications: Verbal and Interpersonal
CMCT1204 — 3.0 credits

Students are introduced to the concepts and strategies that are critical to team management and group collaboration. Students explore the central tenets of group dynamics and oral communication, and practice the skills needed to be successful leaders, integral team members, and effective communicators. Focus is placed on organizational strategies, personality typing, problem solving, and team-building exercises, and on listening, analyzing, and navigating difficult situations. Students practice and incorporate these skills by taking on both leadership and team member roles within the classroom.

Concepts in Natural Systems
DMCT3300 – 3.0 credits
DOCT3300 – 5.0 credits

The course traces historical trends and contemporary issues in natural systems with a focus on how human activity alters and shapes such arrangements. In turn, we investigate how changes in one system impact and influence change in another place or structure and human activity. Students will gain a broad, holistic perspective on the complimentary and contradictory ways in which systems function and a recognition that places, trends, and people are not isolated or islands. Students will develop a proficiency to recognize and analyze links within systems and create options to influence and shape its future. Such knowledge and proficiency can contribute to successful businesses and leadership in the agriculture and culinary worlds.

Contemporary Cuisine and Menu Development
DECA3900 — 3.0 credits

Today’s chefs, restaurateurs, and kitchen managers face a wide-ranging clientele—from restaurant customers with specific dietary needs to sophisticated seniors in extended care facilities; from athletes to well-traveled college students. In this kitchen-based course, students focus on preparing food and menus for clientele with alternative diets—whether for reasons of choice, health, or ethics. Students gain an advanced understanding of developing nutritious, flavorful, and creatively presented menu items that meet these customer needs, while still maintaining the concept of the operation. Toward this end students will explore the use of traditional and modern cooking methods including and in depth focus on sous vide cookery.

Contemporary Nutrition
DOAS3300 – 5.0 credits

Through readings and projects, students expand their knowledge of basic human nutrition and connect these principles to personal experience and current issues, including personal diet, diet-related health concerns, global well-being and hunger. In addition to good nutrition, this course recognizes that physical activity affects overall health. Therefore, this course is also designed to increase students’ awareness of how good health and well-being can have a positive impact on their lives. Students are guided in developing a regular regime of aerobic and non-aerobic activities as a means of increasing endurance, relieving stress, staying fit and promoting long-term health. Through independent activities students will establish individualized fitness goals, complete and document a personal fitness routine, and reflect on the impact of their goals.

Cooking Theory and Food Science
CMAS1102 — 2.0 credits
Certificate Cooking Theory
BCCA1103 – 105 hours

Cooking Theory and Food Science is designed to help students understand the relationship between practical cooking applications and theoretical information, especially as they are related to understanding and following recipes. Areas considered include the nature of food components and how they can be changed and controlled in typical cooking situations and the vocabulary of cooking.

Understanding the ingredients, procedures and underlying principles are essential to the success of culinary students. A chef is responsible for training
and supervising a safe, skilled and efficient staff. To do this requires an ability to understand the “why” behind what we do in the kitchen. Understanding the nature of food and how it reacts when cooked enables a chef to interpret, adapt and create recipes with confidence. This class will serve as the first of many where the student can acquire such skills.

**Critical Issues in Leadership**

*HMCT3100 — 3.0 credits*  
*HOCT4100 — 5.0 credits*

This course is designed to focus student thinking on critical issues facing leaders today. Leaders must make crucial decisions regarding employees, the business, and the surrounding community. This course gives students the opportunity to think deeply and constructively about whom they are currently as leaders and who they intend to be. Class discussions center on what leadership is, exploring leadership theory and lessons, organizational development, ethical decision making change processes, and preventing burnout. Leaders must learn to adapt to, adjust and overcome situations at work and within themselves to develop into the best leaders they can be. Understanding leadership is about understanding human behavior and how to motivate people to work effectively towards a common goal.

**Culinary Basics & Meat Fabrication**

*CMCA1306 – 3.0 credits*

This course is one in a series of courses taught in a full production kitchen laboratory that provides meals for external customers. Instruction focuses on the basics of knife skills, cooking methods, soups and sauces, batch cooking skills, sanitation, station organization, recipe reading, and menu planning. Additional focus is placed on the organization of food production in a contract food service operation, and on an introduction to customer service. Students will rotate among stations, with assigned objectives and tasks.

In the Meat Fabrication section of this course, students will be introduced to the fundamentals of meat and poultry cutting. In addition, students may be introduced and exposed to some aspects of fish cutting, as well as the process of sausage making and preserving. Through lab assignments, demonstration, discussions and lectures, students will become familiar with the role of a butcher shop in a multi-unit food service operation. By following the systems of our production kitchen; from receiving the product, through storage, fabrication, packaging, pricing, and eventual shipping; students will gain valuable hands-on experience in producing quality product under the strict sanitary conditions of our HACCP certified shop.

**Cultural Studies: Research and Writing**

*CMCT2300 — 3.0 credits*

Writing, reading, researching and analytic reasoning are significant skills required for success in any profession. Students will demonstrate their ability to think critically through their reading, research, and written communication. Students will learn how to select and limit a writing topic, determine purpose, evaluate audience, and develop and support a main idea. Using the writing process, students will produce a writing portfolio that includes research based and personal essays. To make the writing process come to life, this course also introduces students to the important inter-relationships between society, history, and culture. Students are introduced to the important connections between agriculture, religion and culture over time. The course emphasizes the periods from early hunter-gatherers and the rise of agricultural societies to the impact of the Columbian Exchange on world trade, the development of European and Mediterranean lifestyles, and the cultural habits of Americans. Through lectures, discussions, research assignments we explore the characteristics of selected cultures.

**Culture and Cuisine: International Flavors**

*DEAS3500 — 3.0 credits*

World cuisines continue to be an influential component of American cuisine. Ethnic restaurants account for a large percentage of American food sales annually. Recent changes in US relationships with Asia increase the need for food service professionals to develop a greater understanding of the cuisines of this area of the globe. In this course, students will use traditional techniques to produce meals representative of Asia with a particular focus on China. Students will explore specific ingredients and essential characteristics of the selected cuisines to gain a better understanding of the foodways and flavor profiles indicative of Asian cultures.

**Decorative Production**

*BMBP2904 – 3.0 credits*

This course comprises a culminating practicum, which affords students the opportunity to refine their production skills and to begin to study the advanced skills associated with being a pastry chef. Building on the skills learned in previous classes, this class is designed to expand the student’s pastry skills by
introducing them to finer quality ingredients and more refined procedures and presentations. During this class, students will be challenged to assume greater responsibility in planning and preparing pastries for daily and special occasion demand in the retail setting. Students practice special occasion and wedding cakes, as well as a variety of decorative media such as chocolate, sugar, marzipan, gum paste, modeling chocolate, and pastillage are explored as individual projects.

**Entrepreneurship for the Food Service Industry**

*DOCT4900 – 5.0 credits*

Exploring the innovative and creative spirit associated with being both an entrepreneur and an intrapreneur is the foundation of this class. This class will continue exploring how other successful leaders and managers have used their opportunity vision to create competitive advantages in their own business or as a part of organization. To quote Mark Twain, “I was seldom able to see an opportunity, until it ceased to be one.” By studying how winning entrepreneurs and intrapreneurs think, act and perform, students can then begin to establish goals to practice emulating these actions, attitudes, habits and strategies. Through readings, on-line discussions and independent research, students will further enhance their ability to demonstrate innovative and creative thinking.

**European Wines (Elective)**

*DEEL3216 — 2.0 credits*

Building on material covered in Introduction to Wine, Taste & Flavor: Wines and, to some degree, The Business of Wine, this course will offer a complete overview of the wines of Western Europe. The emphasis will be on France, with in-depth coverage of each of her six major wine regions, as well as emerging French wine regions. Also covered are Italy, Germany, Spain and Portugal. For each country, there will be background on history and quality control laws, and then discussion of important regions of each country, with description of each region’s terroir, and the style of its wines. We will also touch on the position of European wines in the international marketplace. The objective is to prepare BA students for the planning of wine programs, either on-premise, or at retail, that can incorporate an interesting selection of quality wines from all premier wine-producing countries.

**Event Planning and Presentation**

*CMCA2801 — 3.0 credits*

Students learn about banquet preparation and event-coordinated cooking by preparing and/or serving meals for guests of NECI. Successful event planning requires the combination of many important skill sets. In addition to basic business management skills, successful event planning chefs and managers must have knowledge of menu development, current health and sanitation requirements, the need for precise timing, planning and sequencing, appropriate selection of equipment, and an understanding of the traditions and customs of entertaining. This class will also teach students the importance of flexibility, creative problem
solving, and refined customer service skills. Instruction includes methods of preparation for banquet cooking, guest-centered management, event coordination, buffet layouts, decorative display, and logistical planning for on- and off-premise events.

**Exploring Sustainability: Practices in Preservation**  
*DOAS4100 – 5.0 credits*

Preserving foods allows professional chefs to capture the quality of the season, support the local farming community and minimize the harmful environmental effects of transporting foods long distances. Experienced chefs know that by applying selected preservation methods to perishable food products they safeguard quality, minimize waste and maximize utilization. Cooking year round with locally produced foods can be a challenge, particularly in the harsh winter climate of northern New England. In this course, students will “capture the season” by applying a variety of preservation methods and techniques to “put food by” in ways that control food costs, maintain food safety, flavor and nutrition. Students will develop recipes using these foods and explore how to cost effectively incorporate them into contemporary menus year round.

**Extending the Season: Sustainability in Action**  
*DEBM3401 — 2.0 credits*

Preserving foods allows professional chefs to capture the quality of the season, support the local farming community and minimize the harmful environmental effects of transporting foods long distances. Experienced chefs know that by applying selected preservation methods to perishable food products they safeguard quality, minimize waste and maximize utilization. Cooking year round with locally produced foods can be a challenge, particularly in the harsh, temperate climate of northern New England. In this production based course, students will develop recipes using these foods and explore how to cost effectively incorporate them into contemporary menus year round.

**Flavor Development: Food, Wine and Nutrition**  
*CMAS2503 – 3.0 credits*

Flavor Development: Food, Wine & Nutrition asserts the connection between what we eat, how it is prepared, what it is served with and how it nourishes the body.

What is good flavor? How does one create good flavor in food? These are the foundational questions that will be answered in this dynamic class designed to create an “educated palate”. The course will approach these subjects from a variety of lenses: (1) How to develop and maintain good flavor; (2) What denotes “balance” in food and beverage; (3) How cooking techniques affect the finished flavor of food; and (4) the role nutrition plays in the overall enjoyment and nourishment of a meal. The class is also designed to expand the students’ knowledge of traditional and modern viticulture and viniculture procedures through lectures, tasting and discussions. Students will work to develop their confidence in selecting appropriate beverages with foods based on simple taste, aroma and texture comparisons and contrasts. Many of the world’s major wine producing regions and laws will be outlined and discussed through this course as well as some of the physiology of how our senses detect sight, taste, aromas and textures of food and beverages.

**Flavors of the Mediterranean**  
*CMAS2521 — 4.0 credits*

In this production-based course, students apply the knowledge learned in History and Culture to examine the ingredients, tools, and cooking methods of selected regional cuisines in and around the Mediterranean. The lab exposes students to related concepts of Mediterranean cuisines, including “small plates” (tapas, merende, apertivo, mezze). By defining the characteristics of cuisines, students develop a template on which to research future cuisines. By analyzing the cooking techniques, eating habits, flavors, and origins of ingredients, students gain a deeper understanding of the connection between cuisine and culture. This course also features discussions, presentations and demonstrations.

**Food and Beverage Industry Refresher**  
*HOCA2000 (offered fully online) — credits may vary*

The food and beverage industry has matured to its highest degree in the past 20 years, and this course is oriented toward providing the student with an invigorated overview of the current food and beverage industry, as well as an overview of key concepts needed for successful completion of NECI’s BA programs. This course examines and highlights a variety of career paths available within the hospitality industry and the professional development skills associated with those options. As students participate in this course, they will have an opportunity to engage and study essential elements of the hospitality, beverage and culinary industry which are essential to
successful completion of NECI’s BA programs. These elements, which may include aspects of creative and technical writing, industry oriented math and computation, business and operations management, cooking and beverage theory, service management and effective communication, are selected for their potential to contribute both to the professional and intellectual development of students. Course topics may vary based on recognized industry demand and student needs. By design, the learning activities associated with this course introduce students to current and industry standard knowledge, theories and skills associated with successful food and beverage operations and managers.

**Foundations in Hospitality**  
*HESA2200 — 3.0 credits*

This course introduces students to the origins and history of the hospitality industry, highlighting the breadth and depth the industry has to offer. Market segments of the industry, such as restaurants, banquets and catering, managed care facilities, contract food service, franchises and many other options in the industry will be explored and discussed. Career options will be compared and contrasted.

**Foundations in Information Technology**  
*CMBM0020 — 0.0 credits*

To provide students with an understanding of the various technology systems used at New England Culinary Institute, this class is required for incoming degree program students in their first year. Students are introduced to NECI’s online learning platform Moodle, to NECI’s email protocols, and to NECI’s grading system, the Student Evaluation System.

**French Classic Cuisine**  
*CMCT1902 — 2.0 credits*

In this production course, students will examine the evolution of food consumption in and around France, and to examine the character and substance of regional cuisines. The lab will expose students to the concept of French cuisine and will provide an introduction to traditional spices, herbs, products, and cooking techniques, as well as to the preparation of traditional dishes. In addition, students will be introduced to taste and flavor and the fundamentals of seasoning food. Furthermore, by defining the characteristics of cuisine, students develop a template on which to research future cuisines. By analyzing the cooking technique, eating habits, flavors, and origins of ingredients students gain a deeper understanding of the connection between cuisine and culture. This course features discussion, research, readings, and a student portfolio.

**Fundamentals of Baking**  
*BMBC1107 — 70.0 clock hours*

Fundamentals of Baking and Pastry is a three week course of Breads and Breakfast Pastries. Labs are held at the LaBrioche or National Life Bakeshop. During this course, students are introduced to the fundamentals of production baking. Through in-class assignments, lectures, discussions, and out of class assignments, students will learn the essentials for being successful production bakers. Course topics include bread, muffins, cookies and breakfast pastry production.

**Fundamentals of Management**  
*CMBM2902 — 2.0 credits*

This course provides students with a brief introduction to business management. Students are introduced to income statements, examine the cost of goods and labor, and learn about the importance of each as a tool for monitoring and adjusting business practices. Through classroom activities and project-based computer labs and assignments, students begin to explore basic Excel applications. Using examples and projects typical for the industry, students are introduced to financial performance as it impacts a business enterprise.

**Fundamentals of Marketing**  
*HEBM1700 — 2.0 credits*

This course is an introduction to marketing concepts and their application to a variety of fields. Students conduct market research and develop a marketing strategy for a simple business concept. Primary areas of application are in internal marketing strategies—including merchandising and menu development, customer service, and guerrilla marketing tactics. These concepts will enable students to analyze marketing practices and make recommendations about how to more efficiently use resources and increase profits.

**Global Cultures & Cuisine**  
*DOCT3600 — 5.0 credits*

This lab-based course introduces and guides the student toward an understanding of the some of the major food cultures and regions of the world. Students will explore the foundations of these cultures through a study of history, societal norms, and major religious
and political movements, as well as influencing factors such as climate and geography. As world cuisines continue to be an influential component of American cuisine, ethnic restaurants account for a large percentage of American food sales annually. In this course, students will use traditional techniques to produce meals representative of Asia and the Middle East. Students will explore specific ingredients and essential characteristics of the selected cuisines to gain a better understanding of the food ways and flavor profiles indicative of Asian/Middle Eastern cultures.

**Health & Wellness**

*BCHW1003 – 15.0 clock hours*

The goal of this class is to give students the knowledge and practice that will help maintain their health and well-being in a sometimes-stressful industry. Students will spend class time discussing several facets of good health and the many possible ways to achieve and maintain it. Based on this knowledge, students will develop their own personal exercise and nutrition goals. The remainder of class time will be spent putting these plans into action. The Independent Study portion of this course will allow students to further develop their personal health and wellness goals by practicing and documenting an aerobic exercise regime.

**Human Resource Management**

*HMBM3500 – 3.0 credits*

**Human Resources in the Food Service Industry**

*HOBM3500 – 5.0 credits*

This course focuses on preparing students—both personally and professionally—for entering the industry as a manager. With an emphasis on personal, managerial, and human resources management skills students are prepared for applying these skills later in the program, and as they move into a business career. The course introduces students to both theories and skills, and provides opportunities to practice communication, presentations, and leadership. The course also covers the key employment and labor laws that will affect how students will manage and make decisions about issues involving discrimination, harassment, and disability policies and legislation.

**Inside the Farmer’s Market (Elective)**

*DEEL3225 – 2.0 credits*

Inside the Farmer’s Market is a 6-week class exploring all aspects of managing a farmer’s market. Areas of concentration include marketing, accounting, production, research, education and vendor relations. A strong focus on sustainability, community and local food will drive both online and in-house content as well as each market’s theme. Students will gain a strong understanding of how to run a farmers market stand through the events they will visit and manage.

**Internship and Internship Connection I, II & III**

**Associate of Occupational Science**

*AOS Culinary, AOS Baking & Pastry: Year 1*

*CMCA1012, CMCA1013 — 16.0 credits total*

*AOS Hospitality:*

*CMCA2010, CMCA2011 — 16.0 credits total*

*AOS Culinary, AOS Baking & Pastry: Year 2*

*CMCA2010, CMCA2011 — 16.0 credits total*

**Bachelor of Arts Programs**

*BA Culinary: Year 3/4*

*DECA4003, DECA4004, DECA4005 – 15.0 credits total*

*BA Hospitality: Year 3/4*

*HMBM4002, HMBM4003, HMBM4004 – 15.0 credits total*

**Certificate Programs**

*Certificate in Professional Cooking*

*BCCA1004 – 450 clock hours*

*Certificate in Professional Baking and Pastry*

*BMBP1004 – 450 clock hours*

The internship provides students with the opportunity to apply and practice the information and skills they acquired during residency. Students set learning goals prior to the start of their internship, reflect on their progress throughout the internship, and provide documentation of their learning experiences. NECI maintains a broad database of local, national, and international approved internship sites that are monitored and updated regularly. Students are strongly encouraged to pursue an internship at one of these pre-approved sites. All internships require 700 hours (450 hours for Certificate Programs) of work experience at an approved site. NECI staff monitors the internship through communication with the intern and the intern’s supervisor. Students are required to maintain ongoing contact with the school during the internship term.

All students completing degree programs internships participate in an Internship Connection program designed to allow students to reflect on their internship learning experience and to stay connected with Career Services, NECI instructors, and fellow students while away from campus and working at their internship site. This program is offered via distance education on the school’s online learning platform. Students are required to log in regularly, participate in discussion boards, and submit appropriate assignments relating to their internship learning via the Internet.
Introduction to À La Carte: Lunch
**CMCA1205 — 3.0 credits**  
**BCCA1205 – 120 clock hours**

This course provides an introduction to the skills needed to operate in an à la carte kitchen that features a static, seasonal menu suitable for popular priced restaurants. Recipes and techniques are standardized to ensure consistent learning opportunities and customer satisfaction.

À la Carte cooking may be the most challenging segment of the food service industry. Skills introduced in this class, and integral to every à la carte situation, include adaptability, ability to anticipate future needs, timing and sequencing, speed and accuracy of efforts, and responding with a suitable sense of urgency in unpredictable settings. The main lessons of this class all involve organization, efficiency, speed, and communication. Successful students demonstrate advanced preparation, proper attitude, personal responsibility, and teamwork. These skills can be translated into any aspect of the industry. At the end of this course students will be better prepared to face the demands of their first internship.

Introduction to Basic Pastries/Pastry Fundamentals  
**BMBP1503 – 3.0 credits**  
**BMBC1503 – 168.0 clock hours**

Introduction to Basic Pastries is a hands-on production environment, allowing students to develop and refine their skills in the bakeshop and to practically apply knowledge from their Baking I class. Areas of concentration within the kitchen allow students to focus on advanced cookies, basic desserts, and cake assembly. Students are involved in all stages of production from scaling and mixing through baking and decorating.

Introduction to Labor Management  
**HMBM2300 – 2.0 credits**

In this course, students examine the strategies used by a supervisor when managing employees. Lectures and role-playing help students develop skills in applicant screening and interviewing, staff orientation and supervision, performance appraisals, and termination practices. Students explore the job search process from the applicant’s perspective as a counterpart to the management perspective.

Introduction to Marketing Theory & Research  
**HMBM3702 — 3.0 credit**

This course is an introduction to marketing concepts and their application, and prepares students to evaluate and improve existing marketing practices for higher profitability, customer satisfaction, and efficient use of resources. Students examine the significance of a marketing plan, and how market research can help influence the various types marketing strategies management can use—from new product awareness, to market re-positioning. This course also gives students the opportunity to explore the world of marketing beyond the conventions of advertising and promotion.

Introduction to Narrative & Descriptive Writing (Elective)  
**DEEL3110 – 2.0 credits**

This course explores the fundamentals of writing and how reading, critical thinking and descriptive writing are connected activities. Students explore various types of writing including narrative, description, personal essay, and industry related reviews. The focus will be on developing skills and knowledge of effective writing including main ideas, organization, supporting information, tone of voice, as well as grammar, usage, and mechanics.

Kitchen Garden (Elective)  
**DEEL3204 – 2.0 credits**

Once a phrase that brought images of a small herb based plot to mind, the contemporary kitchen garden has become more substantial and sustainable. The number of food service professionals “growing their own” is on the rise and many operations employ full time gardeners to tend their gardens and orchards. Savvy operators are developing relationships with local farmers in an increasing effort to control the quality of their product and support their communities. In addition, chef-gardeners gain a deeper appreciation and respect for the food that they grow. This new found respect for basic produce becomes evident in the marketing of these products on menus and in the quality of the finished plates. Whether you are trying to cut your produce bill, provide specialty garnishes, or “get away from it all” for an hour a day, creating a kitchen garden will inspire you to become a better chef.
Marketing Theory and Research
**HOBM3700 — 5.0 credits**

This course is an introduction to marketing concepts and their application, and prepares students to evaluate and improve existing marketing practices for higher profitability, customer satisfaction, and efficient use of resources. Students examine the significance of a marketing plan, and how market research can help influence the various types marketing strategies management can use—from new product awareness, to market re-positioning. This course also gives students the opportunity to explore the world of marketing beyond the conventions of advertising and promotion.

Math Lab (Tutorials)
**CMCT0100 – 0 credits**

Math introduces students to many of the foundational culinary math concepts and principles which they will use and practice further as they advance through their curriculum. By means of direct instruction, discussion, and practice students will have an introductory understanding and ability to work with conversions, yields, portions and more. Degree program students are placed in this required support course, as needed, based on a math assessment performed during Orientation.

Meat Fabrication and Charcuterie
**CMCA2503 — 2.0 credits**

This class builds on the foundation provided in Introduction to Meat Fabrication, and is designed to enhance the student’s understanding of meat, fish, and poultry anatomy, and to reinforce the skills used in the fabrication of meats. Classroom and lab instruction include history, sanitation, meat identification, cutting, sausage making, hot and cold smoking, curing, and brining. Instruction includes a focus on business, as students are expected to understand how to analyze and improve the profitability of a food service establishment through proper portioning and yield testing, and purchasing of appropriate market forms.

North American Wine Regions (Elective)
**DEEL3203 – 2.0 credits**

This course is designed to introduce students to the key wine regions, grape varieties and label laws of North America while expanding on the wine knowledge acquired during Introduction to Wine and Taste and Flavor Wine. The content presented will allow students to gain a deeper perspective on winemaking regions located across North America, including those in many U.S. States as well as Southern Canada.

Pastries, Confections, and Plated Desserts
**CECA2702—3.0 credits**

This course in pastry production is designed to prepare students to be successful in high volume, quality pastry shops, retail shops, popular-priced restaurants, fine dining restaurants and fine catering establishments. Students learn about the theories, procedures, and ingredients used in cakes, pastries, confections, ice creams and a la carte desserts.

Pastry Design and Pastry Theory
**BMBP2814 — 3.0 credits**

This class builds on the foundation provided in Pastry Fundamentals, and is designed to enhance the student’s understanding of pastry design and production. The class is organized to reinforce the skills used in previous classes while preparing items for the bakery case. Projects may also include special occasion cakes and production of decorative elements. Classroom and lab instruction covers methodology, ingredients and the continuing evolution of pastries, from traditional to contemporary. Emphasis is placed on independent research and design of pastry items.

Plated Desserts
**BMBC2707 – 80.0 clock hours**

Students will use the fundamental skills in pastries to build finished cakes, tarts and other individual items that can be sold in plated dessert outlets. A final project includes a blind basket plated dessert element that is evaluated by the class and other NECI peers. Skills include anglaise, coulis, chocolate and other sauces, plating design and execution, garnishes, knife skills, chocolate, tuiles, ice creams and frozen desserts, and custards.

Plated Desserts & the Art of Plate Presentation
**BMBP2513 – 2.0 credits**

This course in pastry production is designed to prepare students to be successful in high volume, quality pastry shops, retail shops, popular-priced restaurants, fine dining restaurants and fine catering establishments. Students learn about the theories, procedures, and ingredients used in the design and preparation of la carte plated desserts.
Professional Development

**CMPD1302 – 1.0 credit, CMPD1300 – 0.5 credits**

**CCPD1305 – 15.0 clock hours**

In this course, students are introduced to the skills needed in a professional job search. Students create a resume and cover letter, develop interpersonal communication skills through mock interviews and discover various techniques to help them research internship sites and regions. Students also create and develop their own personal website or e-portfolio to showcase their learning and development. Students also focus on writing effective professional goals, budgetary and financial considerations, industry expectations pertaining to hostile environments and harassment and self-marketing with continued development of their e-portfolio and review of online social media such as LinkedIn.

Professional Development II

**CEPD2301 — 0.5 credits**

In this course, students establish the essential skills needed for effectively beginning their career. Students are introduced to new facets of professional development including professional decision making, long term goal setting, and work-life balance. Networking, financial budgeting, and professional planning are reviewed, and through a combination of class discussion, research, and professional portfolio development, students practice long-term career enhancement strategies.

Quantitative Methods: Using Numbers and Data

**CMCT2200 — 2.0 credits**

In this course, students will utilize mathematical concepts, statistics, and spreadsheets to explore how empirical data can be put to use in decision making. Students will review the use of basic ratios and formulas that can be employed as tools for analysis and will be introduced to basic statistical concepts such as mean, standard deviation, probability and inference to help demystify the myriad of data available in our world. Students will create and conduct a survey and will learn how to use spreadsheets, charts and graphs to help organize and interpret the resulting data.

Restaurant and Guest Management Practicum

**HESA1152 — 5.0 credits**

This practicum is comprised of three experiences designed to instruct the student in the skills and attitudes needed to be a successful front-of-the house shift manager. Skill building labs and classes include exercises in service, hosting, bartending, food and wine pairing, guest management, liquor and spirits, and alcohol service training. Students develop a proposal for change portfolio, which will include research, recommendations, and an implementation plan for a change to the restaurant. Students prepare and deliver a synopsis of their proposal at the end of the practicum to an audience of managers.

Restaurant Financial Management

**HMBM3855 — 3.0 credits**

**HOBM3800 — 5.0 credits**

Through this class, students will come to understand hospitality management from the perspective of the financials. Students will learn and understand the essential steps of the accounting cycle from journal entries to financial analysis. As a result, students will gain insights as to how to better manage the financial performance of a business. The class will utilize the library and Internet resources, Restaurant Start Up and Growth Magazine, and the RestaurantOwner.com website. Using a restaurant income statement as the starting point this class will explore ways to manage revenue and expenses, adding systems, methods and procedures to the student “toolbox” each week.

This class will serve as a foundation for management decision-making as the student begins to understand how financial indicators are used to create action plans for improving both the guest experience as well as operational efficiencies. The student will be proficient at reading and analyzing financial statements by the conclusion of this class. This will require an understanding of basic math and performing various calculations using formulas.

Restaurant Operations

**HOBM4800 – 5.0 credits**

Students explore the day-to-day operations of a restaurant in this course. Through a combination of classroom and operation-based lab activities, students learn and practice the skills they will need to run a successful food service operation, looking at both front and back of the house operations. Students will practice management skills including: ordering, receiving and inventory of product, scheduling and supervising staff, managing pre-meal meetings, expediting during service, conducting sanitation inspections and employee training.
Sanitation, Food Safety and Knife Skills
**CMAS1400 – 1.0 credit**
Certificate Sanitation, Food Safety and Knife Skills
**BCCA1105 -31.0 clock hours**
This course introduces students to the food safety and sanitation issues facing professionals of the food and beverage industry. The class serves as the foundation for the entire program by helping establish a thorough understanding and competence in foodservice sanitation, food borne illness prevention and kitchen safety. The course covers major food borne illnesses, standards enforced by regulatory agencies, and applied measures for keeping food safe. The end of the course will require the student be certified in sanitation standards through the National Restaurant Association’s ServSafe exam. Certification is expected prior to the first internship, and is a requirement for graduation.

In the knife skills lab, students will learn equipment identification, use and care of knives and kitchen tools, and the basics of kitchen safety. Students will receive a demonstration of commonly used knife cuts and then replicate those cuts in each of the labs. Each lab is designed to build the foundation of knife skills, including efficiency and speed.

Science Connection
**CMCT1450 – 3.0 credits**
In Science Connection students will explore a variety of scientific principles and apply them in a lab setting. Through a series of lessons and labs students will use the fundamental concepts of chemistry, biology and ecology to make connections to typical situations in the world around them. Student evidence will consist of professionalism observations, daily lab observations and lab journals.

Service Learning I & II
**CMCS1000 – 0.0 credits**
**CMCS2000 – 0.0 credits**
**BCCS1000 – 4.0 clock hours**
These independent program requirements are designed to encourage students to think critically about social issues, to become involved in the broader community, and to experience new ways of integrating the variety of skills they are learning at school. Each student is required to set learning objectives, to participate in an individual or group project benefiting the local community, and to reflect on the impact of their project. Students may plan and participate in projects that are related to the industry or may choose a project in an unrelated area of service. Sample activities include working at a local food bank or soup kitchen, coordinating events at nursing homes, teaching cooking classes to school children or to low-income families, or volunteering at a local park or sports event. Group activities are encouraged. A minimum of four hours of service must be completed to meet the requirement.

Service Learning
**DECS3000, DECS3001 — 3.0 credits**
This upper-level Service Learning class is designed to encourage students to think critically about the hospitality industry, the world in which they live, to explore social issues, to get involved in the local community, and to experience new ways in which they can have a positive impact during their professional lives. A key part of the class will be the service learning practicum that students execute with the help of our community partners. Students will plan, deliver, and reflect on their projects assessing the learning and success of their efforts. Social themes explored in the course include social, political and economic influences impacting notions of citizenship and democracy. This class will also focus on ethical dilemmas and ethical decision making. Students will apply these concepts by reviewing codes of conduct, strategies for ethical decision making, and creating their own professional code of ethics.

Spanish I & II
**DECT3602 — 2.0 credits**
**DECT3621 — 2.0 credits**
Spanish language skills are essential to the success of professionals in American society today. This series of courses focuses on basic grammar and proper use of vocabulary. Topics include human interest issues, and introduction to the Hispanic culture, and everyday typical conversation. Lessons and assignments include creative writing, review of artworks, conversations and oral presentations. Students will have to create a well ordered and displayed portfolio in which they will collect their work. Assessment will be based on observation, participation, portfolio and a final test.

Throughout the course series, students are immersed in the Spanish language with a continued focus on daily applications and an increasing expectation around the comfort, frequency, and complexity of language use.
Spanish Language and Culture
DOCT3600 — 5.0 credits
Spanish language skills are essential to the success of professionals in American society today. Topics include human interest issues, and introduction to the Hispanic culture, and everyday typical conversation. Students will speak, write and make presentations in present tense. Topics will include daily communication strategies, increased cultural understanding, and creative writing / short stories. Students will create portfolios in which samples of their work will be collected. Assessment will be based on observation, participation, and portfolios and formal tests.

Strategic Management
HMBM4801 — 3.0 credits
HOBM4300 — 5.0 credits
A strategic vision allows industry professional to contribute to, and maintain, an organization’s mission, long-term planning, and growth potential. In this project based course students become auditors, working closely with instructors and industry professionals to discover best practices for long-term success through application of analytical thinking. Students bring prerequisite knowledge of industry-related marketing strategies, human resource management, understanding of financial management, and analytical and creative thinking skills to this class. Students apply this prior knowledge to various strategic problem-solving situations and formulate solutions using a carefully formulated and guided process.

Sugarcraft: Advanced Floral Techniques (Elective)
DEEL3224 – 2.0 credits
Bakeries and cake decorating businesses today need to be more competitive than ever. As trends change in cake building techniques and styles, students need to be able to offer many options for today’s increasingly discerning brides. This course is designed to help students better understand sugar floral techniques required to decorate wedding/celebration cakes. The students will learn many bridal flowers and foliage that they will wire together to create beautiful bridal sprays and bouquets. Also covered in this course will be the use of fresh and silk flowers to achieve a simple but effective decoration.

Supervision in the Hospitality Industry
HMSA2200 — 3.0 credits
This course provides students with a broad understanding of managerial issues in the operation of service organizations such as restaurants, bars and spas. The class examines basic management theory and then looks both internally, as well as externally through field trips and case studies, at application. The students will utilize previous program content as well as current term studies to shape the development of deliverables such as training manuals, handbooks and training plans that serve to create an applied perspective. Learning about management theory is essential but exploring application through the real life experiences will only serve to both reinforce class discussions as well as give context and meaning to much of the skills students have developed throughout the program.

Table Service and Introduction to Wines
CMSA1102 — 2.0 credits
This course explores the fundamentals of a la carte restaurant guest service. During this course, students will learn basic service techniques, order of service, and standards for service in the dining room of a busy, dynamic restaurant. In addition to the skills students receive in the dining room, they will also be introduced to the basics of wine and other alcoholic beverages.

If students of the culinary arts are to understand the industry completely, they must understand the guest from a number of perspectives. Training as a server will help students to more fully understand the challenges of guest satisfaction as they affect the employees of both the kitchen and dining room. Lessons learned in this course will be important to students as they prepare for a career in the food service industry.

Wines of the Southern Hemisphere (Elective)
DEEL3201 – 2.0 credits
This course is designed to introduce you to the key wine regions, grape varieties and label laws of Southern Hemisphere wine regions while expanding on the wine knowledge acquired during Introduction to Wine and Taste and Flavor Wine. The content presented will allow you to gain a deeper perspective on winemaking regions located across the Southern Hemisphere, including those in Australia, New Zealand, South Africa as well as South America.
Writing Fundamentals

CMCT0001 — 0.0 credits

New England Culinary Institute is committed to teaching critical and creative thinking by embedding reading and writing throughout the program curriculum. Students in the associate and bachelor’s degree programs may be placed in this required foundational writing course based on a writing skills assessment performed during Orientation. Students will review the writing processes surrounding invention, composing, and presenting. Students will review and practice the conventions of standard written English and implement techniques to improve independent skills related to revision and editing.
NECI is proud of its diverse and distinguished faculty. In order to allow for regular updates of their educational and professional accomplishments, biographical information for our staff is available on our school’s website at NECI.edu. You can also request a copy of this information from the Office of Admissions. Our executive faculty and department heads are profiled below.

**Chef Lyndon M. Virkler**
Dean of Education,  
Department Chair, Culinary Arts  
Associate of Occupational Studies  
The Culinary Institute of America  
Hyde Park, New York  
Bachelor of Arts  
Middlebury College  
Middlebury, Vermont  
Master of Education  
Vermont College of Union Institute and University  
Montpelier, Vermont  
**Experience**  
Working Chef  
Sam Ruperts Restaurant  
Warren, Vermont  
Sous Chef  
The Metropolitan Club  
Washington, D.C.  
Saucier  
La Bergerie  
Old Towne Alexandria, Virginia  
Line Cook  
Le Bagatelle  
Washington, D.C.  

**Chef Kathleen Kessler**
Department Chair, Baking and Pastry Arts  
**Education**  
Associate of Occupational Studies – Baking and Pastry  
The Culinary Institute of America  
Hyde Park, New York  
Bachelor of Arts – Hospitality and Restaurant Management  
New England Culinary Institute  
Montpelier, Vermont  

**Michelle Ford**
Department Chair, School Hospitality and Restaurant Management  
**Education**  
Associate of Arts  
Hospitality and Management University of New Hampshire  
Durham, New Hampshire  
Bachelor of Arts  
New England Culinary Institute  
Montpelier, Vermont  
Certified Wine Specialist  
Society of Wine Educators  
**Experience**  
Campus Food and Beverage Director  
New England Culinary Institute  
Montpelier, Vermont  
General Manager  
JP Founder’s Restaurant & Bakery  
Newberg, Oregon  
Dining Room Manager  
Shanty on the Shore  
Burlington, Vermont  
Kitchen Manager  
Holderness Private School  
Holderness, New Hampshire
STUDENT LIFE

Fitness and Recreation

Full-time resident program students are provided memberships to the local health and fitness center, First in Fitness, at no extra cost. With this membership students have full use of the athletic complex at First in Fitness location in Berlin. Seasonal opportunities for outdoor recreational activities are also abundant in Montpelier and include hiking, biking, kayaking, canoeing, skiing, and snowboarding.

Students are encouraged to develop a plan for life-long maintenance of good health and overall well being, in part through a Nutrition/Health and Wellness component in all associate and certificate level programs.

Supplemental Programs

NECI provides an ongoing and varied series of speakers and guest lecturers. These visitors introduce students to new trends in the culinary and hospitality fields, and provide students with exposure to experts in all aspects of the food and beverage industry. Guest speakers have addressed a wide range of subjects, including entrepreneurship, butchering, ice carving, wine tasting, chocolate, nutrition, food service sanitation and safety, and culinary history.

Field trips to various locations are also scheduled as part of the curriculum. Students may visit local restaurants, farmers’ markets, creameries, bakeries, fish and produce markets, a coffee-roasting plant, organic farms, and maple sugarhouses. Students in NECI’s fully online programs are welcome to participate in all supplemental programs.

Special Activities

To encourage volunteerism and promote community involvement, NECI encourages students to participate in community service events. Students cook for soup kitchens, conduct demonstrations at local schools, assist at local food shelves, and participate in community recreation programs. A Service Learning component in each program helps foster a culture of community involvement.

Students also participate in professional organizations such as the American Culinary Federation and SkillsUSA on campus, and have opportunities to explore organizations such as Slow Food Vermont, the Vermont Fresh Network, Chef’s Collaborative, the Bread Bakers’ Guild, and Women Chefs and Restaurateurs.

Students have traveled to competitions, cooked at the James Beard House in New York City, participated in the Spinazzola Gala in Boston, and taken part in a variety of culinary conferences. Students often organize group activities both on and off campus through Student Services. Activities include sporting events, cooking competitions, trips to local producers, visits to markets in nearby Montreal or Boston, wine tasting events, and movie or game events. Students in NECI’s fully online programs are welcome to participate in all student activities.

Advising and Student Support Services

At orientation, students are introduced to the range of support services available during their time at NECI. Students in fully online programs are introduced through their welcome materials and are encouraged to access support services via email, phone or on-site visit. Students will be introduced to specific faculty and staff members associated with each of NECI’s services at orientation. Faculty members also act as mentors to students, providing support and guidance as students endeavor toward their career goals.

The Department of Academic Services, through the Academic Advising, Academic Scheduling, Learning Services, Library, and Registrar’s Offices, provides ongoing advisement to students regarding all aspects of their academic studies, including academic progress check-ins, scheduling, student records, and individual curricular advising. Learning Services provides comprehensive services to support students’ academic success and is staffed by the Learning Services Coordinator and trained peer tutors. Support from Learning Services is available to all students.

The Career Services Office supports online and resident students in their efforts to secure and complete their internships, as well as in searching for eventual employment positions. Through both classes and individualized appointments, students can receive assistance with resumes, cover letters, interviewing, negotiating and other aspects of a job search. Career Services maintains a database of NECI’s approved internship sites and postings of current industry position openings. As part of the internship program, students participate in an online course. through which students receive ongoing advice and input from Career Services and their NECI instructors throughout their internship experience.

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The Department of Student Services provides general student support services, including residential and NECI community life. Among the broad range of services offered, Student Services assists students with campus and housing questions, referrals for personal and medical issues, and a wide range of student activities. A Resident Life Coordinator and Resident Advisors are available in each student-housing unit. Resident Advisors are trained in group and interpersonal skills, alcohol and drug abuse, and referral sources and are available on a daily basis to discuss problems as they might arise. In addition to campus resources, support and advising resources outside of the school are also available to NECI students. More information on these resources is available in the Student Handbook.

Learning Services

The Learning Services Department, consisting of the Learning Services Coordinator and a team of trained peer tutors, provides comprehensive services to support student success. One-on-one tutoring is available for any subject studied at NECI, as well as for study skills and related areas. Learning Services offers quiet study space, including computers, course materials, books, and staff assistance for all students, in both resident and online programs. The Learning Services Office also serves to provide accommodations and related supports for students with learning disabilities (See the Policies and Procedures for Students with Disabilities section of this Handbook). Students who need to retake tests may do so at the Learning Services office upon scheduling an appointment. Support to help students reach completion and improve their organizational skills is also available upon request, or at the discretion of Academic Advising.

Learning Services is located at 7 School Street, and is generally open during regular business hours on weekdays. Students in resident and fully online programs are encouraged to make an appointment with the Learning Services Coordinator by calling 802.225.3327, emailing learning.services@neci.edu, or by signing up using the calendar posted on the office door.

Student Conduct

All students are representatives of NECI and their behavior reflects on the image of NECI in the larger community. Students are expected to relate in a professional manner to fellow students and to all school personnel both in and out of the classroom. Any student whose anti-social or illegal behavior jeopardizes the welfare of her or himself, other students, NECI, or the community, will be subject to disciplinary action, up to and including possible suspension or dismissal. Students are expected to exhibit appropriate conduct while using electronic media and are subject to equivalent disciplinary sanctions for inappropriate behavior. Inappropriate or unlawful transmission of electronic materials, including copyrighted materials, is strictly prohibited and may be subject to civil and criminal penalties, as well as disciplinary action. Further details on NECI policies are in the Student Handbook.

Computer Requirements, Information Technology, and Online Learning

The use of technology is widespread in the food and beverage industry and NECI is committed to preparing students to be comfortable and well versed in a variety of electronic resources, including communication, software applications, online research, and using an online learning platform. Students will receive an introduction to the school’s technological resources at orientation and will have class time devoted to the use of various software applications.

Students in all programs will receive a NECI email address, access to the school’s student information portal, and access to the school’s online learning platform, Moodle. Students are expected to use their NECI email address for all communications with faculty and staff at the school.

Resident programs:

While NECI offers limited computer access on campus, students in all resident degree programs are required to bring their own laptop and printer. This requirement allows students greater flexibility in completing assignments.

Online course work is a part of all programs at NECI, from projects, assignments, electronic course materials, and discussions supplemental to residency work, to fully online class offerings in some programs. All students are expected to participate in an Internship Connection course during their internship. This course includes regular electronic communication with the school. Internet access will be necessary while on internship.

Please see the Computer Requirements section in the Student Handbook for more information or contact the Office of Admissions for specific requirements.

Online programs:

Students enrolling in the fully online versions of the
BA in Food and Beverage Business Management or BA in Culinary Arts program must have access to adequate computer resources although portable equipment is not a necessity.

Students applying to the fully online BA in Culinary Arts program must possess the minimum computer requirements as outlined under Computer Requirements or at [http://www.neci.edu/academic-programs/online-degree-programs/computer-requirements](http://www.neci.edu/academic-programs/online-degree-programs/computer-requirements).

In addition to the appropriate hardware requirements, it is highly recommended that students be comfortable in a Web 2.0 environment. All courses will require the student to upload and download materials and to utilize spreadsheets, word processing, and/or picture management software. Additional software, available at little or no cost to the student, may be required in some courses; examples include products such as Skype or Voicethread. Lab courses will require students to use a digital camera and have the ability to upload photographs for assignments.

**Student Safety and Security**

NECI is committed to creating a safe and secure learning environment for all students, faculty, and staff. Montpelier is a small community with a relatively low crime rate, but is not crime free. Students are encouraged to practice routine safety procedures while at school. School security and local police monitor access to campus residence halls, offices and classrooms, as well as food service facilities.

Detailed information about NECI’s security policy can be found in the Student Handbook or at NECI.edu; the annual Campus Security and Campus Fire Reports can also be viewed at this link.

**Diversity: Harassment Prevention Policy**

Under the Higher Education Opportunity Act (2008), New England Culinary Institute must provide information about the student body diversity; these statistics can be found at NECI.edu.

NECI values diversity in its student body and believes that the creation and encouragement of a diverse learning environment is essential to achieving NECI’s educational mission. At NECI, we are committed to providing a supportive educational environment in which the dignity and rights of each individual are respected. We encourage positive interactions among faculty, staff, and students, and value all individuals, regardless of personal differences. Full details of this policy are available in the Student Handbook or NECI.edu.

**Timely Warning**

New England Culinary Institute is mindful of its responsibility for the safety and security of its students, employees, and visitors, and is committed to promoting a safe and secure environment. In the event that a situation arises that is deemed to present a serious or continuing threat to individuals or the NECI community, NECI will issue timely warning notifications in compliance with the Federal Student-Right-to-Know and Campus Security Act, also known as the Clery Act.

The decision to issue a timely warning shall be decided on a case by case basis by the Student Services Office and will consider all facts available at the time. The timing of the notification shall be based upon whether the circumstances pose a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

The warning may be issued to students, faculty, and staff through the SMS Text emergency notification system, college email system, or through postings in potentially affected buildings or residence halls.

Full details of this policy are available in the Student Handbook or NECI.edu.

**Emergency Response and Evacuation Procedures**

Under the Higher Education Opportunity Act of 2008, NECI is required to establish policies and procedures for immediate response to significant emergencies or dangerous situations that involve an immediate threat at any campus location. In the event of an emergency situation or the need to evacuate all students, staff, and faculty will be notified in person and/or through telephone, email notification, and postings to the school’s website. All students are required to participate in the Emergency Notification system. Emergency and evacuation procedures are updated and tested annually. The Student Handbook outlines policies and procedures more fully, or the complete plan can be viewed NECI.edu.
Missing Persons Policy

Under the Higher Education Opportunity Act of 2008, NECI is required to establish missing person notification policy and procedures. This policy applies to students who reside on campus and are deemed missing or absent from the school for a period of more than 24 hours without any known reason or contrary to usual patterns of behavior. The student’s designated emergency contacts will be notified by the school no more than 24 hours from the time the student is determined to be missing. For students under 18, parents or guardians will be notified at this time. Full details of this policy are available in the Student Handbook or NECI.edu.

Sexual Assault Prevention and Policy

Sex-based crimes, including sexual assault, dating violence, domestic violence and stalking, severely impact the health and safety of the entire community and are not tolerated at NECI. These crimes, committed by any member of the campus community against another person, could result in criminal and/or civil charges, as well as being subject to disciplinary action. Actions may include consequences such as dismissal from campus housing, suspension, or termination of enrollment. Full details of this policy are available in the Student Handbook or NECI.edu.

Alcohol and Drug Abuse Prevention Policy

Federal law requires all institutions receiving federal financial assistance to implement and enforce drug and alcohol prevention policies. NECI strongly supports this initiative. Any violation of drug and alcohol laws, even for a first offense, may result in penalties up to and including termination of enrollment. Further information is available in the Student Handbook or NECI.edu.

Peer to Peer File Sharing and Copyright Policy

As outlined under the Student Conduct Policy above, students are subject to disciplinary action, up to and including possible suspension or dismissal, for anti-social or illegal behavior that jeopardizes the welfare of others. Students are expected to exhibit appropriate conduct while using electronic media and are subject to equivalent disciplinary sanctions for inappropriate behavior, including unauthorized peer-to-peer file sharing, illegal downloading, or unauthorized distribution of copyrighted materials using the institution’s information technology system. Inappropriate or unlawful transmission of electronic materials, including unauthorized distribution of copyrighted materials, is strictly prohibited and may be subject to civil and criminal penalties, as well as disciplinary action. Further details on NECI policies are in the Student Handbook or NECI.edu.
ACADEMIC PRACTICES AND POLICIES

Program Offerings
NECI offers the following degree-granting resident programs:

- Bachelor of Arts (bachelor’s degree) in Culinary Arts
- Associate of Occupational Studies (associate degree) in Culinary Arts
- Bachelor of Arts (bachelor’s degree) in Food and Beverage Business Management
- Associate of Occupational Studies (associate degree) in Food and Beverage Business Management
- Bachelor of Arts (bachelor’s degree) in Baking and Pastry Arts
- Associate of Occupational Studies (associate degree) in Baking and Pastry Arts

NECI also offers the upper level (Year 3 and 4) of following degree-granting programs in a fully online delivery format:

- Bachelor of Arts (bachelor’s degree) in Culinary Arts
- Bachelor of Arts (bachelor’s degree) in Baking & Pastry Arts
- Bachelor of Arts (bachelor’s degree) in Food and Beverage Business Management

In addition, NECI offers two certificate programs:

- Certificate in Professional Cooking
- Certificate in Professional Baking and Pastry

Program Graduation Requirements
In order to graduate from NECI’s certificate and associate level programs, students must receive a grade of Complete (Meets or Exceeds Standards) in all courses and internship requirements at the 1st and 2nd year level and must show evidence of meeting all standards for that program.

In order to graduate from NECI’s bachelor’s degree programs, students must receive a grade of Complete (Meets or Exceeds Standards or A, B, C) in all courses and internship requirements at the 1st and 2nd year level, and a grade of Complete (A, B, or C) in all courses and internship requirements at the 3rd and 4th year level and must show evidence of meeting all standards for that program.

In the specific documented situations (Transfers, Advanced Placement, Advanced Placement Preparation, Accelerated, Assessment of Prior Learning, Internship Waiver, or Advanced Standing) outlined below, students may have their schedule altered or certain program requirements waived and may graduate with a reduced number of credits. No student may graduate from any associate degree program with fewer than 60 semester credits, nor from any bachelor’s degree program with fewer than 120 semester credits.

In all programs, program requirements include completion of ServeSafe Sanitation Certification.

Bachelor of Arts in Culinary Arts
(resident and online delivery)
Students who successfully complete all program requirements and the credit hour requirement of the Culinary Arts bachelor’s degree program are awarded the bachelor’s degree (Bachelor of Arts) in Culinary Arts.

Associate of Occupational Studies in Culinary Arts
Students who complete all program requirements and the credit hour requirement of the culinary arts program are awarded the associate’s degree (Associate of Occupational Studies) in Culinary Arts.

Associate’s degree students who choose to enroll in NECI’s bachelor’s degree program may petition to waive the second year internship requirement of the associate’s degree if they have successfully completed the first and second year residencies and first year internship credit hour requirements of the associate’s degree. See Internship Waiver for more information.

Bachelor of Arts in Baking and Pastry Arts
(resident and online delivery)
Students who successfully complete all program requirements and the credit hour requirement of the Baking and Pastry Arts bachelor’s degree program are awarded the bachelor’s degree (Bachelor of Arts) in Baking and Pastry Arts.
Associate of Occupational Studies in Baking and Pastry Arts

Students who successfully complete all program requirements and the credit hour requirement of the Baking and Pastry Arts program are awarded the associate degree (Associate of Occupational Studies) in Baking and Pastry Arts.

Associate degree students who choose to enroll in NECI’s bachelor’s degree program may petition to waive the second year internship requirement of the associate degree if they have successfully completed the first and second year residencies and first year internship credit hour requirements of the associate degree. See Internship Waiver for more information.

Bachelor of Arts in Food and Beverage Business Management
(resident and online delivery)

Students who successfully complete all program requirements and the credit hour requirement of the Food and Beverage Business Management bachelor’s degree program are awarded the bachelor’s degree (Bachelor of Arts) in Food and Beverage Business Management.

Associate of Occupational Studies in Food and Beverage Business Management

Students who successfully complete all program requirements and the credit hour requirement of the Food and Beverage Business Management associate degree program are awarded the associate degree (Associate of Occupational Studies) in Food and Beverage Business Management.

Associate degree students who choose to enroll in NECI’s bachelor’s degree program may petition to waive a portion of the internship requirement of the associate degree if they have successfully completed the first and second year residencies and initial 375 hours/8 credits of the internship requirements of the associate degree. See Internship Waiver for more information.

Certificate in Professional Cooking

Students who successfully complete all program requirements and the clock-hour requirement of the professional cooking program are awarded the Certificate in Professional Cooking.

Certificate in Professional Baking and Pastry

Students who successfully complete all program requirements and the clock-hour requirement of the professional baking program are awarded the Certificate in Professional Baking and Pastry.

Financial Status for Graduation

All student balances must be current for students to be able to register, request release of transcripts, participate in the graduation ceremony or receive a diploma.

Qualified Degree Program Variations

Advanced Placement

Associate of Occupational Studies in Culinary Arts, Associate of Occupational Studies in Baking and Pastry Arts, Bachelor of Arts in Culinary Arts, Bachelor of Arts in Baking and Pastry Arts

Advanced placement culinary arts students are awarded the associate degree (Associate of Occupational Studies) if they a) complete a directed study in first-year courses, or the equivalent as identified by the Academic Advising Office, and b) successfully complete the second-year residency and internship credit hour and program requirements. The advanced placement student’s transcript will reflect a reduction in the number of total credits awarded as compared to students who complete the full two-year program.

Accelerated Program

Associate of Occupational Studies in Culinary Arts, Associate of Occupational Studies in Baking and Pastry Arts, Bachelor of Arts in Culinary Arts, Bachelor of Arts in Baking and Pastry Arts

Students who excel in their first year residency and who have significant prior restaurant industry experience (at least three years related experience in quality dining operations) may qualify for the accelerated program. Students will follow the testing process for Advanced Placement during the course of their first residency. Qualified students continue directly into a second-year residency and bypass the first internship. Students accepted into the second year residency as part of the accelerated program are eligible to receive the associate degree (Associate of Occupational Studies) upon successful completion of
their first- and second-year residency and second-year internship credit hour and program requirements. Each student’s transcript will reflect a reduction in the number of total credits awarded as compared to students who complete the full two-year program.

Internship Waiver

Bachelor of Arts in Food and Beverage Business Management, Bachelor of Arts in Culinary Arts, Bachelor of Arts in Baking and Pastry Arts

Associate degree students who have distinguished themselves in first year and or second year residencies may petition the Academic Advising Office to waive the first or second internship requirement and or enroll directly into one of NECI’s resident Bachelor of Arts programs.

This waiver will be granted only when students are complete in all attempted first-year credits and, if in their second year, a minimum 80% of their attempted associate course work for the program, except under extenuating circumstances. Students must be recommended by the faculty and internship waivers must be approved Career Services, Academic Advising, and the Program Department Chair.

Students may be awarded the associate degree upon completion of the bachelor’s degree program requirements, only if the two degrees represent separate areas of study. The student’s transcript will reflect a reduction in total credits awarded as compared to those who complete the full program.

A student who must withdraw from the bachelor’s degree program may petition the Academic Advising Office to be awarded the associate degree. In such instances, the student will be required to complete an internship experience equivalent to that waived. The associate degree may be awarded only if the student has successfully completed all program and credit hour requirements of the associate degree.

Advanced Standing

Bachelor of Arts in Culinary Arts, Bachelor of Arts in Baking and Pastry Arts

Graduates from accredited postsecondary schools that hold an Associate of Occupational Studies in Culinary Arts or a related field may apply for advanced standing in the Bachelor of Arts in Culinary Arts. Applicants may petition the Academic Advising Office for advanced standing by submitting an official transcript of associate degree work completed, indicating graduation and graduation date. Additional information in the form of school catalogs, course descriptions, or syllabi may be required. Students enrolled with advanced standing will have the 1st and 2nd year program requirements accepted as transfer credits, and enroll directly into the third year residency. Advanced standing students may be required to take additional course work to meet curriculum distribution and/or credit hour requirements of the Bachelor of Arts in Culinary Arts program. The student’s transcript may reflect a reduction in the number of total credits awarded as compared to students who complete the full four-year program.

Transfer Credit From Other Institutions

In general, NECI policy requires students to attend all required courses in a program curriculum. Exceptions to this requirement may be granted as part of the admissions requirements for the Advanced Placement, Advanced Standing, and Accelerated programs described in this catalog. Additionally, students may request transfer of college credits earned at other accredited postsecondary institutions to meet specific curriculum requirements as outlined below:

Applicants may request transfer of credits earned at accredited postsecondary institutions for comparable NECI required courses. Transfer credit is generally only accepted if the transferred courses were completed with a grade of C or better within the last 10 years. Grades of Pass (P) are also considered if credit was awarded. Credits earned in developmental and remedial courses or Continuing Education Units (CEU’s) are not transferable. Transfer credit can only be awarded for classes at a comparable level or higher than the program required course. For example, upper division (courses 3000 or higher) credit cannot be awarded for lower-level transferred courses. Course content and content distribution of program requirements also impact the transferability of courses/credits. In addition, credit may be transferred under the auspices of articulation agreements between NECI and other post-secondary institution. Maximum credit transfer will not be more than 60% of the program total.

Transfer applicants must submit official transcripts, including worksheets or grades from all colleges they attended. International applicants must submit official transcripts with official English translations. Whenever possible, course descriptions, catalogs, and/or syllabi should be provided.
Transfer credit requests are considered by the Academic Services Office in consultation with the program chair/dean.

Transfer credit may or may not be awarded based on:
- Core curriculum course content
- Distribution of program requirements
- Equivalent level, content, and duration to NECI courses

Determinations regarding transfer credit and courses required for degree completion must be made prior to matriculation, except in extenuating circumstances. Transfer credit will be noted on the student’s NECI transcript but will not be used in computing grade average. Official transcripts from originating institutions must be received by the NECI Registrar prior to processing of transfer credit. Students who receive transfer credit may be required to participate in embedded course instruction and/or specific course-guided study and activities. Students who receive transfer credit do not receive credit toward tuition and fees at NECI. Exceptions regarding tuition adjustments may apply when transfer credit is 25% or greater of the program total.

Requests for credit by examination, Assessment of Prior Learning, and other recognized alternative sources of college level credit are considered a form of transfer credit. All such requests must be accompanied by official documentation and appropriate descriptions. Credit awarded is considered to be a form of transfer credit.

Transfer Credit for Advanced Placement Courses

Under the same guidelines and conditions that apply to the acceptance of transfer credit from other accredited institutions, NECI may also grant academic credit for participation in the College Board’s AP (Advanced Placement) program, when students have received a minimum AP exam score of 3, and the Academic Advising Office has determined the AP course content meets a NECI curriculum requirement.

Students or applicants who apply for AP credit must arrange to have their AP examination records sent directly from the College Board to the NECI Office of Admissions.

Continuing Education

Students may take approved credit-bearing courses through NECI’s continuing education division prior to enrolling in a degree program as non-matriculated students. No more than 50% of the total degree program credits may be earned in this manner. Courses taken as a non-matriculated student through NECI’s continuing education division (courses not taken within the scope of NECI’s certificate or degree programs) are not recognized under NECI’s accreditation. Federal financial aid programs are not available to non-degree students, but you may have state grant programs to assist you with tuition payment.

Assessment of Prior Learning

New England Culinary Institute recognizes that individuals may develop skills and knowledge through work experience and related training. In order to validate this knowledge, NECI may award limited credit upon the completion of an Assessment of Prior Learning (APL) portfolio. The APL portfolio must be developed under the guidance of the Academic Advising Office and must provide appropriate documentation of significant knowledge in the specified subject area. Assessment of Prior Learning and assessment of work portfolios are subject to fees as outlined under Tuition and Fees.

Credit awarded through Assessment of Prior Learning is considered a form of transfer credit; maximum credit awarded through transfer allowed will not be more than 50% of the program credit total. In fully online bachelor’s programs, a maximum of two courses may be taken through Assessment of Prior Learning. Determinations regarding APL credit and courses required for degree completion must be made prior to student beginning classes, except in extenuating circumstances. Requests for transfer credit by examination, Assessment of Prior Learning, and other recognized alternative sources of college level credit must be accompanied by official documentation and appropriate descriptions.

Students who receive APL credit may be required to participate in embedded course instruction, and may be required to participate in specific course guided study and activities. APL credit will be noted on the transcript but not used in computing grade average. Credit toward tuition and fees at NECI does not apply to students completing the APL portfolio.

Spanish Language and Culture Requirements

NECI’s bachelor’s programs have a Spanish language and culture requirement. This requirement is specifically designed to prepare the student for the
prevalence of Hispanic workers and influence in the food and beverage industry.

Students who have completed college level Spanish courses may transfer credit in lieu of taking required courses, as outlined in the Transfer policy above.

Native Spanish speakers may earn credit for Spanish language through external proficiency testing. Students are responsible for arranging this testing on their own, as well as for any associated costs. Students must submit official documentation of test scores and appropriate test-level descriptions. One example of an organization offering such proficiency testing is the College Board’s Spanish CLEP program. CLEP Spanish Level 1, with a minimum score of 50, would be accepted for 5.0 credits. See http://media.collegeboard.com/digitalservices/pdf/clep/advance-with-spanish.pdf for additional information. Other testing organizations may be used. Prior approval is required for all testing. NECI Assessment of Prior Learning credit will be awarded in accordance with the recommendations of the American Council on Education.

The Grading System

NECI has a standards-based evaluation system that departs from traditional A-B-C grades. The goal of this system is to ensure that students possess the skills and knowledge needed to be successful in attaining their career goals. When students finish a course of instruction, they receive an evaluation from their instructor indicating their progress toward meeting the associated course standards along with their course grade. Grades of Meets Standards or Exceeds Standards are considered complete grades. If, at the end of a block of instruction, students have not met the required standards, they are graded Incomplete and are provided an education plan outlining what they must do achieve a complete grade. See Policy Relating to Make-up Work for more information. If the instructor feels that make up work will not be sufficient for the student to demonstrate mastery of the standards, the instructor may grade the student as a Retake. Students with Retake grades must reschedule the entire class at a later date through the Academic Advising Office and are subject to additional tuition fees, as well as room and board fees when appropriate. No course credit or clock hours are awarded for Incomplete or Retake grades; once the student has achieved a Meets or Exceeds Standards grade for the course, credit or clock hours will be awarded.

In academic classes, evaluations cover class participation, test results, results of class projects, reports, special assignments, and class notebooks. In lab-based classes, the evaluations cover assimilation of textbook materials and demonstration of the skills and professional behavior required by the course standards.

Because of the rigorous academic nature of the upper level bachelor’s degree programs, and the Food and Beverage Business Management programs, an alternative grading system is used. Grades include A, B, C, and Incomplete. This grading system is still standards based and requires that students meet all required standards associated with each course. Students must receive a C grade or above or they are considered Incomplete in the class. See Policy Relating to Make-up Work for more information. Retake grades have the same meaning as outlined above; students will not receive credit for Incomplete or Retake grades.

Transcript Requests

Official transcripts are available to all students upon request and in accordance with the school’s policy.

Written requests should be directed to the Registrar’s Office via US mail or fax, or can be scanned and emailed to registrar@neci.edu via NECI student email. A transcript request form may be downloaded from NECl.edu. Transcript requests must contain a signature and will be subject to a processing fee. Please see the Student Handbook for detailed information.

Transcripts will not be issued for alumni with unpaid student accounts or for any student on financial probation or hold.

Policy Relating to Make-Up Work

If, at the end of a block of instruction, a student has not met all standards for the class, he or she is graded Incomplete. In order to make up incomplete class work, an Educational Plan (EP) is developed by the instructor or a program administrator. This EP identifies the steps required to become complete in the class and the deadline date for completion. The EP may include make-up work, tutoring, or additional experience. When the EP is successfully completed, the student is awarded a complete grade and theIncomplete is removed from his/her official transcript. Retake grades remain on the student’s official transcript. See the Fee Schedule for possible costs associated with make-up work. Students who are falling behind in technical skills and academic course work may be required to step out of class for up to
three weeks and participate in a remedial course work. Students may then be required to extend their residency to complete all outstanding course work or classes. Fees may apply for housing as well as tuition.

**Attendance**

Because NECI offers rigorous and intensive technical and professional training, students are expected to report to every class on time. To mirror industry expectations, excused absences will be granted for medical or emergency reasons or by pre-arranged Absence Request. Students are expected to follow NECI’s call-in protocol as outlined in the Student Handbook for all absences.

In the event that students do miss class, whether excused or unexcused, they must schedule a make-up class or alternative make-up work with the instructor to ensure that course standards are achieved. This work may involve completing a missed written examination, making up missed class time, submitting a written paper, or demonstrating improved hands-on skills. Make-up work for time lost is scheduled at the discretion of the instructor. See the Fee Schedule for possible costs associated with make-up work. Students who have repeated unexcused absences or patterns of poor attendance may be subject to disciplinary action, up to and including dismissal from the college.

Detailed information on the attendance policy is available in the Student Handbook.

**Attendance – Online Classes**

NECI courses are intensive and fast-paced. To be successful in the online environment, students are required to participate actively throughout the duration of each course. Active participation includes completion of assignments, frequent and meaningful participation in discussions, and completion of tests, quizzes or other class exercises; merely logging into a class, viewing assignments, or adding an insignificant post is not considered active participation. Students who are not actively participating will be considered absent and will be withdrawn from the online class as outlined below:

<table>
<thead>
<tr>
<th>Type of Course</th>
<th>Withdrawal from course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wholly Online Course (6 weeks)</td>
<td>After 7 calendar days of inactivity</td>
</tr>
<tr>
<td>Wholly Online Course (12 weeks)</td>
<td>After 14 calendar days of inactivity</td>
</tr>
</tbody>
</table>

**Credit Load and Enrollment Status**

Students must be enrolled and actively participating in their on-ground classes, online classes or internship to maintain an active enrollment status as outlined below.

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Full-time</th>
<th>3/4-time</th>
<th>Half-time</th>
<th>Less than Half-time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8 semester credits or more</td>
<td>6 – 7.9 semester credits</td>
<td>4 – 5.9 semester credits</td>
<td>0 – 3.9 semester credits</td>
</tr>
</tbody>
</table>

Credit load and enrollment status for each term have an impact on financial aid eligibility. Students should be aware that excused absences, leaves, or withdrawal from any class or internship may impact credit load. Students must be enrolled at least half-time to be eligible for most financial aid.

Students are expected to begin their internships within 21 days of the end of their residency term in order to maintain their enrollment. Students must have an internship placement secured at an approved internship site, must begin working, and must have employer-verification of their start within this timeframe to be enrolled in their internship course. Students failing to begin internship within 6 weeks may be deferred until the next subsequent term prior to enrollment. Please refer to the Student Handbook for further information regarding internships.

Bachelor’s degree students complete a 9-month non-resident period, which includes a 700-hour internship and 3 online courses (three enrollment terms). To ensure continued progress toward graduation during this time away from campus, all students in the non-resident enrollment terms must maintain a minimum of half-time enrollment and will not be enrolled in classes or internship with less than a half-time credit load. Students who do not have a secured internship may be ineligible for enrollment in their online classes based on this policy.

**Standards for Satisfactory Academic Progress (SAP)**

All NECI programs have a required curriculum. The schedule of classes is predetermined. With the exception of elective courses, students are not required to sign up for individual courses. Remedial assistance is available but it is not credit bearing. In order to earn semester credits for any course, a student must achieve
a Meets Standard, Exceeds Standard, A, B, or C grade. Credits are not awarded for Incomplete grades until the student demonstrates attainment of all course standards; credits are not awarded for Retake grades until the course is rescheduled and the student demonstrates attainment of all course standards. Transfer credit is included in the calculation of Satisfactory Academic Progress (as both attempted and completed credits), but is not used in the calculation of grade average.

Students are required to complete a predetermined number of semester credit hours or clock hours within a specific time period, and must work toward program completion within the maximum time frame calculated from the first day of enrollment. In order to remain enrolled, students must complete the program at the following rate:

**Associate of Occupational Studies in Culinary Arts**
- Week 26: Complete in 50% of attempted credits
- Week 52: Complete in 70% of attempted credits

**Associate of Occupational Studies in Baking and Pastry Arts**
- Week 26: Complete in 50% of attempted credits
- Week 52: Complete in 70% of attempted credits

**Associate of Occupational Studies in Food and Beverage Business Management**
- Week 15: Complete in 50% of attempted credits
- Week 30: Complete in 70% of attempted credits

**Bachelor of Arts in Culinary Arts**
- Week 26: Complete in 50% of attempted credits
- Week 52: Complete in 70% of attempted credits
- Week 78: Complete in 70% of attempted credits
- Week 130: Complete in 70% of attempted credits

**Bachelor of Arts in Baking & Pastry (Online Program for Year 3 and 4)**
- 15.0 credits/3 Courses Attempted: Complete in 50% of attempted credits
- 30 Credits/6 Courses Attempted: Complete in 70% of attempted credits
- 45.0 credits/9 Courses Attempted: Complete in 70% of attempted credits

**Bachelor of Arts in Food and Beverage Business Management (Resident Program for Year 3 and 4)**
- Week 15: Complete in 50% of attempted credits
- Week 30: Complete in 70% of attempted credits

**Bachelor of Arts in Food and Beverage Business Management (Online Program for Year 3 and 4)**
- 15.0 credits/3 Courses Attempted: Complete in 50% of attempted credits
- 30 Credits/6 Courses Attempted: Complete in 70% of attempted credits
- 45.0 credits/9 Courses Attempted: Complete in 70% of attempted credits

**Certificate in Professional Cooking**
- Week 13: Complete in 50% of attempted clock hours

**Certificate in Professional Baking and Pastry**
- Week 13: Complete in 50% of attempted clock hours

Students who do not complete the required percentage within 30 days will be placed on Academic Probation. Academic Probation can last for up to four weeks. While on Academic Probation, students may be prohibited from attending regular classes and be required to work exclusively on an Academic Plan focusing on incomplete coursework. Students must attain academic progress as documented above within four weeks. Students who do not achieve the required level of satisfactory academic progress within the specified time will have their enrollment terminated as prescribed by school and federal guidelines.

Reinstatement of enrollment is solely at the school’s discretion and according to the reinstatement policy outlined in the **Student Handbook**.

Students who have not met satisfactory academic progress are not eligible for federal or state financial aid. Any student who has lost federal or state financial aid due to unsatisfactory academic progress has the opportunity to appeal. Documentation of medical or other unusual circumstances must be provided. All appeals are considered on a case-by-case basis and should be directed in written form to:
Students who have appealed may be placed on Financial Aid Probation for one payment period. Students placed on Financial Aid Probation must be able to meet SAP by the end of the next payment period and will be placed on an Academic Plan ensuring they will meet SAP by a designated point in time. Academic Plans may include being withheld from courses or internship to focus on making up incomplete work, mandated sessions with Learning Services, having a reduced course load and/or retaking of courses. If SAP is not achieved, the student will be ineligible for further federal or state financial aid, and will have their enrollment terminated.

Academic Years and Financial Aid Eligibility

Academic programs at NECI run on an accelerated year-round schedule. As a result, students may progress through an academic year in 39 calendar weeks. As outlined in the chart below, students must have earned sufficient credits to progress to the next academic year and to maintain eligibility for federal financial aid.

Second Academic Year: 30 semester credits earned  
Third Academic Year: 60 semester credits earned  
Fourth Academic Year: 90 semester credits earned

Students who are deemed at risk of not meeting these credit hour requirements will be placed on Academic Intervention as outlined in the Student Handbook. Students in this situation will be notified by the Academic Advising Office. While on Academic Intervention, students will be required to meet with an Academic Advisor to develop a plan for making up incomplete work. Academic Intervention plans may include weekly meetings with Learning Services or required study sessions; students on Academic Intervention may be withheld from classes and are ineligible to begin internship until they have earned adequate credits on their academic record to be considered eligible for internship.

Time Allowed for Completion of Studies

Students must complete their studies within one-and-one half times the length of the program (not including time withdrawn from the program, leaves of absence, or suspension from the school). The maximum timeframe for completion of studies may not exceed 150% of the published length of the educational program in credit hours or in clock hours. The maximum timeframe allowed for completion of each program is:

- Associate of Occupational Studies in Culinary Arts: 36 months/121.5 semester credits
- Associate of Occupational Studies in Baking and Pastry Arts: 36 months/115.5 semester credits
- Associate of Occupational Studies in Food and Beverage Business Management: 22.5 months/90 semester credits
- Bachelor of Arts in Culinary Arts: 58 months/205.5 semester credits
- Bachelor of Arts in Culinary Arts (online delivery of Year 3 and 4): 36 months/108 weeks/90 semester credits
- Bachelor of Arts in Baking & Pastry: 58 months/196.5 semester credits
- Bachelor of Arts in Baking & Pastry (online delivery of Year 3 and 4): 36 months/108 weeks/90 semester credits
- Bachelor of Arts in Food and Beverage Business Management: 22.5 months/90 semester credits
- Bachelor of Arts in Food and Beverage Business Management (online): 36 months/108 weeks instructional time/90 semester credits
- Certificate in Professional Cooking: 39 weeks
- Certificate in Professional Baking and Pastry: 39 weeks

Termination of Enrollment

Federal guidelines and NECI policy as described in this Catalog and the Student Handbook outline the possible reasons for termination of student enrollment. If a student is withdrawn from the school for any reason, whether it is because he or she chooses to withdraw or because the school dismisses the student, that student may not be eligible to receive any further financial aid (loans or grants). Federal loan program applications cannot be certified after a student’s last date of attendance. Financial aid and loan repayment are generally impacted by any termination of enrollment. Questions about loan repayment and grace periods on loans after program withdrawal should be forwarded to Student Financial Services at NECI and student loan lenders. The student health insurance plan is terminated as of the student’s last day of attendance in the program.

Reinstatement Policy

Reinstatement of enrollment is solely at NECI’s discretion. Withdrawn students who request reinstatement must receive approval from the
Department of Academic Services and Director of Student Financial Services. The Department of Academics Services must develop a documented Education Plan. Readmission for withdrawn students is on a space-available basis and may include fees for make-up work, room, board, and a reinstatement fee. As educational content in classes changes over time to reflect industry best practices, requests for reinstatement will generally be denied if submitted more than seven years after withdrawal. Veterans who leave NECI to perform military service will generally be reinstated at the same academic status as that which they had achieved when last in attendance, and without fees. Further details are available in the Student Handbook.

Career Services – Internship and Placement

All NECI resident programs require a minimum of one internship in the food and beverage industry. Support is provided to all students as they pursue their internship(s), but it is the student’s responsibility to manage the site selection process and secure internship employment. All internship selections must be pre-approved by the Career Services Department.

Career Services will help the student determine the best internship sites based on ability, career goals, finances, and geographic preferences. Career Services provides a variety of resources and support primarily though the instruction of the Professional Development course during residence to assist students in their selection. NECI maintains a list of approved and preferred internship sites, from which students are strongly encouraged to select. Due to liability concerns, internships at sites that do not pay interns will generally not be approved.

All alumni have ongoing support for continued employment from NECI through Career Services. Graduates have access to a national employment database on the NECI alumni website, NECIalumni.com.

New England Culinary Institute will assist students and graduates in finding employment by making available information about professional possibilities; however, employment during the internship period or after graduation is not guaranteed.

Career Services is located at 7 School Street, and is generally open during regular business hours. Students are encouraged to stop in or make an appointment by emailing careerservices@neci.edu. Students in the fully online programs may contact Career Services via email or phone.

Definition of Clock Hours and Credit Hours

Academic credit is awarded based on a formula provided by the Accrediting Commission of Career Schools and Colleges.

One semester credit hour equals 45 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 internship/practicum = 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

One clock hour is equal to 60 minutes.

Policies and Procedures for Students with Disabilities

NECI complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the requirements of the State of Vermont. NECI is committed to maintaining a nondiscriminatory environment and to providing reasonable equal access to all its services, benefits, and facilities, regardless of the physical, psychiatric or cognitive disabilities a student may have. Prospective students are encouraged to review the Essential Program Eligibility in this handbook to review the standards which must be met within their respective course of study. Prospective and current students with questions or requests regarding disabilities and accommodations will need to contact the Learning Services Coordinator in order to begin the intake process – including a review of appropriate documentation of the disability and accommodations request, as well as an interview to review approved supports and accommodations. The Learning Services Coordinator is committed to working with students to arrive at workable solutions to support their particular needs. It is critical for students needing certain services to discuss their needs with the Learning Services Coordinator as soon as they make their decision to attend NECI, so that there is adequate time to develop and implement appropriate services. It is the student’s responsibility to initiate the process of requesting accommodations/support, as NECI cannot provide supports without knowledge of a need for accommodation.
A student who requires or requests accommodations will provide, at his/her own expense, documentation of an assessment/evaluation prepared by a licensed psychologist, psychiatrist, learning disabilities specialist, medical doctor or neuropsychologist. In some cases, documentation from a student’s senior year of High School will provide the necessary information – i.e., 504 plans, educational/psychological evaluations, a summary of performance etc. This documentation must identify and review the specifics of his/her learning disability, psychological conditions, attention disorder, medical illness and/or other related condition(s). A clear diagnosis must be specified. This documentation must describe the specific limitations posed by the learning, physical or psychiatric disability and how the impairment significantly limits one or more major life activities in an educational setting. This documentation must provide recommendations for specific, reasonable accommodations and support, and must include testing/assessment in the following areas, as applicable: intelligence, achievement, language processing, cognitive processing skills, physical capability, stamina, emotional stability and self-regulation. It is important to note that simply providing documentation does not ensure the student will be eligible for accommodations. Once the college has established accommodations, these will be shared with appropriate faculty and staff, as approved by the student, though ultimately, it is the student’s responsibility to discuss accommodations directly with faculty and staff as needed once they are established. Particularly for students and parents of those transitioning from high school, it is important to understand that it is the student’s responsibility to provide appropriate documentation, to understand their disability and accommodations, to act on their own behalf regarding their educational needs, and to follow through regarding the provided accommodations. Should challenges arise in the process, the student is encouraged to discuss these with the Learning Services Coordinator following the college’s grievance procedure, as outlined in the Student Handbook.

Learning Services is located at 7 School Street, and is generally open during regular business hours on weekdays. Students in resident or fully online programs are encouraged to make an appointment with the Learning Services Coordinator by calling 802.225.3327, emailing learning.services@neci.edu, or by signing up using the calendar posted on the office door. For additional support, the Learning Services Coordinator and/or peer tutoring may also be scheduled during extended times, at alternate locations, and in certain cases over phone and/or email.

**Essential Program Eligibility Requirements for:**

**Associate of Occupational Studies in Culinary Arts**

**Certificate in Professional Cooking**

**Associate of Occupational Studies in Baking and Pastry Arts**

**Certificate in Professional Baking and Pastry**

**Program Goals**

NECI’s primary objective within each program (listed above) is to prepare qualified students to become skilled culinary, baking, and pastry professionals. As skilled professionals, graduates should be able to perform effectively at one or more key positions in commercial kitchens, restaurants, and bakeshops.

**Essential Program Eligibility Requirements**

The following skill sets and abilities are essential eligibility requirements. Ability to meet these requirements is necessary for the student’s successful participation in, and completion of, the educational program at NECI. Post-secondary institutions are not required to reduce or waive the essential requirements of a course or a program.

It is the responsibility of the student with a disability to communicate with the Learning Services Coordinator to identify his/her needs for accommodations. Accommodations may be provided, based on appropriate documentation, to assist the student in achieving these requirements; however, accommodations do not guarantee successful program participation or graduation.

**Physical and Motor Skills**

- Ability to execute the movements and skills required to safely handle cooking and kitchen equipment and materials.
- Ability to move effectively between multiple stations.
- Ability to visually assess significant elements in the production setting.
- Ability to maintain an upright position for the length of class. Most production classes require that students be upright and moving for 90% of the time. Production classes can extend for up to 10 hours.
- Ability to move or position food and equipment,
• which can involve lifting, carrying, pulling, and guiding weights up to 50 lbs.
• Ability to handle, taste, and smell appropriately a wide variety of foods and beverages.

**Cognitive and Academic Skills**
- Ability and flexibility to adjust to changing situations and uncertainty in production settings.
- Ability to carry out multiple tasks in a timely manner.
- Ability to retain and follow written and verbal instructions and procedures.
- Ability to process basic math concepts; to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, and percents.
- Ability to read at the level of competency necessary to complete, comprehend, and retain information from assigned academic and production materials.
- Ability to retain and apply theory, information, and methodology from text and other academic materials to the production setting.
- Ability to learn and use basic computer skills and applications.

**Interpersonal, Communication, and Behavioral Skills**
- Ability to communicate effectively in writing and speaking, and to do so in an appropriate, professional manner in all communications with NECI faculty and staff.
- Ability to maintain a degree of emotional self-regulation appropriate for a career in a professional industry.
- Ability to attend all scheduled appointments with NECI faculty/staff on time.
- Ability to communicate, cooperate, and effectively work toward a common goal with classmates and instructors under stressful conditions.
- Ability to work effectively in a stressful and/or fast-paced environment.
- Ability to attend virtually all academic and production classes.
- Ability to arrive at class and other scheduled events on time. Classes can begin as early as 4:00 a.m.
- Ability to maintain professional standards of personal hygiene, dress, and demeanor.
- Ability to follow and comply with academic policies and guidelines as outlined by the institution, including on-campus housing requirements.

**Essential Program Eligibility Requirements for:**

- **Associate of Occupational Studies in Food and Beverage Business Management**
- **Bachelor of Arts in Culinary Arts**
- **Bachelor of Arts in Food and Beverage Business Management**
- **Bachelor of Arts in Baking and Pastry Arts**

**Program Goals**
NECI’s primary objective in the Associate of Occupational Studies in Food and Beverage Business Management program is to prepare qualified students to become skilled supervisors. Graduates of NECI’s Associate of Occupational Studies in Food and Beverage Business Management program should be able to perform effectively in a variety of hospitality venues, including restaurants, hotels, and resorts.

NECI’s primary objective in the Bachelor of Arts programs is to prepare qualified students to become culinary leaders and skilled managers. Graduates should be able to perform effectively in a variety of professional kitchen settings, alternative culinary careers, and hospitality venues, including restaurants, hotels, and resorts.

**Essential Program Eligibility Requirements**
The following skill sets and abilities are essential eligibility requirements. Ability to meet these requirements is necessary for the student’s successful participation in, and completion of, the educational program at NECI. Post-secondary institutions are not required to reduce or waive the essential requirements of a course or a program.

It is the responsibility of the student with a disability to communicate with the Learning Services Coordinator to identify his/her needs for accommodations. Accommodations may be provided, based on appropriate documentation, to assist the student in achieving these requirements; however, accommodations do not guarantee successful program participation or graduation.

**Physical and Motor Skills**
- Ability to move effectively within a wide range of hotel and food service operations.
- Ability to communicate effectively in writing and speaking, and to do so in an appropriate,
professional manner in all communications with NECI faculty and staff.
• Ability to maintain a degree of emotional self-regulation appropriate for a career in a professional industry.
• Ability to attend all scheduled appointments with NECI faculty/staff on time.
• Ability to visually assess significant elements in a hospitality or production setting.
• Ability to move or position food and equipment, which can involve lifting, carrying, pulling, and guiding weights up to 50 lbs.
• Ability to handle, taste, and smell appropriately a wide variety of foods and beverages.
• Ability to execute the movements and skills required to safely handle cooking and kitchen equipment and materials.
• Ability to move effectively between multiple stations.
• Ability to maintain an upright position for the length of class. Most production classes require that students be upright and moving for 90% of the time. Classes can be up to 10 hours.

Cognitive and Academic Skills
• Ability to carry out multiple tasks in a timely manner, meeting several deadlines that may occur at approximately the same time.
• Ability to retain and follow written and verbal instructions and procedures.
• Ability to read at the level of competency necessary to complete assigned academic and production materials.
• Ability to process basic math concepts; to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, and percents.
• Ability to read and interpret business financial statements, and to use concepts such as fractions, percentages, and ratios in solving problems.
• Ability to calculate and interpret food costs, payroll costs, and other accounting reports.
• Ability to read, analyze, and interpret college level texts, business periodicals, professional journals, technical procedures, and government regulations.
• Ability to retain and apply theory, information, and methodology from text and other academic materials to the classroom and lab setting.
• Ability to compose complex essays and responses addressing critical issues.
• Ability to effectively present information in one-on-one, small group, and large group situations.
• Ability to analyze and propose solutions for problems involving several concrete variables, both in standard and in more complex, changing situations.
• Ability to learn and use a foreign language. (Not applicable to AOS level.)
• Ability to use the appropriate computer programs, such as Excel, Word, and PowerPoint, to complete assignments efficiently and effectively.

Interpersonal, Behavioral, Communication Skills
• Ability to communicate effectively in writing and speaking, and to do so in an appropriate, professional manner in all communications with NECI faculty and staff.
• Ability to maintain a degree of emotional self-regulation appropriate for a career in a professional industry.
• Ability and flexibility to adjust to changing situations and uncertainty in group settings.
• Ability to communicate, cooperate, and work effectively toward a common goal with classmates and instructors under occasionally stressful conditions.
• Ability to lead others effectively toward a stated and agreed-upon objective and to take on a leadership role in a variety of settings.
• Ability to work effectively in a stressful and/or fast-paced environment.
• Ability to attend virtually all academic and production classes.
• Ability to arrive at class and other scheduled events on time. Classes can begin as early as 4:00 a.m.
• Ability to follow and comply with academic policies and guidelines as outlined by the institution, including on campus housing requirements.
• Ability to maintain professional standards of personal hygiene, dress, and demeanor.
GENERAL INFORMATION

Financial Standing

All student financial balances must be current for students to remain enrolled each term. Students with a financial balance will not be registered for classes or internship; they will not be allowed to begin their classes or internship, reside in student housing or participate in the student board plan until the situation is resolved.

Refund Policy

The refund policy below is effect as of July 1, 2012.

New England Culinary Institute offers a refund to the student who withdraws from an educational program, or to the sources from which the student’s prepaid fees came, according to the appropriate schedule outlined below. The Refund Schedule for Resident Programs is applied to the program tuition, room (for those students living on campus), board, and fees charged each term. As students earn credits or clock hours during the internship, there is a separately identified tuition charge for the internship and the same refund policy applies based on the start date of the internship.

Students enrolled in online or elective courses during a non-resident term will be charged a tuition fee for these courses, and may incur additional room and board fees. A separate Refund Schedule for Online Programs applies to programs offered entirely via distance education as set forth below; this refund schedule applies to tuition and fees charged for each term.

Any student wishing to voluntarily withdraw is asked to complete and sign a Notice of Withdrawal form and deliver it to the Director of Academic Services. For all refund calculations, the effective termination date will be the last date of documented attendance.

The timing of the refund payment will be based on the effective determination date of the withdrawal. In the case of a student who has provided notice of withdrawal to the school (whether in writing or otherwise), the timing of refund payment shall be based on the date actual notice is received by the school. Whereas, for any student who is withdrawn without filing a completed Notice of Withdrawal form or otherwise expressly notifying the school of said student’s decision to withdraw, the timing of refund payment will be based on the determination date of the withdrawal by the school.

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation or following a tour of the school facilities and inspection of equipment where training and services are provided.

Refund Schedule for Resident Programs and Internships:

a. All monies paid will be refunded if requested within three days after signing an Enrollment Agreement and making an initial payment.

b. As of four days after signing an Enrollment Agreement, but before registration day, all monies paid minus $150 of the enrollment deposit will be refunded.

c. From registration day/day one through day four of the term, all monies paid minus $150 of the enrollment deposit will be refunded.

d. From day five through day 10 of the term, 75% of the room, meal plan, tuition, and fees will be refunded.

e. From day 11 through day 15 of the term, 50% of the room, meal plan, tuition, and fees will be refunded.

f. After day 15 of the term, no refund will be available to the student.

Refund Schedule for Online Programs:

a. All monies paid will be refunded if requested within three days after signing an Enrollment Agreement and making an initial payment.

b. Four days after signing an Enrollment Agreement, but before the initial class day, all monies paid minus the $150 enrollment deposit will be refunded.

c. From the course start date through calendar day three, all monies paid minus $150 of the enrollment deposit will be refunded.

d. From calendar day four through calendar day six, 75% of all monies paid will be refunded.

e. From calendar day seven through the end of the course, no refund will be available to the student.

f. In online programs, if no activity is logged within the first five days of each scheduled class, NECI reserves the right to withdraw the student for non-participation; monies will be refunded according to the refund schedule outlined above.

For both on-ground and online programs, Federal Financial Aid refunds follow the policies listed below.
**Federal Financial Aid**

Federal financial aid (Federal Stafford Loan, Federal PLUS Loan, Federal Perkins Loan, Federal Pell Grant, Federal Academic Competitiveness Grant, or Federal SEOG Grant) is earned based on the percentage of the enrollment period the student has completed.

For credit hour programs, the percentage of the enrollment period completed is determined based on the number of days the student was enrolled and the number of days in the enrollment period. Specifically, the applicable enrollment period is based on a 13-week term for on-ground students and a 6-week term for students in the fully online BA program.

For clock-hour programs, the percentage of the enrollment period completed is based on the number of scheduled clock hours completed in the period as of the withdrawal date divided by the total number of clock hours in the entire enrollment period.

If the student completes more than 60% of the enrollment period, the school retains the full amount of aid for the enrollment period. If the student completed 60% or less of the enrollment period and has unearned federal aid (the difference between earned aid and disbursed aid), the unearned aid will be returned to the Title IV programs from which the student received assistance in the following order:

- Unsubsidized Federal Stafford Loan
- Federal Stafford Loan
- Federal Perkins Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant

For more information please contact the Director of Financial Aid.

**Scholarship, Discounts and Institutional Loans**

All scholarships and discounts granted by NECI are subject to revocation in full upon the withdrawal of a student from a program. NECI institutional loans (also know as NECI Opportunity Loans) shall be governed by the express terms of the loans, which generally provide for the full acceleration of the loan amount at the time a student withdraws from a program.

**Student Balances**

Students are responsible for paying their loans and the entire balances due on their NECI student accounts after the school’s refund policy has been applied. Students considering withdrawing from NECI are strongly encouraged to first contact Student Financial Services and, if they are financial aid recipients, the Director of Financial Aid, to determine the impact of their withdrawal on their student account and their financial aid.

**Special Circumstances**

In the case of prolonged illness, accident, death in the family or other circumstances that make it impractical for a student to complete the program, New England Culinary Institute will make a settlement, based on pro-rated attendance.

An exception to this policy for extenuating circumstances may be requested, in writing, by contacting:

Financial Services  
New England Culinary Institute  
56 College Street  
Montpelier, VT 05602

**Timing of Refunds**

Any monies due will be refunded to the payee within 45 days of the date of determination of the student’s withdrawal. Any tuition refund due to financial aid overpayments will be refunded after all aid is received, up to 45 days after the end of the term.

**Student Complaint/Grievance Procedure**

The educational mission of NECI includes fostering an open learning and work environment. Occasionally, students have a concern that needs to be addressed. Students are encouraged to discuss their concerns directly with the individuals involved, or with faculty, the Student Services Department, or any staff member, following the progressive Grievance procedures outlined in the Student Handbook. NECI’s faculty and staff are required to maintain confidentiality and must hold student identity in strict confidence, unless the health or safety of any individual in the NECI community is at risk.

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 considered by the Commission must be in
written form with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. 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 and Colleges
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
703.247.4212
www.accsc.org

A copy of the Commission’s complaint form is available at the school and may be obtained by contacting the Department of Student Services or online at www.accsc.org.

Students enrolled in NECI’s fully online bachelor’s programs are also encouraged to resolve any concerns with NECI directly using the process above. If our response appears unsatisfactory, you may file a complaint with the Accrediting Commission noted above or by contacting the higher education regulatory agency in the state where you live. To determine the appropriate agency, please contact us or visit wcet.wiche.edu/advance/state-approval-complaint.

Consumer Information for Prospective and Current Students and the Public (Higher Education Opportunity Act Disclosures)

Under the Higher Education Opportunity Act and other Federal regulations, NECI is required to make disclosures to students, employees, prospective students and the public. Information regarding these disclosure requirements can be obtained by contacting the Director of Academic Services.

The following Consumer Disclosure Information for New England Culinary Institute can be found at NECI.edu/about/disclosure-info:

**Accreditation**

**Alcohol and Drug Abuse Prevention Policy**
- Penalties
- State Penalties
- Education and Counseling

**Articulation Agreements**

**Campus Security**
- Crimes Reported
- Security and Safety

**Campus Security - Reporting Criminal Actions**
**Emergency Numbers**
**Emergency Response, Evacuation Procedures, and Recovery Plan**
**Security and Access to NECI Buildings**
**Missing Persons Policy**
**Sexual Offenders Registry**
**Crime Statistics Notification Policy**

**Consumer Information on College Navigator Website**

**Diversity and Harassment**

**Emergency Response, Evacuation Procedures, and Recovery Plan**
- Pandemic Flu

**Facilities for Students with Disabilities**

**Our Faculty**

**Fire Report**

**Gainful Employment**
- On-time Graduation Rate
- Placement Rates
- Tuition and Fees
- Occupational Opportunities
- Median Loan Debt

**Graduation, Retention, Employment, and Further Education Information**

**Grievance Procedure**

**Peer to Peer File Sharing and Copyright Policy**

**Price of Attendance**

**Privacy and Student Records**

**Refund Policy**

**Satisfactory Academic Progress**

**Sexual Assault Prevention**

**Student Financial Aid Disclosure Information**
- Student Loan Information
- New England Culinary Institute Aid
- Federal Financial Aid
- State Grant Assistance
- Information for Veterans
- Scholarships
- Private Loans
- Code of Conduct for Education Loans
- Penalties for Drug Law Violations
- Contact Information

**Textbooks**

**Transfer Credit**
- Transfer Credits to NECI
• Transfer NECI Credits to Other Institutions

Voter Registration

Complete copies of Consumer Information reports can be obtained by contacting:

Registrar’s Office
New England Culinary Institute
56 College Street
Montpelier, VT 05602

Transferability of Credits Earned at New England Culinary Institute

Credits earned in any NECI program may not necessarily be transferable to another college or university. Acceptance of credit is solely at the discretion of the receiving institution.

Legal Notice

All information contained herein reflects, as accurately as possible, the current curriculum, policies, procedures, tuition, fees, and requirements for admission to and participation in programs of NECI as of the date of printing (October 2013). Since this catalog must be prepared well in advance of the time period it covers, changes in fees, program offerings, requirements for admission, and policies may occur. Programs, courses, student-to-teacher ratio, fees, admission requirements, and policies are subject to change or cancellation at the discretion of NECI with reasonable notice. Whenever possible, this information is included in addenda to this Catalog. The official print version of the 2013-2014 Academic Catalog, along with any addenda, is available at [http://www.neci.edu/assets/files/documents/NECI_academic_catalog.pdf](http://www.neci.edu/assets/files/documents/NECI_academic_catalog.pdf). Any questions regarding changes to this Catalog should be directed to the Director of Academic Services at NECI.

This Catalog is not intended to, and should not be understood to constitute a contract between NECI and its students, either collectively or individually. It is the responsibility of the prospective student to inform herself or himself of all policies, whether educational, behavioral, or financial, by the time of enrollment in NECI. It is the responsibility of the enrolled student to keep informed of changes in curriculum or policy throughout the term of enrollment.

Program Advisory Committee

NECI receives regular feedback on its educational programs and input on changes in the industry from its Program Advisory Committee. The Committee is made up of the following successful professionals representing other higher educational venues and different segments of the food and beverage industry.

Cynthia Belliveau, Ed.D
Dean Continuing Education
University of Vermont
Burlington, Vermont

Donna Boss
Principal
Boss Enterprises
New York City, New York

Richard Jarmusz
Executive Chef
Fletcher Allen Healthcare
Burlington, Vermont

Jed Davis
Partner
Farmhouse Restaurant Group
Burlington, Vermont

George Schenk
Chef Owner
American Flatbread
Waitsfield, Vermont

Eric Sakai
Dean of Academic Technology
Community College of Vermont
Montpelier, Vermont

Ford Fry
Chef/Owner
Rocket Farm Restaurant Group
Atlanta, Georgia

Jeffrey Miller
Associate Director, Program Coordinator
Hospitality Management Program
Department of Food Science and Human Nutrition
Colorado State University
Fort Collins, Colorado
Accreditation and Degree Granting Authority

NECI is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is listed by the United States Department of Education as a nationally recognized accrediting agency.

NECI is certified by the Vermont Board of Education as a bona fide institution of higher learning. All degree and certificate programs at NECI are approved by the Vermont State Approving Agency for veterans training under the G.I. Bill of Rights and the Veterans Education Assistance Programs, and for international students under the rules and regulations of the Immigration and Nationalization Service.

NECI and/or its staff maintain membership with the following professional organizations:

- National Restaurant Association
- American Institute of Wine and Food
- American Culinary Federation
- Career College Association
- International Association of Culinary Professionals
- Bread Bakers Guild
- Women Chefs and Restaurateurs
- Careers through Culinary Arts Programs
- Chef’s Collaborative
- SkillsUSA
- DECA Inc.
- Vermont Fresh Network

Comparable information related to tuition and program length of other schools with similar program offerings is available by contacting the

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard
Suite 302
Arlington, VA 22201

or by calling 703.247.4212.

Statement of Ownership

Vermont Hospitality Management, Inc., a Vermont corporation, operates New England Culinary Institute, located in Montpelier, Vermont. The corporate offices are located at 56 College Street, Montpelier, VT 05602.
### PROGRAM OVERVIEW

<table>
<thead>
<tr>
<th>Resident Bachelor's Degree Programs</th>
<th>Bachelor of Arts in Culinary Arts</th>
<th>Bachelor of Arts in Baking and Pastry Arts</th>
<th>Bachelor of Arts in Food and Beverage Business Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Focus</td>
<td>Culinary Arts (Advanced)</td>
<td>Baking and Pastry Arts (Advanced)</td>
<td>Food and Beverage Business Management (for top of house)</td>
</tr>
<tr>
<td>Length of Program</td>
<td>39 Months</td>
<td>39 Months</td>
<td>15 Months (beyond associate degree)</td>
</tr>
<tr>
<td>Length of Internship</td>
<td>Three 700-hour internships</td>
<td>Three 700-hour internships</td>
<td>One 700-hour internship</td>
</tr>
<tr>
<td>Maximum Student-to-Teacher Ratio</td>
<td>10 to 1 in production kitchen</td>
<td>10 to 1 in production kitchen</td>
<td>10 to 1 in laboratories</td>
</tr>
<tr>
<td></td>
<td>30 to 1 in classroom</td>
<td>30 to 1 in classroom</td>
<td>30 to 1 in classroom</td>
</tr>
<tr>
<td>Hands-on Training</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Financial Aid Available</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fully Online Bachelor's Degree Programs</th>
<th>Bachelor of Arts in Culinary Arts Online Program for Year 3 &amp; 4</th>
<th>Bachelor of Arts in Baking and Pastry Arts Online Program for Year 3 &amp; 4</th>
<th>Bachelor of Arts in Food and Beverage Business Management Online Program for Year 3 &amp; 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Focus</td>
<td>Culinary Arts (Advanced)</td>
<td>Baking and Pastry Arts (Advanced)</td>
<td>Food and Beverage Business Management (for top of house)</td>
</tr>
<tr>
<td>Length of Program</td>
<td>24 Months /72 weeks of instructional time (beyond associate degree)</td>
<td>24 Months /72 weeks of instructional time (beyond associate degree)</td>
<td>24 Months /72 weeks of instructional time (beyond associate degree)</td>
</tr>
<tr>
<td>Length of Internship</td>
<td>No internship required, students must have appropriate experience to be accepted into the program</td>
<td>No internship required, students must have appropriate experience to be accepted into the program</td>
<td>No internship required, students must have appropriate experience to be accepted into the program</td>
</tr>
<tr>
<td>Maximum Student-to-Teacher Ratio</td>
<td>25 to 1 in class section</td>
<td>25 to 1 in class section</td>
<td>25 to 1 in class section</td>
</tr>
<tr>
<td>Hands-on Training</td>
<td>Fully Online</td>
<td>Fully Online</td>
<td>Fully Online</td>
</tr>
<tr>
<td>Financial Aid Available</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resident Associate Degree Programs</th>
<th>Associate of Occupational Studies in Culinary Arts</th>
<th>Associate of Occupational Studies in Baking &amp; Pastry Arts</th>
<th>Associate of Occupational Studies in Food and Beverage Business Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Focus</td>
<td>Culinary Arts</td>
<td>Baking &amp; Pastry Arts</td>
<td>Food and Beverage Business Management (for front of house)</td>
</tr>
<tr>
<td>Length of Program</td>
<td>24 Months</td>
<td>24 Months</td>
<td>15 Months</td>
</tr>
<tr>
<td>Length of Internship</td>
<td>Two 700-hour internships</td>
<td>Two 700-hour internships</td>
<td>One 700-hour internship</td>
</tr>
<tr>
<td>Maximum Student-to-Teacher Ratio</td>
<td>10 to 1 in production kitchen</td>
<td>10 to 1 in production kitchen</td>
<td>10 to 1 in production kitchen</td>
</tr>
<tr>
<td></td>
<td>30 to 1 in classroom</td>
<td>30 to 1 in classroom</td>
<td>30 to 1 in classroom</td>
</tr>
<tr>
<td>Hands-on Training</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Financial Aid Available</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Focus</td>
<td>Culinary Skills</td>
<td>Baking and Pastry Skills</td>
</tr>
<tr>
<td>Length of Program</td>
<td>6 Months</td>
<td>6 Months</td>
</tr>
<tr>
<td>Length of Internship</td>
<td>One 450-hour internship/practicum</td>
<td>One 450-hour internship/practicum</td>
</tr>
<tr>
<td>Maximum Student-to-Teacher Ratio</td>
<td>10 to 1 in production kitchen</td>
<td>10 to 1 in production kitchen</td>
</tr>
<tr>
<td></td>
<td>30 to 1 in classroom</td>
<td>30 to 1 in classroom</td>
</tr>
<tr>
<td>Hands-on Training</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Financial Aid Available</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
ACADEMIC CALENDAR

Associate and Bachelor Degree Program Calendar

July 2014 Term
July 7 - October 5, 2014
Classes begin for Continuing Students (All programs - Mods 2, 4, 6): Monday, July 7, 2014
Registration/Orientation for New Students (Mod 1 & Certificates): Tuesday, July 8, 2014
In-Service for Faculty and Staff: (no regular classes) Monday, August 11, 2014
Holiday: Labor Day Monday, September 1, 2014
Academic Completion Week (Degree Students) Monday, Sept 29 - Sunday, Oct 5, 2014
Last day of term: Sunday, October 5, 2014

October 2014 Term
October 6, 2014 - January 4, 2015
Classes begin for Continuing Students (All programs - Mods 2, 4, 6): Monday, October 6, 2014
Registration/Orientation for Returning Students (Mods 3, 5): Monday, October 6, 2014
Registration/Orientation for New Students (Mod 1 & Certificate): Tuesday, October 7, 2014
In-Service for Faculty and Staff (no regular classes) Monday, November 10, 2014
Holiday: Thanksgiving Thursday, Nov 27 – Sunday Nov. 30, 2014
Holiday: Winter Holiday Wednesday, Dec 24 - Sunday, Dec 28, 2014
Academic Completion Week (Degree students) Monday, Dec 29 - Sunday, Jan 4, 2014
Last day of term: Sunday, January 4, 2015

January 2015 Term
January 5, 2015 – April 5, 2015
Classes begin for Continuing Students (All programs - Mods 2, 4, 6): Monday, January 5, 2015
Registration/Orientation for New Students (Mod 1 & Certificates): Tuesday, January 6, 2015
NEC Career Fair/In-Service for Faculty and Staff (no regular classes) Monday, February 9, 2015
Academic Completion Week (Degree Students) Monday, March 30 - Sunday, April 5, 2015
Last day of term: Sunday, April 5, 2015

April 2015 Term
April 6 - July 5, 2015
Classes begin for Continuing Students (All programs - Mods 2, 4, 6): Monday, April 6, 2015
Registration/Orientation for Returning Students (Mods 3, 5): Monday, April 6, 2015
Registration/Orientation for New Students (Mod 1 & Certificates): Tuesday, April 7, 2015
In-Service for Faculty and Staff: (no regular classes) Monday, May 11, 2015
Holiday: Memorial Day Monday, May 25, 2015
Academic Completion Week (Degree Students) Monday, June 29 - Sunday, July 5, 2014
Holiday: Independence Day Saturday, July 4, 2014
Last day of term: Sunday, July 5, 2014
Certificate Program Calendar

**July 2014 Certificate Programs**
- Registration/Orientation for New Students: Tuesday, July 8, 2014
- July 2014 Term - Residency
- In-Service for Faculty and Staff: (no regular classes) Monday, August 11, 2014
- Holiday: Labor Day Monday, September 1, 2014
- Final Week of Class (Certificate Students) Monday, Sept 29 - Sunday, Oct 5, 2014

**October 2014 Certificate Programs**
- Registration/Orientation for New Students: Tuesday, October 7, 2014
- October 2014 Term - Residency Tuesday, October 7, 2014 - Sunday, January 4, 2015
- In-Service for Faculty and Staff: (no regular classes) Monday, November 10, 2013
- Final week of Class (Certificate Students) Monday, Dec 29, 2014 - Sunday, Jan 4, 2015
- January 2015 Term - Internship Monday, Jan 5 - Sunday, April 5, 2015

**January 2015 Certificate Programs**
- Registration/Orientation for New Students: Tuesday, January 6, 2015
- January 2015 Term - Residency Tuesday, Jan 6 - Sunday, April 5, 2015
- NECI Career Fair/In-Service for Faculty and Staff: (no regular classes) Monday, February 9, 2015
- Final week of Class (Certificate Students) Monday, March 30 - Sunday, April 5, 2015
- April 2015 Term - Internship Monday, April 6 - Sunday, July 5, 2015

**April 2015 Certificate Programs**
- Registration/Orientation for New Students: Tuesday, April 7, 2015
- April 2015 Term - Residency Tuesday, April 7 – Sunday, July 5, 2015
- In-Service for Faculty and Staff: (no regular classes) Monday, May 11, 2014
- Holiday: Memorial Day Monday, May 25, 2014
- Final Week of Class Monday, June 28 – Sunday, July 5, 2015
- Holiday: Independence Day Saturday, July 4, 2015

**COMMENCEMENT CEREMONY AND DEGREE CONFERRAL**

**Annual Commencement Ceremony**
- June 20, 2015
- Please visit NECI.edu/graduation for additional information and graduation application

**Degree Conferral**
- October 24, 2014
- January 23, 2015
- April 24, 2015
- July 24, 2015
- October 30, 2015
- Students who complete all degree requirements at various times throughout the year will be awarded diplomas on these dates.
- Official transcripts may be requested through the Registrar’s Office or at NECI.edu/academics/registrar.
- Transcript requests must contain a signature and will be subject to a $5.00 processing fee.
Tuition and Fees Appendix
October 2014 - October 2015

NEW ENGLAND CULINARY INSTITUTE®
TUITION AND FEES
Appendix

Tuition and Fees

Tuition Coverage .............................................................................................................................2
Materials, Supplies and Textbooks ...............................................................................................2
Changes to Tuition and Fees ..........................................................................................................2
Deposits ........................................................................................................................................2
Student Accounts ...........................................................................................................................2
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Health Insurance ............................................................................................................................3
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Tuition and Fees by Program

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Online Bachelor of Arts in Food & Beverage Business Management .....................................11
Tuition and Fees

Tuition Coverage

Tuition covers the cost of instruction, evaluation, standard administrative processing, use of school facilities and membership at a local health club. Students enrolled in elective courses while on internship will be subject to additional tuition charges, fees, and depending on living arrangements, room and board.

Materials, Supplies and Textbooks

Students are supplied with their uniforms, aprons and hats. Students are also supplied with either a knife kit or a pastry kit depending on the program.

To ensure each student has the necessary materials for their chosen program, NECI orders each student a standard materials package of uniforms and culinary tools. The cost of this package is included in NECI Materials and Knife Kit fee. Materials and/or Knife Kits are available for pick-up subsequent to registration. Refunds are not provided for unused materials. NOTE: Students are responsible for purchasing textbooks and footwear. A list of program specific textbooks and the estimated cost is available at www.neci.edu/student-life/policies/textbook-lists.

Changes to Tuition and Fees

Students are provided preliminary charges for tuition, room, board, fees and materials during the admissions process. New England Culinary Institute may adjust charges, excluding materials and uniform, up to 60 days prior to registration. Materials and uniform charges vary due to market costs and may change up to the date of registration.

Deposits

A deposit of $300 is required to secure a place in the program. The deposit is applied against the account balance once registered. NECI retains $150 of the deposit should the student cancel their enrollment prior to beginning the term.

Students living in on-campus housing must provide a room deposit of $200, refundable at term end upon satisfactory room inspection. All students are also required to provide a $100 library deposit refundable at term end if all library materials have been returned.

Student Accounts

Any student who fails to comply with the school’s financial policies including payment schedules, other written payment arrangements, payment of fines and other charges may be dismissed from the program or prohibited from graduating.
Residency Requirement: First Year Students

All first year students are required to live in on-campus housing. Students with extenuating circumstances may submit a written request for waiver of this requirement to Housing@neci.edu. After the first year, students who choose to live off campus, will not incur room charges but continue to be responsible for required residency board. Students also receive a membership to our local gym "First in Fitness" http://www.firstinfitness.com.

Health Insurance

The School requires all students carry adequate health insurance to cover, among other costs, hospitalization and outpatient diagnostic and surgical procedures for both the residency and internship periods.

Students must satisfy the health insurance requirement in one of two ways:

Enroll in the NECI sponsored Student Health Insurance Plan, or apply for a waiver by certifying existing comparable coverage.

If a student chooses to maintain comparable coverage, a Waiver of Health Insurance form must be submitted to NECI Human Resources (HRPaperwork@neci.edu) no later than 14 days prior to the start of a term. Students must complete the Waiver process annually. If a Waiver of Health Insurance form is not received by the deadline, the student is automatically enrolled in the NECI sponsored Student Health Insurance Plan and held responsible for the applicable fees. Health Insurance Fees are charged per term, may be included in financial aid planning and are non-refundable to enrolled students. See Page 4 of this appendix for applicable fees. Final fees may vary based on coverage. Waiver forms are included in the enrollment package and are available from Human Resources.

Payment Schedule (On Ground programs)

Tuition and fees are charged per term. Payment or documentation of approved financial aid must be received no later than the following deadlines:

<table>
<thead>
<tr>
<th>Term</th>
<th>October 2014</th>
<th>January 2015</th>
<th>April 2015</th>
<th>July 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit Due Date</td>
<td>New Students:</td>
<td>New Students:</td>
<td>New Students:</td>
<td>New Students:</td>
</tr>
<tr>
<td></td>
<td>Within 30 Days of</td>
<td>Within 30 Days of</td>
<td>Within 30 Days of</td>
<td>Within 30 Days of</td>
</tr>
<tr>
<td></td>
<td>Acceptance</td>
<td>Acceptance</td>
<td>Acceptance</td>
<td>Acceptance</td>
</tr>
<tr>
<td>Financial Plan Complete</td>
<td>August 1, 2014</td>
<td>November 1, 2014</td>
<td>February 1, 2015</td>
<td>May 1, 2015</td>
</tr>
<tr>
<td>First Payment Due or Financial</td>
<td>September 1, 2014</td>
<td>December 1, 2014</td>
<td>March 1, 2015</td>
<td>June 1, 2015</td>
</tr>
<tr>
<td>Plan to cover balance is</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>complete</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Residency Programs Other Fees

In addition to program-specific fees, other fees may be assessed for retake coursework, Advance Placement testing, and reinstatement of enrollment.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Placement Testing</td>
<td>$500</td>
</tr>
<tr>
<td>Reinstatement/Re-enrollment Fee</td>
<td>$275</td>
</tr>
<tr>
<td>Administrative Fee for Assessment of Prior Learning</td>
<td>$250</td>
</tr>
<tr>
<td>Retake Fee-Instruction (Resident Course)</td>
<td>$350 per credit</td>
</tr>
<tr>
<td>Retake Fee-Instruction (Online Course)</td>
<td>$150 per credit</td>
</tr>
<tr>
<td>Retake Fee- Room/Board</td>
<td>$290 per week</td>
</tr>
<tr>
<td>Retake Fee – Technology Fee</td>
<td>$200 per term</td>
</tr>
<tr>
<td>Retake Fee- Board Only</td>
<td>$56 per week</td>
</tr>
<tr>
<td>Dorm Damage</td>
<td>Varies - refer to Student Handbook</td>
</tr>
<tr>
<td>School Behavior Policies</td>
<td>Varies - refer to Student Handbook</td>
</tr>
<tr>
<td>Health Insurance Option</td>
<td>Varies- refer to Student Handbook</td>
</tr>
</tbody>
</table>

### Online Programs Other Fees

In addition to program-specific fees, other fees may be assessed for retake coursework and reinstatement of enrollment.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reinstatement/Re-enrollment Fee</td>
<td>$275</td>
</tr>
<tr>
<td>Administrative Fee for Assessment of Prior Learning</td>
<td>$250</td>
</tr>
<tr>
<td>Retake Fee- Instruction</td>
<td>$2,200 per course</td>
</tr>
<tr>
<td>Retake Fee – Technology Fee</td>
<td>$200 per term</td>
</tr>
</tbody>
</table>

Please contact the Office of Student Accounts at studentaccounts@neci.edu or visit our website at www.neci.edu for more information.

### Definition of Academic Year

Tuition and Fees for both On-ground and On-line programs are shown per Academic Year. An Academic Year is defined as three (3) thirteen week terms occurring over nine months of enrollment.
## Bachelor of Arts in Culinary Arts
### Bachelor of Baking & Pastry
#### Tuition and Fees

<table>
<thead>
<tr>
<th>YEAR</th>
<th>(9 MONTHS: residency &amp; internship)</th>
<th>Tuition</th>
<th>Residency Room</th>
<th>Required Residency Board</th>
<th>Lab Fees</th>
<th>Technology Fee</th>
<th>Activity Fee</th>
<th>NECI Materials and Knife Kit</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6 month residency &amp; 3 month internship</td>
<td>$20,625</td>
<td>5,600</td>
<td>2,400</td>
<td>1,000</td>
<td>600</td>
<td>200</td>
<td>740</td>
<td>$31,165</td>
</tr>
<tr>
<td>2</td>
<td>3 month internship &amp; 6 month residency</td>
<td>$20,625</td>
<td>5,600</td>
<td>2,400</td>
<td>1,000</td>
<td>600</td>
<td>200</td>
<td>280</td>
<td>$30,705</td>
</tr>
<tr>
<td>3</td>
<td>6 month internship &amp; 3 month residency</td>
<td>$18,750</td>
<td>2,800</td>
<td>1,200</td>
<td>500</td>
<td>600</td>
<td>100</td>
<td>140</td>
<td>$24,090</td>
</tr>
<tr>
<td>4</td>
<td>3 month residency &amp; 6 month internship</td>
<td>$17,400</td>
<td>2,800</td>
<td>1,200</td>
<td>500</td>
<td>600</td>
<td>100</td>
<td>140</td>
<td>$22,600</td>
</tr>
<tr>
<td>5</td>
<td>3 months: 3 month internship</td>
<td>$4,950</td>
<td>200</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$5,150</td>
</tr>
</tbody>
</table>

**PROGRAM TOTAL** $113,710
## Bachelor of Arts in Food & Beverage Business Management

### Tuition and Fees

**YEAR 3 (9 MONTHS: 6 month residency & 3 month internship)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$19,950</td>
</tr>
<tr>
<td>Residency Room</td>
<td>5,600</td>
</tr>
<tr>
<td>Required Residency Board</td>
<td>2,400</td>
</tr>
<tr>
<td>Lab Fees</td>
<td>1,000</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>600</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>200</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$29,750</strong></td>
</tr>
</tbody>
</table>

**YEAR 4 (6 MONTHS: 6 month internship)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$9,900</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>400</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$10,300</strong></td>
</tr>
</tbody>
</table>

**PROGRAM TOTAL** $40,050

Please note: This degree requires an Associate Degree or equivalent (see Admissions Requirements).
## Associate of Occupational Studies in Culinary Arts

### Tuition and Fees

<table>
<thead>
<tr>
<th>YEAR 1 (9 MONTHS: 6 month residency &amp; 3 month internship)</th>
<th>Tuition</th>
<th>$20,625</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$20,625</td>
<td></td>
</tr>
<tr>
<td>Residency Room</td>
<td>5,600</td>
<td></td>
</tr>
<tr>
<td>Required Residency Board</td>
<td>2,400</td>
<td></td>
</tr>
<tr>
<td>Lab Fees</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>Technology Fee</td>
<td>600</td>
<td></td>
</tr>
<tr>
<td>Activity Fee</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>NECI Materials and Knife Kit</td>
<td>740</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$31,165</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 2 (9 MONTHS: 3 month internship &amp; 6 month residency)</th>
<th>Tuition</th>
<th>$20,625</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$20,625</td>
<td></td>
</tr>
<tr>
<td>Residency Room</td>
<td>5,600</td>
<td></td>
</tr>
<tr>
<td>Required Residency Board</td>
<td>2,400</td>
<td></td>
</tr>
<tr>
<td>Lab Fees</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>Technology Fee</td>
<td>600</td>
<td></td>
</tr>
<tr>
<td>Activity Fee</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>NECI Materials</td>
<td>280</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$30,705</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 3 (6 MONTHS: 6 month internship)</th>
<th>Tuition</th>
<th>$11,250</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$11,250</td>
<td></td>
</tr>
<tr>
<td>Technology Fee</td>
<td>400</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$11,650</td>
<td></td>
</tr>
</tbody>
</table>

**PROGRAM TOTAL**                                           **$73,520**
# Associate of Occupational Studies in Baking & Pastry Arts

## Tuition and Fees

### YEAR 1 (9 MONTHS: 6 month residency & 3 month internship)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$20,625</td>
</tr>
<tr>
<td>Residency Room</td>
<td>5,600</td>
</tr>
<tr>
<td>Required Residency Board</td>
<td>2,400</td>
</tr>
<tr>
<td>Lab Fees</td>
<td>1,000</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>600</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>200</td>
</tr>
<tr>
<td>NECI Materials and Knife Kit</td>
<td>740</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$31,165</strong></td>
</tr>
</tbody>
</table>

### YEAR 2 (9 MONTHS: 3 month internship & 6 month residency)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$20,625</td>
</tr>
<tr>
<td>Residency Room</td>
<td>5,600</td>
</tr>
<tr>
<td>Required Residency Board</td>
<td>2,400</td>
</tr>
<tr>
<td>Lab Fees</td>
<td>1,000</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>600</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>200</td>
</tr>
<tr>
<td>NECI Materials</td>
<td>280</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$30,705</strong></td>
</tr>
</tbody>
</table>

### YEAR 3 (6 MONTHS: 6 month internship)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$11,250</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>400</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$11,650</strong></td>
</tr>
</tbody>
</table>

**PROGRAM TOTAL** $73,520
## Associate of Occupational Studies in Food & Beverage Business Management

### Tuition and Fees

#### YEAR 1 (9 MONTHS: 9 month residency)

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$22,500</td>
</tr>
<tr>
<td>Residency Room</td>
<td>8,400</td>
</tr>
<tr>
<td>Required Residency Board</td>
<td>3,600</td>
</tr>
<tr>
<td>Lab Fees</td>
<td>1,500</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>600</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>300</td>
</tr>
<tr>
<td>NECI Materials and Knife Kit</td>
<td>740</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$37,640</strong></td>
</tr>
</tbody>
</table>

#### YEAR 2 (6 MONTHS: 6 month internship)

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$15,000</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>400</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$15,400</strong></td>
</tr>
</tbody>
</table>

**PROGRAM TOTAL** $53,040
# Certificate in Professional Cooking

## Tuition and Fees

### 26 Week Certificate Program

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$7,500</td>
</tr>
<tr>
<td>Residency Room</td>
<td>3,300</td>
</tr>
<tr>
<td>Required Residency Board</td>
<td>1,250</td>
</tr>
<tr>
<td>Lab Fees</td>
<td>500</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>200</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>100</td>
</tr>
<tr>
<td>NECI Materials and Knife Kit</td>
<td>740</td>
</tr>
</tbody>
</table>

**PROGRAM TOTAL** $13,590

# Certificate in Professional Baking & Pastry

## Tuition and Fees

### 26 Week Certificate Program

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$7,500</td>
</tr>
<tr>
<td>Residency Room</td>
<td>3,300</td>
</tr>
<tr>
<td>Required Residency Board</td>
<td>1,250</td>
</tr>
<tr>
<td>Lab Fees</td>
<td>500</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>200</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>100</td>
</tr>
<tr>
<td>NECI Materials and Knife Kit</td>
<td>740</td>
</tr>
</tbody>
</table>

**PROGRAM TOTAL** $13,590
# Online Bachelor of Arts in Culinary Arts
# Online Bachelor of Arts in Baking & Pastry Arts
# Online Bachelor of Arts in Food & Beverage Business Management

## Tuition and Fees

### YEAR 3 (12 MONTHS)

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$12,000</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>600</td>
</tr>
</tbody>
</table>

**TOTAL** $12,600

### YEAR 4 (12 MONTHS)

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$12,000</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>600</td>
</tr>
</tbody>
</table>

**TOTAL** $12,600

**PROGRAM TOTAL** $25,200

### Notes:

This degree requires an Associate Degree or equivalent. See [Admissions Requirements](#) for additional information.