

MESSAGE FROM THE PRESIDENT

I am honored to welcome you to our vibrant and passionate community, and I commend you for taking the initiative to embrace formal education and start a new chapter in your life. The path you are considering will provide you with more than a career or a formal education. It will fulfill your lifelong pursuit of learning and improvement. It will require hard work and persistence, but it will be rewarding and fun too.

From the beginning when New England Culinary Institute (NECI) opened in 1980, the school offered an experience that was different from any other culinary school. NECI's culinary classrooms were not only practice kitchens or echoing lecture halls. They were and still are high-profile restaurants, bakeries, and retail outlets. At NECI, you learn by living it!

NECI is small and intimate by design. The rigorous, standards-based curriculum taught in all departments requires constant attention to students' work and progress. Students cannot go to the next level in any program without mastering the skills and understanding the techniques behind the theory. Classes are small enough so instructors become mentors with insight into how and where one can make the most meaningful contribution – and have a great life doing it! NECI is designed for personal attention and individual assistance.

NECI is student-centered and students participate in shared governance. 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. NECI is the college designed around students' needs. Every resident program at NECI includes at least one externship. The possibilities are endless because NECI interns are truly in demand. Why? Because their kitchen skills combined with 21st century skills and a positive attitude for continuous learning are highly appreciated.

NECI is located in Vermont, which is not only a gorgeous place to live full of exciting things to do in every season; it is also at the forefront of a farm-to-table revolution. The students at NECI visit the local farmers, cheese makers, brewers, wine makers, composters, organic seed producers, CSA managers, and resort and restaurant owners that make this state unique. Each one is a part of the growing community of food professionals who are changing the way food tastes, the way crops are grown, the methods of food production, and how food is distributed. The landscape and the people within it are an extension of NECI's campus.

A NECI education propels you out into the real world, building your professional network and finding your place in the fascinating food and beverage industry. A NECI education opens a world of possibilities!

Visit us on campus or online to get a taste of NECI's uniqueness.

I wish you good luck and all the very best on your educational journey.

MISSION

Our mission is to educate students to become experts in their chosen professions. NECI students, having learned diverse and multifaceted skills, will benefit from the convergence of business acumen and industry readiness to lead in both domestic and international settings.

Our learning environments allow business skills to converge with creativity, creating students ready to meet the needs of an ever changing and globally diverse industry. A strong foundation in technique and fundamental skills merges with a deep understanding of today's global business needs to provide NECI graduates with the opportunity to effectively inspire, motivate, and guide their creative teams to develop and implement innovative concepts.

VISION

Our vision is to be recognized as a pioneering, modern college, positioned at the forefront of the food and beverage industry. NECI will be uniquely known as a global college where culinary and industry arts converge with business; where technologically advanced kitchens, classroom and online environments are complemented with real-life experiential learning. Manageable innovation and creativity will establish a prestigious school for chefs and industry executives while remaining intimate and exclusive to selected students working to become the next generation of 21st century professionals.

VALUES

- Our values are based upon our respect for all people, paying equal respect to the personhood of all human beings.
- We consider it a duty to ourselves and a duty to others to promote critical and creative thinking in all things. Education is a special obligation to our own freedom and wellbeing.
- We promote the ability to pursue these goals in a multitude of environments and career pathways.
- Our principal values include truthfulness, trust, self-control, empathy, compassion, equal opportunities, fairness and humanity to all.
- We are committed to the principles of “good, clean and fair.”
- We are committed to combatting complacency from the ground up and to revitalizing the inherent need to contribute to our world.
- We are committed to encourage integrity through character development and a strong work ethic throughout our faculty, staff, administration, and student body by modeling positive attitudes, collaboration, drive, motivation, and the worth of all people.
- We treat all students and employees with dignity and nurture a genuine respect for the diversity of people, ideas, cultures, and abilities.

HISTORY

The New England Culinary Institute (NECI) was founded on June 15, 1980 by Fran Voigt and John Dranow. Chef Michel LeBorgne, now Maître Cuisinier de France and Professor Emeritus, conducted the first class of seven students. As of 2017, we have over 5,000 alum throughout the world.

While we started in the humble kitchens of the Vermont Department of Employment and Training, we quickly grew to expand to a second “sister” campus in 1989. In an exciting partnership we joined the brand new, full-service luxury resort at the Inn at Essex. In 1992, warm weather caused ice jams on the Winooski River that flooded most of downtown Montpelier. NECI's original restaurants, Tubbs and the Elm Street Café, were damaged and then replaced by the Main Street Grill, the Chef's Table, and La Brioche Cafe. The campus was re-consolidated in Montpelier in 2009, bringing all students, staff and faculty back to our roots in one location. 2012 was a big year for NECI: it launched an online BA in Culinary Arts and hired native French Chef, Jean-Louis Gerin, to serve as Campus Executive Chef. He is also a Maitre Cuisinier de France, James Beard Chef Northeast 2006 and Chopped Champion 2012.

Since those early days, we have grown our educational programs from one to nine, allowing us to serve students at many levels in their educational journey, and expanded our focus to add Baking and Pastry as well as Food and Beverage Business Management.

- The Bachelor's Degree in Food and Beverage Management opened to students in 1994 to answer a demand for multifaceted food service professionals with skills in management, entrepreneurship, critical and creative thinking and problem solving.
- In 1995, the Certificate Program in Basic Cooking debuted to meet the need for basic skills development and to provide trained cooks for the rapidly developing contract food service component of the industry.
- In 2002 the Associate's Degree in Food and Beverage Management was developed. This program was created to help train students for the demands of front-of-the-house careers.
- The Baking and Pastry program in 2004 expanded to include an Associate of Occupational Studies in Baking and Pastry Arts along with a Certificate in Baking and Certificate in Pastry to meet employer needs in this highly specialized and sought-after area.
- In 2006 two new degrees were added: an online BA Program in Hospitality and Restaurant Management (the name was later changed to Food and Beverage Business Management) and a residential BA in Culinary Arts. The addition of the online program allowed those with prior associate degrees or full-time careers to continue their education without having to relocate to Vermont.
- The BA in Culinary Arts was established in response to the expanding breadth of opportunities in the food and beverage industry requiring more advanced culinary skills. Additionally, this program acknowledged the new reality that chefs increasingly need a

deeper and more global skill set as food operations consolidate more and more management duties into the chef's responsibilities.

- A Certificate in Baking and Pastry was launched in 2013 and a year later a Bachelor of Arts in Baking and Pastry Arts was created to acknowledge the growing complexity and diversity in employment opportunities for those specializing in baking or pastry. Students have the opportunity to attain their bachelor's degree in any of the three programs whether on-line or on ground.
- NECI continues to adapt and grow its offering of relevant programs with a new Food and Beverage Business Beverage Management Certificate and the opportunity to pursue the AOS in Food and Beverage Business Beverage Management online – both proposed for release in October 2017.

NECI's curriculum is based on "learning by doing," immersing students in real kitchen situations and maintaining a small teacher/chef to student ratio in comparison to other American culinary schools. This approach differentiates NECI from other schools and will remain a foundational tenet as NECI continues to attract students to become leading chefs, bakers and managers in exclusive kitchens and restaurants around the world.

THE CAMPUS

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

Program administration offices, classrooms, a library, wireless computer access and learning labs are all located within walking distance of one another. Student support services, including learning services, student services, career services, and academic advising, are centrally located at 7 School Street.

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

Many students find it convenient to bring their cars to Montpelier, however, NECI does not have designated student parking. There are various locations in Montpelier for metered on-street parking and non-metered on-street parking on a first-come availability basis. It may be difficult to locate adequate parking, especially during the winter. Students are expected to abide by the Montpelier community parking regulations.

NECI RESTAURANTS AND FOOD SERVICES

NECI ON MAIN

118 Main Street
Montpelier, Vermont
802.223.3188

NECI on Main features local and regional cuisine with a farm-to-table theme and a contemporary dining experience. It is a Certified Green Restaurant and a member of the Vermont Fresh Network. Additionally, the restaurant lounge menu offers a small-plate concept. The restaurant kitchen is equipped with range/ovens, induction burners, sous vide technology, a griddle, salamander, gas grill, deep fryer and an induction deep fryers, convection oven, combi-steamer oven, stockpot range, refrigerated prep tables, sinks, stainless worktables, refrigerated pastry case, refrigerated lettuce dispensers, walk-in refrigeration, dish and pot washing area, and other equipment needed for serving between 50 and 300 meals at breakfast, lunch, and dinner.

LA BRIOCHE BAKERY & CAFÉ

89 Main Street
Montpelier, Vermont
802.229.0443

La Brioche is a European-style café specializing in baked goods, pastries, artisan breads, sandwiches, salads, and soups. It is open for breakfast, lunch and afternoon snacks and provides in house catering and savory foods to go including charcuterie and smoked fish from our Meat Fabrication class.

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

VERMONT COLLEGE OF FINE ARTS

Dewey Dining Hall
Montpelier, Vermont
802.828.8850

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

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

THE NATIONAL LIFE GROUP

National Life Drive
Montpelier, Vermont
802.229.3397

An open servery operation meeting the breakfast and lunch needs of employees of the financial services company and the State of Vermont. This facility serves breakfast and lunch to 500 to 700 customers a day and offers in house catering for events ranging from 10 to 700 people. The kitchen, bakeshop and servery are equipped with walk-in and reach-in refrigeration, steam jacketed kettles, tilting skillet, combi-steamers, convection ovens, deck ovens, ranges, fryolators, broiler, mixers, slicers, hot line and salad bar. NECI at National Life is a member of the Vermont Fresh Network.

ACCREDITATION

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

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

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

- National Restaurant Association
- American Institute of Wine and Food
- American Culinary Federation
- Career College Association
- International Association of Culinary Professionals
- Bread Bakers Guild
- Women Chefs and Restaurateurs
- Careers through Culinary Arts Programs
- Chef's Collaborative
- The Central Vermont Food Systems Council
- Slow Food
- SkillsUSA

DECA Inc.
Vermont Fresh Network
The Vermont Higher Education Food Systems Consortium

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

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

STATEMENT OF OWNERSHIP

Vermont Hospitality Management, Inc., a Vermont corporation, operates New England Culinary Institute, located in Montpelier, Vermont. The corporate offices are located at 7 School Street, Montpelier, VT 05602.

PROGRAM ADVISORY COMMITTEE

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

CYNTHIA BELLIVEAU, Ed.D
Dean, Continuing Education
University of Vermont Burlington, Vermont

DONNA BOSS
Principal
Boss Enterprises
New York City, New York

JUSTIN TURCOTTE
Executive Chef
The Montpelier Senior Center and Good Taste Catering
Montpelier, Vermont

JED DAVIS
Partner
Farmhouse Restaurant Group

Burlington, Vermont

GEORGE SCHENK

Chef Owner
American Flatbread
Waitsfield, Vermont

ERIC SAKAI

Dean of Academic Technology
Community College of Vermont
Montpelier, Vermont

FORD FRY

Chef/Owner
Rocket Farm Restaurant Group
Atlanta, Georgia

JEFFREY MILLER

Associate Director, Program Coordinator
Hospitality Management Program
Department of Food Science and Human Nutrition
Colorado State University
Fort Collins, Colorado

EDUCATOR PROFILES

NECI is proud of its diverse and distinguished faculty. In order to allow for regular updates of their educational and professional accomplishments, biographical information for our staff is available on our school's website at NECI.edu. You can also request a copy of this information from the Office of Admissions. Our executive faculty and department heads are profiled below.

CHEF LYNDON M. VIRKLER

Dean of Faculty

EDUCATION

Master of Education
Vermont College of Union Institute and University
Montpelier, VT

Bachelor of Arts
Middlebury College
Middlebury, VT

Associate of Occupational Studies
The Culinary Institute of America
Hyde Park, NY

EXPERIENCE

Working Chef
Sam Ruperts Restaurant
Warren, Vermont

Sous Chef
The Metropolitan Club
Washington, D.C.

Saucier
La Bergerie
Old Towne Alexandria, Virginia

Line Cook
Le Bagatelle
Washington, D.C.

CHEF KATHLEEN KESSLER

Dean of Enrollment and Retention

EDUCATION

Bachelor of Arts – Hospitality and Restaurant Management
New England Culinary Institute
Montpelier, VT

Associate of Occupational Studies – Baking and Pastry
The Culinary Institute of America
Hyde Park, NY

EXPERIENCE

Baking and Pastry Instructor
New England Culinary Institute
Montpelier, Vermont

Pastry Chef
Hilton Netherland Plaza Hotel
Cincinnati, Ohio

Pastry Chef
Twin Farms
Barnard, Vermont

Pastry Chef Icarus
Boston, Massachusetts

MICHELLE FORD

Department Chair, School Hospitality and Restaurant Management

EDUCATION

Bachelor of Arts
New England Culinary Institute
Montpelier, Vermont

Associate of Arts - Hospitality and Management
University of New Hampshire
Durham, New Hampshire

Certified Wine Specialist, Society of Wine Educators

EXPERIENCE

Campus Food and Beverage Director
New England Culinary Institute
Montpelier, Vermont

General Manager
JP Founder's Restaurant & Bakery
Newberg, Oregon

Dining Room Manager
Shanty on the Shore
Burlington, Vermont

Kitchen Manager
Holderness Private School
Holderness, New Hampshire

CHEF JIM BIRMINGHAM

Department Chair, Culinary Arts

EDUCATION

Bachelor of Science - Health Science

Johnson State College
Johnson, Vermont

Grand Diplome de L'Ecole Le Cordon Bleu
London, United Kingdom
Certified Executive Chef
American Culinary Federation

EXPERIENCE

Culinary Arts Instructor
New England Culinary Institute
Montpelier, Vermont

Executive Sous Chef
Topnotch Resort and Spa
Stowe, Vermont

Rounds Chef
Trapp Family Lodge
Stowe, Vermont

CHEF DAN TABOR

Department Chair, Baking and Pastry Arts

EDUCATION

Bachelor of Science, Food Service Management
Johnson & Wales
Providence, Rhode Island

EXPERIENCE

Culinary Arts Instructor
New England Culinary Institute
Montpelier, Vermont

Pastry Chef
Trapp Family Lodge
Stowe, Vermont

Pastry Chef
Marvelous Market
Silver Spring, Maryland

Freelance Sugarcraft/Pastry Demonstrator

CHEF PEG CHECCHI

Department Chair, Online Education

EDUCATION

Master of Education, Learning and Technology
Western Governors University
Salt Lake City, Utah

Bachelor of Arts
University of Vermont
Burlington, Vermont

Associate of Occupational Studies
New England Culinary Institute
Montpelier, Vermont

EXPERIENCE

Culinary Arts Instructor, Senior Core
New England Culinary Institute
Montpelier, Vermont

Executive Chef, Aramark
Olympic Games, Atlanta
Atlanta, Georgia

Executive Chef
Woodmoor Resort
Drummond Island, Michigan

Rounds Chef
Boston Harbor Hotel
Boston, Massachusetts

ANNE CONNOR

Dean of Student Affairs

EDUCATION

Master of Arts in Writing
Manhattanville College
Purchase, New York

Master of Arts Teaching English to Speakers of Other Languages (TESOL)
Teachers College, Columbia University

New York, New York

Bachelor of Arts: Major, Literature, Minor, French
SUNY Brockport
Brockport, New York

EXPERIENCE

Principal/Owner
Taproot Academic Coaching, LLC
Online Business

Learning Services Coordinator
New England Culinary Institute
Montpelier, Vermont

Teacher Trainer
Vermont State Department of Education

Director of Student Services
Woodbury College
Montpelier, Vermont

ADA Coordinator
Vermont College of Union Institute
Montpelier, Vermont

ESL Instructor
Saint Michael's College, School of International Studies
Colchester, Vermont

Coordinator/Faculty of ESOL Program K-12
Bronxville Schools
Bronxville, New York

ACADEMIC PROGRAMS

All programs at NECI offer a standards-based approach to education that measures in alpha-numeric system the mastery of skills. The educational standards outline the skills and knowledge that all students are expected to demonstrate before graduating. These standards represent the wide range of skills needed for success in the food and beverage industry, and span the domains of applied science, critical and creative thinking, personal and professional development, culinary arts, service arts, baking and pastry arts, and business management. Within each domain, NECI faculty has determined the standards that every student is expected

to meet. In each class, students engage in projects, activities, discussions, lectures, and hands-on practice in NECI's food service operations, building on the required skills until they are able to produce evidence that the standard has been met.

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

At NECI we keep our class size small. Residential class size is a maximum of 10 students per instructor in kitchen and dining room classes, and a maximum of 30 students per instructor in traditional classrooms. Online courses are a maximum of 20 students per section. Occasionally, situations may rise which cause class size to temporarily exceed these ratios by one to two students, such as the first term of a program.

In an effort to prepare our students for the modern technology based aspects of the industry, many courses have online and/or technology-based course material. Courses may be offered in face-to-face settings, fully online, or as hybrids, with technology supporting on-ground instruction. Externships may incorporate online course participation. Students will receive information about the school's online learning platform at Orientation. Online students will receive information via email. Any questions regarding the online platform or student portal should be directed to servicedesk@neci.edu.

Some students may determine that taking the programs in an online format will fit their schedules and life style more effectively. In this case, NECI offers an online version of many of our programs. These programs are offered with 3 credit, 7 ½ week course segments with an additional 15 week course per semester, mirroring the on-ground experience. Successful participation in each course depends on the student's experience level and prior knowledge of the content area, but generally requires minimum of 20-30 hours per week, including time involved in online content and discussion boards, and time spent in reading, research, and completion of assignments and labs.

Graduates from schools other than NECI who hold an associate degree in culinary arts, baking and pastry arts or a related field may be eligible to transfer applicable credits into the online program while applying to the BA degree programs at NECI. Applicants may petition for advanced standing by submitting an official transcript of associate degree work completed, indicating successful graduation and graduation date, to Admissions. Additional information in the form of school catalogs, course descriptions or syllabi may be required. Where appropriate, Assessment of Prior Learning may be requested from the student to ensure program equivalency.

Students accepted with transfer credit may be required to take additional course work to meet curriculum distribution and/or credit hour requirements of the bachelor's degree program. The online BA programs do not include an externship requirement. Instead, as a condition of admission to the upper levels of the program, students are required to be actively employed in an industry-related position or have appropriate experience in the food and beverage industry. This requirement allows instructors to more fully integrate the online learner's concurrent education and work experiences, and to draw heavily from industry practice. The upper levels of the online program are designed for those with prior industry exposure seeking to further advance their careers with more advanced course work in culinary arts, business, management, and the entrepreneurial aspects of the culinary field.

Those students beginning their online programs with the AOS level courses will not be required to have industry experience, although it is strongly recommended.

BACHELOR OF ARTS IN CULINARY ARTS

The residential Bachelor of Arts degree in Culinary Arts is a 32-month program that includes two 12-month residencies (three semesters each) of classroom work, intensive hands-on learning in the kitchens and food services of NECI. Additional hands-on lab work will be offered through intensive internal practicums, lab courses and a final outside externship at an establishment that will appropriately challenge the student's skills. Course delivery may be residential, wholly online or a hybrid of both, depending on the institutional needs, as well as student needs and abilities.

Whether delivered on-ground or online, the BA in Culinary Arts is designed to prepare qualified students for professional level careers in the contemporary culinary industry. Upon completion of the program, graduates are able to perform effectively as industry professionals. These students will be exposed to and come to understand fundamental business and entrepreneurial skills. Students in this program are also exposed to other more specialized industry professions such as food writer, research and development chef, personal chef, or chef de cuisine in a specialized kitchen. In all cases, graduates are prepared to pursue further education in advanced hospitality and culinary management topics.

EDUCATIONAL OBJECTIVES

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

- To provide advanced theoretical and practical understanding of specialized and regional cuisines through hands on lab based classes, practicum, and externship.
- To develop the attributes of a professional chef including professional communications, time management, business etiquette, self-awareness, and team building.

- To explore and understand the theory and practice of food science, nutrition, sustainability, flavor development, and presentation.
- To educate students in the convergence of advanced 21st century business management practices including purchasing, safety, cost control, menu development, financial and human resource management
- To improve critical and creative thinking skills; problem solving, information literacy, quantitative reasoning, and ideation

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

ASSOCIATE OF OCCUPATIONAL STUDIES IN CULINARY ARTS

The Associate of Occupational Studies degree in Culinary Arts is a 16-month program that includes one 12-month residency of classroom work (three academic semesters), intensive hands-on learning in the kitchens and food services of NECI, and one off-site externship. NECI also offers an online delivery of the AOS program.

The AOS in Culinary Arts is designed to prepare qualified students to become skilled culinary and kitchen professionals. Graduates are able to perform effectively in key positions in commercial kitchens, including: à la carte cook, baker, banquet cook, rounds cook, and assistant garde manger chef. Certain students may achieve higher standing in different operations.

EDUCATIONAL OBJECTIVES

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

- To provide a thorough theoretical and practical understanding of professional cooking through hands on lab based classes, practicums, and externship.
- To develop the attributes of a culinary professional; including speed, stamina, dexterity, hand-eye coordination, timing, the ability to work with others and the aesthetics of food preparation and presentation
- To educate students in the convergence of 21st century business management practices and culinary knowledge needed to be successful in the food service industry.
- To evaluate and strengthen each student's general education in the relevant areas of English, math, science, and cultural history and to develop habits of life-long learning.

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

CERTIFICATE IN CULINARY ARTS

The Certificate in Professional Cooking Programs is designed to prepare students to become industry professionals. As graduates, they will be able to perform effectively in entry level positions in a variety of foodservice establishments, restaurants, cafes, catering operations, and on site restaurants at colleges, hospitals and large corporations. In addition to professional technical skills, Certificate students will also focus on business and entrepreneurial goals. Some graduates with life experience may eventually start a small business.

EDUCATIONAL OBJECTIVES

- To provide foundational training for those who desire to work in professional kitchens
- To provide a basic theoretical and practical understanding of professional cooking through hands on lab based classes and externship
- To educate students in the convergence of 21st century business management practices and culinary knowledge needed to be successful in the food service industry

Learning in our operations, side-by-side with NECI chefs and instructors for 22 weeks gives you the skills you need to perform with confidence. This intensive “learn by doing” program gets to the heart of day-to-day kitchen operations.

BACHELOR OF ARTS IN BAKING AND PASTRY ARTS

The residential Bachelor of Arts degree in Baking and Pastry Arts is a 32-month program that includes two 12-month residencies (three semesters each) of classroom work, intensive hands-on learning in the kitchens and food services of NECI. Additional hands-on lab work will be offered through intensive internal practicums, lab courses and a final outside externship at an establishment that will appropriately challenge the student’s skills. Course delivery may be residential, wholly online or a hybrid of both, depending on the institutional needs, as well as student needs and abilities. This program is also available in a wholly online format.

Whether delivered on-ground or online, the BA in Baking and Pastry Arts is designed to prepare qualified students for professional level careers in the contemporary baking and pastry industry.

The BA in Baking and Pastry Arts is designed to prepare qualified students for professional level baking and pastry careers in the contemporary culinary industry. Graduates are prepared to pursue further education in advanced industry topics.

EDUCATIONAL OBJECTIVES

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

- To provide intensive practical training and refinement of baking and pastry skills; including specialized cuisines through hands on lab based classes, practicum, and externship.
- To develop the attributes of a professional baker or pastry chef including professional communications, time management, business etiquette, self-awareness, communication relations and team building.
- To explore and understand the theory and practice of food science, nutrition, sustainability, flavor development, and presentation.
- To educate students in the convergence of advanced 21st century business management practices including purchasing, safety, cost control, menu development, financial and human resource management
- To improve critical and creative thinking skills; problem solving, information literacy, quantitative reasoning, and ideation

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

ASSOCIATE OF OCCUPATIONAL STUDIES IN BAKING AND PASTRY ARTS

The Associate of Occupational Studies degree in Baking and Pastry Arts is a 16-month program that includes one 12-month residency of classroom work (three academic semesters), intensive hands-on learning in the kitchens and food services of NECI, and one off-site externship.

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

As culinary specialists, graduates are able to perform effectively in commercial kitchens, restaurants, hotels, resorts, bakeshops, and pastry shops in such positions as baker, pastry cook, or assistant pastry chef. Certain students may achieve higher standing in different operations.

EDUCATIONAL OBJECTIVES

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

- To provide a thorough theoretical and practical understanding of professional baking, pastry and fundamental culinary skills through hands on lab based classes, practicums, and externship.

- To educate students in the convergence of 21st century business management practices and practical skills needed to be successful in the food service industry.
- To help students develop the attributes of a baking and pastry professional such as speed, stamina, dexterity, hand-eye coordination, timing, and teamwork, while emphasizing the aesthetics of food preparation and presentation.
- To evaluate and strengthen each student's general education in the relevant areas of English, math, food science, and culinary history and to develop habits of life-long learning

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

CERTIFICATE IN BAKING AND PASTRY ARTS

The Certificate in Baking and Pastry Program is designed to prepare students to become industry professionals. As graduates, they will be able to perform effectively in entry level positions in a variety of operations including bakeshops, cafes, restaurants, and catering operations. In addition to professional technical skills, Certificate students will also focus on business and entrepreneurial goals. Some graduates with life experience may eventually start a small business.

EDUCATIONAL OBJECTIVES

- To provide a foundational training for those who desire to work in professional kitchens
- To provide a basic theoretical and practical understanding in baking and pastry through hands on lab based classes and externship.
- To educate students in the convergence of 21st century business management practices and baking and pastry skills needed to be successful in the food service industry.
- To impart to students a basic theoretical knowledge of baking, and pastry.

Learning in our operations, side-by-side with NECI chefs and instructors for 22 weeks gives you the skills you need to perform with confidence. This intensive "learn by doing" program gets to the heart of day-to-day kitchen operations.

BACHELOR OF ARTS IN FOOD AND BEVERAGE BUSINESS MANAGEMENT

The residential Bachelor of Arts degree in Food and Beverage Business Management is a 32-month program which includes one 16-month and one 12-month residency (three & four semesters) of classroom work, intensive hands-on learning in the food service outlets of NECI. Additional hands-on lab work will be offered through intensive internal practicums, lab courses and a final outside externship at an establishment that will appropriately challenge the

student's skills. Course delivery may be residential, wholly online or a hybrid of both, depending on the institutional needs, as well as student needs and abilities.

Whether delivered on-ground or online, the BA in Food and Beverage Business Management is designed to prepare qualified students for professional level careers in the contemporary food and beverage industry. Upon completion of the program, graduates are expected to understand fundamental business, management and entrepreneurial skills. This program is designed for individuals seeking to further advance their careers with more advanced course work in business, management, and the entrepreneurial aspects of the food and beverage management field. Upon completing the program, graduates are able to perform effectively in entry and mid-level management positions in the hospitality industry, such as banquet or events director, restaurant manager, or assistant food and beverage director.

In all cases, graduates are prepared to pursue further education in advanced hospitality and culinary management topics.

EDUCATIONAL OBJECTIVES

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

- To provide intensive, practical training and refinement of managerial skills.
- To prepare students for middle level management, with knowledge for continued career growth, for positions in the food and beverage industry.
- To educate students with modern business management practices in the context of the food service industry.
- To converge business and culinary knowledge needed to succeed in the food and beverage industry.
- To develop 21st century skills, such as, critical thinking, creativity, collaboration, communication, information technology fluency and a global mindset, with emphasis on the hospitality industry.
- To exhibit the personal and professional skills needed to succeed, including negotiation, motivation, time management, business etiquette, self-awareness, and team creation.
- To produce manageable innovations using creativity and technology in business creation and development needed to launch their own enterprises.
- To strengthen each students general education in the general and applied areas of food and beverage industry.
- To emphasize hands on education through experiential learning throughout the program.

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

ASSOCIATE OF OCCUPATIONAL STUDIES IN FOOD AND BEVERAGE BUSINESS MANAGEMENT

The residential Associate of Occupational Studies degree in Food and Beverage Business Management is a 16 month (four semesters) program that includes classroom work and intensive hands-on learning in the public restaurants and operations of NECI.

The AOS in Food and Beverage Business Management is designed to prepare qualified students to fulfill entry level management positions in the food and beverage industry.

Students develop an understanding of management theory as applied to the food and beverage industry, while studying the culture and trends of the hospitality field in general. Using skills learned in this program, graduates are able to perform effectively in management and service oriented positions as supervisors, assistant managers, restaurant managers and food operations in general.

EDUCATIONAL OBJECTIVES

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

- To provide practical training in critical aspects of management and achieving guest satisfaction.
- To prepare students for middle management for positions in the food and beverage industry.
- To educate students with modern business management practices in the context of the food service industry.
- To converge business and culinary knowledge needed to succeed in the food and beverage industry.
- To develop 21st century skills, such as, critical thinking, collaboration, communication, with emphasis on the hospitality industry.
- To strengthen each students general education in the general and applied areas of food and beverage industry.
- To develop the personal and professional skills needed to succeed, including, time management, business etiquette, and self-awareness.
- To produce manageable innovations using creativity and technology in business creation and development needed to launch their own enterprises.
- To emphasize hands on education through experiential learning throughout the program.

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

CERTIFICATE IN FOOD AND BEVERAGE BUSINESS MANAGEMENT

The Certificate in Food and Beverage Business Management is designed to prepare students to become industry professionals. As graduates, they will be able to perform effectively in entry level positions in a variety of foodservice establishments, restaurants, cafes, and catering operations. In addition to professional technical skills, Certificate students will also focus on business and entrepreneurial goals. Some graduates with life experience may eventually start a small business.

EDUCATIONAL OBJECTIVES

- To provide practical training in critical aspects of management and achieving guest satisfaction.
- To prepare students for entry level management positions in the food and beverage industry.
- To educate students with modern business management practices in the context of the food service industry.
- To help students develop the attributes of a quality service provider, including product knowledge, efficiency, attentiveness, stamina, multi-tasking, communication and teamwork with particular emphasis on professionalism.
- To emphasize hands on education thorough experiential learning.

PROGRAM GOALS

NECI's primary objective within each program is to prepare qualified students to become skilled industry professionals. As skilled professionals, graduates should be able to perform effectively at one or more key positions in commercial kitchens, restaurants, and bakeshops.

ESSENTIAL PROGRAM ELIGIBILITY REQUIREMENTS

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

PHYSICAL AND MOTOR SKILLS:

- Ability to execute the movements and skills required to safely handle cooking and kitchen equipment and materials.
- Ability to move effectively between multiple stations.
- Ability to visually assess significant elements in the production setting.

- Ability to maintain an upright position for the length of class. Most production classes require that students be upright and moving for 90% of the time. Production classes can extend for up to 10 hours.
- Ability to move or position food and equipment, which can involve lifting, carrying, pulling, and guiding weights up to 50 lbs.
- Ability to handle, taste, and smell appropriately a wide variety of foods and beverages.

COGNITIVE AND ACADEMIC SKILLS

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

INTERPERSONAL, COMMUNICATION, AND BEHAVIORAL SKILLS

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

ACADEMIC CALENDAR

The academic calendar is for all programs.

JULY 2017 TERM

July 3, 2017 – October 1, 2017

Classes begin for Continuing Students (All programs - Mods 2, 4, 6): Thursday, July 6, 2017

Registration/Orientation for Returning Students (Mods 3, 5): Wednesday, July 5, 2017

Registration/Orientation for New Students (Certificates only): Thursday, July 6, 2017

Holiday: Labor Day

FALL 2017 SEMESTER

October 2, 2017 – January 21, 2018

Fall 2017 Term A: October 2, 2017 – November 21, 2017

Fall 2017 Term B: November 23, 2017 – January 21, 2018

Classes begin for Continuing Students:

Registration/Orientation for Returning BA Students:

Registration/Orientation for New Students:

Holiday: Thanksgiving

Holiday: Winter Break December 25, 2017 – December 31, 2017

Winter Break: January 22, 2018 – January 28, 2018

WINTER 2018 SEMESTER

January 29, 2018 – May 13, 2018

Winter 2018 Term A: January 29, 2018 – March 20, 2018

Winter 2018 Term B: March 22, 2018 – May 13, 2018

Classes begin for Continuing Students:

Registration/Orientation for Returning BA Students:

Registration/Orientation for New Students:

Spring Break: May 14, 2018 – May 20, 2018

SPRING 2018 SEMESTER

May 21, 2018 – September 2, 2018

Spring 2018 Term A: May 21, 2018 – July 10, 2018

Spring 2018 Term B: July 12, 2018 – September 2, 2018

Classes begin for Continuing Students:

Registration/Orientation for Returning BA Students:

Registration/Orientation for New Students:

Holiday: Memorial Day
Holiday: Independence Day

Summer Break: September 3, 2018 – September 9, 2018

FALL 2018 SEMESTER

September 10, 2018 – December 23, 2018

Fall 2018 Term A: September 10, 2018 – October 30, 2018

Fall 2018 Term B: November 1, 2018 – December 23, 2018

Classes begin for Continuing Students:
Registration/Orientation for Returning BA Students:
Registration/Orientation for New Students:

Holiday: Thanksgiving

Winter Break: December 24, 2018 – January 6, 2018

COURSE DESCRIPTIONS

BAKE1000 FOUNDATIONS OF BAKING

3 CREDITS

Foundations of Baking is a fundamental class which will introduce students to the basic principles and science of baking. Students will focus in yeast breads, including and introduction to artisanal breads, quick breads, (laminated pastry), classic pies & fillings, classic custards and creams as well as basic cake mixing. This foundation of baking class will prepare students for their first practicum internship. In addition to baking labs, this class will have a classroom component where students will learn the “how” and “why” of baking principles.

BAKE1001 ARTISAN BREADS

3 CREDITS

This hands-on class builds on the methods and techniques acquired in Semester 1. Through a series of lectures, demonstrations and lab work, students will learn the science and art of artisanal bread making. They will explore different techniques, pre-ferments, as well as international breads. Students will have a thorough foundation in bread history and production culminating in a complete grounding in this subject. Examples include pain au levain, ciabatta and classic French baguettes.

BAKE3000 CHOCOLATES AND CONFECTIONS

3 CREDITS

In this course students will explore advanced chocolate and sugar techniques in the application of candies, confections, petits fours and truffles. Students will concentrate on mastering

several chocolate tempering techniques to complete showpieces, with a menu of supporting edible components. Students will develop themed special events with menus, table displays and showpieces to emphasize more refined procedures and presentations. Students will incorporate costing of a themed project within an allotted budget, challenging them to assume greater understanding of cost management.

BAKE3001 INTERNATIONAL DESSERTS

3 CREDITS

Students will learn the art of creating both traditional and contemporary desserts, setting of a display table as well as learning the theory of European classics, deconstruction and reconstruction of traditional pastry items. Students will learn about the theories, procedures and ingredients used in designing and preparation of dessert making as well as different plating techniques. Through classroom and lab activities students will cover elements in building a dessert table to showcase large pastry platters and designing a brunch dessert table.

BAKE3002 ADVANCED BREADS

3 CREDITS

Building on the foundational skills of BAKE1001, Artisan Breads; students will focus entirely on artisan breads that require lengthy fermentation and time to develop their flavors. They will build their own sourdough starter and from this design their own unique bread. In addition students will learn different ways to make and shape artisan breads. Along with this students will explore scoring and decorating breads as well as using stencils for design. Using mainly flour, water and salt, students will see how to manipulate these simple ingredients into many wonderful combinations.

BUS2000 PRINCIPLES OF BUSINESS & LAW

3 CREDITS

This course focuses on the theoretical and practical aspects of business activities providing a framework to assist in informed decision-making. An understanding of business principles prepares students to become productive members of society. It also provides the opportunity for students to develop entrepreneurial and managerial skills necessary to prosper in a local, regional and global dynamic business environment. An introduction to the American legal system along with those issues that affect business most, including the judicial system, employment law, contracts, business organizations and debtor-creditor relations are an integral part of understanding constraints associated with business ventures.

The course engages students in conducting research which helps to improve their communication and critical thinking skills and creates an awareness of business social and economic responsibilities. This course will provide a good foundation for further study of business and assist students in the development of the requisite skills, competencies, attitudes and values that are critical for success in today's business environment.

BUS3000 ENTREPRENEURSHIP

3 CREDITS

The essence of entrepreneurship is starting something from nothing. The journey of taking an idea from its conceptual stage and turning it into a product/service applicable to the marketplace demands a comprehensive understanding for the different components of starting a business. This course teaches about the fundamental concepts, processes and tools of starting an entrepreneurial venture, with an emphasis of developing a business plan from concept. We will cover the entrepreneurial perspective (challenges, characteristics, self-assessment), starting a new venture, developing the business idea, the business plan, including the marketing/financial/organizational plans, financing the new venture, managing the new venture and coverage of issues such as legal, franchising and international entrepreneurship.

BUS3001 BUSINESS FINANCE

3 CREDITS

The purpose of this class is for students to understand hospitality management from the perspective of the financials. Students will learn and understand the essential steps of the accounting cycle from journal entries to financial analysis. As a result, students will gain insights as to how to better manage the financial performance of a business. The class will utilize the library and Internet resources, *Restaurant Start Up and Growth* magazine, and the RestaurantOwner.com website. Using a restaurant income statement as the starting point this class will explore ways to manage revenue and expenses, adding systems, methods and procedures to the student "toolbox" each week. This class will serve as a foundation for management decision-making as the student begins to understand how financial indicators are used to create action plans for improving both the guest experience as well as operational efficiencies. The student will be proficient at reading and analyzing financial statements by the conclusion of this class.

Students will be expected to complete all readings and homework assignments before coming to class. This will require an understanding of basic math and performing various calculations using formulas. Readings and assignments will create an opportunity whereby financial information will be presented in the context of this industry. Case studies and current events will be used to further exemplify key ideas. The use of industry terminology will be a side benefit of the course.

BUS3002 CONSUMER BEHAVIOR

3 CREDITS

This course is designed to assess the psychology of different markets and to understand purchasing patterns and consumer decision making.

BUS3003 STATISTICS FOR MANAGERS

3 CREDITS

This course examines how managers use data for systematic business problem-solving. Topics include collecting data, describing and presenting data, probability, statistical inference,

regression analysis, and forecasting and risk analysis. Special emphasis will be given to computer techniques, especially using Microsoft Excel, for statistical analysis and problem solving. Common business processes and business skills practiced are gathering and organizing data, quantitative data analysis, forecasting, decision-making under uncertainty and communicating or presenting results.

BUS3004 INDUSTRY TECHNOLOGY IN THE 21ST CENTURY

3 CREDITS

Increasingly organization survival and/or efficiency are related to the ability to acquire and maintain excellent information about itself and competing organizations. Information treated as a resource for strategic planning and operational management has a value like other assets in the organization. The information asset must be quantified and accounted for as such assets as land and equipment. This course will explore necessary management actions, which will insure that information is available, correct, protected, and archived in proper forms. The objective of this course is to meet the challenges which are seemingly unending. Information Technology Services departments will be required to increase system performance and improve availability while simultaneously cutting costs and improving quality, measured by customers' satisfaction.

CAP1000 CAPSTONE

3 CREDITS

This course provides the opportunity for the synthesis and application of content learned throughout the degree program. Choosing from several alternatives, and using the ADDIE model, students will interpret, document and complete a project that demonstrates application of concepts presented throughout the degree coursework. The intent of this project is to further the skills and attributes that you developed as part of the program as well as give you the opportunity to display your own prowess as an industry professional. The object is to make a difference, however small, in how you influence your industry world.

Through independent research, support from your peers and myself, and utilization of previous program content, you will be asked to design one choice of three major projects that address different areas of the food service industry. The intent of this Project is to further the skills and attributes that you developed as part of the program, as well as to evidence your ability to develop and implement a major industry based project. In other words, this project is as much about organization, analysis and follow-through as it is about performing the tasks.

COM1000 COMMUNICATIONS: VERBAL AND INTERPERSONAL

3 CREDITS

Students are introduced to the concepts and strategies that are critical to team management and group collaboration. Students explore the central tenets of group dynamics and oral communication and practice the skills needed to be successful leaders, integral team members and effective communicators. Focus is placed on organizational strategies, effective meeting

management, personality typing, problem solving and team building exercises and on listening, analyzing and navigating difficult situations. Students practice and incorporate these skills by taking on both leadership and team member rolls within the classroom, and by designing and delivering effective presentations.

CUL1000 CULINARY FOUNDATIONS

3 CREDITS

Understanding the ingredients, procedures, and underlying principles of cooking techniques are essential to the success of culinary professionals. A chef is responsible for training and supervising a safe, skilled, and efficient staff. To do this requires an ability to understand the “how” behind what we do in the kitchen. Understanding the nature of food and how it reacts when cooked enables a chef to interpret, adapt, and create recipes with confidence. Culinary Foundations is designed to help students understand the relationship between practical cooking applications and theoretical information, especially as they are related to understanding and following recipes in a professional kitchen. Areas of focus include basic knife skills, vocabulary of cooking, and the fundamentals of starch, vegetable, and protein cooking methods.

CUL1001 A TASTE OF PLACE

3 CREDITS

In this course, students will research and examine the evolution of food consumption around Western Europe, and examine the character and substance of regional cuisines. Furthermore, by defining the characteristics of cuisine, students develop a template on which to research future cuisines. By analyzing the climate, geography, cooking techniques, eating habits, flavors, and origins of ingredients, students gain a deeper understanding of the connection between cuisine and culture. The course will expose students to the concept of terroir: “Taste of Place” and will provide an introduction to traditional flavor profile, cooking techniques, as well as the preparation of traditional dishes. This course features discussion, research, and cooking labs.

CUL1002 SUSTAINABLE SOURCING AND ON SITE RESTAURANT PRODUCTION

3 CREDITS

As the Farm-to-Table Movement has matured, its influence has grown beyond the arena of fine dining restaurants to all manner of food service operations. The Farm-to-Institution movement encompasses a range of large scale operations from schools and colleges, to health care operations to business and industry accounts. Increasingly, consumers in all these settings want to know the source of their food, how it was raised and by whom. They also want restaurant quality, freshly prepared food that is healthy and meets a variety of dietary requirements. Large operations have responded by developing on site restaurants that accomplish all of these objectives.

This lab-based course will focus on production methods used in large scale food service operations. Instruction focuses on the basics of knife skills, cooking methods, soups and sauces, batch cooking skills, sanitation, station organization, recipe reading, and menu planning.

Additional focus is placed on the organization of food production in a food service operation with a population with diverse dietary needs: vegetarian, vegan, and various food allergies. Lessons will also explore purchasing guidelines for local and regional sourcing and will review resources available through organizations such as Farm to Institution New England (FINE), Healthy Food in Healthcare and the Real Food Challenge.

CUL1003 FLAVOR DEVELOPMENT

3 CREDITS

How does one create good flavor in food? What is good flavor? In this class, we will approach this subject from three different perspectives: (1) How to develop and maintain good flavor; (2) What denotes “balance” in food and beverage and (3) How cooking techniques affect the finished flavor of foods. These are the foundational questions that will be answered in this class designed to create an “educated palate”. In addition, students will work to develop their confidence in selecting appropriate beverages with foods based on simple taste, aroma and texture comparisons and contrasts. We will discuss through this course the physiology of how our senses, sight, taste, aromas, textures and sometime sound affect our perception of food and beverages.

Much of the tasting experience in this class should enable the student to think more clearly about possible taste interactions with work done on their plate projects based on the theory taught in the course. It is essential that students in the culinary arts know how and why different techniques create different flavors in foods and how they might interact with each other favorably or negatively.

CUL3000 ADVANCED CULINARY TECHNIQUES

3 CREDITS

In this course students learn and practice advanced culinary techniques, requiring a higher level of accuracy, detail, and refinement than in previous classes. Students will learn advanced applications of the fundamental cooking skills learned in previous classes and execute them with refinement and finesse. Emphasis is placed on mastering the selection and application of cooking methods, understanding the role of seasonal ingredients, organization, prioritization, timing, and menu planning. Using our mission of responsibility and sustainability as a guide, students are challenged to assume greater responsibility in preparing food to exacting standards.

CUL3001 ADVANCED MEAT FABRICATION

3 CREDITS

PRE-REQUISITE: DEEL2003

Building on skills gained in Introduction to the Butcher Shop (DEEL2003), students will work on a wider variety of proteins, as well as learning the processes of sausage making, hot and cold smoking, and making a variety of prepared foods for restaurant, non-commercial and retail sale. Fresh and smoked sausages, a variety of hot and cold fish and shellfish, value added pork, beef and poultry deli meats, and a variety of prepared menu items will be included.

Additionally, students will gain certification after completing four modules focused on beef: ranching, cattle feeding, processing and grading, and fabrication and distribution from the Ranch to Table educational program that will earn continuing education credits from the ACF.

CUL3002 EXPLORING SUSTAINABILITY: PRACTICES IN PRESERVATION

3 CREDITS

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

CUL3003 WOOD-FIRED COOKERY

3 CREDITS

Man has been cooking with fire since the beginning of time and wood fired grills, ovens and hearths have always been used in the cooking repertoire. In recent years cooks and bakers around the world have rediscovered the range of possibilities from to flavorful wood grilling to high temperature roasting and baking to gentle braising and drying. This lab based course will cover the design, maintenance and selection of wood fired grills and ovens, as well as a full range of cooking preparations.

CUL3004 WILD CRAFTING

3 CREDITS

There has been an increased interest in the use of wild mushrooms and other wild edible plants in restaurants, farmers markets, and health and specialty food shops as well as for personal use and consumption during the last ten years. As internationally recognized experts in this field, course study will draw from the instructors' years of first-hand knowledge of collecting and marketing of wild edibles.

This course will introduce the concept, ethics, historical uses and environmental impact of collecting wild and introduced mushrooms, and other wild edibles while teaching the correct techniques of botanical identification; harvesting, handling and marketing including state and federal regulations and scrutiny.

Students interested in natural resources, marketing and entrepreneurial practices, environmental impacts and sustainability will benefit from this course

CUL3005 GLOBAL CUISINES

3 CREDITS

This class is designed to help develop a sense of global food knowledge around the world, focusing on cuisines of regions of Asia, Africa and the Middle East.

Students will study the food products of these regions, the taste and flavors developed within those regions as well as key aspects of food styles, cooking techniques, menu development and food distribution within the regions.

The study of Global Cuisines allows the students to understand the quality of food products within those regions, and importance of food sourcing, local, regional and national gardening systems, the pros and cons of global marketing, and universal understanding within those regions of the food systems, their problems, concerns and solutions to development and distribution of food within those regions.

Global Cuisines also enhance the student's awareness of the importance of support of regional food sources and the necessity for understanding the policies and procedures of global cuisines, their trail around the globe and the adoption of those cuisines through the centuries and the continents.

DEAS3200 ART, DESIGN & MEDIA

3 CREDITS

Students study a range of visual aesthetics, including the use of color, light, shapes, and textures. The primary focus of this course is the exploration of basic visual design concepts and successful applications of these concepts in a variety of settings, including multi-media production. Part I is a six-week exploration of line, form, color, and the use of negative space. Part II is a six-week applies these theories in a video production environment. The course offers the student the opportunity to get behind the scenes at a television studio and learn how video production works. Students will participate in all aspects of production, from production planning to running cameras and sound equipment, to presenting in front of the camera. Students will understand various types of video productions including interviewing, news stories, and product presentations.

DEEL2000 SUGARCRAFT TECHNIQUES

3 CREDITS

This course explores a variety of mediums and techniques that are used in producing a wide array of sugarcraft items for displays and presentations. Focusing strongly on theory, students will enhance their understanding of working with a variety of decorative sugarcraft mediums, such as gumpaste, fondant, marzipan, gingerbread, modeling chocolate and royal icing. Students will focus on visual design, color theory and presentation to create themed assignments.

DEEL2001 SPECIALTY CAKES I

3 CREDITS

This class is designed to build on the foundations of a pastry kitchen provided in contemporary dessert design and pastry techniques. Students will produce a selection of cakes learning cutting, layering and general building techniques as well as frostings and fillings used and applied. Students will learn the theory and practices of setting cakes in different forms including free form, ring built and freezer set as well as gaining knowledge in setting large sheet and bar style cakes. Classroom and lab instruction covers methodology, ingredients and the continuing evolution of cakes, from traditional to contemporary. Students will be using ring molds to set charlottes, ribbon sponge and more advanced building and setting techniques as well as learning a variety of mousse types. Students will also learn a variety of garnishes and decorative design elements.

DEEL2002 EVENT PLANNING AND PRESENTATION

3 CREDITS

This course is designed to provide a comprehensive overview and knowledge of the meeting and event industry. Students gain a firm understanding of how the industry operates and knowledge in the designing, planning, coordinating and execution of meetings, conferences, special events and banquets. Students will learn best industry practices and the role of a meeting and event planner.

Planners evaluate, select and negotiate for all aspects of meetings or events, in both for profit and nonprofit sectors, including location, transportation, food & beverage, vendors, entertainment, programming, design, and all other details.

DEEL2003 INTRO TO THE BUTCHER SHOP: MEAT, POULTRY & FISH FABRICATION

3 CREDITS

This course instructs students in the fundamentals of meat, fish, and poultry breakdown and portioning. Through lab assignments, discussions and lectures, students will understand the role of a butcher shop in a multi-unit food service operation and have the skills necessary to make significant contributions in this very important setting.

In order to make informed, effective and financially astute purchasing decisions, all chefs must know basic fabrication of meat, poultry and fish as well as the variety of available market forms, seasonality, and related price fluctuations. Understanding the differences between locally raised, organic and commodity meats and poultry, and between wild, farm raised and sustainably caught or harvested seafood is critical in identifying and sourcing the right proteins for a given menu or concept. Additionally, students will gain certification in Seafood Sustainability after completing an on line class sponsored by the Blue Ocean Institute.

DEEL2004 FUNDAMENTALS OF MANAGEMENT

3 CREDITS

Fundamental management principles are explored as students begin to transition from self-management to the management of others in a natural progression toward supervision and leadership. Course concepts include an understanding of industry averages, financial terminology, concept creation, and menu development and supervisory management. This course will satisfy the 30 hour management course required for ACF certification.

DEEL2005 VIENNOISERIE

3 CREDITS

Viennoiserie is category of European pastry that is recognized globally. This course is designed to give students an introduction to Viennoiserie which includes breakfast pastries, laminated and rich dough. Skills learned in this class will include: lamination techniques, shaping, baking and finishing of breakfast pastry as well as puff pastry and brioche. This class encompasses both technical skills as well as creativity.

DEEL2006 BEVERAGE MANAGEMENT AND MIXOLOGY

3 CREDITS

This course is designed to provide students with a broader understanding of the bar and beverage industry. Students learn the unique history and production methods of wine, beer and spirits. Product knowledge is developed through both in-class tastings and outside reading assignments. Current trends are a focus, including the strong evidence that today's consumers are "drinking less, but drinking better". The course allows students to develop a viable beverage program of their own.

DEEL2007 CULTURE & CUISINE: READING, WRITING, RESEARCH

3 CREDITS

Writing, reading, research, and analytic reasoning are significant skills required for success in any profession. In this course, students will demonstrate their ability to think critically through reading, research, and written communication. Students will learn how to select and limit a writing topic, determine purpose, evaluate audience, and develop and support a main idea. Using the writing process, students will produce a writing portfolio that includes research based and personal essays. To make the writing process come to life, this course also introduces students to the important inter-relationships between society, history, and culture. Students are introduced to the important connections between agriculture, religion, and culture over time. Through lectures, class discussions, research assignments, and online forums we explore characteristics of selected cultures

DEEL2008 MEETING & EVENT PLANNING

3 CREDITS

Event and banquet service represents a major segment of the food service industry. It is the engine that keeps many hotel food and beverage departments viable and provides additional revenue source for restaurants, cafes and bakeries. This course exposes students to the skills of banquet/catering preparation and service, cooking methods and techniques within the framework of a variety of operations. Lesson topics include methods of preparation for banquet food, guest centered management and menu planning for the banquet Chef, event timing and coordination, buffet layouts and decorative display designs.

DEEL2009 RETAIL MANAGEMENT AND MERCHANDISING

3 CREDITS

The purpose of this course is to introduce students to the world of retailing and merchandising from a managerial viewpoint. Students will study the elements that comprise the retail mix, including types of retailers, multichannel retailing, consumer buying behavior, retail marketing strategies, selecting retail site locations, supply chain management, merchandising, pricing, store management, store layout & design and customer service.

DEEL2010 KITCHEN MANAGEMENT

3 CREDITS

Through a combination of classroom and practical activities, students will learn and practice the management skills need to successfully supervise a kitchen. Students will practice management skills including: ordering, receiving and inventory of product, scheduling and supervising staff, managing pre-meal meetings, expediting during service, conducting sanitation inspections and employee training.

DEEL2011 EUROPEAN WINES

3 CREDITS

This course offers a complete overview of the wines of Western Europe. The emphasis will be on France, with in-depth coverage of each of the six major wine regions, as well as emerging French Wine Regions. Also covered are Italy, Germany, Spain and Portugal. For each country, there will be background on history and quality control laws, and then discussion of important regions of each country, with description of each region's terroir, and the style of its wines. We will also touch on the position of European wines in the international marketplace. The objective is to prepare BA students for the planning of wine programs, either on premise, or at retail, that can incorporate an interesting selection of quality wines from all premier wine-producing countries. The online curriculum will include narrative content, videos, web links, podcasts, screencasts and other technological teaching tools.

DEEL2012 BEER & SPIRITS

3 CREDITS

This course will explore the history of beer and spirits production from ancient times to the present. The curriculum will cover a broad spectrum of beer products to include various ales and lager, and distilled products to include whiskey, vodka, rum, gin, tequila, brandy and the different types of liqueurs. Analysis of the raw materials for each beverage, along with

production regulations and techniques will give students an understanding of the uniqueness and diversity of the worlds' major categories of distilled spirits. In addition, current trends for each beverage category will be highlighted in order to give students perspective on the evolving elements of the food and beverage industry where careers will be focused. The online delivery will include narrative content, videos, web links, podcasts, screencasts and other technological teaching tools in order to deliver a multi-faceted approach to learning.

DEEL3001 SPECIALTY CAKE II

3 CREDITS

This class builds on the foundations of Specialty Cakes I ([DEEL2001](#)) but the emphasis will be on more advanced techniques in building layered cakes emphasis is placed in designing and decorating using contemporary mediums such as rolled fondant and chocolate paste as well as the use of cutters and more specialized equipment. Students will also learn how to build and decorated a wedding cake as well as the theory behind cake order sheets, costing and building a cake contract.

DEEL3002 INTRO TO CHEESEMAKING

3 CREDITS

In this class, students will learn about all aspects of the cheese making process, from milk selection, to curdling, to salting, pressing, molding, aging and quality control. They will learn and practice the principles of making three families of cheese: fresh soft varieties, bloomy rind varieties and semi-hard cheese. Students will visit a local dairy farm and a cheese maker. There will be guided tastings of the cheeses of New England and the rest of the world. Pairing with wine, beer, and condiments will also be practiced.

DEEL3003 PASTRY SHOWPIECES

3 CREDITS

PRE-REQUISITE: BAKE3000

This class builds on knowledge gained in Specialty Cakes II (DEEL 3001) and takes the students into more a designing aspect of creating a table show piece or center display piece. Students will use specialized and more advanced mediums as well as using more advanced techniques such as molding, modeling, template cutting and cake carving. Students will learn designing and building techniques using different gum pastes, pastillage and poured sugar. Theory of designing, learning the art of color, patterning with texture, building to a ratio, color palette, depth perception are also covered.

DEEL3004 MULTI-UNIT MANAGEMENT

3 CREDITS

Gross revenue, number of units, market share, profitability, geographical dispersion, corporate planning, cultural menu design, and communications - all of these concepts grow exponentially more important as a corporation grows. Decisions that used to be made over a coffee in the storeroom now need to be discussed by the stakeholders in the boardroom. This course will

introduce the student to the concepts and challenges of managing several units, franchising and other unique issues that face today's global corporations.

DEEL3005 ADVANCED VIENNOISERIE

3 CREDITS

PRE-REQUISITE: DEEL2005

This class takes viennoiserie to the next level. Students will explore working with different flours, compound butters as well as inverse puff pastry and laminating brioche. As the level becomes more technical, students will be encouraged to explore current trends in this field with a view to mastering this creative and challenging skill. The overall aim will be for students to refine and hone their existing skills as well as improved accuracy and technique.

DEEL3200 SOUS VIDE

3 CREDITS

Sous vide cookery has become a standard method in the modern chef's repertoire. In this course students will learn, understand and synthesize new applications for sous vide cookery. Through a series of classroom lessons, lab-based demonstrations and activities students will learn the importance of proper sanitation; bagging method; temperature regulation and record keeping to keeping sous vide foods safe and ensuring accurate cooking. In lab based activities students will learn how different cooking methods and ingredients can be combined with sous vide cookery in creative ways. Students will learn the history, theory and safe practical application of sous vide cookery.

DEEL3204 KITCHEN GARDEN

3 CREDITS

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

DEEL 3800 ADVANCED FOOD AND WINE PAIRING

3 CREDITS

This lab-based course introduces students to the advanced techniques and skills associated with great pairings of fermented beverages and food. Through exploration and application of theory students will begin to identify critical characteristics in food and wine that directly

impact their pairing. Throughout this course students will explore and experience single dish and multi-course pairings, as well as flight offerings. Key areas of study will be the exploration and understanding of the impact culture and terroir has on regional pairings, the role that sensory perception influencers have on food and wine, how the attributes of food and wine can affect pairing, and how the production of wine and the technique and method employed on the food can influence taste, flavor, texture and appeal of pairings. Additional focus will be spent exploring the elements of successful menu planning skills and techniques associated with wine and food pairings.

DEEL3804 CULTURAL IMMERSION

3 CREDITS

The Cultural Immersion Class is intended for students who wish to take their learning outside of the shores of the United States. Culminating in a two-week international trip to a country that has been pre-selected, students will first explore the culture, language, and of course the food of this country. While on the exchange, students will stay most nights with a host family affiliated with the Culinary School NECI has partnered with or stay at the school itself, depending on the program involved. Students will participate in hands on classes and/ or internships featuring foods of the region. They will become immersed in the culture and food of the country, and visit important historic and gastronomic locations near their hosts. There will be side trips as a group to major cities where students can experience the vibrancy and flavors of these historic places.

There is an added fee for this class to cover transportation costs and lab fees. Enrollment in this class is limited, and students will be selected based on scholarship and instructor recommendations

DEEL4001 ALLERGENS & SPECIALTY DIETS

3 CREDITS

Today's baking and pastry professional is likely to encounter a variety of allergen and special diet requirements when preparing food for the public, be it customers, family or themselves. Understanding alternative ingredients and technique variations to respond to these demands is becoming a necessity, not an option. Through ingredient exploration, foundational theory analysis and actual production students will research and develop a range of baked goods to meet this increasing segment of the foodservice industry.

DEEL4002 ADVANCED CHARCUTERIE, SALUMI AND DRY CURING

3 CREDITS

PRE-REQUISITE: CUL3001

Dry curing is a method used for thousands of years to preserve meat and fish. Presently, dry cured meat products, such as fermented sausages, dry-cured hams, and air dried beef are sought after and appreciated for their sensory characteristics, depth of flavor and the variety they bring to restaurant concepts and individual menu items. Despite being traditional products, they are constantly evolving in order to meet the needs of changing markets and public tastes. Knowledge of the effects of a variety of raw materials, ingredients and processing

methodologies is vital in order to achieve high quality finished products and maintain consistency despite the many variables involved. In this class, students will learn to make a variety of ground and whole muscle dry cured sausages, hams, shoulder cuts and bellies, along with the full utilization of all parts resulting from whole hog butchery and from appropriate cuts of beef, fish and game.

DEEL4003 PROFESSIONAL SALES & NEGOTIATION

3 CREDITS

Selling value, influencing others, and developing long-term relationships are important attributes of quality leaders. This course centers on gaining an understanding of the sales process, as well as building polished selling skills to properly address the interests of company constituencies. Selling principles are used to influence management, negotiate with suppliers, and motivate employees. Additionally, "Relationship Selling" methodology is covered.

Students study key skills for success including listening skills, building credibility, influencing the buyer's perception, appropriate responses, common mistakes, and conflict resolution to promote high caliber sales and negotiation skills.

ECO1000 PRINCIPLES OF ECONOMICS

3 CREDITS

The goal of this course is to learn how to use economic analysis to reach reasoned conclusions about the big issues of the day from the implications of globalization to the causes of economic growth, financial crises, and unemployment.

EXT1000 EXTERNSHIP AND EXTERNSHIP CONNECTION I

13 CREDITS

The externship provides students with the opportunity to further apply and practice the information and skills they acquired during residency. Students set learning goals prior to the start of their externship, reflect on their progress throughout the internship, and provide documentation of their learning experiences. NECI maintains a broad database of local, national and international approved sites that are monitored and updated regularly. Students are strongly encouraged to pursue an externship at a pre-approved site.

Externships are also available at NECI, including a specialized program that prepares students for work in Michelin starred restaurants at home and abroad. Degree program externships require 495 hours of work experience at an approved site, Certificate programs require 135 hours. Students are required to maintain ongoing contact with the school during the externship program. As part of the internship program, students participate in an online course through which students receive ongoing advice and input from Career Services and their NECI instructors throughout their externship experience.

EXT1001 EXTERNSHIP AND EXTERNSHIP CONNECTION I

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EXT2000 EXTERNSHIP & EXTERNSHIP CONNECTION II

12 CREDITS

The externship provides students with the opportunity to further apply and practice the information and skills they acquired during residency. Students set learning goals prior to the start of their externship, reflect on their progress throughout the internship, and provide documentation of their learning experiences. NECI maintains a broad database of local, national and international approved sites that are monitored and updated regularly. Students are strongly encouraged to pursue an externship at one of those pre-approved sites.

Externships are also available at NECI including a specialized program that prepares students for work in Michelin starred restaurants at home and abroad. Degree program externships require 495 hours of work experience at an approved site, Certificate programs require 135 hours. Students are required to maintain ongoing contact with the school during the externship program. As part of the internship program, students participate in an online course through which students receive ongoing advice and input from Career Services and their NECI instructors throughout their externship experience.

FIN2000 FINANCIAL ACCOUNTING

3 CREDITS

This course is an introduction to the basic concepts and standards underlying financial accounting systems. Several important concepts will be studied in detail, including: revenue recognition, inventory, long-lived assets, present value, and long-term liabilities. The course emphasizes the construction of the basic financial accounting statements - the income statement, balance sheet, and cash flow statement - as well as their interpretation.

GE3000 CRITICAL ISSUES IN LEADERSHIP

3 CREDITS

This course is designed to focus student thinking on critical issues facing managers and leaders today. In today's business environment, managers must make crucial decisions regarding employees, the business, and the surrounding community - or should they? This course gives students the opportunity to apply business principles learned in previous courses to organizational settings.

Students consider the implications of their decisions in establishing a new business as well as the issues involved in re-energizing existing businesses. Course discussions center on organizational and operational systems (should we change the one that's in place?), problem identification (which is really the hard part), and strategy redirection. The underlining themes are entrepreneurship and intrapreneurship, small business leadership, and the process involved in making decisions about critical events -- foreseen or not. Additionally, human behavior is examined in the context of leadership and management.

GE3001 ETHICS

3 CREDITS

An intensive exploration of enduring theoretical issues in ethics such as relative and absolute moral laws, subjective and objective components of moral knowledge, the relation of facts in nature to human values, the moral concepts of goodness, right, and obligation and the ways in which they operate in society, religion, law, and the use of reason in forming ethical decisions.

GE3002 ENTREPRENEURIAL FINANCE

3 CREDITS

Entrepreneurship requires innovation, strategy, reiteration and execution. Within this process it also demands aptitude with the language of commerce. Entrepreneurs must be able to speak fluently with those who fund, oversee, and support them about the financial dynamics of their operations. This course teaches essential financial terms, tools and concepts.

We will cover the entrepreneurial process, key accounting terms/concepts, valuation, expectations of investors/funders and the practical application of these topics to financial planning and performance analysis.

Students will become familiar with financial statements (income statements, balance sheets, statements of cash flows) and with related accounting issues. While learning key concepts and practices, students will apply this knowledge by constructing integrated financial plans for proposed (or hypothetical) ventures.

GE4000 CAPSTONE

3 CREDITS

This course provides the opportunity for the synthesis and application of content learned throughout the degree program. Choosing from several alternatives, and using the ADDIE model, students will interpret, document and complete a project that demonstrates application of concepts presented throughout the degree coursework. The intent of this project is to

further the skills and attributes that you developed as part of the program as well as give you the opportunity to display your own prowess as an industry professional. The object is to make a difference, however small, in how you influence your industry world.

Through independent research, support from your peers and myself, and utilization of previous program content, you will be asked to design one choice of three major projects that address different areas of the food service industry. The intent of this project is to further the skills and attributes that you developed as part of the program, as well as to evidence your ability to develop and implement a major industry based project. In other words, this project is as much about organization, analysis and follow-through as it is about performing the tasks.

HOSP1000 FOUNDATIONS IN HOSPITALITY & BEVERAGE SERVICE

3 CREDITS

Students are introduced to essential components of hospitality, service and product knowledge in this comprehensive course. Emphasis is on the smooth and comprehensive execution of service aspects of a business that will distinguish an outstanding dining experience while contributing to profitability. Proper techniques in service execution, product knowledge, salesmanship and beverage service are supported by practical lab experience ensures a solid foundation in service to compliment any food service professional.

MGMT1000 HUMAN RESOURCE MANAGEMENT

3 CREDITS

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

MGMT2001 FACILITY PLANNING & MANAGEMENT

3 CREDITS

Facility planning is an important from both theoretical and applied perspectives. Land, property and resources represent major components of the foundation of the industry. As future managers, it is imperative that students have a sound basic knowledge of property and the various resources, systems and services associated with it. This course covers important contemporary subjects such as sustainable planning and environmental management. It also covers the facility design and its impact on facility management , facility systems (include safety & security systems, water & wastewater systems , HVAC systems , lighting systems , laundry systems , food service equipment) and facility design (include lodging planning & design and food service planning & design).

MGMT2002 STRATEGIC MANAGEMENT

3 CREDITS

This course introduces the key concepts, tools, and principles of strategy formulation and competitive analysis. It is concerned with managerial decisions and actions that affect the performance and survival of business enterprises. The course is focused on the information, analyses, organizational processes, and skills and business judgment managers must use to devise strategies, position their businesses, define firm boundaries and maximize long-term profits in the face of uncertainty and competition. Strategic Management is an integrative and interdisciplinary course. It assumes a broad view of the environment that includes buyers, suppliers, competitors, technology, the economy, capital markets, government, and global forces and views the external environment as dynamic and characterized by uncertainty.

MGMT3000 OPERATIONS MANAGEMENT

3 CREDITS

Students explore the day-to-day operations of a restaurant in this course. Through discussions, guest lectures, and hands-on projects, they develop the skills and insight needed for establishing a comprehensive operations plan for a business. The overriding objective of the class is to create a forum for students to think critically about the information presented, and to apply that information within the parameters of a business concept & NECI's operations.

Regardless of the type of plan pursued, the critical indicators for success will be the same. The application of program content, creative thought, professionalism, persuasive and engaging writing and presentation skills, coupled with thorough operational and financial knowledge of the proposed concept is essential. The approach to learning utilized in this class will require strong organizational, research and multi-tasking skills, as well as an ability to work independently. As a result, you will thoroughly understand the operational and financial decisions required by an upper level manager or owner in this industry. The value of a plan that is developed at this detail is that it contributes to a level of information and communication within an organization that supports ordinary people to be extraordinary employees.

MGMT 3001 ORGANIZATIONAL BEHAVIOR

3 CREDITS

This course provides a comprehensive analysis of individual and group behavior in organizations. Its purpose is to provide an understanding of how organizations can be managed more effectively and at the same time enhance the quality of employees work life. Topics include motivation, rewarding behavior, stress, individual and group behavior, conflict, power and politics, leadership, job design, organizational structure, decision-making, communication and organizational change and development. This course aims to improve students understanding of human behavior in organization and the ability to lead people to achieve more effectively toward increased organizational performance.

MGMT 3002 BRAND MANAGEMENT AND DESIGN

3 CREDITS

Branding plays an imperative role in the 21st century consumer, driving loyalty and business by aligning with the customer's perception of oneself. This course explores the power of brands across the hospitality industry on guests, associates, and management with special emphasis on the translation of brand aspirations to experience creation, delivery to guests, and the future role of a brand in general. Initial investigations explore the components of a brand, from its mission and positioning, to defining target and aspirational audiences. Students will assess the ideas behind rendering big-picture values into sophisticated experiences for guests at planned moments, as assessing brand meaning, brand positioning, brand analytics, evaluating brand extensions, assessing brand strength, defending premier brands, repositioning mature brands, and building brands via non-traditional media (e.g., social media).

MGMT 3003 MANAGING GROWTHS AND FAILURES

3 CREDITS

Growing a business beyond the startup stage can be equally as daunting and challenging a task as the creation of a business. However, to transition to this stage of growth as a small and medium size business requires the entrepreneur, owner/manager to adopt a very different, almost opposing, set of management skills to be successful. The course is focused on the challenges and opportunities of managing a growing company and emphasizes practical management methods and techniques. Failure is simply inevitable. We all make mistakes! The second part of the course focuses on analyzing failure and managing it to take advantage of it. Failure is demystified and also analyzed in a social context across different cultures. Finally, the positive outcomes of failure are discussed, such as failure boosted research in each field, influencing the designs of all models, and technological advancement has been contingent on learning from previous failures.

MKTG1000 PRINCIPLES OF MARKETING

3 CREDITS

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

NUTR1001 NUTRITION

3 CREDITS

Students will increase their knowledge of basic human nutrition through a variety of classroom activities, readings, projects and guided web based research. They will learn about macro and micronutrients, absorption, digestion and bioavailability. They will also explore diet and recipe assessment methods, food labelling, menu development, portions and satiety. This course will satisfy the 30 hour nutrition course required for ACF certification.

**NUTR3000 CULINARY NUTRITION: POLITICAL, CULTURAL & SOCIAL INFLUENCES
ON FOOD CHOICES**

3 CREDITS

PRE-REQUISITE: NUTR1001

In this class, students will learn why people eat, the political influence on our food supply, how to interpret the latest nutrition news, how to communicate nutrition messages to individuals and groups, plus sustainability and why farm to table is gaining in popularity.

NUTR3001 CULINARY NUTRITION: BUILDING OPTIMAL FLAVOR AND TEXTURE

3 CREDITS

PRE-REQUISITE: NUTR1001

In this class, you will learn about food groups from both a scientific point of view and a cooking point of view. You will learn how best to maximize flavor and texture (while retaining the nutrient profile of a food) when working with protein, whole grains, dairy, fats, fruits, vegetables, and beverages. You will learn how to add flavor while limiting salt and added sugar.

NUTR3002 CULINARY NUTRITION: FROM BIRTH TO DEATH

3 CREDITS

PRE-REQUISITE: NUTR1001

You will learn the diet recommendations and limitations of various age groups- children, adolescents, pregnant women, and seniors, plus the special requirements for athletes. Classes will cover how to be a successful food coach using motivational interviewing and how to set up your own food coaching business.

NUTR3003 CULINARY NUTRITION: THE LINK BETWEEN FOOD & DISEASE

3 CREDITS

PRE-REQUISITE: NUTR1001

You will learn how different foods affect one's risk of developing obesity, cancer, diabetes, osteoporosis, heart disease and intestinal diseases. You will be able to determine which specific diet should be used to both prevent and reverse disease including vegetarian diets. You will learn how to prepare those diets from recipe and menu building, to preparing crave-able dishes.

PASTRY1000 CONTEMPORARY DESSERT DESIGN & PASTRY TECHNIQUES

3 CREDITS

Building on foundations learned in semester 1, this class will focus on ingredients and intermediate skills required in making pastry and desserts. Students will learn how to use

ingredients necessary for special dietary concerns. We will focus on de-constructing the classic dessert and re-inventing them with a contemporary feel, complete with appropriate garnish, as well as leaning the art of presenting a Viennese Table. Some skills learned in the class will include: mousse types, butter cream varieties, and custard as well as other fillings. Students will concentrate on making classic cakes, tarts and individual pastries and explore the art of plating and innovative plate design.

PD1000 IDEA GENERATION & APPLIED CREATIVITY

3 CREDITS

This course teaches creative thinking and problem solving techniques. Using a variety of tools and methods, students learn approaches that will give them the skills to truly “think out of the box”. Finding unique and unexpected connections while exploring problems from new angles will result in individualized and improved solutions.

PD1001 EXPLORING SELF AND COMMUNITY

3 CREDITS

In this 15 week course, students will explore Vermont’s food system while developing critical professional development skills as well as critical thinking skills regarding issues surrounding the environmental and social impacts of the food system. Through site visits, lectures, and coursework, students will be exposed to Vermont’s leadership in food systems work and begin to develop their own professional portfolio with an emphasis on their personal brand, goals, and capabilities. In this course, students will develop a portfolio of proposed goals for their time at NECI. They will develop writing skills through blog entries describing their visits around Vermont and will interview leaders in the food system. The course will culminate in a multimedia project that exemplifies their experience during their first term at NECI and represents critical components of the food system in Vermont as well as their own areas of interest. As part of their professional development, in addition to a focus on writing skills, interviewing techniques, and multimedia platforms, students will choose a Vermont business and write a cover letter and resume that is catered to this specific job and reflects their experiences thus far. Students will then revisit this assignment toward the end of their AOS or BA and adjust their cover letter and resume reflecting all of their gained skills and experiences.

PD1002 EXPLORING THE GLOBAL COMMUNITY

2 CREDITS

In this 15 week course, students will explore global issues in food and agriculture with an emphasis on resource management and distribution, conservation and sustainable development projects, workers’ rights and land ownership, climate change and crop production, and food sovereignty. This course will highlight specific case studies to examine contemporary issues in the global food economy such as the case of quinoa production in Bolivia, tomato growers in Immokalee, Florida and their fight for fair wages, seed saving and the fight for crop diversity in India, banana plantations and pesticide use in Latin America, cocoa farmers and fair trade models in the Ivory Coast, and cooperative coffee farming in Costa Rica among others. Each week will focus on a specific case study with the final weeks of the course

devoted to students choosing their own example for their final project. This project will require the student to think of an ingredient or product that he/she uses in the kitchen on a regular basis and trace its impact on the environment, community, and landscape from its place of origin. In addition to their final project, throughout the term students will re-evaluate their professional portfolios developed in their Exploring Self and Community course and incorporate weekly blog posts on each week's theme into their portfolios in addition to updating their resumes, cover letters, and personal goals.

PORT2000 EXPERIENTIAL PORTFOLIO

3 CREDITS

This course is designed to instruct students in what has become a distinct model of performance assessment: the learning portfolio. The course requires you to read materials, apply analysis and critical thinking skills, and demonstrate writing skills that evidence the ability to meet the technical standards of the programs. Students will learn to demonstrate their progress, articulate their knowledge and gain insight into the standards of what constitutes college-level study when applied to out of classroom experiences. The course is designed to assist you in contextualizing what you have learned through engaged scholarship, internships, training programs, and experiential learning.

This course will allow you to attach specific goals from the NECI Active Standards to your learning process in an independent setting. The focus is to help you develop an experiential learning portfolio that illustrates in a meaningful way your out of classroom experiences. The course will assist you in assigning meaning to your experiences through identification, assessment, and evaluation of information. The final results will be the production of photographic evidence, video, external analysis, new product interactions, and performance initiatives that have value beyond this course. You will design a portfolio to communicate experiential learning to faculty, employers and academic programs.

PRAC1000 PRACTICUM I

4 CREDITS

In order for students to learn to apply the skills they are learning in technical classes NECI provides actual food service outlets for students to engage in practicum internships. These practicum internships are supervised by entrepreneurial, educationally minded chefs and managers supported by professional staff. Students in practicum internship will be scheduled for work shifts in their practicum site by their practicum coordinator. In the practicum students will apply skills learned in the previous term's coursework by participating in the daily operations of the practicum internship site. This connection between coursework and practicum work will be reinforced by a daily task oriented meeting and weekly practicum internship group meeting. Students must complete a minimum of 18 hours per week to be scheduled by the practicum coordinator. Each term serves as a prerequisite to subsequent term's practicum internship.

PRAC1001 PRACTICUM I

3 CREDITS

In order for students to learn to apply the skills they are learning in technical classes NECI provides actual food service outlets for students to engage in practicum internships. These practicum internships are supervised by entrepreneurial, educationally minded chefs and managers supported by professional staff. Students in practicum internship will be scheduled for work shifts in their practicum site by their practicum coordinator. In the practicum students will apply skills learned in the previous term's coursework by participating in the daily operations of the practicum internship site. This connection between coursework and practicum work will be reinforced by a daily task oriented meeting and weekly practicum internship group meeting. Students must complete a minimum of 18 hours per week to be scheduled by the practicum coordinator. Each term serves as a prerequisite to subsequent term's practicum internship.

PRAC2000 PRACTICUM II

4 CREDITS

In order for students to learn to apply the skills they are learning in technical classes NECI provides actual food service outlets for students to engage in practicum internships. These practicum internships are supervised by entrepreneurial, educationally minded chefs and managers supported by professional staff. Students in practicum internship will be scheduled for work shifts in their practicum site by their practicum coordinator. In the practicum students will apply skills learned in the previous term's coursework by participating in the daily operations of the practicum internship site. This connection between coursework and practicum work will be reinforced by a daily task oriented meeting and weekly practicum internship group meeting. Students must complete a minimum of 18 hours per week to be scheduled by the practicum coordinator. Each term serves as a prerequisite to subsequent term's practicum internship.

PRAC2001 PRACTICUM II

3 CREDITS

In order for students to learn to apply the skills they are learning in technical classes NECI provides actual food service outlets for students to engage in practicum internships. These practicum internships are supervised by entrepreneurial, educationally minded chefs and managers supported by professional staff. Students in practicum internship will be scheduled for work shifts in their practicum site by their practicum coordinator. In the practicum students will apply skills learned in the previous term's coursework by participating in the daily operations of the practicum internship site. This connection between coursework and practicum work will be reinforced by a daily task oriented meeting and weekly practicum internship group meeting. Students must complete a minimum of 18 hours per week to be scheduled by the practicum coordinator. Each term serves as a prerequisite to subsequent term's practicum internship.

PRAC3000 PRACTICUM III

4 CREDITS

In order for students to learn to apply the skills they are learning in technical classes NECI provides actual food service outlets for students to engage in practicum internships. These practicum internships are supervised by entrepreneurial, educationally minded chefs and managers supported by professional staff. Students in practicum internship will be scheduled for work shifts in their practicum site by their practicum coordinator. In the practicum students will apply skills learned in the previous term's coursework by participating in the daily operations of the practicum internship site. This connection between coursework and practicum work will be reinforced by a daily task oriented meeting and weekly practicum internship group meeting. Students must complete a minimum of 18 hours per week to be scheduled by the practicum coordinator. Each term serves as a prerequisite to subsequent term's practicum internship.

PRAC3001 PRACTICUM III

3 CREDITS

In order for students to learn to apply the skills they are learning in technical classes NECI provides actual food service outlets for students to engage in practicum internships. These practicum internships are supervised by entrepreneurial, educationally minded chefs and managers supported by professional staff. Students in practicum internship will be scheduled for work shifts in their practicum site by their practicum coordinator. In the practicum students will apply skills learned in the previous term's coursework by participating in the daily operations of the practicum internship site. This connection between coursework and practicum work will be reinforced by a daily task oriented meeting and weekly practicum internship group meeting. Students must complete a minimum of 18 hours per week to be scheduled by the practicum coordinator. Each term serves as a prerequisite to subsequent term's practicum internship.

PRACO2000 PRACTICUM ELECTIVE

4 CREDITS

In order for students to learn to apply the skills they are learning in technical classes NECI provides actual food service outlets for students to engage in practicum internships. These practicum internships are supervised by entrepreneurial, educationally minded chefs and managers supported by professional staff. Students in practicum internship will be scheduled for work shifts in their practicum site by their practicum coordinator. In the practicum students will apply skills learned in the previous term's coursework by participating in the daily operations of the practicum internship site. This connection between coursework and practicum work will be reinforced by a daily task oriented meeting and weekly practicum internship group meeting. Students must complete a minimum of 18 hours per week to be scheduled by the practicum coordinator. Each term serves as a prerequisite to subsequent term's practicum internship.

SAN1000 SANITATION, ALLERGENS, INTRO TO PURCHASING & COST CONTROL

3 CREDITS

Students beginning their careers in the food service industry must learn how to purchase, store and utilize food product while keeping it safe. Students receive an overview of how food is purchased, received, stored and distributed in a commercial food service operation. Students will be introduced to proper food management systems used to control the flow of food through a food service operation with an eye toward preserving food safety, quality and profitability. Students will study product identification, availability, seasonality, price, and the role they play in quality, safe food. Through a series of demos, tastings and class discussions, students will be able to assess the quality of various proteins, produce, baking and dry goods. In addition, they will learn how to price those items accordingly and quantify make or buy decisions through evaluation and yield testing.

This course also includes a study of food borne illness and accident prevention and provides students with working knowledge of the principles of food microbiology; major food borne illnesses, allergens, standards enforced by regulatory agencies, and applied measures for keeping food safe.

The course will culminate with the student earning the National Restaurant Association's ServSafe Manager Certification as well as Servsafe Allergen Certification. Certifications are a requirement for graduation. This course will satisfy the 30 hour sanitation course required for ACF certification.

SCI1000 SCIENCE CONNECTION

3 CREDITS

The field of culinary arts has a strong emphasis on the sciences. The student's ability to make the necessary connections between theoretical principals and the applications of such scientific concepts will heighten their ability to understand more complex culinary principals. The application of science falls under the headings of sanitation, nutrition, taste and flavor, food science and math concepts and applications. Through practice and application, the student will begin to develop an understanding of the scientific concepts relating to the food and beverage industry.

In Science Connection students will explore the scientific principles that guide fundamental cooking techniques. Through a series of lessons and labs students will use the fundamental concepts of chemistry, biology and ecology to make connections to all aspects of the food continuum. Student evidence will consist of professionalism observations, daily lab observations and lab journals.

SPA1000 SPANISH LANGUAGE AND CULTURE I

3 CREDITS

Spanish language skills are essential to the success of professionals in American society today. This series of courses focuses on basic grammar and proper use of vocabulary. Topics include human interest issues and introduction to the Hispanic culture, and everyday typical conversation. Lessons and assignments include creative writing, review of artworks,

conversations and oral presentations. Students will create a well-ordered and displayed portfolio in which they will collect their work. Assessment will be based on observations, participation, portfolio and a final test.

Throughout the course series students are immersed in the Spanish language with a continued focus on daily applications and increasing expectation around the comfort, frequency and complexity of language use.

SPA2000 SPANISH LANGUAGE AND CULTURE II

3 CREDITS

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

Throughout the course series students are immersed in the Spanish language with a continued focus on daily applications and increasing expectation around the comfort, frequency and complexity of language use.

COMMENCEMENT CEREMONY AND DEGREE CONFERRAL

ANNUAL COMMENCEMENT CEREMONY

Please visit NECI.edu for additional information and graduation application.

DEGREE CONFERRAL DATES

October 27, 2017

January 26, 2018

May 25, 2018

September 28, 2018

Students who complete all degree requirements at various times throughout the year will be awarded diplomas on these dates.

Official transcripts may be requested through the Registrar's Office or at NECI.edu. Transcript requests must contact a Transcript Request Form and will be subject to a \$15 processing fee.

PROGRAM GRADUATION REQUIREMENTS

Total minimum credit hours for the 32-month Bachelors Programs are 120 credits.

Total minimum credit hours for the 16-month Associates of Occupational Studies in Culinary Arts or Baking and Pastry Arts are 62 credits.

Total minimum credit hours for the 16-month Associates of Occupational Studies Food and Beverage Business Management 16-month program are 60 credits.

Total minimum credit hours for all 32-week Certificate Programs are 24 credits.

In the specific documented situations (Transfers, Assessment of Prior Learning) outlined below, students may have their schedule altered or certain program requirements waived.

No student may graduate from any associate degree program with fewer than 60 semester credits, or from any bachelor's degree program with fewer than 120 semester credits.

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

In the Food and Beverage Business Management Programs, students are also required to complete the Servsafe Alcohol Certification.

BACHELOR OF ARTS IN CULINARY ARTS

Students who successfully complete all program requirements and the credit hour requirement of the Culinary Arts bachelor's degree program are awarded Bachelor of Arts in Culinary Arts.

ASSOCIATE OF OCCUPATIONAL STUDIES IN CULINARY ARTS

Students who complete all program requirements and the credit hour requirement of the Culinary Arts program are awarded the Associate of Occupational Studies in Culinary Arts.

BACHELOR OF ARTS IN BAKING AND PASTRY ARTS

Students who successfully complete all program requirements and the credit hour requirement of the Baking and Pastry Arts bachelor's degree program are awarded the Bachelor of Arts in Baking and Pastry Arts.

ASSOCIATE OF OCCUPATIONAL STUDIES IN BAKING AND PASTRY ARTS

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

BACHELOR OF ARTS IN FOOD AND BEVERAGE BUSINESS MANAGEMENT

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

ASSOCIATE OF OCCUPATIONAL STUDIES IN FOOD AND BEVERAGE BUSINESS MANAGEMENT

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

CERTIFICATE IN PROFESSIONAL COOKING

Students who successfully complete all program requirements are awarded the Certificate in Professional Cooking.

CERTIFICATE IN PROFESSIONAL BAKING AND PASTRY

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

CERTIFICATE IN FOOD AND BEVERAGE BUSINESS MANAGEMENT

Students who successfully complete all program requirements are awarded the Certificate in Food & Beverage Business Management

FINANCIAL STATUS FOR GRADUATION

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

CAREER SERVICES – EXTERNSHIP AND PLACEMENT

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

Career Services will help the student determine the best externship sites based on ability, career goals, finances, and geographic preferences. Career Services provides a variety of resources and support primarily through the instruction of the Professional Development course during residence to assist students in their selection. NECI maintains a list of approved and

preferred externship sites, from which students are strongly encouraged to select. Due to liability concerns, externships at sites that do not pay interns will generally not be approved. All alumni have ongoing support for continued employment from NECI through Career Services. Graduates have access to a national employment database on the NECI alumni website, NECIalumni.com.

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

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

ACADEMIC POLICIES

STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress (SAP) is necessary in order to remain eligible for Federal Financial Aid and/or Veteran Education Benefits. SAP is measured at the end of each payment period for all programs. If a student does not meet the following standards, it will result in being placed on Financial Aid / Academic Warning, Financial Aid / Academic Probation or being dismissed from the college.

The following are the minimum standards for Satisfactory Academic Progress

- Qualitative Standard: GPA
 - A student must successfully meet the minimum cumulative GPA of 2.0
- Quantitative Standard: Rate of Progression
 - A student must progress at a rate of completion in their program consistent with the maximum timeframe permitted. The maximum timeframe is no longer than 1.5 times the published length of the program.
 - A student must successfully complete a cumulative minimum of 67% of their attempted credits.

QUALITATIVE STANDARD: GPA

Students must successfully meet the minimum cumulative GPA of 2.0 at each checkpoint. Cumulative GPA is checked at the end of each payment period, every 15 weeks. Transfer credits that are accepted toward a student's program are not counted towards a student's cumulative GPA. Incomplete grades (I), Withdrawals (W), course repeats (R), no pass (N), and pass (S) are not counted towards a student's cumulative GPA.

QUANTITATIVE STANDARD: RATE OF PROGRESSION

Maximum Timeframe

Students must progress at a rate of completion in their program consistent with the maximum timeframe permitted. The maximum timeframe is no longer than 1.5 times the published length of the program.

Pace of Completion

Students must successfully complete a cumulative minimum of 67% of their attempted credits. Pace of completion is calculated by taking the number of credit hours earned divided by the number of credit hours attempted. Transfer credits that are accepted toward a student's program are counted as both credit hours attempted and credit hours earned in the pace of completion. Incomplete grades (I), Withdrawals (W), and course repeats (R), and no pass (N) are counted as credit hours attempted but not credit hours earned in the pace of completion, Pass (S) is counted as credit hours attempted and earned.

SATISFACTORY ACADEMIC PROGRESS (SAP) STATUS

Financial Aid / Academic Warning Status

Students who fall below the minimum requirements of a cumulative GPA of 2.0 or pace of completion of 67% at any evaluation point will be placed on Financial Aid / Academic Warning Status. Students can continue to receive Federal Financial Aid and/or Veteran Education Benefits while in this status. If a student does not meet the requirements at the next evaluation period, the student will be placed on Financial Aid / Academic Suspension and will need to appeal to remain eligible for Federal Financial Aid and/or Veteran Education Benefits.

Financial Aid / Academic Suspension Status

Students are placed on Financial Aid / Academic Suspension when they do not meet the satisfactory academic progress after being on Financial Aid / Academic Warning or Financial Aid / Academic Probation. Students may appeal their status while on Financial Aid / Academic Suspension to remain eligible for Federal Financial Aid and/or Veteran Education Benefits. Students who successfully appeal the Financial Aid / Academic Suspension status will be placed on Financial Aid / Academic Probation.

Financial Aid / Academic Probation Status

Students who successfully appeal Financial Aid Suspension will be placed on Financial Aid / Academic Probation. Students on Financial Aid / Academic Probation will need to have an academic recovery plan to raise their cumulative GPA and/or pace of completion to meet satisfactory academic progress. Students can continue to receive Federal Financial Aid and/or Veteran Education Benefits while in this status. If a student does not meet the requirements at the next evaluation period, the student will be placed on Financial Aid Suspension and will need to appeal to remain eligible for Federal Financial Aid and/or Veteran Education Benefits.

APPEAL PROCESS

Students not meeting satisfactory academic progress will need to appeal to remain in school and eligible for Federal Financial Aid and/or Veteran Education Benefits. The appeal will be reviewed by an Appeal Committee. Students must complete the following steps to have their appeal reviewed.

1. Student must complete and submit an appeal form and letter within (14) calendar days from the date of the suspension status. The letter must describe the circumstances for which the student feels they deserve consideration.
2. The Appeal Committee, composed of a member of Financial Aid, Academic Advising and the Registrar will meet to review the student's appeal.
3. The committee will evaluate the appeal based on
 - a. Appeal form and supporting documentation
 - b. Student academic performance
 - c. Impact of significant non-academic issues
 - d. Interview with the student(if he/she desires to present his/her case to the committee)
4. The committee will provide a written response to the student by the end of the third week of class.
5. The Appeals Committee will keep a log of the discussion of each appeal along with the supporting documentation behind the decision made.

Failure to appeal will result in consequences up to and including termination from the college.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

Students who are academically dismissed and not reinstated will automatically be ineligible for future Financial Aid until he/she is reinstated to the college by successfully appealing the SAP ineligibility. Students who have been reinstated and placed on Financial Aid / Academic Probation must achieve the minimum cumulative GPA of 2.0 and successfully complete 67% of attempted hours for pace of completion or completing the terms of their academic recovery plan.

THE GRADING SYSTEM

Due to the rigorous academic nature of its degree programs NECI has a standard A, B, C, D, F grading system. The goal of this system is to ensure that students maintain a cumulative G.P.A. of 2.0 every term; this numeric benchmark demonstrates that students are achieving the skills and knowledge needed to be successful in the industry and that they are meeting the minimum 2.0 cumulative G.P.A. requirement for graduation.

INCOMPLETE GRADES

Grades of Incomplete are granted for documented medical or family emergencies only. If, at the end of a term, students have not met the required coursework due to a documented and qualifying emergency, they are graded Incomplete by their faculty and must request an extension within 48 hours. No Request for Extension will exceed a one week period. If the instructor feels that make up work will not be sufficient for the student to demonstrate mastery of course competencies within the designated one week period, the instructor will grade the student with a failed score. All Incomplete grades will roll to F grades at the one week completion deadline. Students with F grades must reschedule the entire class at a later date or take an equivalent class. The Academic Advising Office will assist students in how they can meet degree requirements. Failed courses are subject to additional tuition fees, as well as room and board fees when appropriate. No course credit or clock hours are awarded for failed grades; once the student has achieved a passing grade for the course, credit or clock hours will be awarded.

EVALUATIONS

In academic classes, graded evaluations cover class participation, test results, results of class projects, reports, special assignments, and class notebooks. In lab-based classes, the evaluations cover assimilation of reading materials and demonstration of the skills and professional behavior required by the course competencies. Online courses may require photographic and other digital evidence of understanding as well as the submission of portfolios or videos.

ATTENDANCE

RESIDENCY ATTENDANCE

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

In the event that students do miss class, whether excused or unexcused, they may be required to schedule a make-up class or alternative make-up work with the instructor to ensure that course competencies are achieved prior to the end of the course. This work may involve completing a missed written examination, making up missed class time, submitting a written paper, or demonstrating improved hands-on skills. Make-up work for time lost is scheduled at the discretion of the instructor and may not be permitted under the instructor's course syllabus. Consult with your instructor on their course requirements. Please note that, **regardless of the cause, missing more than 20% of ANY course will result in a failure of that course.** See the Fee Schedule for possible costs associated with make-up work. Students

who have repeated unexcused absences or patterns of poor attendance may be subject to disciplinary action, up to and including termination from the college.

Detailed information on the attendance policy is available in the [Student Handbook](#).

ONLINE ATTENDANCE

NECI courses are intensive and fast-paced. To be successful in the online environment, students are required to participate actively throughout the duration of each course. Students must actively participate within the first three days of an online course or they will be dropped. Active participation is defined as completion of assignments, frequent and meaningful participation in discussions, and completion of tests, quizzes or other class exercises; merely logging into a class, viewing assignments, or adding an insignificant post is not considered active participation. Students who are not actively participating will be considered absent. **Regardless of the cause, any student who misses 20% or more of a course will be immediately withdrawn from and fail the course.**

DEFINITION OF CREDIT HOURS

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

One semester credit hour equals 45 units comprised of the following academic activities:

One clock hour in a didactic learning environment = 2 units

One clock hour in a supervised laboratory setting of instruction = 1.5 units

One hour of externship/practicum = 1 unit

One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

CREDIT LOAD AND ENROLLMENT STATUS

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

Full Time:	12 semester credits or more
Three-Quarter Time:	9 – 11.99 semester credits
Half-Time:	6 – 8.99 semester credits
Less Than Half-Time:	0 – 5.99 semester credits

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

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

ACADEMIC YEARS AND FINANCIAL AID ELIGIBILITY

Academic programs at NECI run on an accelerated year-round schedule. As a result, students may progress through an academic year in 30 calendar weeks. As outlined in the chart below, students must have earned sufficient credits to progress to the next academic year and to maintain eligibility for Federal Financial Aid:

First Academic Year	0 – 23.99 credits earned
Second Academic Year	24 – 47.99 credits earned
Third Academic Year	48 – 71.99 credits earned
Fourth Academic Year	72 and up credits earned

TRANSFER CREDIT FROM OTHER INSTITUTIONS

In general, NECI policy requires students to attend all required courses in a program curriculum. Students may request transfer of college credits as outlined below:

Applicants may request transfer of credits earned at accredited postsecondary institutions for comparable NECI required courses during the Admission process, prior to the start date. Transfer credit is generally only accepted if the transferred courses were completed with a grade of C or better or P (if credit was awarded) within the last 10 years. No developmental or remedial courses will be considered and continuing education units are not transferable.

Transfer credit can only be awarded for classes at a comparable level to the program required course. For example, upper division (courses 3000 or higher) credits cannot be awarded for lower-level transferred credits. Course content and content distribution of program requirements are also taken into consideration. In addition, credit may be transferred under the auspices of articulation agreements between NECI and other post-secondary institutions. Maximum credit transfer will not exceed 60% of the program total.

Transfer applicants must submit official transcripts, including worksheets or grades from all colleges they have attended. International applicants must submit official transcripts with official English translations. Whenever possible, course descriptions, catalogs, and/or syllabi should be provided.

Transfer credits requests are considered by Admissions, Advising and/or the Registrar.

CONTINUING EDUCATION

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

ASSESSMENT OF PRIOR LEARNING (APL)

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

Credit awarded through APL is considered a form of transfer credit; maximum credit awarded through transfer allowed will not be more than 60% of the program credit total. In fully online programs a maximum of two courses may be taken through Assessment of Prior Learning. Determinations regarding APL credit and courses required for degree completion must be made prior student beginning classes, except in extenuating circumstances. Requests for transfer credit by examination, APL and other recognized alternative sources of college level credit must be accompanied by official documentation and appropriate description.

Students who receive APL credit may be required to participate in embedded course instruction, and may be required to participate in specific course guided study and activities. APL credit will be noted on the transcript but not used in computing grade average.

TERMINATION OF ENROLLMENT

Federal guidelines and NECI policy as described in this catalog and the Student Handbook outline the possible reasons for termination of student enrollment. If a student is withdrawn from the school for any reason, whether it is because he or she chooses to withdraw or because

the school dismisses the student, that student may not be eligible to receive any further financial aid (loans or grants). Federal loan program applications cannot be certified after a student's last date of attendance. Financial aid and loan repayment are generally impacted by any termination of enrollment. Questions about loan repayment and grace periods on loans after program withdrawal should be forwarded to Student Financial Services at NECI and student loan lenders. The student health insurance plan is terminated as of the student's last day of attendance in the program.

REINSTATEMENT POLICY

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

TRANSCRIPT REQUESTS

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

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

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

POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES

NECI complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the requirements of the State of Vermont. NECI is committed to maintaining a nondiscriminatory environment and to providing reasonable equal access to all its services, benefits, and facilities, regardless of the physical, psychiatric or cognitive disabilities a student may have. Prospective students are encouraged to review the Essential Program Eligibility in Student Handbook to review the standards which must be met within their respective course of study. Students with questions or requests regarding disabilities and accommodations will need

to contact the Dean of Student Affairs office in order to begin the accommodations process – including a review of appropriate documentation of the disability and accommodations request, as well as an interview to review approved supports and accommodations. NECI is committed to working with students to arrive at workable solutions to support their particular needs.

It is critical for students needing certain services to discuss their needs with the Dean of Student Affairs as soon as they make their decision to attend NECI, so that there is adequate time to develop and implement appropriate services. It is the student's responsibility to initiate the process of requesting accommodations/support, as NECI cannot provide supports without knowledge of a need for accommodation. It is the responsibility of the student with a disability to identify his/her needs for accommodations. Accommodations may be provided, based on appropriate documentation, to assist the student in achieving these requirements; however, accommodations do not guarantee successful program participation or graduation.

A student who requires or requests accommodations will provide, at his/her own expense, documentation of an assessment/evaluation prepared by a licensed psychologist, psychiatrist, learning disabilities specialist, medical doctor or neuropsychologist. In some cases, documentation from a student's senior year of High School will provide the necessary information – i.e., 504 plans, educational/psychological evaluations, a summary of performance etc. This documentation must identify and review the specifics of his/her learning disability, psychological conditions, attention disorder, medical illness and/or other related condition(s). A clear diagnosis must be specified. This documentation must describe the specific limitations posed by the learning, physical or psychiatric disability and how the impairment significantly limits one or more major life activities in an educational setting. This documentation must provide recommendations for specific, reasonable accommodations and support, and must include testing/assessment in the following areas, as applicable: intelligence, achievement, language processing, cognitive processing skills, physical capability, stamina, emotional stability and self-regulation. It is important to note that simply providing documentation does not ensure the student will be eligible for accommodations. Once the college has established accommodations, these will be shared with appropriate faculty and staff, as approved by the student, though ultimately, it is the student's responsibility to discuss accommodations directly with faculty and staff as needed once they are established. Particularly for students and parents of those transitioning from high school it is important to understand that it is the student's responsibility to provide appropriate documentation, to understand their disability and accommodations, to act on their own behalf regarding their educational needs, and to follow through regarding the provided accommodations. Should challenges arise in the process, the student is encouraged to discuss these with the Dean of Student Affairs first and to follow the college's grievance procedure, as outlined in the Student Handbook.

Students in resident or fully online programs are encouraged to make an appointment with the Dean of Student Affairs by calling 802.225.3327, or by emailing learning.services@neci.edu

COMPUTER REQUIREMENTS, INFORMATION TECHNOLOGY, AND ONLINE LEARNING

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

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

RESIDENTIAL PROGRAMS

Students in all resident degree programs are required to bring their own laptop and printer. This requirement allows students greater flexibility in completing assignments.

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

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

ONLINE PROGRAMS

Students enrolling in the fully online versions of the programs must have access to adequate computer resources.

Students applying to a fully online program must possess the minimum computer requirements as outlined under Computer Requirements or at <http://www.neci.edu/academic-programs/online-degree-programs/computer-requirements>.

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

STUDENT LIFE

DEPARTMENT OF STUDENT AFFAIRS

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

The Departments of Student Affairs and Enrollment Management, through Academic Advising, Academic Scheduling, Library, and Registrar's Offices, provides ongoing advisement to students regarding all aspects of their academic studies, including academic progress check-ins, scheduling, student records, graduation audits and individual curricular advising. There is a Peer Tutoring Program whose tutors provide comprehensive services to support students' academic success.

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

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

Student Services outreach and support is available to our online students as well as the residential population.

SUPPLEMENTAL PROGRAMS

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

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

SPECIAL ACTIVITIES

To encourage volunteerism and promote community involvement, NECI encourages students to participate in community service events. Students cook for soup kitchens, conduct demonstrations at local schools, assist at local food shelves, and participate in community recreation programs.

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

Students have traveled to competitions, cooked at the James Beard House and the Best of France in New York City, participated in the Spinazzola Gala in Boston, and taken part in a variety of culinary conferences.

Students often organize group activities both on and off campus through Student Services. Activities include sporting events, cooking competitions, trips to local producers, visits to markets in nearby Montreal or Boston, wine tasting events, and movie or game events. Students in NECI's fully online programs are welcome to participate in all student activities.

PEER TUTORING PROGRAM

The Peer Tutoring Program consists of a team of peer tutors who provide comprehensive services to support student success. One-on-one tutoring is available for any subject studied at NECI, as well as for study skills and related areas. Students who need to retake tests may do so with Peer Tutors upon scheduling an appointment.

Peer tutoring support is available to our online students as well as to the residential population.

FITNESS AND RECREATION

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

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

STUDENT CONDUCT

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

STUDENT SAFETY AND SECURITY

NECI is committed to creating a safe and secure learning environment for all students, faculty, and staff. Montpelier is a small community with a relatively low crime rate, but is not crime free. Students are encouraged to practice routine safety procedures while at school. School security and local police monitor access to campus residence halls, offices and classrooms, as well as food service facilities. Detailed information about NECI's security policy can be found in the Student Handbook or at [NECI.edu](https://www.neci.edu); the annual Campus Security and Campus Fire Reports can also be viewed at this link.

DIVERSITY: HARASSMENT PREVENTION POLICY

Under the Higher Education Opportunity Act, NECI must provide information about the student body diversity; these statistics can be found at [NECI.edu](https://www.neci.edu). NECI values diversity in its student body and believes that the creation and encouragement of a diverse learning environment is essential to achieving NECI's educational mission. At NECI, we are committed to providing a supportive educational environment in which the dignity and rights of each individual are respected. We encourage positive interactions among faculty, staff, and students, and value all individuals, regardless of personal differences. Full details of this policy are available in the Student Handbook or [NECI.edu](https://www.neci.edu).

TIMELY WARNING

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

The decision to issue a timely warning shall be decided on a case by case basis by the Student Services Office and will consider all facts available at the time. The timing of the notification shall be based upon whether the circumstances pose a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts. The warning may be issued to students, faculty, and staff through the SMS text emergency notification system, college email system, or through postings in potentially affected buildings or residence halls. Full details of this policy are available in the Student Handbook or NECI.edu.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

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

MISSING PERSONS POLICY

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

SEXUAL ASSAULT PREVENTION AND POLICY

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

ALCOHOL AND DRUG ABUSE PREVENTION POLICY

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

PEER TO PEER FILE SHARING AND COPYRIGHT POLICY

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

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

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

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be

in written form with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
703.247.4212
www.accsc.org

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

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

CONSUMER INFORMATION FOR PROSPECTIVE AND CURRENT STUDENTS AND THE PUBLIC (HIGHER EDUCATION OPPORTUNITY ACT DISCLOSURES)

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

The following Consumer Disclosure Information can be found at NECI.edu/about/disclosure-info:

- Accreditation
- Alcohol and Drug Abuse Prevention Policy
- Penalties
- State Penalties
- Education and Counseling
- Articulation Agreements
- Campus Security
- Crimes Reported
- Security and Safety
- Campus Security - Reporting Criminal Actions
- Emergency Numbers
- Emergency Response, Evacuation Procedures, and Recovery Plan

Security and Access to NECI Buildings
Missing Persons Policy
Sexual Offenders Registry
Crime Statistics Notification Policy
Consumer Information on College Navigator Website
Diversity and Harassment
Emergency Response, Evacuation Procedures, and Recovery Plan
Pandemic Flu
Facilities for Students with Disabilities Our Faculty
Fire Report
Gainful Employment
On-time Graduation Rate
Placement Rates
Tuition and Fees
Occupational Opportunities
Median Loan Debt
Graduation, Retention, Employment, and Further Education Information
Grievance Procedure
Peer to Peer File Sharing and Copyright Policy Price of Attendance
Privacy and Student Records Refund Policy
Satisfactory Academic Progress
Sexual Assault Prevention
Student Financial Aid Disclosure Information
Student Loan Information
New England Culinary Institute Aid
Federal Financial Aid
State Grant Assistance
Information for Veterans
Scholarships
Private Loans
Code of Conduct for Education Loans
Penalties for Drug Law Violations
Contact Information
Textbooks Transfer Credit
Transfer Credits to NECI
Transfer NECI Credits to Other Institutions
Voter Registration

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

Director of Assessment and Compliance
New England Culinary Institute
7 School Street
Montpelier, VT 05602

TRANSFERABILITY OF CREDITS EARNED

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

LEGAL NOTICE

All information contained herein reflects, as accurately as possible, the current curriculum, policies, procedures, tuition, fees, and requirements for admission to and participation in programs of NECI as of the date of printing (March 2017). Since this catalog must be prepared well in advance of the time period it covers, changes in fees, program offerings, requirements for admission, and policies may occur. Programs, courses, student-to-teacher ratio, fees, admission requirements, and policies are subject to change or cancellation at the discretion of NECI with reasonable notice. Whenever possible, this information is included in addenda to this catalog. The official print version of the 2017-2018 Academic Catalog, along with any addenda, is available at <http://www.neci.edu/academic-programs/on-campus-programs/academic-catalog>. Any questions regarding changes to this catalog should be directed to the Dean of Student Affairs.

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

ADMISSIONS

GENERAL ADMISSIONS POLICY

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

DIVERSITY AND SUPPORT WITHIN THE STUDENT POPULATION

NECI values diversity in its student body and believes that the creation and encouragement of a diverse learning environment is essential to achieving NECI's educational mission. At NECI, we are committed to providing a supportive educational environment in which the dignity and

rights of each individual are respected. We encourage positive interactions among faculty, staff, and students, and value all individuals, regardless of personal differences.

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

Students at NECI share a strong desire to succeed in the exciting food and beverage industry. There are some 200 students enrolled in programs at any given time at NECI, with representation from all 50 states and more than 15 foreign countries. The student body is approximately 60% male and 40% female, with ages ranging from 18 to well over 40. NECI has a range of loan and scholarship opportunities for students with demonstrable financial need. About half of our students are first-time college students. Others come to NECI with previous college experience and degrees (ranging from associate to doctoral levels), and the desire to pursue a career in the diverse and exciting hospitality industry. While some students are completely new to the industry, others bring recent hospitality experience to our classrooms and kitchens. All students find that their educational experience at NECI is current and industry relevant as well as challenging.

NECI's programs and facilities are generally accessible to persons with learning challenges and physical disabilities. Students needing special services should contact the Dean of Student Affairs, who serves as NECI's disability coordinator and is committed to working with students to arrive at workable solutions for their particular needs. It is important for students who will need specific services to discuss their needs with the Dean of Student Affairs so that there is adequate time to put the services in place. Students should refer to the Policies and Procedures for Students with Disabilities section under Academic Practices and Policies.

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

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

PROGRAM ADMISSIONS REQUIREMENTS:

The requirements for all degree and certificate programs are:

- A completed online or paper NECI application
- Official high school transcripts or high school equivalency (GED transcript)
- Official college transcripts from an accredited school or agency (if applicable)
- Letter of reference
- Essay minimum of 500 words
- Interview with admissions
- IT literacy aptitude
- Resume (if applicable)

There is an application fee of \$35.00 which will be applied to your tuition charges once you begin classes.

While SAT/ACT scores are not required, if you have taken the SAT and/or ACT, the college recommends that you submit the scores. Applicants may wish to voluntarily submit supplemental materials to enhance their application.

Interviews can be conducted over the telephone or in person.

All complete applications are reviewed by NECI's Review Committee. The Office of Admissions reserves the right to request additional information for the review committee to gauge the applicant's eligibility. Applicants may also be asked to spend some time in a NECI class environment with instructors or take a written assessment test to demonstrate the ability to succeed in the program.

A tour of NECI's facilities and campus is always strongly recommended

In addition to the admissions requirements, students must have access to adequate resources. Please refer to the Computer Requirements section of the Student Handbook or visit www.neci.edu.

INTERNATIONAL STUDENTS

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

Requirements for both TOEFL and IELTS are below. SAT scores may not be submitted in lieu of TOEFL or IELTS scores.

International students applying resident or on-line programs are required to earn a minimum score of:

- 550 paper-based on TOEFL exam
- 79-80 internet-based on TOEFL exam
- 213 computer-based on TOEFL exam
- 6 on the IELTS or equivalent proficiency exam

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

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

All international students (non-US citizens) must submit proof of funding via official notarized bank letter as a statement of financial responsibility. When formally accepted, the Office of Admissions will issue the I-20 form required to apply for the appropriate Visa. International students enrolling for either a bachelor's or associates residency program will be offered support relative to completing their externship/s within the United States.

THE APPLICATION PROCESS

Applications are accepted up to one year in advance of enrollment; applicants are strongly urged to submit all required materials as far in advance as possible.

You can begin the application process at <https://www.neci.edu/application/> and supporting materials may be submitted to Admissions@neci.edu or by contacting the Office of Admissions at 877.223.6324. Please indicate the program for which you are applying.

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

TRANSCRIPTS AND RECORDS

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

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

Office of Admissions
New England Culinary Institute
7 School Street
Montpelier, VT 05602

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

TRANSCRIPT REQUIREMENTS BY PROGRAM

Educational requirements vary by program. In cases in which a student possesses a post-secondary degree, an official college transcript from an accredited institution will be accepted in lieu of a high school transcript. Please submit official transcripts as outlined within the application requirement chart and below:

ALL PROGRAMS:

- An official high school transcript from an accredited school or agency indicating receipt of a high school diploma or an official high school equivalency transcript (GED).
- Note: if you are currently in high school, an official transcript is needed for the application review and a second official transcript indicating high school graduation is required.
- If you have attended any postsecondary school, you are expected to submit official college transcripts as well, whether a degree has been earned or not.
- A "C" average in core curriculum courses.
- If submitting a General Educational Development (GED) diploma transcript, student must have attained a standard score of at least 165 on each of the five parts of the GED test.

BACHELOR PROGRAMS WITH PRIOR COLLEGE CREDIT:

- Minimum of sixty (60) credits from an accredited institution that will be evaluated by the college.
- Resume showing current and active employment and/or relevant prior employment history in a food and beverage industry-related position.
- A completed online application.
- If you do not have a college degree conferred, you will also need to submit your official high school transcript or an official high school equivalency transcript (GED). Minimum recommended high school GPA is 2.5.
- Applicants must reside in a state where NECI is authorized to deliver online education. This information changes frequently; please speak to your admissions representative or refer to the state authorization page.

APPLICATION REVIEW

When reviewing applications, NECI considers the following categories:

- Academics (e.g., GPA, curriculum taken, class rank and grade report details)
- Essay inclusive of grammar, spelling, content, length, and creativity
- Applicant's personal history, including interests, motivation, and passion for the industry; extracurricular activities (e.g., team sports, clubs, organizations, community and volunteer activities); vocational activities (e.g., ProStart, Skills USA, DECA competitions)
- IT literacy aptitude
- Letter of recommendation
- Admissions interview(s)
- Industry understanding and experience (e.g., work experience, vocational classes). Please include a resume where possible.

ENROLLMENT PROCEDURES

At the time of acceptance a student will be sent a Student Enrollment Agreement. This is a signed contract between the enrolling student and the school. It specifically states the rights and obligations of the student and the school.

To confirm enrollment, a prospective first-year student, re-admit, or transfer student should submit an enrollment deposit and a Student Enrollment Agreement. The enrollment deposit is \$150 per student and is due by May 1st for fall semester enrollment and November 1st for winter semester enrollment; deposits are non-refundable.

NECI's Student Handbook can be viewed at www.neci.edu and describes the student evaluation process, student records, and student life. Every student should read the handbook carefully before signing and returning the Student Enrollment Agreement. The Student Handbook and the Student Enrollment Agreement serve as addenda to this catalog.

SPECIALIZED ADMISSIONS CRITERIA

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

GUARANTEED ADMISSION

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

TRANSFER CREDIT: BACHELOR OF ARTS PROGRAMS

Graduates from schools other than NECI who hold an associate degree in culinary arts, baking and pastry arts or a related field may be eligible to transfer applicable credits into the program while applying to the Bachelor of Arts degree programs at NECI. Applicants may petition for advanced standing by submitting an official transcript of associate degree work completed, indicating successful graduation and graduation date, to Admissions. Additional information in the form of school catalogs, course descriptions or syllabi may be required. Where appropriate, Assessment of Prior Learning may be requested from the student to ensure program equivalency.

Students accepted with transfer credit may be required to take additional course work to meet curriculum distribution and/or credit hour requirements of the bachelor's degree program.

PRIOR CRIMINAL OFFENSES

NECI is committed to maintaining a safe and supportive learning community for all students. Certain prior convictions may result in challenges for securing externships or employment and ineligibility for certain forms of federal financial aid. All applicants are asked to provide general information regarding prior criminal convictions. Any falsification or omission of data may result in denial of admission or disciplinary action, up to and including termination from the program. An affirmative response to being convicted of a felony will not automatically prevent admission but will require that the applicant provide additional information to be reviewed by the institution's Review Committee. Applicants with a prior felony conviction must supply a signed personal statement with an explanation of the offense, including date of offense, location, criminal findings, date of parole, and any rehabilitative history.

As industry employment is a primary objective and requirement of NECI programs the college reserves the right to deny an applicant's request for admission if a prior felony conviction could prevent the applicant from successfully securing an externship or employment within the industry, or from completing the program.

ADMISSIONS OFFICE CODE OF CONDUCT

NECI, in compliance with the Higher Education Opportunity Act, has established this code of conduct prohibiting conflicts of interest for its student recruitment and admissions personnel. All employees in the Admissions Office, as well as all officers, employees and agents of the college are required to comply with this code of conduct.

1. Student recruitment, enrollment, and admissions duties will be conducted in an ethical and professional manner and in keeping with organizational policies and procedures as well as relevant accreditation requirements.
2. Student recruitment, enrollment, and admissions duties will be geared toward the enrollment of qualified applicants who are likely to complete and benefit from the training provided by the school and not geared toward enrolling students simply to obtain enrollments.
3. Student recruitment and admissions personnel will only provide truthful and accurate statements, descriptions, and explanations regarding the school and its personnel, training, facilities, equipment, services, and accredited status.
4. Student recruitment and admissions personnel will work to ensure that students are fully informed and able to make considered enrollment decisions without undue pressure.
5. Student recruitment and admissions personnel will only assist prospective students in the areas that fall within the purview of their position and will not assist prospective students in admissions testing or alter or falsify any enrollment documents or required test scores.
6. Student recruitment and admissions personnel will not make explicit or implicit promises of employment or exaggerated statements regarding employment or salary prospects to prospective students.
7. Student recruitment and admissions personnel will participate in relevant training provided by the school to enhance their skills as school representatives.
8. Student recruitment and admissions personnel will not assist prospective students in providing false or misleading information on any application.
9. Student recruitment and admissions personnel will not recruit prospective students in or near welfare offices, unemployment lines, food stamp centers, homeless shelters, or other circumstances or settings where such persons cannot reasonably be expected to make informed and considered enrollment decisions.
10. Student recruitment and admissions personnel will not discredit other schools or influence any student to leave another school by: falsely imputing to another school dishonorable conduct, inability to perform contracts, or questionable credit standing; making other false representations; falsely disparaging the character, nature, quality,

value, or scope of another school's program of instruction or services; or demeaning another school's students.

11. Student recruitment and admissions personnel acknowledge having received a copy of the ACCSC *Standards of Accreditation* and having read the sections pertaining to recruitment, advertising, and admissions.

FINANCIAL AID AND STUDENT ACCOUNTS

NECI is dedicated to making education as affordable and accessible as possible. Throughout the process, NECI's Financial Aid Office provides information on scholarships, private loans and tuition payment plans to make attendance financially possible for you and your family.

CONTACT INFORMATION

Office of Financial Aid
financialaid@neci.edu
Wendy Soliz
Director of Financial Aid
802.225.3256
Fax: 802.225.3375

Office of Student Accounts
studentaccounts@neci.edu
Jessica Chappel
Student Accounts
802.225.3220
Fax: 802.225.3375

FINANCIAL AID PROCESS

FEDERAL FINANCIAL AID INFORMATION

If you would like to be considered for federal, state and institutional need-based aid, you must complete the Free Application for Federal Student Aid (FAFSA) electronically, and at no charge, at www.fafsa.ed.gov. **NECI's school code is 015904**. You will receive an email with a link to your processed FAFSA.

You and a parent (if you are a dependent student) will first need to apply for a FSA ID at www.fsaid.ed.gov prior to signing the FAFSA.

The FAFSA data is used to determine your eligibility for a Federal Pell Grant, Federal Supplemental Opportunity Grant (FSEOG), Federal Work Study, Federal Direct Stafford Loans, Federal Direct PLUS Loan, state grant. Be aware that some state agencies require you to

complete an additional state grant application as well. Check with the [Financial Aid Office](#) if you are unsure about what year FAFSA you should complete.

Financial aid eligibility is determined by information provided on the FAFSA form and any required documentation. Financial aid is disbursed to your account by term.

TYPES OF FEDERAL STUDENT AID

Federal Pell Grants are need-based gift aid that does not need to be repaid. Pell Grants are awarded to eligible students with financial need who are pursuing their first undergraduate degree.

Federal Supplemental Opportunity Grants (FSEOG) is a need-based grant available to Pell-eligible students only. The school determines the award amount each year based upon the availability of funds.

Federal Work Study (FWS) is a federal need-based work opportunity and based on the Expected Family Contribution on your processed FAFSA. The school determines the eligibility and award amount each year based upon the availability of funds. Work Study positions are posted with the Student Services Office for both on and off campus opportunities. A position is not guaranteed. If a student is determined eligible for FWS, the student will earn a bi-weekly paycheck for hours worked to be used for personal expenses. The earnings should be excluded from the following year's FAFSA data.

Federal Direct Subsidized Loan awards are federal need-based loans. The six-month grace period begins as soon as a student falls below half-time status. Loan levels are set by the government based on academic year in school.

Federal Direct Unsubsidized Loan awards are federal non-need-based loans and available regardless of financial need. Interest accrues while a student is enrolled in school. Interest is deferred while a student is enrolled at least half time in school. The interest is capitalized (added to the principal balance) at the end of the six-month grace period.

You can view and manage your Federal Direct Stafford Loan debt at www.nslds.ed.gov. There is a limit to the total amount of Subsidized and Unsubsidized Stafford Loans that a student may receive. For more information, visit www.studentloans.gov.

Federal Direct Parent PLUS Loan program is a borrowing option for parents of dependent undergraduate students. Financial need is not a requirement for borrowing a PLUS loan. Parents can borrow up to the financial aid cost of attendance minus all financial aid awards. A positive credit history is required. The PLUS application and loan promissory note can be completed electronically at www.studentloans.gov.

The Master Promissory Note: All Federal Direct Loan borrowers are required to complete a Master Promissory Note. An electronic Master Promissory Note can be completed online at www.studentloans.gov. You will need your FSA ID to log in to the federal loan website. Visit www.StudentAid.ed.gov for additional information on all federal financial aid sources.

STATE GRANTS

Vermont residents can apply for a Vermont State Grant by visiting [VSAC](#) online, or by calling 800.798.8722 to request a paper application. State grant applications are usually available after the first of the year and some have specific application deadlines. Students from outside of Vermont should check with their state higher education authority about the availability of state grants, eligibility requirements, and application process. If you need assistance contacting your state higher education agency, call NECI's Office of Financial Aid at 877.223.NECI (6324).

SCHOLARSHIPS

To apply for NECI scholarships, all required documentation must be submitted to the Financial Aid Office via [email](#), fax, or mail prior to your initial financial aid offer.

NECI reserves the right to revise your initial award offer if you receive outside resources or if you become eligible for additional institutional scholarships.

NEW ENGLAND CULINARY INSTITUTE SCHOLARSHIPS

Academic Excellence Scholarship

The Academic Excellence Scholarship is awarded to students who have demonstrated exceptional academic achievement.

Criteria:

- Acceptance to New England Culinary Institute
- 3.5 or greater GPA*
OR SAT in the 90-100% range
- *Amount:* \$6,000.00 total award for BA Program or \$3,000.00 total award for AOS Program. Awarded \$750.00 per semester.
- Requires continuous good standing with the school.
- Cannot be combined with Culinary Excellence Scholarship

*All awards made prior to the completion of high school are subject to GPA verification upon receipt of a student's final official transcript.

Culinary Excellence Scholarship

The Culinary Excellence Scholarship is awarded to students who have demonstrated exceptional culinary achievement.

Criteria:

- Acceptance to New England Culinary Institute
- Top 3 ranking in culinary competitions
OR professional culinary experience
- *Amount:* \$6,000.00 total award for BA Program or \$3,000.00 total award for AOS Program.
Awarded \$750.00 per semester.
- Requires continuous good standing with the school.
- Cannot be combined with Academic Excellence Scholarship

OTHER SCHOLARSHIP OPPORTUNITIES

Local Scholarships

Many local and state organizations offer scholarships. Check with your town hall, guidance office, and State Higher Education office for additional scholarship listings and information about relevant search engines.

National Scholarship Websites

fastweb.com

collegeboard.com

princetonreview.com

collegeanswer.com

NOTICE OF FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

Per Federal Financial Aid Regulations 34 CFR 668.40, HEAO Sec. 488(g) amended HEA Sec. 485 (20 U.S.C. 1092), HEA Sec. 485(k):

In compliance with the above regulation, this statement serves as notice that a student who has a drug conviction for any offense, during a period of enrollment for which the student was receiving Title IV HEA program funds (Federal Pell, Supplemental Education Opportunity Grant, Academic Competitiveness Grant, SMART Grant, Federal Work-Study, Federal Perkins Loan, Federal Stafford Loans, Federal PLUS Loans, Federal Grad PLUS Loans) under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV program funds (see above listing of program funds).

FINANCIAL AID OFFICE CODE OF CONDUCT

NECI, in compliance with the Higher Education Opportunity Act, has established this code of conduct prohibiting conflicts of interest for its financial aid personnel. All employees in the

Office of Financial Aid, as well as all officers, employees and agents of the college are required to comply with this code of conduct.

1. The institution, the college's individual employees and officers and all college agents, are prohibited from entering into any revenue-sharing arrangements with any lender.
2. Any officer, employee or agent of NECI who has responsibilities with respect to education loans, is prohibited from soliciting or accepting any gift from a lender, guarantor, or servicer of education loans. The term "gift" means any gratuity, discount, hospitality, loan, or other item having more than a minimal monetary value.
3. Any officer, employee or agent of NECI who has responsibilities with respect to education loans, is prohibited from engaging in any contractual arrangement with any lender or affiliate of a lender that results in any financial benefit.
4. NECI does not direct borrowers to a particular lender.
5. NECI does not refuse to certify or delay certification of any loan based on the borrower's selection of lender.
6. NECI does not accept from any lender any offer of funds to be used for private education loans.
7. NECI does not accept from any lender any assistance with call center staffing or Office of Financial Aid staffing.
8. Any officer, employee or agent of NECI who has responsibilities with respect to education loans, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, is prohibited from receiving any type of compensation, except for reimbursement of reasonable expenses incurred.

As members of the National Association of Student Financial Aid Administrators (NASFAA), NECI financial aid personnel also adhere to the NASFAA Statement of Ethical Principles and Code of Conduct which contains principles specific to the financial aid profession. Consistent with the requirements of the Higher Education Opportunity Act (HEOA) and the provisions of the NECI Code of Conduct and the NASFAA statement, NECI has adopted this Code of Conduct for their financial aid professionals.

TUITION AND FEES

TUITION COVERAGE

Tuition covers the cost of instruction, evaluation, standard administrative processing, use of school facilities and membership at a local health club.

MATERIALS, SUPPLIES AND TEXTBOOKS

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

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

CHANGES TO TUITION AND FEES

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

DEPOSITS

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

Students living in on-campus housing must provide a room deposit of \$500, refundable at term end upon satisfactory room inspection.

PAYMENT SCHEDULE

Tuition and fees are charged per term. Payment or documentation of approved financial aid must be received no later than 10 days prior to the start of a term.

DEFINITION OF ACADEMIC YEAR

Tuition and fees for all programs are shown per academic year. An academic year is defined as two 15 week semesters for a total of 30 weeks.

COST PER ACADEMIC YEAR

Tuition	\$700 per credit hour
Residence Hall – Standard Room	\$11,199 (\$3,733 per semester)
Dining Hall Charge	\$3,000 (\$1,500 per semester)
No Dinner Meal Plan	\$1,500 (\$750 per semester)
Technology Fee	\$400 (\$200 per semester)
Materials Fee	\$810 (first semester only)
Health & Accident Insurance for Full-Time Students (optional with waiver)	No amount listed

RESIDENTIAL PROGRAMS OTHER FEES

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

Assessment for Prior Learning (APL Fee)	\$1,000
Technology Fee	\$200 per semester
Reinstatement/Re-enrollment Fee	\$275
Retake Class Fee	\$100 plus \$700 per credit hour
Retake Fee - Room/Board	\$410 per week
Retake Fee - Board only	\$123 per week / \$77 per week (dinner only)
Dorm Damage	Varies - refer to Student Handbook
School Behavior Policies	Varies - refer to Student Handbook
Health Insurance Option	Varies - refer to Student Handbook

ONLINE PROGRAMS OTHER FEES

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

Advanced Placement Testing	\$1000
Reinstatement/Re-enrollment Fee	\$275
Retake Class Fee	\$100 plus \$700 per credit hour

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

RESIDENCY REQUIREMENT: FIRST YEAR STUDENTS

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

HEALTH INSURANCE

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

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

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

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

FINANCIAL STANDING

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

REFUND POLICY

INSTITUTIONAL REFUND POLICY

New England Culinary Institute offers a refund to the student who withdraws from an educational program, according to the appropriate schedule outlined below. The Refund Schedule for Resident Programs is applied to the program tuition, room (for those students living on campus), board, and fees charged each term. Students enrolled in online or elective courses during a non-resident term will be charged a tuition fee for these courses, and may incur additional room and board fees. A separate Refund Schedule for Online Programs applies to programs offered entirely via distance education as set forth below; this refund schedule applies to tuition and fees charged for each term.

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

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

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

REFUND SCHEDULE FOR RESIDENTIAL PROGRAMS AND EXTERNSHIPS

From registration day through day ten of the term, 90% of all monies paid will be refunded.

From day eleven through day fifteen of the term, 50% of the room, meal plan, tuition, and fees will be refunded.

From day sixteen through day thirty of the term, 25% of the room, meal plan, tuition, and fees will be refunded.

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

REFUND SCHEDULE FOR ONLINE PROGRAMS

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

From calendar day seven through day fifteen, 25% of all monies paid will be refunded.

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

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

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

RETURN TO TITLE IV CALCULATION

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

For credit hour programs, the percentage of the enrollment period completed is determined based on the number of days the student was enrolled and the number of days in the enrollment period.

If the student completes more than 60% of the enrollment period, the school retains the full amount of aid for the enrollment period. If the student completed 60% or less of the

enrollment period and has unearned federal aid (the difference between earned aid and disbursed aid), the unearned aid will be returned to the Title IV programs from which the student received assistance in the following order:

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

For more information please contact the Director of Financial Aid.

REVOCATION OF INSTITUTIONAL SCHOLARSHIPS

All scholarships and discounts granted by NECI are subject to revocation in full upon the withdrawal of a student from a program.

TIMING OF REFUNDS

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

STUDENT BALANCES

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

STUDENT ACCOUNTS

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

SPECIAL CIRCUMSTANCE

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

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

Student Financial Services
New England Culinary Institute
7 School Street
Montpelier, VT 05602