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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
Maitre Cuisinier de France
President Academie Culinaire de France, USA
Food Network’s “Chopped” Champion, 2012
Best Chef Northeast 2006
the James Beard Foundation
**EMERGENCY NUMBERS**

Emergencies are events that threaten life, health, security, and/or property. Students should address all other concerns using common sense and alert the Coordinator of Residence Life, the Coordinators of Student Services and Student Programs or the Maintenance Department. They will handle the situation at the next available opportunity.

In emergency situations, use the following contact numbers:

### Emergency Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire/Police or Medical Emergency</td>
<td>911</td>
</tr>
<tr>
<td>State Police:</td>
<td>802.229.9191</td>
</tr>
<tr>
<td>Montpelier Police</td>
<td>911</td>
</tr>
<tr>
<td>Montpelier Fire Department</td>
<td>911</td>
</tr>
<tr>
<td>Maintenance Emergency pager:</td>
<td>802.479.6150</td>
</tr>
<tr>
<td>Coordinator(s) of Residence Life</td>
<td>802.225.3291</td>
</tr>
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</table>

Students in online programs should follow their local emergency protocols. Please contact the school immediately if a local emergency will hamper efforts in an online course.

In all other situations, use the following contact numbers (these phones will be answered during office hours; leave a message at other times):

### Non-Emergency Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
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<tr>
<td>Montpelier Fire Department</td>
<td>802.229.4913</td>
</tr>
<tr>
<td>Montpelier Police</td>
<td>802.223.3445</td>
</tr>
<tr>
<td>Academic Advisor</td>
<td>802.225.3315</td>
</tr>
<tr>
<td>Attendance Line</td>
<td>802.225.3257</td>
</tr>
<tr>
<td>Coordinator of Learning Services</td>
<td>802.225.3227</td>
</tr>
<tr>
<td>Coordinator(s) of Residence Life</td>
<td>802.225.3291</td>
</tr>
<tr>
<td>Coordinator of Student Services</td>
<td>802.225.3346</td>
</tr>
<tr>
<td>Coordinator of Student Programs</td>
<td>802.225.3316</td>
</tr>
<tr>
<td>Department Chair of Baking and Pastry</td>
<td>802.839.8317</td>
</tr>
<tr>
<td>Department Chair of Culinary Arts</td>
<td>802.225.3223</td>
</tr>
<tr>
<td>Department Chair of FBBM</td>
<td>802.238.8651</td>
</tr>
<tr>
<td>Director of Academic Services</td>
<td>802.225-3205</td>
</tr>
<tr>
<td>Senior Academic Advisor</td>
<td>802.225.3345</td>
</tr>
<tr>
<td>Director of Facilities</td>
<td>802.793.2836</td>
</tr>
<tr>
<td>Director of Financial Aid</td>
<td>802.225.3220</td>
</tr>
<tr>
<td>Director of Student Accounts</td>
<td>802.225.3217</td>
</tr>
<tr>
<td>Head of Housekeeping</td>
<td>802.498.7139</td>
</tr>
<tr>
<td>Manager of Career Services</td>
<td>802.225.3306</td>
</tr>
<tr>
<td>Maintenance Office</td>
<td>802.225.3239</td>
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USE OF THIS HANDBOOK

This Handbook is provided to all prospective and enrolled students of New England Culinary Institute (NECI). Students should also refer to the Academic Catalog and the appropriate Enrollment Agreement for additional information.

Please refer any questions you may have about this Handbook to the Director of Academic Services.

STATEMENT OF RESPONSIBILITY

By enrolling at New England Culinary Institute, you have indicated your desire to prepare for a rewarding professional and personal life in the food service industry. As part of this preparation, you are expected to be a responsible member of the school community. This Handbook outlines the rules and regulations established by NECI to ensure that a productive learning environment exists for all students. You are required to abide by the rules and regulations contained herein as well as those found in the academic catalog, room and board agreement, and any addendums. Students dual-enrolled in New England Culinary Institute and secondary schools are required to abide by the rules and regulations of NECI, as well as those of their secondary school.

NECI COMMUNITY AND PROGRAMS

GENERAL INFORMATION

Administrative Offices

New England Culinary Institute’s central administrative offices are located at

56 College Street
Montpelier, VT 05602
802.223.6324

The office hours are 8 am until 5 pm, Monday through Friday (excluding holidays).

Mail & Communication

Students who will be residing in the residence halls should have their mail sent or forwarded to them addressed as follows:

Your Full Name
NECI – Student Mail
56 College Street
Montpelier, VT 05602

Upon arrival to NECI, each student living on-campus is issued a specific mailbox number that should be included in the above address. If you are leaving for internship or finishing up classes, please take the time to make direct contact with any subscriptions, friends, family, personal bills, etc. with your forwarding information to let them know of your new address. Mail will not be forwarded after your departure.

NECI student mailboxes are shared - each mailbox is shared by two students. Mailbox assignments are random and do not correspond with roommate assignments. All students are obligated to follow USPS regulations, making it a felony to tamper with mail that is not their own. All students who have a campus mailbox will be required to sign an agreement committing to follow USPS regulations before receiving their mailbox assignment. Students who do not comply will not be assigned a campus mailbox and cannot receive mail on campus.

Student mailboxes are prioritized for students living on-campus. Off-campus/commuter students may request a student mailbox on a space-available basis. Off-campus/commuter students who would like to request a student mailbox should contact the Coordinator of Student Services at orientation to make an official request.

All students will be issued a NECI student email account, which they are expected to access daily and are required to use for all electronic communication within the NECI community. In most cases the email address will be firstname.lastname@student.neci.edu

Student Identification Cards

All students will be issued a NECI student identification card at orientation. In addition to providing general identification for students while on campus, this ID card provides students entrance to some secured kitchen facilities, as well as meals, library checkout, the fitness club, and student discounts. Students authorized to work at NECI outlets will need to present a valid student ID with an appropriate work authorization sticker. Replacement ID cards can be obtained through office services at a cost of $25.
Meals

Because eating is an essential component of the student experience at NECI, all students (with the exception of those in NECI's fully online BA programs) are expected to take all meals at NECI Monday through Saturday, and Sunday when in class. Students in resident and online programs will be provided with a NECI Experience Card which may be used when visiting NECI's restaurant outlets.

Breakfast, lunch, and dinner are served Monday through Saturday in Dewey Hall on the Vermont College campus with the exception of national holidays, campus closings, school and holiday breaks. In some instances, a family meal may be served at other locations for specific production classes. Meals are not available when the residence halls are closed.

All students registered for on-ground instructional terms are enrolled in the NECI Student Meal Plan. All students are required to present their NECI Student ID card to the cashier prior to dining.

Students are expected to take responsibility for managing their own health and safety; for your own safety, please report all serious food allergies or health issues to the Coordinator of Student Services and to the chef at each dining outlet.

When taking a meal as part of an assigned class, students are to eat in their assigned area for that rotation of classes. Alcohol is not permitted at student meals unless it is part of a special educational function and served by NECI. Students are expected to dress and behave in an appropriate manner for meals, respectful of other students or the dining public. Constructive criticism of student meals is encouraged and should be handled in a positive, professional manner. Disruptive or other inappropriate behavior may result in disciplinary action.

Student Dining at NECI Outlets

NECI students are encouraged to experience our dining facilities as a guest and a customer. Students are welcome to join us any time we are open to the public.

Reservations are recommended at NECI on Main. All currently enrolled students enjoy a 20% discount for parties of four people or less. Students using their NECI Experience Card should present their student ID and must be guests in the party. A reservation is required when using the Experience card at NECI on Main.

Students dining at a NECI restaurant should be dressed appropriately. When dining, we ask that students refrain from wearing uniforms, jeans, shorts or t-shirts.

Automobile Registration and Parking

The NECI campus is integrated into the Montpelier community; student housing and classroom buildings are spaced within about a mile and a half. Most students choose to walk, as it is not too far from NECI residence halls to downtown classrooms or the National Life Campus. Due to limitations for parking during the winter (November to April), it is recommended that on-campus students not bring their personal vehicle to school unless they have difficulties walking. NECI does not provide inter-campus transportation, though local bus service may be available.

All students who bring vehicles to school must register them with NECI. Registration is available at orientation with the Coordinator of Student Services. A limited number of parking permits may be available for students who wish to apply for access to the Vermont College of Fine Arts parking lots.

Additionally, students who bring personal vehicles with them to NECI must carry all legal minimums for auto insurance as mandated by the state in which the vehicle is registered. If students choose to use their automobiles to transport others, they should understand that they (and their insurance company) are assuming the liability for any claim or damage arising from that use. Students who work as employees of NECI should understand that use of a personal vehicle for transportation is not covered under any NECI liability or damage coverage, but rather would fall under the coverage provided by the student’s own insurance policy.

Parking is limited at all facilities and student cooperation is important. Students considering bringing their car to campus should be aware that on-campus parking (including parking at the residence halls) may not be available. At La Brioche, 7 School Street or NECI on Main, students must rely on public street parking or paid public lots within Montpelier; off-street parking is not provided. Parking at National Life is permitted in designated areas only. Parking at Vermont College of Fine Arts (VCFA) is by permit only, which includes NECI student housing. When permits are
available, through either NECI or VCFA, residents who are granted a parking permit are required to park their registered vehicle in designated spaces only. Motorbikes and motorcycles may not be parked in buildings. Designated accessible parking spots for those with disabilities are reserved for vehicles with appropriate identification. Students requiring an accessible parking spot should contact the Coordinator of Student Programs upon arrival to campus to discuss the permit process. During winter months, additional parking restrictions may be applied to allow for plowing and snow removal.

From November 15 to April 1, Montpelier enforces a winter parking ban on street parking from 1 am to 7 am daily. When available, Montpelier provides public satellite parking lots that students may use. Student cars parked in areas other than those designated may be towed without warning and at the owner’s expense. Please park in an orderly fashion so as to use limited space efficiently. In the winter, the cooperation of everyone will be expected in order to minimize problems with snow plowing and snow banks. You will also need to consider winterizing your car. You need good tires, a good battery and a radiator capable of sustaining temperatures to -40° Fahrenheit.

Safe and responsible operation of your vehicle is expected at all times. Please take neighborhood children and other residents into consideration and help to avoid complaints about safety concerns, noise, or parking. The speed limit in the immediate vicinity of student housing is 10 mph. Repairs, oil changes, and tune-ups are not permitted on NECI property. Residents are reminded to take the necessary precautions against theft. Continued non-compliance with rules regarding vehicles or parking may result in ticketing, towing, or loss of NECI parking privileges. Residents are expected to communicate parking regulations to their guests.

Bicycles
Students may bring bicycles to NECI. There are limited outdoor bicycle parking facilities. Bikes are not allowed in any school building. Upon arrival to campus, bicycles need to be registered with Student Services. Bicycle registration takes place at orientation with the Coordinator of Student Services.

Storage and Theft
It is the responsibility of each student to secure his or her own personal property. We strongly encourage students to carry their own renter’s insurance to cover personal belongings. NECI does not carry insurance covering loss, theft, or damage to personal property of students. Storage space is available in the assigned residence hall room only. Students should make plans to store their personal belongings at a location outside of NECI over their internship terms.

Health Insurance
Students in all NECI resident programs must have adequate health care coverage. In order to enroll in each residency term, students must present valid health insurance information. NECI offers a student medical plan to students from all states through Consolidated Health Plans. Any student who does not provide verification of insurance coverage will be enrolled in and charged for this plan. For more information, access CHP online.

Health Care Facilities
Central Vermont Medical Center and Concentra Urgent Care (located in Berlin, near Montpelier) are each a 10-minute drive from NECI. Additionally, there are several dentists’ and doctors’ offices within the city of Montpelier. Students are expected to provide their own transportation. All students have access to public transportation.

Please check with the Coordinator of Student Services or the Coordinator of Student Programs for further information.

Student Advising and Referrals
During new student orientation, resident students are introduced to the range of support services available during their time at NECI. 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 to reach their career goals. Online BA students receive orientation materials from their Online Academic Advisor.

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 resident and online 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 résumés, 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. Online students are encouraged to contact Career Services for career counseling.

The Department of Student Services provides general student support services, including support for 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.

The on-campus Coordinator of Residence Life provides assistance to all students in campus housing. Student Resident Assistants (RAs) report to the Coordinator of Residence Life and provide direct support to students in the residence halls. RAs receive training prior to each term on group and interpersonal skills as well as alcohol and drug abuse prevention. RAs and the Coordinator of Residence Life are available on a daily basis to discuss issues and concerns in the NECI residence halls as they arise.

In addition to these on-campus resources, sources outside the school are also available to NECI students. Students may seek counseling for a variety of reasons, including, but not limited to, alcohol or drug abuse issues, emotional problems, stress, anxiety, depression, and crisis intervention. For assistance with referrals, students should consult with Student Services or the Learning Services Coordinator (NECI’s ADA Coordinator). Regular support is provided by a network of local mental health professionals and by such agencies as Washington County Mental Health Services (802.229.0591) in Montpelier, and the Central Vermont Substance Abuse Services (802.223.4156) in Berlin. There is a strong Alcoholics Anonymous community in Vermont and Montpelier has a very active chapter.

Student Associations: Governance, Recreational and Social Activities

Student Council

The Student Representative Council is charged with advising NECI administrators on school policies from the viewpoint of the NECI student body. The Council’s resolutions shall be treated as the voice of all NECI students.

- The Student Council is responsible for communicating student concerns and feedback to appropriate members of the NECI administration.
- The Student Council is responsible for communicating administration policies to the NECI student body.
- The Student Council is responsible for communicating Council policies and resolutions to the NECI student body.
- The Student Council is responsible for planning, promoting and executing NECI-approved student events and activities.
- Elections for Student Council are held quarterly and elected positions generally coincide with the academic block schedule.

Student Advisory Council

Each term, interested students pooled from the active Student Council are encouraged to meet as a group with administrators to discuss school issues that are of concern to them.

Resident Assistants

Resident Assistants meet regularly to participate in trainings, exchange information, and represent student needs in the residence halls.

Society of NECI Student Ambassadors

The aim of the Society of NECI Student Ambassadors is to establish a network of informed and influential individuals from across all NECI programs that will represent the highest ideals of the institute, fellow classmates and alumni.

Ambassadors serve as the official liaisons between NECI and its distinguished visitors, and contribute to a variety of events for the Admissions, Student Affairs, Alumni Relations and Development departments.
Candidates are invited to apply to the program quarterly upon the recommendation of the faculty. Receiving an invitation to apply to the Society of NECI Student Ambassadors is recognized as an honor and privilege.

Selection Process and Criteria

Each term, faculty instructors and members of the administration review students within their Module and select candidates who possess the qualities of a NECI Student Ambassador. Of those invited to apply, four students from each Module will be granted membership to the Society of NECI Student Ambassadors.

- Candidates will demonstrate strong communication skills, self-awareness and knowledge of the various programs at NECI.
- Candidates are positive in their attitude about NECI and uphold high standards of professionalism and leadership both inside and outside the classroom environment.
- Candidates will possess a strong work ethic and effectively manage their time between academic work and extracurricular activities.
- Candidates are looked upon as role models, are in good academic standing and do not have behavioral warnings or outstanding fines.

Other Student Activities

Students are encouraged to form organizations related to their interests in the culinary arts and food service. Such groups in the past have included a Food Photography Club, Art Club, Brewing Club, Herb and Vegetable Gardening Group, Cooking and Booking, Baking Club, Wines Study Group, American Culinary Federation junior chapter, SkillsUSA Chapter, Food Service Careers Seminar, and Slow Food Chapter.

If a student is interested in joining or forming a student activity, club or group, he or she should contact the Coordinator of Student Programs. Students in NECI’s online programs are welcome to participate in all student activities.

Field Trips and Release of Liability

NECI recognizes that learning occurs within and beyond the classroom and that students acquire knowledge, skills and attitudes through a variety of experiences and in a variety of settings. Many students choose to participate in field trips to supplement their education or enhance recreational pursuits. NECI takes steps to foster field trip safety, while at the same time recognizing that there are inherent risks in many activities and significant levels of personal responsibility that each student must assume for him/herself.

Students wishing to engage in NECI-sponsored field trips and programs are required to sign a Field Trip Waiver and Release of Liability form prior to participation. By signing the waiver form, students agree to release, hold harmless and indemnify New England Culinary Institute from any and all claims and law suits for property damage, bodily injury, wrongful death, or loss of service.

All students are considered to be representatives of the NECI community at all times. During NECI-sponsored field trips, students are expected to meet behavioral expectations and to conduct themselves in a professional manner.

Students may not consume alcohol of any kind (beer, wine, or spirits) or in any amount while on NECI-sponsored field trips. Additionally, students may not use illegal drugs of any kind or show signs of being under the influence. This policy includes periods of time when students may be given the opportunity to tour unsupervised. Students are strictly forbidden to possess, purchase, or transport alcohol while attending school-sponsored field trips. Students found violating this policy will face a disciplinary fine for alcohol violation and may not be guaranteed transportation back to campus. Other fines and disciplinary action may be applied as deemed appropriate by the Office of Student Services.

Demonstrations and Supplemental Programs

In addition to the regular curriculum each term, a series of demonstrations and other educational activities are offered. These usually include various tastings and demonstrations of food products.

NECI also sponsors lectures by established food service professionals (chefs, entrepreneurs, etc.), scholars, and experts (food historians, business consultants, etc.) each year. These events are publicized using the email notification system and can be found on our school calendar.

NECI Apparel and Additional Uniforms

Chef hats and aprons are available for purchase during the term. Additional student uniforms, as well as 100% cotton chef coats and pants, may be ordered through NECI Purchasing at Harris Hall,
the central administrative offices, at 56 College Street in Montpelier.

Solicitation

Solicitation is not permitted on school time or property without consent from the Director of Operations or Chief Executive Officer. It is NECI’s intent to protect students and employees from the possibility of pressures to purchase items unrelated to our business, to support or contribute to outside causes or organizations, or to become similarly involved in such activities on school time and in work areas that may interfere with the school’s productive and educational efforts. It is also our intent not to be a party to unauthorized and/or undesirable activities.

NECI COMMUNITY – POLICIES AND PROCEDURES THAT APPLY TO ALL STUDENTS

Student Code of Conduct

All students are considered to be representatives of the NECI community at all times, in all campus locations, and within the greater community of Montpelier. Whether in class, in the residence halls, or in the Montpelier community, students are expected to meet behavioral expectations and to conduct themselves in a professional manner when interacting with fellow students, school personnel or community members.

All students are subject to the laws of the State of Vermont and NECI’s rules and regulations. Any student with questions about school rules and regulations should consult this Student Handbook or check with the Coordinator of Student Services or Coordinator of Student Programs for clarification. As NECI students are representatives of the college at all times, students may be sanctioned under NECI policies for incidents involving police intervention or unlawful behavior within the community.

Because it is impossible to list all the rules that might cover every situation, NECI will make every effort to operate on the fundamental principle of mutual trust and respect among all students, faculty, staff and administration. Policies are subject to change at the discretion of the school with reasonable notice.

Any inappropriate student behavior on campus or within the Montpelier community should be reported to a faculty member or staff member and may be subject to disciplinary action.

Inappropriate and/or antisocial behavior includes, but is not limited to, obscene or violent language, disorderly behavior, illegal operation of a vehicle, the illegal sale or use of alcohol or drugs, theft, vandalism, gross negligence, and the threat of or actual physical or emotional harm to self or others.

The following are examples of behaviors that are considered serious infractions of community life, community rules and policies:

- Rowdiness
- Lack of professionalism in public settings
- Lack of professionalism or unlawful behavior within the local Montpelier community
- Damage to property
- Intentional injury to persons
- Possession of a weapon (including bb/air soft/paintball guns, toy weapons, non-NECI-issued knives, pocket knives)
- Creating unsanitary or unsafe living conditions
- Illegal possession, sale, or use of drugs or alcohol
- Violations of NECI’s alcohol and drug policy
- Loud, offensive, or abusive behavior
- Loud playing of stereos or instruments
- Breaking into and entering other rooms
- Unauthorized visitation
- Using a computer or other technological tools to download, upload, view, or create materials that are unlawful to possess, such as child pornography
- Betting for money or other forms of illegal gambling
- Involvement in illegal activity

Students in secondary-school/NECI dual-enrollment programs or enrolled in a New England Culinary Institute Continuing Education Program are required to follow the NECI code of conduct, rules, and regulations outlined in this Handbook, as well as those of their sending school.

Disciplinary Process

Students must be mindful that they are responsible to the school and to each other. Any student whose pranks or inappropriate, anti-social, or illegal behavior jeopardizes the welfare of him or herself, other students, NECI, or the community will be subject to disciplinary action. Disciplinary action may include, but is not limited to fines, confiscation of any item found in violation of NECI policies,
room reassignments, suspension from student housing, removal from class, recommended or mandated professional assessments or counseling, and possible suspension or dismissal from the program. Students whose carelessness, negligence or inappropriate behavior results in damage to NECI’s equipment or facilities will be held financially responsible for repair or replacement of the item(s) that have been damaged.

Reports of disciplinary issues will be reviewed by the appropriate Director or Department Chair or their designee to determine if college policy has been violated. Whenever possible, the staff member will meet directly with the student to review concerns and discuss the violation.

If warranted, a determination letter regarding the violation will be issued and a copy of the letter will be recorded in the student’s file. The determination letter will outline any disciplinary action and consequences, including associated fines. For students under 21, a student’s parent or guardian may be notified where permitted under the school’s confidentiality policy.

NECI’s disciplinary process is generally progressive in nature, except in cases of severe policy violations. Students may have up to three opportunities, based on the specific violation(s), to correct their behavior. Disciplinary actions are progressive, and may include letters, warnings, probations, fines, restrictions, mandated meetings or counseling, prohibition from work on campus, suspension or restriction from NECI housing, suspension from the college, or other actions, up to and including dismissal from the college.

### Sample Progressive Disciplinary Action Steps:

<table>
<thead>
<tr>
<th>Disciplinary Issue</th>
<th>Step One</th>
<th>Step Two</th>
<th>Step Three</th>
<th>Step Four</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing violation</td>
<td>Resident Life Coordinator issues disciplinary action and recommends fines</td>
<td>Coordinator of Student Services or Coordinator of Student Programs issues warning letter/fines</td>
<td>Program Director; repeated or severe incidents may result in loss of housing, suspension or dismissal</td>
<td></td>
</tr>
<tr>
<td>Student conduct violation off campus</td>
<td>Coordinator of Student Services or Coordinator of Student Programs issues warning letter/fine</td>
<td>Program Director determines student suspension or dismissal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student conduct violation in educational setting</td>
<td>Faculty/Instructor issues warning and documents in writing (verbal or written)</td>
<td>Department Chair and/or Academic Advisor issues warning letter</td>
<td>Department Chair and/or Academic Advisor issues probation letter</td>
<td>Department Chair determines possible suspension or dismissal</td>
</tr>
<tr>
<td>Academic honesty, attendance, or other academic policy violation</td>
<td>Academic Advisor issues warning letter</td>
<td>Academic Advisor issues academic intervention letter</td>
<td>Academic Advisor issues academic probation letter</td>
<td>Director of Academic Services determines possible suspension or dismissal</td>
</tr>
<tr>
<td>Student conduct violation when employed in NECI outlets</td>
<td>Supervisor issues written warning</td>
<td>Food &amp; Beverage Director, in consultation with the Human Resources Director, issues determination</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Appeals of Disciplinary Actions

All disciplinary actions may be appealed using the Grievance and Complaint Procedures outlined in this Handbook.

### Smoking

To promote healthy living and safety, as well as to support the continued maintenance of facilities, NECI is striving to become a smoke-free campus. NECI has specific, designated smoking areas for all campus buildings and grounds; smoking in non-smoking areas is strictly prohibited. All buildings on campus, including all residence hall buildings, are designated non-smoking. In addition, no smoking is allowed within 25 feet of any building on the VCFA campus. This policy complies with the American Disabilities Act, which provides smoke-free entrances for employees and students with respiratory and other conditions affected by exposure to smoke. Smoking in non-smoking areas is strictly prohibited.
Smoking litter must be disposed of properly at all times and in all locations, including outdoor areas surrounding campus buildings. Cigarette butts must be discarded in the approved receptacles provided, not on the ground.

NECI kitchens are both learning environments and food service operations. All adherences to proper hygiene and sanitation will be enforced. In addition to being hazardous to the health of smokers and nonsmokers, smoking deadens one’s sense of smell and taste. It may be difficult for others to perceive aromas and flavors of foods if they are inundated with the smell of cigarette smoke; students are asked to please be considerate. Guests of the dining room may also be offended when food and beverage service is accompanied by the noticeable smell of tobacco smoke. Students and/or staff who have noticeable smell of smoke on their person will be asked to either clean up or leave the kitchen facility.

No smoking is permitted in kitchens, classrooms, offices, bathrooms, or NECI vehicles; smoking is also not permitted during any work-related school function or during meals. Taking class breaks for smoking is permitted only at the instructor or supervisor’s discretion. While smoking in designated areas, students and uniformed employees may not be in their chef coat, hat, apron or dining room service attire. When returning from smoking, students and employees are expected to wash their hands, cleanse their breath, and return to the kitchen or dining room in full brigade.

Students and their on-campus visitors are expected to comply with smoking policies and non-smoking designations and may be sanctioned with disciplinary actions, fines ($100 for first offense), residence hall room reassignments, dismissal from NECI properties, or visitation restrictions for violations. Repeated offenses will result in escalated disciplinary action. In residence halls, general evidence of smoking policy violations will result in disciplinary action for all residents ($200 common damage fee), unless the responsible individual can be identified.

Fire Alarms, Fire Extinguishers, Smoke Detectors

Fire alarms, fire extinguishers, and smoke detectors save lives. Tampering with these devices is against the law and is strictly prohibited on NECI property. Evidence of tampering or disabling of these devices will result in the student(s) being fined every time, as well as disciplinary action. Repeated violations will result in escalated disciplinary action, up to and including dismissal from the program. Fines for tampering are steep, and in the State of Vermont, may result in each resident of the room being charged $500 for each violation.

Report any malfunction of fire alarms, fire extinguishers, or smoke detectors immediately. In academic and kitchen facilities, report malfunctions to any faculty or staff member. In residence halls, report malfunctions to the Resident Assistant, the Coordinator of Residence Life, Coordinator of Student Services and/or the Facilities department.

Weapons, Firearms, Hazardous Materials

The use or possession of prohibited weapons, firearms, and flammable or hazardous materials includes, but is not limited to pocket knives, hunting weapons, ammunition, fireworks, paintball guns, BB guns, air soft guns, toy weapons (including water/squirt guns, Nerf guns or any device capable of launching a projectile or substance) or any other device that could reasonably be mistaken for a weapon or explosive, including replica or facsimile weapons. Possession includes, but is not limited to, storage in residential facilities, academic classrooms or administrative offices, lockers, desks, backpacks, or personal vehicles parked on NECI property. Violations will result in all prohibited items and/or materials being immediately removed or confiscated, in addition to strict disciplinary action, which may include fines. Students violating this policy risk being immediately restricted from NECI housing and risk being dismissed from the program.

Alcohol and Drug Abuse Prevention Policy

Introduction

In an effort to promote the responsible use of alcohol and to prevent the abuse of drugs on campus, NECI has developed the following policies:

Except as outlined under NECI’s Alcohol Tasting policy, all NECI educational facilities are alcohol- and substance-free, regardless of the individual’s age. Alcohol, illegal drugs and drug paraphernalia are prohibited on campus. This includes alcohol vessels of all types: cans, bottles or other alcoholic storage containers even if empty.
Underage drinking is against the law in Vermont and is not permitted under any circumstances. Under Vermont state law, and under NECI’s Alcohol Tasting policy, students over 18 may be permitted to taste alcohol as a part of a regularly scheduled class or approved educational tasting event following guidelines listed in the tasting policy.

All NECI sponsored activities and events are alcohol- and substance-free. This includes NECI sponsored field trips, regardless of where the event takes place and regardless of the individual’s age. Students found in violation will be subject to disciplinary action and may be required to provide their own transportation back to campus, if deemed necessary. In addition, students are required to sign a waiver agreeing to this policy prior to embarking on the trip.

Students wishing to consume alcohol as patrons at a NECI restaurant must honor Vermont laws and regulations governing the purchase and consumption of alcoholic beverages and will be expected to dress and act in a manner that maintains and supports the high standards of the school. Restaurant managers have the right to ask students to leave the premises in order to assure that regular business is not jeopardized.

Should a prior drug or alcohol problem exist, students should clearly identify it on the Student Disclosure Form or the Disability Disclosure Form. This information is treated in a confidential manner and is essential to NECI’s understanding and assisting in making appropriate referrals for counseling and treatment. Similarly, if prescription drugs are being used, the drug(s) and possible side effects should be clearly identified on the Student Disclosure Form or the Disability Disclosure Form.

**NECI Policies**

NECI policies apply to all campus facilities. As NECI students are representatives of the college at all times, students may be sanctioned under NECI policies for incidents involving unprofessional behavior, police intervention or unlawful behavior within the community. Some indicators of a violation of the above Alcohol and Drug Abuse Prevention Policy are the following and include the following:

- Underage drinking
- Being under the influence of alcohol or illegal substances in classes or campus housing
- Purchasing or otherwise providing alcohol to underage drinkers
- Knowingly consuming alcohol with underage drinkers
- Damage to property and/or threats of violence associated with the consumption of alcohol
- Refusal to cooperate and abide by school policies while under the influence of alcohol
- Dangerous behavior to self or others
- Possession of alcoholic beverages or evidence of alcohol on campus (e.g. empty alcohol containers/vessels smelling of alcohol, or alcohol packaging)
- Consumption of alcoholic beverages
- The presence or evidence of illegal drugs or drug paraphernalia - including hookah/Shisha pipes or water pipes
- Other irresponsible behavior including, but not limited to, littering, infringing on the rights of others, obscene or violent language, disorderly behavior, illegal operation of a vehicle, and making a public nuisance
- Lack of community professionalism within the Montpelier Community
- Unlawful behavior or any behavior resulting in police intervention

Violations of NECI policies will result in strict disciplinary action as well as all prohibited items and/or materials being immediately removed or confiscated, which may include disciplinary fines.

**Educational Tasting of Alcoholic Beverages**

According to Vermont state law, all students 18 or older may taste alcoholic beverages in a class under the supervision of a NECI instructor. The following requirements are based on commonly accepted professional tasting guidelines.

- No students under the age of 18 may actively participate in tastings.
- Alcohol tastings must occur between the hours of 9 am and 7 pm.
- All alcohol tastings must include food (minimum of bread) and water.
- All pours are done by the instructor or his/her designee.
- Students must spit, unless the intent of the tasting involves food/wine interactions being examined as part of food and wine pairings. Students must taste from individual containers.
- In the case of food and wine pairings, the total amount of alcohol tasted per day is not to exceed 6 oz. of beer or wine, or 1 oz. of spirits.
• Students may be involved in a maximum of two tastings per day.
• The maximum size pour for beers or wines is 2 oz.
• All straight spirits must be tasted using sip sticks.
• During any tasting, a maximum of ten (10) wines, beers, or mixed cocktails may be tasted, and a maximum of five (5) straight spirits.

Under special circumstances, the Director of Academic Services may approve a request to taste additional wines or may grant permission for a tasting to occur with a dinner after 7 pm.

Any student activity, NECI-sponsored club or gathering, such as a special student meal, organized to learn more about and taste wines must include an instructor and must adhere to the above guidelines and be approved by the Director of Academic Services or Coordinator of Student Programs. In any case, student participants must be 21 or older. Tasting rules and procedures are to be reviewed prior to each tasting with presenters as well as participants.

NECI Penalties

The minimum penalties for any offense associated with the college’s Drug and Alcohol Abuse Prevention Policy, in addition to removal or confiscation of all prohibited items and materials, may include:

First offense:
1. A $125 fine will be imposed. This fine must be paid prior to resumption of classes.
2. A disciplinary letter of review will be entered in the student’s file.
3. Parents/guardians of any student under the age of 21 may be notified of any violation of the drug and/or alcohol policies.

Second offense:
1. A $250 fine will be imposed. This fine must be paid prior to resumption of classes.
2. Providing an illegal substance or alcohol to a minor is an automatic second offense and is punishable by law.
3. A disciplinary letter of review will be entered in the student’s file.
4. Parents/guardians of any student under the age of 21 may be notified of any violation of the drug and/or alcohol policies.

Third offense:
1. A $500 fine will be imposed. This fine must be paid prior to the resumption of classes.
2. The student will be required to leave student housing and may be suspended from the program. A disciplinary letter of review will be entered in the student’s file.
3. Parents/guardians of any student under the age of 21 may be notified of any violation of the drug and/or alcohol policies.

NOTE: Depending on circumstances, second and third offense penalties may apply earlier, particularly in cases of providing drugs or alcohol to underage students or being found with mass quantities of drugs or alcohol. This may also include the notification of local police or the State Alcohol Control Board investigators. Under certain circumstances, a specific deadline extension may be granted and/or a work plan established to pay a fine.

State Penalties

NECI has developed a positive relationship with local police over the years and will cooperate fully with any investigation by state, local, and federal authorities. Situations in which NECI employees will automatically call the police include, but are not limited to: incidents where a student threatens his/her own life or that of others; violent behavior; refusal to cease disorderly behavior when asked; suspected illegal alcohol or substance use; and the sale of illegal drugs on property owned, leased, or managed by NECI.

Violations of state or federal law will be subject to school disciplinary action determined by the Coordinator of Student Services or Coordinator of Student Programs.

The State of Vermont has legislation governing the use of controlled substances and imposes significant penalties for violations. Penalties can include but are not limited to substantial fines, education programs and fees, suspension or loss of driver’s license, and imprisonment. Vermont state statutes regarding drug and alcohol use include, but are not limited to restrictions regarding:

- Unlawful sale or furnishing of alcoholic beverages to minors
- Use of alcohol by minors
- Misrepresentation of age or identity to obtain an adult ID card, altering an ID card, using someone else’s ID card, or loaning an ID card to someone else
• Misrepresentation of age or identity for the purpose of purchasing or consuming alcohol
• Drinking alcoholic beverages while operating a motor vehicle
• Driving while under the influence (if blood tests shows 0.08% or more by weight of alcohol in the person’s blood or breath, it is presumed that the person is driving under the influence)
• Obtaining or attempting to obtain a regulated drug by fraud, deceit, misrepresentation or subterfuge, forgery, alteration of a prescription, and/or the use of a false name or false address
• Illegal possession of regulated drugs including, but not limited to, depressants, stimulants, hallucinogens, marijuana, narcotics
• Possession with intent to sell (based on quantity possessed)
• Illegally dispensing, administering, prescribing or selling a narcotic, stimulant or hallucinogenic drug
• Possession of drug paraphernalia (defined, in part, as all equipment, products, and devices designed for use in storing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the body a regulated drug)

State penalties for drug and alcohol violations may range from $500 to $25,000, and imprisonment may range from 6 months to 25 years, depending on the specifics of the violation. Students can view the complete Vermont State Statutes pursuant to illegal drugs and alcohol online at Vermont Statutes. In particular, links to Title 7, Title 18 and Title 23, which describe consequences to which violators may be subject in the event of violation of school rules/regulations and applicable local, state, or federal laws, are provided. Full text of these Vermont state laws can be viewed by following the links below:

- Title 7: Alcoholic Beverages, Penalties
- Title 18: Health, Drug Paraphernalia
- Title 18: Health, Possession & Control of Regulated Drugs
- Title 23: Motor Vehicles, Operation of Vehicles

Information concerning the identification, uses, and effects of controlled drugs are also available through the office of Student Services.

Federal Penalties

Additionally, NECI adheres to federal laws and guidelines regarding drug abuse prevention and control and will cooperate fully with any investigation by federal authorities. Federal regulations and penalties for violations are severe and are outlined at justice.gov (specifically at the following: Controlled Substances Act Control and Enforcement, Federal Drug Trafficking Penalties). Students should also refer to NECI’s Financial Aid Fact Booklet for information regarding the impact of drug convictions on eligibility for Federal Financial Aid programs.

Prevention

NECI seeks to assure the health and well-being of all students, faculty and staff. The health risks associated with alcohol and drug abuse are well documented. They include decreased coordination, judgment, perception, and concentration; drowsiness or abnormal excitation; insomnia; and loss of appetite. Withdrawal from an addictive substance can cause irritability, anxiety, apathy, depression, and disorientation. Further materials describing the effects of alcohol and drug abuse are available through the office of Student Services.

Drug and alcohol abuse are counterproductive in an environment of intensive technical training requiring concentration, stamina, coordination, and safe practices. Pursuant to this concern, NECI provides and promotes the following educational and support services:

Intervention

NECI considers itself to have an obligation to intervene in the activities of a student any time there is concern about the physical or psychological welfare of that student or other students, or any time the student’s academic performance is suffering due to detrimental behavior. This may include, but is not necessarily limited to, drug and alcohol abuse. The main objective of intervention is to help individuals face their problems so they can effectively function within the program.

Intervention is a way for the school to identify the problem, to negotiate a plan to rectify the situation in the most constructive manner possible, and to follow through in support of the agreed-upon plan. The plan is written in the form of a contract that the school approves and the student signs. Failure to follow the plan may lead to suspension from the program. A crisis intervention counselor and/or drug testing/alcohol assessment may be recommended or mandated. NECI respects the privacy and individual rights of students, yet must also be responsive to the dangerous or destructive behavior of an individual toward others or him/herself and to applicable local, state, and federal laws. If the school receives complaints from
the community regarding irresponsible acts of a student, the student may be held accountable by the school. Such acts may include, but are not limited to, writing bad checks, disorderly conduct, theft, and liquor law violations. Such acts may be grounds for student violations, fines, suspension, and dismissal.

To ensure fairness, continuity, and cohesiveness, an administrative team will manage the intervention program. The team is normally made up of Director of Academic Services, an Academic Advisor, a Student Services representative, the Department Chair for the student’s program, and the Learning Services Coordinator (ADA Coordinator).

Referral
Confidential referrals can be made for students who believe they may have an alcohol or drug abuse problem. An appropriate referral may be made after consultation with Student Services or the Learning Services (ADA Coordinator). Possible referrals include a private counselor, psychologist, medical physician, state-subsidized agency or counseling service, support group, residential treatment program, or preferred religious agency or individual. Names and services of referrals are available through the office of Student Services or the Learning Services Coordinator. Evidence of regular participation with an approved professional counselor or service may be required in order for the student to remain enrolled in the program. Every effort will be made to keep all referrals as non-punitive as possible.

Regular support in Montpelier is provided by such agencies as the Washington County Mental Health Services (802.229.0591) in Montpelier, Maple Leaf Farm (802.899.2911) in Underhill (providing regional residential treatment), Central Vermont Substance Abuse Services (802.223.4156) in Berlin, and the Washington County Youth Services Bureau (up to age 22, 802.229.9151) in Montpelier.

Training
A group drug and alcohol awareness program is presented during the first term in the Professional Development class. In addition, drug and alcohol awareness training is provided for Resident Assistants and faculty. This training may, at times, include presentations conducted by professionals within the local community.

Summary and Review
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 law, even for a first offense, may result in penalties up to and including termination of enrollment.

Possession, solicitation, sale, or use of alcohol and illegal drugs is prohibited. NECI refers individuals who violate the law regarding illegal drugs to the appropriate law enforcement agencies. The misuse and or abuse of alcohol, public intoxication or illegal drugs will not be tolerated.

Misuse and/or abuse of alcohol or drugs will be dealt with in a serious, swift, and direct manner following the guidelines of this policy. NECI reserves the right to take appropriate action on any violation, including intervention, referral and administrative action which could result in suspension, dismissal, and/or referral to law enforcement officials.

NECI, while upholding the law and while discouraging illicit drug and alcohol use, also takes the initiative to inform and educate all students (users and nonusers alike) on drugs and alcohol and their effects, and confidentially advises drug and alcohol abusers. The school wishes to promote early recognition of a problem and treatment. This policy on Alcohol and Drug Abuse Prevention is reviewed annually and modified as necessary.

Diversity and 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 NECL.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.

NECI is dedicated to supporting each individual student, as well as a variety of student
organizations, programs, and services that 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 continually strive to focus on the understanding of diversity and how it impacts our student body.

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.

It is the policy of New England Culinary Institute to create a diverse educational environment that is free of all forms of discrimination and harassment. NECI will not tolerate any form of harassment. Harassment is any systematic or continued threat or act that interferes with a student’s education or creates an intimidating, hostile, or demeaning environment because of his or her race, age, ethnic background, religion, gender, marital status, sexual orientation, or disability. Harassment may result in dismissal and/or removal from the NECI campus or residence halls.

Harassment can be verbal or physical. There are two fundamental types of harassment. The first is called “hostile environment.” A hostile environment is created when a person is so bothered by continual acts of harassment that he/she cannot learn, work, or function effectively in class, in student housing, on campus, on internship, or on the job. The second is called “quid pro quo,” meaning “something for something.” This can occur when one person offers another something of value—such as a better grade or a promotion—in return for a favor, usually sexual. Sexual harassment is an unlawful form of sexual discrimination.

Harassment can include, but is not limited to, inappropriate put-downs of individual persons or classes of people, off-color jokes, ridicule, unwelcome sexual flirtations, unwanted touching, and serious physical abuse, including rape. It is coercive and threatening; it creates an atmosphere that is not conducive to teaching, learning, and working. No form of harassment is acceptable at NECI.

Any student who feels that he/she is being harassed should follow the same principles listed in the Grievance and Complaint Procedures section below to end the harassment. First, the student should tell the person who is harassing him or her to stop the behavior. If this does not resolve the situation, students should report incidents of harassment immediately to the appropriate faculty or staff member, following the Grievance Procedure, for informal resolution. If this is not possible due to circumstances, students should report incidents needing immediate resolution to a student support staff member. This includes situations that may arise between two or more students. Response to a complaint will occur within 48 hours from the time of notification. Steps will be taken to ensure that no further harassment or retaliation occurs to the individual(s) being harassed.

Any student named in a harassment complaint who retaliates against another person who is also involved will be considered to have committed another extremely serious offense. Retaliation may lead to immediate suspension or dismissal.

Written records will be kept and precautions taken to protect the privacy of all parties. The faculty endorses a strong policy prohibiting harassment. Periodic in-service programs, including a seminar which students participate in during their first residency, are presented to help all members of the community recognize and discourage harassment.

Sexual Assault Prevention, Policy & Procedures

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.

NECI promotes a positive community environment and encourages all victims to report any sex-based crime. NECI encourages students to report any such incident that they are aware of to a member of the Student Services Department (Coordinator of Residence Life, Coordinator of Student Services, Coordinator of Student Programs or otherwise-appointed designee). Reporting these sex-based crimes helps ensure that victims receive needed services, allows disciplinary or criminal action to be taken, and helps prevent assaults from happening to others. If you, or anyone you know, are the victim of a sex-based crime, it is important to seek
immediate medical treatment. Student Services personnel can provide referral to medical and counseling services for victims of sex-based crimes, as well as assistance in pursuing legal or disciplinary action.

All students have the right to report an allegation, which will be investigated promptly by NECI. Students will also be advised of legal options, including reporting the assault to or filing a criminal charge with local law enforcement agencies. Students may request assistance from NECI personnel in doing so.

Disciplinary procedures regarding allegations will follow NECI’s progressive grievance process as outlined in this Handbook, and may also include legal action. NECI sanctions for violations may include warning, probation, suspension, suspension from student housing, or other penalties, up to and including dismissal from the college. The right to participate in any disciplinary proceedings regarding the allegation is the student’s. The accused and the accuser will be afforded the same due process, and both are entitled to have an advocate or support person present at disciplinary proceedings. Within the limitations of federal privacy law, NECI will notify both accuser and accused of the outcomes concerning any disciplinary proceeding regarding the allegation. Possible changes in academic and living situations may be requested by either party and will be accommodated if reasonably available.

Prevention and awareness programs aimed at promoting a positive community at NECI are presented to and mandatory for all newly enrolled students. These presentations include the topics of campus safety and sexual assault prevention, along with safe and positive options for bystander intervention and risk reduction. For information regarding prevention and awareness, please contact the Coordinator of Student Services.

### Bullying / Cyber Bullying

NECI strives to provide a safe, positive learning climate for all students. Therefore, NECI maintains an environment in which bullying and cyber bullying in any form are not tolerated. All forms of bullying and cyber bullying by NECI students are prohibited.

All staff members are responsible for maintaining an educational environment free of bullying and cyber bullying. Each student is responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying.

Bullying and cyber bullying shall mean any unwelcome verbal, written, physical or other conduct directed at a student by another student that has the effect of:

- Physically, emotionally or mentally harming a student
- Damaging, extorting or taking a student’s personal property
- Placing a student in reasonable fear of physical, emotional or mental harm
- Placing a student in reasonable fear of damage to or loss of personal property, or
- Creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities.

Bullying includes, but is not limited to, any unwelcome verbal, written, or physical actions of this nature. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including social media such as blogs, Twitter, Facebook, etc.)

The terms “bullying” and “cyber bullying” shall not be interpreted to infringe upon a student’s right to engage in legally protected speech or conduct.

Students are encouraged to report bullying or cyber bullying either verbally or in writing to the appropriate faculty or staff member, following the Grievance Procedure. Reports of violations will be investigated promptly and may result in intervention to ensure that the conduct ceases. Violations may result in disciplinary action up to and including suspension, expulsion or notification to the appropriate authorities. Reprisals or retaliation related to the submission of a complaint will not be tolerated and may result in further disciplinary action.

### Grievance and Complaint Procedures

The educational mission of NECI includes fostering an open learning and work environment. Occasionally, students have a concern that needs to be addressed. All students, resident and online, are encouraged to discuss their concerns directly with the individuals involved or with faculty, the Student
Services Department, or the appropriate staff member, following the progressive Grievance procedures outlined below. 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.

**Progressive Grievance Procedure**

Students are encouraged to follow the progressive steps below in addressing their concerns. In an effort to promote the development of problem-solving and interpersonal communication skills, NECI encourages students to take each step successively. If a step in the process has been omitted, the student may be required to go back and complete each appropriate step. Once all necessary steps have been followed, the grievance is documented and solutions are developed within five office days. In some cases, solutions may include mediation sessions including the student and other individuals or groups, or consultation with other key NECI departments. At each successive step, the responsible NECI staff person will have the authority to make a determination and will document the solution in writing; a copy will be sent to the student, as well as documented in the student’s record. Any student not satisfied with the final resolution may appeal to the next level of authority. In cases of a long term suspension or dismissal, a written appeal may be submitted to the Senior Vice President of Education, who will make the final determination. Appeal letters must be received within five office days of any determination; a determination will be granted, communicated and documented as outlined below within five office days of receipt.

The chart below outlines the steps in NECI’s Progressive Grievance Policy:

**Progressive Steps in Grievance Policy: Who do I talk to?**

<table>
<thead>
<tr>
<th>Grievance</th>
<th>Step One</th>
<th>Step Two</th>
<th>Step Three</th>
<th>Step Four</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student has concern with student(s) related to NECI housing, off campus activity or behavior</td>
<td>Address directly with the individual student(s)</td>
<td>NECI Housing: Resident Assistant and/or Coordinator of Residence Life Off campus activity or behavior: Coordinator of Student Services or Coordinator of Student Programs</td>
<td>NECI Housing: Coordinator of Student Services or Coordinator of Student Programs Off campus activity or behavior: Alternate Coordinator that was not involved in step one.</td>
<td>Program Director</td>
</tr>
<tr>
<td>Student has concern with a disciplinary decision related to NECI housing, off campus activity or behavior</td>
<td>NECI Housing: Resident Assistant and/or Coordinator of Residence Life Off campus activity or behavior: Coordinator of Student Services or Coordinator of Student Programs</td>
<td>NECI Housing: Coordinator of Student Services or Coordinator of Student Programs Off campus activity or behavior: Alternate Coordinator that was not involved in step one.</td>
<td>Program Director</td>
<td></td>
</tr>
<tr>
<td>Student has concern with student(s) related to a NECI educational setting</td>
<td>Address directly with student(s)</td>
<td>Faculty/Instructor</td>
<td>Department Chair and/or Academic Advisor</td>
<td>Director of Academic Services or Program Director if long term suspension or dismissal</td>
</tr>
<tr>
<td>Student has concern with a faculty or staff member</td>
<td>Address directly with the faculty or staff member</td>
<td>Department Chair or Director</td>
<td>Director of Human Resources</td>
<td>Program Director</td>
</tr>
<tr>
<td>Grievance</td>
<td>Step One</td>
<td>Step Two</td>
<td>Step Three</td>
<td>Step Four</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
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<td>------------------------------------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>Student has concern with a disciplinary decision related to a NECI</td>
<td>Address directly with faculty member</td>
<td>Department Chair</td>
<td>Program Director if suspension or dismissal</td>
<td></td>
</tr>
<tr>
<td>educational setting</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student has concern with an academic decision related to academic</td>
<td>Address directly with the faculty member</td>
<td>Academic Advisor</td>
<td>Director of Academic Services or Program Director if suspension or dismissal</td>
<td></td>
</tr>
<tr>
<td>policies (for example, attendance, grading, academic honesty)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Student has a concern with a decision regarding employment in NECI</td>
<td>Address directly with supervisor (faculty</td>
<td>Director of Food &amp; Beverage Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>outlets</td>
<td>member or outlet manager)</td>
<td>in consultation with the Director of Human</td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td>Resources</td>
<td></td>
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</tr>
</tbody>
</table>

### Resolutions

NECI will make every reasonable attempt to meet the student’s academic needs. All students are able to repeat classes; class repeats are subject to course availability, tuition and on-campus room and board fees, as applicable. Due to NECI’s commitment to small class sizes, enrollment is limited and scheduling will be done on a space-available basis. Housing must also be scheduled on a space-available basis. No money is refunded for any classes offered through the program.

Should a student feel their grievance has not been adequately addressed by the college’s Grievance Procedure, students may also take their concerns to the college’s accrediting agency. Online students may also register complaints with the appropriate agency in the state in which they reside. To determine the appropriate agency, please contact us or visit [wcet.wiche.edu/advance/state-approval-complaint](http://wcet.wiche.edu/advance/state-approval-complaint).

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.

All such complaints should be directed to:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
Telephone: 703.247.4212

A copy of the Commission’s Complaint Form is available at the school and may be obtained by contacting the Director of Academic Services.

### Campus Security

#### Crime Statistic Notification

The Student Right-to-Know and Campus Security Act (Public Law 101-542) requires all institutions of higher learning to make available to prospective students, enrolled students, and employees an annual summary of certain crimes committed on campus.

NECI must report to the Federal Department of Education the number of crimes that occurred on campus, in student housing, in or on a non-campus building or property and on public property. The reportable crimes are criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, arrests for violations of drug laws, illegal weapons possession, sexual assault, domestic violence, dating violence, and stalking. In addition, the report includes statistics on persons not arrested but referred for campus disciplinary action for liquor, drug, and weapons law violations.

This report is available on [NECI.edu](http://NECI.edu) or by requesting a copy of the complete report from:
Due to its close-knit community environment, NECI does not provide independent security personnel on campus. At least one full-time Coordinator of Residence Life lives on campus. Local and state police departments, fire departments, and emergency rescue services are available. In addition, student housing has Resident Assistants (RAs). RAs are also available to assist in the event of emergencies.

A close relationship is maintained between the local police departments and the school to ensure proper reporting of all significant activities. Situations in which NECI employees will automatically call the police include, but are not limited to, incidents where a student threatens his/her own life or that of others; violent behavior; refusal to cease disorderly behavior when asked; suspected illegal alcohol or drug use; and the sale of illegal drugs on property owned, leased or managed by NECI.

All crimes on campus should be reported by students or employees immediately, using the contact information in this Handbook. Students that live in NECI housing should report criminal activities or emergencies to the Resident Assistant and/or Coordinator of Residence Life. In situations when an immediate response is necessary, the student should contact the appropriate local or state police, fire, or emergency rescue service.

NECI will make every reasonable effort to preserve an individual’s privacy and protect the confidentiality of information. However, NECI has a responsibility to protect the security of the community, which may warrant further investigation and a solution that is beyond the desired result of the individual reporting. NECI personnel will make every attempt to make these conditions clear before any confidential report is made to them.

To promote safety on campus, students and employees are presented with information regarding security and crime prevention each term; periodic reminders may be sent throughout the term. Telephone numbers and procedures for contacting police, fire, emergency rescue and campus personnel are provided to all students and employees and are posted in residence halls and campus buildings.

Security and Access to NECI Buildings

Residence Halls: All NECI student housing is equipped with keyed locksets on the exterior doors. Each student has a key to the exterior door. All entryways are lighted by manual switch or photocell. On the interior of residential buildings, each individual room is provided with a keyed lockset. Resident Assistants and the Coordinator of Residence Life are in place to monitor compliance with school policies and to respond in case of emergency. Maintenance and custodial personnel enter the buildings during normal business hours for repair and cleaning, unless called for a service issue. Outside contractors are escorted to the job site by NECI staff. The NECI Housekeeping staff, Coordinator of Residence Life, Coordinator of Student Services, Coordinator of Student Programs, members of the Facilities Department and/or his or her designee may make unannounced residence hall room inspections from time to time to ascertain whether housing rules are being followed. Students always have the right to ask for proper NECI identification.

Offices and Classrooms: Offices and classrooms are generally used during normal daytime and evening class hours. When not in use, office/classroom buildings are locked. The Learning Center and Library, which have some computer facilities, are available for students’ evening use during supervised times.

Food Service Facilities: These facilities are managed during all hours of operation by an on-site manager or instructor and are otherwise locked when not in use.

All NECI buildings are afforded normal municipal police patrol provided by the Montpelier Police Department.

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 in compliance with the Clery Act and will consider all facts available at that time. The timing of the notification shall be based upon whether the circumstances present 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.

Any individual who notices suspicious or unlawful activity or is the victim of such activity – whether on campus or in areas near campus – should report the circumstances to the Student Services Office in person at 7 School Street, Montpelier, VT. All reports of crime in Montpelier should be made promptly to the Montpelier Police Department by calling 802.223.3445 or 911 in the case of an emergency. Prompt reporting of crimes ensures that timely warnings can be provided to the NECI community and ensures that the crimes are properly recorded for annual reporting mandated under the Clery Act.

**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 which may be contrary to usual patterns of behavior. All reports of missing resident students shall be directed to the Coordinator of Student Services or Coordinator of Student Programs, who will conduct an investigation to determine whether the student is missing in accordance with this policy and will initiate efforts to locate the student.

All residential students will have the opportunity to designate an individual or individuals to be emergency contacts. For students under 18 years of age, the school is required to notify the parent or guardian. The designation of emergency contact will remain in effect until changed or revoked by the student.

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. The school will also notify the Montpelier Police Department at this time.

NECI maintains a stringent attendance policy for all residential classes, helping ensure student safety under this policy. All faculty members are required to notify the Attendance Line of any student not attending class without proper notification. See the **Attendance Policy – Resident Courses** section of this Handbook for further information.

**Emergency Response and Evacuation Plan**

**Introduction**

One sign of any institution’s strength and vitality is its ability to respond well in an emergency, which could take an almost limitless number of forms. By definition, no emergency scenario can be precisely predicted, and a useful emergency response plan must be quickly adaptable to events as they unfold at the scene. NECI’s Emergency Operations Plan, intended to deal with all hazards, designates areas of responsibility and defines the framework for responding to emergency situations. Under the outline plan, it will be necessary for individual departments to develop detailed response and continuity plans for situations unique to their areas of responsibility. The NECI response to an emergency needs to be quick, thorough, flexible, professional, supportive, and meet the changing demands of an event or group of events. Nothing in this plan shall be interpreted in a manner that impedes the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan. In all cases, the plan shall be subordinate to State and Federal plans during a disaster declared by those authorities. NECI utilizes an Emergency Notification system to inform students of significant events on campus. All students are required to participate in this system. The complete plan can be viewed at [NECI EOP](#).

**Executive Authority**

During an emergency, key operational leaders of the Emergency Operations Group (EOG) have the ultimate responsibility, authority, and accountability for declaring a “state of emergency,” setting the direction for how the emergency will be managed, and making key executive decisions. The EOG, working out of the Emergency Operations Center in Harris Hall, shall be considered a policy group and shall consist of department heads and leaders from the following NECI departments: Administration, Information Systems, Education, Human Resources, Public Relations, Student Services, Food
& Beverage Operations, Facilities, Risk Management, as well as the City of Montpelier.

**STUDENT - RESIDENCE LIFE AND HOUSING**

**Introduction**

New England Culinary Institute promotes a comfortable and accepting atmosphere for all residents. NECI strives to maintain a residential environment that is clean, safe, and conducive to study and sleep. NECI’s student housing is alcohol and substance free, regardless of student age. We encourage students to make healthy life choices. Housing is limited and available on a first-come, first-serve basis. Applicants must utilize the NECI housing application process if they are requesting school-sponsored housing.

It is important that students familiarize themselves with housing policies at the beginning of their residential stay in order to avoid surprises during or at the end of their stay. These policies are designed to ensure student safety and to maintain the condition of the rooms and residence halls. Students are responsible for the care of their room and common areas during their stay. This includes, but is not limited to, closing windows and doors to prevent rain damage or pipes from freezing, taking the appropriate steps to secure the student room, shutting off stoves and ovens after use, reporting suspicious activity to the Resident Assistant and/or Coordinator of Residence Life.

All students at NECI are required to read and sign the Room and Board Agreement, outlining the terms of agreement. NECI reserves the right to refuse application for housing, and to suspend housing privileges at any time, if necessary.

Housing agreements are for the full residency, per program. Fees for Room and Required Board are charged to the student’s account at the beginning of each term and are payable in advance in accordance with the NECI Student Financial Policies, as published in the most current Financial Aid Fact Book. All students (with the exception of those in NECI’s fully online BA programs) must participate in the required board plan (see Meals policy).

NECI will honor students’ room requests when possible, but cannot guarantee any specific room assignment. Should the need arise; NECI reserves the right to use unoccupied spaces in a room or relocate students. No guarantee is made concerning the number of occupants in a room. Standard occupancy levels will not be exceeded unless emergency conditions prevail. If a single-room request cannot be honored, which includes an additional fee, any surcharge will be returned to the student. NECI may, if necessary, consolidate room vacancies so that a building or unit may be taken out of service for repair, improvement, or increased efficiency.

To ensure adequate student housing space and staffing for NECI students, the school is required to plan staffing and allocate space well in advance of the occupancy period. Given these commitments, NECI must observe the refund policy outlined in each student’s enrollment agreement for all fees, including those related to housing. Students who must leave NECI housing should refer to the Refund Policy in the Academic Catalog or their enrollment agreement.

Any specific housing questions should be directed to the Coordinator of Residence Life or the Coordinator of Student Services.

**Facilities**

On-campus housing is available on a limited, space available basis. The residence halls are co-ed and share common area bathrooms and laundry facilities.

NECI provides wireless internet in the residence halls. Individual rooms are wired for cable TV (service at the residents’ expense). All on-site laundry facilities are coin-operated.

**Furnishings**

All student rooms are furnished. A typical room contains two of the following: twin bed and mattress, dresser or set of drawers, desk, chair, closet and blinds. A typical common area contains a sofa, chairs, and a table. The bottom floor of each residence hall has a student lounge, laundry room and recreation area. Students are expected to provide their own room furnishings. Examples include bedding, hangers, dishes, cookware, ironing board and iron. Personal microwaves, technology items and electronics are items that students often bring to campus; they are not provided by NECI.

**Renter’s Insurance**

All residents are advised to obtain appropriate renter’s insurance coverage for their belongings. NECI is not responsible for damage or loss of students’ personal property. Students are advised to
keep valuables secured and to always lock their room doors and not to prop open their unit doors. The Coordinator of Student Services has renter’s insurance forms available for plans that provide coverage at a nominal fee.

**Housing Availability and Room Assignments**

Students requesting or required to live in campus housing must submit a housing application, to indicate preferences. All students in the First Academic Year of degree and certificate programs are required to live in campus housing. Students with extenuating circumstances may apply for a waiver of this requirement by submitting a written request to the Admissions department.

NECI will make every effort to provide housing to all students whenever possible. However, housing is not guaranteed for every student, and unless a housing application is filled out and submitted by the indicated deadline, it is unlikely that rooms will be available.

Students are required to occupy the room assigned to them. If a student has a concern with this room assignment, he/she may request a new room. All rooms are subject to availability. Students are not permitted to swap rooms or to occupy vacant rooms without requesting and receiving prior approval.

Students with special needs or concerns about housing should contact the Coordinator of Student Services.

Under certain circumstances, it may be necessary to move students from one room or building to another once they are enrolled. We make every effort to avoid moving students once on campus; however, we reserve the right to do so if necessary.

NECI students who are making up classes, on internship locally, or who wish to remain in school housing while employed at one of the school’s food service outlets, may apply for housing if available. Verification of employment or an Academic Make-Up Plan must be provided. However, housing cannot always be guaranteed.

**Laundry**

NECI residence halls have coin operated washers and dryers located in the basement. Students must supply and launder their own sheets, pillowcases, washcloths, towels, and blankets. All beds are standard single size.

**The Residence Community**

One of the benefits to living in school-sponsored housing is the extra support available for students. In the residence halls, resources are available to help new students make the transition to school, organize activities, participate in peer support, and assist in policy enforcement. The Student Services Department works closely with other NECI staff to administer policies related to student life and to maintain and enrich a sense of campus community.

All members of the Student Services Department are available to discuss student concerns. Those offering support may include:

- Resident Assistants are students employed by NECI to assist in maintaining safe, quiet, and orderly residence halls. Resident Assistants, under the supervision of the Coordinator of Residence Life, assist in upholding NECI housing policies. They are authorized to enforce student housing and other student life policies, including documentation of housing violations. Students should report infractions of rules, damage, repair problems, and other concerns to their Resident Assistant and/or Coordinator of Residence Life.

- The Coordinator of Residence Life is responsible for facilitating activities and events for on-campus students and for creating and maintaining a safe and healthy living environment in the residence halls, including general cleanliness. The Coordinator of Residence Life also provides training, management and oversight of the Resident Assistant program.

- The Coordinator of Student Services is responsible for overseeing acceptable student behavior, along with maintenance of a safe and healthy living environment in the residence halls. The Coordinator of Student Services works closely with residence life and other NECI staff to administer policies related to student life that maintain and enrich a sense of campus community. The Coordinator of Student Services is also available to assist students should any concerns arise and works closely with the Coordinator of Student Programs on various projects.

- The Coordinator of Student Programs is responsible for the student life programs including overseeing student council, student groups, student events and student activities. The Coordinator of Student Programs works closely with residence life and other NECI staff to administer policies related to student life that maintain and enrich a sense of campus community. The Coordinator of Student Programs is responsible for facilitating activities and events for on-campus students and for creating and maintaining a safe and healthy living environment in the residence halls.
Programs is also available to assist students should any concerns arise and works closely with the Coordinator of Student Services on various projects.

The housekeeping staff stays in close communication with Student Services staff members to ensure that general cleanliness is maintained and rooms have been adequately cleaned prior to students moving in.

**Fitness Facilities**

Students have use of First in Fitness, a recreation center located in nearby Berlin. This facility offers students access to an indoor pool, racquetball courts, Nautilus, a whirlpool, and saunas. It also sponsors classes in selected sports, as well as exercise and nutrition. It is expected that students will abide by all First in Fitness members’ rules. Students without vehicles may use the First in Fitness downtown Montpelier facility. See the Coordinator of Student Services or Coordinator of Student Programs to arrange for use of this facility.

**Room Inspections**

NECI staff will enter residence halls and student rooms regularly for a variety of reasons, including maintenance, housekeeping, campus tours, and room inspections. Violations of housing policies and procedures may be noted during any visit, and may result in disciplinary action. NECI reserves the right to conduct residence hall inspections at any time, including for cases of suspected policy violation. The Coordinator of Residence Life, Director of Facilities, Housekeeping staff, Coordinator of Student Services, Coordinator of Student Programs and/or his or her designees, may make unannounced common area and residence hall room inspections, which may include closets, desks, drawers, personal items, etc. at any time to ascertain whether NECI policies and housing procedures are being followed.

**Check-In and Check-Out Procedures**

Within 24 hours of arrival, each resident will receive a room condition report. Students should closely inspect their room and report any pre-existing damage. Upon departure, students will be charged for any missing furniture or damages beyond normal wear and tear that have not been previously reported.

Students should be aware that there is often only a one-to-two-day period for the facilities department to prepare for the next occupants at the end of each term or residency period. Consequently, residents are required to check out by 12 pm on the last official day of their term. All personal belongings must be removed from rooms. Keys must be turned in or be subject to a replacement fee. Items found in rooms after 12 pm will be discarded; students will be charged accordingly for the removal of any items left behind.

**Term Break**

Students are expected to vacate their residence hall room during the entirety of all term breaks, unless they have requested prior approval in writing and received that approval from the Coordinator of Student Services. During term breaks, personal belongings should be secured in individual rooms. NECI does not carry insurance covering loss, theft, or damage to students’ personal property; students are encouraged to carry renter's insurance.

Due to varied term dates for students at the school, it is not unusual to have some students continue to reside in student housing, and other students move in or out during the same term break. In such circumstances, students are required to remove all personal belongings from common areas, refrigerators, and countertops in order to facilitate cleaning and maintenance by NECI staff. Failure to clean common areas and remove personal items may result in cleaning charges and removal of personal items.

**Keys, Locks and Lockouts**

Students are responsible for their room and exterior residence hall keys. Students must immediately report the loss of these items to the Coordinator of Residence Life or a Resident Assistant. Keys must be returned at checkout or a replacement fee will be assessed.

NECI is not responsible for personal belongings. Students are advised to keep valuables secured, and to always lock both their room and residence hall exterior doors. Doors should be kept locked at all times, even when residents are at home or are sleeping. Additional hardware or locks may not be installed. Defective locks should be reported immediately to the Coordinator of Residence Life or a Resident Assistant.

In the case of a lockout, students should contact a Resident Assistant. If not available, they should contact the Coordinator of Residence Life or on-duty member of the Maintenance and Facilities staff.
Department. Fees will be assessed for all lockouts requiring administrative assistance.

**Maintenance and Cleaning Services**

Students who experience a maintenance problem must contact a Resident Assistant or Coordinator of Residence Life. If necessary, students may contact the on-duty member of the maintenance department. Except in cases of emergency, students should call in maintenance requests during normal business hours. Emergencies consist of major plumbing problems, structural damage, power outages, lack of heat, etc. In emergencies, students contact the Emergency Maintenance pager. Contact info can be found on the directories in the residence halls.

Vermont College of Fine Arts partners with NECI to maintain the cleanliness of common spaces and bathrooms in the residence halls. This general maintenance includes vacuuming, wiping down tables in common rooms, washing floors, cleaning bathroom counters, floors, toilets, and showers. Common areas should be considered public spaces and maintained appropriately. General maintenance does not include cleanup resulting from irresponsible student actions, such as excessive trash or recycling, unhygienic conditions, or any other activity that would require extensive cleaning. NECI housekeeping may enter a student’s room at any time to do general cleaning or upkeep in preparation for a new resident of the room.

In instances where a room or residence hall is not meeting acceptable cleanliness standards, residents will typically receive a request to rectify the situation. If the student or students fail to make the requested change, disciplinary action may be taken including, but not limited to, punitive charges, fines, removal from class until the space meets appropriate standards, and removal/restriction from the residence halls.

**Visitors, Overnight Guests, Gatherings**

Visitors may enter a residence only by invitation, and must be accompanied by their resident host. Residents are expected to communicate housing policies to their guests, and guests are required to abide by these policies. Visitors in violation of NECI policies may be asked to leave the campus.

NECI students visiting residence units other than their own are considered visitors. They must be invited as visitors, and are required to leave at the request of any NECI resident. All overnight non-NECI visitors must be 18 years of age or older.

Residents must obtain permission from their roommate, if applicable, and from a member of the Residence Life team to entertain guests after hours (10 p.m. or later) or overnight. Extended visits, beyond three nights/four days, are not permitted. Additionally, residents must obtain permission from the Coordinator of Residence Life to hold gatherings in the residence halls.

In the case of an emergency or other disturbance, NECI staff, including Resident Assistants, may ask all visitors to provide proper identification or to leave student housing. NECI may restrict the visitation rights of residents in some instances. Non-compliance is considered a serious violation of NECI housing policies and may result in disciplinary action.

**Quiet Hours**

Residents are expected to observe quiet hours between the hours of 9pm and 9am, Monday – Thursday and 11pm – 9am on Friday and Saturday, in order to respect the rights of fellow residents and neighbors. Electronics, musical instruments, loud conversations, and other sources of noise are not permitted during these hours.

Given the varied nature of students’ schedules, residents are expected not to exceed reasonable noise levels at any time. Requests for quiet made at any time, whether by any other resident, by NECI staff, or by neighbors, must be respected.

**Open Flames, Cooking in Rooms, Barbeques, Campfires**

For safety reasons, no open or smoldering flames, such as candles, incense, or lanterns are permitted. Cooking in individual rooms is not permitted, nor is the possession of electrical appliances with exposed heating elements for cooking (with the exception of a small microwave).

Barbeque grills are allowed only if used in a safe manner and must remain at least 25 feet from any and all buildings. No grills are permitted on porches, roofs, or inside buildings. Used charcoal must be disposed of properly and may not be dumped on the ground. Campfires are prohibited unless registered in advance with the Coordinator of Residence Life at approved locations on campus. The use of fireworks is prohibited on campus grounds and in the City of Montpelier.
Electrical Equipment: Lamps, Electrical Cords, Appliances, Etc.

Halogen lights and strings of lights, such as Christmas lights, are considered a fire hazard and are not permitted. Residence hall or maintenance staff will remove such lights or units found in rooms immediately. Residents will be charged for removal and lights will be disposed of.

Residents may use appropriate extension cords to provide additional power sources. The following definition of an extension cord is acceptable: a device approved by a nationally recognized independent testing laboratory (such as U.L.) and generically referred to as a “temporary power tap.” This power tap should have no more than six outlets and no less than a No. 14 supply cord and contain an independent circuit breaker or no greater capacity than 15 amps. Large electrical appliances such as washers, dryers, or dishwasher, are not permitted. For legal and safety reasons, electrical cables may not be run from room to room. The Facilities Department will cut and remove any such wires or cords.

Air Conditioning Units

Residents are not permitted to have air conditioning units. Students are encouraged to bring fans to campus for warmer months. Window fans are permitted.

Cable & Internet

Residents may obtain cable TV and/or additional high speed internet packages at their own expense. NECI assumes no responsibility for payments related to the installation or use of equipment and contracted services; such payments are the sole responsibility of the residents.

Recycling & Trash

Residents are encouraged to recycle, but are required to maintain safe and sanitary conditions in student housing. All recyclable materials should be rinsed, if applicable, and placed in the recycling dumpster, adjacent to the residence halls. All trash must be disposed of in the trash dumpster, adjacent to the residence halls. If at any time odors or large quantities of recycling or trash cause sanitation concerns, the Coordinator of Residence Life and/or the housekeeping staff will give the residents warning to remove the items. Recycling and/or trash items that are not properly disposed of may incur an additional housing fine.

Pets

No pets and/or animals (including reptiles and fish) are permitted in NECI housing. Residents who are responsible for allowing animals into their housing unit will face disciplinary action, which may include a fine of $100, and any applicable additional cleaning fees. The resident will be required to remove the animal within 24 hours. Further non-compliance will result in escalated disciplinary action, including possible suspension from NECI housing.

Furniture Policy

All rooms and common areas are furnished. All NECI-issued furniture must remain in the assigned common area and/or room. Room furnishings are not allowed to be rearranged without prior permission from the Coordinator of Residence Life or the Coordinator of Student Services. Residents should be aware that space in housing is limited, and that they are required to check in with the Coordinator of Residence Life for specific policies if additional furniture is to be brought into the residence hall. Upholstered furniture, mattresses and/or alternative bedding are not permitted.

All additional furniture (shelving, storage, etc.) must be clean and in good repair, and must be placed so as not to block emergency exits or impede cleaning. All additional furniture must be removed at the end of the residence term. At the end of the term, a disposal fee will be charged for all resident furniture that requires removal from student housing. Residence hall furniture, owned and/or provided by NECI, is not permitted to be moved from its original location.

Decorations, Room Alterations

Posters, pictures, flyers, tapestries and other materials hung on the walls of common areas or individual rooms must not be offensive to other residents or to staff. Offensive posters will be removed and the student notified. Decorations, including tapestries, must not block sprinkler heads, lighting, smoke detectors and doorways or create a fire hazard in any manner. For this reason, no personal items may be hung from the ceiling. Due to risk of property damage, dartboards are not allowed in the residence halls. Residents are not to install hooks or shelves. Live Christmas trees are not permitted.
Residents may not make any alterations to student housing. Residents may request alterations to rooms through the Coordinator of Student Services. Alterations include, but are not limited to: changing or removing furniture, fixtures, equipment or mechanical systems; painting or wallpapering; attaching awnings, screen doors, lofts or shelves, etc.

**Damages and Damage Fees**

Residents are responsible for the condition of the NECI assigned room in which they live. Student housing will be inspected for damages regularly. Residents will be charged for all damage attributable to their misconduct. In addition, residents will be charged administrative fees and may be assessed progressive disciplinary fines for any damage due to careless, negligent, or reckless behavior. If damage occurs anywhere within the common areas and it is not clear who caused it, all residents with access to that area are considered responsible. In such cases, damage fees, fines, and administrative fees will be deducted from the housing deposits of all building residents. If a room or building is maintained so poorly that it does not meet minimum health standards, it will be cleaned at the residents’ expense. Students should not undertake repair of any damage themselves, but should report the damage to the Coordinator of Residence Life or Resident Assistants so that it can be professionally repaired.

**Approximate Average Charges and Fines Related to Housing Violations & Damages**

<table>
<thead>
<tr>
<th>Damage Description</th>
<th>Average Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dartboard/BB Gun/target wall repair</td>
<td>$100</td>
</tr>
<tr>
<td>Hole in wall, 1st offense</td>
<td>$150</td>
</tr>
<tr>
<td>Hole in wall, 2nd offense</td>
<td>$200</td>
</tr>
<tr>
<td>Hole in wall, 3rd offense</td>
<td>$300</td>
</tr>
<tr>
<td>Broken exterior door</td>
<td>$600</td>
</tr>
<tr>
<td>Broken interior door</td>
<td>$300</td>
</tr>
<tr>
<td>Replace/repair appliances/vending</td>
<td>$600</td>
</tr>
<tr>
<td>Unlawful discharge of fire extinguisher</td>
<td>$500</td>
</tr>
<tr>
<td>Setting off the fire alarm (intentionally or due to a housing violation)</td>
<td>$500</td>
</tr>
<tr>
<td>Replacement of broken window</td>
<td>$350</td>
</tr>
<tr>
<td>Burn(s) in carpet</td>
<td>$200</td>
</tr>
<tr>
<td>Removal of halogen lamp, string of lights, or dart board (for each item)</td>
<td>$50</td>
</tr>
<tr>
<td>Removal of fire alarm impediments (tapestries, posters, etc.)</td>
<td>$50</td>
</tr>
<tr>
<td>Smoke detector repair or replacement</td>
<td>$200</td>
</tr>
<tr>
<td>Tampering with a smoke detector</td>
<td>$500</td>
</tr>
<tr>
<td>Return of missing furniture</td>
<td>$50</td>
</tr>
<tr>
<td>Replacement of missing furniture</td>
<td>cost of item</td>
</tr>
<tr>
<td>Replacement of each lost key</td>
<td>$100</td>
</tr>
<tr>
<td>Replacement of each lost key tag</td>
<td>$25</td>
</tr>
<tr>
<td>Administrative Lockout fee</td>
<td>$20</td>
</tr>
<tr>
<td>Lost Resident Assistant keys</td>
<td>$500</td>
</tr>
<tr>
<td>Excessive cleaning</td>
<td>$50-$1000</td>
</tr>
<tr>
<td>Furniture or Trash Removal</td>
<td>$50 - $1000</td>
</tr>
</tbody>
</table>

**NOTE:** The above fines are average estimated costs. Damage fees are calculated on a case-by-case basis by the Maintenance and Facilities department to cover the cost of repair and associated administrative costs, and may include disciplinary fines for careless, negligent, or reckless behavior. All damage fees are based on time and condition. Disciplinary fines are based on severity. In some instances all residents may be held responsible for fees and/or fines.

**Extended Housing Requests and Fees**

Students needing to stay beyond the end of their scheduled residency for any reason: (make-up work, internship, employment at NECI, etc.) must submit a written request to the Coordinator of Student Services, no less than two weeks before the date of extension. Verification of employment or an Academic Make-Up Plan must be provided. Housing beyond the residency is on a space-available basis and is not guaranteed. If housing is available, students may be required to move to a different room during this time.

Students requiring extended housing are subject to residence and board fees as outlined in the Student Financial Aid Fact Book. Make-up time charges are per week only, include a meal plan, and will not be pro-rated for individual days. Arrangements for the payment of residence and board fees must be arranged with Student Financial Services prior to the dates requested.

It is important to note that all residence halls must be vacated during holidays or NECI term breaks. (Special opportunities to stay in resident halls for extended stay during holidays or NECI term breaks but must be arranged with the Coordinator of Student Services in advance in order to provide time to perform repairs and allow time for room turnovers and incoming students.)

**Residence Fees** for extended housing as follows (and based on availability):
- Student making up time: $290 per week
• Make-up time charges are per week only, include a meal plan and will not be pro-rated for individual days.

All fees are subject to change. Students should refer to NECI’s Financial Aid Fact Booklet or consult with the Financial Services office for updated information.

ACADEMICS

FACILITIES AND RESOURCES

Library

The library is located in the 7 School Street building in Montpelier, as well as online at NECI.edu; Hours for the NECI library can be found at NECI.edu; the library is also always accessible via the online learning platform. Books, periodicals, CDs and DVDs and online resources are available at the library. Books may be checked out for two weeks, other materials for one week, and may be renewed one time. All books must be returned before the last day of the term. Students may obtain materials from other libraries through inter-library loan with the assistance of the NECI Librarian.

Overdue fines are charged for books not returned on time. Fines are 10 cents per day per item. Library fines will be charged to the student’s financial account. Overdue notices will be sent to the student’s email address. Failure to receive a notice does not exempt a student from fines. It is the student’s responsibility to return or renew all items on or before the date on which they are due.

Items not returned within 30 days of the due date, or before the student leaves campus at the end of their residency period, are assumed lost. For each lost item, a replacement fee of $40 plus a $10 processing fee will be charged to the student’s financial account. If the cost of the lost item is greater than $40, the student will be charged the actual cost of the item. If the student returns the item and it has not yet been replaced, then the replacement fee will be refunded. The $10 processing fee covers the administrative costs of handling lost items and is not refundable.

A hold will be placed on the library accounts of library users with extensive fines or outstanding items. A library user with a hold will be unable to borrow library items until their account is resolved.

Students are responsible for any books they check out and for any fines they incur. Prior to graduation, all materials must be returned and any fines paid in full.

Students may also check out materials from the Kellogg-Hubbard Library. A $10 deposit is required for borrowing privileges. The deposit will be refunded when all materials are returned. Individuals are responsible for any fines and fees. Short-term library cards can be issued with a valid NECI ID and a driver’s license. Individuals are responsible for any fines and fees.

In addition, there are two other libraries that are available to students as resources: the Vermont State Library, located at 109 State St., Montpelier VT (near the State Capitol Building) and the Vermont Historical Society, located at 60 Washington Street (Route 302), Barre, VT. The Historical Society has a collection of old cookbooks related to New England cooking.

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 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.
Computers and Technology
In an effort to promote the use of technology in the industry, and to prepare students for an increasingly computer-dependent hospitality field, New England Culinary Institute embraces the use of information technology and online learning. The school provides and maintains computer and electronic communications systems to support the education and work of students, faculty and staff, as well as to facilitate communication within the learning community. All students enrolled at NECI have access to these resources. In order to respect the freedom of all users, while maintaining an ethical and responsible electronic environment, all users are required to accept and adhere to the school’s Information Technology Users’ Policy.

All students are provided with a NECI email address, which they are required to use for all school communications. Students have access to many student services via the school’s internet portal; these services include access to admissions policies and procedures, academic policies, student records, student accounts, student support services (Learning Services, Career Services and Student Services), an internship placement database, and the NECI library. Students have access to training on use of the system during orientation and at anytime via the web.

The school provides an online learning platform, through which distance education course work is delivered. The NECI Online education platform is available throughout the world via the internet, allowing students flexibility and continued connection with the school, even while not on campus. Students will receive training in the use of the platform and 24/7/365 helpdesk support is available. In all resident programs, students will be required to participate in at least one online course during the internship period. The school’s residential programs may also include a number of online course offerings to support on-ground classroom work or to allow for additional courses.

NECI offers wireless internet access which is available at various locations throughout the campus in outlets and in residence halls.

All resident students are required to bring their own laptop computer and printer to school. NECI does not provide print services for students; nor is there printer access for students. Students with laptop computers have more flexibility in completing project-based assignments and accessing online course materials.

Students in the fully online BA programs must have access to adequate computer resources although portable equipment is not a necessity. In addition to the appropriate hardware requirements, it is highly recommended that online 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.

NECI’s computer policies are based on the principle that the electronic information environment is provided to support NECI business and its mission of education. Other uses are secondary. Uses that threaten the integrity of the system; the function of non-NECI equipment that can be accessed through the system; the privacy or actual or perceived safety of others; or that are otherwise illegal, are forbidden.

Computer requirements

Hardware requirements

Minimum Requirements for PC Users:

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Pentium 4 processor, Printer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating system</td>
<td>Windows XP (SP3) or higher.</td>
</tr>
<tr>
<td>Memory</td>
<td>2 GB RAM</td>
</tr>
<tr>
<td>Hard drive</td>
<td>60 GB</td>
</tr>
<tr>
<td>Communications</td>
<td>Network adapter, broadband internet access</td>
</tr>
<tr>
<td>Additional hardware</td>
<td>Sound card, speakers, CD-ROM/DVD drive</td>
</tr>
</tbody>
</table>

Optional components: Virus protection; surge protector or uninterruptible power supply.

Minimum Requirements for Mac Users:

For students preferring an Apple computer, a Mac with equivalent specifications may be used. Examples are the Apple 13” MacBook or Apple 15” MacBook Pro. Note that the OS X platform may not integrate well with a small percentage of the applications used at the institution.

Software requirements

- NECI’s web based resources such as the online learning platform and student e-mail require an
up-to-date web browser. We recommend Google Chrome, Mozilla Firefox, Apple Safari, or Microsoft Internet Explorer 8 or higher.

- Microsoft Office is the document format used by the institution. Students are expected to submit all work in a compatible format.

NECI online accounts

Students receive access to four computer accounts: the student portal, e-mail, the online learning platform (Moodle) and student evaluations. All accounts will be set up by NECI’s IT staff prior to the start of the program.

The user name for the portal, Moodle online learning platform, and student evaluations is “firstname.lastname” with any spaces and apostrophes removed. The student e-mail service uses the full address as user name, which is “firstname.lastname@student.neci.edu”, also with any spaces and apostrophes removed.

NECI’s online services can be reached at these locations:

- Moodle, online learning platform: http://online.neci.edu
- E-mail: http://outlook.com/student.neci.edu
- Student course record and evaluations: https://campus.neci.edu/studentaccess
- Student portal (serves as a jump point to all other accounts): http://www.neci.edu and click the student login link

If you have difficulties accessing your accounts, please contact the IT Service Desk at servicedesk@neci.edu.

Orientation to the Learning Platform

Students are advised to review the Online Student Orientation tutorial to help them navigate through NECI’s online learning platform, Moodle. This tutorial provides a brief overview of online learning and the necessary knowledge and skills required to complete courses in the online learning environment.

To begin the student orientation tutorial:

- Go to http://online.neci.edu
- At the top left corner of the screen, enter your username and password.
- Once logged in, a link to the Student Orientation course will be under the My Courses area.

- Begin the course by clicking on the Mandatory link under the “READ ME FIRST” section.

To move from one page to another, click on the “next” arrow located at the top right corner. If you experience any difficulties with the Moodle site, you may contact the Online Helpdesk 24/7 support via telephone at 1-877-390-1115 or via the “24/7 Live Tech Support” link in the upper right corner of the Moodle home page.

CLASSROOM EXPECTATIONS

NECI’s kitchens and classrooms are not only learning environments for students -- many facilities are open to the public, and visitors are frequent in all locations. This situation mirrors the typical situation in the food and beverage industry. To promote a professional atmosphere and to instill in students the discipline necessary for them to become effective food service professionals, NECI has established rules regarding appropriate classroom behavior. Appropriate behavior is expected in the online classrooms as well.

In support of these objectives, students will be evaluated in each class according to the policies listed below, as well as on course content and performance. Violations of NECI’s policies may impact class evaluations or grades and may result in administrative action including, but not limited to, warnings, intervention, suspension from classes and/or suspension from the program.

Teamwork and Cooperation

Students are expected to relate in a professional manner to fellow students and to all school personnel both in and out of the classroom. All students are expected to cooperate with their instructors and their peers. Timeliness and proper preparation for class are essential to effective learning in both classrooms and labs; frequent inadequate preparation for class is disruptive to others and will not be tolerated. Student concerns should be addressed with the class instructor. Intervention may be utilized if a student is having serious difficulty with the members of the instruction block. If the student is not demonstrating the ability or desire to work cooperatively, the student may be subject to disciplinary action, up to and including dismissal from the program.
General Expectations

Students are expected to respect NECI classes and facilities at all times. Students who are not in an ongoing class, employed, making up academic work, or on other official school business should not be in NECI’s kitchens, dining rooms or classrooms.

Improper handling, maintenance or care of foodstuffs, equipment, and hand tools will not be tolerated and may result in disciplinary action.

No food, equipment or supplies are to be taken out of NECI kitchens for personal use. Violation of this policy is considered theft.

Be mindful of excess noise that can disrupt classes or diners. Profanity is not permitted in NECI kitchens, classrooms, hallways, dining facilities, and any other public spaces on campus.

Personal calls may only be made from phones in NECI facilities if permission has been specifically granted by a school administrator. Cell phones and other electronic devices are to be turned off during class time. In certain limited situations, an instructor may grant permission for a student to accept an incoming call (such as family emergency) or to use a cell phone as a timer.

To ensure safety, students must report to class on time and may not leave an assigned station in the kitchen or dining room without permission.

Drinking water is encouraged. It is important that students remain hydrated. Students may consume other appropriate beverages of choice, such as coffee, juice, tea, and soda before class, during break periods, or meal periods only in designated areas. Exceptions may include an instructor-approved coffee break prior to production. Plastic lid cups or sport bottles must be used for beverages in both the front and back of the house. All beverage vessels must be kept underneath the workstation in accordance with the State of Vermont Board of Health regulations. Please remember the bar is off limits to all students and staff members.

Accepting tips in NECI food service facilities is not permitted when a student is in class. Violation of this policy will result in disciplinary action.

Because it is impossible to list all the rules that might cover every situation, NECI will make every effort to operate on the fundamental principle of mutual trust and respect among all students, faculty, staff, and administration. Policies are subject to change at the discretion of the school with reasonable notice.

Sanitation, Safety, Gloves

At NECI, students are cooking and serving food to many customers. Students will be trained in issues of kitchen sanitation and safety. Students are expected to uphold NECI’s sanitation standards at all times. Gloves, utensils, or other film barriers must be used anytime food is handled that will not be further cooked.

Students in all certificate and degree programs must be certified in sanitation. The expectation is that all students will complete the certification prior to internship. For programs where sanitation is a scheduled course, the sanitation exam is subject to the 30 day deadline for work completion. For more information see the section "Making Up Academic Work."

Uniforms and Grooming

All resident programs require some type of uniform(s) or other appropriate professional attire as listed below. All students entering are sent a questionnaire prior to enrollment requesting uniform sizes.

Uniform packets are issued at registration, as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Year</th>
<th>Production Uniform</th>
<th>Service/Host Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate</td>
<td>1</td>
<td>five (5) pants,</td>
<td>Not required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>six (6) jackets,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>five (5) aprons,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>three (3) hats</td>
<td></td>
</tr>
<tr>
<td>AOS: Culinary</td>
<td>1</td>
<td>five (5) pants,</td>
<td>Service Uniform</td>
</tr>
<tr>
<td>Baking &amp; Pastry</td>
<td></td>
<td>six (6) jackets,</td>
<td>required</td>
</tr>
<tr>
<td>Hospitality</td>
<td></td>
<td>five (5) aprons,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>three (3) hats</td>
<td></td>
</tr>
<tr>
<td>AOS: Culinary</td>
<td>2</td>
<td>five (5) pants,</td>
<td>Service Uniform</td>
</tr>
<tr>
<td>Baking &amp; Pastry</td>
<td></td>
<td>six (6) jackets,</td>
<td>required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>five (5) aprons,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>three (3) hats</td>
<td></td>
</tr>
<tr>
<td>BA Culinary</td>
<td>3</td>
<td>two (2) pants,</td>
<td>Not required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>two (2) jackets,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>two (2) aprons,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>one (1) hat</td>
<td></td>
</tr>
<tr>
<td>BA Hospitality</td>
<td>3</td>
<td>two (2) pants,</td>
<td>Service and Host</td>
</tr>
<tr>
<td></td>
<td></td>
<td>two (2) jackets,</td>
<td>Uniform required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>two (2) aprons,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>one (1) hat</td>
<td></td>
</tr>
</tbody>
</table>
Host uniforms are to be worn in service and food service management labs. Any student working for pay in NECI facilities will be required to wear the appropriate uniform.

Dress code details are included below for all academic classes, as well as for production classes. Please be aware that a number of academic classes take place in food service facilities where guests may be present. For all outlet-related classes where a uniform is not required, casual business attire is expected.

Guidelines regarding professional appearance for all programs are listed below.

**Personal Hygiene and Appearance**

Personal hygiene must be maintained, including, but not limited to, clean hands and nails, clean hair, and daily showering. Chewing gum and/or smoking in class or labs is not permitted. Please refer to the *Smoking Policy* for specific guidelines regarding smoking. Fingernails must be natural, trimmed short, and free of polish. Makeup is not permitted in production classes.

In each class, the instructor ensures that appropriate dress and hygiene are maintained. The uniform or attire of the student and his/her personal hygiene must conform to standards as outlined below. If in doubt about dress and appearance, a student should ask the instructor. The instructor or lab supervisor has the authority to bar any student from the kitchen, service area, or classroom whose personal hygiene or appearance presents a health or safety hazard or does not reflect NECI or industry standards.

**Hair**

Students’ hair must be neat, trimmed, and clean. Excessive bangs are not permitted. Dyed hair of unnatural color is not permitted. Students of either gender who have longer hair must have it tucked up under a hat or enclosed in a hair net in kitchen-related classes. For service labs, hair must be up or tied back and groomed in an acceptable manner as determined by the instructor, Department Chair, Academic Advisor, Director of Academic Services or appointed designee.

**Facial Hair**

It is recommended that students have no facial hair other than mustaches. Students who elect to have beards must have them short, clean, and neatly trimmed. Similarly, mustaches are to be short, clean, and neatly trimmed. Sideburns are not to be longer than the bottom of the earlobe. Male students are to shave daily. Students may not grow facial hair after enrolling or during the mid-term break.

**Production Uniforms**

All uniforms issued by the school are the responsibility of the student. They are to be laundered and pressed by the student, and may be kept by the student at the end of the term.

Students who wish to purchase uniforms from an outside source are advised to check with NECI’s Purchasing Director before placing an order. Only uniforms approved by NECI will be allowed. The uniform must consist of a white jacket, small-checked (approximately 1/8” square), straight-leg pants and a NECI-issued student hat. They may be either a blend or 100% cotton. No cargo pants are allowed. Kitchen uniforms need to be fresh, clean, and pressed. All components must be wrinkle-free. Pants are to be hemmed. They should not be rolled up, tied, or tucked into socks. Plain white t-shirts with no lettering and/or designs are to be worn underneath jackets. Turtlenecks are not permitted. If suspenders are worn, they should not show through. If thermal undergarments are worn, they should not show under the sleeve. In certain labs, students will be required to wear a lab coat.

Personalized jackets from former employment will not be allowed. Aprons may be worn folded over and tied at the waist or worn full length, extending down to the knees, according to the instructor’s suggestion. Students in back-of-the-house classes are not to wear any type of jewelry, including watches, bracelets, earrings, gauges (including clear), cartilage piercings, body rings, facial jewelry, and tongue rings. One simple wedding band or commitment ring with no gemstones is permitted.

**Production Shoes**

Students in production classes must provide black, low-cut, secure fitting, closed-back, closed-toe, good-quality leather work shoes or clogs that can be polished and have oil-resistant, non-skid, and non-marking soles. Steel-toed shoes are recommended. White, black, or gray socks are to be worn. Tennis shoes, wooden or plastic clogs with open heels or heel straps, “croc” style shoes, rubber Birkenstocks, snow clogs and hiking/climbing boots are not allowed. Admissions can provide students with a detailed listing of acceptable shoe styles and brands.
Service Uniforms

Students in programs with service training are to bring their own service uniforms. Each student must have two white, long-sleeved, pinpoint oxford-cloth shirts (either 100% cotton or a cotton blend). Students serving in all NECI restaurants wear black dress slacks, either straight-leg or pleated, with a white oxford-cloth shirt. Students are expected to wear plain, unadorned, polished, black shoes and black socks. A long, simply-colored tie is required. Black skirts with hems below the knee are acceptable for women. Women wearing skirts should wear hose rather than socks. All service clothing must be clean and wrinkle free every day. In some food service outlets, service aprons will be issued at the beginning of the service lab and must be pressed by the student. In other outlets, service chef jackets may be issued. They must be returned at the end of the lab.

Chef hats and aprons are available for purchase during the term. Additional student uniforms, as well as 100% cotton chef coats and pants, may be ordered through office services at the central administrative offices at 56 College Street in Montpelier.

Host Uniforms

In programs with host training, hosts in the restaurants are required to dress appropriately. Women may wear dresses, suits, skirts, or dress slacks with a blouse. They may wear socks with slacks or hose with either slacks or skirts. Shoes may not have open toes. Men may wear a suit, jacket/dress slacks combination, or dress slacks/dress shirt combination, polished dress shoes, socks, belt, and a long tie.

Service/Host Jewelry

Students in service and host/management labs may wear a watch and one ring, and one small non-dangling earring may be worn in each earlobe. Other facial jewelry, such as nose, eyebrow, tongue, or mouth rings are not permitted. Students in a host position may wear an appropriate non-interfering pendant, necklace, or bracelet.

Non-Production and Academic Classes

Dress in non-production related classes must be appropriate to professional training classes, as determined by the instructor, Department Chair, Academic Advisor, Director of Academic Services or appointed designee. A number of academic classes take place in or around food service facilities where guests may be present. For these classes, casual business attire is expected.

Casual business attire is recommended for all non-uniformed classes at NECI. Students should exercise good judgment regarding their wardrobe choices. Unacceptable clothing choices include but are not limited to: pajamas, tank tops, tube tops, short skirts or shorts, t-shirts with objectionable messages, high heels, bare feet. Belts should be worn.

Grooming standards as far as shaving, facial jewelry, personal hygiene, etc., apply to non-production related classes as well as production classes.

Nametags

Students are to wear nametags provided by NECI in both production and non-production related and service classes. Nametags are to be worn on the left side of the shirt, jacket, or aprons.

Tasting Policy

NECI programs are geared to producing well-rounded employees for the food service industry. In order to accomplish this goal, it is required that all students taste all products for identification and flavors. It is not necessarily required that students swallow the product. This policy is in place to promote students developing their sense of taste and applies to all programs and classes.

Regarding the tasting of alcoholic beverages, please refer to the Educational Tasting of Alcoholic Beverages section of NECI’s Alcohol and Drug Abuse Prevention Policy in this Handbook. Under limited circumstances, a student may request a waiver of this policy.

Students having specific allergies, health issues, religious or ethical convictions which interfere with this tasting policy should meet with the instructor or the Academic Advising Office to discuss options. Students are expected to take responsibility for managing their own health and safety; for your own safety, please report all serious food allergies or health issues to the Coordinator of Student Services, as well as to each course instructor. Any concerns about this tasting policy should be directed to the instructor, Department Chair, Academic Advisor, Director of Academic Services or appointed designee.
NOTE: All NECI sponsored activities and events are alcohol and substance free. This includes NECI sponsored field trips, regardless of where the event takes place. Students found in violation will be subject to disciplinary action and may be required to provide their own transportation back to campus, if deemed necessary. In addition, students may be asked to sign a waiver agreeing to this policy.

Academic Honesty

The community of New England Culinary Institute is strongly committed to the integrity of the learning process; students are expected to uphold the standards of academic honesty at all times.

To promote a culture of academic honesty throughout the institution, students will review the Academic Honesty Policy during a workshop at orientation, in which a range of academic honesty issues will be addressed. Supporting instruction for upholding the guidelines of academic honesty is provided through in-class instruction, with additional support available at all times from Learning Services and the Library.

Violations of NECI’s Academic Honesty Policy include any acts that compromise the integrity of the educational process at NECI. Any member of the academic community is encouraged to bring concerns regarding academic honesty to the Instructor, Department Chair, Academic Advisor, Director of Academic Services or appointed designee. Academic dishonesty includes, but is not limited to, the following:

Plagiarism: Defined as intentionally or knowingly representing the words or ideas of another as one’s own without providing proper documentation of source in a footnote, endnote, or intra-textual note. Plagiarism may occur in the use of written or electronic resources.

Examples include:
- Inadequate citation
- Copying portions of someone else’s work with only minor changes or paraphrasing
- Submitting another student’s work as one’s own – including homework assignments, essays, logbooks or project work – and take any part of another students work
- Submitting work previously submitted for another assignment without the consent of the course instructor. This is considered a form of self plagiarism.

- Unauthorized or extensive use of templates with minimal original work without the consent of the course instructor

Cheating: Defined as intentionally using or attempting to use unauthorized materials, information, teaching notes, or study aids in any academic exercise.

Examples include:
- Unauthorized use of notes, text, or other aids during an examination
- Copying from another student’s examination, research paper, case write-up, or homework
- Sharing answers during an examination
- Incorrectly reporting hours of activities for self-documented requirements such as internship verification, production journals, or service learning assignments
- Communicating in any way with another student during an exam or using comparable aids during a test
- Handing in the same paper for more than one course without the explicit permission of the instructor
- Perusing a test before it is given

Fabrication: Defined as intentional and unauthorized falsification, misrepresentation, or invention of any information, data or citation in an academic exercise.

Examples include:
- Making up the data for a research paper
- Altering the results of a lab experiment or survey
- Listing a citation for a source not used
- Stating an opinion as a scientifically proven fact

Unauthorized Collaboration: This refers to instances in which students – each claiming sole authorship – submit separate reports that are substantially similar to one another. Specific faculty instructions regarding the need to do individual or group work must be followed.

Participation in Academically Dishonest Activities: Participating or assisting in any manner in acts constituting academic dishonesty.

Examples include:
- Unapproved use of translators for language courses
- Stealing an examination
- Purchasing a pre-written paper through a mail-order or other service, including via the internet
• Selling, loaning, or otherwise distributing materials for the purpose of cheating, plagiarism, or other academically dishonest acts
• Alteration, theft, forgery, or destruction of academic work of other students, library materials, laboratory materials or academic records including transcripts, course registration cards, course syllabi, and examination
• Intentionally missing an examination or assignment deadline to gain an unfair advantage.

Academic Honesty and the Online Environment:
Honesty in any college class is critical to your success as a student, whether on ground or online. New England Culinary Institute is committed to maintaining the highest ethical standards possible related to student academic performance in our online and face-to-face classes and the Academic Honesty policy published in the Student Handbook applies in the online environment. Additionally, the following guidelines apply to the use of the learning management system to ensure that academic credit is awarded only to the student enrolled in the course. Use of the learning platform constitutes understanding of these guidelines.

As a NECI student, when you are given access to Moodle, certain behaviors are expected:
• Keep your username and password confidential.
• Never allow anyone else to log-in to your account.
• Sharing access or passwords to Moodle is considered a breach of academic integrity and could result in you being removed from your class.
• All course work must be your own. While you may work collaboratively at certain times, the class work you submit (including discussion posts, quizzes, tests, exams, papers or projects) must reflect your own original work or be properly cited.
• Do not display work in an open environment where others could view your work.
• Take course exams, tests or quizzes without the assistance of others.
• Respect copyright at all times and with all forms of work, including the use of images, film, sound and other digital media.
• If you have questions or concerns about maintaining the integrity of your work, please contact your instructor immediately.

Please take time to review the complete Academic Honesty Policy at http://www.neci.edu/student-life/policies/academic-honesty. Violations to the above mentioned policies will result in disciplinary action, up to and including suspension from your program.

Instructors who suspect academic dishonesty will speak to the student to seek resolution, then document the meeting and report the incident to the Academic Advising Office. If the dishonesty requires a more formal response, the Academic Advisor will promptly call an academic review consisting of faculty, the Program Department Chair, and/or other academic personnel. The Committee will make a recommendation regarding further disciplinary action. The student will receive the findings of that committee in writing from the Academic Advising office. The Director of Academic Services will handle any appeals from that decision.

Depending on the severity of the offense, sanctions may include, but are not limited to, any combination of the following:
• Written warning
• Required resubmission of questionable work
• Incomplete or zero grade on an assignment or in the course
• Academic probation
• Required retake of the class
• Suspension for one or more terms
• Dismissal

All incidents of academic dishonesty are considered to be disciplinary violations and are recorded in the student’s academic file. At the discretion of the Department Chair, Academic Advisor or Director of Academic Services, repeat offenses will result in elevated consequences, up to and including suspension and dismissal.

Judiciary Committee
The Academic Advising office convenes this group on an as-needed basis. Each time a Judiciary Committee review is required, a representative of the Academics Department will select among members of the administration, faculty, and student population. Students selected for this committee will receive training specific to maintaining confidentiality related to issues they are involved with. Students will be nominated and selected for participation each term. The Committee is designed to review specific disciplinary or academic honesty concerns with students, and their role is advisory.
Recommendations of the Committee are submitted to the Academics Department, which, in conjunction with the Department Chair, makes a final decision on resolving issues.

Rules of the Judiciary Committee:
- The Committee will be guided by the guidelines for proper behavior which are contained in this handbook.
- The Committee will not involve itself in matters related to the student’s specific academic standing.
- In those instances where Committee members have personal connections to the situation, they will excuse themselves from the proceedings.
- The Committee’s work and discussions are confidential.
- Disciplinary reviews are not open to the student body, although participation in discussion of policy and procedure is encouraged.

**Attendance Policy - Resident Courses**

Because NECI offers serious, 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 only. Students are expected to follow NECI’s call-in protocol as outlined in the Student Handbook for all absences. All instances of absence or tardiness are noted in the student’s evaluation for the class and are tracked across the program.

Due to the intensive nature of NECI’s classes, attendance issues can quickly undermine a student’s academic success; whether excused or unexcused, multiple absences in any class may result in required class retakes and additional fees (see Excessive Absence). Patterns of poor attendance will not be tolerated and will escalate quickly to academic intervention and disciplinary consequences. 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.

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 exam, making up missed class time, submitting a written paper, or demonstrating improved hands-on skills. Make-up work for time lost is scheduled on an hour-for-hour basis at the discretion of the instructor. See “Making Up Academic Work” and the Fee Schedule in this Handbook for more details and costs associated with make-up work.

**Excused Absences**

If a student knows in advance that he/she must miss one or more days, he/she must always follow this procedure:
- Complete a written Absence Request Form as early as possible, but no later than four days prior to the absence date (unless it is an emergency).
- Submit the form to the instructor whose class will be missed for a signature.
- Deliver the form by hand to the Executive/Sous Chef for a signature (if it is a production class).
- Deliver the form by hand to the Career Services Coordinator for a signature (if it is internship related).
- Hand deliver the form to the Academic Advising Office and obtain the signature of an advisor
- Hand deliver the form to the Department Chair of the program for a signature
- Hand deliver the form to the Coordinator of Student Services (to be kept on file)

Once this form has been approved by each necessary department and filed by the Coordinator of Student Services, the absence will be considered “excused.”

Absence requests may not always be granted and should be submitted only in cases of extreme necessity. In most cases, absences will not be granted during holiday periods due to the nature of the restaurant industry, which requires us to operate fully during holidays.

In case of sudden illness or emergency, such as a car accident, the student may be required to document the absence in writing in order to be considered an “excused” absence. The proper official documentation would include a doctor’s excuse, hospital emergency room receipt, police accident report, etc. Students who have been prescribed medication or have a temporary physical restriction should discuss the matter with the Academic Advisor before returning to production classes. A doctor’s note may be required before the student can resume classes.

If a student is absent at any time without previously filing an approved Absence Request Form or
without submitting proper written documentation, the absence will be considered “unexcused.”

**Call-In Procedure**

If a student knows he/she will be absent from or tardy for class for any reason, the student must call his/her instructor. A “no-call-no-show” results in disciplinary action. Whenever a student is a no-call-no-show for a class for two consecutive sessions, NECI generally makes an effort to locate the student.

For all production and non-production classes, students are required to speak or email directly with the instructor whose class time is being missed. Contact must be made prior to the start of the class; students should give as much notification as possible. Simply leaving a voicemail or email for the instructor is not acceptable; a reply from the instructor must be received. Sending a message with another student is not acceptable. In the event that a student cannot reach the instructor, he/she is required to:

- Prior to the start of class, telephone the instructor and leave a message on voicemail.
- Prior to the start of class, email the instructor, as well as the attendance line (**attendanceline@neci.edu**), outlining the reason for absence.
- Maintain a copy of the email with time and date stamp.
- Await a reply from the instructor
- Follow up with direct contact as soon as possible.

The student is required to have direct communication with the instructor regarding every absence. In any course that is comprised of several components, students must follow the call-in procedure and notify each instructor whose class time will be missed. In the event the student calls in after the start of the class, the absence will be considered “unexcused.” Unexcused absences may result in written warning or other disciplinary action.

**Unexcused Absences**

Absences in which the student fails to utilize the proper the call-in procedure are considered “unexcused”. Absences are also considered unexcused if the student is unable to provide the necessary documentation as outlined under Excused Absences.

Any time a student is sent home for disciplinary reasons or leaves class and does not return, it will be considered an unexcused absence. The student will be required to make up the entire class day and will receive a written warning.

Students leaving class due to an illness will be required to make up the time missed. Depending on the amount of time missed and other circumstances, the student may be required to make up the entire class day.

An unexcused absence or “no-call-no-show” in a case where a student is not in a class, but is being paid to work as a NECI employee, may result in the student not being utilized for paid work for the rest of the term.

**Patterns of Poor Attendance**

Attendance will be monitored across classes for all students: any pattern of poor attendance will be addressed. A pattern can be defined as any student that becomes academically incomplete in more than one course due to attendance, a student that repeatedly misses class with poor excuse, a student who is frequently tardy, or a student whose attendance is brought to the attention of the Academic Advising Office as problematic by an instructor.

**Excessive Absenteeism**

Any student missing 20% of a scheduled course’s hours may be required to make up the entire course, as determined by the instructor at the end of the course. A student may be required to retake a class, regardless of whether the absences is excused or unexcused, if it is deemed the student has missed critical course information during the missed days and cannot achieve the educational standards for the class. Make-up fees will be assessed for the entire course.

**Tardiness**

It is our goal to instill the discipline of punctuality in all our students. If the student is one minute late for class, it is counted as an example of “tardiness.” Students should synchronize their watches with the instructor before each class and arrive a few minutes early.

When a student will be tardy for a scheduled class or work assignment, he/she should always report to the instructor as soon as possible, using the Call-In Procedure and indicating an expected arrival time.
The student should always report to class as soon as possible, ready to fully participate.

The consequences of being tardy may vary depending on the circumstances. Instructors generally discuss tardiness the first day of class. Each instructor’s response to tardiness will be based on that stated policy and the educational impact on classmates. If the student is more than a few minutes tardy, or repeatedly tardy, he/she may be dismissed from class and required to make up the entire day (Please refer to Making Up Academic Work section of this handbook).

Consequences of Attendance Issues

To help ensure that students are prepared for the expectations of the food and beverage industry and their internships – where attendance problems can lead to termination -- attendance issues are not tolerated.

Attendance issues including unexcused absences, no call/no shows, tardiness, and patterns of poor attendance will result in incomplete course grades, required make up time and/or assignments, required retake of classes, written warnings and progressive disciplinary actions up to and including suspension or withdrawal from the program. Successive unexcused absences and other attendance policy violations will result in the consequences outlined under the Disciplinary Process.

An unexcused absence or “no-call-no-show” in a case where a student is not in a classroom, but is being paid to work as a NECI employee, may result in the student not being utilized for paid work for the rest of the term.

Attendance Policy - Online Courses

Class Participation Expectations

NECI's online courses are intensive and fast paced. To be successful in this environment, students are required to participate actively throughout the duration of each online 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 pages without actively participating, or adding an insignificant post is not considered active participation.

Instructors and/or Facilitators monitor student presence and participation on the platform. If a student is not present for 3 days (in a 6 week course) or 7 days (in a 12 week course), the Instructor/Facilitator reaches out to that individual via email with the Department Chair and Academic Advisors copied. If there is no response, the Advisor reaches out on the fifth day (in a 6 week course) or ninth day (in a 12 week course) via phone or email and informs the student that after 7/14 consecutive days of non-participation, he or she will be automatically withdrawn from the course. On the seventh or fourteenth day, when there is no response, the student is automatically withdrawn from the course by the Advisor and notified via email. The Instructor/Facilitator and Department Chair are also notified.

Withdrawal from classes may impact the student’s eligibility for financial aid. Any student withdrawn for non-participation in an online class will be required to retake the entire course or enroll in a different course if it is an elective; associated fees for a retake will be applied.

Excused Absences

If a student knows in advance that he/she must miss one or more days in an online course, the student must always receive prior approval from the facilitator and Instructor.

Electronic Transmission of Unlawful Materials

No computer or other technological tool may be used on NECI premises for the purpose of downloading, uploading, viewing, or creating unlawful materials, such as child pornography. Such behavior will result in serious consequences, including the possibility of dismissal.
NECI Peer to Peer File Sharing and Copyright Policy

Users of the NECI computer network may not use peer-to-peer file sharing programs. For the purposes of this policy, a peer-to-peer file sharing application is any application that transforms a personal computer into a server that distributes data simultaneously to other computers. Please note that copyrighted materials cannot be shared by any means without proper permission. This includes sharing via network file shares, the web, or any other means and is not limited to peer-to-peer programs.

NECI is committed to preventing the misuse of NECI's computer network and other information technology resources. This policy does not ban legal peer-to-peer file sharing through use of the college network. NECI utilizes a learning management platform and files can be easily shared and transferred via this platform.

NECI will continue to support technologies that facilitate legitimate information dissemination and academic collaboration.

As outlined in NECI's 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.

For further information on copyright and fair use guidelines, please contact Library Services.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the U.S. Copyright Office website especially their FAQ's.

Health and Wellness

NECI encourages students to develop an awareness of personal nutrition and to develop a fitness regime to promote personal health. It has been documented that regular physical activity is an effective means of dealing with stress and stress-related problems. Students may be required to establish and participate in a health and wellness regime during residency as part of their course requirements. Facilities, activities, and advising are provided to assist each student in successfully completing this academic requirement.

Service Learning/Community Service

Community involvement is an important aspect of the food and beverage industry culture and is strongly supported by NECI. To encourage volunteerism and promote community involvement, NECI encourages students to participate in community service events. For example, students cook for soup kitchens, conduct demonstrations at local schools, assist at the local food bank, and participate in community sports events. A Service Learning component in each program helps foster a culture of community involvement.

First and second year degree and certificate program students must complete a minimum of 4 hours of Service Learning in each year of residency; upper division BA students complete their requirements as a part of a scheduled class. This requirement is conducted as a self-study, and students are responsible for arranging these hours on their own. Service Learning opportunities may be arranged individually or in groups. The Student...
Services department publicizes many opportunities via bulletin boards and NECI email notifications. First and second year students must record their completion of service learning activities on the Service Learning Evaluation form available at School Street and submit to the Coordinator of Student Programs prior to the end of residency as a part of their academic requirements.

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 or cognitive disabilities a student may have. Prospective students are encouraged to refer to the Academic Catalog, Essential Program Eligibility, 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. In the higher education environment, it is the student’s responsibility to initiate the process of requesting accommodations/support, as well as to follow through on the use of accommodations offered, as NECI cannot provide supports without knowledge of a need for accommodation or without the student’s active participation in this process. Accommodations do not guarantee successful program participation or graduation. Should challenges arise in the process, students are encouraged to contact the Grievance Coordinator to address any grievances.

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, or neuropsychologist. This documentation must identify and review the specifics of his/her learning disability, psychological conditions, attention disorder, and/or other related condition(s). This documentation will provide recommendations for specific accommodations and support, and should include testing/assessment in the following areas, as applicable: intelligence, reading, mathematics, spelling, written language, language processing, cognitive processing skills, and self-regulation.

Section 504 Coordinators

Section 504 of the Federal Rehabilitation Act of 1973 was designed to eliminate discrimination on the basis of disability in any program receiving federal financial assistance. NECI has designated two Section 504 Coordinators in an effort to comply with Section 504 of the Rehabilitation Act.

The Section 504 Coordinators are:

Grievance Coordinator:
Jennifer Zetarski
Director of Human Resources
New England Culinary Institute
56 College Street
Montpelier, VT 05602
802.225.3231

Disabilities Coordinator:
Anne Connor
Learning Services Coordinator
New England Culinary Institute
7 School Street
Montpelier, VT 05602
802.225.3327

Disabilities Coordinator

Any student who is in need of a service, academic adjustment, or auxiliary aid should contact the Disabilities Coordinator to make such a request. The student’s request is taken under consideration and a reply to the student is issued within a reasonable time. The student will be required to provide documentation of his or her disability to verify the need for the academic adjustments or auxiliary aids requested. The Coordinator may request the student’s permission to speak with the student’s physician, social worker, or other health care provider in order to arrive at an appropriate accommodation.

Any student who believes that the school has failed to provide him or her with necessary services, academic adjustments/aids, or who believes he/she
has been discriminated against on account of disability, has the right to file a grievance with the school.

Disabilities Grievance Coordinator and Grievance Procedure

The aggrieved student will submit a grievance, in writing, to the Grievance Coordinator who is the Director of Human Resources. The complaint should set forth, in as much detail as possible, the basis for the claim or requested accommodation.

If the grievance involves a claim of discrimination by a fellow student, faculty or staff member, the student should be prepared to identify the individual(s) involved so that the Grievance Coordinator can undertake an investigation. If the grievance involves a claim of denial of a requested accommodation, the student should submit any documentation in support of his or her request.

After receiving the complaint, the Grievance Coordinator will take the grievance under consideration. If the grievance involves a claim of denial of a requested accommodation, the Grievance Coordinator will review the prior decision of the Disabilities Coordinator and may speak with the student’s physician, social worker, or other health care provider to evaluate the requested accommodation. If the grievance involves a claim of discrimination by another student or faculty or staff member, the Grievance Coordinator will undertake an investigation into the circumstances surrounding the allegation(s) of discrimination.

NECI recognizes that charges of discrimination can be extremely sensitive and will make every effort to ensure confidentiality of all parties involved. However, the school cannot guarantee such confidentiality.

The Grievance Coordinator will have the authority to take appropriate remedial action against any individual who has been found to have discriminated against the grievant. The Grievance Coordinator will also have the authority to overturn or modify any decision of the Disabilities Coordinator involving an academic adjustment, auxiliary aid, or service.

After the investigation of a discrimination claim, or the reconsideration of a denial of an academic adjustment or auxiliary aid, the Grievance Coordinator will issue a written report which outlines the investigation undertaken and the reasons for the Grievance Coordinator’s decision. In a charge of discrimination by a fellow student, staff or faculty member, the report will contain the measures taken, if any, against alleged offenders. If the Grievance Coordinator finds there has been no discrimination, he/she will set forth his/her findings in the report.

The decision of the Grievance Coordinator may be appealed by either side to the Program Director within two (2) academic weeks of the written decision of the Grievance Coordinator. The Program Director may: (1) overturn the decision of the Grievance Coordinator, (2) remand the matter for further investigation, or (3) affirm the decision of the Grievance Coordinator.

NECI is committed to complying with both the letter and the spirit of Section 504 of the Federal Rehabilitation Act of 1973. If any student would like further information on NECI’s policies or procedures, he/she should contact Learning Services.

Students with Medical Conditions

NECI is committed to respecting student privacy and the responsibility of individual students for maintaining their own health. Students are expected to advocate for their personal health and safety. NECI is committed to working with its students to arrive at reasonable and appropriate accommodations should there be such a need. Students requesting accommodations should refer to Policies and Procedures for Students with Disabilities above.

During the admissions and orientation process, all students are given the opportunity to identify medical conditions that may affect their performance at the school. Examples include, but are not limited to, seizures, diabetes, heart condition, and food allergies. If a condition develops or worsens, students are encouraged to share this information at any point during enrollment with the Coordinator of Student Services. For personal safety, we ask that each student treat this opportunity seriously and share any concerns that may impact him/her at any time while at school.

If appropriate and feasible, an individual health plan will be developed that may involve alerting selected instructors and administrators, and assisting in making referrals to local health care resources. While NECI will assist students with such plans, students are ultimately responsible for ensuring
their own health and safety and are encouraged to speak directly with instructors, dining facility managers, restaurant service staff, residence life staff or other support personnel regarding allergies or other issues that may impact them in a particular setting. NECI treats all health information in a confidential manner, in accordance with state and federal law.

**ACADEMIC PROGRAM REQUIREMENTS - ALL PROGRAMS**

**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.

- **Full-time:** 8 semester credits or more
- **3/4-time:** 6 – 7.9 semester credits
- **Half-time:** 4 – 5.9 semester credits
- **Less than Half-time:** 0 – 3.9 semester credits

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.

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 online classes with less than a half-time credit load. Students must have in place an approved academic plan for multiple online classes or a secured internship starting within 6 weeks to maintain enrollment during their non-resident period.

**Program Enrollment Standards**

**Residency: All Resident Certificate & Degree Programs**

During the residency term, members of program administration monitor student progress. Their goal is to provide each student with the resources necessary to complete all the requirements of the program. In the event a student is not performing at a level sufficient to meet the school’s Satisfactory Academic Progress (SAP) standards, appropriate assistance will be offered. In such circumstances, the student may be supported through Academic Intervention. This may require the development of an Academic Plan that is signed by the student. Students failing to meet the terms of the plan may be subject to disciplinary action, as detailed previously.

At the end of a resident term, students who remain on Academic Intervention may be withheld from starting their internship until their Academic Plan is completed. Students who have not achieved Satisfactory Academic Progress (SAP) will not be registered for internship. NECI may help the student in locating a job, but is not required to provide this assistance. Students who have not achieved SAP will be placed on Academic Probation and will have 30 days to achieve SAP and begin their internship. Any employment hours worked prior to achieving SAP may not count toward internship requirements. If SAP is not achieved during this time, the student will have his/her enrollment terminated.

**Internship: All Resident Certificate & Degree Programs**

All students are expected to begin their internship immediately after residency, to complete all requirements of the internship during the scheduled internship terms, and (in multi-year degree programs) to return for subsequent residencies on time with their starting class.

Students in all Certificate Programs participate in practicum – a hands-on learning experience at NECI -- in lieu of an industry internship. Students with an internship secured at an approved NECI internship site prior to the end of residency may be exempt from practicum.

Students in all programs are expected to begin their internship immediately following the end of the residency period; students must have secured an internship at an approved internship site, including an employment start date (within 21 days of term start) and wage, prior to the student being registered for internship.

Students in Degree programs that have a secured internship with a start date beyond 21 days of term start are expected to enroll in a three week internship program at NECI. This program allows internship hours to be accrued prior to the student
travelling to their primary internship site. Students must be academically eligible to participate in this program.

Any student who delays internship start may put at risk his/her enrollment, credit load, eligibility for financial aid, veterans’ and/or other benefits that are associated with credit load or registration status. Delays in starting internship can result in not being prepared to return to residency on time and/or to delays in graduating. Except in extenuating circumstances, the student who is not complete with internship within the allotted timeframe will be withdrawn from the program at the end of the originally scheduled internship period. All applicable financial aid rules will apply. In such cases, the student may be allowed to complete the internship requirements, but will no longer be considered an enrolled student.

Students who have not secured or started an internship will be placed on Administrative Probation status for up to 21 days. If requirements are not met within the 21 day Administrative Probation period, the student will be considered inactive and will be withdrawn from the program effective the last day of attendance. Students withdrawn from the program will be ineligible for financial aid and may face other financial and program sequence consequences. Any hours worked while withdrawn from the program may not be recognized as internship hours.

Students who delay internship start beyond the halfway point in a term will remain withdrawn from the program and be required to wait until the subsequent term to be enrolled in the internship.

Students who have been withdrawn for failure to begin an internship on time, and then secure an internship at a later date may be required to pay a Reinstatement Fee. Students are expected to complete their studies within 150% of the published length of the educational program; beyond this time, reinstatement is solely at NECI’s discretion and may result in additional tuition and reinstatement fees.

All students receive an evaluation from the Internship Supervisor. An unsatisfactory Internship Supervisor’s report of student performance (either professional behavior or practical skills) may result in the student being required to undergo an assessment in order to be allowed return to the school or in a requirement to repeat the internship experience. In cases where the student must repeat

the internship, he/she may complete the internship requirements, but may no longer be considered an enrolled student. For students whose program requires a subsequent residency at NECI, the student may be asked not to return for the scheduled residency and will be withdrawn from the program. All applicable financial aid rules will apply. Students withdrawn due to an unsatisfactory internship may be required to develop a plan for approval by the Academic Advising Office and Career Services, which requires additional professional employment for up to one year and submission of periodic performance reports to NECI. Reinstatement will depend upon good performance evaluations, a recommendation to return for further study from the individual’s supervisor, and available space.

**BA Programs: Non-Resident Terms**

Students in the third and fourth year of the on-campus bachelor’s degree programs are required to complete a 9-month non-resident period (three academic terms), including a 700-hour internship and 3 online courses. According to the program schedule, students are expected to complete 234 hours of internship and one online course during each 3-month enrollment term of the non-resident period. Deviations from this program sequence can impact the student’s graduation date and/or eligibility for financial aid; students must have prior approval from the Director of Academic Services and Director of Financial Aid for any alternate sequence. To ensure continued progress toward graduation during this time away from campus, all students in the non-resident 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 are expected to begin their internship immediately following the end of the residency period; students must have secured an internship at an approved internship site, including an employment start date (within 21 days of the term start) and wage, prior to the student being registered for internship or online courses. Please refer to Internship Enrollment Requirements for detailed requirements.

Students who delay internship start beyond the halfway point in a term will remain withdrawn from the program and be required to wait until the subsequent term to be enrolled in the internship.

Students who have been withdrawn for failure to begin an internship timely and secure an internship
at a later date may be required to pay a Reinstatement Fee. Students are expected to complete their studies within 150% of the published length of the educational program; beyond this time, reinstatement is solely at NECI’s discretion and may result in additional tuition and reinstatement fees.

Students are also expected to participate fully in their scheduled online classes; failure to participate may result in withdrawal from the course. Please refer to Online Course Attendance Policy for details.

Students are expected to complete all non-resident term requirements within the originally scheduled three-term, 9-month, non-resident period. The end of the third non-residency term marks the end of the student’s enrollment. All applicable financial aid rules will apply. In cases where a student has not yet completed their course work, the student may be allowed to complete the program requirements, but will no longer be considered an enrolled student. Students in the fully online bachelor’s program do not have non-resident terms.

**BA Programs: Fully Online Programs**

Throughout the online program, student progress is monitored. The goal is to provide each student with the resources necessary to complete all of the requirements of the academic program. In the event a student is not performing at a level sufficient to meet the school’s Satisfactory Academic Progress (SAP) standards, appropriate assistance will be offered. In such circumstances, the student may be supported through Academic Intervention. This may require the development of an Academic Plan that is signed by the student. Students failing to meet the terms of the plan may be subject to disciplinary action, as detailed earlier, and put their enrollment at risk.

**Accelerated Program**

Students who excel in the first-year residency and who have significant prior restaurant experience may qualify for the accelerated program in the Culinary Arts and Baking and Pastry degree programs. In this case, 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 of Occupational Studies in Culinary Art or Baking and Pastry Arts upon successful completion of their first- and second-year residency and second-year internship credit hour requirements. Each student’s transcript will reflect a reduction in the number of total credits awarded as compared to students who complete the full program.

In order to be considered for the accelerated program, a resident student must:

1. Submit a letter of request to the Academic Advising Office including the reason for the request and the student’s qualifications.
2. Have prior restaurant experience comparable to advanced placement (AP) status, normally three to five years.
3. Have “Meets or Exceeds Standard” in all residency academic work.
4. “Meets or Exceeds Standard” on all course evaluations.
5. Have recommendations from residency production chef instructors to continue directly into the second residency.
6. Candidates for acceleration will be required to complete a blind basket practical test and take the written AP test.
7. Based on testing results, candidates may be required to adjust their instruction schedule to address skills that may need strengthening prior to enrollment second year. In this case, an individualized Academic Plan will be signed.
8. Candidates may be required, following a review by the Academic Advising Office, to satisfy specific skill goals by participating in a three-month, first-year internship prior to beginning the accelerated program.

There are financial aid implications for accelerated students. Students are required to discuss their financial status with the Student Accounts office before making any final decision to enter the accelerated program.

**Fast-Trak Program: Waiver of Second Internship**

Students who have distinguished themselves in the first- and second-year residencies and first-year internship may petition the Academic Advising Office to waive the second-year internship requirement and enroll directly into one of NECI’s bachelor’s program residencies. Except in extenuating circumstances, this waiver will be granted only when students are complete in 100% of attempted first year credits, as well as in a minimum of 80% of attempted second year credits. Students are advised to request internship waivers early; waivers will be granted only if requested and
approved at least three weeks prior to the end of their second residency.

In order to be considered for Fast-tracking, a resident student must:

1. Submit a letter of request to the Academic Advising Office including the reason for the request and the student’s qualifications.
2. Have “Meets or Exceeds Standard” in all First Year academic work and 80% of attempted Second Year work.
3. “Meets or Exceeds Standard” course evaluation from First Internship.
4. Submit recommendations from a minimum of two residency production chef instructors to continue directly into the third residency.
5. Submit a current résumé demonstrating industry experience.
6. Candidates may be required to meet with Academic Advising, Career Services, and the program Department Chair to review their academic and career plans.
7. Final determinations regarding Fast-Track applications will be made by Academic Advising, the Program Department Chair and the Career Services Office; students may be required to complete an academic plan to ensure their readiness for the bachelor’s program.

There are financial aid implications for fast-tracking directly into the third residency. Students are required to discuss their financial status with the Student Accounts office before submitting their Fast-Trak application.

All students must be complete in a minimum of 60 credits prior to enrollment in the third residency.

In keeping with NECI’s emphasis on the internship program, all students (advanced placement, accelerated or otherwise) are strongly encouraged to complete a minimum of one internship experience at the associate level. For students in the Associate of Occupational Studies in Hospitality and Restaurant Management program, or in cases where a student possesses extensive industry experience, a minimum of 350 hours or 8 credits of internship experience may be permitted.

Students may be awarded the associate degree upon completion of the bachelor’s degree non-resident term only in situations where the associate and bachelor’s degrees earned represent different fields of study. The student’s transcript will reflect a reduction in total credits awarded as compared to the full degree program. In no circumstance may a student graduate from an associate degree program with fewer than 60 semester credits, nor from a bachelor’s degree program with fewer than 120 semester credits.

Dual Enrollment for NECI’s Online Programs

Students who have excelled in the first two years of their NECI resident programs may wish to get a head start by qualifying to enroll in NECI’s fully online BA programs while completing the requirements of their second internship. To ensure success during the internship, students must have successfully completed the first three months of the internship before being approved to enroll in the fully online programs. Dual enrollment into the fully online programs must be approved by the Program Department Chair, Academic Advising, the Financial Aid Office and Student Accounts. Approval will be contingent on academic standing (100% complete in all classes and a demonstrated ability to Exceed Standards in academic classes). Due to the financial consequences to such program acceleration, students are advised to meet directly with financial offices when considering this option.

Dual Enrollment for High School Students

Students who are dual enrolled in NECI as a part of a high school dual enrollment program must demonstrate continued progress toward graduation and good academic standing at their sending school, as well as at NECI. Students who do not maintain good academic standing will be withdrawn from the program.

Satisfactory Academic Progress (SAP)

All New England Culinary Institute 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 Standards, Exceeds Standards, 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:

**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 and Pastry 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 Culinary Arts**
Upper-Level Online Delivery
- 15 Credits/3 Courses Attempted: Complete in 50% of attempted credits
- 30 Credits/6 Courses Attempted: Complete in 70% of attempted credits
- 45 Credits/9 Courses Attempted: Complete in 70% of attempted credits

**Bachelor of Arts in Baking and Pastry Arts**
Upper-Level Online Delivery
- 15 Credits/3 Courses Attempted: Complete in 50% of attempted credits
- 30 Credits/6 Courses Attempted: Complete in 70% of attempted credits
- 45 Credits/9 Courses Attempted: Complete in 70% of attempted credits

**Bachelor of Arts 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 Food and Beverage Business Management**
Online Program
- 15 Credits/3 Courses Attempted: Complete in 50% of attempted credits
- 30 Credits/6 Courses Attempted: Complete in 70% of attempted credits
- 45 Credits/9 Courses Attempted: Complete in 70% of attempted credits

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

**Associate of Occupational Studies in Food and Beverage Business Management**
- Week 26: Complete in 50% of attempted credits
- Week 30: Complete in 70% of attempted credits

**Certificate in Professional Cooking, Certificate in Professional Baking and Pastry**
- Week 15: Complete in 50% of attempted clock hours

Students who do not complete the required percentage of credit or clock hours documented above within 30 days will be placed on Academic Probation. Academic Probation can last for up to 30 days. While on Academic Probation, students may be prohibited from attending regular classes and be required to work exclusively on an Education Plan focusing on incomplete coursework. Students must attain satisfactory academic progress as documented above within 30 days. 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 is solely at the school’s discretion and according to the school’s reinstatement policy.

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 because they have not met satisfactory academic progress has the opportunity to appeal. Documentation of medical or other unusual circumstances must be provided. Students who have appealed may be eligible for financial aid for one payment period; they will be placed on Financial Aid/SAP Probation and will have an Academic Plan ensuring they will meet SAP by a designated point in time. If SAP is not achieved, the student will be ineligible for further federal or state financial aid, and will have their enrollment terminated. All appeals are considered on a case-by-case basis and should be directed in written form to the Director of Financial Aid.

**Academic Year Progression/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. In order to maintain eligibility for federal financial aid and be considered eligible for a success academic year, students must progress, earning semester credits at the following rate:
Second Academic Year: Complete in 30 credits
Third Academic Year: Complete in 60 credits
Fourth Academic Year: Complete in 90 credits

Students who are deemed at risk of not meeting Academic Year Progression requirements will be placed on Academic Intervention. 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 and must earn sufficient credits to enable them to progress to the next Academic Year. Academic Intervention plans may include weekly meetings with the Academic Advisor, mandatory meetings with Learning Services or required study sessions; students on Academic Intervention may be withheld from classes and are ineligible to begin internship except in extenuating circumstances.

**Academic Intervention**

NECI is committed to student success. The administration recognizes the intensity of the program and has witnessed how quickly students can fall behind in their schoolwork. Students who fall behind in their work put their continued enrollment at risk. The Academic Advisor will monitor student progress through the program. Any resident program student “Incomplete” in 15% or more of attempted credits or courses, or deemed unlikely to meet satisfactory academic progress, will be supported through academic intervention. Any online degree student with one or more Retake grades will be supported through academic intervention. As students progress through their program, they are expected to complete the requirements of each academic term in a timely fashion. Any student who remains “Incomplete” in course work from a previous academic term will be placed on academic intervention. Students on academic intervention are required to meet with the Academic Advisor to develop a plan for making up incomplete work. This plan may include weekly meetings with the Academic Advisor, mandatory meetings with Learning Services, required study halls, additional work submission deadlines, required attendance during Academic Completion Week or other requirements; students on Academic Intervention may be withheld from scheduled classes, including internship and may be prohibited from working for pay in NECI facilities. These steps are put in place to promote prioritization of outstanding class work and completion of the student’s make up plan. Students who do not meet the requirements of their plan may be placed on disciplinary probation and put their enrollment at risk. Once a student completes the plan, he/she will be removed from academic intervention.

**Student Evaluation**

NECI has a standards-based evaluation system, not a traditional letter grade system. The goal of this system is to teach students to be successful and attain their career goals. When students finish a block of instruction, they must meet all required standards to be graded “Meets Standard” or “Exceeds Standard.”

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

If at the end of a block of instruction students have not met all standards for the class, they are graded “Incomplete.” In order to make up incomplete class work, an Education Plan is developed with the instructor and Advising Office. This Education Plan identifies the steps required to become complete in the class and sets a deadline for make-up work completion. The Education Plan may include scheduling make-up work, recommendations for tutoring, or additional experience. When the Education Plan has been successfully completed, the student’s grade is updated to reflect completion in the course. A grade of “Meets Standard” or “Exceeds Standard” will be awarded. This work may be done during residency, term break, or internship, as outlined under Making Up Academic Work in this Handbook. There may be costs associated with make-up work, as outlined in the Fees for Make-Up Work section of this Handbook.

Due to the academic nature of the upper level courses in the bachelor’s programs and the Hospitality and Restaurant Management programs, an alternative grading system is used. Grades include A, B, C, and Incomplete. This system continues to be standards-based, and requires that students meet all required standards associated with each course. Students must receive a C grade or above; otherwise, they are considered Incomplete in the class. Please refer to Policy Related to Make-up Work for more information.
Student Evaluation Schedule

Students receive an evaluation at the end of each class and at the completion of each internship term.

During residency and online programs, student academic progress is monitored by the Academic Advising Office. Individual meetings with students will occur throughout the term and prior to internship. Students are expected to resolve Incomplete grades following the deadlines within the Education Plan. Students with multiple incompletes or at risk of not meeting Satisfactory Academic Progress may be placed on Academic Intervention to provide educational support.

Evaluations of Internship are done with a focus on performance standards and professional behavior. In the event that a student receives an unsatisfactory evaluation from an internship supervisor, the student’s file will be reviewed by the Manager of Career Services, the Internship Committee, and the Academic Advising Office. Each case will be resolved on an individual basis.

Students are asked to complete Student Feedback Statements that critique the performance of NECI, its instructors and the internship on-site supervisors.

Student Evaluation Language Key

All course syllabi include detailed descriptions of the course standards, student evidence, and course rubrics. The course standards are assigned in accordance with NECI’s list of active standards.

Course evidence is culminating work that demonstrates knowledge and skills described in the course standards. Rubrics are detailed scoring tools that describe the quality and content of student work. Each piece of evidence has an accompanying rubric. Rubrics provide scoring statements at four levels: “Missing Evidence,” “Below Standard,” “Meets Standard,” and “Exceeds Standard.” “Missing Evidence” indicates that a student has not submitted required work or that the evaluation criteria were not included in the evidence submitted. “Below Standard” indicates that the student’s work quality was not at an acceptable level. “Meets Standard” indicates that the work quality met the program requirements. “Exceeds Standards” indicates that the student’s work quality was well above the average expected of students. In upper level classes in the bachelor's programs and the Hospitality and Restaurant Management programs, levels of “A”, “B”, and “C” are used in place of “Meets Standard” and “Exceeds Standard.” Each course will be graded as “Meets Standard” or “Exceeds Standard” based on the overall assessment by the instructor or supervisor. Students must score “Meets Standard” in all of the evaluation criteria on each rubric to be complete for the class. A “Meets Standard” is equivalent to a “C” or better.

Students who demonstrate poor performance or who frequently need assistance in key areas of the course will receive a course grade of “Incomplete.” They may earn a “Meets Standard” in a course by demonstrating at a later date that they can meet the standards in those areas in which they were deficient. This work may be done during a residency, term break or internship, but is expected to be completed by the Education Plan deadline.

Academic make-up work may involve making up a written examination, making up missed class time, submitting a written paper, or demonstrating hands-on skills. In any event, the nature of the “Incomplete” is explained in the student’s evaluation. The best method for completing the work will be described by the instructor in an Education Plan. This may include scheduling make-up work after recommended tutoring or additional experience has been acquired by the student.

It is the responsibility of the student, upon successful completion of academic make-up work, to have the instructor sign an Education Plan (EP) and deliver the form to the Academic Advising Office.

Making Up Academic Work, Academic Completion Week

The student will make up all production classroom time missed on an hour-for-hour basis. If the student has an excused or unexcused absence and misses a day, he/she will be required to make up the entire class day. If the time missed is on a weekend, the make-up time should be scheduled for a weekend. Students may, at the discretion of the instructor, make up days in a relevant production lab.

The hours missed must be made up according to a schedule developed by the instructor and signed by the student. Failure to adhere to the make-up schedule may result in disciplinary action, at the discretion of the Academic Advising Office. In non-production classes, missed time may, at the discretion of the instructor, be made up by the assignment of a special project for each class day.
missed. These projects will be specific to the class or classes missed. They will be of the same time duration as the absences. The assignment will be monitored by the instructor, who documents the work once completed on the student’s Education Plan. During the residency and term breaks, students may schedule academic make-up work at the discretion of the instructor. After this time, students must schedule academic make-up work with the Academic Advising Office.

In degree programs, the final week of each resident term is dedicated to Academic Completion week. Students are expected to schedule any remaining make up work and complete any outstanding Education Plans during this week, to ensure that they begin the next upcoming term with no outstanding Education Plans. Students are expected to contact their instructors directly or work closely with the Academic Advising Office to coordinate make up opportunities. Students who are 100% complete in all class work may be excused from campus for a term break. Education plans for making up any missed time may, at the discretion of the instructor or Academic Advising Office, include a requirement that the student make up missed time during the Academic Completion Week or prior to starting an internship. If additional time is needed to make up hours or academic work, a student may be required to delay his/her internship until the requirements are met. Students are expected to make up all outstanding work from each academic term prior to starting the subsequent term.

Any student who remains “Incomplete” in course work from a previous academic term will be placed on academic intervention and will have 30 days to remedy this situation, provided Satisfactory Progress and Enrollment standards are being met. Any student remaining “Incomplete” despite these supports will be subject to probation or other disciplinary consequences. Students on probation, intervention, and/or students in violation of the attendance policy may, at the discretion of the Academic Advising Office, be removed from regularly scheduled classes to focus on making up prior class time owed or may be prohibited from beginning an internship.

In order to address “Incompletes” outside of the regular term, students may petition the school to return early from internship or remain at the school during the mid-term or end-of-term break, pending housing and class availability. If available, housing on-campus and meals may be provided; additional housing and board fees will apply. Participation in a make-up class is on a space-available basis. Housing is not guaranteed. Availability of student housing beyond the residency will be determined by the Coordinator of Student Services.

**Fees for Make-Up Work**

Students are required to make up incomplete classroom assignments and lab hours in a timely manner. Scheduling make-up time is dependent upon space available and is not guaranteed.

Make-up time that extends beyond the student’s normal residency must be scheduled through the Academic Advising Office. Students will be charged tuition, room, and board fees, as appropriate, for all such make-up work according to the schedule below. Additional fees will be discussed at the time of scheduling; students are expected to meet with Student Financial Services/Student Accounts to determine specific fees and to establish a payment plan prior to the start of any classes. Additional fees are in addition to those included in the student’s Enrollment Agreement. Students may appeal make-up fees in cases of medical or family emergency or if a documented educational need is present.

**Fees for Make-up:**

- Make-up Fee/resident classes $350 per credit
- Make-up Fee/online classes $150 per credit
- Additional Room/Board Fee $290 per week*
  *room/board fees are weekly fees and are not pro-rated for individual days.
  *Housing is not guaranteed.
- Reinstatement/re-enrollment Fee** $275
  **processing fee for reinstatement to a program, including in an online internship course

Students must make arrangements for any necessary extended housing for make-up work, in writing, through the Coordinator of Student Services. Fees are subject to change; students should refer to the Financial Aid Fact Booklet for the most current information.

**Internship Courses**

**Introduction**

The internship is an academic requirement of all resident programs. New England Culinary Institute will provide internship placement support services to assist the student in securing a 700/450-hour
minimum, paying internship that the student will undertake following successful completion of each residence, but the ultimate responsibility for securing an internship lies with the student.

The goal of internship and related courses are to fortify the learning from residency, while inspiring the student’s aspirations for the future. Internships should be appropriately challenging based on individual skill and professional goals. To ensure that the internship meets these objectives, all internships must be approved by the Career Services Office.

Students are responsible for all transportation, housing and incidental expenses associated with securing and participating in the internship. Students receiving financial aid will not receive disbursements to their student account until they are officially enrolled in the internship terms. The internship must be successfully completed within the scheduled terms and will be monitored by Career Services. Before the student is given credit for the internship, all written evaluations by the internship supervisors must be in the Career Services Office. In all AOS and BA programs, an online study that will enhance the student’s experience in the foodservice industry must also be completed during the internship.

The internship course consists of:

1. Completion of the minimum number of required hours of on-the-job training in quality food service/hospitality operations or other related work
2. Completion of the Online Internship Connection Course (AOS and BA)
3. The Internship Assessment

Internship requirements for each program are outlined below. To maintain their enrollment status at NECI, students must be working at a NECI-approved internship site (as verified by their employer) in the number of terms outlined. Any changes to this internship structure must be pre-approved by Academic Advising and the Student Financial Services office. Students in Year 4 of the BA programs must also be actively participating in one online class each term. Please refer to the Program Enrollment Standards section of this Handbook for more detail.

**Bachelor of Arts in Culinary Arts**
- Year 1:
  700 hour internship and online Internship Connection course
- Year 2:
  700 hour internship and online Internship Connection course
- Year 3/4:
  700 hour internship and online Internship Connection course

**Bachelor of Arts in Culinary Arts (Online Program)**
- Year 3/4: no internship requirement (students must possess appropriate industry experience to be accepted into this program)

**Bachelor of Arts in Baking and Pastry Arts**
- Year 1:
  700 hour internship and online Internship Connection course
- Year 2:
  700 hour internship and online Internship Connection course
- Year 3/4:
  700 hour internship and online Internship Connection course

**Bachelor of Arts in Baking and Pastry Arts (Online Program)**
- Year 3/4: no internship requirement (students must possess appropriate industry experience to be accepted into this program)

**Bachelor of Arts in Food and Beverage Business Management**
- Year 3/4:
  700 hour internship and online Internship Connection course

**Bachelor of Arts in Food and Beverage Business Management (Online Program)**
- Year 3/4: no internship requirement (students must possess appropriate industry experience to be accepted into this program)

**Associate of Occupational Studies in Culinary Arts and Associate of Occupational Studies in Baking and Pastry Arts**
- Year 1:
  700 hour internship and online Internship Connection course
- Year 2:
700 hour internship and online Internship Connection course
6 months/2 terms; complete 350 hours each term

**Associate of Occupational Studies in Food and Beverage Business Management**
- **Year 1:**
  - 700 hour internship and online Internship Connection course
  - 6 months/2 terms; complete 350 hours each term

**Certificate in Professional Cooking, Certificate in Professional Baking and Pastry**
- **Year 1:** 450 hour internship
  - 3 months/1 term; complete 450 hours in one term

**Internship Research and Selection**
Students research and select internships with the support of formal classes and informal advising. Professional Development classes provide the framework and tools for students to navigate the process: interviewing skills, resume and cover letter writing, developing goals, wage negotiation, and integrating feedback and evaluation into personal decision making. Career Services, instructors, administrators, and peers are all willing and able to provide insight into potential internships, yet the ultimate approval decision rests with the Manager of Career Services, Career Services Coordinator or otherwise appointed designee.

Students are encouraged to research internship sites currently approved by NECI that may meet their criteria. Approved sites are familiar with NECI interns and NECI’s Career Services Office is familiar with the sites. Career Services maintains a database of existing sites. This student-to-student resource provides a level of insight not available with more traditional resources. Other considerations to research: housing, travel and wages. NECI is not responsible for providing or securing housing or travel. These are not included in tuition or any other fees. Wage negotiation is the responsibility of the student and the internship site.

Students may seek internship sites that are not currently approved. It is important that the student work closely with Career Services to understand the approval process and to ensure that the site meet the criteria prior to pursuing unapproved sites. These criteria include a site agreeing to provide a progressive educational experience, verify the students’ knowledge and learning and provide a competitive compensation package. NECI does not support unpaid internships and in general, requests to intern at sites that do not pay will be denied.

All approved sites agree not to interfere with the students’ educational progression by offering employment beyond the internship if the student is expected to return to NECI for continuing education.

All new site applications are reviewed by the Manager of Career Services. A complete and approved site application must be in place prior to the student’s hours being counted.

Once an internship has been selected and confirmed (start date, wage, and up-to-date site information), the student must complete the Internship Goals & Placement Agreement. This Agreement will be sent to the site supervisor for teaching and evaluation purposes. This is a formal binding document and must be completed in order for the student’s internship to be considered valid.

**Conduct while on Internship**
Students are expected to maintain all levels of professionalism, sanitation, and decorum as taught during residency. While the Online Internship Connection course will be the primary source of contact with the school, students are encouraged, and in some cases required, to contact Career Services directly for any support we can provide.

**Online Internship Connection Course**
As the primary means of contact, AOS and BA students are required to participate in the online course designed specifically for their program. This requires a computer and internet access. If these are not available, students must locate alternative sources, local libraries, computers at work, etc. Course length and required assignments vary by program.

**Online Participation:** AOS and BA Students are required to participate in a minimum of 80% of the discussions in their course, as well as to complete all required assignments. Failure to do so will result in the student being dropped from the course. Requests for re-enrollment must be directed to Career Services and will be subject to reinstatement and/or retake tuition fees.

All pertinent internship documents are housed in the Online Course for the convenience of the student. Internship evaluations are completed via an online survey that Career Services sends directly to the site supervisor. Students are responsible for ensuring these evaluations are completed and
submitted to Career Services to ensure completion of internship.

**Internship Challenges**

Students are expected to maintain close contact with NECI and Career Services during the internship via phone, email and the online internship course. NECI advocates for its students. Students are advised to contact the Career Services Office immediately for advice should any issues arise during the internship. Students are encouraged to work through Career Services to seek professional solutions to any concerns, rather than relying on the site supervisor to contact the school.

Occasionally, a student may encounter unforeseen difficulties while on internship. If the student encounters any employment or educational issues during the internship, he/she is required to contact the school immediately. Career Services will assist the student in resolving the issue in an appropriate manner.

If difficulties should arise, each situation will be resolved on an individual basis, and documentation of the situation will be placed in the student’s file. If repeated difficulties or a pattern of issues arises, the Manager of Career Services may require the student to address the situation with a specific plan, up to and including the completion of an additional internship requirement.

Only under extenuating circumstances may a student leave an internship site. The following procedures must be followed, or the student may face disciplinary action. In the event that extenuating circumstances require the student to break the agreement, he/she must always contact Career Services in advance to discuss the reasons.

Breaking the agreement for any reason without pre-approval of the Manager of Career Services will result in disciplinary action. Following approval from the school, the student must give proper notification to the on-site supervisor. Proper notice is a minimum of two full weeks.

If the student leaves the internship prior to completing his/her hours internship hours requirement, the student will be placed on Administrative Probation and has 21 days to locate a new internship as outlined under Program Enrollment Standards.

- Leaving an internship without properly notifying the school and the on-site supervisor is not permitted. Being fired from a job for failure to abide by company policies, including failure to report for work or tardiness, unprofessional attitude or performance, is unacceptable. In such situations, the student must immediately contact Career Services.

Internship Terminations involving improper notice or justified firing will be reviewed by the Manager of Career Services and Program Department Chair. Consequences may include disciplinary action, up to and including forfeiture of previously earned internship hours, or withdrawal from the program. At a minimum, the following procedures must be followed:

- The student must write a letter of apology to the on-site supervisor and others designated by the Manager of Career Services. A copy of the letter is to be sent to the Manager of Career Services and will be placed in the student’s file.
- The student will be placed on Administrative Probation and has 21 days to locate a new internship, as outlined under Program Enrollment Standards.
- A total of 700 (AOS, BA) or 450 (Certificate) successful internship hours must be worked. The hours accumulated in the previous internship may not be counted, so a student may need to complete the full hours’ requirement at the new site.

**Situations Not Under the Student’s Control**

If it is determined that it is in the best interest of the student to leave the internship due to factors that are beyond the student’s control, the student will be responsible for finding and locating another internship. Examples include layoffs, inadequate hours, termination due to financial considerations on behalf of the internship site, or inadequate skill level. In such instances, the hours accumulated at the initial internship site will be applied to the total internship hours worked.

In certain extenuating circumstances, the school may approve a student’s return for the next scheduled residency of their program, even though he/she is still missing a small percentage of the full internship hour requirement. Each individual case will be reviewed by the Manager of Career Services and the Academic Advising Office. A plan for completing these hours must be in place prior to the student’s return. In order to comply with the school’s Satisfactory Academic Progress policy, this plan must include the student being complete in all other course work from the prior academic year,
as well as sufficient internship credits to meet all applicable eligibility requirements.

**Graduation Requirements**

The Academic Catalog and student’s Enrollment Agreement contain detailed information about the requirements for graduation in each certificate and degree program. Students must demonstrate mastery of all required standards for their program. All NECI programs follow a prescribed course list; students must enroll in all courses of instruction and have successfully completed all courses and requirements within the program curriculum. In specific documented situations (transfers, advanced placement, accelerated, internship waiver or advanced standing), students may have their scheduled 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.

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

**Culinary Arts**

Students who complete all program requirements and successfully complete all credit hours required for the associate program are awarded the Associate of Occupational Studies in Culinary Arts.

Students who complete all program requirements and successfully complete all credit hours required for the bachelor’s program are awarded the Bachelor of Arts in Culinary Arts.

**Baking and Pastry Arts**

Students who complete all program requirements and successfully complete all credit hours required for the associate program are awarded the Associate of Occupational Studies in Baking and Pastry Arts.

Students who complete all program requirements and successfully complete all credit hours required for the bachelor’s program are awarded the Bachelor of Arts in Baking and Pastry Arts.

**Food and Beverage Business Management**

Students who complete all program requirements and successfully complete all credit hours required for the associate program are awarded the Associate of Occupational Studies in Food and Beverage Business Management (prior to January 1, 2014, Associate of Occupational Studies in Hospitality and Restaurant Management).

Students who complete all program requirements and successfully complete all credit hours required for the bachelor’s program are awarded the Bachelor of Arts in Food and Beverage Business Management (prior to January 1, 2014, Bachelor of Arts in Hospitality and Restaurant Management).

**Certificates**

Students who complete all program requirements and successfully complete all clock hours required for the Professional Cooking program are awarded the Certificate in Professional Cooking.

Students who complete all program requirements and successfully complete all clock hours required for the Professional Baking and Pastry program are awarded the Certificate in Professional Baking and Pastry.

**Graduation with Distinction**

NECI wants to recognize consistent, high-quality student performance. NECI also wants to encourage and recognize exceptional student effort and demonstrated leadership capability. To assist in this effort, the Graduation with Distinction program has been developed. Detailed information about this program, including how to qualify, can be obtained from the Academic Advising Office. The student must submit a completed Graduation with Distinction packet for review by a faculty committee. Students who earn Graduation with Distinction will receive recognition at the graduation ceremonies, a special distinction emblem on their diploma, and a statement on their transcript. Due to the short length of certificate programs, Graduation with Distinction is only available to degree program students.

**Graduation after the Scheduled Graduation Date**

Any student with academic “Incompletes” following the scheduled graduation date should contact the Academic Advising Office, outlining the manner in which the “Incompletes” will be addressed. The student will be required to schedule meetings with instructors and/or the Academic Advising Office for this purpose. The work required may include written tests, assigned papers, independent studies, completion of missed class time, improvement of laboratory skills, and the payment of reinstatement and/or make-up fees. The
nature of the “Incomplete” will determine how, when, and where it may be made up. For example, independent research papers may be completed away from the school, while laboratory skills may have to be demonstrated while on campus. Written tests may be taken off-campus if an approved monitor is identified. Course and program requirements change over time to reflect current industry practice; as a result, in order to demonstrate mastery of all relevant course standards, students completing course work after their scheduled graduation date may be required to retake certain courses in their entirety or enroll in substitute courses to be able to successfully complete degree requirements.

Students enrolled in any program must complete their studies within one-and-one-half times the length of the program, as outlined in this Handbook under Time Allowed for Completion of Studies. Students who do not complete their studies within this timeframe will be withdrawn from the program and will need to apply for reinstatement. Further information on reinstatement policies and fees is in this Handbook under Student Policies and Procedures, Reinstatement.

Students wishing to graduate after their normally scheduled date should be in contact with the Director of Academic Services, who will outline the plan for graduation. In some limited circumstances, students may have an opportunity to complete work through Assessment of Prior Learning. The Director of Academic Services can provide information on this program. A reinstatement fee will apply and administrative fees will be assessed for all work that must be evaluated.

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% the published length of the educational program in credit hours or in clock hours. The maximum timeframe allowed for completion of each program is:

<table>
<thead>
<tr>
<th>Program</th>
<th>Time and Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Occupational Studies in Culinary Arts</td>
<td>36 months/121.5 semester credits</td>
</tr>
<tr>
<td>Associate of Occupational Studies in Baking and Pastry Arts</td>
<td>36 months/115.5 semester credits</td>
</tr>
<tr>
<td>Associate of Occupational Studies in Food and Beverage Business Management</td>
<td>22.5 months/90 semester credits</td>
</tr>
<tr>
<td>Bachelor of Arts in Culinary Arts</td>
<td>58 months/205.5 semester credits</td>
</tr>
<tr>
<td>Bachelor of Arts in Culinary Arts (online)</td>
<td>36 months/108 weeks instructional time/90 semester credits</td>
</tr>
<tr>
<td>Bachelor of Arts in Baking &amp; Pastry Arts</td>
<td>58 months/196.5 semester credits</td>
</tr>
<tr>
<td>Bachelor of Arts in Baking &amp; Pastry Arts (online)</td>
<td>36 months/108 weeks instructional time/90 semester credits</td>
</tr>
<tr>
<td>Bachelor of Arts in Food and Beverage Business Management (online)</td>
<td>36 months /108 weeks instructional time/90 semester credits</td>
</tr>
<tr>
<td>Certificate in Professional Cooking</td>
<td>39 weeks</td>
</tr>
<tr>
<td>Certificate in Professional Baking and Pastry</td>
<td>39 weeks</td>
</tr>
</tbody>
</table>

Beyond the timeframe outlined, reinstatement is solely at NECI’s discretion and may result in additional tuition and reinstatement fees.

Enrollment Status
Leave of Absence
Students are strongly encouraged to continue through a program once begun; due to NECI’s commitment to small classes, residency and internship schedules, and the carousel nature of the online programs, taking time away from a program can result in delays for re-enrollment and graduation. However, at times, students may encounter serious circumstances which make it impossible to fulfill program attendance requirements. In such cases, a student may request approval for a leave of absence. Leaves are normally granted for documented medical or other personal emergency reasons.

Students considering a leave of absence are required to discuss the academic consequences of a leave with their Academic Advisor and to consult with Student Accounts/Financial Aid regarding financial aid implications. Students should request the shortest amount of leave time possible to allow
them to re-enter and continue with their program. A leave of absence can be granted for a maximum of 180 days in any 12-month period. In order to request and qualify for a leave of absence, a student must be registered for classes in a residency or online term or be registered for and working at an internship site with a valid Internship Agreement on file.

A request for a leave of absence must be in writing, must include the reason for the leave request, must have a beginning and end date, and must be signed by the student. Requests for a leave must be approved by the Director of Academic Services. No leave is officially approved until proper paperwork is in place. If a leave affects the term in which a student is enrolled and expected to graduate, NECI reserves the right to withdraw the student and reinstate the student in a later term. Online program students not qualifying for a leave of absence should contact the Academic Advisor and Student Accounts/Financial Aid if they wish to temporarily step out of the program.

Students living in NECI housing who request a leave of absence must meet in person with the Coordinator of Student Services to determine departure time and date from NECI housing. Students on a leave of absence are not permitted to live on campus.

Taking a leave of absence may affect a student’s coverage under the student health insurance plan. For details, see the insurance plan documents or information under Health Insurance in the Student Life Procedures section in this Handbook or contact the Human Resources Office at Harris Hall.

Leave extension requests may be approved; extensions must be submitted prior to the end date of the initial leave, must be in writing, must include the reason for the leave, must state the new end date, and must be signed by the student. Additional leaves may be approved for unforeseen circumstances. The initial leave and any additional leaves of absence must not exceed a total of 180 days in any 12-month period.

Any student on leave who makes the decision not to return to school should inform the school immediately of that decision. If a leave affects the term in which a student is enrolled and expected to graduate, NECI reserves the right to withdraw the student and reinstate the student in a later term. Students who do not return to the school at the end of an approved leave of absence will be withdrawn effective their last date of attendance.

Failure to return from a leave of absence may have financial aid implications; students are required to consult with Student Accounts if not returning. A student who is a Title IV loan recipient (Federal Perkins Loan, Federal Stafford Loan and Unsubsidized Federal Stafford Loan) who does not return from a leave of absence will enter repayment on their loans or begin their grace period, as applicable, effective the day following their last date of attendance.

Students who wish to take a leave of absence are required to consult with Financial Aid Office regarding financial aid implications. A student who is a Title IV loan recipient (Federal Perkins Loan, Federal Stafford Loan and Unsubsidized Federal Stafford Loan) who does not return from a leave of absence will enter repayment on their loans or begin their grace period, as applicable, effective the day following their last date of attendance.

**Probation**

A student may be placed on probation for the reasons and timeframes outlined below. A student on probation puts his/her enrollment in the program at risk. Once the student has met the established criteria, they will be removed from probation status. If criteria are not met within the specified timeframe, the student will be withdrawn as outlined.

**Academic Probation**

The Director of Academic Services will place a student on Academic Probation if he/she does not meet the school’s published Satisfactory Academic Progress (SAP) policy. Students who do not complete the required percentage of credit or clock hours by the required date will be placed on Academic Probation for a maximum of 30 days. Students who have not met SAP at the end of this period must have their enrollment terminated. Students placed on Academic Probation must meet with Student Accounts to review their financial standing.

Students may also be placed on Academic Probation for serious violations of NECI’s academic policies or procedures at the discretion of the Program Department Chair, Academic Advisor, Director of Academic Services and our appointed designee. A student must exhibit specific, consistent behavior as agreed upon in a written plan in order to
remain in class and/or have this probation status lifted. Students on Academic Probation for this reason may remain on Probation for up to one full year or until conditions have been met. Students on Academic Probation are at risk of having their enrollment terminated.

Students on Academic Probation may be withdrawn from class for up to 21 days and may face further financial aid implications. Students who continue to exhibit unacceptable behavior after being placed on Academic Probation may have their enrollment terminated.

**Administrative Probation**

Students are expected to begin the internship immediately following the end of the resident term. Students who are unable to begin their employment at an internship site immediately at the end of the residency will be placed on Administrative Probation. For example, a student needing to schedule interviews in another city/state/country for internship placement may be placed on Administrative Probation for a specific period of time in order to finalize an internship placement. Students must be in good academic standing and must submit a written request, including a schedule of planned employment interviews, to be allowed this additional time. This status will not extend beyond 21 days. Students who have not begun verified internship employment and had their status changed back to an active enrolled status at the end of 21 days must have their enrollment terminated.

**Financial Aid/SAP Probation**

Students who have not met satisfactory academic progress and have successfully appealed due to medical or other unusual circumstances, as outlined under Satisfactory Academic Progress, may be placed on Financial Aid/SAP Probation. Students on Financial Aid Probation may be eligible for financial aid for one payment period. The student will be placed on an Academic Plan ensuring they will meet SAP by a designated point in time. If SAP is not achieved, the student will be ineligible for further federal or state financial aid, and will have their enrollment terminated. All appeals are considered on a case-by-case basis and should be directed in written form to the Director of Financial Aid.

**Disciplinary Probation**

Students may be placed on Disciplinary Probation at the discretion of the Coordinator of Student Services or Coordinator of Student Programs or program Department Chair. A student must exhibit specific, consistent behavior as agreed upon in a written plan in order to remain in class and/or have this probation status lifted. Disciplinary Probation may last up to one full year or until conditions have been met. Students on Disciplinary Probation are at risk of having their enrollment terminated.

Students on Disciplinary Probation may be asked to leave NECI housing permanently and/or be withdrawn from classes. Students who continue to exhibit unacceptable behavior after being placed on Disciplinary Probation may have their enrollment terminated.

**Financial Probation**

It is stated in the Enrollment Agreement that the school may withdraw a student and prohibit the student from graduating if all requirements, including financial, are not met according to the school’s policies. A student who does not comply with financial policies within 30 days of enrollment may be withdrawn from class or excluded from the internship placement process for up to 21 days until the financial/financial aid issues are resolved. A student who does not comply with the school’s financial policies within that 21-day period may have their enrollment terminated.

A student will be notified by the Director of Student Accounts that he/she is being placed on Financial Probation. The student, once in compliance with her/his financial obligation, will be notified that he/she is no longer on Financial Probation. The student must make any appeals in writing and submit them to the Director of Student Accounts within two (2) days of being placed on Financial Probation.

**Termination of Enrollment: Withdrawal**

Information on NECI’s refund policies and the potentially significant impact of withdrawal on financial aid can be found in the Academic Catalog.

If a student is withdrawn from the school for any reason, whether it is because the student chooses to withdraw or because the school dismisses the student, that student is required to meet with Student Accounts. Withdrawn students are not 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 withdrawal from a program. Questions about loan repayment and grace periods on loans after withdrawal from a program should be directed to the student’s lender. If a student is withdrawn from the program for any reason, coverage under the student health insurance plan is terminated as of the last day of the month in which the student withdraws.

Students living in NECI housing who are withdrawn from their program for any reason must meet in person with the Coordinator of Student Services to discuss departure time and date from NECI housing; students who are withdrawn from their program of study are not permitted to live on campus.

**Reinstatement Policy**

Reinstatement is solely at the school’s discretion. All withdrawn students requesting reinstatement must receive approval from the Director of Academic Services and the Director of Student Accounts. A documented Academic Plan must be developed by the Director of Academic Services or his/her designee. Readmission for withdrawn students is on a space-available basis and may include a reinstatement fee, fees for make-up work, and room and board fees, as outlined in the Student Financial Aid Fact Booklet. Students are expected to complete their studies within 150% of the published length of the educational program; beyond this time, reinstatement is solely at NECI’s discretion and may result in additional tuition and reinstatement fees.

The following policies apply for reinstatement following withdrawal from the school:

A student who voluntarily withdraws from a program will be allowed to re-enroll on a space-available basis after developing an approved Academic Plan with the Director of Academic Services and an approved Financial Plan with the Director of Student Accounts.

A student withdrawn or dismissed for disciplinary reasons will be required to meet criteria and recommendations made at the time of dismissal from the school and may have to provide evidence to the Director of Academic Services or the Program Director of responsible behavior in academic and non-academic areas to determine readiness for reentry into the program.

A student withdrawn or dismissed for financial reasons will be required to meet current financial obligations and have a plan approved by the Director of Student Accounts to address future obligations before being reinstated.

A student withdrawn or dismissed for not finding an internship on time will be required to develop an approved internship plan and have a Learning Goals Agreement on file with the Career Services office before being reinstated.

A student withdrawn for exceeding the maximum time allowed for completion of any program (see Time Allowed for Completion of Studies in this Handbook) may petition the Director of Academic Services and the Director of Student Accounts in writing for permission to complete program graduation requirements. Permission may be granted based on the length of time since withdrawal, total length of student enrollment, and related changes in program curriculum. As educational content in programs changes over time to reflect industry best practices, requests for reinstatement will generally be denied if submitted more than seven years after withdrawal. Once permission to complete is granted and the reinstatement fee is paid, an Academic Completion Plan will be prepared and approved by the Director of Academic Services. This plan will include any required course work to be submitted and any associated make-up fees; in some circumstances, students may be required to retake full classes or portions of the program.

**Student Records**

Student academic records are maintained by the Registrar’s Office as well as other administrative offices. Access to the student’s educational records and the protection of the confidentiality of such records is governed by the Family Education Rights and Privacy Act. NECI supports the purpose of the act, which is to provide greater privacy safeguards to students.
Directory Information

Directory information, described in this section, may be released by the school without the student’s permission. However, a student may refuse disclosure of directory information by stating such refusal in writing to the Registrar. Upon making such a refusal to disclose request, the student will be required to meet with the Registrar. Requests to opt out of directory information disclosure will remain in effect until rescinded by the student. Students should be aware that opting out of directory disclosure may have unintended consequences and should evaluate this option carefully. For instance, an opt-out may make it difficult or impossible for future employers to verify your enrollment or to verify the fact that you have earned a degree from NECI. Further, NECI cannot notify your home town paper about awards and honors you receive and will not include your name in the college or alumni directories or the graduation program without your express written consent.

The following is considered Directory Information:
- Student’s and parents’ name, address and phone number
- Student’s electronic mail address
- Date and place of birth
- Date of enrollment/date of withdrawal (i.e., whether the student is, or is not, currently enrolled)
- Major field of study
- Date/anticipated date of graduation and degrees earned
- Awards and honors received
- Previous education institutions attended

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights regarding their education records. They are:

- The right to inspect and review the student’s education records within 30 days of date the school receives a request for access.

Students should submit to the Registrar or Director of Academic Services a written request that identifies the record(s) they wish to inspect. The school official will arrange for access and notify the student of the time and place where the records may be inspected. If the school official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request amendment of the student’s education records where the student believes information is inaccurate or misleading.

Students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted (such as an attorney, auditor, third-party services, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Upon request, the school discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Another exception under FERPA allows the disclosure of personally identifiable information to appropriate parties, including parents, in situations of a health or safety emergency, if the knowledge is deemed necessary to protect the
health and safety of the student of other individuals.

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

  Family Policy Compliance Office
  U.S. Department of Education
  600 Independence Avenue, SS
  Washington, DC 20202-4605

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

A copy of the Family Education Rights and Privacy Act (P.L. 93-380, Sec. 513) is on file with the Registrar.

**Name Changes**

Students who have completed a legal name change may request this same change be made to their official student record at NECI. Official records will be changed only when official documentation has been received.

If a student has a legal name change by marriage, the following information must be provided:

- Original new social security card with new name
- Original marriage certificate with new name

If a student has a legal name change by court order, the following information must be provided:

- Original new social security card with new name
- Original signed court order with new name

The student must present the official documentation to either the Admissions Office or the Registrar's Office to be copied. If the name change is prior to enrollment, the information will be processed through the Admissions Office. If the name change is subsequent to enrollment, the information must be processed by the Registrar's Office directly. Students enrolled in fully online programs, should contact the Registrar’s Office or their online student Advisor for assistance.

**Transcripts**

Official transcripts are available to all students upon request and in accordance with the school’s policy. The transcript includes information on the student’s program of study, date of program entry, date of graduation, date of termination or withdrawal, and the clock or credit hours and grades earned. Official transcripts are validated with NECI’s seal, signature of the Registrar and date of issue. The transcripts may be obtained by writing the Registrar’s office. All requests must be in writing and must include a signature. Transcript requests should be mailed or faxed to the Registrar’s office. There is a $5.00 fee for each transcript which must be included with the request. Transcripts will not be issued for alumni with unpaid accounts.