

# NEW ENGLAND CULINARY INSTITUTE®

*Where you learn by living it.*

A photograph of three young adults, two men and one woman, dressed in white chef coats, standing in a garden. They are all smiling and looking towards the camera. The man on the right is wearing a straw hat and glasses. The woman on the left has her arm around the man in the middle. The man in the middle has his arm around the man on the right. The background shows green foliage and trees.

STUDENT HANDBOOK  
2011-2012

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## WELCOME



On behalf of the entire faculty, administration and staff of New England Culinary Institute (NECI), I want to welcome you to our learning community. Whether you are returning for the next stage of your educational journey or arriving as a new student, I am certain you will find that NECI is a culinary college that is continuously focused on your success and dedicated to helping you reach your professional goals.

NECI is a small college – intentionally so – and we are confident that our size will be to your advantage. You will be working in small groups and we will get to know you very well. Our instructors and academic advisors will work with you personally and intensely, in order to help you acquire the knowledge and skills you will need as you prepare to enter the dynamic and challenging fields of the culinary arts and food services.

This Handbook is designed as a resource to assist you in learning what you need to know about what NECI has to offer. It will provide you with essential information about programs, services and residential life, as well as about academic, internship and classroom expectations. The Handbook also contains descriptions of policies and procedures that govern our operations and academic requirements. It describes the responsibilities NECI has to you as well as those responsibilities you have to the school, to your fellow students and to the NECI community.

While this Handbook is extensive, it is not exhaustive. Throughout its pages, however, you will find numerous references to student, residential and academic advisors who are available to answer your questions. Please never hesitate to ask for assistance or advice from these highly skilled members of the NECI faculty and staff. Their primary goal is to help you succeed and thrive. At NECI, we focus on student success and we measure our effectiveness as educators through your performance. Your success is our pride.

We look forward to working with you.

A handwritten signature in black ink, which appears to read "Francis Voigt". The signature is fluid and cursive.

Francis Voigt  
Founder and Chief Executive Officer

## 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

Fire/Police or Medical Emergency	911
State Police:	802.229.9191
Montpelier Police	911
Montpelier Fire Department	911
Maintenance Emergency pager:	802.479.6150
Coordinator of Residence Life	802.552.3490

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

Montpelier Fire Department	802.229.4913
Montpelier Police	802.223.3445
Academic Advisor	802.225.3345
Attendance Line	802.225.3257
Coordinator of Learning Services	802.225.3327
Coordinator of Residence Life	802.552.3490
Coordinator of Student Services	802.225.3346
Coordinator of Student Programs	802.225.3316
Department Chair of Baking and Pastry	802.839.8317
Department Chair of Culinary Arts	802.225.3223
Department Chair of HRM	802.238.8651
Director of Academic Services	802.225-3205
Associate Director of Academic Services	802.225.3315
Director of Facilities	802.793.2836
Director of Financial Aid	802.225.3220
Director of Student Accounts	802.225.3217
Director of Student Services	802.225.3321
Associate Director of Student Services	802.279.2279
Head of Housekeeping	802.498.8458
Manager of Career Services	802.225.3306
Maintenance Office	802.225.3239
Manager of On-Line Learning	802.793.0728

## **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 term Enrollment Agreement for additional information.

Please refer any questions you may have about this Handbook to the Director of Student Services or 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, resident student contract, and any addendums. Students dual enrolled in New England Culinary Institute and a 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

### New England Culinary Institute Offices

#### Administration

The central administrative offices are located at  
56 College Street,  
Montpelier, VT 05602.

The telephone number is 802.223.6324. The  
office hours are 8 am until 5 pm, Monday  
through Friday (excluding holidays).

#### Mail & Communication

Students who will be staying in the dorms  
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. Upon  
leaving NECI for any extended time, please  
make sure your mail no longer arrives at NECI  
as it will not be forwarded. 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.

NECI student mailboxes are shared - each  
mailbox is shared by two students. These are  
random assignments that 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. Students that are unwilling to follow USPS  
regulations will not be assigned a campus  
mailbox and cannot receive mail on campus. All  
students that 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. For off-campus/commuter  
students who would like to request a student  
mailbox, please contact the Coordinator of  
Student Services at orientation to make an  
official request.

Student mail may no longer be sent to the 7  
School Street address. Please make sure to use  
the correct address of 56 College Street listed  
above. Additionally, the USPS will NOT  
ACCEPT a forwarding mail card that reads:

Your full name – Student Mail  
New England Culinary Institute  
7 School Street  
Montpelier VT, 05602

Further, all students will be issued an address,  
which they are expected to access daily and are  
required to use for all electronic  
communication within the NECI community.  
In most cases the 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  
every student's experience at NECI, students are  
expected to take all meals at NECI Monday  
through Saturday, and Sunday when in class.

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

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

## 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 when joining us.

## Student Cable

Individual cable TV hookups are permitted at the student's expense. Please refer to [Cable TV](#), in the Student Housing section of this Handbook for further information.

## Automobile Registration and Parking at NECI

The distance from the dorms to the National Life Campus is about a mile and half. Most students choose to walk the distances as it is not far from NECI dorms and other classrooms. Due to difficulties with winter parking, 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 of any kind.

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 passes are available for students who wish to have access to the parking lots on the Vermont College Campus. Please refer to [Vehicles & Parking](#) in the Student - Community Life and Housing section of this Handbook for further information.

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 student housing) may not be available. Some permits are granted on a first come first serve basis which can be obtained from Vermont College of the Fine Arts. (Parking passes are required in order to park on the VCFA campus and NECI housing.) Residents that purchase a pass are authorized to park their registered vehicle in designated spaces only. Motorbikes and motorcycles may not be parked in buildings. Designated handicap parking spots are reserved for vehicles with appropriate identification. During winter months, additional parking restrictions may be applied to allow for plowing and snow removal.

During the winter parking ban from November 15 – April 1. Montpelier does provide public satellite parking lots which 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.

There is no student off-street parking at La Brioche, 7 School Street or NECI on Main. Parking at National Life is permitted in designated areas only. Parking at Vermont College is by permit only. Students are advised to park in accordance with city regulations and observe restrictions posted on adjacent private property. On-street parking is banned in Montpelier from November 15 to April 1 from 1am to 7am daily. Vehicle owners at all residences without parking facilities must park in the designated city lots.

Safe and responsible operation of your vehicle is expected at all times. Please take your neighbors and children 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.

## **Storage and Theft**

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

## **Health Insurance**

In order to enroll in classes at NECI, all students must present valid health insurance information. Each student at NECI is required

to have healthcare coverage. NECI offers a student medical plan to students from all states through Consolidated Health Plans. For more information, access [CHP online](#).

## **Health Care Facilities**

Central Vermont Medical Center and Concentra Urgent Care (located in Berlin near Montpelier) are a 10-minute drive from NECI. Additionally, there are several dentists' and doctors' offices within the city of Montpelier. You will need to provide your own transportation.

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

## **Student Advising and Referrals**

At orientation, students meet and discuss the services available from the Student Services Department. These include the Director of Student Services, the Associate Director of Student Services, the Coordinator of Student Services and the Coordinator of Student Programs who regularly provide advising services to students. Faculty members act as student mentors offering support and providing students with the guidance they need to reach their career goals.

The Director of Academic Services, Academic Advising, and Learning Services provide comprehensive services to support students' academic success. Learning Services is staffed by the Learning Services Coordinator and trained peer tutors. Services are available to all students.

Career Services advises all students in researching and securing their internships. Students are introduced to the Career Services team at the beginning of their residency. Students are required to take formal professional development classes, taught by NECI faculty, as well as participate in one-on-one advising meetings with members of Career Services.

Resident Advisors are available in student housing. The Resident Advisors report to the Coordinator of Residence Life who lives on campus and provides direct assistance to students as needed. Resident Advisors receive training prior to each term on group and interpersonal skills as well as alcohol and drug abuse. Resident Advisors and the Coordinators

of Residence Life are available on a daily basis to discuss problems in NECI housing as they arise.

In addition to these on-campus resources, sources outside the school are also available to offer support for 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. Student Services can assist students with referrals. Regular support is provided by a network of local mental health professionals and by such agencies as Washington County Mental Health Services (229.0591) in Montpelier, and the Central Vermont Substance Abuse Services (223.4156) in Berlin. There is a strong AA community in Vermont and Montpelier has a very active [chapter](#).

## **Student Associations: Governance, Recreational and Social**

### **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 all 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 Advisor**

Resident advisors meet regularly to participate in trainings, exchange information, and represent resident student needs.

## **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 its 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 and do not have any 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, Slow Foods, Cooking and Booking, Baking Club, Wines Study Group, American Culinary Federation junior chapter, *SkillsUSA* Chapter, Food Service Careers Seminar, and various cooking competitions.

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.

## Demonstrations and Supplemental Programs

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

NECI 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 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, the EconoLodge Partnership Program or in the Montpelier community, students are expected to meet behavioral expectations and to conduct themselves in a professional manner.

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 Director of Student Services 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.

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, room reassignments, suspension from student housing, 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.

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 oneself or others both in and out of the classroom and extend to the greater Montpelier community.

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, non NECI issued knives-pocket knives)
- Creating unsanitary or unsafe living conditions
- The 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

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

Students dual-enrolled in a New England Culinary Institute program while attending a secondary school are subject to the NECI code of conduct, rules, and regulations outlined in this Handbook, as well as those of their sending school.

## **Disciplinary Process**

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 letter

may be sent to the student's parent or guardian where permitted under the school's confidentiality policy.

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.

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, inability to work on campus, suspension from NECI housing, suspension from the college, or other actions, up to and including dismissal from the college.

Sample Progressive Disciplinary Action Steps:  
(severe policy violations may warrant escalated disciplinary action and result in progressive steps being surpassed)

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

### 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 buildings, are designated non-smoking (including the [EconoLodge Partnership Program](#)). 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/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 by service that includes 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 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 (including the Econo Lodge Partnership Program) are expected to comply with smoking policies and non-smoking designations and may be sanctioned with disciplinary actions, fees (\$50 for first offense), residence room reassignments, dismissal from NECI properties, or visitation restrictions for violations. Repeated offenses will result in escalated disciplinary action. In residence halls, 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 (including the Econo Lodge Partnership Program). 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 withdrawal from the program. Fines for tampering are steep, and in the State of Vermont, may result in each resident of the unit 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 Advisor, the Coordinator of Residence

Life, Coordinator of Student Services and the Facilities department.

## **Weapons, Firearms, Hazardous Materials**

The use or possession of weapons including but not limited to (+pocket knives, paintball guns, bb guns and air soft guns), ammunition, fireworks, and flammable or hazardous materials of any sort are prohibited. Violations will result in materials being immediately removed and confiscated and strict disciplinary action. Students violating this policy will be immediately withdrawn from NECI housing, and risk being expelled from the program.

## **Alcohol and Drug Abuse Prevention Policy**

### **Introduction**

In its 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 (including all residence halls and the Econo Lodge Partnership Program) are alcohol and substance free, regardless of the individual's age. Alcohol, illegal drugs and drug paraphernalia are prohibited on campus (this includes 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 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 may be asked 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 Health 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 Health Form.

### NECI Policies

NECI policies apply to all campus facilities, including the EconoLodge Partnership Program. 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:

- Underage drinking
- Violations of the school's Educational Tasting Policy
- 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

### 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 sipsticks.
- 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 activities 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 or Director of Student Services. 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.

## Penalties

The minimum penalties for any offense associated with the college's Drug and Alcohol Abuse Prevention Policy 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. Contributing illegal substance or contributing 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.
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, the following: incidents where a student threatens his/her own life or that of others; violent behavior; refusal to cease disorderly behavior when asked; and the sale of illegal drugs on property owned, leased, or managed by NECI.

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

The following Vermont state laws are taken from Vermont state laws (Title 7, Title 18 and Title 23, Vermont Statutes Annotated) and describe consequences to which violators may be subject in the event of violation of school rules/regulations and applicable local, state, or federal laws.

The penalty for unlawful sale or furnishing of alcoholic beverages to minors is a fine of not less than \$200 and no more than \$1,000 and/or imprisonment for not more than two years.

A minor who misrepresents his/her age or identity to obtain an adult ID card, uses someone else's ID card, alters an ID card, or loans his/her ID card to someone else is guilty of a misdemeanor and will be fined \$50. An adult ID card found by a law enforcement officer in the possession of a person to whom it was not issued shall be confiscated.

The penalty for a minor who misrepresents his/her age for the purpose of purchasing alcoholic beverages for his/her consumption or consumption by other minors is a fine of not more than \$500 and/or imprisonment for not more than 30 days.

Vermont law prohibits drinking alcoholic beverages while operating a motor vehicle. The penalty for this offense is a ticketed fine of not more than \$100. Driving under the influence is a citation offense and court appearance is required. 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. The criminal penalties for

driving under the influence are (first offense) a fine of not less than \$200 nor more than \$750 and/or imprisonment for one year, or (second offense) a fine of not less than \$250 nor more than \$1,000 and/or imprisonment for one year. The administrative penalty is (first offense) a 90-day license suspension or (second offense) an 18-month license suspension. A person must also complete an alcohol and driving education program and pay a reinstatement fee.

Regulated drugs as defined by Vermont statutes include:

- Depressants, containing barbituric acid
- Stimulants, containing amphetamine
- Hallucinogens, such as LSD and mescaline
- Marijuana
- Narcotics, such as opium

The aforementioned drugs have been identified as being habit forming or having a serious potential for abuse due to effects on the central nervous system.

It is illegal to obtain or attempt to obtain a regulated drug by fraud, deceit, misrepresentation or subterfuge, forgery, or alteration of a prescription, and/or the use of a false name or the giving of a false address. The penalties for illegal possession of regulated drugs are determined by the amounts in possession. The penalty for simple possession of a small quantity of marijuana is a fine of not more than \$500 and/or imprisonment for not more than six months. The penalty for simple possession of small quantities of depressants, stimulants, hallucinogens, or narcotics is a fine of not more than \$1,000 and/or imprisonment for not more than one year.

Intent to sell is assumed when a person is in illegal possession of a regulated drug in an amount consisting of 500 milligrams or more of a narcotic drug, one-half ounce or more of marijuana, one-half ounce or more of raw or prepared opium, or 500 milligrams or more of LSD. The penalty for possession with the intent to sell is a fine of not more than \$3,000 and/or imprisonment for not more than three years.

The penalty for illegal possession of a regulated drug in an amount consisting of one gram or more of a narcotic drug, two or more ounces of marijuana, two or more ounces of raw or prepared opium or 300 times the recommended dosage for a depressant or stimulant drug is a

fine of not more than \$5,000 and/or imprisonment for not more than five years.

A person who illegally dispenses, administers, prescribes or sells a narcotic, depressant, stimulant, or hallucinogenic drug in any amount to a minor under the age of 18 is subject to a fine of not more than \$25,000 and/or imprisonment for not more than 25 years.

Paraphernalia is 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. The penalty for the possession of drug paraphernalia is a fine of not more than \$1,000 and/or imprisonment for not more than one year.

Copies of Vermont and federal laws pertaining to alcohol and drug abuse are available in the office of the Director of Student Services. Information concerning the identification, uses, and effects of controlled drugs is also available in the Coordinator of Student Service's office.

## **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 in the Coordinator of Student Service's office.

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 it has 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 may be provided in case of an emergency. 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 not be 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 the Director of Student Services, the Director of Academic Services, the Academic Advisor, the Coordinator of Student Services and the Coordinator of Student Programs, and the Department Chair for the student's program.

### **Federal Guidelines**

We adhere to Federal guidelines regarding drug abuse prevention and control as outlined at [justice.gov](http://justice.gov)

### **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 the Coordinator of Student Services, Coordinator of Student Programs, Associate Director of Student Services or Director of Student Services. 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 Coordinator of Student Services or Coordinator of Student Programs office. 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 (229.0591) in Montpelier, Maple Leaf Farm (899.9211) in Underhill (providing regional residential treatment), Central Vermont Substance Abuse Services (223.4156) in Berlin, and the Washington County Youth Services Bureau (up to age 22, 229.9151) in Montpelier. Regular support in Greater Burlington area is provided by the Howard Center for Human Services (658.0400), Maple Leaf Farm (899.9211), Champlain Drug and Alcohol (862.5243), Cedar Brook Associates (879.5333).

### **Training**

A group drug and alcohol awareness program is provided during the year one seminar. In addition, drug and alcohol awareness training is provided for resident advisors and faculty. This training frequently includes seminars conducted by professionals from local communities.

### **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 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 [NECI.edu](http://NECI.edu).

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

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

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 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 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 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 are presented to help all members of the community recognize and discourage harassment.

## **Sexual Assault Policy & Procedures**

Sexual assaults and attempted sexual assaults severely impact the health and safety of the entire community and are not tolerated at NECI. A sexual assault 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 on campus. Disciplinary actions may include consequences such as dismissal from campus housing, suspension, or dismissal from the college.

NECI promotes a positive community environment and encourages all victims to report sexual assaults. NECI encourages students to report any such incident that they are aware of to the Resident Life Coordinator, Student Life Coordinator, Student Community Coordinator, Director of Student Services or otherwise appointed designee. Reporting assault 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 sexually assaulted, it is important to seek immediate medical treatment. Student Services personnel can provide referral to medical and counseling services for victims of sexual assault, as well as assistance in pursuing legal or disciplinary action.

All students have the right to file a complaint, which will be investigated promptly by the institute. 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 for a case of sexual assault will follow the process outlined in the Student Handbook and could also include legal action. Disciplinary consequences 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 sexual assault complaint is the student's. The accused and the accuser will be afforded the same due process, and both accused and accuser are entitled to have a support person at disciplinary proceedings. Within the limitations of federal privacy law, NECI will notify both victim and assailant of the outcomes or any disciplinary proceeding regarding the sexual assault complaint. Possible changes in academic and living situations may be requested by the victim and will be accommodated if reasonably available.

Programs aimed at promoting a positive community at NECI are held during Orientation and the Mod 1 seminar; these trainings include topics such as campus safety and sexual assault prevention and are mandatory for all resident students. For further information regarding sexual assault prevention, please contact your Resident Life Coordinator or any member of the Student Services department.

## **Bullying / Cyber Bullying**

NECI strives to provide a safe, positive learning climate for 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. Anyone who engages in bullying or cyber bullying shall be subject to appropriate discipline.

Students who have been bullied or cyber bullied shall promptly report such incidents to the appropriate faculty or staff member, following the Grievance Procedure. Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

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:

1. Physically, emotionally or mentally harming a student
2. Damaging, extorting or taking a student's personal property
3. Placing a student in reasonable fear of physical, emotional or mental harm
4. Placing a student in reasonable fear of damage to or loss of personal property, or
5. 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.)

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational community at NECI, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline. The term "bullying" and "cyber bullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

### **Reporting Procedure**

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. 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. Any staff member who receives a bullying or cyber bullying complaint shall gather information to determine if bullying or cyber bullying has occurred. If the behavior is found to meet the definition of bullying or cyber

bullying, the staff member will determine the appropriate intervention and will complete the appropriate written documentation. Determinations may include administrative discipline to ensure that the conduct ceases.

A violation of this policy shall subject the offending student to appropriate disciplinary action, consistent with the student discipline code, which may include suspension, expulsion or notification to the appropriate authorities.

## **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. Students are encouraged to discuss their concerns directly with the individuals involved or with faculty, the Student Services Department, or any staff member, following the progressive Grievance procedures outlined 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 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 above within five office days of receipt.

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

Grievance	Step One	Step Two	Step Three	Step Four
Student has concern with student(s) related to NECI housing or off campus activity or behavior	Address directly with the individual student(s)	Resident Advisor and/or Resident Life Coordinator	Coordinator of Student Services or Coordinator of Student Programs	Director of Student Services or Sr. Vice President of Education if long term suspension or dismissal
Student has concern with a disciplinary decision related to NECI housing, off campus activity or behavior	NECI Housing: Resident Advisor and/or Resident Life Coordinator  Off campus activity or behavior: Coordinator of Student Services or Coordinator of Student Programs	NECI Housing: Coordinator of Student Services or Coordinator of Student Programs  Off campus activity or behavior: Director of Student Services	NECI Housing: Director of Student Services or Sr. Vice President of Education if long term suspension or dismissal  Off campus activity or behavior: Sr. Vice President of Education if long term suspension or dismissal	
Student has concern with student(s) related to a NECI educational setting	Address directly with student(s)	Faculty/Instructor	Department Chair and/or Academic Advisor	Director of Academic Services or Sr. Vice President of Education if long term suspension or dismissal
Student has concern with a faculty or staff member	Address directly with the faculty or staff member	Department Chair or Director	Director of Human Resources	Sr. Vice President of Education
Student has concern with a disciplinary decision related to a NECI educational setting	Address directly with faculty member	Department Chair	Sr. Vice President of Education if suspension or dismissal	
Student has concern with an academic decision related to academic policies (for example, attendance, grading, academic honesty)	Address directly with the faculty member	Academic Advisor	Director of Academic Services or Sr. Vice President of Education if suspension or dismissal	
Student has a concern with a decision regarding employment in NECI outlets	Address directly with supervisor (faculty member or outlet manager)	Vice President of Food & Beverage Operations in consultation with the Director of Human Resources		

## 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 tuition and on-campus room and board fees. 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.

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 Compliance and 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, and illegal weapons possession. 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:

Registrar  
New England Culinary Institute  
56 College Street  
Montpelier, VT 05602.

Due to its close-knit community environment, NECI does not provide independent security personnel on campus. A full-time Residence Life Coordinator lives on campus. Local and state police departments, fire departments, and emergency rescue services are available. In addition, student housing has Resident Advisors. Resident Advisors and staff are 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; 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 below. Resident students should report criminal activities or emergencies to the Resident Advisor and Residence Life Coordinator. 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 receive training at orientation regarding security and crime prevention; 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**

**Residential Buildings:** All NECI student residences are 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 Advisors 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 only 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, the Coordinator of Student Services, Coordinator of Student Programs, Associate Director of Student Services, Director of Student Services, members of the Facilities Department and/or his or her designee may make unannounced dorm 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 only during normal daytime hours. When not in use, office/classroom buildings are locked. The Learning Center, which has some computer facilities, is 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.

### **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 Director of Student Services, 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](#) 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, and these 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 Response 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.edu](http://NECI.edu)

### **Executive Authority**

During an emergency, the President (or the next senior administrator available) has 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. That individual will be assisted by the Emergency Operations Group (key operational leaders). The EOG, working out of the Emergency Operations Center in Harris Hall, will be under the direction of the Vice President of Culinary Education working with the VP of Business, Director of Academic Services, Director of Student Services, Director of Facilities, Director of Human Resources and Director of Operations.

## **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 (including the [EconoLodge Partnership Program](#)) is alcohol and substance free, regardless of 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 NECI housing (including the [EconoLodge Partnership Program](#)).

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 Advisor and Coordinator of Residence Life.

All students at NECI are required to read and initial the Room and Board Agreement, outlining the terms of the rental agreement. NECI reserves the right to refuse application for housing, to suspend housing privileges at any time, and to reassign a student room if necessary (including those in the [EconoLodge Partnership Program](#)).

If a student chooses to leave on-campus housing at any time during his/her term of residency, \$600 of the room charge is nonrefundable and a pro-rated charge through the period of occupancy will be applied. Any specific housing questions should be directed to the Coordinator of Residence Life.

### **Facilities**

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

NECI provides wireless internet access in all on-campus housing. 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, a dresser, a desk, a chair, closet and blinds. A typical common area contains a sofa, chairs, and a table. The bottom floor of each dormitory has a student lounge, laundry room and recreation areas. Students are expected to provide their own room furnishings, examples include: bedding, hangers, dishes, cookware, ironing board and iron. Microwaves or other electronic equipment, such as a TV or DVD player, are not provided.

## **Parking**

(Please refer to [Automobile Registration and Parking at NECI](#) section of the handbook.)

## **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 accepted to NECI receive a housing application. All students in the First Academic Year of degree and certificate programs are required to live in on-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 and 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 Residence Life.

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**

Both the Bishop and Glover dormitories 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.

## **EconoLodge Partnership Program**

To allow returning students to live "off campus" and in a more centralized location in town, NECI has secured several rooms at the EconoLodge. We believe this partnership presents a very appealing housing opportunity for some of our older students. As a guest of the EconoLodge Montpelier, VT hotel, students can enjoy amenities like:

- continental breakfast
- Wi-Fi Internet access
- weekday newspaper
- local calls

In addition to standard amenities, all warm and inviting guest rooms have features like curved shower rods and cable television. Select rooms also have microwaves, refrigerators, coffee makers, hair dryers, irons, ironing boards and sofa sleepers.

Ample parking is provided and can accommodate most vehicles.

## The Residence Community

One of the benefits to living in campus residences is the extra support available for students. In NECI housing, networks of resources are available to help new students make the transition to school, organize activities, participate in peer support, and assist in policy enforcement. Those offering these levels of support might include:

**Resident Advisors:** students employed by NECI to assist in maintaining safe, quiet, and orderly dorms. Resident Advisors, under the supervision of the Coordinators 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 Advisor and/or Coordinator of Residence Life.

The **Coordinator of Residence Life** facilitates activities and events for on-campus students and is responsible for creating and maintaining a safe and healthy living environment in the residence halls, including general cleanliness. The Coordinator of Residence Life also serves as an on-site manager responsible for room assignments along with management and implementation of the Residence Advisor 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 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 clubs, student events and student activities. The Coordinator of Student 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 the Coordinator of Residence Life and Student Services to ensure

that rooms have been adequately cleaned prior to students moving in.

The **Director and Associate Director of Student Services** work closely with residential life and other NECI staff to administer policies related to student life that maintain and enrich a sense of campus community.

All members of the Student Services Department are available to discuss student concerns.

## Fitness Facilities

Students have use of *First in Fitness*, a recreation center located in nearby Berlin. *First in Fitness* has an indoor pool, racquetball courts, tennis 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 Programs to arrange for use of this facility.

## Room Inspections

NECI staff will enter residence halls and student rooms (including the EconoLodge Partnership Program) regularly for a variety of reasons, including maintenance, housekeeping, tours, and room inspections related not only to preventative maintenance but also for suspected misconduct. In the case of suspected misconduct, thorough dorm or room searches may take place at any time. 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 Director of Student Services, Director of Facilities, Coordinator of Residence Life, House Keeping staff, Associate Director of Student Services, Coordinator of Student Services, Coordinator of Student Programs and/or his or her designees, may make unannounced common area and residence hall room inspections (including the EconoLodge Partnership Program), which may include closets, desks, drawers, 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 get the housing unit ready for the next occupants at the end of a student's residency. Consequently, residents are required to check out by 12 pm on the last official day of their residence term. All personal belongings must be removed from rooms. Keys must be turned in to the Coordinator of Residence Life. 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 term breaks, unless they have requested prior approval in writing and received that approval from the Coordinator of Residence Life. During term breaks, personal belongings should be secured in individual rooms. NECI does not carry insurance covering loss, theft, or damage to personal property of students and we encourage students 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 dormitory keys and must report the loss of these items to the Coordinator of Residence Life. Keys must be returned at checkout or a fee will be assessed.

NECI is not responsible for personal belongings. Students are advised to keep valuables secured, and to lock both their room and dormitory exterior doors. Exterior doors should be kept locked 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.

In the case of a lockout, students should contact their Resident Advisor. If not available, they should contact the Coordinator of Residence Life or on-duty member of the Maintenance and Facilities Department. Fees will be assessed for lockouts requiring administrative assistance. There is a "Lock out Fee" of \$20; proceeds of which are put into the Student Activities and Events account.

## Maintenance and Cleaning Services

Students who experience a maintenance problem must contact a Resident Advisor 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, contact the emergency Maintenance pager.

Vermont College of Fine Arts maintains the cleanliness of common spaces and bathrooms of Bishop and Glover Hall dormitories. This general maintenance includes vacuuming, wiping down tables in common rooms, cleaning kitchen 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, removal from class until the unit meets appropriate standards, and removal 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 (including the EconoLodge Partnership Program) 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 the Coordinator of Residence Life, Coordinator of Student Services, and the Coordinator of Student Programs to entertain guests after hours 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 dormitories (including the EconoLodge Partnership Program). Numbers of individuals assembled inside campus residencies may not exceed the maximum posted occupancy for the unit. Resident Advisors are required to fully enforce these and other related school policies.

In the case of an emergency or other disturbance, NECI staff, including Resident Advisors, 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 9 am 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, either 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, including the possession of electrical appliances for cooking.

Barbeque grills are allowed only if used in a safe manner and must remain at least 25 feet from any and all buildings (including the EconoLodge Partnership Program). 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 with the Coordinator of Residence Life at approved locations on campus.

## **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. Maintenance staff will remove such lights or units found in rooms immediately. Residents will be charged for removal and removed lights will be destroyed.

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 dishwashers, are not permitted.

## **Air Conditioning Units**

Residents are not permitted to have window air conditioning units (including the EconoLodge Partnership Program). Students are encouraged to bring fans to campus for warmer months. Window fans are permitted.

## **Cable TV**

Residents may obtain cable TV at their own expense. Satellite dishes are not permitted. NECI assumes no responsibility for payments related to the installation or use of cable TV; such payments are the sole responsibility of the residents. For legal and safety reasons, electrical cables may not be run from room to room. The Facilities Department will cut any such wires or cords.

## **Recycling**

Residents are encouraged to recycle, but are required to maintain safe and sanitary conditions in student housing. Empty bottles and cans should be rinsed and placed in the recycling container. Residents (including the EconoLodge Partnership Program) who choose to do their own recycling must do so weekly. Each Monday, custodians will empty the recycling container. If at any time odors or large quantities of recycling cause sanitation concerns, the Coordinator of Residence Life, the Coordinator of Student Services and/or the housekeeping staff will give the residents 24 hours to remove recycling items themselves. NECI staff will remove recycling after this time. All proceeds from recycling will be credited to the student activities fund.

## **Pets**

Pets and animals (including reptiles and fish) are not permitted in NECI housing. Residents who are responsible for allowing animals into their housing unit will face disciplinary action, including a fine of \$100, and any applicable additional cleaning fees. The resident will be asked 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 (including

the EconoLodge Partnership Program). Residents should be aware that space in housing is limited, and that they are required to check in with the Coordinator of Residence Life or the Coordinator of Student Services for specific policies if additional furniture is to be brought into the residence. Waterbeds and upholstered furniture are not allowed.

All additional furniture 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 NECI removes from student housing. No NECI furniture or upholstered furniture is permitted outside of residences.

## **Decorations, Room Alterations**

Posters, pictures, flyers, tapestries and other materials hung on the walls of common areas or individual rooms (including the EconoLodge Partnership Program) must not be offensive to other residents or to staff. Posters may be hung with thumbtacks or pushpins. 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 Residence Life or the Coordinator of Student Services. Alterations include, but are not limited to: changing or removing appliances, fixtures, equipment or mechanical systems; painting or wallpapering; attaching awnings, screen doors, lofts or shelves, etc.

## **Damages and Damage Fees**

Residents (including the EconoLodge Partnership Program) are responsible for the condition of the NECI housing 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 area and it is not clear who caused it, all residents of that building 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 the Coordinator of Student Services so that it can be professionally repaired.

### Approximate Average Charges and Fines Related to Housing Damage

Dartboard/BB Gun/target wall repair:	\$100
Hole in wall, 1st offense:	\$150
Hole in wall, 2nd offense:	\$200
Hole in wall, 3rd offense:	\$300
Broken exterior door:	\$600
Broken interior door:	\$300
Replace/repair refrigerator/stove door/sides:	\$600
Unlawful discharge of fire extinguisher:	\$500
Replacement of broken window:	\$350
Burn(s) in carpet:	\$200
Removal of halogen lamp, string of lights, or dart board (for each item):	\$50
Removal of fire alarm impediments (tapestries, posters, etc.):	\$50
Smoke detector repair or replacement:	\$200
Return of missing furniture:	\$50
Replacement of missing furniture:	\$cost of item
Replacement of each lost key:	\$100
Lockout fee:	\$20
Lost resident advisor keys:	\$500
Storage (if available):	\$50 per day
Excessive cleaning:	\$50-\$1000

**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 the entire resident community will get charged for fees 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. Verification of employment or an Academic Make-Up Plan must be provided. Housing beyond the residency (including the EconoLodge Partnership Program) 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. Additional room and board fees will be applied.

It is important to note that all dormitories must be vacated during Holidays or NECI vacations. (Special opportunities to stay in resident halls for extended stay during Holidays or NECI vacations but must be worked out with the Student Services Coordinator in advance in order to provide time to perform repairs and allow time for room turnovers and incoming students.)

Students requiring extended housing are subject to residence fees. Fees will be outlined in the Academic Make-Up Plan or a revised Room and Board Agreement. Arrangements for the payment of residence fees must be arranged with the Coordinator of Student Services. Board fees are additional.

**Residence Fees** (including the EconoLodge Partnership Program) are as follows (and based on availability):

Student making up time:	\$70 per day or \$490 per week
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# ACADEMICS

## FACILITIES AND RESOURCES

### Library

The library is located in the 7 School Street building in Montpelier. Hours for the NECI library can be found at [NECI.edu](http://NECI.edu). 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 \$ 1.00 per day per item with a maximum fine of \$150 of cost of the cost of the book (once the replacement cost of the book is equal to the fine, the student's account will be billed for the replacement cost of the book). Library fines can be paid in cash at the Library. Overdue notices will be sent to the student's 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.

If an item is not returned after 30 days or prior to when the student leaves campus, a \$100 replacement fee will be charged to your student financial account per item. If a book is returned after charges have been made, a \$25 fee per item will remain on your student account.

A hold will be placed on the 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 dollar 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 provides comprehensive services to support students' success in their classes. The Learning Services Coordinator and a team of trained peer tutors staff the center.

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, which includes computers, course materials, books, and staff assistance for all students. The Learning Services Department also provides services and accommodations 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 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. The Learning Services Department also provides support to students committed to exceeding standards at NECI.

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 or emailing [learning.services@neci.edu](mailto:learning.services@neci.edu).

### 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 a NECI 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 anytime on 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 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 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. The Admissions Department will provide a listing of minimum computer system hardware/software requirements.

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.

## **CLASSROOM EXPECTATIONS**

NECI's kitchens and classrooms are not only learning environments for students; many facilities are open to the public, and in all locations visitors are frequent. 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. Violations may result in administrative action including, but not limited to, warnings, intervention, suspension from classes and/or suspension from the program. In addition, students will be evaluated at the end of each instruction block according to the policies listed below, as well as on course content and performance.

### **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

Respect NECI classes and facilities. Unless a student is in a production class, employed, making up academic work, waiting for a meal during mealtime, or is on other official school business, he/she should not be in any of NECI's kitchens or classrooms.

Improper handling, maintenance or care of foodstuffs, equipment, and hand tools is expensive to the NECI community and therefore 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 and classrooms.

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, such as family emergencies, an instructor may grant permission for a student to accept an incoming call.

To ensure safety in the kitchen, students must report to class on time and may not leave an assigned station in the kitchen 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 or 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 starting at orientation. Students are expected to uphold NECI's sanitation and safety standards at all times. Students in the associate and bachelor's degree programs must be certified in sanitation to graduate. Gloves, utensils, or other film barriers must be used anytime food is handled that will not be further cooked.

## Uniforms and Grooming

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

First and second year students in all programs (with the exception of the BA HRM) are sent a questionnaire prior to enrollment requesting uniform sizes. Uniform packets are issued at registration. First- and second-year uniform packets consists of five (5) pairs of pants, six (6) jackets, five (5) aprons, and three (3) hats. Third-year uniform packets consist of two (2) pairs of pants, two (2) jackets, two (2) aprons, and one (1) hat. First-year students are also required to have a minimum of one (1) service and one (1) host uniform. 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 in this program take place in food service facilities where guests may be present. For these classes, casual business attire is recommended.

Culinary and service uniforms are not required for students in the Bachelor of Arts in Hospitality and Restaurant Management. Host uniforms are appropriate for food service

management labs; casual business attire is recommended for all classes for students in this program.

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; beard nets are required. 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. In certain labs, students will be required to wear a lab coat. 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.

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 jewelry, including watches, bracelets, earrings, 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, good-quality leather work shoes or clogs that can be polished and have oil-resistant, nonskid, 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. In second-year classes, a long 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 Related Classes

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 recommended. 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. Bermuda-length shorts are allowed, as are neat t-shirts without objectionable messages. Short shorts and bare feet are not permitted. A number of academic classes also take place in or around food service facilities where guests may be present. For these classes, casual business attire is recommended. 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. The purpose of this policy is to ensure that all students develop their sense of taste.

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. Any concerns about this hospitality and restaurant 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.

Academic dishonesty includes 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. This includes inadequate citation, copying portions of someone else's work with only minor changes, or paraphrasing. Plagiarism may occur in the use of written or electronic resources.
- Submitting another student's work as one's own. This includes homework assignments, essays, online course work, or production journals that take any part of another student's work.
- Incorrectly reporting hours or activities for self-documented requirements such as internship verification, production journals, and health and wellness or service learning assignments.
- Communicating in any way with another student during an exam, or using "cheat sheets" or comparable aids during a test.
- Handing in the same work for more than one class without the informed consent of both instructors.
- Unapproved use of translators for language courses.
- Participating or assisting in any manner in acts constituting academic dishonesty.

Instructors who suspect academic dishonesty will speak to the student to seek resolution, 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, a member of the student services team and 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 repetition of questionable work
- Incomplete or zero grade on an assignment or in the course
- Disciplinary 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.

## Attendance Policy

Because NECI offers serious, intensive, technical, and professional training, no absences are permitted without previous approval by the Program Chair, Academic Advisor and/or Director of Academic Services. All instances of absence and 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; patterns of poor attendance will not be tolerated and will escalate quickly to academic intervention and disciplinary consequences.

## 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.
- Hand deliver the form to the Executive/Sous Chef for a signature (if it is a production class).
- Hand deliver the form 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." In the case of an excused absence, the time must be made up on an hour-for-hour basis.

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.

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 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. Leaving a voicemail for the instructor only or sending a message with another student is not acceptable. In the event that a student cannot reach the instructor, he/she is required to:

- Leave a message on the instructor's voicemail, as well as on the Attendance Line (802.225.3257).
- Email the instructor, as well as the attendance line ([attendanceline@neci.edu](mailto:attendanceline@neci.edu)).

The student is still required to call back and speak directly with the instructor. 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 would still 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.

## 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. Any make-up fees assessed may be 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.

- First Instance: Meeting with Academic Advising Written warning, recorded in student's file.
- Second Instance: Meeting with Academic Advising, Student is put into Academic Intervention, 2<sup>nd</sup> disciplinary letter recorded in student's file.
- Third Instance: Meeting with Academic Advising. Disciplinary Probation status, student's enrollment is at risk .
- Fourth Instance: Meeting with Academic Advising and Director of Academic Services. May result in suspension or dismissal from the program.

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

## Online Course Attendance Policy

### 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 or adding an insignificant post is not considered active participation. Students who are not actively participating will be considered absent and will be withdrawn after 7 or 14 days as outlined under excessive absenteeism; withdrawal from classes may impact a student's eligibility for financial aid.

## **Excused Absences**

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

## **Excessive Absenteeism**

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.

## **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 in associate and certificate programs, as well as first- and second-year Bachelor of Arts in Culinary Arts students, may be required to establish and participate in a health and wellness regime during residency. Facilities, activities, and advising are provided to assist each student in successfully completing this academic requirement.

## Service Learning - Community Service

All students are required to complete 4 service learning credit hours. (Further details about service learning opportunities are outlined in the [Academic Catalog](#)).

## Policies and Procedures for Students with Disabilities

NECI facilities are generally accessible to persons with physical disabilities. NECI is committed to maintaining a nondiscriminatory environment and to providing reasonable equal access to all its services, benefits, and facilities. We encourage prospective students to review the Essential Program Eligibility.

Students needing services/support should contact the Learning Services Coordinator, who serves by coordinating accommodations and

services for individuals with disabilities. Should challenges arise, students are encouraged to contact the Director of Student Services to address any grievances. These individuals are 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.

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. NECI is committed to working with its students to arrive at reasonable, appropriate accommodations for its students' needs.

A student who requires or requests accommodations must provide, at his/her own expense, recent documentation (no more than two years old) of an assessment/evaluation prepared by a licensed psychologist, psychiatrist, learning disabilities specialist, or neuropsychologist. This assessment/evaluation will identify and review the specifics of his/her learning disability, psychological conditions, or attention disorder - and provide recommendations for specific accommodations and support. The documentation must include testing/assessment in the following areas, as applicable: intelligence, reading, mathematics, spelling, written language, language processing, cognitive processing skills, and self-regulation.

Upon acceptance, all students will receive a Learning Needs Intake form, which must be completed and returned to the Learning Services Coordinator in order to provide preliminary identification of any requested support. In addition, students with particular learning concerns and/or documented learning issues are encouraged to contact the Learning Services Coordinator at least two months prior to matriculating at NECI to discuss possible accommodations. The Learning Services Coordinator is committed to providing all students with the support they need to be successful in NECI's programs. It is the student's

responsibility to initiate the process of reviewing accommodation options with the Learning Services Coordinator at the earliest possible time after deciding to attend NECI.

Examples of accommodations include:

**Allowance of Equipment:** Use of calculator or computer for papers and tests, use of tape recorder during lectures, use of books on tape, voice recognition software, or other approved learning support tools supplied by the student.

**Testing:** Un-timed tests, oral tests, alternate test site (individually, non-kitchen), use of dictionary during non-vocabulary tests.

**Personnel:** Regular (daily, weekly) individualized tutorial program, in-class note-taking assistance, case management support from the Learning Services Coordinator, off-campus counseling/therapy (any expenses are the responsibility of the student), and assistance in writing papers.

A student with a permanent or temporary physical, sensory, or health-related disability who requests special admissions consideration and/or accommodation(s) from NECI must provide recent documentation verifying and describing the conditions. This documentation must come from a physician or other licensed healthcare provider qualified to diagnose and treat the disabling condition. The documentation must include current information about the severity and longevity of the condition and the effectiveness of the current treatment. It must also reflect the student's present level of functioning; identify the one or more major life activity affected by the disability and make recommendations for appropriate accommodation. The student is responsible for paying for this documentation. Should the documentation presented by the student be inadequate or "Incomplete" for the purposes of identifying and implementing reasonable accommodations, the school may request supplementary documentation or further assessment of the disability. It is the student's responsibility to cover the cost of supplementary documentation or further assessment.

A student with one or more psychological or attention disorders who requests special admissions consideration and/or accommodations from NECI must provide comprehensive documentation from a licensed

professional. The documentation must verify the DSM-IV or ICD diagnosis, describing the information from which it was made as well as the severity and longevity of the condition. Background information pertaining to the effectiveness of the recommended/prescribed treatment must also be provided. This documentation must also describe the specific limitations posed by the disability, and how the impairment significantly limits one or more major life activities in an educational setting. Recommendations for appropriate assistance and/or accommodation are also to be included in this documentation.

## 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:

Tristan McNamara  
Learning Services Coordinator  
New England Culinary Institute  
7 School Street  
Montpelier, VT 05602  
802.225.3326

## 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 may 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.

The grievance procedure follows:

### **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 Senior Vice President within two (2) academic weeks of the written decision of the Grievance Coordinator. The Senior Vice President 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 the privacy and 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. 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. 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. 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.

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.

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

### **Academic Year Progression and Financial Aid Eligibility**

Academic programs at NECI run on an accelerated year-round schedule. As a result, students may progress through an academic year in 39 calendar weeks. In order to maintain eligibility for federal financial aid and be considered eligible for a success academic year, students must progress at the following rate:

*Second Academic Year:*  
*Complete in 30 semester credits*

*Third Academic Year:*  
*Complete in 60 semester credits*

*Fourth Academic Year:*  
*Complete in 90 semester 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.

### **Program Enrollment Standards**

#### **Certificate Programs**

The 30-week program awards a Certificate in Professional Cooking, a Certificate in Professional Baking or a Certificate in Professional Pastry. Students are eligible to receive financial aid for the program during this time. To be eligible to complete the program, students must earn a “Meets or Exceeds Standard” in 100% of the skills and educational requirements of the program.

Students are expected to begin the internship immediately following the end of the resident term; active employment status at the site must be verified. 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 or program sequence consequences. Any hours worked while withdrawn from the program may not be recognized as internship hours. Students may be required to pay a \$250 reinstatement/processing fee and may need to wait until the next internship enrollment period in order to be re-instated.

Students are expected to complete all requirements of the internship within the originally scheduled 15-week internship term. Except in extenuating circumstances, the student who is not complete will be withdrawn from the program at the end of the originally scheduled 15-week 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.

## **Degree Programs: Residency**

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 placed on 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. If SAP is not achieved during this time, the student will have his/her enrollment terminated.

## **Degree Programs: Internship**

Students are expected to begin the internship immediately following the end of the resident term; active employment status at the site must be verified. 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 or program sequence consequences. Any hours worked while withdrawn from the program may not be recognized as internship hours. Students may be required to pay a \$250 reinstatement / processing fee and may need to wait until the next internship enrollment period in order to be re-instated.

Students are expected to begin their internship immediately after residency, to complete all requirements of the internship during the scheduled internship terms, and to return for subsequent residencies on time with their starting class. Delays in starting an 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.

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 will 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 Term**

Bachelor's degree students are required to complete a non-resident term which includes the final internship, as well as online and elective course work. Students are expected to complete all term requirements within the originally scheduled nine-month, non-resident period. Except in extenuating circumstances, the student who is not complete will be withdrawn from the program at the end of the originally

scheduled non-resident term. All applicable financial aid rules will apply. In such cases, 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 a non-resident term.

### **BA Programs: Fully Online Programs**

Throughout the online program, 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 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 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 should discuss their financial status with the Student Accounts office before making any final decision to enter the accelerated 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 all attempted first year credits, as well as in a minimum of 80% of their attempted associate-level course work for the program's second year. 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.

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.

In keeping with NECI's emphasis on the internship program, no student (advanced placement, accelerated or otherwise) may be awarded an associate degree without completing 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 7.5 credits of internship experience may be permitted.

### **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 or Not Taken 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 Hospitality and Restaurant Management**

Week 15:	Complete in 50% of attempted credits
Week 30:	Complete in 70% of attempted credits

### **Bachelor of Arts in Hospitality and Restaurant Management (Online Program)**

Week 18:	Complete in 50% of attempted credits
Week 36:	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
Week 52:	Complete in 70% of attempted credits

### **Associate of Occupational Studies in Hospitality and Restaurant Management**

Week 15:	Complete in 50% of attempted credits
Week 30:	Complete in 70% of attempted credits

### **Certificate in Professional Cooking, Certificate in Professional Baking and Certificate in Professional Pastry**

Week 15:	Complete in 50% of attempted clock hours
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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 four weeks. 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 four weeks. Students who do not achieve the required level of satisfactory academic progress within the specified time will have their enrollment terminated as prescribed by school and federal guidelines. Reinstatement 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 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 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. 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, and being withheld from scheduled classes, including internship. 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.

During residency, 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**

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.

The final week of each 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, prior to leaving 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 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 Student Services Coordinator of Residence Life.

### **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 fees for all such make-up work according to the schedule below. All fees will be discussed at the time of scheduling, and will be included in the student's Academic Plan. The Academic Plan is considered to be an addendum to the student's Enrollment Agreement. The make-up tuition fee will be waived in cases of medical or family emergency, or if a documented educational need is evident.

Tuition Fee for Make-up Classes:

- \$350 per credit hour for resident classes
- \$100 per credit for online classes
- \$250 reinstatement/processing fee for online internship work.

Additional Room/Board Weekly Fee:

- \$70 per day / \$490 per week

Housing is not guaranteed.

## **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-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. 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. A minimum number of required hours of on-the-job training in quality food service/hospitality operations or other related work, as well as
2. The Online Course (AOS and BA), as well as
3. The Internship Assessment.
  - Virtual Tour
  - Site Facts
  - Self Assessment
  - Hours Verification
  - Final Evaluation

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.

### ***Bachelor of Arts in Culinary Arts***

- Year 1: 700 hour internship and online course
- Year 2: 700 hour internship and online course
- Year 3/4: 700 hour internship and online course (included in the 9-month non-resident term)

### ***Bachelor of Arts in Hospitality and Restaurant Management***

- Year 3/4: 700 hour internship and online course (included in the 9-month non-resident term)

### ***Bachelor of Arts in Hospitality and Restaurant 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 course
- Year 2: 700 hour internship and online course

### ***Associate of Occupational Studies in Hospitality and Restaurant Management***

- Year 1: 700 hour internship and online course

### ***Certificate in Professional Cooking, Certificate in Professional Baking and Certificate in Professional Pastry:***

- Year 1: 450 hour internship

### **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 first year 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. 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. NECI does not support unpaid internships and in general, requests to intern at sites that do not pay will be denied.

Once an internship has been selected and confirmed (start date, wage, and up-to-date site information), the student must complete the Internship Goals Agreement, which 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 Analysis 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 Career Analysis 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.

All pertinent internship documents are housed in the Online Course for the convenience of the student: Skills Progression, Final Evaluation, and Hours Verification forms are to be printed by the student and provided to the site supervisor for completion. Students are responsible for ensuring these documents are returned to Career Services to ensure completion of internship.

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. Payment of \$250 is required for re-enrollment and processing.

All pertinent internship documents are housed in the Online Course for the convenience of the student: Skills Progression, Final Evaluation, and Hours Verification forms are to be printed by the student and provided to the site supervisor for completion. Students are responsible for ensuring these documents are returned to Career Services to ensure completion of internship.

### **Internship Enrollment Requirements**

All students must complete the required internship hours within their original internship enrollment period. Except in extenuating circumstances, the student 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 are expected to begin the internship immediately following the end of the resident term; active employment status at the site must be verified. 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 or program sequence consequences. Any internship hours worked while withdrawn from the program may not be recognized as internship hours. Students may be required to pay a \$250 reinstatement / processing fee and may need to wait until the next internship enrollment period in order to be re-instated.

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 the Career Services Specialist 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 700 hours, the student will be placed on Administrative Probation and has 30 days to locate a new internship.

- 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.

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.

Internship Terminations involving improper notice of justified firing will be reviewed by the Manager of Career Services. 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 30 days to locate a new internship, as outlined above.
- 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.

### **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 bachelors degree program with fewer than 120 semester credits.

## **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.

## **Hospitality and Restaurant 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 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 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 program are awarded the Certificate in Professional Baking.

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

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 time frame 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:

- Associate of Occupational Studies in Culinary Arts: 36 months/129 semester credits
- Associate of Occupational Studies in Baking and Pastry Arts: 36 months/121.5 semester credits
- Associate of Occupational Studies in Hospitality and Restaurant Management: 22.5 months/100.5 semester credits
- Bachelor of Arts in Culinary Arts: 58 months/207 semester credits
- Bachelor of Arts in Hospitality and Restaurant Management: 22.5 months/102 semester credits
- Bachelor of Arts in Hospitality and Restaurant Management (online): 36 months / 108 weeks instructional time/102 semester credits
- Certificate in Professional Cooking: 45 weeks
- Certificate in Professional Baking: 45 weeks
- Certificate in Professional Pastry: 45 weeks

## Enrollment Status

### Leave of Absence

A leave of absence can be granted for a maximum of 180 days in any 12-month period. Leaves are normally granted for documented medical or other personal emergency reasons. In order to request and qualify for a leave of absence, a student must be either in their residency or be 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. 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.

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.

Students who wish to take a leave of absence are required to consult with Student Accounts 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. 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.

Due to the nature of student enrollment and tuition structure in the fully online version of the BA Hospitality and Restaurant Management program, students in this program are not eligible for leaves of absence. Students should contact the Academic Advisor or the Director of Academic Services if they wish to temporarily step out of the program.

## **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 four weeks. 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 be placed on Academic Probation 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 18 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 may 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 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 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 Director of Student Services 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 18 days until the financial/financial aid issues are resolved. A student who does not comply with the school's financial policies within that 18-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 fees for make-up work, room and board, and a \$250 reinstatement fee.

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 academic performance issues will be required to demonstrate his/her ability to meet the standards of NECI's programs to the Director of Academic Services if he/she was reinstated. Demonstrating this ability to meet standards can be achieved through successful work experience in a related field, completed assignments, demonstration of successful self-directed study, or other means as determined by the Director of Academic Services.

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 Director of Student Services 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 of \$250 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 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.

- 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.

- 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, SW  
Washington, DC 20202-4605

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 the new name
- Original marriage certificate with the 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 the new name
- Original signed court order with the 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.

New England Culinary Institute  
Admissions Office  
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Phone: 802.223.NECI (6324) • Fax 802.225.3280  
[www.neci.edu](http://www.neci.edu)

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