



The
North
Coast
College

REDEFINING
EDUCATION

STUDENT HANDBOOK

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WELCOME LETTER FROM THE PRESIDENT

Dear Prospective and Current THE NCC Students,



I am honored to welcome you to our vibrant and modern community, and I commend all of you for taking initiative to start a new chapter in your life. Higher education is no doubt a vehicle for a better life. THE NCC has come a long way from 1966 and its first Fashion Design class of five to become an established and nationally accredited college with almost 50 years of graduating generations of successful professionals. We take pride in our history, but we look forward, as we are getting ready to embark on a journey for acquiring higher credentials and embracing modern technologies for online education. THE NCC is the College with a strong focus on experiential learning and a place where the skills are honed from convergence of creative and

logical. Our College is student centered and students participate in shared governance. Our operations are designed to support students with a unique six layers of student support: mentorship for academic success, coaching, counseling, tutoring, career and financial advising. We have designed a college around you and for you. Wishing you all the best on your higher education journey,

Sincerely,

A handwritten signature in black ink, appearing to read "Milan Milasinovic". The signature is fluid and cursive, with a long horizontal stroke at the end.

Dr. Milan Milasinovic



THE NORTH COAST COLLEGE DIFFERENCE

The North Coast College's home in Lakewood, Ohio, has been featured on the Travel Channel, the Food Network, and Travel and Leisure's "America's Top 10 Coolest Suburbs." THE NCC is a leader in entrepreneurial education with our professional networking associations and our experiential internship programs.

Our faculty is practicing professionals from the design industries, committed to developing the talent and technical design ability of our students. Art and business curriculum combines design knowledge with actual work experiences to teach real-world problem solving skills.

HISTORY OF THE NCC

Virginia Marti-Veith envisioned a place for students to learn, grow and improve their own lives, as well as the communities they lived in. She was always a visionary woman with a passion for quality fabrics and fashion. After studying Haute Couture design in Paris, with its emphasis on custom fitting and details, Mrs. Veith returned to Cleveland, eager to train qualified fashion design professionals. In 1966, she founded Virginia Marti College. Interest in the college flourished as students from all over the country began to inquire about its unique programming. One of Cleveland's first female entrepreneurs, Mrs. Veith stayed focused on her passion throughout her life: providing students with personalized training in quality design.

On February 1st 2015, Virginia Marti College of Art and Design welcomed a new president, Dr. Milan Milasinovic succeeding Mrs. Virginia Marti-Veith. Under his vision, the College is getting ready to offer Bachelor degrees, emphasizing use of modern technology, and building pedagogically advanced learning methods. The college is focused on building an exceptional and unique student support system, composed of six layers: mentoring, coaching, tutoring, counseling, financial, and career development advising. Students and faculty have become a constitutional part in shared governance partaking in the College's transformation to a global school with offices overseas and exchange programs to support students who wish to experience foreign cultures. In 2018, Virginia Mart College of Art and Design (VMCAD) officially changed its' name to The North Coast College (The NCC).

Success in any design field combines hard work, technical skill and personal attention; the basis of haute couture design and service. THE NCC offers accredited degrees in Fashion



Design, Fashion Merchandising, Graphic Design, and Interior Design.

ABOUT THE NCC

The North Coast College (THE NCC), in Lakewood, Ohio, is a career college committed to providing academic excellence for students who want to specialize in selected areas of the design industry. We provide accredited degrees in Graphic Design, Interior Design, Fashion Design, and Fashion Merchandising. We prepare students to be successful in their chosen professions by empowering them with business and design knowledge, along with hands-on experience. Students are surrounded by caring instructors and staff who are committed to their success.

THE NCC serves the individual needs of high school graduates, students with prior college credits, and college graduates who are seeking specialized training and internship opportunities. Our small faculty-to-student ratio encourages student growth and success. THE NCC is committed to preparing students in the core competencies of the creative industries, so that its graduates can meet today's marketplace demands for technical skill, innovation and problem-solving ability.

ABOUT OUR INSTRUCTORS

Instructors at The North Coast College are practicing industry professionals in their creative fields. They bring actual client projects into the classroom to train students in the latest industry tools and techniques. With small class sizes, instructors can provide individual attention for each one of their students.



MISSION STATEMENT

Our mission is to implement innovative and effective educational techniques while providing a cost-effective education to all students passionate about pursuing careers in the design and art industries or in the management of design and art enterprises.

We strive to create a learning environment where both the creative and business sides of the design and art industry converge. We provide aspiring artists and designers strong foundations in business and entrepreneurship, enabling them to successfully establish their own business opportunities and launch their own enterprises. Likewise, we provide future managers of creative industries with a strong foundation in art and design so they can effectively inspire, motivate and guide their creative teams and cultivate innovative thought.

Furthermore, we aim to create globally experienced and customer oriented artists, designers and managers using the most technologically advanced and culturally sophisticated online learning environment. This, combined with real world experiential learning will develop their 21st century skills.



VISION STATEMENT

Our vision is to build a competitive advantage for innovation. Innovation requires creativity, which our business education lacks. On the other hand, our artists and designers lack linear, logical education, which is needed to make innovations useful. Hence, the goal is a balanced education. Our new business program's goal will be to trigger creativity. Our new art and design program's goal will be to learn how to manage innovation.

THE NCC will become known as a unique college where art and design converge with business, and where technologically advanced online learning is complemented with experiential learning.

We will also become known for our unique student support system, composed of six layers: mentoring, coaching, tutoring, counseling, career development and financial advising.

THE NCC will become a college where global education is a part of curriculum and international experience will be offered to all students, providing overseas internship and studying opportunities. THE NCC will be known for internationalization of domestic students, aiming to culturally enrich our society.



VALUES STATEMENT

Our values stem from our respect for others. We pay equal respect to all. It is a duty to us and to others to promote knowledge and education as special obligations to our own freedom and well-being.

We also promote the abilities to pursue these goals.

Our chief values include truthfulness, trust, self-control, empathy, compassion, equal opportunity, fairness and humanity to all.

We are committed to fight complacency and arrogance.

We are committed to promote character development and imbue ethical foundations in our students through modeling positive attitudes, collaboration, drive, motivation, and the valuing of all people.

We treat all students and employees with dignity and encouragement in order to nurture a genuine respect for diversity of people, ideas, cultures, and abilities.

Values Statement



ACCREDITATION, APPROVAL AND AFFILIATIONS

Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC)

APPROVED BY:

- State Board of Career Colleges and Schools
- Ohio Bureau of Vocational Rehabilitation
- Ohio State Approving Agency for Veterans' Training
- U.S. Citizenship and Immigration Services
- U.S. Social Security -Widows and Orphans Training

MEMBER OF:

- COSE-Council of Smaller Enterprises
- Lakewood Chamber of Commerce
- Ohio Association of Student Financial Aid Administration
- The Fashion Group International
- The Greater Cleveland Growth Association
- The American Historical Society
- The American Institute of Graphic Arts
- The National Retail Merchants Association
- Association of Private Sector Colleges and Universities
- ASID - American Society of Interior Designers
- NKBA – National Kitchen and Bath Association (ID Supported Program)



FERPA

For additional information or technical assistance, the student may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or contact at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
Family Policy Compliance Office (FPCO) Home:
<http://www.ed.gov/policy/gen/guid/fpcol/index.html>

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Although some information is open to the public, students may ask the Office of Academic Records to restrict release of specific information; therefore, it is THE NCC policy that all requests for student information be referred to and handled by the THE NCC Office of Student Accounts, 11724 Detroit Avenue, Lakewood, Ohio 44107.

FERPA gives parents certain rights with respect to their children's education records.

These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

Schools may disclose, without consent, "directory" information, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of each school.



LAKWOOD, OHIO

Lakewood, Ohio just won a spot on The Top 10 Coolest Suburbs by Travel + Leisure. “This inner-ring suburb of Cleveland has been on the radar of the young and urbane for some time. It has a well-established nightlife and gastronomic scene...”

Virginia Mart College of Art and Design is located at the east end of Lakewood, Ohio near the colorful Clifton Arts District, with magnificent views of Lake Erie nearby. Tree-lined Lakewood is located between upscale Rocky River and exciting downtown Cleveland. The city’s 5.6 square miles are composed of vintage homes and apartments within a charming national historic district.

THE NCC students commute to the college and take classes on a personalized schedule that accommodates personal, job or family needs. Work hard on your designs, then take a break . . . Enjoy the area’s vibrant art and music scenes . . . coffee houses, bistros and restaurants . . . dance and performing arts venues . . . or ride a bike through the 1000 acre Emerald Necklace, miles of continuous parkland that borders Lakewood. The world’s top amusement park, Cedar Point, is only 90 minutes west on the Lake Erie shores. Students are within 10 minutes of the Rock and Roll Hall of Fame and sports stadiums, and only 20 minutes from University Circle, home to the Cleveland Museum of Art, the Cleveland Orchestra, and other nationally renowned museums. State-of-the-art health care can be found among any of the world–renowned area hospitals and health centers.



ADMINISTRATORS & STAFF

216-221-8584

President – Dr. Milan Milasinovic

Director of Operations – Dennis Marti

Director of Student Affairs – John Mendrea

- Provides direction and guidance in locating people, places and resources on campus
- Title IX Coordinator
- Housing Locator Assistance
- Tutoring
- Student Council

College Counselor

- Visit the Director of Student Affairs to set an appointment with the College Counselor

Director of Financial Aid – Martha Snodgrass

- FAFSA Assistance
- Financial Aid Counseling and Packaging

Finance Manager & Student Accounts – Michelle Graham

- Payments and Payment Options
- Stipends
- Third Party Funding

Director of Career Services & Alumni Association – Matthew Dodd

- Career & Job Placement
- Internship Opportunities & Placement

Dean of Enrollment – Matthew Miller

- Enrollment & Re-enrollment

Registrar - Lisa Alessandro

- Registration & Related Questions
- Books & Supply Questions

IT Systems Support Specialist – Margery Sponsler

- Email & IT Support
- Computer & Printer Issues

Instructional Designer – Jasmine Rocco

Dean of Academic Affairs – Patrick Melnick

Associate Dean of Academic Affairs – Matthew Dodd

Department Chair – Graphic Design – Todd Saperstein

Department Chair – Fashion – Tiffany Wells

Department Chair – Interior Design – Cristina McCarthy

WHERE DO I FIND . . .

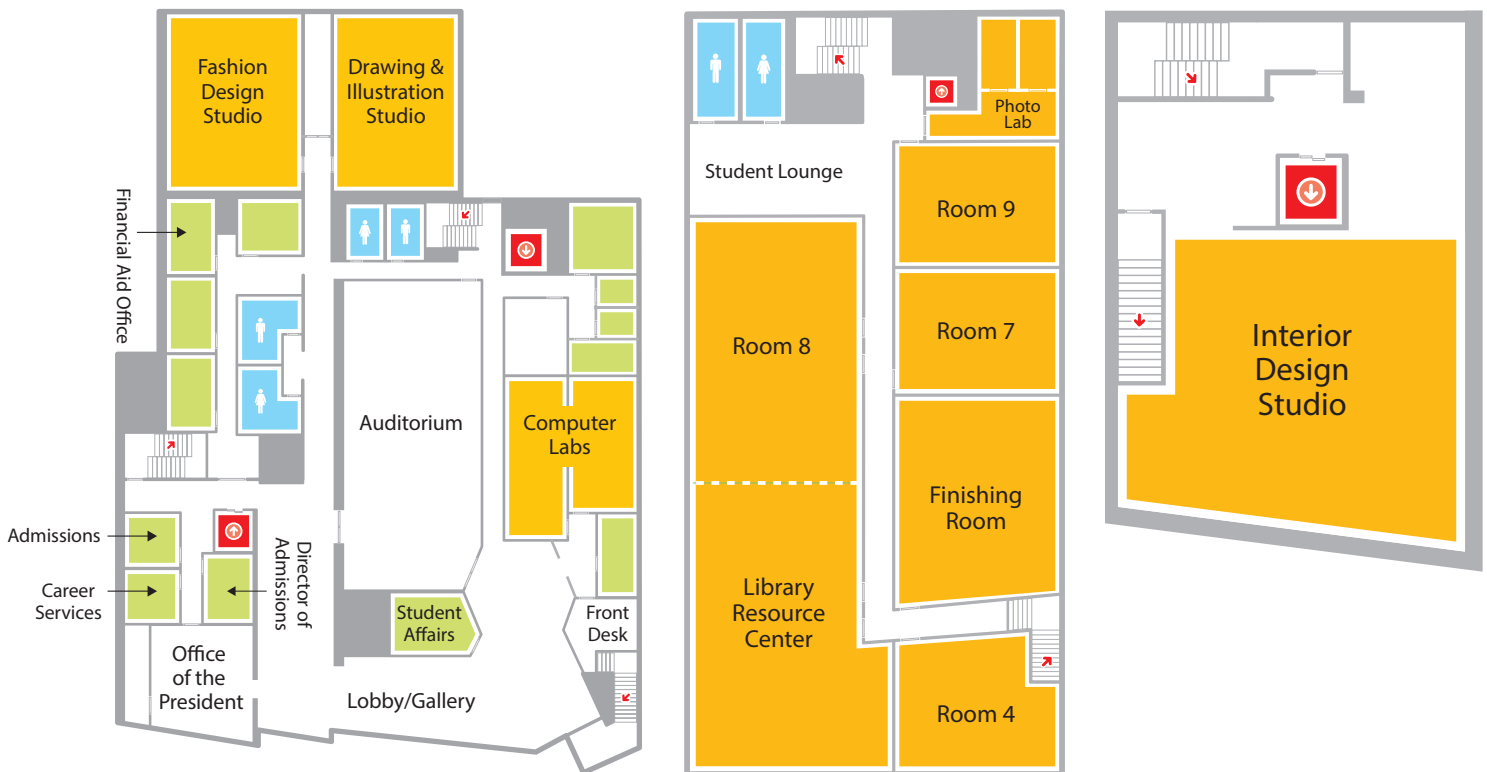
- A place where I can consume food and beverages? **Student Lounge, lower-level**
 Information about student events/groups on campus? ..**Student Affairs Office, main-level**
 Financial Aid forms?.....**Financial Aid Office, main-level**
 My Registration Packet?**Front Desk, main-level**
 Books and resources for research and assignments?**Library, lower-level**
 My student identification card?**Student Affairs Office, main-level**
 Assistance in locating housing?**Student Affairs Office, main-level**
 Where do I go to find a new enrollment agreement?**Admissions Offices**
 Assistance finding employment opportunities? **Career Services Office, main-level**

The Office of Student Affairs is available to answer any questions regarding the campus

MAIN LEVEL

LOWER LEVEL

UPPER LEVEL



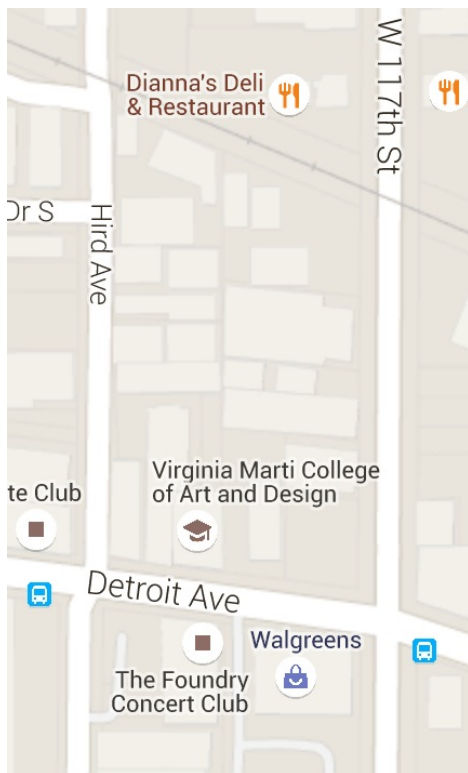
STUDENT PARKING OPTIONS

The College does not provide a specific parking location for students although there is ample metered street parking surrounding the campus as well as a metered municipal lot at the corner of Detroit and West 117th. Metered parking is provided and monitored by the City of Lakewood. The College does not assume any liability for parking violations and/or infractions incurred by a student or person(s) visiting the College.

The two lots behind the college (entrance on Hird) are reserved for Faculty and Staff with appropriate parking permit.

There are many parking lots in the area of the campus although it is important to recognize that the College does not own or operate any of these lots. The College does not assume any liability for parking violations and/or infractions incurred due to parking in these lots.

MAP OF SUROUNDING AREA



WRITTEN ARTICULATION AGREEMENTS WITH OTHER COLLEGES

- The Art Institute of Charlotte, NC Contact: Mike Watson 704-357-5891
Email: mwatson@aii.edu
- AI Chicago, IL (Fashion Marketing & Management, GD) 312-280-3500
www.ilic.artinstitutes.edu
- AI Philadelphia, PA (FM, FD, GD and Media Arts and Communication) 215-567-7080 www.aiph.artinstitutes.edu
- AI Pittsburgh, PA (DM, Fashion & Retail Management, GD, ID)
Contact: Melinda Trempus 412-291-6366 www.aip.aii.edu
- AI Schaumburg, Chicago, IL (GD, DM, ID, Fashion Marketing & Management)
Contact: Judy Dunne 800-351-3450 www.ilis.artinstitutes.edu
- Collins College, Phoenix, AZ ((2 + 2/B.A., GD, B.A. Film & Video, B.A. Interior Design) Contact: George Fitzpatrick 480-377-9524 www.collinscollege.edu
- Harrington College of Design, Chicago, IL Contact: Sue Kirkman 312-939-4975
The agreement with Harrington is not in writing, they prefer that the student interview and show their portfolio. Acceptance will be on an individual basis.
- DeVry University, Cleveland, OH ON-LINE
Contact: Scarlet Howery 216-328-8754 www.devry.edu
- University of Phoenix ON-LINE Catrina Roitman 602-557-6342
Email: catrina.roitman@phoenix.edu www.phoenix.edu
- Westwood College ON-LINE and Campus (Division of Alta College, DM, GD, ID-agreement extended to THE NCC Staff with enrollment fees waived and 10% off tuition/Online classes available) 31 campuses Headquarters: Alta Colleges
Contact: Constance Tillotson 310-600-3336 www.westwood.edu

PENDING:

- The University of Youngstown (Fashion Merchandising and Interior Design)
Digital Media Arts College, Boca Raton, Fla
- The Art Institute of Indianapolis The Art Institutes in CA (all 8 locations)

This is a list of written agreements. Graduates should pursue the college to which they are interested. Individual colleges can chose to take or not take our credits based on choice.

STUDENT ACTIVITIES & AWARDS

Throughout the school year, the college sponsors a variety of guest speakers to give students an opportunity to gain more insight and appreciation for their chosen field. During the Spring Quarter, the college sponsors an annual Student Design Exhibit which is open to students in every program. It allows the students to have their work critiqued by professionals from their respective majors and provides an opportunity to display their work for friends, family members and fellow classmates.

STUDENT COUNCIL

Student government is a crucial component to the THE NCC campus. The council consists of a president, vice-president and secretary. Elections are held annually and student candidates are on a volunteer basis. A minimum cumulative grade point average is required to hold a position in student government. The student body elects these officers digitally through an open election process. The student officer holds this position for one year. These council members represent the student body by addressing their ideas and implementing new initiatives for the betterment of student life. The student president sits on the President's Cabinet in an effort to promote the shared governance that THE NCC prides itself on. Student Council is responsible for creating and maintaining various student groups throughout campus. These groups are designed to engage students and enrich their college experience. There are both professional and social groups and students are encouraged to offer ideas and suggestions for new groups.

STUDENT AWARD PROGRAMS

PRESIDENTIAL ACADEMIC ACHIEVEMENT AWARD

At the end of each term, students who are full or part-time, have not dropped any classes during the quarter, and have earned a GPA of 3.75 or better, will receive the Presidential Academic Achievement Award.

WHO'S WHO IN AMERICAN UNIVERSITIES AND COLLEGES

Each year, students who demonstrate outstanding academics, participate in college activities, and conduct themselves as exemplary citizens, will be nominated for this nationwide honor.

PERFECT ATTENDANCE

Perfect Attendance Awards will be granted to students at the end of each term. They will be awarded to students who are recorded as present for every scheduled class meeting.

STUDENT TRIPS

COLLEGE TRIPS EUROPEAN TRIP (OPTIONAL)

What could be more exciting than visiting the art and design capitals of the world - Paris, Rome, Milan or London? In mid-September, alternating years, the college plans and offers guided tours to France, Italy, or England, to enhance the student's knowledge and appreciation of art and design. Announcements about the trips are made well in advance so students can plan and save early in the year to take advantage of this opportunity. The trips are open to all THE NCC students, alumni, faculty and their families. All expenses for the European trips are in addition to regular tuition and fees.

U.S. TRIPS (OPTIONAL)

Throughout the year, the college offers cultural and educational trips that offer our students the opportunity to gain cultural awareness and knowledge that cannot be experienced merely from the walls of a classroom. These destinations include local visits such as The Cleveland Museum of Art, Museum of Contemporary Art (MOCA) and The Ohio Design Center. On a national level, the college offers students the opportunity to visit various cities, among them, New York City and Chicago with stops at The Metropolitan Museum of Art, the United Nations as well as 5th Avenue and Navy Pier. THE NCC continues to add new destinations to provide a diverse cultural experience for our students. All expenses for the trips are in addition to regular tuition and fees.

INTERIOR DESIGN RELATED TRIPS (OPTIONAL)

Throughout the year, the Interior Design department plans various trips in relation to interior and architecture design. These trips include homes designed by architect Frank Lloyd Wright, The Ohio Design Center, Cleveland Museum of Art and NEOCON in Chicago. All expenses for the trips are in addition to regular tuition and fees

CLUBS/GROUPS

Participation in clubs and groups is a critical component of a students' engagement on campus. The College offers various organizations to engage students both socially and professionally. These groups include the professional organizations affiliated with the individual majors offered at THE NCC such as;

INTERIOR DESIGN

American Society of Interior Designers (ASID)
International Interior Designers Association (IIDA)
National Kitchen and Bath Association (NKBA)

FASHION MERCHANDISING & DESIGN

Fashion Group International (FGI)

GRAPHIC DESIGN

American Advertising Federation (AAF)
Additionally, the College supports groups and clubs on campus that offer a more social and team-building approach. These groups include;

THE HEALTH INITIATIVE

H.I.(Health Initiative) is rooted in students participating in healthy practices to promote healthy living for the benefit of both mind and body. Events range from weekly physical activities such as sporting events and walking tours to visiting with local chefs who specialize in healthy cooking and eating practices.

The Department of Student Affairs in partnership with Student Council is continually seeking ways to engage students through their interests and offer them opportunities to connect with their peers on campus. If any student has an idea for a group or club on campus, feel free to email Student Council at studentcouncil@TheNCC.edu or visit the Office of Student Affairs.

COMMENCEMENT

Graduation is an opportunity for the College to recognize the hard work and dedication each graduating student put forth to earn their degree. Commencement is held once annually off campus at a prominent location within the greater Cleveland region. This event allows the College to gather together the student and their families to acknowledge the students' hard work but also to highlight the students that have achieved the high academic standard of graduating with honors.



The ceremony also provides an opportunity for the College to recognize various graduates for their accomplishments during their time at THE NCC. The Synergy Award is presented to the graduate that strives to make the people and their surroundings better while maintaining a high academic standard in the process. The Department Chair of each major selects a graduating student to receive the Synergy Award. Additionally, the Student of the Year Award is awarded to the student that maintained the highest GPA of all the graduates throughout their time at the college.

STUDENT SERVICES

CAREER SERVICES

The Career Services Department at THE NCC is where students and alumni can go for career advice, resume assistance, and to learn about current opportunities in their field. The development of professional, career-building, skills is at the core of THE NCC and our placement program. To facilitate this, Career Services hosts a number of events throughout the year including job fairs, resume workshops, and networking events. As part of an experience-based curriculum, Career Services offers two courses required for all programs, Career Development/Exploration, and Internship. With a focus on building professional skills in tandem with program specific technical courses, the goal of Career Services is to provide all students with the skills needed to develop a comprehensive career strategy.

RESOURCE CENTER

The Resource Center, located on the lower level, provides books and periodicals, along with Internet access, to assist and enrich the education of all currently enrolled THE NCC students. All new Fashion Design and Fashion Merchandising students need to pick up their Women's Wear Daily (WWD) issues in the Resource Center until they receive their own issues at home. The Resource Center is staffed for student assistance. Students are required to complete an application before they may borrow materials from the Resource Center. There is a two-week loan period for most books. Students are responsible for all materials borrowed from the Resource Center. If materials are not returned by the end of the quarter, a charge for the replacement of such materials will be added to the student's account. Graduation will be postponed until all fines are paid in full. All materials must be returned to the Resource Center.

TUTORING/ACADEMIC ASSISTANCE

Students at THE NCC have several options to receive academic assistance. Each department chair and faculty member has the responsibility to advise students in the area of their academic needs. In addition, each student is assigned a mentor who will continue to support and encourage the student until graduation. Tutoring is available to students who experience academic difficulty. A student requesting tutoring should contact the Director of Student Affairs who will partner him/her with a student-tutor. Students who volunteer their services to tutor others, must meet a minimum GPA and are compensated for their time.

LEARNING DISABILITIES

In many cases, a learning disability is not easily observed because there are not obvious, outward signs indicating the case. As a result, too often students with learning disabilities are overlooked or misunderstood. Understanding the implications of learning disabilities, and learning to accommodate students with these disabilities, are essential components for providing academic and career opportunities for these students that are equivalent to those provided to their nondisabled peers. THE NCC is willing and able to accommodate students with learning disabilities and guide them in reaching their academic potential.

MENTORSHIP

Each student will be assigned a mentor during his or her first quarter at THE NCC. This mentor will be the student's point of contact should they need academic related advice, guidance or support throughout their time at the College. The mentor will also focus on the mentee's total development including the sharing of resources and networks.

COUNSELING SERVICES

A primary responsibility of the College is to offer every possible aid to students so they can utilize their own capabilities. Students experiencing emotional and mental health concerns may reach out to the Department of Student Affairs for referral to the College Counselor. Communication between the College Counselor and the student will remain confidential and does not affect the student's academic or social standing within the College Community.

REQUIRED STUDY TIME

Outside study time is crucial to successfully complete the required course assignments. The amount of time will vary according to the individual student's abilities. All assignments must be turned in at the designated time. Students are responsible for reading any study materials issued by their instructors.

MAKE-UP STANDARDS

It is mandatory that a student attend their scheduled classes. It is the student's responsibility to learn the material covered while absent and to ensure that all missed work is made up in compliance with the college's attendance policy.

NOTICE OF NON-DISCRIMINATORY POLICY

THE NCC admits students of any race, sex, gender identity, age, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the college. There is no discrimination on the basis of race, sex, gender identity, age, national or ethnic origin in administration of its educational policies, admissions policies, and loan programs.

ADA / HANDICAP FACILITIES

The college has provided ease of access to its classrooms, restrooms and floor levels for those students who are physically disabled. Elevators are also readily accessible for reaching the upper and lower levels of the institution. Handicap designated parking is also available at the front and rear of the building. In regards to academic assistance, the

College understands that certain disabled students need additional tools and resources to complete their education and the College is willing and able to meet and exceed these requirements. Please visit the Office of Student Affairs with any questions or concerns.

HOUSING LOCATOR ASSISTANCE

Although the College does not provide student housing, we do offer assistance in locating housing. Many times, students find themselves working with a limited budget for living expenses and that includes housing. The Student Affairs department maintains a database of area housing communities that range in cost and size to allow new and existing students to locate housing that meets their needs. A majority of the communities listed in the database offer a student discount and are located within a mile radius of the campus. The College is not affiliated with any housing community and therefore does not persuade students on where they choose to live.

CHILDCARE LOCATOR ASSISTANCE

The Department of Student Affairs maintains a list of local child care providers within a mile radius of the campus and any incentives that they offer to our students. THE NCC is not affiliated with any of these care providers.

TRANSPORTATION ASSISTANCE

The College can assist students in locating bus tickets for the Regional Transit Authority (RTA) which is the most convenient form of public transport in the area.



SEXUAL ASSAULT, STALKING, AND DOMESTIC AND INTIMATE PARTNER VIOLENCE PREVENTION AND RESPONSE POLICY

STATEMENT

THE NCC strives to create a safe learning and working environment for all its students, faculty, staff and visitors. THE NCC prohibits sexual violence from its students, faculty and staff. THE NCC will take prompt measures to investigate allegations or charges of sexual violence against a member of the THE NCC community. Sexual violence covered in this policy includes sexual assault, stalking and domestic and intimate partner violence. VMC offers training to prevent sexual violence from occurring in our community. THE NCC prohibits sexual harassment and has policies to that effect. This policy has the information for members of the THE NCC community or someone they know has been a victim of sexual violence, and the steps to follow and the resources available. Included is the support services provided by the college as well as the appropriate disciplinary procedures.

REASON FOR THE POLICY

Sexual Violence is an impact on the victim and the THE NCC community as a whole. THE NCC wants all victims to be aware of the support and services it provides in regard to sexual violence which includes assault, stalking, and intimate and domestic partner violence. It's also important to know that those individuals found to have committed these acts will be disciplined up to expulsion for students and termination for employees. The training that THE NCC makes available is intended to prevent sexual violence as well as educate on how to deal with its occurrence.

WHO SHOULD READ THIS POLICY

All members of the THE NCC community
THE NCC students
THE NCC employees

WHO IS RESPONSIBLE FOR THIS POLICY

Title IX Coordinator (Director of Student Affairs)
College Counselor
Director of Operations

POLICY TEXT

DEFINITIONS

Affirmative Consent: a clear, unambiguous, knowing, informed, and voluntary agreement between all participants to engage in sexual activity. Consent is active, not passive. Silence or lack of resistance cannot be interpreted as consent. Seeking and having consent accepted is the responsibility of the person initiating each specific sexual act regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent to any sexual act or prior consensual sexual activity between or with any party does not constitute consent to any other sexual act. The definition of consent does not vary based upon a participant's sex, sexual orientation or gender identity. Consent may be initially given but withdrawn at any time. When consent is withdrawn or cannot be given, sexual activity must stop. Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to fully, knowingly choose to participate in sexual activity. Incapacitation occurs due to a disability that limits informed sexual decision-making, and includes impairment due to voluntary or involuntary use of drugs or alcohol, the lack of consciousness or being asleep, being involuntarily restrained, if any of the parties are under the age of 18, or if an individual otherwise cannot give consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

Bystander: a person who observes a crime, impending crime, conflict or unacceptable behavior.

Dating Violence: any act of violence committed by a person who is or has been in a relationship of a romantic or intimate nature with the victim. The existence of a relationship shall be determined based on the victim's statement and considering the length and frequency of interaction between the individuals involved in the relationship. A relationship can be considered intimate or romantic regardless of whether it is sexual in nature. This definition does not include acts covered under domestic violence.

Domestic and Intimate Partner Violence: Any violent crime whether felony or misdemeanor, committed by a current or former spouse or intimate partner of the victim. This also includes an individual who is sharing a child or cohabitating with the victim.

Preponderance of the Evidence: In cases of sexual violence, the standard of proof asks whether it is "more likely than not" that the incident occurred. When the evidence presented in a case meets this standard, the accused individual should be held responsible.

Retaliation: Unfavorable action toward another individual for reporting a violation or participating in the investigation process in any way. Various forms of retaliation can include harassment and intimidation as well as threats of bodily harm or destruction to property and bullying.

Sexual Assault: any non-consensual, intentional physical contact of a sexual nature, such as unwelcome physical contact with a person's genitals, lips, buttocks or breasts. Sexual assault occurs when the act is committed by: a) physical force, violence, threat or intimidation; b) ignoring the objections of another person; c) causing another's intoxication or impairment through the use of alcohol or other drugs; and/or d) taking advantage of another person's incapacitation, helplessness, or other inability to consent. Sexual assault includes what is commonly known as "rape" (including what is commonly called "date rape" and "acquaintance rape"), fondling, statutory rape and incest. For statutory rape, the age of consent in the state of Ohio is 16 years old.

Stalking: a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking involves repeated and continued harassment made against the expressed wishes of another individual, which causes the targeted individual to feel emotional distress, including fear and apprehension. Stalking behaviors may include: pursuing or following; non-consensual (unwanted) communications or contact – including face-to-face, telephone calls, voice messages, electronic messages, text messages, unwanted gifts; trespassing; and surveillance or other types of observation. Cyber-stalking involves using the Internet or other electronic means as a way to harass someone.

Use of Alcohol and Other Drugs: Alcohol and other drugs can lower inhibitions and create an atmosphere of confusion over whether consent is freely and affirmatively given. The perspective of a reasonable person will be the basis for determining whether one should have known about the impact of alcohol or other drugs on another person's ability to give consent. The use of alcohol and other drugs never makes someone at fault for being sexually assaulted (see Affirmative Consent).

SUPPORT SERVICES

THE NCC's primary concern is to make sure that victims of sexual violence seek medical attention for physical and mental health. THE NCC will ensure that those who come forward are advised of all the support resources available on and off campus.

Students: Students have available to them the services of trained counseling professionals in the Department of Student Affairs. See contact information section below.

Employees: Faculty, administrators and staff may use the services of the Employee Assistance Program available within the office of the College Director of Operations. See contact information section below.

OPTIONS FOR CONFIDENTIALITY DISCLOSING SEXUAL VIOLENCE

THE NCC recognizes that confidentiality is particularly important to victims of sexual violence. A victim who has made a report may make a request for confidentiality or privacy at any point. This may include a request to remain anonymous to the alleged perpetrator or witnesses. THE NCC will make all reasonable efforts to honor such a request limiting information to those who need to know for an investigation to commence. THE NCC understands that it may be difficult for a victim to come forward, and there are several

options available for students who wish to maintain confidentiality while getting the support they need. However, requests for confidentiality may limit THE NCC's ability to investigate and respond to the allegations. THE NCC cannot guarantee complete confidentiality because of its responsibility to safeguard all members of the community and its obligations under the law, including Title IX. Certain employees on campus have different abilities to maintain confidentiality.

- Some employees are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication." This includes campus counselors. Non-professional counselors and advocates may talk to a victim in confidence, and generally only report to the College that an incident occurred without revealing any personally identifiable information. These individuals are required to report aggregate data to the Title IX Coordinator, including nature, date, time, and general location of the incident. These resources should consult with victim/survivors about what information to withhold to protect the individual's identity.
- Non-professional counselors and advocates may include front desk staff, students, and volunteers.
- All other employees are required to report the details of an incident (including the identities of both the victim and accused) to the Title IX Coordinator. A report to these employees, including professors and chairpersons, constitutes a report to the College. The College is obligated to investigate and take appropriate steps to address the situation.

ALCOHOL AND/OR DRUG USE AMNESTY IN SEXUAL VIOLENCE CASES

The health and safety of every student at THE NCC is of utmost importance. The College recognizes that students who have been drinking and/or using drugs, whether such use is voluntary or involuntary, at the time a sexual violence incident occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. THE NCC strongly encourages students to report incidents of sexual violence to campus officials. A bystander reporting in good faith or a victim/survivor reporting sexual violence to THE NCC officials or law enforcement will not be subject to campus conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the sexual violence.

FALSE COMPLAINTS

Members of the THE NCC community who make false reports, with the exception of reports which even if flawed, are made in good faith, will be subject to disciplinary sanctions.

NON-RETALIATION

It is illegal to retaliate against any individual who in good faith files a report, participates in an investigation of a report, or is accused of violating this policy and after investigation has been found not to have violated this policy. Retaliation is a serious violation of this policy

and will be subject to disciplinary sanctions. Individuals who experience or witness retaliation should contact the Director of Student Affairs immediately.

EDUCATIONAL AND TRAINING PROGRAMS

THE NCC provides on-line training to all members of the College community on preventing sexual violence, how to report it, and what resources and remedies are available for victims/survivors. This online training is mandatory for all THE NCC students and employees. The campaign is consistent with the requirements in the Violence Against Women Act. In addition, educational information to raise awareness of sexual violence is presented during Student Orientation.

CLIMATE ASSESSMENT SURVEY

The College will conduct a climate assessment survey every two years. The survey will be sent to all students and employees.

PROCEDURES

SEXUAL VIOLENCE RESPONSE

Victims/survivors have the right to pursue more than one of the options below at the same time or may choose not to participate in any of the options below:

- To report confidentially the incident to one of the following college officials, who by law may maintain confidentiality and can assist in obtaining services
 - Counseling Service
 - College Counselor (Request contact info via Office of Student Affairs)
- Reporting Obligations of Confidential, Semi-Confidential, and Private Resources On and Off-Campus are as follows;
 - **Confidential:** Cannot re-disclose any information provided by a reporting individual.
 - **Who are they:**
 - Medical providers
 - Licensed mental health counselors
 - Clergy
 - Off-campus counselors and advocates.

(The above must be acting in the capacity of these roles when learning of a report in order to maintain confidentiality)
 - **Semi-Confidential (Non-Professional Counselors and Advocates):** Do not disclose any personally identifiable information to

police or campus officials, but provide aggregate data to the Title IX Coordinator as required by law.

- **Who are they:**
 - Counselors without licenses.
- **Private:** Will limit disclosure as much as possible while complying with the law and College policy, which requires notifying the Title IX Coordinator or designee of all known details.
 - **Who are they:**
 - All College employees besides confidential resources and nonprofessional counselors and advocates
 - Including academic advisors and mentors.
- To disclose confidentially the incident and obtain services, victims/survivors can contact the following resources. Note that these hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to the campus. Victims/survivors are encouraged to

additionally contact a campus confidential or private resource so that the campus can take appropriate action in these case:

- Cleveland Rape Crisis Center:
<https://www.clevelandrapecrisis.org/>
- Ohio Alliance to End Sexual Violence:
<http://www.oaesv.org/resources/cuyahoga-county/>
- Pandora's Project:
<http://www.pandys.org;>
- There are four hospital emergency rooms in Cuyahoga County that maintain specially trained Sexual Assault Nurse Examiners (SANE) which are available 24 hours a day, 7 days a week. These hospitals are as follows;
 - **Fairview Hospital**
18101 Lorain Road
Cleveland, Ohio 44111
216-476-7080
(also sees pediatric patients)
 - **Hillcrest Hospital**
6780 Mayfield Road, North Campus
Mayfield Heights, Ohio 44124
440-312-7890
(also sees pediatric patients)

- **MetroHealth Hospital**
2500 MetroHealth Drive
Cleveland, Ohio 44109
216-778-7800

- **University Hospitals**
11100 Euclid Avenue
Cleveland, Ohio 44106
216-844-3722

- To report the incident to one of the following college officials who can offer privacy and can assist in obtaining resources (note that an official who can offer privacy may still be required by law and college policy to inform one or more college officials about the incident, including but not limited to the Title IX Coordinator):
 - Title IX Coordinator (Director of Student Affairs)
 - College Counselor
 - Assistant Director of Admissions
 - Director of Operations

- To file a criminal complaint with local law enforcement:
 - Lakewood Police Department
12650 Detroit Avenue
Lakewood, Ohio 44107
216-521-1234

- To file a report of sexual assault, domestic violence, dating violence, and/or stalking, talk to the Title IX Coordinator for information and assistance. Reports will be investigated in accordance with THE NCC policy listed below. If a victim/survivor wishes to keep his/her identity private, he or she may contact the Title IX Coordinator anonymously to discuss the situation and available options:
 - Title IX Coordinator, (Director of Student Affairs)
Department of Student Affairs
216-221-8584 ext 102
titleix@TheNCC.edu

- You may withdraw your complaint or involvement from the THE NCC process at any time.

THE NCC INVESTIGATION AND DISCIPLINARY PROCEDURES

When a report of sexual violence is made, the victim and the alleged perpetrator will be given the same rights throughout the investigation and disciplinary proceedings with respect to having the assistance or support of an advocate, access to evidence, presentation of witnesses, other evidence, arguments, appeal, and being informed of the outcome of the proceedings. The burden of proof in all cases is “the preponderance of the evidence” – whether it is “more likely than not” that the dating violence, domestic violence, sexual assault, or stalking occurred. If the evidence presented meets this standard, then the college will take action, which may include suspension or expulsion for students and termination for employees.

1. The complaint proceeding is commenced by the filing of the Complaint Intake and Information Sheet.
2. Upon receipt of a complaint, the Title IX Coordinator will provide the accuser with a copy of his/her completed Complaint Intake and Information Sheet.
3. Supporting documentation will be reviewed and interviews of witnesses will be conducted to determine the validity of the complaint.
4. The Title IX Coordinator will notify the accused that a complaint has been made against him/her, giving the accused the opportunity to respond to the allegations.
5. Within 30 calendar days from the filing of a formal complaint, the Title IX Coordinator shall submit a summary of the findings to the President of THE NCC.
 - a. If the findings result in a determination that the complaint was substantiated:
 - For employees (including student employees): The President may take such administrative action as he/she deems appropriate under his/her authority as the chief administrative officer of the College, including but not limited to dismissal, demotion, reassignment, suspension, reprimand, removal of privileges, or training.
 - For students: The President may determine that sufficient information exists to take appropriate action under the appropriate student conduct code.

Within 5 calendar days of submission of the findings, the Title IX Coordinator shall issue a written notification to the accuser and accused which will state that the complaint was;

- substantiated and that it has been referred for further action.
 - The action of the President shall be final.
- b. If the findings result in a determination that the complaint was not substantiated, the Title IX Coordinator shall close the case, sending a written notice to that effect to the accuser and the accused.

6. If the accuser is dissatisfied with the decision, the accuser may elect to file a complaint with one or more local, state and federal agencies. The disciplinary actions taken by THE NCC does not shield from any civil or criminal charges that may be taken against the accused.

MEDICAL ASSISTANCE

It is extremely important that victims of physical assault receive comprehensive medical attention promptly. In the case of sexual assault, victims should go immediately to a hospital emergency room. Treatment and preservation of evidence are crucial to a criminal investigation. A person who believes he/she is a victim of date rape as a consequence of alcohol and/or drugs, should have a toxicology examination at the hospital as quickly as possible as drugs may remain in a person's system for only a short time. Most hospitals have rape victim protocols that are supportive of victims.

- To obtain effective intervention services:
 - Sexual contact can transmit Sexually Transmitted Infections (STI) and may result in pregnancy. Testing for STIs and emergency contraception is available here:
<https://www.clevelandrapecrisis.org/services>
 - Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at a hospital. While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases, insurance may be billed for services. You are encouraged to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services. Further info on rape kits is available here:
<https://www.clevelandrapecrisis.org/resources/hospital-medical-resources/what-to-expect-in-a-rape-kit-examination>

PROTECTION AND ACCOMODATIONS

The following protection and accommodations are provided by the College:

- When the accused is a student, to have the college issue a "No Contact Order," meaning that continuing to contact the protected individual is a violation of College Policy subject to additional conduct charges; if the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person.
- To have assistance from College officials in obtaining an Order of Protection against the accused.
- To receive a copy of the Order of Protection or equivalent and have an opportunity to meet or speak with a College official who can explain the order and answer questions about it, including information from the Order about the accused

individual's responsibility to stay away from the protected individual; that burden does not rest on the protected individual.

- To an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension.
- To have assistance from College officials in effecting an arrest when an individual violates an Order of Protection by calling on and assisting local law enforcement.
- When the accused is a student and presents a continuing threat to the health and safety of the community, to have the accused subject to interim suspension pending the outcome of a conduct process.
- To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. While victims/survivors may request accommodations through any of the offices within the College, the following office can serve as a point office to assist with these measures: Director of Student Affairs, Department of Student Affairs 216-221-8584 ext 102

ORDERS OF PROTECTION

- THE NCC shall comply and assist with enforcement of all known Orders of Protection, particularly orders in which abusers have been ordered to stay away from the THE NCC campus. If requested by the victim of domestic violence or law enforcement, the College shall provide information in its possession concerning an alleged violation of an Order of Protection.
- Students are encouraged to bring their Orders of Protection to the attention of the Director of Student Affairs.
- Employees are encouraged to bring their Orders of Protection to the attention of the College Director of Operations.
- Once the Order of Protection has been brought forward, it will be kept in a locked file cabinet in the office of the College Director of Operations.
- In the case of a campus emergency requiring the presentation of the Order of Protection to law enforcement, if the College Director of Operations is unavailable to obtain the document, the Director of Student Affairs will have access to the Order.
- A trained THE NCC professional will discuss with the student or employee a plan on how to best proceed to ensure the safest possible College environment for the student, employee and all other affected THE NCC related individuals. With the student or employee's permission, this plan may include options such as providing a copy of the Order of Protection and/or photo of the perpetrator to front desk personnel and creating a personal campus or workplace safety plan.
- A student is responsible to notify the Director of Student Affairs if there are any changes to the Order of Protection.
- An employee is responsible to notify the College Director of Operations if there are any changes to the Order of Protection.

STUDENT CONDUCT PROCESS

- **Throughout conduct proceedings, the accused and the victim/survivor will have:**
 - The same opportunity to have access to an advisor of their choice. Participation of the advisor in any proceeding is governed by federal law and the Student Code of Conduct;
 - The right to a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, and other issues related to sexual assault, domestic violence, dating violence, and stalking.
 - The right to an investigation and process conducted in a manner that recognizes the legal and policy requirements of due process and is not conducted by individuals with a conflict of interest.
 - The right to receive written or electronic notice of any meeting or hearing they are required to or are eligible to attend.
 - The right to have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay.
 - The right to review available evidence in the case file.
 - The right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.
 - The right to exclude prior sexual history or past mental health history from admittance in college disciplinary stage that determines responsibility. Past sexual violence findings may be admissible in the disciplinary stage that determines sanction.
 - The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present.
 - The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
 - The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the sanction(s).
 - The right to know the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding and the reason for the actual sanction imposed. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.
 - The right to choose whether to disclose or discuss the outcome of a conduct hearing.

RELATED DOCUMENTS

- Student Handbook
- Student Code of Conduct
- Support Services Resource List
<https://www.rainn.org/get-information/links>
- Violence Against Women Act (VAWA)
<http://www.nacua.org/documents/VAWA2013.pdf>

CONTACT

Student Affairs

Director of Student Affairs
Office of Student Affairs
216-221-8584 ext 102
[studentaffairs@The NCC.edu](mailto:studentaffairs@TheNCC.edu)

Counseling

College Counselor
Office of Student Affairs
216-221-8584 ext 102

Employee Assistance Program

College Director of Operations
Office of the College Director
216-221-8584 ext 101

Title IX Coordinator (Affirmative Action Officer and Director of Compliance)

Office of Student Affairs
216-221-8584 ext 102
[titleix@The NCC.edu](mailto:titleix@TheNCC.edu)

Title IX of the Educational Amendments of 1972, 20 U.S.C. section 1681 is a federal civil rights law prohibiting discrimination on the basis of sex in education programs and activities. No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Because THE NCC receives federal financial assistance, all students and employees are covered by Title IX.

COLLEGE POLICY

Consistent with federal and state guidelines, THE NCC does not discriminate on the basis of age, disability, gender, gender identity, marital status, national origin, race, religion, and sexual orientation or veteran status in its educational programs or employment.

Title IX also prohibits other forms of sex discrimination such as harassment or sexual violence.

ROLE OF THE TITLE IX COORDINATOR

The Title IX Coordinator is responsible for the oversight of:

- employee and student notification and education about their rights under Title IX
- grievance procedures of alleged discriminatory behaviors that are in violation of Title IX
- monitoring college compliance related to all aspects of Title IX.

WHAT DOES THE TITLE IX COORDINATOR DO?

Notification and Education

- dissemination of educational materials
- coordination of training for students and employees about their rights under Title IX.

Grievance Procedures

- receipt and processing of inquiries and complaints of alleged discriminatory behaviors that are in violation of Title IX.

Monitoring Compliance

- review of Title IX cases received in other offices
- partnerships with the following offices to safeguard students' rights and responsibilities:
 - college-wide student services
 - human resources
 - safety and security
- examination and review of THE NCC internal practices related to all aspects of Title IX
- remaining current with state and federal laws as they relate to Title IX.

STUDENT CODE OF CONDUCT

THE NCC prepares career-oriented students for professional business careers and expects the highest level of personal decorum when representing the college on or off campus. This includes seminars, internships, field trips, and/or social organizations. Students are to respect all members of the college community and comply with the directions of the faculty and staff members who are acting within their respective positions. Language, behavior, and dress code are all regarded with high moral tone, and the college reserves the right to determine inappropriate behavior on its premises or at college sponsored programs or events. Students are also expected to refrain from actions that threaten the general safety, health and welfare of the college and community at large.

THIS WILL INCLUDE:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of documents presented to the college.
2. Theft or deliberate destruction, damage, misuse, or abuse of college property or the property of private individuals associated with the college.
3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other college activities.
4. Physical abuse of any person, including but not limited to, sexual misconduct, criminal sexual acts, sexual abuse, aggravated sexual abuse, rape, forcible touching or stalking.
5. Intimidating or threatening an individual through various means of communication including but not limited to, written, verbal or electronic means.
6. Possessing, consuming, selling, distributing and or using illicit drugs or alcohol.
7. Smoking in the college buildings or outside of designated areas.
8. Failure to comply with college officials acting within the scope of their employment responsibilities.
9. Failure to comply with all emergency evacuation procedures, disregarding safety policies, tampering with fire protection equipment or violation of any other health and safety rules or regulations.
10. Failure to comply with any regulation not contained in official college publications but announced as policy by a college official or other person authorized by the Director of Student Affairs.
11. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto the college property.
12. Improper use of E-mail and Internet access.
13. Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.
14. Failure to comply with institutional policies and/or procedures.

PERSONAL APPEARANCE

Students are required to dress in an appropriate manner while on campus and at the assigned internship location. The student should show concern for the appropriateness of dress while attending the college and be guided by the principle that what is proper for the workplace is proper for college. Professional appearance is as important as the development of professional skills. All students are expected to appear for class in attire that is prescribed by the college, practice good personal hygiene habits, and maintain a clean, neat, and professional appearance at all times. Students failing to meet the dress requirements will not be admitted to class. Administration and faculty are responsible for enforcing the dress code. Inappropriately dressed students will be sent home and time missed will be recorded as an absence.

FOOD AND BEVERAGES

Eating and drinking is permitted in designated areas only. Eating and drinking are prohibited in the hallways and classrooms. Bottled water is allowed everywhere except the computer labs.

ELECTRONIC DEVICES

The use of personal technology devices are restricted by the college. Using any personal digital device in a manner that causes disruption in a classroom or any other college owned or operated facility is strictly prohibited. All personal technology devices must be set to silent upon entering the college building. When sound is required such as listening to music, watching videos, speaking on the phone or communicating via video chat, head phones are required and discretion should be used in regard to volume. Communicating via the speaker on a device is prohibited. The use of these devices for academic misconduct such as photographing or recording tests or class work is prohibited. Capturing photographs or recording an individual against their will in school owned and operated facilities is strictly prohibited. When in a classroom setting, personal technology devices are restricted by the Instructor. THE NCC encourages these devices in the classroom as an additional tool for learning and when used in conjunction with the Instructor's guidance.

MINORS ON CAMPUS

This policy applies to all minor children who come to the THE NCC campus, including children of College employees and registered students.

The College workplace, including classrooms and computer and design labs, is not an appropriate place for minor children (except registered students) to be present on a frequent or continuing basis.

This policy statement is intended to insure a safe and productive environment in which faculty and staff can meet their employment obligations and faculty and students can meet their educational needs and goals within the primary mission of THE NCC.

While adhering to the above policy, it is also understood that family needs and responsibilities may, in isolated and emergency situations, require the presence of a minor child in the workplace for a brief amount of time.

FACULTY, STAFF AND ADMINISTRATORS

Faculty, staff and administrators who wish to bring their minor children to work for limited or brief periods of time during scheduled work hours may do so only if they can carry out their duties unimpeded and allow others to do the same. In those unusual instances, the following guidelines apply:

Faculty – Must gain advance approval in consultation with their Department Chair and/or the Dean of Academic Affairs.

Administrators and Staff – Must gain advance approval from their direct supervisor.

It is understood that allowing faculty, staff and administrators to bring their minor children into the workplace is a privilege extended by the College to assist in meeting emergency family needs and responsibilities. The individual who has been approved to bring their minor children into the educational workplace should be aware and respectful of the needs of others for a safe environment conducive to learning and productive work and understand that this privilege may be revoked at the discretion of the department chair or direct supervisor.

STUDENTS

Registered students of the College may have instances when they need to bring their child to a class because of an emergency situation where other options are impractical or are not available.

Minor children of students may be allowed in the classroom only in specific and approved circumstances. Students who wish to bring their minor child into class must obtain advance approval from the faculty member responsible for the classroom. These requests should occur only on those occasions when alternative arrangements are impractical or impossible. Alternatives such as the student arranging to record a particular session should be considered.

MANDATORY REPORTING OF ABUSE

MINORS AS ENROLLED STUDENTS

Students under the age of 18 may enroll full-time at the College. When they enroll, FERPA rights will shift from their parent, or guardian, to them, and privacy protections attach to their education records. Despite that, Ohio law imposes duties on mental health professionals, counselors, clergy and law enforcement to report certain crimes involving minors, and abuse, to appropriate officials.

MINORS VISITING CAMPUS

In addition to having students who are minors enrolled, THE NCC hosts minors as guests in various ways. Ohio law imposes duties on mental health professionals, counselors, clergy and law enforcement to report certain crimes involving minors, and abuse, to appropriate officials.

THE NCC's protocol in each of the above scenarios is that all employees will report all suspected child abuse, sexual abuse, and criminal acts of/and by minors to the Department of Public Safety without delay. Public Safety will be responsible for any additional reporting to state agencies or police departments as required by law.

The Clery Act, a Federal Statute which requires the recording and reporting of crime on or near a campus for statistical purposes, applies whether victims are minors or adults.

GENERAL RESPONSIBILITIES

Parents or guardians are responsible for ensuring that children behave appropriately while on campus. Equally, they are held liable for any and all injuries or damages sustained to or by their minor child while on the College campus.

If a minor is disruptive in the class, work, or event setting, the parent must remove the child from the situation.

Preteen children should not be left unattended anywhere on campus.

PETS

Pets are not permitted inside college buildings with the exception of Service Animals.

WEAPONS

All weapons including but not limited to, firearms, knives and firecrackers are prohibited in college owned and operated facilities.

UNAUTHORIZED USE OF COLLEGE NAME

Unauthorized use of the college name or logo in connection with off-campus organizations is strictly prohibited.

JUDICIAL PROCEDURES

Any and all violations pertaining to the Student Code of Conduct are directed to the Director of Student Affairs or designated administrator. During the investigation process and/or if an informal hearing is required, a student's record may have a hold placed on it. Once imposed disciplinary actions are satisfied or an informal hearing is completed, the hold on the record will be removed. The Director of Student Affairs holds the authority to receive charges and to commence disciplinary measures. The Individuals pressing the charge must submit any charge brought forth in writing. Once the charges are received, the Director of Student Affairs or designee will inform the individuals pressing charges as well as the individuals being charged, making them aware of the specific nature, location and time of the violation being

charged. Additionally, protocol for scheduling a preliminary meeting with the Director of Student Affairs or the appointee will be included. Attendance is mandatory for any student that is called to a meeting with the Director of Student Affairs or appointee. If either party chooses to have council present, a notice must be issued to the other party 5 business days prior to the meeting. It is at this preliminary meeting with the Director of Student Affairs or appointee that the individuals pressing charges and being charged have the opportunity to present a case, relevant evidence or any witnesses. At this point the Director of Student Affairs or appointee may impose disciplinary sanctions where applicable.

JUDICIAL COUNCIL

In the event the Director of Student Affairs concludes that a suspension or expulsion is in order, he/she will notify the Dean of Academic Affairs in writing and a formal hearing will be set. The Dean of Academic Affairs will notify the student in writing of the date and time the hearing will take place as well as include Judicial Hearing Procedures. The Judicial Council will hold the hearing, a four-person panel comprised of the Director of Student Affairs, who will act as Chairperson for the Council and three members of the college faculty, which will be chosen by the Chairperson. The date and time will be dependent on the availability of the members of the Judicial Council. These formal hearings will remain closed and the release of records and information will be in accordance with the FERPA (Family Educational Rights and Privacy Act) guidelines. The hearing can proceed even if the student being charged does not attend. A case can also still proceed if there are same or associated acts pending in city, state or federal courts. Charged students have the right to submit relevant evidence and present witnesses on their behalf either verbally or in writing. The student must submit a list of witnesses, evidence and legal counsel information, if applicable, in writing to the Dean of Academic Affairs no later than 5 days prior to the hearing. In order for a decision to stand it must be reached by a 2/3 vote. The Judicial Council has the authority to uphold or dismiss the Director of Student Affairs ruling or choose to enforce Disciplinary Sanctions, which are outlined in "Disciplinary Sanctions" below. The Judicial Council will formally notify the charged student of their findings through a written letter within 7 business days of the hearing unless extenuating circumstances exist. The Council will preserve a formal record of the hearing.

DISCIPLINARY SANCTIONS

Violations of the Student Code of Conduct and/or the THE NCC Drug and Alcohol Policy are dealt with in a serious manner. THE NCC will impose sanctions such as but not limited to:

- **Written Warning** - A warning in writing that the Code of Conduct has been violated and the individual must stop the actions immediately to prevent further disciplinary actions.
- **Fine** - A fine may be assessed to a student in the event a form of loss or damage has occurred by the student or an individual (non-student) associated with the student. The fine imposed would be no greater than the amount of the restoration.
- **College Community Service** - A form of community service may be imposed on a student if the severity of the violation fits the sanction. The service would be performed on campus and would be designed to benefit the general campus community.
- **Suspension** - A student that is suspended will forfeit all rights typically associated with being an active student at THE NCC. This includes visiting any college building, class or college event during the suspension period. Suspensions are based quarterly and length of suspension is determined by the particular offense. There may be specific conditions placed on a student's return. The student's academic record will reflect the suspension.
- **Expulsion** - Expulsion is the final and most severe of the sanctions. A student loses any and all rights to the college, its' buildings and any other privileges associated with being a member within the THE NCC community. The student's academic record will reflect the expulsion.

APPEALS

In the event the judicial proceedings result in a suspension or expulsion, the student has the right to appeal the decision to the THE NCC President or his/her appointee within 10 business days of the decision. The student will submit a written letter requesting that the president review the record of the hearing and the decision. The President will notify the student of his/ her decision within 5 business days of receiving the student's request. The President's decision is final.

ALCOHOL AND DRUG POLICY AND PREVENTION

THE NCC maintains a drug and alcohol free environment for employees and students. The health and safety of the individuals on our campus is paramount to the educational success we strive to achieve. As such, college policy prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on college premises. Alcoholic beverages cannot be brought into or consumed on college property, except in connection with authorized college events.

COLLEGE PREMISES ARE DEFINED AS:

1. Main Building: 11724 Detroit Avenue, Lakewood, OH;
2. Any off-site location while in use for a college-related function.

Procedures for College and Student Events When attending college or student related events, students must keep in mind that the possession, use or distribution of illegal drugs and the use of alcohol in an unlawful manner will result in suspension and or expulsion from THE NCC and may result in arrest. Any individual who exhibits signs of being under the influence of alcohol or drugs will not be permitted to enter an event and potentially banned from any events for the remainder of the quarter. Any Individual who is not a THE NCC student and attempts to bring in alcohol or drugs to a college event will be permanently banned from all further college related events. Any person who is already banned and attempts to enter an event would be considered trespassing and subject to arrest. The names of said individuals will be documented and held on file in the office of the Director of Student Affairs.

PENALTIES

For the health, safety and overall well being of the college, THE NCC must uphold the law pertaining to drug and alcohol abuse and likewise provide assistance to students when needed. If it has been found that a student has violated the THE NCC Drug and Alcohol Policy, a written complaint should be filed with the Director of Student Affairs who will follow the judicial procedures outlined within this publication. There are various factors that will be considered regarding disciplinary sanctions for students who violate the THE NCC Alcohol and Drug Policy. These factors include if a student has violated THE NCC standards in the past, the effect of the student's actions on the college, the severity of the violation, and the general intent of the student. Potential sanctions for violations can include the following but not limited to, written warning, appropriate college-community service, mandatory drug and alcohol education or other action the college believes suitable. Offenses that are deemed dangerous, violent or of repeated nature, will carry the sanctions of suspension and or expulsion. Any individual found to be selling or distributing illegal drugs on the college premises may be reported to the proper legal authorities and be placed on suspension or dismissed indefinitely from THE NCC. Tuition and all fees are non-refundable in the event of suspension or expulsion. Penalties for non-compliance with the THE NCC Drug and Alcohol Policy are described for employees on the "Drug-Free Workplace Statement Notice to Employees," which is distributed at the time of hire and annually, thereafter. Additional information pertaining to substance abuse is provided to students and employees on an annual basis and is done so electronically.

This additional information, which is provided electronically, includes:

1. A description of applicable legal sanctions under state, local and federal law;
2. A description of health risks; and
3. A description of available counseling, treatment and rehabilitation programs.

Print copies of the above-referenced information are also available to employees and students and can be picked up in the office of the Director or Student Affairs.

DRUG & ALCOHOL RESOURCES:

- Substance Abuse Helpline
Lakewood, Ohio
216-939-5114
<http://lakewood.substanceabusehelpline.com/>
- Recovery Resources
3950 Chester Avenue
Cleveland, Ohio 44114
216-431-4131
<http://www.recres.org/>

SUSPENSION AND DISMISSAL

All students are expected to conduct themselves as responsible adults, to attend classes, and to maintain a satisfactory level of academic achievement. The College reserves the right to suspend or dismiss any student who:

1. Exhibits conduct, which is found by the administration to be detrimental to fellow classmates, other individuals, the community, or the College, as addressed in the Student Code of Conduct section of this catalog.
2. Fails to maintain satisfactory academic progress.
3. Fails to meet attendance standards.
4. Fails to meet financial obligations to the College.

LEAVE OF ABSENCE POLICY

The institution permits students to apply for a leave of absence (LOA) as long as the leaves do not exceed a total of 180 calendar days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the student to interrupt their education. Extenuating circumstances include but are not limited to:

- Medical (including pregnancy)
- Family Care (including unexpected loss of childcare and medical care of family)
- Military Obligations
- Jury Duty.

Students must apply for the LOA in advance unless unforeseen circumstances prevent the student from doing so. In order for the student to be granted an approved LOA, the student must submit a completed, signed and dated Leave of Absence Request Form along with supporting documentation to the Director of Student Affairs. The North Coast College does not grant any leave of absence that does not meet the criteria above.

RE-ADMISSION FOLLOWING A LEAVE OF ABSENCE

Upon return from a leave, the student will be required to return to the same classes at the point where they left off in the previous term and receive final grades for the courses from which the student took leave when the courses are next offered. The student will not be charged any fee for the repeat of courses from which the student took leave or for reentry from the leave of absence. The date a student returns to class is scheduled for the same point where they left in the prior term when the leave of absence began. If the student chooses he or she may re-enter the program prior to the expected return date, but the dates attended prior to the point in the course where the student started the LOA must be counted in the 180 day maximum.

FAILURE TO RETURN FROM A LEAVE OF ABSENCE

A student who fails to return from a LOA on or before the date indicated in the written request will be withdrawn from the program, and the institution will invoke the withdrawal/refund policy. As required by federal statute and regulations, the student's last date of attendance prior to the return from approved LOA will be used in order to determine the amount of funds the student earned and make any refunds that may be required under federal, state or institutional policy. Students who have received federal student loans must be made aware that failure to return from an approved LOA, depending on the length of the LOA, may have an adverse effect on the student's loan repayment schedules. Federal loan programs provide students with a grace period that delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to the institution after the conclusion, some or all of the grace period may be exhausted - requiring the borrower to begin making repayments immediately.

POSSIBLE EFFECTS OF LEAVE OF ABSENCE

Students who are contemplating a leave of absence should be cautioned that one or more factors may affect their eligibility to graduate within the maximum program completion time:

1. Students returning from a leave of absence are not guaranteed that the course required, maintaining the normal progress in their training program, will be available at the time of reentry.
2. Students may have to wait for the appropriate phase/course to be offered;
3. Students may be required to repeat the entire course for which they elected to withdraw prior to receiving a final grade;
4. Financial aid may be affected.

WITHDRAWAL

A student is considered in attendance until he or she has completed all prescribed withdrawal procedures. Tuition and other special fees paid by a student authorized to

withdraw are returnable only as indicated under the College's Refund Policy. Most students who begin classes at the College successfully complete their education. However, conditions or circumstances beyond the control of the student and the college may require that the student withdraw from the College. Students who determine the need to withdraw from College prior to completion must follow the steps below:

1. Meet with your Mentor, Registrar or Director of Student Affairs to discuss your decision to withdraw. The college will make every effort to assist you in continuing your education.
2. Meet with the Financial Aid and Student Account's offices regarding financial obligations to the College or student loan repayment obligations. The amount of any refunds and final grade determinations are based upon your last date of class attendance.
3. Students may withdraw from a class through the ninth week of a 10- week quarter or before the final class in a fast track term. No withdrawals are permitted during final exams. Withdrawals from individual courses will follow the The North Coast College Refund Policy. A student must re-apply to the College if the withdrawal is 1 year or longer (4 quarters or more).

REQUIREMENTS FOR GRADUATION

The North Coast College awards an Associate Degree upon completion of all coursework for Fashion Design, Fashion Merchandising, Interior Design and Graphic Design. Graduation requirements in all programs include the accumulation of the minimum number of credits for the major course of study with the final quarterly and cumulative grade point average of 2.0 and above. The candidate must also have maintained satisfactory attendance in their scheduled classes and have fulfilled all financial obligations.

A Certificate of Completion is awarded to the students who complete the five Millinery courses and who have met all attendance and financial obligations.

In order to qualify for graduation with honors, the student in the associate degree programs must have earned the following cumulative point averages.

- Summa Cum Laude (with highest honors) 3.90-4.00
- Magna Cum Laude (with high honors) 3.70-3.89
- Cum Laude (with honors) 3.50-3.69

Candidates for an Associate Degree must contact Financial Aid and Career Services within the first three weeks of the quarter in which graduation requirements will be completed. This is to ensure that all financial and other administrative obligations to the College are in order. The discharge of all financial obligations to the college is a pre-requisite for graduation and obtaining a degree. Grades will be released and letters of honorable dismissal will be issued only for students who have met their financial obligations to the College.

POLICY ON USE OF STUDENT WORK

The College maintains the right to keep student work, for purposes of exhibition and documentation, for as long as one year. Occasionally, a student's work may be selected for marketing pieces.

STUDENT COMPLAINT PROCEDURE

The College encourages all students to voice their concerns and submit a complaint when necessary, to the Department of Student Affairs. Any complaints or concerns pertaining to Sexual Violence, Drug and Alcohol prevention or the general Student Code of Conduct, should be addressed by their individual procedures found in the Student Handbook and the College Catalog.

If the complaint can be addressed immediately, students are encouraged to make the appropriate staff or faculty member aware of the issue so that it can be resolved promptly. Any and all other complaints can be made by emailing the Department of Student Affairs at: studentaffairs@TheNCC.edu.

The Director of Student Affairs will respond to these complaints in a timely manner and will work to resolve the issue with the parties involved.

In the event a student is not satisfied with the decision of the Director of Student Affairs, the issue can be appealed in writing through the office of the College President. The College President will appoint a review Committee, which has the responsibility for reaching a decision that is in balance with the best interests of both the student and the College.

The student may also voice a complaint or concern to:

The Executive Director, State Board of Career Colleges and Schools
30 East Broad Street, Suite 2481 Columbus, OH 43215
Phone: (877) 275-4219 Or

The Accrediting Commission of Career Schools/Colleges in accordance with the Student Complaint/Grievance Procedures that follow.

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite #302 / Arlington, VA 22201
(703) 247-4212

Schools accredited by the Accrediting Commission for Career Schools/ Colleges or the Career College Association must have a procedure and operational plan for handling student complaints. If a student does not feel 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 their complaint as well as the final resolution by the Commission. Information about tuition charges for comparable programs may be obtained from the Accrediting Commission. See above for the address and telephone number. A copy of the Commissions Complaint Form is available at the school and may be obtained by contacting Mr. John Mendrea - the Director of Student Affairs or online at www.accsc.org.

POLICY AND PROCEDURE

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

Various federal and state regulations governing student financial assistance require that an institution develop standards to measure academic progress toward a degree. SAP will be reviewed at the end of each term/ payment period. Minimum standards, including qualitative and quantitative measures of progress, must be achieved by the end of each payment period at THE NCC to remain in good financial aid and academic standing. These standards apply to all students enrolled in a degree-granting program, during all terms of enrollment, including Summer Quarter, whether or not financial aid is awarded or received.

QUALITATIVE REQUIREMENTS OF SATISFACTORY ACADEMIC PROGRESS

Grade Point Average A minimum 2.0 cumulative grade point average is required to graduate from all degree granting programs at THE NCC. A 2.0 CGPA is also required at the end of each payment period to be considered in good financial aid satisfactory academic progress standing.

QUANTITATIVE REQUIREMENTS OF SATISFACTORY ACADEMIC PROGRESS

Pace of Progression Students must successfully complete at least 67% of cumulative attempted credit hours. Attempted hours include repeated, failed, incomplete, withdrawn from, and transfer credit hours. Pace of Progression is measured by dividing the cumulative number of hours successfully completed by the cumulative number of hours attempted as shown below: $\text{Pace} = \frac{\text{Cumulative \# of hours successfully completed}}{\text{Cumulative \# of hours attempted}}$

MAXIMUM TIME FRAME

Federal regulations require an institution to establish a maximum number of credit hours to complete a degree or certification while also remaining eligible for federal financial assistance. Consideration of eligibility includes all terms of enrollment, whether or not federal, state or institutional aid is received. Students cannot exceed hours above 150% of their required courses. For example, students in a 110 credit hour program must graduate by the time they will have attempted 165 credits. All classes required of a student's program (excluding remedial courses) will apply toward maximum time frame/pace. These include:

- Courses with grades of "W" (Withdrawal), including when a student withdraws completely from a term.
- Courses with grades of "I" (Incomplete). Grades do not stay in an incomplete status. SAP will be re-calculated after an incomplete is finalized.
- Transfer credit accepted toward completion of a student's program must be counted as both hours attempted and hours completed.

- Test outs
- If a student switches majors within THE NCC, all courses that apply to both majors will be counted as both hours attempted and hours completed in the new major.
- If a student pursues a second degree after the first is completed, all courses that apply to both majors will be counted as both hours attempted and hours completed in the new major.
- A student that withdraws and returns more than a year after their last date of attendance will be considered a new start. All courses that apply from the prior enrollment will be transferred to the new enrollment and will be counted as both hours attempted and hours completed.
- Repeated Coursework-Per Federal Regulation, a student is eligible for Title IV (federal) Financial Aid for one repeat of a passed course. Example: Student took G101 in Fall 2010 and earned a C. The student can retake the course once and receive Financial Aid for that course in an attempt to improve their grade. If the student attempts to retake the course again, no federal Financial Aid funds can be used to pay for the class. The grade received from the second attempt will not replace the first grade. Both grades will be counted in quantitative and qualitative calculations.

FINANCIAL AID ACADEMIC WARNING

- The first time a student fails to meet the qualitative or quantitative SAP requirements, they will be put in this status. A student may still receive Financial Aid while in this status for one payment period.
- Financial Aid Probation
- If a student fails to meet SAP during the payment period immediately following their Financial Aid Academic Warning period, they may submit an appeal to be placed on Financial Aid Probation. See below for details on the appeal process.
- If the appeal is granted, Financial Aid may be awarded for one additional payment period. The student must meet Financial Aid SAP standards at the end of the Financial Aid Probation period or submit another appeal with additional mitigating circumstances.
- A student will not be automatically placed in a Financial Aid Probation status. If an appeal is not submitted or if the appeal is denied, the student will lose Financial Aid eligibility until they are able to meet SAP quantitative and qualitative requirements.

ACADEMIC PLAN

- It may be determined during the appeal process that a student cannot meet SAP requirements by the end of one payment period. In this situation, the student will meet with an academic advisor and will be required to sign an academic plan. The student

will remain on Financial Aid Probation and will remain eligible for Financial Aid during the length of the academic plan as long as they meet the terms of the plan.

- If a student fails to meet the terms of their academic plan, they will lose Financial Aid eligibility until they are able to meet SAP quantitative and qualitative requirements or if a new appeal is submitted and approved. Students are notified of their SAP status on their report card. If a student fails to meet SAP standards, an additional notification will be included with the report card.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS APPEAL PROCESS

If you fail to meet Financial Aid Satisfactory Academic Progress standards, you may submit a typed appeal requesting to be put on Financial Aid Probation. The appeal must be submitted to the Director of Operations with supporting documentation and explanation of mitigating circumstances that caused the failure to meet SAP standards. The appeal should also include how your situation has changed to allow you to meet SAP after the next review. This appeal must be submitted within 5 days of the college's notification of grades or academic standing.

Mitigating circumstances include:

- Serious injury of the student and/or the student's immediate family
- Serious extended illness of the student and/or the student's immediate family
- Death of the student's relative
- Unanticipated legal or military obligations beyond the control of the student After the Appeals Committee reviews the appeal, the decision will be mailed to the student address on file 1-2 weeks after the appeal was submitted. If your appeal is denied, you will lose Financial Aid eligibility until you are able to meet SAP quantitative and qualitative requirements. In this case, please visit with the Financial Aid Office to discuss other funding options.

SECURITY AND BUILDING ACCESS

In order to access the College building, students and employees are issued a Security Access Card which also doubles as an ID card. These cards work at the front and rear entrances of the main building. The student card contains a headshot of the student along with the student's name and ID number.

Students have their photo taken during Orientation and their Security Access Cards are issued during the first week of their first quarter. If a card is lost or stolen, it is the users' responsibility to notify the college immediately so the card can be deactivated and a \$25 fee will be assessed to issue a new card. Allowing another individual to use your card is strictly prohibited and doing so can lead to disciplinary sanctions.

A Security Access Card will allow for entry into the College as follows;

Active Term: Monday through Friday 8:30am – 8pm, Saturday and Sunday – Closed

During Break: Monday through Friday 9am – 6pm, Saturday and Sunday – Closed

During the periods the building is closed, all access points are locked and an internal security system is activated. This system is connected to a central office which calls the Police in the event of an intrusion.

EVACUATION PLANS AND PROCEDURES

In the event of an emergency there are two ways that the college will notify students of the need to evacuate the facility. The fire /security system has an automatic siren to alarm the students and staff of the need to exit the building. The colleges' phone system has the ability for open communication throughout the entire business. In the event of fire or smoke within the facility, the automated fire system will sound the sirens throughout the college buildings. This siren is an official notification of the need to evacuate. Students should calmly gather personal belongings, and follow the emergency exit directions posted at the exit of that classroom. Instructors should follow the same procedures, but be the last to exit the classroom. It is the responsibility of the instructor to ensure the safe exit of the students. If any student requires assistance, due to disabilities, the instructor will contact the administration for assistance. Administrative employees are required to shut down all computers, and exit through the nearest posted exit. In the event of a natural or man-made

disaster the students and employees should seek shelter in an interior room away from windows. Most desks and tables can be used as a personal shelter. All occupants should seek shelter until the administration communicates that the danger has passed. In the event of an armed attack within the building, the student /instructor should lock the door and stay out of sight until the college notifies that the danger has passed.

THE CLASSROOM

The College offers small technology classes, thus giving the students more attention than can be given in a larger classroom setting. The general courses, those required of all students in all Associate Degree programs, enroll a somewhat greater number. By doing so, students are given the opportunity not only to meet those in other disciplines, but also to be aware of the College's aim to serve students as individuals. There will be a maximum of 15 students for studio classes and a maximum of 30 students for lecture classes. The College reserves its right to change or modify the curricula, course titles, class sequencing, class schedules, equipment, and textbooks as it deems necessary to maintain the utmost quality for students. When size and curricula permit, classes may be combined to enhance the level of interaction among students.

CREDIT HOURS AND CLOCK HOURS

Credit hours for coursework is related to the number of class hours scheduled for lecture classes, studio or lab type classes, and internship/ work related experiences and are determined as follows:

- Lecture - one-quarter credit hour for each 10 clock hours of classroom contact, plus appropriate outside preparation or the equivalent.
- Lab/Studio - one-quarter credit hour for each 20 clock hours of supervised laboratory/shop instruction, plus appropriate outside preparation.
- Internship/Work - one-quarter credit hour for not fewer than thirty 30 clock hours of internship or work related experience. (Clock hour is defined as 50 minutes of instruction.)

CREDIT TRANSFER POLICY

The College is authorized to accept up to 45 transfer credits earned at other accredited colleges and universities. All applicants anticipating credit transfers for subjects taken at other institutions must arrange to have their transcripts sent to the THE NCC Office of the Registrar. Applicants may also be asked to provide course descriptions or the catalog(s) from the prior institution(s) so that a transfer credit evaluation may be completed. Students desiring transfer credits must provide the above by the end of their first quarter. Transcripts received after the student's first quarter will not be considered nor reviewed for transfer credit. Please see the Registrar if there are any questions. The following criteria must be met in order for transfer credit to be awarded:

1. Courses follow the same course description and have an equal number of, or more, credits.
2. Students have earned a grade of "C" or better or 2.00.
3. Skills obtained in Math and English courses play an important role in many design and business courses. For this reason, transfer credit will not be accepted for these courses. If the student scores below average on the THE NCC entrance exam.

TRANSFER OF CREDIT TO OTHER SCHOOLS

Students who wish to continue their education at other schools must not assume that credits earned at The North Coast College will be accepted by the receiving institution. It is the responsibility of students who plan to transfer to other schools to acquaint themselves with the requirements of the selected school. Institutions of higher learning vary in the nature and number of credits which are acceptable, and it is at the discretion of that institution to accept credits earned at this college. This is a standard transfer-of-credit procedure. * Please note: The College has noticed that contacting a department head may assist in transferring credits to other institutions rather than the Admissions Department.

TRANSCRIPTS

Current or former students may request a copy of their official transcript by submitting a written request to the school with the name and address to whom the transcript will be mailed. A \$10.00 fee will be charged and must be paid at the time the request is made. All transcripts are sent via standard mail or may be picked up. Transcripts sent directly to the student will be marked to indicate they are not official copies if opened by the student. Transcripts will not be released to students if they have a past- due account with the College. Graduates will receive one set of sealed, official transcripts, free of charge, upon graduation.

GRADUATE REFRESHER COURSES

Graduates of the College are welcome to return for refresher courses at no tuition cost, provided these are courses they have already completed and space is available in the class. This training is offered at the discretion of the Registrar. The graduate must pay for any class fees and must have all supplies needed for the refresher training. No credits will be awarded for refresher courses.

GRADING SYSTEM

Grading Scale

The quality of coursework is indicated by means of letter grades. Each letter grade carries “credit points” which are used in computing the student’s cumulative grade point average.

Quality Points

Academic standing at the end of any quarter is determined by the ratio of the total number of quality points earned to the total number of credit hours attempted in that quarter. For example, a student who has earned 30 quality points while attempting 15 hours has a standing of 2.0 (30/15).

Letter Grade	Quality	Percentage	Quality Points per Credit
A	Excellent	90 - 100	4.00
B	Above Average	80 - 89	3.00
C	Average	70 - 79	2.00
D	Below Average	60 - 69	1.00
F	Failure	Below 60	0.00
W	Withdrawal with Permission		
PD	Passed - applies to Developmental Courses only		
FD	Failed - applies to Developmental Courses only		
I	Incomplete		
AU	Audit		

* All courses require a minimum grade of "D" 60% to pass.

** Remedial course codes begin with the letter X (i.e. X040). Remedial courses are pass/fail and receive no letter grade.

- Grade "F" is included in the cumulative grade point average. However, no credit is entered on the student's record.
- • The grade of Incomplete (I) is entered on the grade report if a student is unable to complete all requirements within the normal course of the quarter for emergency or extraordinary reasons. An Incomplete Grade can only be determined by the Director of Education. The "I" grade is not included in the cumulative grade point average but must be removed within 21 days of the last day of that class, otherwise the grade will be calculated without the missing assignment(s).
- • The notation "AU" appears on the student's record when he or she enrolls in a course for audit. "AU" is not a grade and no credit is granted. An AU student is not required to complete assignments or tests, nor is the instructor required to grade any of the student's work in the course. The student must submit to the Office of the Registrar a petition to declare this option during registration.

ATTENDANCE POLICY

RESIDENTIAL ATTENDANCE POLICY

- STUDENT ATTENDANCE IS MANDATORY AT EACH CLASS SESSION UNLESS THERE IS A VALID REASON FOR BEING ABSENT.
- STUDENTS ARE NOT PERMITTED TO PARTICIPATE IN CLASSES IN WHICH THEY ARE NOT REGISTERED.
- ANY STUDENT WHO HAS BEEN EXCESSIVELY ABSENT FROM A COURSE WILL BE ADMINISTRATIVELY WITHDRAWN FROM THAT COURSE WITHOUT CREDIT. AN ADMINISTRATIVE WITHDRAWAL WILL OCCUR UPON A STUDENT'S FOURTH ABSENCE IN A COURSE THAT MEETS ONCE PER WEEK OR UPON A STUDENT'S EIGHTH ABSENCE IN A COURSE THAT MEETS TWO OR THREE TIMES PER WEEK.
- AN ADMINISTRATIVE WITHDRAWAL WILL RESULT IN A GRADE OF "W" FOR ALL COURSES EXCEPT REMEDIAL COURSES WHICH WILL RECEIVE AN "RW".
- TARDINESS WILL RESULT IN AN ABSENCE IF A STUDENT MISSES MORE THAN 30 MINUTES OF CLASS.
- VALID REASONS FOR AN ABSENCE MAY INCLUDE: ILLNESS, MILITARY DUTY, COURT APPOINTMENTS AND JURY DUTY, FAMILY DEATH, VEHICULAR ACCIDENTS OR BREAKDOWNS, RELIGIOUS OBSERVANCES AND EXTREME WEATHER CONDITIONS. A STUDENT MUST PROVIDE APPROPRIATE DOCUMENTATION TO THEIR INSTRUCTOR THAT VALIDATES THEIR ABSENCE.
- STUDENTS WILL BE MARKED ABSENT FOR A VALID ABSENCE.
- A STUDENT WILL BE ADMINISTRATIVELY WITHDRAWN FROM ALL COURSES IF THEY DO NOT POST ATTENDANCE FOR 14 CONSECUTIVE CALENDAR DAYS. STUDENTS MUST COMMUNICATE WITH THE REGISTRAR'S OFFICE, THEIR INSTRUCTOR AND MENTOR TO AVOID ADMINISTRATIVE WITHDRAWAL.
- A STUDENT WITH IRREGULAR ATTENDANCE SHOULD MEET WITH THEIR MENTOR, INSTRUCTOR, DEPARTMENT CHAIR, OR DEAN OF ACADEMIC AFFAIRS.
- A STUDENT MUST KEEP IN MIND THAT CONSISTENT ATTENDANCE IS CRUCIAL TO MAINTAIN THE APPROPRIATE G.P.A. TO RECEIVE TITLE IV FINANCIAL AID AND TO GRADUATE FROM THE NCC.

HYBRID ATTENDANCE POLICY

- ALL POINTS OF THE RESIDENTIAL POLICY APPLY.
- STUDENTS ARE REQUIRED TO LOG ON TO CANVAS DURING AN ONLINE WEEK OF INSTRUCTION WITHIN 24 HOURS OF THE SCHEDULED CLASS MEETING TIME. FAILURE TO DO SO WILL RESULT IN AN ABSENCE.

ONLINE ATTENDANCE POLICY

- STUDENTS ARE REQUIRED TO LOG-IN TO THEIR ONLINE CLASS WITHIN 48 HOURS OF THE SCHEDULED CLASS DAY. FAILURE TO DO SO WITHIN 48 HOURS WILL BE CONSIDERED AN ABSENCE. REGULAR ONLINE ATTENDANCE/PARTICIPATION AND ENGAGEMENT IS EXPECTED FOR THE NCC STUDENT SUCCESS IN ONLINE COURSES.
- STUDENT ATTENDANCE IS MANDATORY FOR EACH CLASS SESSION UNLESS THERE IS A VALID REASON FOR BEING ABSENT.
- ANY STUDENT WHO HAS BEEN EXCESSIVELY ABSENT FROM A COURSE WILL BE ADMINISTRATIVELY WITHDRAWN FROM THAT COURSE WITHOUT CREDIT. AN ADMINISTRATIVE WITHDRAWAL WILL OCCUR UPON A STUDENT'S FOURTH ABSENCE IN A COURSE THAT MEETS ONCE PER WEEK OR UPON A STUDENT'S EIGHTH ABSENCE IN A COURSE THAT MEETS TWO OR THREE TIMES PER WEEK.
- AN ADMINISTRATIVE WITHDRAWAL WILL RESULT IN A GRADE OF "W" FOR ALL COURSES EXCEPT REMEDIAL COURSES WHICH WILL RECEIVE AN "RW".
- A STUDENT WILL BE ADMINISTRATIVELY WITHDRAWN FROM ALL COURSES IF THEY DO NOT POST ATTENDANCE FOR 14 CONSECUTIVE CALENDAR DAYS. STUDENTS MUST COMMUNICATE WITH THE REGISTRAR'S OFFICE, THEIR INSTRUCTOR AND MENTOR TO AVOID ADMINISTRATIVE WITHDRAWAL.
- A STUDENT MUST KEEP IN MIND THAT CONSISTENT ATTENDANCE IS CRUCIAL TO MAINTAIN THE APPROPRIATE G.P.A. TO RECEIVE TITLE IV FINANCIAL AID AND TO GRADUATE FROM THE NCC.

LATE ASSIGNMENT POLICY

- All assignments are due according to the time-frame requirements set forth in a student's course syllabus.
- A 30% point deduction will occur in the first seven days (until the next class session) of a late assignment's required due date. Thereafter a 70% point deduction will occur for late assignments.
- Valid absences do not relieve a student from the responsibility of following required assignment due dates.
- A student must keep in mind that consistent attendance is crucial to maintain the appropriate G.P.A. to receive Title IV financial aid and to graduate from The North Coast College.

PROGRAM TRANSFERS

Efforts are made to direct each student to the program of study best suited to their individual goals and abilities. However, a student may request a transfer. Students are

required to apply in writing to the Director of Education for a program change. Program transfers must be approved by the Director of Education. Program transfers may have a substantial impact on financial aid eligibility. In all cases, the student may be assessed additional charges for a program transfer. First quarter students wishing to transfer to a

new program will be charged the prevailing tuition rate for the remaining terms in the newly selected program. Students transferring after the start of their term may incur financial charges in addition to those indicated above. In all cases, the student may be assessed an additional fee for a program transfer.

CHANGES IN PROGRAMS OR POLICIES

The College has the right, at its discretion, to make reasonable changes in program content, materials, schedules, locations, or sequence of course in programs in the interest of improving the students' education, or, where deemed necessary due to industry changes, academic scheduling, or professional requirements. The College is required to make changes in programs or policies when ongoing Federal, State, or Accrediting changes take place that affect students currently in attendance.

LOST AND FOUND PROCEDURES

PURPOSE OF PROCEDURES

The Lost and Found Procedures give instructions for handling and tracking items found and turned in to the Office of Student Affairs.

PROCEDURE FOR FOUND ITEMS

1. All found items should be turned in to the Office of Student Affairs. When each item is turned in, the person's name who found the item will be recorded along with the date, time, description of item, and where the item was found.
2. Items should be turned in within 24-hours of finding them. Misappropriation of such items may be treated as unauthorized use or possession under college policies.
3. Cash will be treated as a "Found Item of Value."
4. The Office of Student Affairs will make every attempt to contact the owner if sufficient identification is on the item. Student Affairs will check the "Lost Items" list to see if the item has been reported lost.
5. Items of value will be kept in a secure location.

6. In order to claim a found item, the owner must describe the item as closely as possible. After ownership is established, as well as possible, the owner needs to present THE NCC ID and sign for the item.
7. Items in the Lost and Found which are not claimed by the end of each term will be disbursed. Non-reusable items will be disposed of. All reusable items will be appropriately donated. All bank/credit cards that are not claimed before the end of the term will be destroyed.

SOCIAL MEDIA POLICY

1. Introduction / Overview / Purpose
 - a. Responsible use of social media technology to share information about THE NCC. Social media such as LinkedIn, Twitter, Facebook, YouTube and others may be used for personal and professional purposes. The guidelines established in this policy help clarify how persons should conduct themselves when posting materials online. As participants in the use of this social media, we should interact with others in the same manner as we would when interacting in-person. The policies described in the following are very broad in nature while maintaining a standardized code of conduct regarding different online venues and, therefore, cannot address every issue, problem or concern that may arise when using these technologies. The Director of Operations will resolve all questions or disputes involving this social media policy.
2. College officially recognized social media accounts (college departments and student organizations)
 - a. Approval from designated college office
 - b. Proper page set up per policy
 - c. Faculty should use the college's social media tools freely to support teaching and learning activities
3. Account administrators approved by college (responsible parties) – monitor pages closely and frequently to supervise user conduct
4. Content of postings
 - a. Use good judgment. Have the facts before you post. If you post inaccurate information then correct it quickly. Be relevant and respectful. Review content for grammatical and spelling errors.
 - b. Respect privacy and confidential information. Social networks are in the public realm and are not appropriate venues for the discussion or dissemination of private matters.
 - c. Content should relate to college business, programs or services, and be student-oriented. Generally, posts should be brief – redirect a visitor to content that resides within the college site when applicable.
 - d. Avoid threatening, obscene, violation of intellectual property rights, injurious or illegal conduct, or using information / conducting activities that may violate federal, state or local laws and regulations

- e. Separate personal opinions from college's position. Users identified by a college email address ("@The NCC.edu") may indicate you are acting on the college's behalf so be clear when that is not the case. Consider using a disclaimer such as "the postings on this site are my own and do not represent THE NCC's positions or opinions".
- f. Cannot use college's name or logo to promote opinions, products, causes or political candidates

- g. For any posting, the poster agrees that he / she owns or controls all rights to the content, use of the content is protected by fair use, not knowingly provide misleading or false information, and hold college harmless from any claims resulting from the content. Individuals posting comments have been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, libelous, or obscene (as defined by the courts).
- h. College reserves the right to remove any content for any reason including but not limited to those specified in (c) above
- i. When using or posting online materials that include quotes, thoughts, photos or ideas, always include citations including a link to the original material if applicable. Personal photographs posted on social media sites can easily be appropriated by visitors – consider adding a watermark or posting images at a lower dpi resolution to protect your intellectual property.
- j. Keep site maintained and up-to-date
- k. "Fans" of Facebook pages cannot be censored by college administrators, and are only censored by the terms and conditions of Facebook. Report fans that violate any terms or conditions. The college takes no responsibility for content developed by nonemployees.
- l. If a topic or post generates more than 100 responses, college reserves the right to select representative posts to remain on the wall or discussion board and place the rest in a discussion group
- m. Think before you post. There is no such thing as a "private" social media site. Posts and photographs may be found years after the publication date, and comments may be forwarded or copied. Think before you post.
- n. Don't use pseudonyms – tracking tools may be used to trace supposedly anonymous posts back to their authors.
- o. Protect you identity. Don't provide personal information that can be used by identity thieves.

Any questions, concerns or conflicts pertaining to this policy should be directed to the Director of Operations for further guidance.

FINANCIAL INFORMATION & TUITION

To carry on its educational programs, The North Coast College relies solely on tuition and fees. Every effort is made to hold the cost to a minimum level, consistent with the facilities and the high academic standards necessary to prepare the students for a career in their respective industries. The college reserves the right to make tuition and fee changes according to economic conditions. Notice of any future changes will be given as early as possible. All programs are charged tuition by the credit hour. As stated in the Enrollment Agreement, payment for classes is due for an individual quarter only and no obligation for future quarters exists. Tuition does not include books, materials, or equipment/model fees. These items are charged quarterly and depend on the courses taken. Please visit the THE NCC website at www.TheNCC.edu and click on the financial aid tab to view the following:

- Financial aid hours of operation and contact information
- Procedures in applying for financial aid
- Current forms needed for packaging
- Website links to government sites (FAFSA, NSLDS, Loan Calculators, etc)

THE NORTH COAST COLLEGE REFUND POLICY

1. An applicant will receive a full refund of the registration fee in the event that the applicant cancels a signed Enrollment Agreement.
2. A student who starts class and withdraws during the first calendar week of the quarter shall be obligated for twenty-five percent of the tuition and refundable fees for that academic term.
3. A student who withdraws during the second calendar week of the academic term shall be obligated for fifty percent of the tuition and refundable fees for that term.
4. A student who withdraws during the third calendar week of the academic term shall be obligated for seventy-five percent of the tuition and refundable fees for that term.
5. A student who withdraws beginning with the fourth calendar week of the academic term will not be entitled to a refund of any portion of the tuition and fees.
6. The official withdrawal date for refund purposes is the last date of recorded attendance. A determination date is used for refund purposes only.
7. Books and supplies are not included in the refund calculations. Students have the option to return books to Ambassador Bookstore for a partial refund through Ambassador's Book Buy Back program.

THE NORTH COAST COLLEGE REFUND POLICY (5 WEEK FAST TRACK START)

1. A student who starts class and withdraws after attending one to four days of the 5-week term shall be obligated to twenty-five percent of the tuition and refundable fees for that term plus the registration fee.

2. A student who withdraws after attending five to eight days of the 5-week term shall be obligated to fifty percent of the tuition and refundable fees for that term plus the registration fee.
3. A student who withdraws after attending nine to twelve days of the 5-week term shall be obligated for seventy-five percent of the tuition and refundable fees for that term plus the registration fee.
4. A student who withdraws after attending thirteen days or more of the 5-week term will not be entitled to a refund of any portion of the tuition and fees.
5. The official withdrawal date for refund purposes is the last day of recorded attendance. A determination date is used for refund purposes only.
6. Books and supplies are not included in the refund calculations. Students have the option to return books to Ambassador Bookstore for a partial refund through the Ambassador Bookstore Buy Back Program.

The withdrawal determination date is when the College determines a student is no longer in attendance (usually, non-attendance for two consecutive weeks). The College reserves the right to postpone or change the date or time when any class is offered if the minimum percentage of enrolled students agree to the change. Students who do not want the change may be offered a full refund for the class affected.

Any monies due to an applicant shall be refunded within 30 days of the cancellation or failure to appear on or before the first day of class. Refunds due to students who made cash payments for tuition and fees shall be remitted within 30 days from the withdrawal determination date. Any Title IV Grant monies due to the Department of Education shall be refunded within 30 days of the withdrawal determination date. Any Title IV Loan monies due shall be refunded to the lender within 60 days of the withdrawal determination date. Any Title IV refund monies due the student will be refunded within 14 days of the determination withdrawal date. The above policy is specific to the total withdrawal or termination from the College.

REFUNDS OF THIRD PARTY FUNDING

Third party funding refund policies can be found directly on the organization's website. Copies of the refund policies can also be obtained in the Office of Student Accounts. Withdrawals from individual courses will follow the The North Coast College Refund Policy:

1. A student who attends an individual course and withdraws during week one from that course shall be obligated for twenty-five percent of the tuition and fees for that course.
2. A student who attends an individual course and withdraws during week two from that course shall be obligated for fifty percent of the tuition and fees for that course.
3. A student who attends an individual course and withdraws during week three from that course shall be obligated for seventy-five percent of the tuition and fees for that course.

4. A student who attends an individual course and withdraws from that course during week four from that course will not be entitled to a refund of any portion of the tuition and fees.
5. Tuition and fees will not be refunded after week three of the term.

Students can unregister from individual courses prior to the course beginning without financial obligation. Please meet with financial aid when considering removing a course from your schedule as it will impact your financial aid packaging.

First-time, first-quarter students may withdraw from college during the first 2 weeks of the quarter with no financial obligation to the College

THE NORTH COAST COLLEGE OF ART & DESIGN RETURN TO TITLE IV POLICY

Students receiving financial aid who withdraw or stop attending may be required to return a portion of financial aid received. Federal regulations [HEA Section 484B, 34 CFR 668.22, DCL GEN-11-14, July 2011] require The North Coast College of Art & Design (THE NCC) to calculate a refund and repayment of Federal aid received by students who withdraw prior to the 60% point of a term for which he/she has received federal financial aid.

WITHDRAWAL DATE

According to these regulations, THE NCC and the student are allowed to retain only the amount of Federal Title IV financial aid that is earned. If a student withdraws or stops attending classes, a portion of the aid received is considered to be unearned and must be returned to the Department of Education (DOE). For Title IV purposes, the last date of attendance is the last documented date of attendance in a class.

Process for Calculation of Amount of Title IV aid earned by the student

For any financial aid recipient who stops attending prior to the 60% point of the quarter, the Office of Student Accounts will calculate Return of Title IV funds within 14 days (typically this is done within 2 days of notification of the student's withdrawal). The percentage of aid the student has earned is equal to the percentage of the quarter the student has completed (last date of attendance). This percentage is computed by dividing the total number of calendar days completed as of the last date of attendance by the total number of calendar days in the term. The percentage of Title IV aid to which the student is entitled is equal to this completed percentage, up to 60%. If the withdrawal occurs after the 60% point, the percentage of earned aid is equal to 100%. The amount of Title IV aid, which must be returned, is based on the percentage of unearned aid. That percentage is computed by subtracting earned aid from 100%.

POST-WITHDRAWAL DISBURSEMENT

If the student received less Federal financial aid than the amount earned, THE NCC will disburse the amount of earned grant funds that are not credited to the student's account. If the student is eligible for a post-withdrawal disbursement of Title IV grant funds, THE NCC will disburse the grant money as soon as possible, but no later than 45 days from the date of determination. If the student is eligible for a post-withdrawal disbursement of loans, the College will provide notification to the student within 30 days of the date of determination. THE NCC will not disburse any loan money to the student's account without permission from the student (or parent in cases of the Parent PLUS Loan). Post-withdrawal disbursements will not be made after 180 days of the date of determining the student as a withdrawal.

TITLE IV AID TO BE RETURNED BY THE NORTH COAST COLLEGE OF ART & DESIGN

THE NCC is required to return the lesser of the unearned aid percentage applied to institutional charges, or the unearned aid percentage applied to the total Title IV aid received. This return must be made as soon as possible, but no later than 45 days of the date of determination of the withdrawal.

TITLE IV AID TO BE RETURNED BY THE STUDENT

The student is required to pay the difference between the amount of unearned aid and the amount returned by the College. Federal regulations allow colleges and universities to charge a student for any amount paid on the student's behalf. THE NCC considers a student responsible for any account balance created when the College is required to return the financial aid. The student must repay the unearned aid that the College is not responsible for returning. If the student's portion of the unearned aid includes Federal grants, they are only required to return the grant amount that exceeds 50% of the original Federal grant aid received for that quarter. If the amount the student owes is less than \$50, then no payment is required.

FINANCIAL AID OVERPAYMENTS AND LOSS OF ELIGIBILITY FOR AID

If a Return of Title IV calculation determines that a student owes money to the Department of Education, that student is considered to have received an overpayment. Within 30 days of this determination, the student will be sent a letter notifying them of the balance that they owe. They will be given 45 days to repay the debt to The North Coast College from the date the notification is sent. Any unpaid accounts will be reported to the National Student Loan Data System (NSLDS) and turned over to the Debt Resolution Services for collection. Any student considered to have received an overpayment is not eligible for Federal financial aid at any institution until the overpayment is resolved. The overpayment may be resolved by being paid in full to The North Coast College or directly to the Lender. It can also be resolved by contacting Debt Resolution Services, if the account has been

referred for collection. The student must pay the overpayment amount in full or make payment arrangements with Debt Resolution Services.

STUDENT FINANCIAL AID SERVICES

Prior to enrolling at the College, all applicants are encouraged to explore the availability of financial aid funding through State and Federal agencies. Financial aid information and application assistance is provided by THE NCC's Financial Aid Office to help students and parents understand the financial aid process. The College is approved for the following grants and loans:

GRANTS:

Federal Pell Grant
Federal Supplemental Educational Opportunity Grant (SEOG)

LOANS:

William D. Ford Direct Subsidized Loan
William D. Ford Direct Unsubsidized Loan
William D. Ford Direct Parent Loan (PLUS)

COUNTY AND STATE SPONSORSHIP:

Bureau of Vocational Rehabilitation (BVR)
Workforce Investment Act (WIA)
Ohio War Orphan's Scholarship

FEDERAL SPONSORSHIP:

Veterans Administration (VA) Yellow Ribbon
GI Bill

INSTITUTIONAL GRANTS

Displaced THE NCC Student Grant
THE NCC Institutional Grant

*Financial Aid is available to those who qualify.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates and scholarships can be obtained from the Financial Aid Office. Financial aid is determined based on a full-time, three-quarter-time, or half-time status and will not be re-evaluated based on individual class drops once the quarter begins. Students who do not post attendance in individual classes may jeopardize their financial aid disbursement amounts.

Students who receive loans to pay for their course of instruction must realize it is their responsibility to repay the full amount of the loan, plus interest, less the amount of any refund. Defaulting on loans which are guaranteed or re-insured by the State or Federal government could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of State and Federal Income Tax refunds, initiation of court action, or garnishment of wages.

Any student receiving financial assistance must comply with the Financial Aid Satisfactory Academic Progress policy as stated in the Policies and Procedures section of the catalog in order to receive Title IV assistance.

Financial Aid Enrollment Status The North Coast College is required on different occasions to report the number of students in full-time or part-time status. The amount of financial aid often depends on that status.

- Full-time: 12 credit hours per quarter
- Three-quarter-time: 9 credit hours per quarter
- Halftime: 6 credit hours per quarter

Students with less than 6 credit hours per quarter are classified as less than half-time and may qualify for limited amounts of financial aid.

The Veterans Administration may have different definitions for full-time and part-time status. Students receiving veterans' benefits should talk to the Veterans' Certifying Official on the campus.

FEES

Other expenses such as transportation, meals, books, supplies, and entertainment will vary according to an individual's personal situation. Books and supplies are provided to THE NCC students through Ambassador Bookstore and will be billed to the student's account. The book and supply list is updated quarterly and posted to vmcstudent.com with current pricing.

Tuition and fees are due and payable by the tenth of the month prior to the month each quarter begins. Payment plans may be arranged; please consult with the Student Accounts Office. Payments received after the tenth of the month will be assessed a 10% late fee on that month's tuition payment. Students may not attend classes if tuition is not paid. The North Coast College accepts MasterCard, Discover, and Visa credit cards for payment of tuition and fees.

Personal checks must clear before transcripts can be released (10 day maximum hold). All students' financial obligations must be met within 30 days of separation from the College. Any student with outstanding financial obligations will not be permitted to take final exams. Non-degree seeking students are charged a quarterly technology fee based on the number of credits taken and the program their course(s) are associated with.

TUITION:

Full-time	\$390.00/credit hour
Part-time	\$400.00/credit hour
Non-Degree Seeking	\$410.00/credit hour

Quarterly Technology Fees per Program:

FASHION DESIGN (FD):

Technology Fee (quarterly)	\$90.00 (Full-time)/\$45.00 (Part-time)
General Fee (quarterly)	\$410.00 (Full-time)/\$205.00 (Part-time)

FASHION MERCHANDISING (FM):

Technology Fee (quarterly)	\$100.00 (Full-time)/\$50.00 (Part-time)
General Fee (quarterly)	\$285.00 (Full-time)/\$143.00 (Part-time)

GRAPHIC DESIGN (GD):

Technology Fee (quarterly)	\$300.00 (Full-time)/\$150.00 (Part-time)
General Fee (quarterly)	\$200.00 (Full-time)/\$100.00 (Part-time)

INTERIOR DESIGN (ID):

Technology Fee (quarterly)	\$100.00 (Full-time)/\$50.00 (Part-time)
General Fee (quarterly)	\$305.00 (Full-time)/\$153.00 (Part-time)

The North Coast College of Art & Design Electronic Billing Notification
 The North Coast College of Art & Design uses the student Portal to process billing electronically. The College uses electronic billing to provide immediate access to real time balances and to eliminate bills reflecting a balance that is out of date. The student Portal provides students online access to view recent student account bills, review account history, and make electronic payments. Notification of available online payments is provided through the student THE NCC email at the completion of registration. Email notifications include a link to the student Portal and instructions on where to find payment information online. It is important to check your THE NCC email regularly, as failure to receive an e-Billing notification before a payment is due will not prevent a late fee assessment. Each electronic billing notification provides students instructions on how to request a paper billing statement, if it is preferred



2018–2019 THE NCC CALENDAR