

YOUR  
JOURNEY  
STARTS  
HERE  
WITH  
PASSION

THE  
MODERN COLLEGE  
of DESIGN

2019-2020 Catalog + Student Handbook

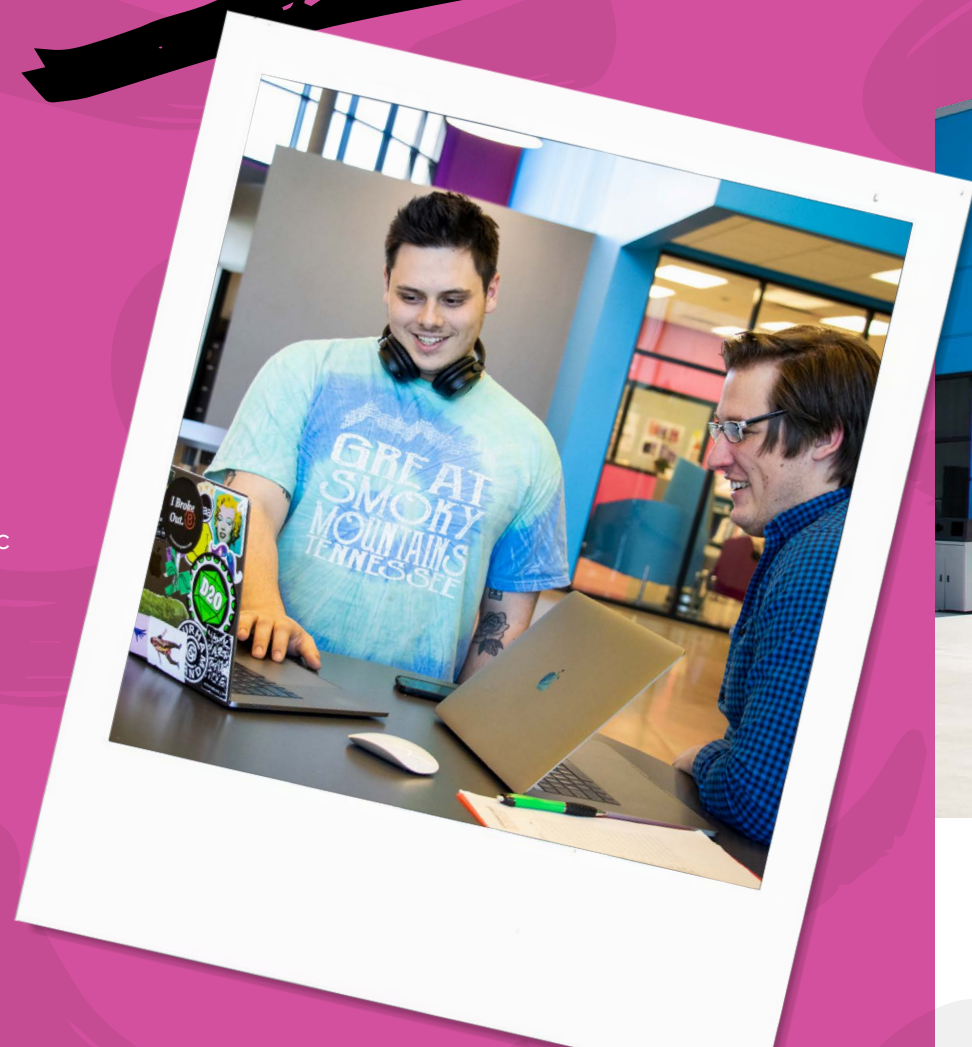
# YOUR FUTURE HERE IS FIERCE

## WELCOME TO THE MODERN COLLEGE OF DESIGN

You have unique passions. These passions help inspire your creativity and keep you curious.

Here at The Modern, we believe that your passions drive your lifelong career journey. And, whichever path you take, it's our privilege to team with you along the way.

For over 30 years, The Modern has been offering students a special college experience with small class sizes, involved student support, and expert faculty. Located in Kettering, Ohio, we've been named a Top Design School by Graphic Design USA (GDUSA) for eight consecutive years because of our highly talented award-winning students and faculty.



The Modern's mission is to educate, develop, and prepare students for successful careers in design. And by joining us, you are set to grow into a well-rounded design professional by mastering the most sought-after skills in the design industry.

If you bring the drive and passion, we'll deliver the tools that can help you transform into a design leader. Your path. Your passions. Start your career with The Modern.

APP DESIGN  
MADISON HOSIER



The Modern College of Design is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

The Modern receives its Associate's and Bachelor's Degree authorization and Certificate of Registration (#2028) from the Ohio State Board of Career Colleges and Schools, Columbus, Ohio.

The Modern receives its Bachelor's degree authorization from the Ohio Department of Higher Education, Columbus, Ohio.

The Modern is approved by the State Approving Agency for Veterans Training, Ohio State Department of Education, Columbus, Ohio.

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The Modern College of Design  
1725 East David Road  
Kettering, Ohio 45440  
877-300-9866  
themodern.edu

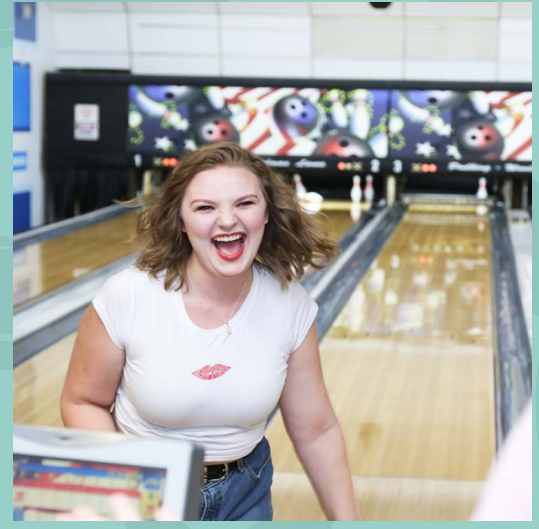
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Published August 19, 2019

# DESIGN SQUAD for LIFE

We're your biggest cheerleader. From your classmates to faculty to staff, all of us at The Modern want you to have the best learning experience.

The Modern is a safe space for you to grow and, well, just be you. By surrounding yourself with others who express themselves through art and design, and immersing yourself in workshops, clubs, and events, you have a support team inside and outside the classroom. And because The Modern is small, when you face a challenge, know that you will receive one-on-one attention from academic advisors and faculty.

STUDENT SUCCESS ADVISOR  
ALYCIA FALKNOR



THE DESIGN PROGRAM  
CLASS OF 2019



# OUR WORK IS ON FIRE



AAF NATIONAL AWARD WINNER  
BRYCE HERBST

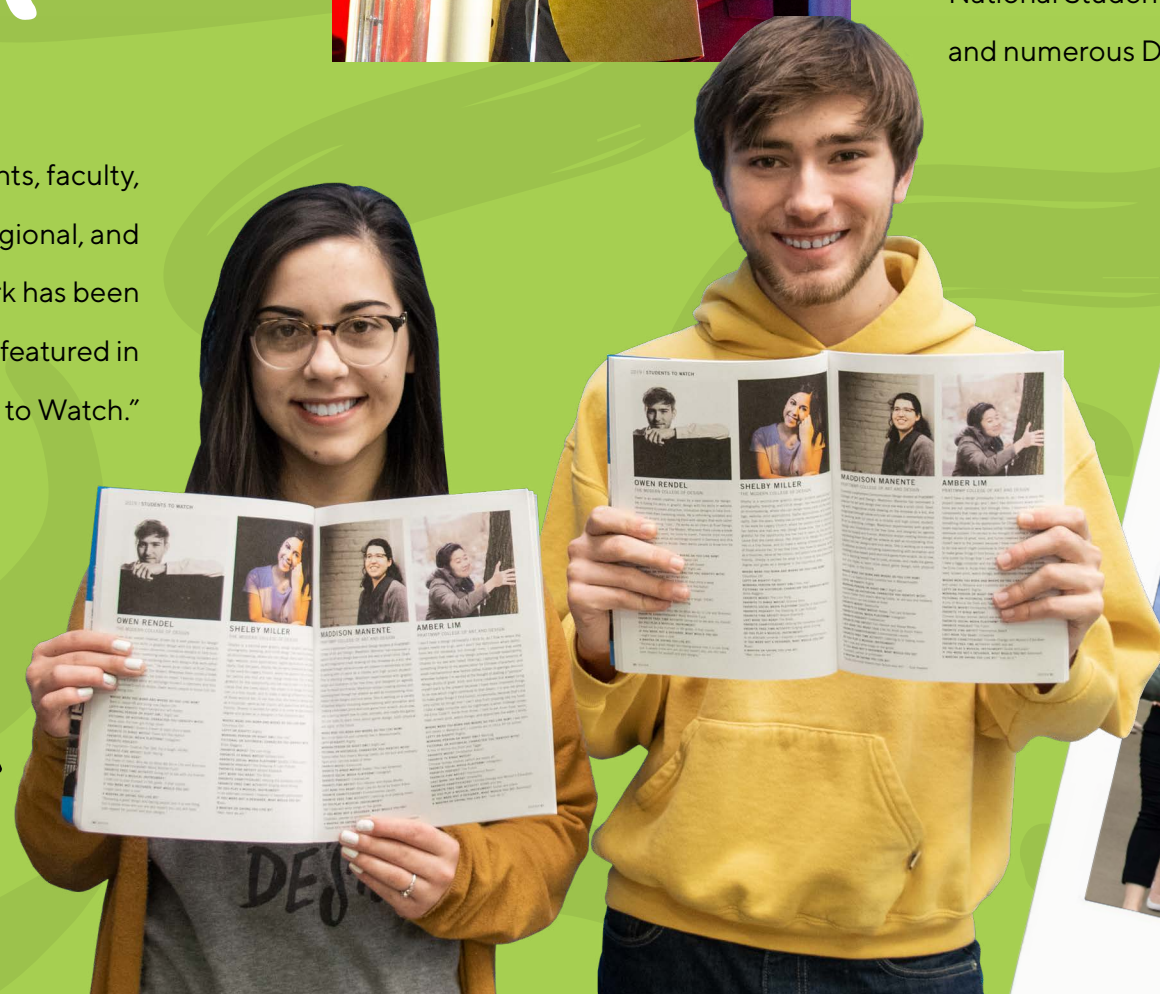


Top student honors have included 1st place, Best Creative, Best Promotion, and Best Presenters at the American Advertising Federation's District 5 National Student Advertising Competition (NSAC) and numerous District 5 ADDY awards.



AAF NATIONAL AWARD WINNER  
ANDY SHARPE  
DESIGN INSTRUCTOR

Always crushing it, The Modern's students, faculty, and staff have won hundreds of local, regional, and national awards. Their outstanding work has been recognized by design organizations and featured in GDUSA's "Top Students to Watch."



GDUSA TOP STUDENTS TO WATCH 2019  
SHELBY MILLER + OWEN RENDEL



2019 NSAC TEAM  
COMPETITION SEND-OFF

# MASTERS MAKE the BEST MENTORS

PHOTO  
LOGAN FISHER



You will always learn from the best at The Modern. From working with top brands like Nike or local businesses like Dayton Children's Hospital, our expert faculty has years of in-house and design agency experience. Each instructor brings valuable design knowledge straight to the classroom. They lead our industry and educate our students, a huge asset to your design education.

VIDEO INSTRUCTOR  
CODY BROWN



WEB INSTRUCTOR  
SUSAN SYKES

DESIGN INSTRUCTOR  
DAVAR AZARBEYGUI



PHOTOGRAPHY INSTRUCTOR  
MARK WERLE



LOGO DESIGN  
LOGAN HILL



# TWO PROGRAMS ONE MAJOR

Here at The Modern, we offer one major: design. With two program options to choose from, you can envision your future goals, and then we can offer the right path and programs to get you there through our Associate's Degree and Bachelor's Degree Completion programs.

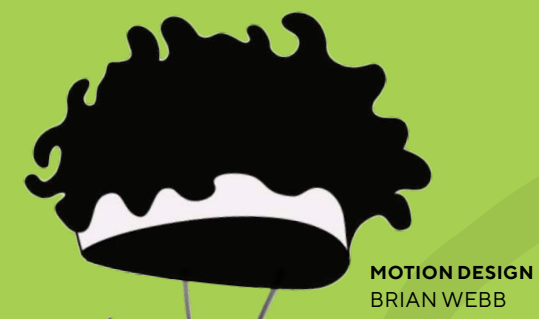


As a student of The Modern, you'll become a well-rounded designer by learning how to develop your ideas through research, brainstorming, sketching, and creative problem-solving. Our program combines skills in graphic design, web design, UI/UX, illustration, photography, video, and motion design.

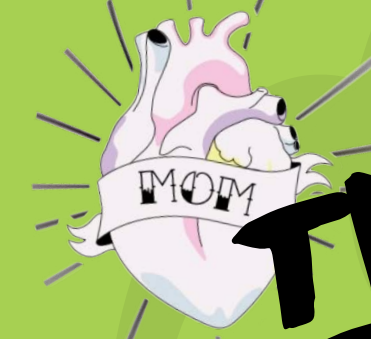


As a graduate of The Modern, you'll be prepared to develop a brand identity, design a website or mobile app, illustrate event graphics, shoot original photography, and produce a video. You'll be a modern industry leader.



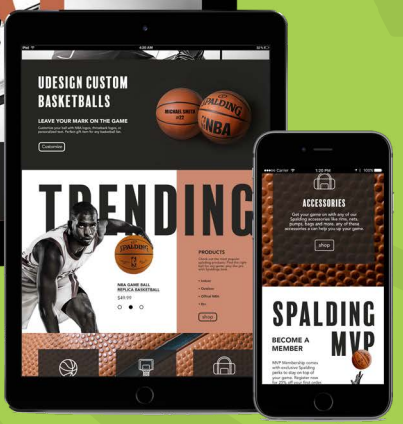
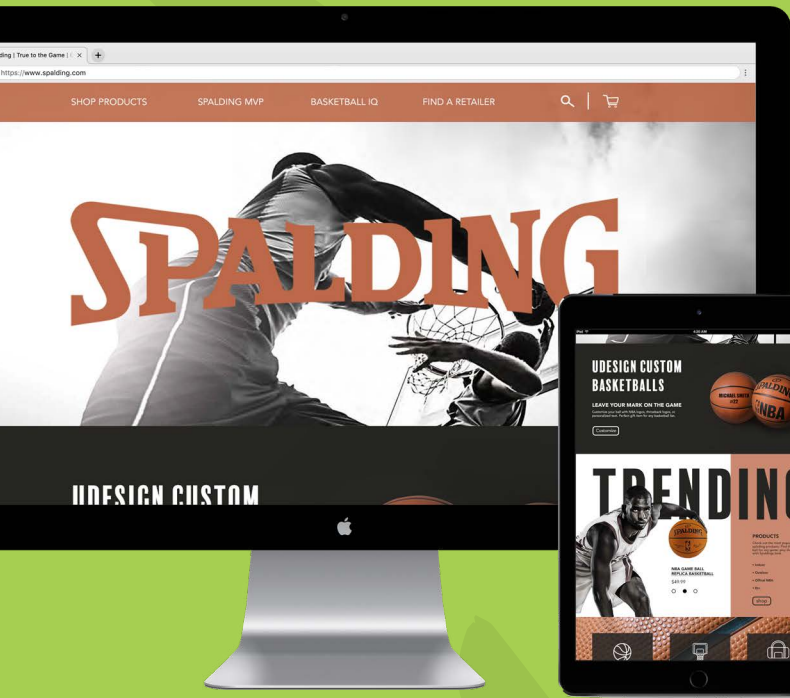


MOTION DESIGN  
BRIAN WEBB



# THE POWER of PROGRESS

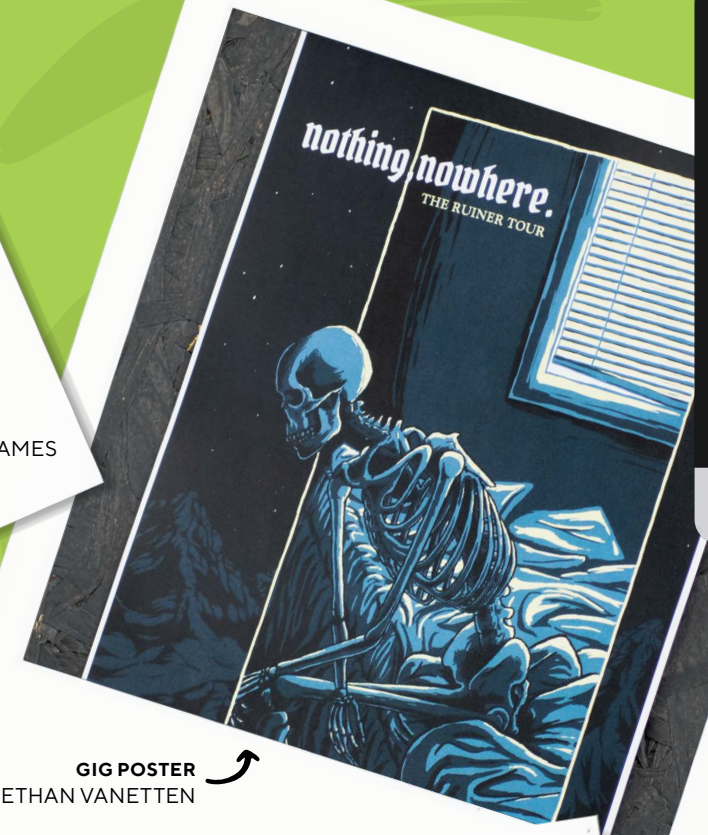
The Modern students constantly set the bar higher. Our students have been recognized by GDUSA, American Ad Federation, and CSCA for their exceptional work in print, web, motion, video, and illustration. Discover how you can push the standards at The Modern and emerge as a leader in design.



WEB DESIGN  
RACHAEL SHURTE



VIDEO  
HANNAH JAMES



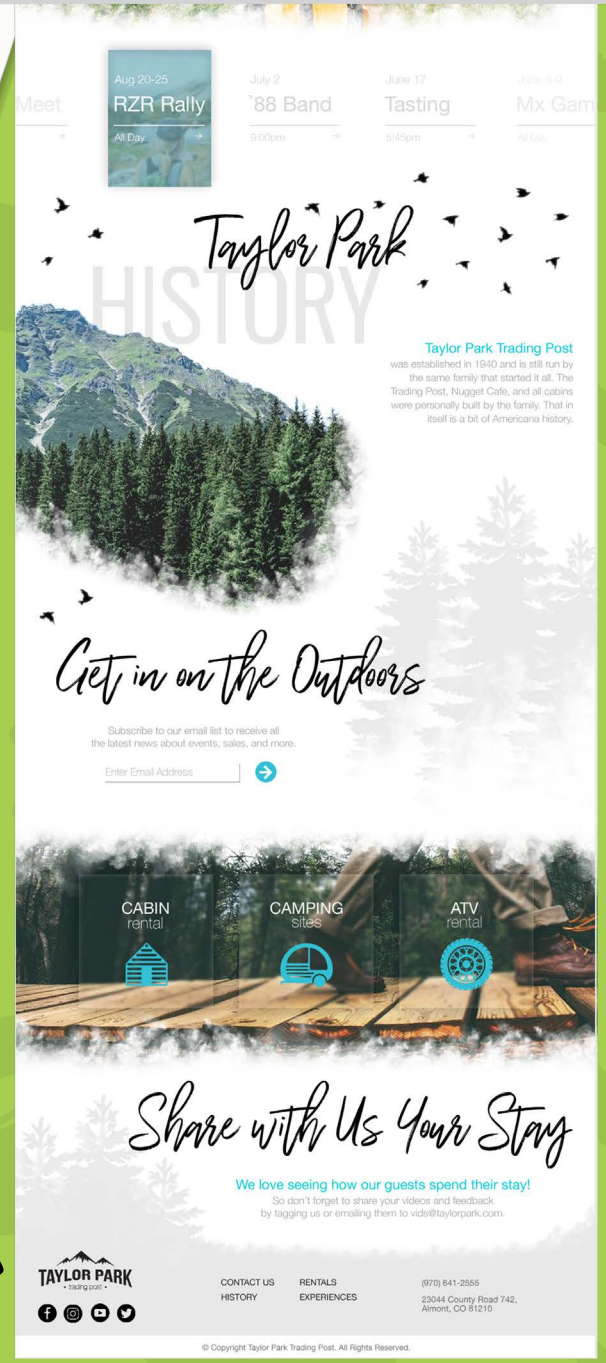
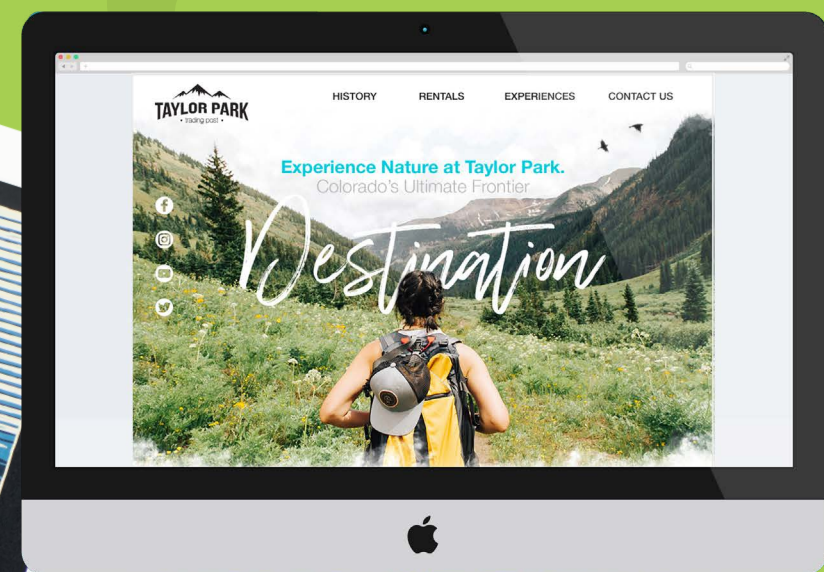
GIG POSTER  
ETHAN VANETTEN



PRINT DESIGN  
ASHLEY KNEDLER



PACKAGE DESIGN  
RACHEL RUTH



WEB DESIGN  
KRISTIN DILLER

# BECOME <sup>a</sup> MODERN DESIGNER

DIGITAL ILLUSTRATION  
BRENNAN MOORE



## the DESIGN PROGRAM

ASSOCIATE DEGREE of  
APPLIED BUSINESS *in* DESIGN

The Modern's intensive two-year design program leads students to earn an Associate Degree of Applied Business in Design. Our courses in graphic design, photography, illustration, video, motion, UI/UX, and web design are taught with one goal in mind: to create exceptional well-rounded designers. As a student of the program, you'll learn how to develop your ideas and turn your creativity into a successful career.



PHOTO  
HARLEY BROOKS

DESIGN INSTRUCTOR  
CLANCY BOYER

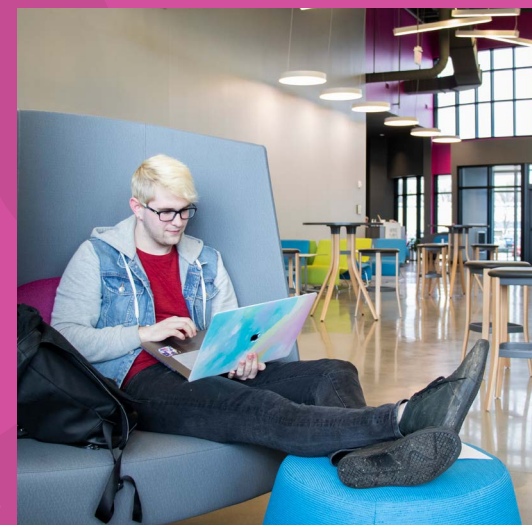


PHOTO  
BRITTANY BYERS



# BECOME <sup>a</sup> MODERN LEADER

## the DESIGN LEADERSHIP PROGRAM

BACHELOR of ARTS  
in DESIGN LEADERSHIP

With a solid design foundation and the drive to crush it all—creativity, execution, refinement—you can go above and beyond at The Modern by earning a Bachelor of Arts in Design Leadership. The completion program emphasizes entrepreneurship, leadership, and strategy. You will sharpen your design skills, business capabilities, and marketing tactics while building a stronger portfolio to unlock even more opportunities for employment and career advancement.



DESIGN INSTRUCTOR  
DOUG TOLES



# CAREER CONNECTIONS

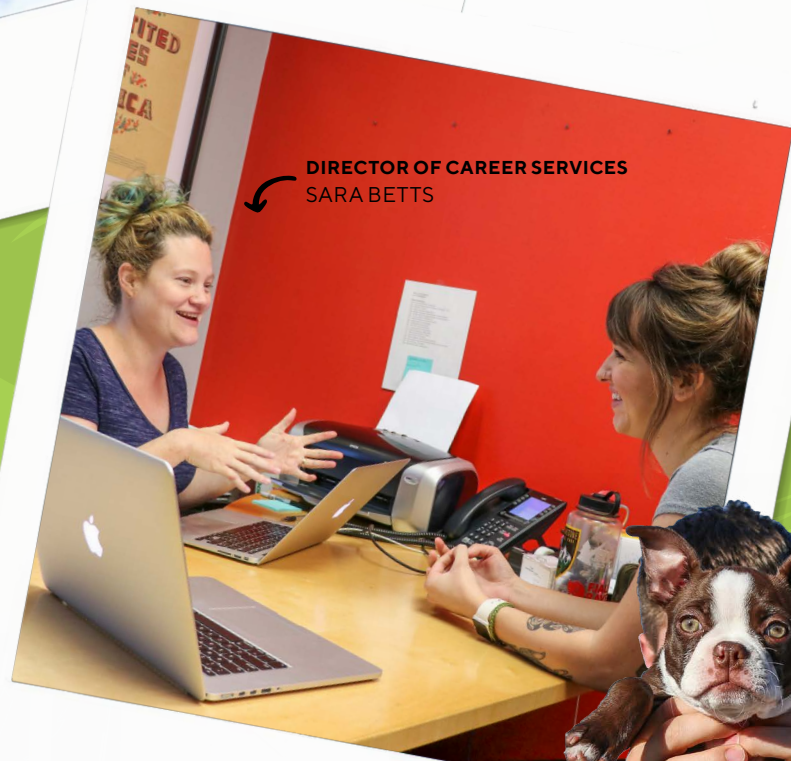
**MARISSA SOFALVI**  
VIZIO  
OCEANSIDE, CA



**MORGAN SMITHER**  
THIRD PRINCIPLE  
DENVER, CO



**AMBER DEE REDDITT**  
NEW YORK CITY, NY



**DIRECTOR OF CAREER SERVICES**  
SARA BETTS

Our Career Services department networks with employers from all over—locally, nationwide, and internationally. With a 93–100%\* job placement rate, we will help you land your first job. Our services are always available for alumni, too, as you advance in the field.

**LEO GOMEZ**  
LEO GOMEZ STUDIO  
ST. PETERSBURG, FL



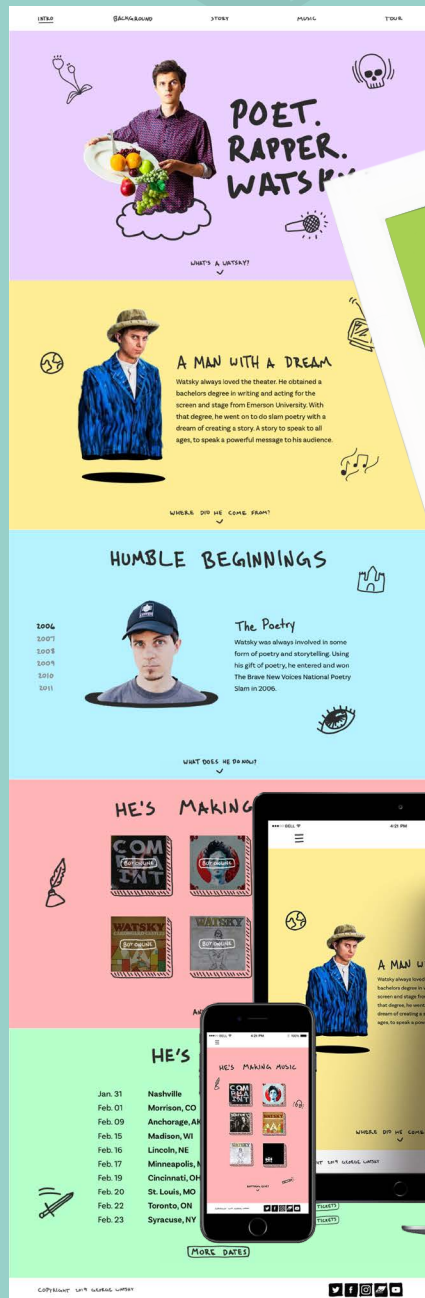
**ADAM HANDERMANN**  
NIKE  
PORTLAND, OR



**ADAM + STEPHANIE KELLER**  
CARDINAL SOLUTIONS  
CINCINNATI, OH

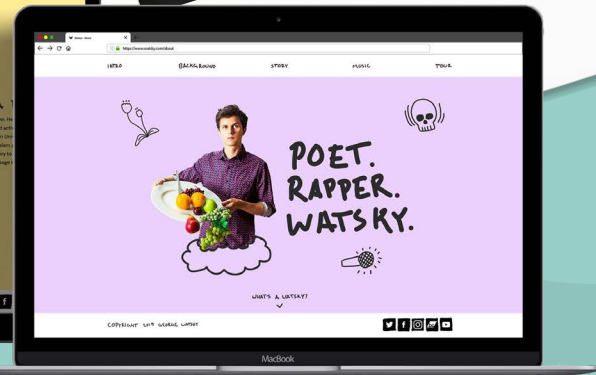
\*100% of graduates eligible for career services who began the design program on August 31, 2012 (51 of 51) gained employment in the design field by June 24, 2015. 98% of graduates eligible for career services who began the design program on August 26, 2013 (52 out of 53) gained employment in the design field by June 30, 2016. 93% of graduates eligible for career services who began the design program on August 25, 2014 (50 of 54) gained employment in the design field by July 30, 2017. 94% of graduates eligible for career services who began the design program on August 24, 2015 (67 of 71) gained employment in the design field by July 9, 2018.

# MODERN STORIES



Jeremy is #fueledby tie-dye and he wears it every chance he gets! Lots of his projects include fun colors, and he also used hand-lettering for this website.

**JEREMY BENIS**



**JESSICA BARRY**

The President of The Modern, Jessica Barry, is also a graduate. Jessica is a member of the Class of 1997 and has led the college for 11 years!



**RACHAEL SHURTE**



Rachael hand-sketches three different versions of the singer Caro Emerald and floral arrangements for her gig poster series!



# ABOUT THE MODERN

## MISSION

To educate, develop, and prepare students for successful careers as leaders in design.

## PHILOSOPHY

At The Modern College of Design, students learn how to balance creative thinking with a professional work ethic and strong time management skills to become confident leaders in the design industry.

In addition to producing exceptional work, we aspire for our students to be known for their integrity and passion.

## HISTORY

Incorporated in 1983, The Modern was founded by entrepreneur and graphic designer Tim Potter of Yellow Springs, Ohio. Classes began in 1984, and the first students graduated from The Modern by earning a Diploma of Advertising Art in 1986. In 1999, Tim Potter purchased the current site of The Modern and constructed a new campus. The Modern expanded enrollment and began awarding Associate Degrees of Applied Business in 2000.

In 2007, Jessica Barry was named President of The Modern and began leading a new administration. Tim Potter retired from daily operations in 2009. Jessica purchased the college in 2013 and is the sole owner of The Modern.

In 2018, The Modern completed a building expansion, tripling its space. It also launched a new Bachelor's Completion Program and was recognized for its eighth consecutive year as a Top Design School by GDUSA Magazine.

For over 35 years, the school has been committed to continually updating its curriculum to meet the needs of the ever-evolving design industry and to providing agencies, design firms, corporations, small businesses, technology companies, and nonprofit organizations throughout the United States and abroad

with highly skilled professionals—a generation of designers.

## ACCREDITATION & APPROVAL

The Modern College of Design is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

The Modern receives its Associate Degree authorization and Certificate of Registration (#2028) from the Ohio State Board of Career Colleges and Schools, Columbus, Ohio.

The Modern receives its Baccalaureate Degree authorization from the Ohio Department of Higher Education and the Ohio State Board of Career Colleges and Schools.

The Modern is approved by the State Approving Agency for Veterans Training, Ohio State Department of Education, Columbus, Ohio.

Department of Veterans Affairs  
P.O. Box 4616  
Buffalo, NY 14240-4616  
GIBILL.va.gov; 888-442-4551

Copies of all state and accrediting certificates can be found on campus in the student atrium.

## THE MODERN OBJECTIVES

- To review, accept, and enroll students who show creative potential as tomorrow's design leaders.
- To provide expert guidance and education for our students in areas relevant to today's design industry.
- To graduate students who are focused, creative, and well prepared for a career in design.
- To assist employers by being one of the most valuable resources in their search for entry-level designers.

## STANDARD ACADEMIC YEAR AND SUMMER SESSION

The Modern's Standard Academic Year includes two semesters—One and Two—and is offered from late August through May. The Modern also offers a Summer Session that is offered from June through mid-August. Semester One contains either a 16-week term or two 8-week terms and is offered from late August through mid-December. Semester Two spans 20 weeks, contains either a 16-week term or two 8-week terms and a 4-week Spring Term, and is offered from January through May. Summer Session is a 10-week condensed session from June through mid-August.

## FULL-TIME AND PART-TIME ENROLLMENT REQUIREMENTS

Students may enroll at the beginning of the first term. Full-time students enrolled in Terms One or Two are required to register for at least 12 credit hours while part-time students are required to register for at least 6 credit hours.

Full-time students enrolled in the Summer Session are required to register for at least 9 credit hours while part-time students are required to register for at least 6 credit hours.

Students who register for fewer than 6 credit hours are considered less than part-time.

## CLASS SIZES

Class sizes range from 8–20 students per class. The small college environment at The Modern means you'll have the benefit of small class sizes. You won't be a number in a huge lecture hall. The small class sizes enable The Modern instructors to work with students one-on-one. The instructors will know your first name, and you'll be able to get help when you need it. The small college environment also nurtures a strong sense of community among students.

## FACULTY

The Modern's instructors are industry leaders and the college has a 13:1 student to instructor ratio. With the most up-to-date knowledge of software and design trends, The Modern faculty work one-on-one with each student. They guide students to design assignments that engage the target audience, are creative, visually appealing, and professionally executed.

These award-winning instructors have been honored by many design organizations in the U.S. The American Advertising Federation–Dayton named Andy Sharpe as Educator of the Year in 2019. Jessica Barry was awarded the distinction in 2018, and Matt Flick in 2012 and 2009. Instructor Andy Sharpe was also awarded a silver national award by the American Advertising Federation in 2019. GDUSA magazine named Melissa Ferguson as an Educator to Watch in 2019, Jessica Barry received the honor in 2018, and Matt Flick in 2017.

Faculty members also work as designers, marketers, writers, photographers, and freelance designers, which ensures that they know the market as well as the art of design. Being immersed in the field enables faculty to be excellent mentors as students learn skills and explore the variety of design opportunities available.

## LOCATION & CAMPUS

The Modern is located on the corner of East David Road and Hempstead Station in Kettering, Ohio.

Kettering is a safe, friendly city of nearly 60,000 within an hour's drive of Dayton, Cincinnati, and Columbus. Many parks, shopping areas, housing options, and restaurants are near campus.

The Modern's 37,000-square-foot facility includes 11 studio classrooms, a library, print resource center, and photography/video studio, as well as a student lounge and café, large atrium, gallery, and several outdoor

patios. WiFi service is available throughout the campus.

The Modern Library is open while classes are in progress. The collection focuses on graphic design, typography, color, painting, illustration, art history, fine art, advertising, marketing, psychology, communications, and the business of design. Extensive digital resources are available including: Credo Academic Core, a database that provides access to over 3 million articles, images, and videos; Artstor, an image database with more than two million images from the world's leading museums, photo archives, and artists; ProQuest Research Library, a multidisciplinary database featuring scholarly journals, trade publications, magazines, and other sources; O'Reilly Online Learning, a technology and business platform with more than 30,000 books, videos, and tutorials; and ProQuest Research Companion, an information literacy product that helps students with the core information literacy principles of finding, evaluating, and using information.

The Print Resource Center, dubbed the "Green Room," is The Modern's production space. It includes high-speed laser printers, work tables, and tools to trim, mount, and bind projects. Students can use the Green Room when the campus is open.

The Modern Photography/Video Studio is a large professional studio equipped with cameras and lighting accessories; it has a loading dock and garage entry door. For off-site photo shoots, students can borrow equipment.

The atrium is a large space with plenty of seating and tables for studying, visiting, or enjoying lunch. Natural light streams in through the floor to ceiling windows. Students also gather in the atrium to hear guest speakers and staff presentations.

The gallery space features varying exhibits, including design work from The Modern's most recent graduates.

From outdoor patios to lounge seating to ping-pong, The Modern campus has several common areas for relaxing or hanging out with friends. The student lounge is a great space to eat lunch or to work on projects between classes. A large patio off the atrium is covered, and other outdoor patios are open and include a bike rack, benches, seating, and tables. Our café has vending machines and microwaves, a refrigerator, toaster, and coffee brewer.

The building includes an accessible entrance ramp and restroom facilities.

## HOURS OF OPERATION

Hours of operation are Monday through Friday 8am to 5pm. The campus is also open to students Monday through Thursday until 10pm. All hours of operation are subject to change.

## EQUIPMENT

Equipment available for use at The Modern includes scanners, laser printers, a wide format printer, copying machines, binding and adhesive machines, and digital photography/video equipment. Each classroom has a projector.

The photography and video studio offers shooting bays that are equipped with digital SLR cameras, video equipment, tripods, and lighting modifiers.

# DESIGN PROGRAM

## PROGRAM OBJECTIVE

The Design Program objective is to graduate highly skilled and creative designers to be employed by agencies, design firms, corporations, small businesses, technology companies, and nonprofit organizations.

## DEGREE GRANTED

Students earn an Associate Degree of Applied Business in Design after successfully completing the program.

## LENGTH OF PROGRAM

The Associate Degree Program is 22 calendar months in length. The program consists of a two-year, full-time daily program. Year One includes two sixteen-week semesters (32 weeks total). Year Two includes two sixteen-week semesters and a four-week spring term (34 weeks total). Each semester consists of 15 to 17 semester credit hours of courses. Over the two-year period, this is a total of 65 credit hours, which is 1,405 semester clock hours.

## Clock Hours

Clock hours are the number of actual hours in class (lecture/discussion) or laboratory (“hands-on” experience). A clock hour is one hour of attendance that may, at the college’s discretion, contain a 10-minute break. Thus a clock hour is at least 50 minutes of instruction.

## State of Ohio Credit Hour Policy

One credit is earned for every lecture/discussion hour per week, assuming two outside preparation hours for each class hour. One credit is earned for every two hours of laboratory work per week, assuming an additional hour of follow-up work for every two laboratory hours.

## SCHEDULE

Classes are held Monday through Friday within the hours of 8:30am to 6:00pm.

## COURSE DESCRIPTIONS

This section outlines the courses that are required for each term of the program.

### YEAR ONE, SEMESTER 1

Total hours/credits: 17

#### **APP101 Introduction to Applications: 3 credits**

Students learn the basics of Adobe Creative Suite (InDesign, Illustrator, and Photoshop). Students work on fundamental tutorials and learn the program tools and other basic aspects of design.

#### **GRD101 Design Basics: 3 credits**

Students learn the basics of design, design terminology, typography, and the grid. Other basic principles including hierarchy, shape, pattern, and texture are also covered.

#### **WEB101 Web Design I: 3 credits**

Students learn the fundamentals of web and user interface design, including how the web works, navigation, the importance of usability, user experience strategy, and website structure.

#### **PHT101 Photography Basics: 2 credits**

Students gain a fundamental understanding of photographic elements. This course focuses on the technical aspects of using a digital SLR camera in manual mode to shoot still photography. Studio lighting and tabletop photography are covered.

#### **ENG101 English Composition: 3 credits\***

This course addresses the mechanics of clear, effective writing and composition for both professional and academic settings, as well as the methods of academic research. Students master the use of MLA formatting and reference style, review a variety of genres and topics, and produce several essays and a research paper.

#### **COM101 Introduction to Communications: 3 credits\***

Students analyze and practice methods of nonverbal, visual, and written communication. Subjects include the use of communication to promote organizational culture and personal identity, as well as conflict resolution across a variety of contexts, with a focus on media literacy and critical thinking.

### YEAR ONE, SEMESTER 2

Total hours/credits: 15

#### **GRD102 Graphic Design I: 3 credits**

Prerequisites: APP101 and GRD101

Students begin working on print and digital design assignments for various clients that will be used to develop their portfolio and help develop their understanding of the design process.

#### **WEB102 Web Design II: 3 credits**

Prerequisite: WEB101

Students focus on learning Hyper-Text Markup Language (HTML) coding, XHTML with Cascading Style Sheets (CSS), and establishing a user experience design and mobile design.

#### **ELT101 Art Elective: 3 credits**

Students choose one course from a variety of subjects including but not limited to traditional illustration, digital illustration, photography, motion, or video.

#### **ENG102 Creative Writing: 3 credits\***

This course explores various genres of fiction and poetry in order to inspire creativity and help students perfect their ability to make appropriate and effective word choice. Students write several poems and short stories throughout the semester.

#### **ARH101 Art History: 3 credits\***

Students study Western art history, starting with the Early Renaissance, continuing into the 20th century. Special emphasis is placed on how historically significant sculpture, painting, and artifacts

as well as cultures can be used in today’s artistic environments. Students develop critical awareness of art movements.

### YEAR TWO, SEMESTER 1

Total hours/credits: 15

#### **WEB201 Web Design III: 3 credits**

Prerequisites: WEB102

Students focus on digital strategy and research methods that help establish a user focused website design. Students are also introduced to app design and responsive web design that adjusts for different devices and screen sizes.

#### **ELT201 Design Elective: 3 credits**

Students choose a design elective to further develop their skills in a particular subject. Electives offered may include but are not limited to print and digital design, UI/UX, coding, motion design, or video.

#### **MKT201 Marketing I: 3 credits**

Prerequisites: GRD102 and ENG101

Students are introduced to the fundamental theory and concepts of marketing, basic marketing planning, and the competencies required of a marketing team.

#### **BUS201 Business and Ethics of Design: 3 credits**

Students work to understand business and ethical concepts such as intellectual property, trademark, copyright, fair use laws and policies, plagiarism, stock image use, Internet source use, and “truth in advertising.” Students learn to read and create contracts for employment, proposals, and time sheets; learn how to document work for tax reporting and how to locate insurance as a freelance designer; learn how to balance full-time employment with freelancing; understand online project management systems; and overall how an agency operates.

#### **PSY101 Psychology: 3 credits\***

Students learn a foundational understanding of human psychology. Topics include psychological development, identity and the self, creativity, sensory and perception, states of consciousness, learning, memory, cognition, motivation and emotion, stress and health psychology, brain health, and more.

### YEAR TWO, SEMESTER 2

Total hours/credits: 15

#### **GRD299 Portfolio Completion I: 12 credits**

Prerequisites: ELT201, WEB201, and MKT201

Students create a final portfolio using the skills they have acquired over two years. The students work to create a personal identity set and website, refine assignments, and prepare themselves for employment in the design industry.

#### **COM102 Advanced Communications: 3 credits\***

Prerequisite: COM101

This course introduces students to the realities that external influences have on communication practices, and heightens their awareness of the ways that interpersonal, cultural, and geographic influences can impact the quality and success or failure of communication. Students also develop and refine self-promotional materials such as resumes, networking tools, and other materials necessary for a successful employment search.

### YEAR TWO, SPRING TERM

Total hours/credits: 3

#### **PRO299 Externship: 3 credits**

This four-week course provides students with the opportunity to apply the skills they have acquired through their education in a professional design environment. Based on the career path of the student, they work with Career Services to find agencies,

design firms, and in-house corporate design departments that enable them to utilize the professional and technical skills learned as a student.

*Curriculum is subject to change.*

*\*General Education courses may be distributed differently than indicated here. The Modern reserves the right to schedule general education courses at its discretion.*

## DESIGN PROGRAM GRADUATION RATE

The graduation rate is the percentage of students who complete the two-year Design Program within 150% of the published normal completion rate, expressed in credit hours.

Students who began the program in 2015: 64% (71/111)

Students who began the program in 2014: 68% (54/79)

Students who began the program in 2013: 68% (54/82)

## DESIGN PROGRAM PLACEMENT RATE

The placement rate is the percentage of Design Program graduates eligible for career services who gain employment in the design field.

Students who began the program in 2015: 94% (67/71)

Students who began the program in 2014: 93% (50/54)

Students who began the program in 2013: 98% (52/53)

# DESIGN PROGRAM

## APPLYING FOR ADMISSION TO THE DESIGN PROGRAM

Students wishing to apply for admission to the Design Program at The Modern follow this list of steps.

**Online Application:** Complete an online application at [themodern.edu](http://themodern.edu).

**Transcripts:** Submit a valid high school and/or college transcript (or dated GED score report).

If the high school and/or college transcript reflects a grade point average below a 2.0 cumulative grade point, the student must complete the following steps:

- Submit a 1–2 page essay describing how the student plans to achieve satisfactory progress at The Modern.
- Submit two letters of recommendation. These letters should be written by academic educators or work supervisors who are familiar with the student’s work ethic and potential for success at The Modern.

Students submitting transcripts awarded by online or correspondence high schools must provide proof that the awarding school or organization complies with one of the following criteria:

- School or organization is authorized to offer online or correspondence high school diplomas by the state they are located within.
- School or organization is approved in writing by the Ohio State Board of Career Colleges and Schools.

If students participate in nontraditional education, students must submit a dated GED score report in place of a transcript.

**Interview and Tour:** Schedule an appointment to tour the college and meet with an admissions specialist for an interview.

During the interview, the admissions specialist evaluates students by using the following criteria to determine

acceptance: artistic ability, computer skills, communications skills, leadership experience, and past academic achievement.

Students are required to present at least eight samples of their work. Variety in medium and subject is greatly encouraged. Examples of acceptable work include: drawings, paintings, sketchbooks, digital work, websites, motion/animation, video, and photography. Presenting original artwork is recommended.

If work was created digitally or you are not able to bring the original work, it is acceptable to present work digitally on a flash drive. Most students bring 8–10 pieces.

Interviews may also be completed during The Modern’s events. The Modern events provide a casual, open forum for learning more about The Modern without an appointment or interview. Students, their families, and friends are invited to view examples of student work as well as obtain information about financial aid, housing, and much more. Interviews for admission are available on a first-come, first-served basis.

If traveling to The Modern for an admissions interview is not possible, you may contact the Admissions Department to request an online portfolio review. The Modern strongly encourages prospective students to visit the campus for a tour and interview, but understands that this is not always feasible.

**Acceptance:** The Modern considers applicants for acceptance based on a five-tier rubric. Students are scored up to 10 points each for artistic ability, communication skills, and academic achievement. Students are scored up to five points for computer skills, and up to three points for leadership experience.

Students must meet a minimum of 20 points to be accepted.

Applicants are notified by mail as to the status of their acceptance. Acceptance will be honored for three years. Students who withdraw and want to re-enroll at The Modern must reapply regardless of prior acceptance.

**Enrollment:** After an applicant is accepted, he or she is invited to enroll by filling out and returning the enrollment agreement and paying the enrollment fee. The enrollment agreement and fee may be mailed or personally delivered to The Modern. The enrollment fee must be in the form of check or money order if received by mail. You may call to pay via credit card.

The enrollment fee is \$125 (\$75 if paid by December 31) and must be paid by the applicant to be officially placed on the roster.

Before signing the enrollment agreement, students are reminded to read the current Catalog and Student Handbook.

Enrollment is complete only after the student submits proof of graduation (official final transcript or GED report). Students cannot begin classes until enrollment is complete.

If a student chooses not to attend The Modern after enrollment is complete but decides to begin classes within two years of initial enrollment, the student is required to complete a new enrollment agreement. The student is not required to pay another enrollment fee.

**Student Consumer Information Online Course:** Complete the Ohio State Board of Career Colleges and Schools’ Student Consumer Information online course while at Orientation.

**Financial Aid:** Complete a financial aid appointment with the financial aid team at The Modern.

**Proof of Graduation:** Submit proof of graduation by July 1 (final transcript or GED report).

## TRANSFER OF CREDITS TO THE MODERN

A student wishing to transfer credits to The Modern must adhere to the regular admissions process. A student’s postsecondary schooling and experience will be evaluated and appropriate credit may be granted.

This is a subjective assessment based on a review of course/grade transcripts and the catalog and/or syllabus from the college course(s) taken. In certain instances, a combination of courses may be considered as a transfer credit.

The Modern considers transfer credits from a variety of credit-granting institutions. Courses with a grade of “B” or higher are eligible for transfer consideration. Advanced Placement (AP) Exam scores of 4 and 5 are also eligible for consideration of credit.

Ohio students who participate in the College Credit Plus program may be eligible to transfer college credits to The Modern. The Modern will review student transcript submissions to determine transfer eligibility. Please be sure to have all transcripts from CCP courses sent to The Modern for review.

The Modern reserves the right to request a review of student work as a part of the transfer credit process.

To apply for transfer credit, submit a college transcript as well as a detailed syllabi and/or a detailed catalog listing to the Admissions Department for review and possible acceptance of credits.

To have AP Exam scores considered, visit [apscore.org](http://apscore.org) to request that AP scores be reported to The Modern.

## TRANSFER OF CREDITS FROM THE MODERN

Although The Modern is nationally accredited, there is no guarantee that other colleges will accept credit or credit hours for coursework completed at The Modern.

Transcripts can be sent by the Vice President of Student Affairs at the request of the student.

## 2019 DESIGN PROGRAM TOTAL COSTS

### PROGRAM TOTAL COSTS

#### Year One Tuition

First semester .....	\$15,347
Second semester .....	\$13,540
Total Year One Tuition .....	\$28,887

#### Year Two Tuition

First semester .....	\$14,083
Second semester/spring term .....	\$15,492
Total Year Two Tuition .....	\$29,575

### SUPPLIES AND EQUIPMENT

Art supplies .....	\$440*
Books .....	\$583*
Digital camera .....	\$660*
Personal website .....	\$150
Business cards and stationery .....	\$500
Digital resources .....	\$1,250*
MacBook Pro laptop + iPad .....	\$3,660*
Total Supplies .....	\$7,243

### FEES

Printing fee .....	\$600
Student Activity fee .....	\$400
Total Fees .....	\$1,000

**Approximate Program Total .....\$66,705**

*\*Sales tax is charged for all applicable fees.*

All fees, costs, and tuition are subject to change. All students will be notified by July 30 of any changes in tuition, fees, and/or costs for the upcoming school year. Tuition amounts do not include supplies or fees.

### EXPLANATION OF EQUIPMENT, SUPPLIES, AND FEES

#### Enrollment Fee

An enrollment fee of \$125 must be paid by the applicant to be officially placed on the roster. (If paid by December 31 of the year prior to starting classes, the fee is \$75.)

Only Year One students pay this fee. The entire fee will be refunded if the college is

notified of withdrawal in writing within five days of signing the enrollment agreement.

#### Art Supplies

Required art supplies cost \$280 in the first year and \$160 in the second year.

#### Books

Students are charged \$583 for book fees. The timing of book costs vary and are based on the student’s schedule.

#### Digital Camera

The digital camera costs \$660 in the first year.

#### Personal Website

Web hosting for a personal website costs \$150 in the second year.

#### Business Cards and Stationery

A \$500 fee covers the printing of business cards and note cards and the purchase of paper and envelopes. These items are designed by each student to showcase his or her design work and skills, and are instrumental in the job search process.

#### Digital Resources

Required digital resources cost \$595 in the first year and \$655 in the second year.

#### Printing Fee

Students will be charged a printing fee of \$300 in the first year and \$300 in the second year.

#### Student Activity Fee

The Student Activity Fee is \$200 in the first year and \$200 in the second year.

#### MacBook Pro Laptop + iPad

First year students are required to have their own MacBook Pro laptop, iPad, and Apple pencil for classes beginning in August of year one.

# DESIGN LEADERSHIP PROGRAM

## PROGRAM OBJECTIVES

The Bachelor Degree Completion Program objectives are to increase graduates' entry-level employment opportunities, earning potential, and options for future career advancement in the design industry.

## LENGTH OF PROGRAM

### Full-Time

The full-time Bachelor's Degree Completion Program spans 22 months. The program consists of a two-year, full-time daily program.

### Part-Time

The part-time Bachelor's Degree Completion Program spans 36 months. The part-time program consists of a three-year, part-time program.

## SCHEDULE

Classes are held Monday through Friday within the hours of 8:30am-10:00pm.

## GRADUATION REQUIREMENTS

Successful completion of 60 Bachelor's Degree Completion credits are required for graduation in addition to 18 general education credits that meet the requirements of the Ohio Department of Higher Education. Students must achieve a 77% term average or higher in each course and a cumulative grade point average of 2.0 or higher. Full payment of all tuition and fees is also required for graduation.

## DEGREE GRANTED

Students earn a Bachelor of Arts in Design Leadership after successfully completing the program.

## GRADUATE OCCUPATIONS

Graduates of the Bachelor's Degree Completion Program will be prepared for entry-level graphic design, web design, digital design, front-end development, UI/UX, and marketing specialist positions.

## FULL-TIME COURSE SEQUENCE

This section outlines the courses that are required during each term of the full-time Design Leadership Program.

### Year One, Semester 1

Total hours/credits: 15

#### ELT301 Design Elective, 3 credits

Students choose one of several electives offered that may include but are not limited to branding, art direction and copywriting, UI/UX, web design, motion design, or video.

#### BUS301 Business Fundamentals, 3 credits

#### MKT301 Research and Visualization, 3 credits

#### ARH301 History of 20th Century Art, Music, and Culture, 3 credits

#### SOC301 Anthropology and Human Behaviors, 3 credits

### Year One, Semester 2A

Total hours/credits: 15

#### ELT302 Design Elective, 3 credits

Students choose one of several electives offered that may include but are not limited to branding, art direction and copywriting, UI/UX, web design, motion design, or video.

#### BUS302 Entrepreneurship and Business Development, 3 credits

#### MKT302 Marketing II, 3 credits

#### SOC302 Research Methods and Practice, 3 credits

#### COM301 Organizational Communication, 3 credits

### Year Two, Semester 1

Total hours/credits: 18

#### BUS401 Design Leadership, 3 credits

#### ENS301 Environmental Science and Sustainability, 3 credits

#### MKT401 Integrated Marketing and Strategy, 3 credits

#### GRD499 Portfolio Completion II, 6 credits

#### SCI301 Concepts in Physics: Light and Color, 3 credits

### Year Two, Spring Term A

Total hours/credits: 2

#### PRO399 Career Development, 2 credits

### Year Two, Semester 2B

Total hours/credits: 10

#### PRO499 Co-op, 10 credits

## PART-TIME COURSE SEQUENCE

This section outlines the courses that are required during each term of the part-time Design Leadership Program.

### Year One, Semester 1

Total hours/credits: 6

#### BUS301 Business Fundamentals, 3 credits

#### MKT301 Research and Visualization, 3 credits

### Year One, Semester 2A

Total hours/credits: 6

#### ELT301 Design Elective, 3 credits

Students choose one of several electives offered that may include but are not limited to branding, art direction and copywriting, UI/UX, web design, motion design, or video.

#### ARH301 History of 20th Century Art, Music, and Culture, 3 credits

### Year One, Summer Session

Total hours/credits: 6

#### SOC301 Anthropology and Human Behaviors, 3 credits

#### BUS302 Entrepreneurship and Business Development, 3 credits

### Year Two, Semester 1

Total hours/credits: 6

#### ELT302 Design Elective, 3 credits

Students choose one of several electives offered that may include but are not limited to branding, art direction and copywriting, UI/UX, web design, motion design, or video.

#### MKT302 Marketing II, 3 credits

### Year Two, Semester 2A

Total hours/credits: 6

#### ENS301 Environmental Science and Sustainability, 3 credits

#### SOC302 Research Methods and Practice, 3 credits

### Year Two, Summer Session

Total hours/credits: 6

#### COM301 Organizational Communication, 3 credits

#### BUS401 Design Leadership, 3 credits

### Year Three, Semester 1

Total hours/credits: 6

#### MKT401 Integrated Marketing and Strategy

#### SCI301 Concepts in Physics: Light and Color, 3 credits

### Year Three, Semester 2A

Total hours/credits: 6

#### GRD499 Portfolio Completion II, 6 credits

### Year Three, Spring Term B

Total hours/credits: 2

#### PRO399 Career Development, 2 credits

### Year Three, Summer Session

Total hours/credits: 10

#### PRO499 Co-op, 10 credits

*Curriculum is subject to change.*

*\*General Education courses may be distributed differently than indicated here. The Modern reserves the right to schedule general education courses at its discretion.*

## COURSE DESCRIPTIONS

### ARH301 History of 20th Century Art, Music, and Culture: 3 credits

This course provides an in-depth examination of 20th century Western cultural productions. Students read, watch films, listen to music, view works of

art, and engage in discussion about the intersection of high and popular culture over the past 100 years. Decade by decade, students explore art movements and the social, political, economic, technological, and scientific changes brought about by the Industrial Revolution. Special attention is given to the intersection between the arts and culture, as well as the qualitative aspects of Modernity and Postmodernity.

### BUS301 Business Fundamentals: 3 credits

Successful completion of this course provides the student with a thorough understanding of the basic functions and practices of business. Students will gain awareness of, and become adept with, processes and systems of the business workplace, as well as develop analytical skills to determine best practices within business contexts. This course will explore diverse business models, rules and laws regarding business taxes, payroll management, legal issues in business, corporate structures and systems, and how to meet the needs of various stakeholders in business relationships. Students will also learn about the various systems and structures that dictate business practices in a global economic setting, and will complete a variety of business writing assignments.

### BUS302 Entrepreneurship and Business Development: 3 credits

This course introduces students to the process of entrepreneurship and business development. Students completing this course will design and create a business plan for the development of a new business venture in the media industry. The course will cover theoretical approaches to entrepreneurship, best practices in business development, presentation of business ideas, and how to form and lead a startup company.

### BUS401 Design Leadership: 3 credits

Students completing this course will learn about a variety of leadership styles and develop their own understanding of good

leadership. Case studies and investigation of outcomes of various approaches to leadership in creative contexts are central to class discussion. Students will study business ethics, leadership philosophies, concepts of diversity, and how to foster the creativity of others while ensuring business needs are met.

### COM301 Organizational Communication: 3 credits

This course provides a study of the theories of communication applied to organizations, including the role organizations play in society. Students will explore effective communication strategies for work relationships, management practices, and organizational culture. Students will practice the analysis of organizational communication problems and be introduced to the interventions and methods of communication training.

### ELT301 Design Elective: 3 credits

Students choose a design elective to further develop their skills in a particular subject. Electives offered may include but are not limited to branding, art direction and copywriting, UI/UX, web design, motion design, or video.

### ELT302 Design Elective: 3 credits, Prerequisite: ELT301

Students choose a design elective to further develop their skills in a particular subject. Electives offered may include but are not limited to branding, art direction and copywriting, UI/UX, web design, motion design, or video.

### ENS301 Environmental Science and Sustainability: 3 credits

This course provides students with a comprehensive understanding of the problems facing humanity and its environment. It presents environmental problems and the ethical, social, political, and technological bases for their solution. Students will explore a variety of challenges engendered by a changing world through an investigation of ecological footprinting, carbon energy, cycles, biodiversity, global climate change, atmospheric science,

# DESIGN LEADERSHIP PROGRAM

freshwater systems, soil and agriculture, and population growth.

## **GRD499 Portfolio Completion II: 6 credits**

This course offers students guided assistance with producing a portfolio that will showcase their capabilities in various areas of expertise. Students create projects showing conceptual thinking, design capabilities, and production skills for review by art directors and recruiters.

## **MKT301 Research and Visualization: 3 credits**

This course focuses on research and visualization in the marketing process. Students completing this course will have an understanding of the methods, skills, tools, and new metrics advertisers use to gain greater insight into consumer behaviors, and more accurately measure the relative success of marketing campaigns. Topics include media segmentation, assessing audience exposure, ROI, web analytics, big data, and quantitative and qualitative research methodologies. Students explore various methods of translating complex data, resulting from research, into visually dynamic and clearly communicative solutions. Topics include corporate communication systems, publication, way-finding, interaction design, and explanatory and interactive graphics for use in print and digital media.

## **MKT302 Marketing II: 3 credits**

Students completing this course are required to work together in groups to simulate a Marketing Team, creating a holistic Marketing Plan. Students apply the theoretical knowledge from MKT201 and MKT301 in the context of a real business scenario. Groups are required to determine the most effective marketing mix for varying products or services, and to compete in presenting their pitch to resolve the client's proposed problem. Fictional and real clients may be employed in this applied learning course.

## **MKT401 Integrated Marketing and Strategy: 3 credits**

Successful completion of this course will yield students an improved understanding of marketing strategy. Students will learn how to manage multichannel marketing assets to develop strategies to reach larger audiences. Tactical efforts toward purchasing, placing, and managing interactive media marketing are emphasized. Topics include paid search, paid social media placement, and display advertising. The course explores the burgeoning world of mobile advertising, location-based advertising, and second-screen interaction, along with more traditional contexts for ad placement.

## **PRO399 Career Development: 2 credits**

This course is designed to further prepare students for the transition from student to professional in the design industry. Students will enhance their skills to effectively identify, compete, and secure professional career opportunities. Students will learn how to integrate self-knowledge into occupational and life decisions, set goals, and devise strategies to attain these goals.

## **PRO499 Co-op: 10 credits**

The cooperative education course is designed to provide students with practical experience in the field of graphic design as well as skills in design leadership by enhancing their abilities to conceptualize, articulate, and direct teams. Student will learn through direct experience about workplace dynamics, including how to communicate effectively, ask for help, accept criticism, and lead teams; effective business practices, including how to develop positive vendor relationships and respond to challenges in fast-paced, deadline-driven environments; and how to self-manage and self-identify, including how to enhance personal credibility, resilience, and flexibility. Projects include an experiential journal evaluated by the instructor, and work assignments to be directed by the student's off-campus supervisor.

## **SCI301 Concepts in Physics: Light and Color: 3 credits**

This course provides a study of the physics of optical phenomena. Topics include: optical instrumentation, interference of light, refraction, reflection, and color. Students will explore the optics of the eye and camera as well as the physiology of the eye and the nature of color vision.

## **SOC301 Anthropology and Human Behaviors: 3 credits**

This course provides an in-depth look at cultural anthropology and how it influences human behaviors. It examines both past and current theoretical frameworks for understanding cultural patterns and practices. Contemporary cultural concerns such as globalization and human power dynamics will be examined and analyzed. This course will include a comparison of the similarities and differences among world cultures as well as comparative analysis of family organization, religious beliefs, educational systems, economics, and governmental systems.

## **SOC302 Research Methods and Practice: 3 credits**

Beginning with Quantitative Research, then progressing to Qualitative Research, and finally to Mixed Methods Research, this course will give students an understanding of social science research. Drawing from the disciplines of psychology, marketing, sociology, and anthropology, students explore the questions, contexts, inputs, and methods used by researchers to probe our world. This course examines research methods from both a practical and theoretical perspective. Students will experiment with data collection techniques for quantitative data analysis, as well as interviewing and coding techniques employed in qualitative research. They will be charged with determining the appropriate methodology for given research projects. Utilizing tools for information gathering, this course will augment student understanding of a wide variety of disciplinary subject matter.

## **APPLYING FOR ADMISSION TO THE DESIGN LEADERSHIP PROGRAM**

a. Online Application: Complete an online application at [themodern.edu](http://themodern.edu).

b. Transcripts: Submit official college transcript that reflects the equivalent of at least one year of full-time study of art or design in progress of earning an Associate's Degree or the equivalent of one year of study in a Bachelor's Degree Program.

i. If the college transcript reflects a grade point average below a 2.5 cumulative grade point, the student must complete the following steps:

1. Submit a 1–2-page essay describing how the student plans to achieve satisfactory progress at The Modern.
2. Submit two letters of recommendation. These letters should be written by academic educators or work supervisors who are familiar with the student's work ethic and potential for success at The Modern.

ii. These documents will be reviewed and accepted at the discretion of the Director of Admissions. Each applicant will be notified by mail regarding his or her acceptance to The Modern.

c. Portfolio Submission: Prior to the interview, the candidate will submit a portfolio online using [SlideRoom.com](http://SlideRoom.com). The candidate is required to upload 8–10 pieces of design work. Variety of subject is greatly encouraged. The candidate will incur a \$12 charge for the submission via SlideRoom.

d. Interview: Schedule an appointment to meet with an admissions specialist for an interview. If traveling to The Modern for an admissions interview is not possible, you may contact the

Admissions Department to make other arrangements. The Modern strongly encourages prospective students to visit the campus for a tour and interview, but we understand that this is not always feasible.

During the interview, the admissions specialist evaluates candidates by using the following criteria to determine acceptance: design ability, computer skills, communications skills, leadership experience, and past academic achievement.

e. Acceptance: The Modern considers applicants for acceptance based on a five-tier rubric. Students are scored up to 10 points each for design ability, communication skills, and academic achievement. Students are scored up to five points for computer skills, and up to three points for leadership experience. Students must meet a minimum of 20 points to be accepted.

Applicants are notified by mail as to the status of their acceptance. Acceptance will be honored for three years.

If the transcript reflects one year of full-time study of art or design, the degree program or an additional year of study must be successfully completed before beginning the Bachelor's Degree Completion Program.

f. Enrollment: After an applicant is accepted, he or she is invited to enroll by filling out and returning the enrollment agreement and paying the \$125 enrollment fee (\$75 if paid by December 31). The enrollment agreement packet and fee may be mailed or personally delivered to The Modern. The enrollment fee must be in the form of check or money order if received by mail. Enrollment is complete only after the student submits a copy of one of the following that meets the stated criteria:

official final transcript, or transcript showing two years of design-related coursework. Students cannot begin classes until enrollment is complete. If a student chooses not to attend The Modern after enrollment is complete but decides to begin classes within two years of initial enrollment, the student is required to complete a new enrollment agreement. The student is not required to pay another enrollment fee.

g. Student Consumer Information Online Course: Complete the Ohio State Board of Career Colleges and Schools' Student Consumer Information online course while at Orientation.

h. Financial Aid: Complete a financial aid appointment with the Financial Aid team at The Modern.

i. Proof of Graduation: Submit proof of graduation by July 1 (official final college transcript or transcript showing two years of design-related coursework).

## **TRANSFER OF CREDITS TO THE MODERN**

A student wishing to transfer credits to The Modern must adhere to the regular admissions process. A student's postsecondary schooling and experience will be evaluated and appropriate credit may be granted.

This is a subjective assessment based on a review of course/grade transcripts and the catalog and/or syllabus from the college course(s) taken. In certain instances, a combination of courses may be considered as a transfer credit.

The Modern considers transfer credits from a variety of credit-granting institutions. Courses with a grade of "B" or higher are eligible for transfer consideration. Advanced Placement (AP) Exam scores of 4 and 5 are also eligible for consideration of credit.



# DESIGN LEADERSHIP PROGRAM

Ohio students who participate in the College Credit Plus program may be eligible to transfer college credits to The Modern. The Modern will review student transcript submissions to determine transfer eligibility. Please be sure to have all transcripts from CCP courses sent to The Modern for review.

The Modern reserves the right to request a review of student work as a part of the transfer credit process.

To apply for transfer credit, submit a college transcript as well as a detailed syllabi and/or a detailed catalog listing to the Admissions Department for review and possible acceptance of credits.

To have AP Exam scores considered, visit [apscore.org](http://apscore.org) to request that AP scores be reported to The Modern.

## TRANSFER OF CREDITS FROM THE MODERN

Although The Modern is nationally accredited, there is no guarantee that other colleges will accept credit or credit hours for coursework completed at The Modern.

Transcripts can be sent by the Vice President of Student Affairs at the request of the student.

## 2019 DESIGN LEADERSHIP PROGRAM TOTAL COSTS

### FULL-TIME PROGRAM

#### Year One Tuition

Semester 1.....	\$13,545
Semester 2A .....	\$16,254
Total Year One Tuition .....	\$29,799

#### Year Two Tuition

Semester 1.....	\$14,085
Spring Term A and Semester 2B .....	\$6,578
Total Year Two Tuition .....	\$20,663

### SUPPLIES AND EQUIPMENT

Art supplies .....	\$60
Books .....	\$495
Business cards and stationery .....	\$500
Software .....	\$542
Total Supplies.....	\$1,597

### FEES

Library fee.....	\$280
Printing fee.....	\$600
Student activity fee .....	\$400
Total Fees.....	\$1,280

**Approximate Program Total ..... \$53,339**

### PART-TIME PROGRAM

#### Year One Tuition

Semester 1.....	\$5,418
Semester 2A .....	\$5,418
Summer Session .....	\$5,418
Total Year One Tuition .....	\$16,254

#### Year Two Tuition

Semester 1.....	\$5,634
Semester 2A .....	\$5,634
Summer Session .....	\$5,634
Total Year Two Tuition .....	\$16,902

#### Year Three Tuition

Semester 1.....	\$5,634
Semester 2A and Spring Term B .....	\$7,512
Summer Session .....	\$4,700
Total Year Three Tuition.....	\$17,846

### SUPPLIES

Art supplies .....	\$160
Books .....	\$495
Business cards and stationery .....	\$500
Software .....	\$813
Total Supplies.....	\$1,968

### FEES

Library fee.....	\$630
Printing fee.....	\$1,120
Student activity fee .....	\$740
Total Fees.....	\$2,490

**Approximate Program Total ..... \$55,460**

*Sales tax is charged for all applicable fees.*

*Additional general education courses may be required to meet the program's graduation requirements. Costs for these courses are not included in the above estimates.*

## EXPLANATION OF EQUIPMENT, FEES, AND SUPPLIES

### Enrollment Fee

An enrollment fee of \$125 must be paid by the applicant to be officially placed on the roster (\$75 if paid before December 31). Only Year One students pay this fee. The entire fee will be refunded if the college is notified of withdrawal in writing within five days of signing the enrollment agreement.

### Portfolio Submission Fee

A portfolio submission fee of \$12 must be paid by the applicant to SlideRoom in order to submit his or her portfolio work to The Modern for consideration.

### Art Supplies

The total cost of art supplies for the full-time program is \$60 and \$160 for the part-time program. The cost covers presentation boards.

### Books

Students are charged \$495 for book fees. The timing of book costs vary and are based on the student's schedule.

### Business Cards and Stationery

A \$500 fee covers the printing of business cards and note cards and the purchase of letterhead and envelopes. These items are designed by each student to showcase his or her design work and skills, and are instrumental in the job search process.

### Software

Students are charged \$271 per year for a subscription to the Adobe Creative Cloud.

### Library Fee

Students are charged \$70 per term for library resources comprised of extensive databases, ebooks, videos, and tutorials including O'Reilly Online Learning, Credo Academic Core, Proquest Research Library and Research Companion, and Artstor.

### Printing Fee

Full-time students are charged \$600 total for printouts from The Modern printers. Part-time students are charged \$1,120 for printouts. This fee covers only prints and copies produced for The Modern related assignments. Wide format prints are an additional \$10 each.

### Student Activity Fee

The Student Activity Fee for full-time students is \$400 and for part-time students is \$740. This fee is for the improvement and enhancement of student life while attending The Modern and covers portions of extracurricular activities such as events, luncheons, guest speakers, student senate, student clubs, and recreational equipment. The fee also covers membership to the Dayton Art Institute and an activities pass to the YMCA - South Branch.

### MacBook Pro Laptop

Students are required to bring a MacBook Pro laptop to class. For specifications, please contact the Financial Aid Office.

# FINANCIAL AID

## APPLYING FOR FINANCIAL AID

To begin the financial aid process, schedule an appointment to meet with the financial aid staff at The Modern to discuss your options. At your scheduled appointment, a financial aid representative will guide you through the entire financial aid application process. It is not necessary to complete any financial aid paperwork before your scheduled appointment.

If you are under the age of 24, we strongly recommend that your parent(s) or guardian accompany you to the appointment.

Generally, anyone under the age of 24 (unless married) is considered financially dependent upon their parents or guardian (even if your parents or guardian are no longer paying for your living expenses). If you are over the age of 24 and are financially independent, we still may require additional information from your parents or a cosigner.

Federal Income Tax returns and W2s may be necessary if requested by the Financial Aid office.

A student's eligibility for federal financial aid is determined using their EFC (Expected Family Contribution), the COA (cost of attendance), and the student's EFA (estimated financial assistance).

## FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

Students begin the application process at their scheduled financial aid appointment. During this appointment, students will complete the Free Application for Federal Student Aid, known as the FAFSA. With information from your Federal Income Tax returns, The Modern financial aid staff can process your FAFSA electronically during your appointment. The information on your completed FAFSA determines your eligibility for federal grants and loans, and provides information for completing all other necessary financial aid forms.

## FINANCIAL AID CHECKLIST

Students and parents must bring the following items to the financial aid appointment:

1. A signed copy of the student's (and spouse's if married) Federal Income Tax return, all schedules, and W2s. If you do not have a copy of your Federal Income Tax return, you can request form #4506 from the IRS website, [www.irs.gov](http://www.irs.gov), or by calling 800-829-3676 or 800-829-1040. Forms can also be obtained from The Modern Financial Aid Office.
2. If student is financially dependent, a signed copy of the parents' Federal Income Tax return, all schedules, and W2s. This is required in addition to the student's Federal Income Tax return. (Most students are financially dependent on parents; there are many federal guidelines that must be met to show financial independence.)
3. If student is an eligible non-citizen, bring qualifying documents.

If you are selected for verification by the Department of Education after applying for financial aid, you may be required to provide further documentation to the Financial Aid Office. Further documentation could include your driver's license, Social Security card, marriage certificate, proof of cleared default status for prior student loans, contact references, guardianship documents, and/or proof of untaxed income.

After you and your parents have completed all necessary financial aid paperwork at your appointment, you will be given an estimate showing the total financial aid for which you are eligible, and a listing of the types of aid you will be receiving for the upcoming school year.

Invoices will be mailed to students who are paying out-of-pocket tuition by July 20, 2020.

## DEADLINES

The Financial Aid process needs to be completed for Year One before July 1, 2019. The process needs to be completed for Year Two before April 25, 2020. The Financial Aid office assists Year One and Year Two students with the process.

Tuition for the first semester of Year One is due no later than July 25, 2020.

## APPEAL OF AID TERMINATION

If a student feels his/her student aid was terminated unjustly due to mitigating circumstances, the student has 30 days to appeal to the President of The Modern or termination is considered final.

## FUNDING OPTIONS

There are many ways in which you can fund your education at The Modern. The following sections outline various grants, loans, and institutional awards and scholarships. Additional sources of funding may be discussed in your financial aid appointment.

## FEDERAL AID PROGRAMS

Federal aid is distributed for each semester for which a student is enrolled and is based on each student's EFC, enrollment status, and financial need.

### Pell Grant

This grant is awarded based on financial need.

### Ohio College Opportunity Grant

This grant is awarded based on financial need and awarded only to Design Leadership Program students.

### Federal Direct Loan Programs

Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education rather than a bank or other financial institution. These loans will be discussed in the financial aid appointment. To learn more visit [www.studentloans.gov](http://www.studentloans.gov).

### Federal Direct Subsidized Loan:

This is a student loan, and it must be repaid. The federal government pays the interest on this loan while you are attending college. The maximum amount a Year One student can borrow is \$3,500. A Year Two student can borrow a maximum of \$4,500. For your Year Three and beyond, the undergraduate annual subsidized loan limit is \$5,500. Your first payment on this loan will not be due until six months after you graduate or your last date of attendance.

### Federal Direct Unsubsidized Loan:

This loan is available to undergraduate and graduate students. There is no requirement to demonstrate financial need. The college determines the amount you can borrow based on your cost of attendance and other financial aid you receive.

**Federal Direct PLUS Loan:** The Federal Direct Parent Loan for Undergraduate Students (PLUS) allows parents to borrow money to cover any costs not already covered by the student's financial aid package, up to the full cost of attendance. There is no cumulative limit.

Direct PLUS loans are the financial responsibility of the parents, not the student. A parent's eligibility for the PLUS loan depends on the results of a credit check. PLUS loan payments are now deferrable for six months after the student graduates.

## PAYMENT PLANS

Payment plans are available to students under certain limited conditions. Students must have explored and been denied all other options for funding their remaining balance in order to qualify for a payment plan. The details of the payment plan must be agreed upon in writing by both The Modern and the student. The Modern reserves the right to cancel the agreement at any time due to nonpayment.

## OUT-OF-POCKET PAYMENTS

Out-of-pocket payments are accepted in the form of credit card, cash, personal check, money order, or cashier's check. Cash will be accepted only if submitted in person. The Modern is not responsible for late or lost payments in the mail.

## OPT OUT POLICY

Students can purchase required equipment and supplies at a discounted rate from The Modern. If you already own the required items or if you would like to purchase the items yourself, you have the option of opting out of The Modern's fees per the Opt Out Policy.

You will receive an Opt Out form with available options listed. The Financial Aid team will discuss these options during your Financial Aid appointment.

Option 1: Purchase the items from The Modern at a discounted rate.

Option 2: Opt out of The Modern's fee(s) and purchase the item(s) on your own.

Option 3: Opt out of The Modern's fee and use Title IV, HEA Program funds (Direct Loans, Direct Plus Loans, Pell Grants, etc.) to purchase the items on your own, if eligible. You will receive a stipend 10 days before the term begins.

## ADDITIONAL FINANCIAL AID INFORMATION

Find additional Financial Aid information and a Net Price Calculator at: [themodern.edu](http://themodern.edu).

For additional assistance or questions concerning federal financial aid, please contact the Financial Aid office.

## DESIGN PROGRAM INSTITUTIONAL AWARDS AND SCHOLARSHIPS

This section lists institutional awards and scholarships for incoming Year One students who are enrolled in the Design Program and begin classes in August 2019. These Institutional Awards and

Scholarships are funded by The Modern and can be credited to tuition, supplies, and fees. Awards and Scholarships with GPA requirements consider unweighted cumulative GPAs reflected on final high school and college transcripts. Awards are awarded on a first-come, first-served basis.

**Merit Awards:** Enrolled students may be eligible for a renewable Merit Award.

Students who earn a GPA of 3.8–4.0 may be eligible for a \$5,000 renewable Merit Award (\$10,000 value).

Students who earn a GPA of 3.5–3.79 may be eligible \$2,500 renewable Merit Award (\$5,000 value).

**Multicultural Awards:** Enrolled students may be eligible for a \$2,500 renewable Multicultural Award (\$5,000 value).

To qualify, students must earn a GPA of 3.0 and must identify themselves on their application as members of the African American, Latina/Latino, Native American, Asian American, Pacific Islander, or other ethnic minority.

**Need-Based Awards:** Enrolled students may be eligible for a \$5,000 renewable Need-Based Award (\$10,000 value).

To qualify, the student must have a FAFSA Expected Family Contribution (EFC) between 0–2200 that results in Pell Grant eligibility, and the parent(s) must have received a denial on a PLUS loan credit check (for dependent students). The student would first need to borrow all the Federal Direct Loan money for which the student is eligible and receive all the grants for which the student qualifies.

**Career Center Graduate Awards:** Enrolled students may be eligible for a \$2,500 renewable Career Center Graduate Award (\$5,000 value).

To qualify, the student must graduate from a career center or have earned credits in a design-related lab or class from a career center and have earned a GPA of 3.0.

# FINANCIAL AID

**Out-of-State Awards:** Enrolled students may be eligible for a \$2,500 renewable Out-of-State Award (\$5,000 value).

To qualify, the student must live outside the state of Ohio and have earned a GPA of 3.0.

**Daniel E. Johnson Memorial Scholarship:** One accepted student who reflects excellence in both design and academics will be awarded a \$5,000 renewable scholarship (\$10,000 value).

To apply, students must submit a scholarship application by March 4, 2020.

**Portfolio Scholarships:** Up to four accepted students who reflect excellence in academic achievement and creativity in their portfolio submission will be awarded a \$2,500 renewable scholarship (\$5,000 value).

To apply, students must submit a scholarship application by March 4, 2020.

**Ohio Governor's Youth Art Exhibition Scholarships:** Up to two accepted students whose artwork is selected for display in the Ohio Governor's Youth Art Exhibition will be awarded a \$5,000 renewable scholarship (\$10,000 value). Visit govart.org for more information.

**Congressional Art Scholarship:** One accepted student who won first place in their home district's Congressional Art Competition will be awarded a \$1,250 renewable scholarship (\$2,500 value). The scholarship is awarded on a first-come, first-served basis. Visit house.gov for information about this competition.

**SkillsUSA Scholarships:** Up to two accepted students who were awarded first place in the Ohio Southwest Regional Advertising Design Contest or in the State SkillsUSA Advertising Design, Web Design, Photography, or Video Contests will be awarded a \$1,250 renewable scholarship (\$2,500 value). Visit skillsusa.org for information about this competition.

**Business Professionals of America Scholarships:** One accepted student who was awarded first place at the Business Professionals of America (BPA) Website Design, Advertising Promotion, Photography, or Video competitions at the state level will be awarded a \$1,250 renewable scholarship (\$2,500 value). Visit bpa.org for information about this competition.

## DESIGN LEADERSHIP PROGRAM INSTITUTIONAL AWARDS AND SCHOLARSHIPS

### Merit Awards

Enrolled students may be eligible for a renewable Merit Award.

Students who earn a college GPA of 4.0 may be eligible for a \$12,500 renewable award (\$25,000 value).

Students who earn a college GPA of 3.75 – 3.99 may be eligible for a \$10,000 renewable award (\$20,000 value).

Students who earn a college GPA of 3.5 – 3.74 may be eligible for a \$7,500 renewable award (\$15,000 value).

Students who earn a college GPA of 3.25 – 3.49 may be eligible for a \$5,000 renewable award (\$10,000 value).

Students who earn a college GPA of 3.0 – 3.24 may be eligible for a renewable \$2,500 award (\$5,000 value).

Students who earn a college GPA of 2.5 – 2.99 may be eligible for a renewable \$1,250 award (\$2,500 value).

*\*If a student is unable to submit a transcript with a college GPA, he or she can submit a portfolio to be assessed for the award.*

### Multicultural Awards

Enrolled students may be eligible for a \$2,500 renewable Multicultural Award (\$5,000 value).

To qualify, students must earn a GPA of 3.0 and must identify themselves on their application as members of the African American, Latina/Latino, Native American, Asian American, Pacific Islander, or other ethnic minority.

### Need-Based Awards

Enrolled students may be eligible for a \$5,000 renewable Need-Based Award (\$10,000 value).

To qualify, the student must have a FAFSA Expected Family Contribution (EFC) that results in Pell Grant eligibility, and the parent(s) must have received a denial on a PLUS loan credit check (for dependent students). The student would first need to borrow all the Federal Direct Loan money for which the student is eligible and receive all the grants for which the student qualifies.

### OUTSIDE SCHOLARSHIPS

There may be many scholarships available that are not associated with The Modern. You should begin research on these potential scholarship options as soon as possible.

Your high school guidance counselor can be a helpful resource for information about locally awarded grants and scholarships. You might also look into the possibility of receiving scholarships from employers, trade associations, churches, and social/service organizations such as Rotary Club and Lions Club, local businesses, community organizations, etc. The Financial Aid staff may have other ideas for you to look into, as well.

### Additional Scholarship Resources

These resources may have useful information about other outside scholarship opportunities.

- collegeboard.org
- scholarshipamerica.org
- fastweb.com
- finaid.org
- collegescholarships.com
- niche.com
- scholarships.com
- jlvcollegecounseling.com
- scholarship finder at careerinfonet.org
- schoold app
- scholly app

# CAREER SERVICES

## CAREER SERVICES

The Modern College of Design is dedicated to providing ongoing employment assistance to all alumni, including recent and past graduates interested in advancing in their careers. 93% of graduates eligible for career services who began the program on August 25, 2014 (50 of 54) gained employment in the design field by July 30, 2017.

The Modern is committed to upholding these high standards of employment assistance and enhancing the employment success The Modern has achieved to date.

## EMPLOYMENT ASSISTANCE

Graduates of The Modern will be ready to enter the job market by having prepared a professional portfolio, a resume, and website. Graduates of The Modern receive a weekly report of current employment leads in the field of design, as well as lists of prospective employers. The Career Services team communicates with graduates regularly by providing job leads, offering advice, and evaluating interviews. This communication continues with each interested graduate until they secure full-time employment in the design field. The Modern offers continuing employment assistance and a graduate may request employment assistance throughout their career.

The Modern will assist its graduates in choosing where to seek employment depending on the interests and strengths of the individual student. The Modern cannot guarantee employment for any graduate.

The quality of the graduates' professional education and portfolio in accordance with the job-seeking skills they have been taught will qualify them for entry-level positions in agencies, design firms, corporations, small businesses, technology companies, and nonprofit organizations.

## PROFESSIONAL DEVELOPMENT

Professional development seminars educate students in methods of obtaining full-time employment as designers. Topics may include: interviewing skills and follow-up strategies; business etiquette and professional networking; professional correspondence including email, cover letters, and follow-ups; mock interviews and portfolio reviews; professional attire and workplace dress codes; sexual harassment, diversity, ethics, and other issues in the workplace; organizational structure and roles; presentation and articulation of design concepts; workplace communication; stress management; and issues surrounding work-from-home, contract, telecommute, and freelance job opportunities.

Guest lectures and portfolio reviews by design professionals, as well as visits to local agencies and companies may also be offered.

## EXTERNSHIPS

Each Year Two student of the Design Program is assigned to an externship. Agencies, design firms, corporations, small businesses, technology companies, and nonprofit organizations participate in the program. Students are exposed to the experience of working in a professional design environment where they can apply what they have learned.

## INTERNSHIPS

The Modern encourages students to pursue summer internships at agencies, design firms, corporations, small businesses, technology companies, and nonprofit organizations. Career Services provides a weekly report of current internship opportunities, as well as contacts and personal guidance to interested students. No college credit is given and students are not permitted to work during The Modern class hours. (This information does not apply to the Design Program Externship course.)

## CO-OP

In order to successfully complete the Design Leadership Program at The Modern, students are required to take a cooperative education experiential learning course (Co-Op). This course is designed to provide students with practical experience in the field of graphic design, while reinforcing the program's goals of providing them with skills in creative leadership by enhancing their ability to conceptualize, articulate, and direct teams. The Co-Op functions as the terminal evolution of the Design Leadership Program – effectively synthesizing the educational experience into a professional environment that allows the student to learn about workplace dynamics, effective business practices, and to self-manage and self-identify, including how to enhance personal credibility, resilience, and flexibility.

## NETWORKING OPPORTUNITIES

Building a professional network as a student is as important as building a professional portfolio.

As part of the student's education, The Modern brings in professionals from design firms, agencies, and companies with local and global reach to interact with and educate our students.

These opportunities begin in their first year through regular presentations about the industry, delivered by veterans from around the country. They speak with students about what a graphic design career looks in a variety of disciplines, from branding to UI/UX Design, and how to develop a portfolio that will help them land a job.

As students move through the program, they practice their interviewing skills through a series of mock interviews with hiring managers, human resources specialists, and other professionals in the field. Career Services provides feedback after each interview, helping the student hone their skills and become

more comfortable during a professional interview. These culminate in a full day of interviews with companies that have formed working partnerships with The Modern. This is another opportunity for students to meet with working professionals and receive feedback on their portfolios.

Career Services encourages students to attend networking events outside the school to discover opportunities for themselves and speak with design leaders in other cities. They have attended events with groups like the Columbus Society of Communicating Arts (CSCA), the Cincinnati branch of the American Institute of Graphic Arts (AIGA), and the Dayton and Cincinnati branches of the American Advertising Foundation (AAF). Students in our Design Leadership Program attend events each month with local leaders, providing a better understanding of what leadership looks like so they can apply it in their careers.

## REVEAL

Reveal is an annual exhibition of graduates' design work. The Modern hosts the event each year for visiting professionals, giving them the opportunity to talk to graduates about their work, exchange business cards, and schedule interviews.

## GRADUATE EMPLOYMENT

In recent years, the following companies have hired The Modern graduates:

Apple Inc., ACCO Brands, Barefoot Proximity, Bath & Body Works, Birdsong Creative, Dell, Duolingo, Fahlgren Mortine SBC, Ghiradelli Chocolate Company, GTB, Gyro, Hewlett-Packard, Honda America, HYVE, IBMiX, Isobar, Ivie & Associates, Journeys, L Brands, Landor, LexisNexis, LPK, Marathon Oil, Marxent Labs, Midmark, ModCloth, Nationwide Insurance, Nike, Northlich, Nova Creative, The Ohlmann Group, OmniSpear, Oregon Printing Communications, Publicis, Real Art, Reynolds and Reynolds, Rue21, STEL

Design, Stratacache, Upward Brand Interactions, Vizio, and Wondersauce.

## POSITIONS HELD BY THE MODERN GRADUATES

### Graphic Designers

Designers create visual concepts. The graphic designer develops the idea, direction, and format of design. The Modern graduates typically start their careers as designers or junior designers.

### Web Designer/Front-End Developer

The Modern graduates are also employed as web designers and/or front-end developers. Web designers are responsible for brainstorming and mocking up ideas for websites, including wireframes and prototypes. They often manage content and digital design. Front-end developers use tools such as HTML and CSS to code websites.

### UI/UX Designer

UI/UX designers collaborate with product owners, developers, and stakeholders to create models, user flows, and UI specifications that solve interface and interaction design challenges. They create designs and graphics for websites, mobile applications, and software.

### Marketing Specialist

Marketing specialists assist in the development of communication materials for both internal and external use to achieve specific goals. These materials may include the design and creation of brochures, billboards, digital display ads, program guides, direct mail, advertising, press releases, campaign literature and support materials, videos, etc.

### Art Director

After several years of experience working as a designer in a design firm or advertising agency, The Modern graduates are sometimes promoted to the position of art director. The art director's responsibilities include interacting with the client, copywriter, and account executive

while establishing design choices and approaches. Art directors supervise designers and the production of designed materials.

### Creative Director

After working as a successful designer or art director for a design firm or advertising agency, The Modern graduates are sometimes promoted to creative director. The creative director is responsible for the administration and direction of new and existing client work, supervision of art directors, and all creative work. Creative directors are key to the development of design strategy and marketing approaches. They often are involved in presenting new campaigns and ideas to clients.

### Owner

The Modern graduates have gone on to open and operate successful design firms or agencies. Their responsibilities are both artistic and administrative. They oversee the development and growth of the company.

## INCOME EARNED BY RECENT GRADUATES OF THE MODERN

The median starting salary of The Modern graduates reporting income who began the program in August 2015 was \$31,200.

## ALUMNI SERVICES

In addition to career placement assistance, The Modern provides a variety of ongoing support services for alumni at any stage in their careers. The Modern's experienced administration and faculty are available for professional portfolio reviews and consultations. Alumni may also seek resume reviews and long-range career planning advice.

## TYPES OF EMPLOYERS

### Specialized Design Firms

As the media landscape shifts and changes, new ways to connect with clients emerge.

Specialized firms allow students to focus on the creative aspects of marketing and allow for specialization in a specific type of graphic design work (examples might include, but are not limited to, mobile app development, website building, letterpress, animation/motion, video, etc.).

These typically smaller firms often partner with larger advertising agencies to fully deploy their work. Firms like this allow students to deeply explore one or two aspects of design, and truly become an expert in that discipline.

### Advertising Agencies

Advertising agencies are multidisciplinary organizations that develop new ideas for companies and execute them through a variety of channels including print, radio, television, and the internet. Agencies allow students to see all parts of the advertising process from concept to execution to implementation.

Students will be exposed to the ways that graphic designers interact with other parts of the advertising process in an advertising agency and learn about account and brand management.

These organizations offer students a chance to expand their skills, since in many agencies each employee handles multiple aspects of the business.

### In-House Design Departments

Large companies often have their own design departments. These departments may not do all the work for the company, but they do a significant amount while maintaining the standards of the brand. Opportunities at in-house design departments allow students the opportunity to get experience working with one brand and experience the inherent challenges and interests that go along with that. It allows students to understand not only the graphic design side of the business, but how to balance creative desires with corporate directives and competition for resources.

### Nonprofit Organizations

There are many organizations, from charities to church groups to foundations, that work for the good of a group of people. Design departments in many of these organizations are small and provide designers an opportunity to develop full campaigns for internal events or external marketing. They may be doing web design, motion graphics, social media posting, and more traditional marketing campaigns. The appeal of working for a nonprofit is the chance to be involved with most of the design decisions that can have an impact on the community.

# STUDENT SERVICES



## HOUSING ASSISTANCE

Kettering is a safe environment for study, work, and play. Approximately 70 percent of The Modern students move to the Kettering area, while others commute. The Modern works with area apartment communities to assist students with the best options for housing.

Having your own transportation is recommended but not a necessity. Some apartments are within walking distance of the college. Public transportation is available. Find route and schedule information at [iriderta.org](http://iriderta.org).

Average monthly rent paid by The Modern students during a recent school year for a one-bedroom apartment was \$575. With one roommate, a two-bedroom apartment was \$350 per student. With two roommates, a three-bedroom apartment was \$315 per student. In addition, utilities like water, electric, gas, and WiFi average a total of \$135–\$215 per apartment. Please note these numbers are intended for use as a reference only. Students may have the ability to borrow funds to cover expenses. Please check with the Financial Aid office.

Please note that The Modern does not provide or guarantee housing.

## ROOMMATES & CARPOOLING

To help budget for housing or commuting expenses, students receive roommate and housing questionnaires after their Financial Aid appointment is completed.

Both questionnaires ask for limited personal information, which is shared, with permission, with other students looking for a roommate or someone to carpool with. The Modern does not assign roommates or carpooling groups, and in the event that either group is late to class, The Modern Attendance Policy is still in effect for that entire group.

## PART-TIME JOBS

A majority of The Modern students have part-time jobs. The Modern recommends that students limit employment to 20 hours

per week in order to have ample time to devote to college assignments. The Modern does not provide assistance in finding part-time jobs.

## STUDENT AWARDS

The Modern staff selects student work to enter into design competitions, and The Modern pays applicable fees. Students gain recognition in the industry.

Students and graduates have been recognized by GDUSA magazine, the Columbus Society of Communicating Arts Creative Best awards, the American Advertising Federation–Dayton Hermes Awards, the District 5 ADDYs, and the National ADDYs.

## STUDENT CLUBS

The Modern offers a variety of student clubs that create an environment for students to connect and express their personal interests. All clubs are open to students at no cost. Available clubs include: photography, art, and fellowship.

## STUDENT SENATE

Student Senate provides students with a voice to share ideas for improving their college experience. Representatives are elected by the student body. Senate meets to discuss ideas and concerns, plan events, and implement ways for students to be involved in The Modern and in the community.

## DAYTON ART INSTITUTE MEMBERSHIP

Each student receives a membership to the Dayton Art Institute. The collection spans 5,000 years of art history, and includes European and American art, as well as Oceanic art, Asian art, and decorative art. Themed exhibitions are scheduled regularly, and artwork created by The Modern students is often featured in the museum's cafe. Visit [daytonartinstitute.org](http://daytonartinstitute.org).

## YMCA ACTIVITY PASS

Students receive an Activity Pass to the South Dayton YMCA, just blocks from The Modern. The pass is valid at the South Dayton branch September 1 through August 31 each academic year that the student is enrolled. Visit [ymcaonline.org](http://ymcaonline.org).

## THE MODERN EMAIL ACCOUNTS

Students receive a .edu email account with 30GB of storage. Students are given account login information the first week of class, and are encouraged to check their accounts daily. Accounts do not expire due to inactivity, and remain open for one year after graduation. The account can/will be suspended if The Modern receives complaints of improper conduct or misuse. The account will be deleted if a student withdraws or is dismissed.

## PROVISION OF REASONABLE ACCOMMODATION(S) FOR EDUCATION PROGRAMS, ACTIVITIES, AND OTHER SERVICES

### Policy of Nondiscrimination

It is the policy of The Modern College of Design not to discriminate against qualified individuals with disabilities and to provide reasonable accommodation(s), as required by law, to otherwise qualified applicants for admission of students with disabilities in all education programs, activities, services, and practices, including application procedures, admission, student assignments, course assignments, the awarding of degrees, discipline, and dismissal. Educational opportunities will not be denied to an otherwise qualified applicant or student because of the need to make reasonable accommodation(s) or modification(s) for the physical or mental impairments of any such individual.

Although this policy and procedure is largely described in terms of accommodations that may allow an applicant or student with a disability to meet the academic standards requisite to admission or participation

in education programs, activities, and services, the policy is also applicable to accommodations involving the application process and to accommodations that would enable an applicant or student with a disability to enjoy equal benefits and privileges of education as are enjoyed by other similarly situated applicants or students without disabilities.

The procedures contained herein are not exclusive of other education-related inquiries that the school, in its discretion, may make as permitted or required by local, state, or federal law and in conformance with the Americans with Disabilities Act of 1990. To receive any special service or accommodation, the student must contact the Vice President of Student Affairs and complete an application to initiate the process.

## COUNSELING SERVICES

The Modern is concerned with the whole student, not just the student's artistic and creative abilities. Life issues can impact a student's performance and a student may need assistance with coping skills, relationship issues, or other personal concerns.

The Modern offers counseling conducted by a licensed professional counselor to any student who requests it, free of charge. Students can schedule a session by speaking with the Vice President of Student Affairs. If the Vice President of Student Affairs is not available, students can speak with the Student Success Advisor.

## STUDENT ADVISING

The Modern College of Design provides academic advising for students who request it. In addition, faculty members provide The Modern administration with weekly feedback about student performance and curriculum concerns. This helps to identify students who can benefit from early advising sessions.

Advising includes discussion of the concern and possible solutions that the student can work toward. Student Success advisors are available to help students with needed support in areas such as time management, tutoring services, test-taking and study skills, workload prioritization, removing distractions, and stress management. The advisor may also assist the student by putting them in contact with other staff members who might be of further help.

If a student indicates that he or she may have a disability that affects their ability to learn in the classroom, the student should contact the Vice President of Student Affairs.

## TUTORING

The Modern instructors are available for tutoring time outside of regular class hours. Students schedule time directly with their instructor; available office hours vary by instructor. Office hours are posted each term.

# STUDENT EVENTS

## GUEST SPEAKERS

The Modern invites nationally renowned designers, photographers, illustrators, animators, art directors, and industry leaders to speak with The Modern students. Guest speakers from across the nation share their thoughts on subjects such as creativity, execution, and time management, along with their own personal experiences in the industry.

The following companies and influential design professionals have visited The Modern.

**Andy J. Miller/Creative Pep Talk**  
Columbus, Ohio

**Austin Dunbar/Durham Brand & Co.**  
Covington, Kentucky

**Matt Lehman/Matt Lehman Studio**  
Nashville, Tennessee

**Chuck Anderson/No Pattern**  
Chicago, Illinois

**Viktoria Harrison/charity: water**  
New York, New York

**Mikey Burton**  
Philadelphia, Pennsylvania

**Tad Carpenter/Carpenter Collective**  
Kansas City, Missouri

**Aaron Draplin/Draplin Design Co.**  
Portland, Oregon

**Von Glitschka/Glitschka Studios**  
Salem, Oregon

**Jeff Hamada/Booooooom**  
Vancouver, Canada

**Erik Marinovich/Friends of Type**  
San Francisco, California

**Alison Yard Medland**  
New York, New York

**Modern Dog**  
Seattle, Washington

**Jessica Walsh/Sagmeister & Walsh**  
New York, New York

## ORIENTATION

Year One students and Design Leadership Program students attend Orientation a few weeks before classes begin. Photo IDs are taken, rules and regulations are reviewed, and questions are answered. Students meet classmates as well as The Modern staff and faculty, and find out what to expect the first day. Each student can bring two guests to Orientation.

## STUDENT ACHIEVEMENT AWARDS

Students are recognized for their excellent academic achievements following the end of each semester. The current academic achievement distinctions include: President's List (achieved by earning a cumulative GPA of 3.75 or higher), Perfect Attendance (achieved by being on time and attending all classes during a given semester), and the Award of Excellence (achieved by earning both Perfect Attendance and President's List distinctions).

## BOWLING PARTY

On the eve of the first day of classes, The Modern hosts a Bowling Party. Students have the opportunity to see old friends and meet new ones. Bowling costs and shoe rental are covered by The Modern.

## FALL PICNIC

Students get to know classmates and enjoy the outdoor space. Food is provided by The Modern.

## HALLOWEEN PARTY

Prizes for the most creative costumes are voted on by judges. There's always lots of music, dancing, and great food.

## THANKSGIVING CELEBRATION

Students and staff enjoy a catered luncheon the day before Fall Break to celebrate the Thanksgiving holiday.

## HOLIDAY PARTY

The Modern provides lunch for students

and staff on the afternoon before Winter Break.

## AREA EVENTS

Information about local art and entertainment events is posted regularly in The Modern's common areas. Students can enjoy concerts at the Frazee Pavilion, art galleries in downtown Dayton, exhibits at the Dayton Art Institute, and minor league baseball at the Dayton Dragons stadium. Five Rivers Metro Parks offers bikeways, hiking trails, and boating. Several local festivals are popular, including the annual Greek Festival, the Dayton Art Institute Oktoberfest, and the Italian Fall Festival. Short trips south lead to King's Island, Reds and Bengals games, the Cincinnati Art Museum, and Newport Aquarium.

## HONORS CELEBRATION

The Modern recognizes the top ten graduating students for their high academic achievements. This annual event includes presentation of certificates to the honored students at a special celebration for the graduates, their families, and The Modern faculty and staff.

## REVEAL

With over 200 professionals in attendance, each graduating student displays their work in a gallery setting. Industry leaders get a preview of the future of design in the region during the professionals' lunch. Families and friends are welcomed during the afternoon. Each student of The Modern displays samples of their best work.

## COMMENCEMENT

Family, friends, and students of The Modern and staff celebrate graduation at a local event venue. Following a video featuring the graduates, the valedictorian reflects on their time at The Modern and shares thoughts on the future of graduating classmates. Degrees are awarded to students.

# CALENDAR DATES

## 2019-2020 ACADEMIC CALENDAR

**Design Program Orientation + Semester 1 Tuition Due**  
July 27, 2019

**Design Leadership Program Orientation**  
August 10, 2019

**Bowling Party**  
August 18, 2019

**Semester 1 + Fall Term A Begins**  
August 19, 2019

**Fall Picnic**  
August 30, 2019

**Labor Day, College Closed**  
September 2, 2019

**Fuel Your Passion, College Closed**  
September 27, 2019

**Fall Term A Ends**  
October 11, 2019

**Columbus Day, College Closed**  
October 14, 2019

**Fall Term B Begins**  
October 15, 2019

**Halloween Party**  
October 25, 2019

**Fall Preview Day**  
November 2, 2019

**Thanksgiving Luncheon**  
November 21, 2019

**Fall Break, College Closed**  
November 22-29, 2019

**Classes Resume**  
December 2, 2019

**Semester 1 + Fall Term B Ends Student Holiday Party**  
December 12, 2019

**Winter Break, College Closed**  
December 13, 2019–  
January 1, 2020

**Semester 2A, Spring Term A, and Spring Term C Begins + Classes Resume**  
January 2, 2020

**Winter Preview Day**  
January 18, 2020

**Martin Luther King Day, College Closed**  
January 20, 2020

**Spring Term A Ends**  
January 30, 2020

**Semester 2B Begins**  
January 31, 2020

**Spring Term C Ends**  
February 21, 2020

**Spring Term D Begins**  
February 24, 2020

**Scholarship Entries Due**  
March 4, 2020

**Fuel Your Passion, College Closed**  
March 6, 2020

**Spring Preview Day**  
March 14, 2020

**Spring Break, College Closed**  
March 30, 2020 – April 3, 2020

**Classes Resume**  
April 6, 2020

**Semester 2A and Spring Term D Ends + Year Two + Three Financial Aid Deadline**  
April 24, 2020

**Spring Term B Begins**  
April 27, 2020

**Semester 2B and Spring Term B Ends**  
May 22, 2020

**Memorial Day, College Closed**  
May 25, 2020

**REVEAL**  
May 29, 2020

**Commencement**  
May 31, 2020

**Summer Session Begins**  
June 1, 2020

**Year One Financial Aid Deadline + Laptop Orders Due**  
July 1, 2020

**Independence Day Observed, College Closed**  
July 3, 2020

**Summer Preview Day**  
July 18, 2020

**Design Program Orientation + Semester 1 Tuition Due**  
July 25, 2020

**Design Leadership Program Orientation**  
August 1, 2020

**Summer Session Ends**  
August 12, 2020

*All dates subject to change.*

# FACULTY + STAFF



Jessica Barry



Matt Flick



Melissa Ferguson



Korrine Toadvine



Davar Azarbeygui



Ursula Jones



Emily Little



Josh Luke



Betsy McFaddin



Lindsey Meredith



Molly Baker



Chris Beach



Todd Berry



Sara Betts



Clancy Boyer



Benjamin Newland



Mary Page



Craig Patrick



Kenzie Phillips



Lindsey Pullum



Mariesa Brewster



Cody Brown



Lauren Burtscher



A.J. Busé



Mary Cleveland



Lauren Roeth



Kristin Schindler



Emily Shankland



Andy Sharpe



Susan Sykes



Tess Cortés



James Cosby



Jim Crotty



Robin Crum



Alycia Falknor



Allison Thompson



Doug Toles



Mark Werle



Ashley Friedel



Tracv Gardner



Amanda Green



Leah Henderson



Sarah Jackson

# FACULTY + STAFF

## **Jessica Barry, President**

Ms. Barry is a 1997 graduate of The Modern, holds a BA in management from Antioch University Midwest, and has been recognized as an award-winning educator, administrator, and creative director. In 2018, she was selected as Educator of the Year by the American Advertising Federation-Dayton and by GDUSA magazine as an Educator to Watch. She has also been honored by the American Institute of Graphic Arts (AIGA), Art Center Dayton, the Columbus Society of Communicating Arts (CSCA), and the Admissions Marketing Report. Jessica has served as the school's president since 2007 overseeing the operations of the college with an emphasis on compliance, admissions, marketing, financial aid, facilities, and strategic planning. In 2013, she purchased the assets of the college and is the sole owner.

Jessica is an active member and leader of many local and national organizations. Jessica served as a primary negotiator on the 2017-18 U.S. Department of Education's gainful employment negotiated rule-making committee and she co-chaired a 2016-17 Career Education Colleges and Universities committee to draft recommendations for the Reauthorization of the Higher Education Act. Jessica is committed to providing an exceptional educational experience for students, an innovative work environment for faculty and staff, and exceptional entry-level talent for the design industry.

## **Matthew Flick, Vice President of Education + Outreach**

Mr. Flick has many years of industry experience as an award-winning art director, and holds an associate degree in Visual Communications from Sinclair Community College. His clients have included Titleist, FootJoy Worldwide, IMG Canada, PGA Tour professional Mike Weir, Duncan Seawall, and others. Matt's work has received numerous awards by organizations including the American

Federation-Dayton, the District Five Advertising Federation, the American Institute of Graphic Arts (AIGA), the Columbus Society of Communicating Arts (CSCA), and the Admissions Marketing Report. GDUSA magazine named Matt as an Educator to Watch in 2017. He was featured as one of 29 design professional People to Watch by GDUSA in 2013. Matt was named Educator of the Year by the American Federation-Dayton in 2012 and 2009. Matt serves as Vice President of Education and Outreach and teaches Graphic Design.

## **Melissa Ferguson, Vice President of Student Affairs + Civil Rights Coordinator**

Ms. Ferguson holds an MBA from Northeastern University and a BFA from Wright State University. Her experience includes serving as an academic dean and teaching drawing, publication design, interpersonal communications, and marketing. She also has many years of experience as a marketing director, developing brand profiles and advertising strategy. Melissa oversees student services and assists with strategic planning. She serves as The Modern Title IX/Civil Rights Coordinator.

## **Korinne Toadvine, Chief Academic Officer**

Ms. Toadvine holds an MSE in Educational Leadership from the University of Dayton and a BS in Education from Ohio University. Her educational experience includes several leadership roles in a large public school district, leading curriculum development, strategic planning, and management of instructional teams. As The Modern's Chief Academic Officer, Korinne ensures the college's educational mission is achieved.

In collaboration with the administration, she provides strategic direction for the curriculum, faculty development, library, learning resource materials, student success, new program development,

and student initiatives. She also supervises the librarians and faculty, plans curriculum, and handles agreements with other educational institutions. Korinne also teaches the English 101 course.

## **Davar Azarbeygui, Instructor**

Mr. Azarbeygui earned a Master's of Professional Studies in design and communication from the Pratt Institute and a BA in Fine Arts from the University of Maryland. He has extensive experience in conceptualizing, producing, and enforcing the brand identity of Fortune 500 brands. He has held the positions of creative director, design director, and head of design for major design firms including Interbrand, LPK, BBDO, and Publicis Groupe SA, directing teams of designers and developing creative solutions for design initiatives. A native English speaker, he is also skilled in French, Italian, and Spanish. Davar teaches Graphic Design.

## **Molly Baker, Instructor**

Ms. Baker holds an MBA from Capella University and a BA in Communications from Miami University. She has extensive experience in brand marketing, print advertising, and strategic planning, and has managed marketing campaigns for a Fortune 100 corporation. Molly teaches Marketing, Business, and Communications and serves as an advisor to the National Student Advertising Competition team.

## **Chris Beach, Instructor**

Mr. Beach holds an AAS in Visual Communications from Sinclair Community College. He has worked in the design field as a senior designer and art director and is experienced in web and UX design as well as brand identity and visual systems design. Chris has also created and designed university course content. He teaches Web Design.

## **Todd Berry, Instructor**

Mr. Berry holds a Bachelor of Fine Arts in Drawing from Wright State University. He has worked as a creative director,

art director, and graphic designer, and also has experience in web design and development, branding, storyboarding, and copywriting. Todd has earned many awards for his design work from organizations that include the American Ad Federation, ArtCenter Dayton, Print Magazine, and the Columbus Society of Communicating Arts. Todd teaches Traditional Illustration.

## **Sara Betts, Career Services Specialist**

Ms. Betts holds a BA in Communications from the University of Dayton. She has experience in design, marketing, writing, and editing, including as a designer for the Los Angeles Newspaper Group and Variety, and as a writer for Music, Inc. magazine. Sara works with first-year students to help them find summer internships following their first year at The Modern. She also works to bring employers to The Modern's career fair and helps graduates find opportunities in the field of design.

## **Clancy Boyer, Instructor**

Mr. Boyer attended San Jose State University and has extensive experience as a strategic and creative brand consultant. He has provided solutions for clients that have included Cold Stone Creamery, eBay, Sunglass Hut, T-Mobile, and PUR Water. He has led business strategy innovations and developed customer insight research, and has served as Global Art Director for Nike, Inc. Clancy teaches Business and Ethics of Design.

## **Mariesa Brewster, Director of Admissions**

Ms. Brewster has an Associate Degree in marketing management from Sinclair Community College and a BS from Wright State University in management information systems and management. She has experience in marketing, public relations, social media, and event planning. Mariesa conducts admissions interviews, plans admissions events, and develops college admissions strategy.

## **Cody Brown, Instructor**

Mr. Brown holds a BA in film and television production from Western Kentucky University. As a director of photography, he has worked in narrative film, reality TV, branded content, and advertising. Recent clients have included Lowe's, Dawn, Thermos Brand, and White Allen Auto Group. He also has experience as a production coordinator, gaffer, lighting technician, grip, and editor. His work has earned awards from the American Advertising Federation, the PBS Online Film Festival, and the Film Dayton Festival. Cody teaches Video.

## **Lauren Burtscher, Instructor**

Ms. Burtscher holds a BS in Business Administration from the University of Mount Saint Joseph. She has experience in marketing and sales, including mentoring new sales representatives. In her work with an educational and charitable nonprofit, she has planned and coordinated events and expanded the organization's community involvement. Lauren teaches Marketing.

## **A.J. Busé, Instructor**

Mr. Busé holds both an MS and BS in Mass Communication from Middle Tennessee State University. A.J. has extensive teaching experience and has also worked in the advertising and marketing field, serving in the positions of marketing specialist, account executive, and consultant. He has earned many awards from the American Advertising Federation, and, in 2019, was named Educator of the Year by AAF District 7. A.J. has a strong commitment to volunteerism, and has served on community boards and various AAF committees. He currently serves as Vice President and Chair of the AAF Eastern Region. A.J. teaches Business Fundamentals, Marketing, Business and Ethics, and Art Direction and Copywriting.

## **Mary Cleveland, Admissions Specialist**

Ms. Cleveland earned a degree in Interior Design from Sinclair Community College, and has experience in design and business administration. Mary conducts portfolio reviews with prospective students and handles administrative responsibilities with the admissions team.

## **Tess Cortés, Instructor**

Ms. Cortés holds an MFA in Electronic Arts from the University of Cincinnati, and a BFA in Drawing and Painting from Wright State University. Tess is a digital media artist, curator, and digital designer. Her work has been exhibited and screened nationally and internationally including at the Riffe Gallery in Ohio, Bedford Gallery in California, and VIP Art Gallery in Serbia. Tess teaches Motion Design.

## **James Cosby, Admissions Specialist + Housing Coordinator**

Mr. Cosby holds a Master's of Education in counselor education from Virginia Commonwealth University and a BA in communications from Denison University. He has experience as a college student services counselor and career counselor, and has served as the Coordinator for Service and Justice in the Center for Faith and Justice at Xavier University. James conducts portfolio reviews and college tours with prospective students, and also helps new students discover housing options in Kettering.

## **Jim Crotty, Instructor**

Mr. Crotty holds a MA in Professional Communication from Westminster College and a BA in Communication Management from the University of Dayton. As well as teaching, he has worked as a communications and marketing manager, has served as a Marine Corps reservist, and is a professional photographer. Jim teaches Intro to Communications.



# FACULTY + STAFF

## **Robin Crum, Instructor**

Ms. Crum holds both an MA and a BA in History of Art from the University of Michigan. She has many years of teaching experience at the University of Dayton, and also worked as Coordinator of Public Programs for the Dayton Art Institute. Active in promoting arts in the community, she also speaks several languages. Robin teaches Art History.

## **Alycia Falknor, Student Success Advisor**

Ms. Falknor holds a Master's of Education from Antioch University Midwest and a BA in interpersonal/organizational communication from the Ohio State University. She has many years of higher education experience as an admissions counselor, enrollment manager, and intervention specialist. Alycia provides academic advising to students to support their academic and career goals and also serves as the college registrar.

## **Ashley Friedel, Recruitment Specialist**

Ms. Friedel holds a BS in Public Speaking and Communication from the University of Wisconsin. She has experience in marketing, sales, and community outreach, and has served as a public speaker and community advocate in Cincinnati area schools. Ashley works as a recruiter in Cincinnati and Northern Kentucky.

## **Tracy Gardner, Director of Financial Aid**

Ms. Gardner has extensive years of experience in higher education. Throughout her career she has worked in financial aid, career services, and recruiting. She serves as Director of Financial Aid, managing the financial aid process and administering student accounts.

## **Amanda Green, Instructor**

Ms. Green holds an MA in Composition and Rhetoric and a BA in English from Wright State University. She has extensive experience as a technical writer, as well as in

teaching. Amanda has been nominated by students and recognized for excellence in teaching. She teaches English Composition and Creative Writing.

## **Leah Henderson, Instructor**

Ms. Henderson holds a BS in visual communications from Ohio University. She has experience as a digital creative strategy director, educating print designers to translate their skills to digital. As art director, her many clients have included Synchrony Financial, Mathile Enterprises, Microsoft, Lexis Nexis, Bob Evans, and Cisco. She has also served as a communication designer, simplifying structural and communication complexities for global companies. Her work has been recognized by the American Advertising Federation and the Columbus Society of Communicating Arts. Leah teaches Web Design and UI/UX.

## **Sarah Jackson, Instructor**

Ms. Jackson holds a PhD and MS in Human Factors & Industrial/Organizational Psychology from Wright State University and a BA in Psychology from Ohio State University. She has published and presented extensive research in her field. Sarah teaches Psychology.

## **Ursula Jones, Instructor**

Ms. Jones holds both an MA and a BA in English from Wright State University. She is currently pursuing her Doctorate of Psychology in Health and Wellness Psychology from the University of the Rockies. She is a higher education professional with over seven years of experience mentoring and tutoring students. Ursula teaches Psychology.

## **Emily Little, Admissions Specialist**

Ms. Little holds an MS in Social Science from the University of Chicago and a BA in Political Science and International Studies from Wright State University. Additionally, Emily studied at the Cornell Center for Social Sciences and the University of Cambridge in the United

Kingdom. She has experience in higher education and admissions. Emily conducts portfolio reviews and college tours with prospective students.

## **Josh Luke, Recruitment Specialist**

Mr. Luke holds an MS in management, strategy, and leadership from Michigan State University and a BS in family financial management from Ohio State University. He has a background in higher education human resources and financial aid. Josh works on the admissions team in the Northwest Ohio area.

## **Betsy McFaddin, Executive Assistant to the President**

Ms. McFaddin holds an Associate Degree in Graphic Design from Kendall College of Art and Design. She has broad experience in the design industry as a production artist, production manager, and senior producer, and has managed purchasing and scheduling for a major design firm.

Betsy serves as an executive assistant, providing administrative support to The Modern's president.

## **Lindsey Meredith, Instructor**

Ms. Meredith earned an AAS in Visual Communications from Sinclair Community College. She has more than 13 years of experience as a designer, illustrator, and web designer. Lindsey teaches Introduction to Applications.

## **Benjamin Newland, Admissions Specialist**

Mr. Newland holds a BA in Public Relations from Purdue University. He has many years of experience in sales management and marketing. Benjamin conducts portfolio reviews and college tours with prospective students.

## **Mary Page, Instructor**

Ms. Page holds a Bachelor of Fine Arts in Visual Communication Design from the University of Dayton. She has experience as a graphic designer, copywriter, and editor. A U.S. Army Veteran, she has also worked

in higher education course development. Mary teaches Portfolio Completion and Introduction to Applications.

## **Craig Patrick, Director of IT**

Mr. Patrick's career spans 30+ years in the graphic arts industry with responsibilities ranging from customer service manager to vice president of the largest typographer in Cincinnati. Craig is responsible for IT functions and system maintenance and also assists students with equipment and software concerns.

## **Kenzie Phillips, Instructor**

Ms. Phillips holds an MBA in marketing from Wright State University and a BFA in graphic design from the University of Louisville. Kenzie serves as the marketing and communications manager for a local company, operates a stationery studio, and teaches Graphic Design and Business at The Modern.

## **Lindsey Pullum, Instructor**

Ms. Pullum holds an MA in Anthropology and an MA in Near Eastern Languages and Cultures from Indiana University, and a BA in Political Science from North Carolina State University. Lindsey has extensive teaching experience, and has served as a program assistant for a university's global business institute. She studied internationally and has presented at several cultural conferences. Lindsey teaches Communications and Anthropology of Human Behaviors.

## **Lauren Roeth, Art Director**

Ms. Roeth is a 2013 graduate of The Modern and has experience as a designer and web content administrator. Lauren helps develop and implement The Modern's marketing campaigns, and also designs event invitations, signage, and recruiting literature. Lauren's designs have been awarded an American Advertising Federation District 5 Addy, as well as Gold, Silver, and Bronze ADDYs from AAF-Dayton, and multiple American In-House Design Awards from GDUSA.

## **Kristin Schindler, Office Coordinator + Employee Engagement Coordinator**

Ms. Schindler attended Bowling Green State University and Anderson College, and has many years of experience as an office administrator. Kristin develops and implements employee engagement strategies and activities, and also serves as the office coordinator and front desk associate.

## **Emily Shankland, Associate Creative Director**

Ms. Shankland is a 2011 graduate of The Modern. She has served as lead creative at FUSIAN, executing design and social media initiatives. Emily leads The Modern's marketing team in branding, digital design, and content material.

## **Andy Sharpe, Instructor**

Mr. Sharpe holds a BA in graphic design from Cedarville University and an associate degree in visual communications from Sinclair Community College. He has worked as an art director and senior designer in both print and web design, guiding the creative direction of campaigns, brand identities, video, and web. Clients have included Airstream, Teradata, Cedar Fair/King's Island, University Hospitals in Cleveland, Cassano's, and Newport Aquarium, among others. He has earned many American Advertising Federation local, regional, and district awards for his freelance design work. In 2019, he won a national silver award. Andy teaches Web Design and serves as an advisor to the National Student Advertising Competition team.

## **Susan Sykes, Instructor**

Ms. Sykes is a 2010 graduate of The Modern, and has worked as an interactive designer. She specializes in UI/UX design for websites, apps, and other interactive installations, and has designed college eLearning courses. Susan teaches Web Design.

## **Allison Thompson, Lead Recruitment Specialist**

Ms. Thompson is a 2004 graduate of The Modern. She has worked as a senior graphic artist and as a freelance artist in print advertising. Allison recruits new students and also coordinates the college's team of recruitment specialists.

## **Doug Toles, Instructor**

Mr. Toles holds an MA with an art education concentration and a BFA with a graphic design concentration from Miami University. He has experience as a digital project manager, designer, and marketing media specialist. Doug was awarded Educator of the Year by the American Advertising Federation-Dayton in 2011, and teaches Graphic Design at The Modern.

## **Mark Werle, Instructor**

Mr. Werle earned a BS in professional photography from Rochester Institute of Technology. He has more than 30 years in the industry, which has taken him from the film and darkroom era to the digital age. Mark is a photographer, videographer, and mobile/web app developer. Clients include Huffy Bicycles, Marriott, the Leukemia Society, and Miller Valentine. Mark teaches Photography.



# RULES + REGULATIONS

## ATTENDANCE POLICY

Students with four unexcused absences from any day course and 3 unexcused absences from any evening course will automatically drop a letter grade (8 percentage points) in that course, with the exception of PRO299 Externship and GRD299 Portfolio. Students with 8 unexcused absences in GRD299 will automatically drop a letter grade (8% points).

Students with more than four unexcused absences from any day course and more than 3 unexcused absences from any evening course will automatically be withdrawn from the course, with the exception of PRO299 Externship and GRD299 Portfolio. Students with more than two unexcused absences from the PRO299 Externship course will automatically be withdrawn from that course. Students with 10 or more absences (excused or unexcused) in GRD299 will be withdrawn from the course.

Students with eight or more absences (excused or unexcused) from any day course and 5 or more (excused or unexcused) in any evening course will be automatically withdrawn from that course, with the exception of PRO299 Externship and GRD299 Portfolio. Students with five or more absences (excused or unexcused) will be automatically withdrawn from PRO299 Externship. Students with 10 or more absences (excused or unexcused) in GRD 299 will be withdrawn from the course.

If a student is automatically withdrawn from any course due to violating the attendance policy, the withdrawal policy applies.

A student is considered absent if not in the assigned classroom at the beginning of each class period. The beginning of the class period is defined by the exact scheduled start time. Students out of class for 10 minutes or longer will be marked absent. A student, at the discretion

of an instructor, may be granted verbal permission to be out of class for a period of time that exceeds 10 minutes, to be working on assignments outside of the classroom. Note that if such permission is not granted, the student will be marked absent.

Sleeping during class is not permitted. If any student is observed sleeping by an instructor, the student is immediately dismissed for the remainder of the class period. This dismissal is recorded as an unexcused absence.

## Excused Absences

The following is a list that includes, but is not limited to, absences from regular classes that The Modern may possibly excuse. All decisions regarding excused absences from regular classes are at the discretion of the Vice President of Student Affairs. Formal documentation must be submitted within seven days of the student's return to campus to verify that the excused absence conforms to the requirements listed here. Documentation must include a phone number, which The Modern may call for verification.

- Hospital care/surgery
- Medical appointments
- Funeral service and visitation
- Required court appearance
- Jury duty

**Note:** This list is subject to change at any time. Excused absences will be evaluated at the discretion of the Vice President of Student Affairs.

## SATISFACTORY ACADEMIC PROGRESS POLICY

Students receive a numeric grade for each assignment, a term average grade for each course, and a cumulative grade point average. In order to make satisfactory progress toward a degree, students are required to pass each course with a 77% term average or higher and maintain a cumulative GPA of 2.0 or higher at the

end of each term. Students are informed of their academic progress twice during each semester and at the end of each term by receiving either an interim grade report or a final grade report that lists their term average grade in each course and cumulative GPA.

## SATISFACTORY ACADEMIC PROGRESS POLICY FOR FEDERAL FINANCIAL AID APPLICANTS

Federal regulations (General Provision CRF 668.1) require that The Modern College of Design review the academic progress of students who receive Title IV financial aid to ensure they are making satisfactory academic progress. These regulations apply to each financial aid applicant, whether a previous recipient or not.

Satisfactory Academic Progress (SAP) standards consider both qualitative (grade-based) and quantitative (time-based) criteria, and are comprised of three areas as required by federal regulations. Students must meet the following SAP standards to maintain eligibility for federal student aid.

- The student must maintain a cumulative grade point average of 2.0.
- The student must demonstrate progress toward the completion of their degree by earning at least 66.67% of the credits attempted. Each semester, the total number of credits attempted will be compared to the total number of credits earned.
- The student must complete their degree within 150% of the length of the program.

This SAP policy relates specifically to students who apply for and/or receive federal financial aid. In addition to meeting the standard for receiving financial aid, students must also meet the academic standards of the college.

# RULES + REGULATIONS

## **Title IV Financial Aid Programs Affected**

Title IV Financial Aid programs affected by the SAP policy for federal financial aid applicants include Federal Direct Student Loans, Federal Direct PLUS Loans, and Pell Grants.

## **Annual Evaluation**

Annual financial aid Satisfactory Academic Progress (SAP) evaluations will be completed at the end of each academic year when final grades are posted. This review will determine academic eligibility for the upcoming academic year. Every student who applies for financial aid must be making Satisfactory Academic Progress, regardless of whether they are a first-time applicant or have received financial aid in the past. Any financial assistance offered for the academic year ahead is subject to cancellation if the minimum standards of satisfactory academic progress were not met in the academic year prior.

Incoming first-year students and new transfer students will be considered for financial aid for one academic year prior to the evaluation of Satisfactory Academic Progress. At the end of the first academic year of attendance at The Modern, all students' academic progress will be evaluated. They will then be reviewed annually until graduation.

Student records will be reviewed by the Vice President of Student Affairs. If a student fails to meet the SAP guidelines, the student will be notified via a letter from the VP of Student Affairs.

## **Required Grade Point Average**

Federal regulations require the student to meet minimum cumulative GPA standards to retain eligibility for aid. By the end of the student's first year (two consecutive semesters), a student must attain a C average or 2.0 GPA. For the purposes of this regulation, the cumulative GPA will be used.

The following courses do *not* count toward the SAP GPA:

- Incomplete courses
- Courses student has withdrawn from\*
- Courses completed by transfer credits

The following courses *do* count toward the SAP GPA:

- Completed courses
- Failed courses\*\*

\*Federal regulations do not allow for the exclusion of courses in which a student has remained past the withdrawal deadline.

\*\*If a student successfully completes a previously failed course, the passing grade replaces the failing grade.

## **Required Completion Rate**

Federal regulations require that a student must make steady progress (pace) through the program to ensure they will graduate within the maximum time frame. The pace at which a student is progressing is calculated by dividing the total number of hours the student has successfully completed by the total number attempted. The student must successfully complete 66.67% of the courses attempted to maintain eligibility for financial aid.

## **Maximum Time Frame for Degree Completion**

Federal regulations specify that a student must complete their degree within 150% of the published length of the program. Therefore, the maximum time frame to complete the Design Program is 33 months. The maximum time frame to complete the Design Leadership Program (full-time) is 33 months. A student is ineligible for federal financial aid (via the maximum time frame requirement) when it becomes mathematically impossible to complete the degree within 33 months. The maximum time frame to complete the Design Leadership Program (part-time) is

54 months. If a student becomes ineligible, they can file an appeal.

## **SAP Status**

### *Financial Aid Warning Status*

The first time a student does not meet SAP standards, they will be placed in Financial Aid Warning. This means the student is one term away from losing financial aid eligibility. The student is still eligible for financial aid.

### *Financial Aid Suspension Status*

If a student is in Financial Aid Warning and does not meet SAP standards, they are immediately placed on Financial Aid Suspension. The student cannot receive federal financial aid. The student will be notified of their Suspension Status in writing by the Director of Financial Aid. If a special or unusual circumstance contributed to the student's lack of satisfactory academic progress, they may appeal the denial of financial aid.

Students in Financial Aid Suspension Status can reestablish eligibility by successfully completing the required number of credit hours and by attaining the overall required grade point average by the end of the next semester.

### *Financial Aid Probation Status*

If the student successfully appealed a Financial Aid Suspension, they will be placed on Probation for one term. If the student meets the SAP standards at the end of the Probation term, their SAP Status will reset and they will be eligible for federal financial aid. If the student does not meet the SAP standards at the end of their Probation, they will be placed back into Suspension.

### *Reinstatement of SAP Status*

If a student is in Financial Aid Warning Status, Financial Aid Suspension Status or Financial Aid Probation Status, the Director of Financial Aid will review the student's file at the end of their current term to determine whether they now

meet the requirements for Satisfactory Academic Progress. If the student is back in SAP status, the Director of Financial Aid will send the student a letter indicating their change in status, and place a copy of the letter in their file.

## **Appeal Process**

The letter of denial from the VP of Student Affairs will describe the appeal process and an appeal form will be provided. Examples of special or unusual circumstances are a personal injury or illness, death of a relative, or other circumstances as determined by the college. The appeal must explain how the special or unusual circumstances have been resolved so that the student will now be able to complete the required number of credit hours or attain the required grade point average. An appeal may also be based on the student's inability to retake a course because it was not offered during the semester the student was in Warning Status.

The appeal must be submitted to the Vice President of Student Affairs for evaluation. The Vice President of Student Affairs will respond to the appeal in writing within two weeks of receiving the completed appeal. A copy of the appeal and The Modern's response will be provided to the President and the Director of Financial Aid.

If the appeal is approved, the student's financial aid will be reinstated for one semester and the student will be in Probation Status. By the end of that semester, the student must have successfully completed the required number of credit hours and attained the overall required grade point average. Students who fail to make SAP by the end of that semester will revert back to Suspension Status.

There is no limit to the number of appeals a student can submit if they can document that there are new circumstances preventing them from making SAP.

## **GRADING POLICY**

Students receive reports of their grades at the end of each term. The Modern uses the following grading scale:

93-100	A	Excellent
85-92	B	Good
77-84	C	Satisfactory
0-76	F	Failing

Students also have online access to their grades and attendance through Moodle Cloud. This service is provided to all students and access is given on their first day of classes.

## **REGRADE POLICY**

Note: This policy only applies to the Design Program. Year One students are permitted to redo one assignment within one course per semester. The assignment may be redone once with the second grade substituted for the first, if better. Please note that a redo assignment will be graded no higher than 77%. In other words, any assignment receiving a grade of 77% or higher does not qualify for a redo. All redo assignments are due by 5pm two days before the end of the semester and must be submitted to the instructor or, if the instructor is unavailable, the associate at the front desk. Year Two students are not permitted to submit redo assignments.

## **LATE ASSIGNMENT POLICY**

If a student submits an assignment one class period late, the instructor deducts ten (10) percentage points from the grade earned on the assignment. For example, if a student turns in an assignment one class period late and earned a grade of 87%, the grade is lowered to a final grade of 77%. If a student submits the assignment more than one class period late, the student receives zero (0) points for the assignment.

Only the student may turn in the assignment. In other words, no other person may turn in the assignment for the student. It is the sole responsibility

of the student to turn in the assignment to the instructor (in person, on the server, or through email, depending on the assignment specifications). It is not the responsibility of The Modern instructor to request the student to turn in the assignment.

## **MAKE-UP POLICY**

Listed below are two circumstances where a student may qualify for a make-up schedule.

### **Attendance Make-up Policy**

If a student is absent for three or more complete consecutive days, the student may develop a make-up plan with each instructor whose assignments were affected by the student's absence. The Vice President of Student Affairs will accept or deny the request for a make-up schedule agreement based upon, but not limited to, the following: current term status of the student's attendance, grades, and regular scheduled class time remaining in the term.

If the student does not meet the deadline for make-up work, the policy regarding late assignments goes into effect. If the student fails due to zeros on assignments, the rules regarding failure go into effect.

### **Equipment Make-up Policy**

If a student's laptop or digital camera requires unavoidable maintenance or repair, the student may develop a make-up plan with each instructor whose assignments were affected by the student's equipment issues. The student must provide written proof to the Vice President of Student Affairs (invoice or work order) listing the dates of their equipment's maintenance. After supplying written proof, the student must request a make-up schedule agreement from the Vice President of Student Affairs and schedule new due dates with instructors.

# RULES + REGULATIONS

The student has one week from the date their equipment maintenance issues are resolved to complete the make-up schedule agreement.

If the student does not meet the deadline for make-up work, the policy regarding late assignments goes into effect.

## COURSE CANCELLATIONS

Courses in which fewer than five students register may be canceled. Student Success Advisors will assist students in re-registering for canceled courses.

## INDEPENDENT STUDY

Students may request to take a course through independent study by submitting a request form to the Vice President of Student Affairs. All requests will be evaluated and approved by the Chief Academic Officer.

The independent study must be relevant to the program and will include comprehensive educational objectives. The student must meet regularly with the independent study faculty.

Only ten percent of the program may be offered via independent study. Students who transfer 75% of the required credits into the school may not be awarded credit for independent study in the remaining 25% of the curriculum.

## ACADEMIC INTEGRITY

The Modern College of Design promotes a high level of academic integrity to ensure that students master the required skills needed for employment after graduation and to set a strong foundation for the future careers of its graduates. Students are responsible for meeting The Modern's Standards of Academic Integrity and will face discipline, including possible dismissal, if these standards are violated.

### Standards of Academic Integrity

The Modern College of Design expects students to complete all assignments with a high level of academic integrity

by respecting the work of others and presenting their own work honestly. Students are responsible for understanding the requirements of each assignment regarding research, writing, collaborative work, the appropriateness of collaboration, and other issues.

### Violations and Consequences

#### Plagiarism Violation

Students are prohibited from plagiarizing the work of another and submitting it as their own. Plagiarism includes, but is not limited to, the presenting as one's own: ideas, design, illustration, photography, web coding, or words of another.

The Modern shall have the sole discretion to determine whether a student's work is plagiarism. If there is any suspicion on the part of the instructor regarding whether the work being turned in is the student's work, The Modern reserves the right to verify its origin in the following ways:

1. Reviewing the source files for the assignment(s).
2. Requiring the student to demonstrate their skills in front of their instructor and/or other faculty and staff of The Modern.
3. Requiring the student to show thumbnails, notes, research materials, and/or brainstorming materials used in the creation of the assignment(s).

A student who has submitted a plagiarized assignment(s) shall be subject to, but not limited to, the following consequences:

1. Plagiarism (first offense): The student receives a written warning and a zero on the assignment, and will be required to redo the work in order to qualify for a grade. The regrade cannot exceed 77%. The student will also be ineligible for The Modern's Honors List.
2. If a student fails a course after the regraded plagiarized assignment(s) is calculated into his or her course grade, the student will fail such course(s)

according to rules and regulations regarding grading in this catalog.

#### 3. Plagiarism (additional offense(s)):

The student fails the course that included the assignment in question. The student is required to retake and successfully pass the course before being eligible for graduation. Repeated violations or violations that are deemed especially egregious by the President may result in permanent dismissal.

#### Cheating Violation

Students are prohibited from cheating on assignments. Cheating includes, but is not limited to, submitting assignments containing falsified data, using unauthorized aids to complete assignments, receiving inappropriate assistance from another, and copying the work of another. The Modern shall have the sole discretion to determine whether a student has cheated on an assignment. If there is any suspicion on the part of the instructor regarding whether a student has cheated, The Modern reserves the right to verify the origin of the student's work in the following ways:

1. Reviewing the source files for the assignment(s).
2. Requiring the student to demonstrate their skills in front of their instructor and/or other faculty and staff of The Modern.
3. Requiring the student to show thumbnails, notes, research materials, and/or brainstorming materials used in the creation of the assignment(s).

A student who has cheated shall be subject to, but not limited to, the following consequences:

1. Cheating (first offense): The student receives a written warning and a zero on the assignment, and will be required to redo the work in order to qualify for a grade. The regrade cannot exceed 77%. The student will also be ineligible for The Modern's Honors List.

2. If a student fails a course after the regraded assignment(s) is calculated into his or her course grade, the student will fail such course(s) according to rules and regulations regarding grading in this catalog.

#### 3. Cheating (additional offense(s)):

The student fails the course that included the assignment in question. The student is required to retake and successfully pass the course before being eligible for graduation. Repeated violations or violations that are deemed especially egregious by the President may result in permanent dismissal.

#### Inappropriate Assistance Violation

The Modern promotes collaboration in the classroom and on assignments when deemed appropriate by faculty. Students are prohibited from assisting other students on individual assignments or aiding other students in presenting their work dishonestly. Inappropriate assistance includes, but is not limited to, assisting others on individual assignments and allowing another student to submit one's work as their own. The Modern shall have the sole discretion to determine whether a student has provided inappropriate assistance to others on an assignment. If there is any suspicion on the part of the instructor regarding whether a student has provided inappropriate assistance to another student on an assignment, The Modern reserves the right to verify the origin of the assignment in the following ways:

1. Reviewing the source files for the assignment(s) of the student thought to have provided inappropriate assistance, as well as source files for the assignment(s) of the student thought to have received inappropriate assistance.
2. Requiring the student thought to have provided inappropriate assistance, as well as the student thought to have received inappropriate assistance to show thumbnails, notes, research

materials, and/or brainstorming materials used in the creation of the assignment(s).

A student who has provided inappropriate assistance to another student on an assignment(s) shall be subject to, but not limited to, the following consequences:

1. Inappropriate Assistance (first offense): The student will receive a written warning. The student will also be ineligible for The Modern's Honors List.
2. Inappropriate Assistance (additional offense(s)): The student fails the course that included the assignment in question. The student is required to retake and successfully pass the course before being eligible for graduation. If the student is not currently enrolled in the course in question, the President will determine an appropriate sanction. Repeated violations or violations that are deemed especially egregious by the President may result in permanent dismissal.

#### Additional Violations of Any Type

Additional violations of The Modern's Standards of Academic Integrity, whether the violation is the same type of violation as the first offense or a different type of violation, will result in the student failing the course that included the assignment in question. The student is required to retake and successfully pass the course before being eligible for graduation. Repeated violations or violations that are deemed especially egregious by the President may result in permanent dismissal.

*Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws* Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code).

Penalties for copyright infringement include civil and criminal penalties.

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

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [copyright.gov](http://copyright.gov).

## Appeals

If a student wishes to appeal an academic integrity violation decision, the student should follow The Modern's internal grievance process.

## PROBATION POLICY

A student is placed on probation if either the student's average in any course drops below 77% or if the student fails to earn a cumulative grade point average of 2.0 or higher when interim grade reports are distributed at the end of each term. A student placed on probation remains on probation until the student earns a 77% in each course and a cumulative GPA of 2.0.

## GRADUATION REQUIREMENTS

Successful completion of all courses with a 77% term average or higher and a cumulative grade point average of 2.0 or higher are required. Full payment of all tuition and fees are also required for graduation.

## FAILURE POLICY

A term average below 77% in any course or a cumulative grade point average below 2.0 is considered failing.

Students who fail a course by earning a term average below 77% or do not

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complete a course are encouraged to make up the course by repeating the course.

After the student successfully completes the failed course, the passing grade will replace the original grade. The student's grade point average then reflects the most current completed courses. If a student fails a course on the second attempt, the student is not able to re-take the course and will be dismissed from the program.

## WITHDRAWAL POLICY

### Course Withdrawal

To withdraw from a course, a student must submit a Course Withdrawal form to the Vice President of Student Affairs.

Students who withdraw from a course on or before the last day of week 1 of classes will receive no notation on their transcript about enrollment in the course.

Students who withdraw from a course between the first day of week 2 of the term and 60% or less of the term will receive a transcript notation of "W."

Students who withdraw from a course beyond 60% completion of the term will receive a "WP" if their class average is passing at the time of withdrawal; they will receive a "WF" if their class average is failing at the time of withdrawal.

Grades of "W," "WP," and "WF" are not calculated into the final GPA, but do count as one of the student's two permitted attempts to pass the course.

### Program Withdrawal

Students who wish to withdraw from a program must submit a Program Withdrawal form to the Vice President of Student Affairs. In the absence of any notification, a student is considered withdrawn after 10 consecutive days of absence or failure to enroll in the next term.

Students must meet with The Modern's Director of Financial Aid to complete any necessary paperwork and to arrange for

payment of any remaining balance on their account.

## READMISSION POLICY

For the purposes of this policy, Spring Term is considered a part of Semester 2.

A student who has withdrawn may be granted readmission, at the discretion of the Vice President of Student Affairs.

The student will be required to undergo a Readmissions Interview, where they will be asked to present a portfolio and discuss their previous academic performance and future plans.

To be considered for readmission, students must meet the criteria of having paid all past fees, and they must not have exhibited conduct detrimental to the education or welfare of other students or themselves, extreme absenteeism, or destruction of property.

The Vice President of Student Affairs will evaluate and make the decision to approve any requests for readmission. The Vice President of Student Affairs will consider the work ethic, attitude, and motivation that were exhibited by the student while attending The Modern.

A student granted readmission may be required to take additional terms of instruction for programs and/or courses that have been added or modified since the student attended The Modern. If a student repeats a course, the new grade replaces the previous grade.

## MAXIMUM TIME FRAME POLICY

The maximum time frame is the time allowed for a student to complete a program of study. Federal regulations specify that a student is expected to complete their graduation requirements within 150% of the published normal completion rate of the program, expressed in credit hours. If at any time it becomes mathematically impossible for a student to complete the program within the maximum time frame, the student will be dismissed

from the program. For example, if a student is enrolled in a 65 credit hour program, the student will no longer be allowed to continue after having attempted more than 97.5 credit hours (65 credit hours x 150% = 97.5 credit hours).

## STUDENT CANCELLATION/TERMINATION POLICY

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. All monies paid by an applicant must be refunded if requested within five days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than five days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus the enrollment fee.

## REFUND POLICIES

No payments will be accepted by The Modern until a student is accepted and an enrollment agreement is submitted. All tuition and fees paid are refundable prior to the commencement of classes, with the exception of the enrollment fee.

The enrollment fee is refundable if the college is notified in writing within five days of signing the enrollment agreement, but prior to the commencement of classes.

A student's enrollment may be terminated temporarily or permanently by The Modern for nonpayment of tuition and fees.

Refunds will be made within 30 days of the date of withdrawal determination. The Modern will calculate refunds under the Statutory Pro Rata Refund Policy (first-time, first-term students only) or State of Ohio Refund Policy and the Institutional Refund Policy. The method providing the

most favorable refund to the student will be used. All refunds are based on the specific amounts of each term's tuition and fees.

### Statutory Pro Rata Refund Policy

(This applies only to students in the first payment period, first term, of their first year). Withdrawal within the first 60% of the term - Pro Rata refund less any unpaid charges.

### Return of Title IV Funds Policy

For any student terminating their program of study after entering The Modern College of Design and before completing at least 60% of the payment period or period of enrollment (the term the student was currently enrolled in), the statutory Return of Title IV Funds policy will be implemented. This policy will calculate the amount of financial aid funds earned by the student during their enrollment.

The Modern College of Design will calculate the amount of Title IV aid that was earned based on a payment period basis (per term). Refunds will continue to be calculated by the enrollment period. The institution will determine:

1. The Title IV aid disbursed or that could have been disbursed.
2. The percentage of Title IV aid earned by the student.
3. The amount of Title IV aid earned by the student.
4. The total Title IV aid to be disbursed or returned.
5. The amount of unearned Title IV aid to be returned by The Modern.
6. The amount of unearned Title IV funds to be returned by The Modern.
7. The initial amount of unearned Title IV funds to be returned by the student.
8. The final amount of unearned Title IV funds to be returned to each program by the student.

The following is The Modern policy for refunds back to Title IV programs:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct PLUS Loan
4. Pell Grant

The student will be responsible for any tuition, fees, books, or equipment not covered by Title IV funds.

## INFORMATION REGARDING THIRD-PARTY REFUNDS/RETURN OF FUNDS

The best source of information regarding third-party refunds or return of funds is the Director of Financial Aid. Important information is also available in the document titled "The Student Guide," for the current financial aid year from the U.S. Department of Education.

### Institutional Refund Policy

Withdrawal within 1st calendar week:  
25% Retained

Withdrawal within 2nd calendar week:  
50% Retained

Withdrawal within 3rd calendar week:  
75% Retained

Withdrawal within 4th calendar week:  
100% Retained

### Special Cases

In case of a prolonged illness, accident, or a death in the family, a judgment will be made by the President of The Modern to consider as to whether a refund is fair and reasonable to both parties. Fees for special assignments will be refunded in full if the assignments the fees were intended to cover have not begun. All late fees are nonrefundable.

### LATE BALANCE

If a student of The Modern's balance has not been paid in full by the 15th business day of the current term, that student will be

immediately dismissed from The Modern and receive no credit for any courses taken. An exception may be made if one of the following special circumstances applies:

1. Student has initiated a consultation with The Modern's Director of Financial Aid, prior to the above deadline.
2. Student has met with The Modern's Director of Financial Aid and arranged a comprehensive payment plan for the total balance of their tuition, prior to the above deadline.
3. Student has returned all requested financial aid paperwork to The Modern's Director of Financial Aid to be processed, prior to the above deadline.
4. Student and The Modern's Director of Financial Aid have made a payment agreement and student is currently showing cooperation in said agreement, prior to the above deadline.

The student's balance, including all fees, must be paid by graduation. If a student has an outstanding balance at the time of graduation, the student will be permitted to walk at the graduation ceremony, but their degree certificate will be withheld until their balance has been paid in full.

## LIBRARY RULES & REGULATIONS

The Modern's Library is open Monday through Friday while classes are in progress. Books and magazines may be checked out for one week. Graphics tablets, iPads, and CD/DVD drives may be checked out for one day. Items must be returned on the due date or renewed. Knowing the correct due date is the responsibility of the student. Removing materials from the library without checking them out is grounds for dismissal from The Modern.

Overdue fines are \$.50 per day. If an item is not returned within two days of its due date or is returned damaged, the cost of the item will be added to the student's account. All library fees must be paid in

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full in order to qualify for entering the next term and in order to graduate.

## EQUIPMENT SIGN-OUT POLICY

Equipment owned by The Modern may be signed out by current students. The equipment may be signed out for a maximum of one day and must be returned by the next school day by the posted time.

Removing equipment from The Modern without signing it out is grounds for dismissal.

Overdue fines are \$20.00 per day and if the equipment is not returned within two days of its due date or is returned damaged, the full cost of the equipment will be added to the student's account. All fees for signing out equipment must be paid in full in order to qualify for entering the next term and in order to graduate.

## DRESS CODE

Students who choose to wear clothing with offensive, inappropriate, or racist statements, or clothing that does not cover their bodies appropriately may be dismissed for the day with penalty of an unexcused absence.

## PRINTING ABUSE

Use of the printers will be monitored. Excessive use or abuse by an individual student will be addressed by administration and additional fees may be required.

## STUDENTS' RIGHTS

Students' rights include, but are not limited to, the following: access to their college records, confidentiality regarding personal data, and the appeal of any grade they believe to be unfair.

## CONDUCT AND DISMISSAL

The Modern College of Design reserves the right to permanently dismiss any student whose conduct is detrimental: to the learning environment within the classroom, to the well-being of fellow students and/or faculty members,

to the appearance or structure of the college campus; or who otherwise displays conduct detrimental to his/her own progress in learning and ultimate success in design. Students may also be dismissed for violating The Modern's rules and regulations, exhibiting poor progress, financial delinquency, or excessive absenteeism. In the event that dismissal becomes necessary, The Modern will adhere to the approved refund policies.

## PROPERTY DAMAGE

Damage to property of The Modern is prohibited. This includes all property and belongings, such as vending machines, furniture, equipment, carpeting, computer hardware or software, parking lot, lawn, etc. Action taken following any physical damage inflicted on the aforementioned may include payment for damage and permanent dismissal from The Modern. Permanent dismissal of any student may be determined by the amount of monetary damage to The Modern property and is at the discretion of the President of The Modern.

## WARNING AGAINST ILLEGAL DOWNLOADING

Students must not illegally download creative content, including but not limited to any licensed materials or intellectual property of another, music, movies, or other entertainment media using the Internet connection provided by The Modern College of Design. It is against the law, and also against The Modern policy to illegally download such materials. If it is discovered that a student has ignored this ban on downloading, the student takes full responsibility for his/her actions and will indemnify and hold harmless AAES, Inc. including all costs, attorney fees, or lost faculty and/or administration staff fees associated with the defense of any claim.

## FIELD TRIPS

It is recommended that students participate in such trips away from The Modern in the presence of faculty. Valuable information may be learned by students who choose to attend these field trips. The Modern holds no responsibility for a student's safety, personal belongings, or well-being while traveling to, returning from, and while participating in such optional field trips. Field trips to agencies, design firms, printers, museums, etc. are not required.

Students who choose not to attend field trips may be required by their instructors to complete an alternate assignment covering the objectives of the field trip.

Students will not hold The Modern liable for any injuries incurred traveling to, returning from, and while participating in such optional field trips.

## RECREATIONAL OR SPORTS RELATED ACTIVITIES ON THE MODERN PROPERTY

The Modern provides various leisure and sports equipment for students who choose to participate in recreational activity on the physical property of The Modern. Please note that The Modern holds no responsibility for a student's well-being at The Modern, neither inside the building nor on the outside physical property at any time.

## TOBACCO-FREE CAMPUS POLICY

The Modern is a tobacco-free campus. Use of tobacco, as defined below, is prohibited in any building, vehicle, or outdoor area owned, leased, or controlled by The Modern.

1. For the purpose of this policy, tobacco products are defined as including but not limited to cigarettes, cigars, pipes, water pipes (hookahs), bidis, kreteks, smokeless tobacco, chewing tobacco, snus, snuff, electronic cigarettes, vapes

and vaporizers, and any non-FDA-approved nicotine delivery device.

2. Use of tobacco products is prohibited in all buildings and vehicles owned or leased by The Modern, regardless of location.
3. Use of tobacco products is also prohibited on all The Modern grounds and in any outdoor area controlled by The Modern. This includes all The Modern parking lots and parking ramps, patios, and recreational areas. Use of tobacco products is prohibited inside any vehicle located on The Modern grounds, including privately-owned vehicles.
4. When any person enters the grounds of The Modern, any tobacco products shall be extinguished and disposed of in an appropriate receptacle at the perimeter of the grounds of The Modern.
5. Violations of this policy by The Modern students and employees may result in disciplinary action, up to and including dismissal from The Modern. The Modern visitors are expected to comply with the school's tobacco free environment, and those who fail to do so may be trespassed from The Modern property.

## DRUG-FREE SCHOOL & WORKPLACE POLICY

In accordance with the Drug Free Schools and Campuses Regulations, the following information describes legal sanctions, health risks, and available assistance, as well as disciplinary standards of the Modern.

### Standards of Conduct

The unlawful possession, use, or distribution of alcohol or illicit drugs on campus, including the parking lots, or in connection with any college activity is strictly prohibited. This prohibition applies to all students of The Modern, their guests, and all employees.

## Legal Sanctions

Persons suspected of violating laws dealing with alcohol or illicit drugs can be charged under local, state, or federal laws. In Kettering, Ohio, charges are usually brought under the laws of the State of Ohio if a person is arrested by the Kettering Police Department.

### Examples of State of Ohio Drug and Alcohol Sanctions

Criminal sanctions under Ohio law vary significantly depending upon the controlled substance and the act involved. All specific laws and relevant sections are written in the Ohio Revised Code (ORC). Some examples are below.

1. Trafficking of drugs – Felony charge, mandatory fine of up to \$20,000, 6 months to 10 years imprisonment. If the offense is on the grounds of a school, penalties are more severe.
2. Possession of cocaine – Felony charge, up to 11 years imprisonment and a fine of up to \$20,000.
3. Operating a Vehicle Intoxicated – Fines ranging up to \$10,000, jail or prison time from 3 days to 1 year, license suspension; high-risk insurance.
4. Possession or consumption of alcohol – First-degree misdemeanor offense; maximum sentence of \$1,000 fine and 6 months in jail. In Ohio, you may be arrested for: drinking, buying, or possessing an alcoholic beverage (even in a closed container) while under 21 years old; selling or providing an alcoholic beverage to someone under 21 years old; and using a fake ID to buy, or otherwise obtain, alcoholic beverages.

### Examples of Federal Drug and Alcohol Sanctions

The Higher Education Opportunity Act states that, in addition to legal penalties, students convicted of an illicit drug violation can be denied Federal financial aid for a specific period.

Sanctions imposed under federal law vary according to the specific controlled substance involved. All Federal sentencing requirements are stringent (Title 21 of the U.S. Code, Part D). Examples are below:

1. Controlled Substances: Any person knowingly or intentionally manufacturing, distributing, dispensing, or possessing with an intent to distribute or dispense, a "controlled substance is subject to sentencing under Federal law to a term of imprisonment of as much as 20 years to life and a fine of 4 million dollars.
2. Alcohol: The illegal manufacture or sale of alcoholic beverages may subject a convicted individual to fines of up to \$1,000.

## Examples of Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

There are major health risks associated with the use of illicit drugs and the abuse of alcohol. Moderate to high doses of alcohol cause marked impairments in higher mental functions and the loss of memory. High doses of alcohol can cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and the liver.

Physical effects of drugs include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. The use of drugs may impair or reduce short-term memory and comprehension, alter sense of time, and reduce the ability to perform tasks requiring concentration and coordination. Motivation and cognition may also be altered making the acquisition of new information difficult.

## Referral Assistance Policy

Help is available to employees and students struggling with substance abuse. The Modern offers a completely confidential employee and student referral program. Contact the Vice President of

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Student Affairs for further information on organizations providing counseling and/or treatment.

## Disciplinary Sanctions

Any student who is a drug or alcohol offender may have disciplinary action imposed by the college. These sanctions may include: mandatory counseling, mandatory attendance at a local treatment center, mandatory completion of a drug rehabilitation program, mandatory probationary period not to exceed one month, discharge from employment, or expulsion from college students should be aware that illegal drug trafficking and/or possession may seriously affect their qualification for educational financial aid.

## WARNINGS AND NOTIFICATIONS OF THREATS ON CAMPUS

The Modern College of Design takes the safety of its students and employees seriously and seeks to provide a secure campus environment. It will issue a notification upon the confirmation of an emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of those on campus. The Modern will also issue a warning for any crime that represents an ongoing threat to the safety of students or employees.

**Emergency Notifications** – In the event of an emergency, the campus community will be notified by group text message and/or school email. Students should take responsibility for regularly checking their school email and texts.

In order to receive these emergency notifications, students and employees must have an active email account issued by The Modern and have provided The Modern a current mobile phone number capable of receiving text messages.

**Timely Warnings** – In the event that a situation arises on or off campus that The Modern’s administration considers to be an ongoing or continuing threat

to the safety of the campus community, a campus-wide warning will be issued through the school email system and via a posting at the building’s front entrance, both of which should be checked on a regular basis.

Anyone with information they believe warrants an emergency notification or a timely warning should immediately report those circumstances to The Modern front desk associate.

**Fire Safety** – If you hear an alarm: Proceed slowly to the nearest exit and evacuate the building. When leaving a room, feel the door before opening it. Do not open a door that feels hot. The last person to leave the room closes the door. Inform a Campus Security Officer if anyone is injured. Gather at a safe distance for a head count. Call 911.

**Tornado Warning** – If the National Service issues a tornado warning, a tornado has been sighted. The City of Kettering may sound a disaster siren. Move immediately to the room designated on the Emergency Exit Plan posted on the wall of each classroom and public space. Close all doors and keep away from windows. Wait for the ‘All Clear’ from Security Officers or emergency responders.

## CAMPUS SAFETY & ANNUAL SECURITY REPORT

The Modern College of Design is required to provide the following information under the Federal Crime Awareness and Campus Security Act of 1990. This information is current as of October 2017. The term “campus” as used in this section refers to all property of The Modern including the classrooms, offices, parking lot, and grounds.

Any student, faculty, or staff member witnessing a crime or other emergency situation will immediately report the situation to the associate at the front desk who will contact the proper authorities. If the associate at the front desk is not available, students will report the situation

to a faculty member who will then contact the proper authorities or call the Kettering Police (937-296-2555) or 911.

When the college is open to students after normal hours of operation, a contracted security guard maintains access control and monitors all areas of campus. Students are issued key cards to gain access to the building.

The Modern College of Design has no special working relationship with State or Local Law Enforcement agencies. In the absence of personnel or faculty members of The Modern, any student witnessing a crime on The Modern College of Design campus should promptly and accurately report it to the Kettering Police. All students and faculty members are responsible for maintaining the safety of their own property and persons. Students are advised to mark all personal property with their name. Vehicles should be locked at all times.

Theft of any property, removal of any materials from the library without being checked out, or any other actions or behaviors that violate the law, rights, or property of others may be grounds for immediate dismissal. This notice is the only time these issues will be addressed.

Number of arrests for the following crimes on campus during the current and previous two calendar years:

Liquor Law Violations: 0  
Drug Abuse Violations: 0  
Weapons Possessions: 0

The following list shows the number of reported incidences of the specified crimes on campus during the current and previous two calendar years.

Motor Vehicle Theft: 0  
Sexual Offenses: 0  
Rape: 0  
Robbery: 0  
Murder: 0  
Aggravated Assault: 0  
Burglary: 0

The Modern College of Design does not recognize any off-campus student organizations and thus does not monitor or report any criminal activity other than that occurring on The Modern’s campus. All students are required to read The Modern College of Design’s Drug Free School and Workplace Policy. The only exceptions to this policy are events for The Modern alumni and/or professionals. Only individuals who are 21 or older and who can provide valid, legal documentation may consume alcohol at these events.

Federal law requires all colleges to publish a policy dealing with sex offenses. The Modern does not condone and will not tolerate the commission of any sexual or criminal offense. The Modern advises all students to remain alert at all times and to be aware of their surroundings. If at any time you feel unsafe in or upon entering any of the listed campus areas, notify a staff member and they will escort you to your destination on campus. Any student or staff member witnessing or who experiences a sexual offense or assault is advised to immediately report the situation to the associate at the front desk who will contact the proper authorities. Students also have the right to contact the police directly in case of a sexual offense and may have a staff member assist them in doing so. Students wishing educational material on rape awareness, acquaintance rape, and other forcible and non-forcible sex offenses are encouraged to call Montgomery County’s Victim Witness Program at 937-225-5623. Victims of sexual assault may meet with The Modern’s counselor or receive off-campus mental health assistance by contacting a local mental health service organization.

## WEAPONS POLICY

The Modern College of Design does not permit weapons of any kind on its campus, including the building, surrounding parking lot, and property. Bringing a weapon on campus will result in permanent dismissal.

## ADDITIONAL SECURITY POLICY

No recreational sports activities with frisbees, balls, etc. are permitted in the building due to potential injury to people and/or property. Students are advised to participate in such recreational activities away from the building in the lawn area on the east side of the property.

No paper cutters of any type or size are permitted at The Modern because of safety concerns.

No spray adhesives or fixatives are permitted on campus including sidewalks, green space, and parking lot areas.

## NON-DISCRIMINATION AND ANTI-HARASSMENT POLICIES AND PROCEDURES

### Notice of Non-Discrimination

The Modern College of Design does not discriminate on the basis of race, age, creed, color, sex, gender identity and expression, pregnancy, disability, religion, sexual orientation, genetic information, military status, veteran status, familial status, national origin, or any other protected category under applicable local, state or federal law, ordinance, or regulation in its programs and activities (collectively, “Protected Traits”). Such laws include, but are not limited to, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Aged Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, the Genetic Information Nondiscrimination Act, and Ohio Revised Code Chapter 4112.

More information about prohibited conduct, and the means by which individuals that experience such conduct may make a report and obtain supports and resources, can be found in this policy. When informed of Prohibited Conduct as defined by this Policy, the College will take

prompt action to eliminate the harassment or discrimination, prevent its recurrence, and remedy its effects.

The following person has been designated as the Coordinator to handle inquiries regarding the College’s non-discrimination and anti-harassment policies:

Melissa Ferguson  
Vice President of Student Affairs  
Title IX/Civil Rights Coordinator  
Disabilities Services Coordinator  
937-294-0592 x107  
melissa.ferguson@themodern.edu

The Coordinator may designate any responsibility or task assigned to them under this Policy to an appropriate individual, including individuals not employed by the College. If for any reason the Coordinator cannot be impartial with regard to a particular case, the President shall assign a Coordinator for the case in question.

For further information, individuals may also contact the U.S. Department of Education’s Office for Civil Rights at (800) 421-3481, the Ohio Civil Rights Commission at (888) 278-7101, or the Equal Employment Opportunity Commission at (800) 669-4000.

### Scope of the Policy

This Policy prohibits Prohibited Conduct, described below, that:

- Occurs on campus;
- Occurs in relation to an official College program or activity (regardless of location); or
- Have continuing adverse effects on campus or on any member of the campus community.

If the respondent is unknown or is not a member of the College community, the Coordinator (or designee) will assist individuals in identifying local law enforcement authorities if the individual desires to file a police report.

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The College will also provide a list of potential community resources and provide support as necessary.

## Definitions

“Prohibited Conduct” is defined further below.

“Consent” means clear, knowing, and voluntary permission, demonstrated through mutually understandable words or actions that clearly indicate a willingness to freely engage in a particular sexual activity. Some additional considerations include:

- Silence, passivity, absence of response, and lack of resistance do not constitute consent.
- Consent to one form of sexual activity does not constitute consent to other forms of sexual activity.
- Consent obtained for sexual activity on prior occasions does not constitute consent for future occasions. Even within the context of an ongoing relationship, consent must be obtained.
- Consent can be withdrawn at any time prior to completion of the act by the outward demonstration, by words or actions, that clearly indicate a desire to end sexual activity. Once this has been expressed, sexual activity must cease.
- Consent is not effective if it is obtained through force, threat of force, coercion, or any other factor that would eliminate the voluntary nature of the choice.
- Individuals who are incapacitated cannot consent to sexual activity.
- In the state of Ohio, the age of consent is 16. Under state law, consent cannot be given by any individual under the age of 16 to participate in sexual activity with an individual over the age of 18. In addition, consent can never be given by minors under the age of 13.

“Coercion” is the use of unreasonable and persistent pressure to the point that it overrides the voluntary nature of the

act. Examples include threatening to harm oneself if the other person does not engage in sexual activity, or threatening to disclose another individual’s private information if the other person does not engage in sexual activity.

“Incapacitation” is a state in which an individual lacks the ability to make informed, rational judgments, either temporarily or permanently. It exists where an individual is mentally and/or physically helpless, asleep, unconscious, or unaware that the sexual activity is occurring. Where alcohol or other drugs are involved, incapacitation is a state beyond mere intoxication that causes a person to be unable to appreciate the who, what, where, when, why, or how of a sexual interaction. Evaluating incapacitation also requires an assessment of whether a respondent was or should have been aware of the complainant’s incapacitation based on objectively and reasonably apparent indications of impairment when viewed from the perspective of a sober, reasonable person in the respondent’s position.

## Prohibited Conduct

### *Discrimination on the Basis of a Protected Trait*

Discrimination on the basis of a Protected Trait occurs when a behavior or policy has the purpose or effect of excluding an individual from participation in, denying an individual the benefits of, or being subjected to discrimination under any academic, extracurricular, research, employment, admissions, or other program or activity of the College on the basis of a Protected Trait of that individual. This includes the following when based on a Protected Trait of a person:

- Treating one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

- Providing different aid, benefits, or services or providing aid, benefits, or services in a different manner;
- Denying any person any such aid, benefit, or service;
- Subjecting any person to separate or different rules of behavior, sanctions or other treatment;
- Applying any rule concerning the domicile or residence of a student or applicant;
- Aiding or perpetuating discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of a Protected Trait in providing any aid, benefit, or service to students or employees;
- Otherwise limiting any person in the enjoyment of any right, privilege, advantage, or opportunity.

Discrimination on the Basis of a Protected Trait does not include the provision of reasonable accommodations to individuals who are otherwise qualified to participate in the College’s programs, services, or employment opportunities. Individuals seeking reasonable accommodations may contact the Coordinator for more information. Discrimination on the Basis of a Protected Trait also does not include other behavior that is permissible under federal and state laws, regulations, and guidance, for example the offering of or participation in programs for the benefit of veterans and/or military personnel.

### *Harassment on the Basis of a Protected Trait*

Harassment on the Basis of a Protected Trait is unwelcome conduct on the basis of a Protected Trait where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, grade, or participation in a program, course, or activity;

- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting an individual; or
- Such conduct is sufficiently pervasive, offensive, or abusive to have the purpose or effect of unreasonably interfering with an individual’s work or educational by being sufficiently serious, pervasive, or persistent as to create an intimidating hostile, demeaning, or offensive working, academic, residential, or social environment under both an objective and subjective standard. A single incident may create a hostile environment if the incident is sufficiently severe.

The determination as to whether a hostile environment exists is based on the totality of the circumstances, including but not limited to:

- The nature and severity of the conduct;
- The type, frequency, and duration of the conduct;
- The identity of and relationship between the Respondent and the Complainant;
- The number of individuals involved;
- The age and maturity levels of the Respondent and Complainant; and
- The location of the conduct and the context in which it occurred.

Harassment on the Basis of a Protected Trait does not include Sexual Harassment, which is defined below.

### *Sexual Harassment*

Sexual Harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted verbal, nonverbal, or physical conduct of a sexual nature when one or more of the following conditions are present:

- Submission to or rejection of such conduct is an explicit or implicit condition of an individual’s employment, evaluation

of academic work, or any aspect of a College program or activity; or

- Submission to or rejection of such conduct by an individual is used as the basis for decision affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance by being sufficiently serious, pervasive, or persistent as to create an intimidating hostile, demeaning, or sexually offensive working, academic, residential, or social environment under both an objective and subjective standard. A single incident may create a hostile environment if the incident is sufficiently severe.

The determination as to whether a hostile environment exists is based on the totality of the circumstances, including but not limited to:

- The nature and severity of the conduct;
- The type, frequency, and duration of the conduct;
- The identity of and relationship between the Respondent and the Complainant;
- The number of individuals involved;
- The age and maturity levels of the Respondent and Complainant; and
- The location of the conduct and the context in which it occurred.

### *Non-Consensual Sexual Intercourse*

Non-Consensual Sexual Intercourse is when either of the following occurs without consent:

- the penetration, no matter how slight, of another person’s vagina or anus, with a body part or object; or
- mouth-to-genital contact.

### *Non-Consensual Sexual Contact*

Non-Consensual Sexual Contact is any contact with the intimate parts of another without consent, or using one’s own

intimate parts to touch another without consent. Intimate parts include the breasts, genitals, buttocks, anus, mouth, or any other part of the body that is touched in a sexual manner.

### *Sexual Exploitation*

Sexual Exploitation is knowingly, purposefully, or intentionally taking advantage of another’s sexuality without consent or in a manner that extends the bounds of the consent given without the knowledge of the other individual. Examples include:

- Observing another individual’s nudity or sexual activity without their consent;
- Allowing another to observe a third individual’s nudity or sexual activity without their consent
- Recording or live-streaming footage of an individual’s nudity or sexual activity without their consent;
- Without consent, recording or live-streaming footage of an individual in an area in which they have a reasonable expectation of privacy, such as a restroom or locker room, regardless of whether the images captured reveal nudity or sexual activity;
- Exposing one’s genitals in non-consensual circumstances;
- Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

### *Stalking*

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to either fear for the person’s safety or the safety of others, or suffer substantial emotional distress.

For the purposes of this definition, “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes,



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surveils, threatens, or communicates to or about a person, or interferes with a person's property. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

## *Intimate Partner Violence*

Intimate partner violence includes dating violence and domestic violence.

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence, below.

Domestic violence is violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, by a person similar situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the applicable jurisdiction.

## *Retaliation*

Retaliation is any attempt by a member of the College community to penalize, intimidate, harass, or retaliate in any way against a person who makes a report

of or who is otherwise involved in an investigation of Prohibited Conduct under this policy. Retaliation is prohibited and should be reported to the Coordinator or designee immediately.

## **Reporting Prohibited Conduct**

Individuals who witness or experience Prohibited Conduct are encouraged to report such conduct to the Coordinator. Employees of the College who become aware of Prohibited Conduct are required to report such conduct to the Coordinator as soon as reasonably possible, except that the College's counselor cannot report information learned from a counseling client except as necessary to protect the life of the client or others. Reports may be made anonymously, although an inability to contact the reporter may compromise the College's ability to fully address the report. Employees are mandatory reporters and cannot report conduct anonymously.

The College encourages prompt reporting, but does not limit the time frame for filing a report of Prohibited Conduct. Note that the College's ability to take any action may be negatively affected by the length of time between the conduct and the report. The passage of time may also limit the available range of disciplinary actions, such as where an individual is no longer employed by the College or is no longer enrolled as a student.

Upon receiving a report, the Coordinator will contact the individual towards whom the conduct was reported to have been directed and offer them the opportunity to speak with the Coordinator and discuss their options and available resources at the College and within the community. At this and every conversation relating to the process, the complainant has the right to bring an advisor of their choosing, so long as the advisor does not have a conflicting role in the process.

The individual towards whom the conduct was reported is the "complainant," and the individual named by the report as having

committed Prohibited Conduct is the "respondent."

Individuals may choose to report criminal conduct directly to law enforcement. Because law enforcement investigate and enforce criminal laws, not College policy, a complainant may choose to pursue a criminal investigation, a College investigation, neither, or both. The outcome of criminal procedures is not determinative as to whether College policy has been violated.

## *Amnesty for Students*

To encourage reporting for students, the College will not pursue disciplinary sanctions regarding underage drinking or illegal drug use during the course of a reported incident of Prohibited Conduct. However, the College may require such students to undergo a drug or alcohol assessment or participate in counseling or other educational programs if appropriate.

## *Privacy*

All information shared with the Coordinator and investigator will be kept private. This means that it will only be shared in three situations. First, it will be shared when it is necessary to facilitate the options chosen by the complainant to move forward to resolve the allegations, or where the College otherwise must take action to address the report. Second, if the report constitutes a felony or potential child abuse, state law requires that the report be shared with law enforcement. (The complainant may choose not to participate in the report to law enforcement or may decline to participate in any law enforcement investigation if they wish.) Third, it will be shared if the College receives a criminal or civil subpoena or is otherwise engaged in a lawsuit requiring it to disclose information.

If a complainant wishes to make a request for anonymity such that their name is not shared with the respondent or witnesses, the College will try to comply but this may

limit the College's ability to investigate and respond. However, if the allegations are so serious that the College must act on them due to safety concerns for the campus community, the College may need to move forward to investigate despite the complainant's wishes. Examples might include where an assault was perpetrated with a weapon, where multiple complainants have alleged an assault by the same individual, or where an employee assaults a student. If this is the case, the Coordinator will notify the complainant.

## *Confidential Resources*

The complainant may, in addition to making a complaint or instead of doing so, access confidential services. Confidential resources are not required to make law reports to law enforcement except under emergency circumstances or those involving child abuse; they do not share information with the Coordinator or the College. The College's counselor is a confidential resource. Examples of other confidential resources available to members of the campus community include:

- 24/7 National Domestic Violence Hotline – 1 (800) 799-7233
- 24/7 Rape, Abuse & Incest National Network Hotline – (800) 656-HOPE (4673)
- Buckeye Region Anti-Violence Organization – (866) 86 BRAVO (27286)
- National Teen Dating Helpline – (866) 331-9474
- Boys Town Crisis and Suicide Hotline – (800) 448-3000
- 24/7 Hotline YWCA Dayton – (937) 222-SAFE (7233)
- Artemis Center for Domestic Violence – (937) 461-HELP (4357)
- Kettering Medical Center Emergency Room – (937) 395-8659

- Ohio Alliance to End Sexual Violence – www.oaesv.org
- Medical professionals, mental health professionals, rape crisis counselors, and clergy

## *Non-Confidential Resources*

Individuals may also seek assistance from resources that are not confidential. These include:

- The Coordinator (see contact information above)
- Kettering Police Department – 911 for emergencies; (937) 296-2555 for non-emergencies
- U.S. Department of Education's Office for Civil Rights – (800) 421-3481
- Montgomery County Prosecutor's Office Victim/Witness Division – (937) 225-5623

## *Party Rights*

Both the complainant and respondent have the following rights in this process:

- To be treated with respect, dignity, and sensitivity throughout the process;
- To seek support services at the College or obtain referrals for support services off campus;
- To privacy as described in this policy, such that information is restricted to those with a legitimate need to know;
- To be informed about this Policy;
- To a prompt and thorough investigation, when one is conducted under this Policy;
- To have an advisor of their choice during the proceedings, as described further below;
- To suggest witnesses and offer evidence in any investigation;
- To review all applicable documents and information about their case, consistent with federal and state law, this Policy, and sound investigative practices;

- To request a review of the identity of the Coordinator, investigator, adjudicator, and/or appeals officer if the party is concerned about a impartiality;
- To participate or decline to participate in these procedures, although if a party fails to participate in a formal investigation, the determination and, if applicable, the sanctions will be made based on the evidence available;
- To discuss alternatives to procedures, where reasonable and consistent with this Policy;
- To refrain from making self-incriminating statements;
- To appeal the investigative determination and/or sanction as provided by this Policy;
- To be notified, in writing, of the result of the investigation, the sanctions (if applicable), any appeal procedures that may apply, any appeal decision, and when the results become final; and
- To report the incident to law enforcement if desired.

## *Advisors*

Throughout the process under this Policy, each party may have an advisor of their choice present for any conversation with the Coordinator, investigators, or other individuals involved with the process. Advisors are silent observers to the proceedings that are able to provide support, guidance, or advice to their party. They may not speak on behalf of their party, either verbally or in writing, nor are they permitted to question witnesses. If an advisor's behavior is disruptive or is not in accordance with these restrictions, they may be removed from a conversation and may not be permitted to continue as an advisor on the case.

## *Interim Measures of Protection and Accommodations*

The Coordinator will offer interim measures of protection and accommodations as appropriate.

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Interim measures are individualized services offered to either or both the complainant and respondent involved in an alleged incident, either prior to a formal investigation or while such an investigation is pending. Interim measures may include counseling, extensions of time or other course-related adjustments, modifications of work or class schedules, campus escort services, restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus, behavioral restrictions, access restrictions, and other similar accommodations. Interim measures will be individualized and appropriate based on the information gathered by the Coordinator, making every effort to avoid depriving any student of their education or any employee of their ability to work.

Interim measures are available even if the complainant chooses not to move forward with informal or formal resolution.

## *Informal Resolution*

In instances where it is deemed possible and safe, reports may be resolved through informal means. Informal resolution is not available for reports of non-consensual sexual intercourse, or for non-consensual sexual contact that involves the non-consensual touching of genitalia or the use of force or threat of force.

If it is determined that an informal resolution may be appropriate, the Coordinator will speak with the complainant about this option. If the complainant agrees to participate, the Coordinator will ask if the respondent is willing to participate. The Coordinator may then offer options for informal resolution that are appropriate under the circumstances, such as informal discussions with the parties or formal mediation.

If a satisfactory resolution is reached through informal resolution, the matter will be considered closed. If these efforts

are unsuccessful, or if either party requests to terminate informal resolution, the complainant may request a formal investigation. The parties can attempt informal resolution during the course of a formal investigation if they agree to do so. The Coordinator must approve any agreement that comes from informal resolution to ensure it is consistent with the College's obligations under this Policy.

## *Formal Investigation*

Following the receipt of a report, the Coordinator will conduct an initial assessment to determine if there is reason to believe, based on the information available, that the Policy may have been violated and a formal investigation is appropriate. The Coordinator may seek further information from the complainant or others to assist in this initial assessment. If the Coordinator determines that there is insufficient information to suggest that a policy violation may have occurred, the complainant may submit additional information at any time and request another assessment.

If the Coordinator determines that there is reason to believe that the Policy may have been violated, the Coordinator will provide written notice to the respondent of the behavior that may have violated College policy, including the identities of the parties involved, the specific section of the policies allegedly violated, the conduct constituting the potential violation, and the date and location of the alleged incident, to the extent the information may be available. The respondent will be offered the opportunity to speak with the Coordinator to learn about the process, options for interim measures of protection and accommodations, and their rights and responsibilities. At this and every conversation relating to the process, the respondent has the right to bring an advisor of their choosing, so long as the advisor does not have a conflicting role in the process.

The Coordinator will select one or more trained investigators to conduct an investigation into the reported conduct. The investigators may be, but are not required to be, employees of the College. If more than one investigator is used for an investigation, the Coordinator shall designate one investigator as the lead investigator who shall be responsible for the investigation.

The investigator shall offer each party the opportunity to be interviewed. In addition, each party may submit written statements, suggested witnesses, suggested questions for the other party or witnesses, and other evidence that is relevant to the reported behavior. The investigator will gather any relevant evidentiary materials and questions witnesses as appropriate. The investigator will prepare an initial investigative report detailing the relevant evidence gathered. The initial investigative report focuses on the evidence that has been collected and does not include a determination as to whether a policy violation occurred.

The parties will be provided five (5) calendar days to review the initial investigative report and provide a written response to the investigator, which may include additional evidence, suggested witnesses, and suggested questions for witnesses or the other party. Extensions of this deadline may be provided to both parties by the Coordinator for good cause. The investigator will review the information submitted by the parties and conduct any follow-up investigation that the investigator deems necessary.

At the conclusion of the investigation, the investigator will prepare a final investigative report. In it, the investigator will analyze the evidence, make any necessary and relevant findings of fact, and make a determination by a preponderance of the evidence as to whether a policy violation occurred. Notice of the outcome will be provided simultaneously to both parties.

It is anticipated that the investigation will be completed within thirty (30) calendar days, but the Coordinator may extend this deadline with good cause upon notice to both parties. Reasons for extension may include, but are not limited to, the complexity of the allegations, the availability of witnesses, the collection of relevant records, and/or cooperation with a concurrent criminal investigation.

## *Policy Violation: Adjudication*

If a policy violation is found to have occurred, the Vice President of Education will determine the appropriate sanctions and corrective action. If the Vice President of Education is unavailable or is not impartial with regard to a particular case (as determined either by the Coordinator or the Vice President of Education), the Coordinator is responsible for assigning a trained adjudicator. This determination will typically be made within five (5) business days, although the Coordinator may extend this deadline for good cause with notice to both parties.

Both parties will simultaneously be provided notice in writing of the sanctions. After the sanctions are issued, either party may appeal as provided below.

Sanctions that may be issued include reassignment of work duties; reassignment of class meetings; restrictions on contact; access restrictions to College property or events; access restrictions to College services; disciplinary probation; suspension; expulsion; termination of employment; educational sanctions such as mandatory counseling assessment and adherence to professional counseling recommendations, research paper or project, or educational program attendance; community service; administrative hold on student accounts; administrative withdrawal; deferred suspension; withholding of promotion or pay increase; suspension of employment with or without pay; or formal reprimand.

## *No Policy Violation Found*

If no policy violation is found, either party may file an appeal after receiving notice of the determination.

## *Appeals Process*

Either party may request an appeal of the investigative decision and/or the sanctions rendered. The three grounds upon which an appeal of the decision or sanctions may be made are:

1. A procedural error materially affected the outcome of the case;
2. Substantive new evidence that was not available at the time of the investigation and that may change the outcome of the case;
3. Severity of the sanction is disproportionate to the prohibited conduct.

Disagreement with the finding or sanctions is not, by itself, grounds for appeal.

The request for an appeal, including the grounds upon which the request is based, must be submitted in writing to the Coordinator within five (5) business days following the date listed on the outcome letter. The other party will be provided a copy of the appeal and given five (5) business days to provide a written response. Extensions may be granted by the Coordinator for good cause with notice to both parties.

Any appeal will be conducted in an impartial manner by the President or, if the President cannot be impartial with regard to a particular case (as determined by the Coordinator or the President), an impartial, trained individual appointed by the Coordinator. The President will review the final investigative report, the appeal, and the response. The President may ask follow-up questions of the Coordinator and the investigator if necessary. The President does not confer with the parties as part of the appeal. The President will render a decision within ten (10) business days

after the deadline to provide an appeal response. Both parties will be notified in writing of the appeal's outcome. This decision is final.

## **COMPLAINT/GRIEVANCE PROCEDURE**

The Modern College of Design is licensed by the State of Ohio Board of Career Colleges and Schools. If a student feels that a complaint or concern has not been adequately addressed, he/she may follow this procedure.

### **Internal Grievance Process**

1. Discuss the concern with a faculty or staff member.
2. Submit a Grievance form to the Vice President of Student Affairs. Discuss the concern with the Vice President of Student Affairs.
3. If after following steps 1 and 2, you feel that your area of concern has not been adequately addressed, or you disagree with the decision that has been made, you may submit a written response/appeal to the President of The Modern. The President of The Modern will review and determine the final outcome.
4. If after following steps 1, 2, and 3 you still feel your area of concern has not been adequately addressed, you may contact the Executive Director of the State of Ohio Board of Career Colleges and Schools; 30 East Broad St., Suite 2481; Columbus, OH 43215-3414; 614-466-2752, 877-275-4219.

### **Accrediting Commission of Career Schools and Colleges**

The Modern College of Design is accredited by the Accrediting Commission of Career Schools and Colleges. Colleges accredited by ACCSC must have a procedure and operational plan for handling student complaints. If a student feels that the college has not adequately addressed a complaint or concern after following the internal grievance process

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listed above, 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 college 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](http://www.accsc.org)

A copy of the Commission's complaint form is available by contacting The Modern's Director of Financial Aid.

## CHANGE OF POLICIES

The Modern reserves the right to change its policies at any time. Students will be notified of changes that happen over the summer by July 30. Policy changes that occur over the summer will be reviewed with new and returning students on the first day of class. When a policy change occurs during the school year, students will be informed of the change in writing, one week before the policy change goes into effect. Students will sign a form indicating that they have been informed of the policy change and it is the responsibility of the student to inform their parents or other interested parties.

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## CREDITS

### Concept and Design:

Lauren Roeth and Emily Webb

### Editing: Sally Athmer

**Photography:** Lauren Roeth,  
Mark Werle, and Erin Bakara

The following is an addendum to The Modern College of Design’s 2019–2020 Catalog & Student Handbook. This addendum was published on March 13, 2020.

**POLICY MODIFICATIONS**

Before implementing the Distance Education Plan, the following policies were modified to accommodate distance education experiences for our students and faculty. These policy modifications will be in effect for the duration of the use of our Distance Education Plan.

**SCHOOL POLICIES AND MODIFICATIONS FOR DISTANCE EDUCATION**

All school policies will remain in effect during this time, with the following additions and modifications based on our Distance Education Plan.

1. Attendance Policy: In order to be considered present during class, students must participate in a way that can be documented by the instructor. Instructors will keep all documentation. Examples include but are not limited to: posting comments in a group chat, turning in a test or assignment during class time, and responding to questions in Google Classroom.
2. Printing Policy: All on-campus printing will cease until the reopening of The Modern campus.
3. Equipment Rental Policy: On-campus equipment rental will cease until the reopening of The Modern campus, except for necessary video equipment for students enrolled in the GRD299 Portfolio Completion course. Students should contact video instructor Cody Brown for video equipment rental requests at cody.brown@themodern.edu.
4. Equipment-Makeup Policy: If a student’s laptop or digital camera requires unavoidable maintenance or repair, the student may develop a make-up plan with each instructor whose assignments were affected by the student’s equipment issues. The student must provide written proof to

the Vice President of Student Affairs (invoice or work order) listing the dates of the equipment’s maintenance. After supplying written proof, the student must request a make-up schedule agreement from the Vice President of Student Affairs and schedule new due dates with instructors. During implementation of The Modern’s Distance Education Plan, this policy will include ongoing technical disruptions concerning connectivity.

The student has one week from the date of their equipment maintenance issues are resolved to complete the make-up schedule agreement. If a student does not meet the deadline for make-up work, the policy regarding late assignments goes into effect.

5. Class Connectivity

Any Modern student who does not have internet access in their home needs to notify The Modern staff.

The Modern staff will help any student who does not have access to internet connection at home identify locations with Wi-fi access in close proximity.

In any case where a student has exhausted all connectivity options, students will use an alternate plan. This plan includes the use of phone conferences and email. Students without connectivity will use the phone connection function in Google Hangouts Meet to join all classes and will send classroom responses/assignments via email.

The following is an addendum to The Modern College of Design’s 2019–2020 Catalog & Student Handbook. This addendum was published on March 24, 2020.

**2021 DESIGN PROGRAM (22 MONTHS) TOTAL COSTS**

**Year One Tuition**

First semester .....	\$15,963
Second semester .....	\$14,085
Total Year One Tuition .....	\$30,048

**Year Two Tuition**

First semester .....	\$14,085
Second semester/spring term .....	\$16,902
Total Year Two Tuition .....	\$30,987

**SUPPLIES, EQUIPMENT, AND OTHER FEES**

Art Supply Fees.....	\$312.70
Book Fees.....	\$450.76
Digital Camera Fee .....	\$601.89
Website Hosting Fee.....	\$45.77
Personal Identity Set Fee.....	\$500.00
Software Fees.....	\$554.93
Equipment Fee .....	\$3,405.65
Activity Fees.....	\$400.00
Library Fees .....	\$282.24
Printing Fees .....	\$558.12
Total Fees.....	\$7,112.06

**Approximate Program Total ...\$68,147.06**

**EXPLANATION OF FEES**

**ENROLLMENT FEE**

An enrollment fee of \$125 must be paid by the applicant to be officially placed on the roster.

Only Year One students pay this fee. The entire fee will be refunded if the college is notified of withdrawal in writing within five days of signing the enrollment agreement.

**Art Supply Fees**

Students are charged \$148.97 for art supplies in the first year and \$163.73 in the second year.

The total cost of art supplies for both years is \$312.70. The supplies include a variety of art supplies, a flash drive, and a portfolio presentation book.

**BOOK FEES**

Students are charged \$450.76 for book fees. The timing of book costs vary and are based on the student’s schedule. Students have the option of purchasing their own books.

**DIGITAL CAMERA FEE**

Students are charged a Year One, Semester 1 fee of \$601.89 for the purchase of a digital camera. If students already own a digital camera, the purchase of the camera and the fee might be waived by obtaining the photography instructor’s approval.

**WEBSITE HOSTING FEE**

Students are charged a Year Two, Semester 2 fee of \$45.77 for the purchase of a unique domain name and a one-year hosting plan for the student’s personal portfolio website.

**PERSONAL IDENTITY SET FEE**

During second semester of Year Two, a \$500 fee covers the printing of business cards and note cards and the purchase of letterhead and envelopes. These items are designed by students to showcase their artwork and skills, and are instrumental in the job search process.

**SOFTWARE FEES**

Students are charged \$291.49 in Year One and \$263.44 in Year Two for software. This includes a two-year subscription to Adobe Creative Cloud, and subscriptions to Microsoft Office 365 and Coda.

**Equipment Fee**

First-year students are required to bring an Apple MacBook Pro laptop computer, iPad, and accessories to class each day. For package options, contact the Financial Aid Office; recommended equipment packages may cost \$3,405.65 or more.

If a student already owns the required equipment, the purchase of the equipment and the fee might be waived by obtaining approval from the Director of IT.

An equipment deposit of \$200 is due by July 1, 2020.

**ACTIVITY FEES**

The Activity Fee is \$200 per year (\$400 total). This fee is for the improvement and enhancement of student life while attending The Modern and covers portions of extracurricular activities such as events, luncheons, guest speakers, student senate, student clubs, and recreational equipment. The fee also covers membership to the Dayton Art Institute and an activities pass to the YMCA – South Branch.

**LIBRARY FEES**

Students are charged \$141.12 in the first year and \$141.12 in the second year (\$282.24 total) for digital library resources. Included are extensive databases, ebooks, videos, and tutorials such as Safari Books Online, ProQuest Research Library, ProQuest Research Companion, Artstor, and Credo Academic Core.

**PRINTING FEES**

Students are charged \$279.06 in the first year and \$279.06 in second year (\$558.12 total) for printouts from The Modern printers. This fee covers only prints and copies produced for The Modern related assignments. Wide format prints are an additional \$10 each.

**RETURNED CHECK FEE**

There is a \$30 charge for returned checks. Payment is required in cash or cashier’s check only.

**DESIGN LEADERSHIP PROGRAM FULL-TIME COURSE SEQUENCE**

This section outlines the courses that are required during each term of the full-time Design Leadership Program.

**Year One, Semester 1**

Total hours/credits: 15

**ELT301** Design Elective, 3 credits

Students choose one of several electives offered that may include but are not limited to branding, UI/UX, web design, motion design, or video.

**BUS301** Business Fundamentals, 3 credits

**MKT301** Research and Visualization, 3 credits

**ARH301** History of 20th Century Art, Music, and Culture, 3 credits

**SOC301** Anthropology and Human Behaviors, 3 credits

**Year One, Semester 2A**

Total hours/credits: 15

**ELT302** Design Elective, 3 credits

Students choose one of several electives offered that may include but are not limited to branding, UI/UX, web design, motion design, or video.

**MKT302** Marketing II, 3 credits

**SOC303** Design Thinking, 3 credits

**GRD301** Art Direction and Copywriting, 3 credits

**ENS301** Environmental Science and Sustainability, 3 credits

**Year Two, Semester 1**

Total hours/credits: 18

**BUS302** Entrepreneurship and Business Development, 3 credits

**BUS401** Design Leadership, 3 credits

**COM301** Organizational Communication, 3 credits

**GRD499** Portfolio Completion II, 6 credits

**SCI301** Concepts in Physics: Light and Color, 3 credits

**Year Two, Spring Term A**

Total hours/credits: 2

**PRO399** Career Development, 2 credits

**Year Two, Semester 2B**

Total hours/credits: 10

**PRO499** Co-op, 10 credits

**DESIGN LEADERSHIP PROGRAM PART-TIME COURSE SEQUENCE**

This section outlines the courses that are required during each term of the part-time Design Leadership Program for students that began in August 2019.

**Year One, Semester 1**

Total hours/credits: 6

**BUS301** Business Fundamentals, 3 credits

**MKT301** Research and Visualization, 3 credits

**Year One, Semester 2A**

Total hours/credits: 6

**ARH301** History of 20th Century Art, Music, and Culture, 3 credits

**MKT302** Marketing II, 3 credits

**Year One, Summer Semester**

Total hours/credits: 6

**ENS301** Environmental Science and Sustainability, 3 credits

**SCI301** Concepts in Physics: Light and Color, 3 credits

**Year Two, Semester 1**

Total hours/credits: 6

**SOC301** Anthropology and Human Behaviors, 3 credits

**ELT301** Design Elective, 3 credits

Students choose one of several electives offered that may include but are not limited to branding, UI/UX, web design, motion design, or video.

**Year Two, Semester 2A**

Total hours/credits: 6

**ELT302** Design Elective, 3 credits

Students choose one of several electives offered that may include but are not limited to branding, UI/UX, web design, motion design, or video.

**SOC303** Design Thinking, 3 credits

**Year Two, Summer Semester**

Total hours/credits: 6

**COM301** Organizational Communication, 3 credits

**BUS302** Entrepreneurship and Business Development, 3 credits

**Year Three, Semester 1**

Total hours/credits: 6

**BUS401** Design Leadership, 3 credits

**GRD301** Art Direction and Copywriting, 3 credits

**Year Three, Semester 2A**

Total hours/credits: 6

**GRD499** Portfolio Completion II, 6 credits

**Year Three, Spring Term B**

Total hours/credits: 2

**PRO399** Career Development, 2 credits

**Year Three, Summer Semester**

Total hours/credits: 10

**PRO499** Co-op, 10 credits

This section outlines the courses that are required during each term of the part-time Design Leadership Program for students beginning in August 2021.

**Year One, Semester 1**

Total hours/credits: 6

**ELT301** Design Elective, 3 credits

Students choose one of several electives offered that may include but are not limited to branding, UI/UX, web design, motion design, or video.

**MKT301** Research and Visualization, 3 credits

**Year One, Semester 2A**

Total hours/credits: 6

**ARH301** History of 20th Century Art, Music, and Culture, 3 credits

**MKT302** Marketing II, 3 credits

**Year One, Summer Semester**

Total hours/credits: 6

**ENS301** Environmental Science and Sustainability, 3 credits

**SCI301** Concepts in Physics: Light and Color, 3 credits

**Year Two, Semester 1**

Total hours/credits: 6

**BUS301** Business Fundamentals, 3 credits

**SOC301** Anthropology and Human Behaviors, 3 credits

**Year Two, Semester 2A**

Total hours/credits: 6

**ELT302** Design Elective, 3 credits

Students choose one of several electives offered that may include but are not limited to branding, UI/UX, web design, motion design, or video.

**SOC303** Design Thinking, 3 credits

**Year Two, Summer Semester**

Total hours/credits: 6

**COM301** Organizational Communication, 3 credits

**BUS302** Entrepreneurship and Business Development, 3 credits

**Year Three, Semester 1**

Total hours/credits: 6

**BUS401** Design Leadership, 3 credits

**GRD301** Art Direction and Copywriting, 3 credits

**Year Three, Semester 2A**

Total hours/credits: 6

**GRD499** Portfolio Completion II, 6 credits

**Year Three, Spring Term B**

Total hours/credits: 2

**PRO399** Career Development, 2 credits

**Year Three, Summer Semester**

Total hours/credits: 10

**PRO499** Co-op, 10 credits

*Curriculum is subject to change.*

**2021 DESIGN LEADERSHIP PROGRAM TOTAL COSTS**

**FULL-TIME PROGRAM**

**Year One Tuition**

Semester 1..... \$14,085  
Semester 2A ..... \$14,085  
Total Year One Tuition ..... \$28,170

**Year Two Tuition**

Semester 1.....\$16,902  
Spring Term A and Semester 2B .....\$6,578  
Total Year Two Tuition ..... \$23,480

**SUPPLIES AND EQUIPMENT**

Books.....\$797.49  
Software .....\$417.98  
Total Supplies..... \$1,215.47

**FEES**

Library fee..... \$282.24  
Printing fee.....\$558.12  
Student activity fee .....\$400.00  
Total Fees..... \$1,240.36

**Approximate Program Total .. \$54,105.83**

**PART-TIME PROGRAM**

**Year One Tuition**

Semester 1.....\$5,634  
Semester 2A .....\$5,634  
Summer Session .....\$5,634  
Total Year One Tuition .....\$16,902

**Year Two Tuition**

Semester 1.....\$5,634  
Semester 2A .....\$5,634  
Summer Term .....\$5,634

Total Year Two Tuition .....\$16,902

**Year Three Tuition**

Semester 1..... \$5,634  
Semester 2A and Spring Term B ..... \$7,512  
Summer Term .....\$4,700  
Total Year Three Tuition..... \$17,846

**SUPPLIES**

Books.....\$797.49  
Software ..... \$626.97  
Total Supplies.....\$1,424.46

**FEES**

Library fee..... \$564.48  
Printing fee..... \$1,116.24  
Student activity fee .....\$800.00  
Total Fees.....\$2,480.72

**Approximate Program Total .. \$55,555.18**

*Sales tax will be charged on all applicable fees. All fees, costs, and tuition are subject to change.*

*Additional general education courses may be required to meet the program's graduation requirements. Costs for these courses are not included in the above estimates.*

**EXPLANATION OF EQUIPMENT, FEES, AND SUPPLIES**

**Enrollment Fee**

An enrollment fee of \$125 must be paid by the applicant to be officially placed on the roster (\$75 if paid before December 15). Only Year One students pay this fee. The entire fee will be refunded if the college is notified of withdrawal in writing within five days of signing the enrollment agreement.

**Portfolio Submission Fee**

A portfolio submission fee of \$12 must be paid by the applicant to SlideRoom in order to submit his or her portfolio work to The Modern for consideration.

**Books**

Students are charged \$797.49 for book fees. The timing of book costs vary and are based on the student's schedule.

### **Software**

Students are charged \$208.99 per year for a subscription to the Adobe Creative Cloud.

### **Library Fee**

Students are charged \$70 per term for library resources comprised of extensive databases, ebooks, videos, and tutorials including O’Reilly Online Learning, Credo Academic Core, Proquest Research Library and Research Companion, and Artstor.

### **Printing Fee**

Full-time students are charged \$558.12 total for printouts from The Modern printers. Part-time students are charged \$1,116.24 for printouts. This fee covers only prints and copies produced for The Modern related assignments. Wide format prints are an additional \$10 each.

### **Student Activity Fee**

The Student Activity Fee for full-time students is \$400 and for part-time students is \$800. This fee is for the improvement and enhancement of student life while attending The Modern and covers portions of extracurricular activities such as events, luncheons, guest speakers, student senate, student clubs, and recreational equipment. The fee also covers membership to the Dayton Art Institute and an activities pass to the YMCA – South Branch.

### **MacBook Pro Laptop**

Students are required to bring a MacBook Pro laptop to class. For specifications, please contact the Financial Aid Office.

## **FULL-TIME AND PART-TIME ENROLLMENT REQUIREMENTS**

Students may enroll at the beginning of the first term. Full-time students are required to register for at least 12 credit hours per term while part-time students are required to register for at least 6 credit hours.

Students who register for fewer than 6 credit hours are considered less than part-time.

## **EXTERNSHIPS**

Each student of the Design Program is assigned to an externship. Agencies, design firms, corporations, small businesses, technology companies, and nonprofit organizations participate in the program. Students are exposed to the experience of working in a professional design environment where they can apply what they have learned.

## **FACULTY + STAFF**

### **Jennifer Jenkins, Recruitment Specialist**

Ms. Jenkins holds an MFA in Studio Art from the Maryland Institute College of Art and a BFA from the Columbus College of Art and Design. She earned her License in Art Education from Muskingum University to serve as an art educator for multiple school districts at the high school level covering a wide variety of subjects from photography to 2-D and 3-D design. Jennifer also used her love for art education to create a fun and creative experience at the Columbus Museum of Art leading innovative art-based activities for all ages. Jennifer works on the admissions team as a recruiter in the Columbus area.

### **Corinne Keyes, Academic Librarian**

Ms. Keyes holds a Masters in Library Information Science from Kent State University and a BA in English from The Ohio State University. She has experience in library management and operations including information literacy instruction, collection development, database management, and research assistance for the American Institute of Alternative Medicine campus. At The Modern, Corinne will work to further expand and manage the school’s library resources and provide research assistance for faculty, staff, and students.

### **Danika Matulich, Career Advisor and Admissions Specialist**

Ms. Matulich is a 2014 graduate of The Modern. She has worked as a graphic designer in the corporate world as well as maintained her own freelance design business. As the Career Advisor and Admissions Specialist, Danika assists students, alumni, and prospective students to determine how to best reach their career goals and assists those who will benefit from the Design Leadership Program through the admissions process.

### **Caitlin McCurdy, Recruitment Specialist**

Ms. McCurdy is a 2016 graduate of The Modern. Working for STEL Design in Santa Barbara, California, Caitlin did work for clients like Under Armor, Best Buy, and Polaris. She has worked on a wide array of projects including UI/UX, branding and print, package design, web design, and social media. Caitlin works on the admissions team in the Northwest Ohio area.

### **Nadia North, Instructor**

Ms. North holds an MS in Biological Oceanography from Florida State University and a BS in Biology from Vanderbilt University. Nadia has laboratory skills in basic biology, molecular biology, environmental microbiology, and chemistry. She has worked for multiple large universities and corporations carrying out jobs like developing environmental programs, directing undergraduate research projects, and even served as a pollution prevention coordinator for a large aerospace facility. Nadia teaches Environmental Science.

### **Shane Sullivan, Instructor**

Mr. Sullivan holds an M.Ed and a BS in Education from Wright State University. Shane has worked for many schools in the greater Dayton area including his current position with Kettering City Schools. He has extensive experience teaching with a focus on math, reading, and science. Shane

is also a member of the City of Kettering Parks, Recreation, and Cultural Arts board. Shane teaches Quantitative Reasoning.

### **Taylor Wadham, Recruitment Specialist**

Ms. Wadham holds a BA in communication from Bowling Green State University specializing in musical theatre. Taylor has experience in public speaking, youth, and young adult theatre direction, and worked in guest relations and special events management at Disney. Taylor works on the admissions team as a recruiter for Dayton, Ohio, Central Indiana, and surrounding areas.

The following staff members no longer work at The Modern: Todd Berry, James Cosby, Ursula Jones, Josh Luke, and Allison Thompson.

## **TRANSCRIPT REQUESTS**

Only students may request a copy of their transcript as these records are protected by the FERPA privacy act. Family or friends are not permitted to access student records without the written consent of the student.

Student transcripts may be requested by contacting the Vice President of Student Affairs or completing the request form on The Modern’s website. No transcript will be released if the former student has an outstanding financial balance. Requests will be reviewed, and the requester will be notified at the time of the order if the order cannot be fulfilled due to a financial balance.

## ADDENDUM TO THE CATALOG

The following is an addendum to The Modern College of Design's 2019–2020 Catalog & Student Handbook. This addendum was published on April 3, 2020.

### 2020 ACCELERATED DESIGN PROGRAM (18 MONTHS)

The following outlines the costs and fees for students enrolling in the 2020–2021 new Accelerated Design Program at The Modern that will be offered for the first time on June 1, 2020.

### LENGTH OF PROGRAM

The number of months for completion of the accelerated associate degree program for the cohort starting on June 1, 2020 and completing the program in December 2021 spans 18 calendar months.

The accelerated design program consists of a one and one-half year, full-time, daytime program of one ten-week semester, two sixteen-week semesters, and a four-week spring term in Year One [46 weeks total], one ten-week semester and one sixteen-week semester in Year Two [26 weeks total].

Year One, Semester One consists of 195 clock hours, or 12 credit hours of courses. Year One, Semester Two consists of 250 clock hours, or 14 credit hours of courses. Year One, Semester Three consists of 240 clock hours, or 12 credit hours of courses. Year One, Spring Term B consists of 135 clock hours, or 3 credit hours of externship. Year Two, Semester One consists of 225 clock hours, or 12 credit hours of courses. Year Two, Semester Two consists of 360 clock hours, or 12 credit hours of courses. Over the 18-month period, this is a total of 1,405 semester clock hours, which totals 65 semester credit hours.

### SCHEDULE

Classes are held Monday through Friday within the hours of 8:30am to 10:00pm.

### COURSE SEQUENCE

This section outlines the courses that are required during each term of the Accelerated Design Program.

#### Year One, Semester One

Total hours/credits: 12

**ENG101** English Composition, 3 credits

**APP101** Introduction to Applications, 3 credits

**ARH101** Art History, 3 credits

**PSY101** Psychology, 3 credits

#### Year One, Semester Two

Total hours/credits: 14

**COM101** Introduction to Communications, 3 credits

**GRD101** Design Basics, 3 credits

**WEB101** Web Design I, 3 credits

**PHT101** Photography Basics, 2 credits

**ENG102** Creative Writing, 3 credits

#### Year One, Semester 3

Total hours/credits: 12

**WEB102** Web Design II, 3 credits

**GRD102** Graphic Design I, 3 credits

**BUS201** Business and Ethics of Design, 3 credits

**ELT101** Art Elective, 3 credits

#### Year One, Spring Term B

Total hours/credits: 3

**PRO299** Externship, 3 credits

#### Year Two, Semester One

Total hours/credits: 12

**COM102** Advanced Communications or  
**MAT101** Quantitative Reasoning, 3 credits\*

**ELT201** Design Elective, 3 credits

**WEB201** Web Design III, 3 credits

**MKT201** Marketing I, 3 credits

#### Year Two, Semester Two

Total hours/credits: 12

**GRD299-1** Portfolio Completion I, 6 credits

**GRD299-2** Portfolio Completion I, 6 credits

*Curriculum is subject to change.*

*\*If a student is interested in continuing their education in The Modern Design Leadership Program, they will substitute COM102 – Advanced Communications with MAT101 – Quantitative Reasoning.*

### 2020 DESIGN PROGRAM (18 MONTHS) TOTAL COSTS

#### Year One Tuition

Semester one .....	\$11,162
Semester two .....	\$13,023
Semester three/spring term B .....	\$12,572
Total Year One Tuition .....	\$36,757

#### Year Two Tuition

Semester one .....	\$11,163
Semester two .....	\$11,163
Total Year Two Tuition .....	\$22,326

### SUPPLIES, EQUIPMENT, AND OTHER FEES

Art Supply Fees.....	\$319.48
Book Fees.....	\$710.17
Digital Camera Fee .....	\$659.00
Website Hosting Fee.....	\$49.20
Personal Identity Fee.....	\$500.00
Software Fees.....	\$656.75
Equipment Fee .....	\$3,660.00
Activity Fees.....	\$400.00
Library Fees .....	\$282.24
Printing Fees .....	\$599.96
Total Fees.....	\$7,836.80

**Approximate Program Total .. \$66,919.80**

### EXPLANATION OF FEES

#### ENROLLMENT FEE

An enrollment fee of \$125 must be paid by the applicant to be officially placed on the roster.

Only Year One students pay this fee. The entire fee will be refunded if the college is notified of withdrawal in writing within five days of signing the enrollment agreement.

#### Art Supply Fees

Required art supplies cost \$162.02 in the first year and \$157.46 in the second year.

The total cost of art supplies for both years is \$319.48. The supplies include a variety of art supplies, a flash drive, and a portfolio presentation book.

#### BOOK FEES

Students are charged \$710.17 for book fees. The timing of book costs vary and are based on the student's schedule. Students have the option of purchasing their own books.

#### DIGITAL CAMERA FEE

Students are charged a Year One, Semester 1 fee of \$659 for the purchase of a digital camera. If students already own a digital camera, the purchase of the camera and the fee might be waived by obtaining the photography instructor's approval.

#### WEBSITE HOSTING FEE

Students are charged a Year Two, Semester 2 fee of \$49.20 for the purchase of a unique domain name and a one-year hosting plan for the student's personal portfolio website.

#### PERSONAL IDENTITY SET FEE

During second semester of Year Two, a \$500 fee covers the printing of business cards and note cards and the purchase of envelopes. These items are designed by students to showcase their artwork and skills, and are instrumental in the job search process.

#### SOFTWARE FEES

Students are charged \$342.40 in Year One and \$314.35 in Year Two for software. This includes a two-year subscription to Adobe Creative Cloud, and subscriptions to Microsoft Office 365 and Coda.

#### Equipment Fee

First-year students are required to bring an Apple MacBook Pro laptop computer, iPad, and accessories to class each day. For package options, contact the Financial Aid Office; recommended equipment packages may cost \$3,660 or more.

If a student already owns the required equipment, the purchase of the equipment and the fee might be waived by obtaining approval from the Director of IT.

An equipment deposit of \$200 is due by May 1, 2020.

#### ACTIVITY FEES

The Activity Fee is \$200 per year (\$400 total). This fee is for the improvement and enhancement of student life while attending The Modern and covers portions of extracurricular activities such as events, luncheons, guest speakers, student senate, student clubs, and recreational equipment. The fee also covers membership to the Dayton Art Institute and an activities pass to the YMCA – South Branch.

#### LIBRARY FEES

Students are charged \$141.12 in the first year and \$141.12 in the second year (\$282.24 total) for digital library resources. Included are extensive databases, ebooks, videos, and tutorials such as Safari Books Online, ProQuest Research Library, ProQuest Research Companion, Artstor, and Credo Academic Core.

#### PRINTING FEES

Students are charged \$299.98 in the first year and \$299.98 in second year (\$599.96 total) for printouts from The Modern printers. This fee covers only prints and copies produced for The Modern related assignments. Wide format prints are an additional \$10 each.

#### RETURNED CHECK FEE

There is a \$30 charge for returned checks. Payment is required in cash or cashier's check only.

## 2020 PART-TIME DESIGN PROGRAM (38 MONTHS)

The following outlines the costs and fees for students enrolling in the 2020–2021 Part-time Design Program at The Modern that will be offered for the first time on June 1, 2020.

### LENGTH OF PROGRAM

The number of months for completion of the part-time associate degree program for the cohort starting on June 1, 2020 and completing the program in August 2023 spans 38 calendar months.

The part-time design program consists of a three and one-half year, part-time, daytime program of one ten-week semester and two sixteen-week semesters in Year One [42 weeks total], one ten-week semester and two sixteen-week semesters in Year Two [42 weeks total], one ten-week semester, two sixteen-week semesters, and a four-week Spring Term in Year three [46 weeks total], and one ten-week semester in Year Four.

Year One, Semester One consists of 105 clock hours, or 6 credit hours of courses. Year One, Semester Two consists of 160 clock hours, or 8 credit hours of courses. Year One, Semester Three consists of 105 clock hours, or 6 credit hours of courses. Year Two, Semester One consists of 90 clock hours, or 6 credit hours of courses. Year Two, Semester Two consists of 105 clock hours, or 6 credit hours of courses. Year Two, Semester Three consists of 120 clock hours, or 6 credit hours of courses. Year Three, Semester One consists of 105 clock hours, or 6 credit hours of courses. Year Three, Semester Two consists of 120 clock hours, or 6 credit hours of courses. Year Three, Semester Three consists of 180 clock hours, or 6 credit hours of courses. Year Three, Spring Term consists of 135 clock hours, or 3 credit hours of courses. Year Four, Semester One consists of 180 clock hours, or 6 credit hours of courses. Over the two-year period, this is a total of

1,405 semester clock hours, which totals 65 semester credit hours.

### SCHEDULE

Classes are held Monday through Friday within the hours of 8:30am to 10:00pm.

### COURSE SEQUENCE

This section outlines the courses that are required during each term of the Part-time Design Program.

#### Year One, Semester One

Total hours/credits: 6

**ENG101** English Composition, 3 credits

**APP101** Introduction to Applications, 3 credits

#### Year One, Semester Two

Total hours/credits: 8

**WEB101** Web Design I, 3 credits

**GRD101** Design Basics, 3 credits

**PHT101** Photography Basics, 2 credits

#### Year One, Semester Three

Total hours/credits: 6

**COM101** Introduction to Communications, 3 credits

**GRD102** Graphic Design I, 3 credits

#### Year Two, Semester One

Total hours/credits: 6

**ARH101** Art History, 3 credits

**PSY101** Psychology, 3 credits

#### Year Two, Semester Two

Total hours/credits: 6

**ENG102** Creative Writing, 3 credits

**MKT201** Marketing I, 3 credits

#### Year Two, Semester Three

Total hours/credits: 6

**WEB102** Web Design II, 3 credits

**ELT101** Art Elective, 3 credits

#### Year Three, Semester One

Total hours/credits: 6

**WEB201** Web Design III, 3 credits

**COM102** Advanced Communications or  
**MAT101** Quantitative Reasoning, 3 credits\*

#### Year Three, Semester Two

Total hours/credits: 6

**BUS201** Business and Ethics of Design, 3 credits

**ELT201** Design Elective, 3 credits

#### Year Three, Semester Three/Spring Term

Total hours/credits: 9

**PRO299** Externship, 3 credits

**GRD299-1** Portfolio Completion I, 6 credits

#### Year Four, Semester One

Total hours/credits: 6

**GRD299-2** Portfolio Completion I, 6 credits

*Curriculum is subject to change.*

*\*If a student is interested in continuing their education in The Modern Design Leadership Program, they will substitute COM102 - Advanced Communications with MAT101 - Quantitative Reasoning.*

## 2021 DESIGN PROGRAM (38 MONTHS) TOTAL COSTS

### Year One Tuition

Semester one.....	\$5,581.26
Semester two.....	\$7,441.68
Semester three.....	\$5,581.26
Total Year One Tuition.....	\$18,604.20

### Year Two Tuition

Semester one.....	\$5,581.26
Semester two.....	\$5,581.26
Semester three.....	\$5,581.26
Total Year Two Tuition.....	\$16,743.78

### Year Three Tuition

Semester one.....	\$5,581.26
Semester two.....	\$5,581.26
Semester three/spring term.....	\$6,991.24
Total Year Three Tuition.....	\$18,153.76

### Year Four Tuition

Semester one.....	\$5,581.26
Total Year Four Tuition.....	\$5,581.26

## SUPPLIES, EQUIPMENT, AND OTHER FEES

Art Supply Fees.....	\$428.14
Book Fees.....	\$710.17
Digital Camera Fee.....	\$659.00
Website Hosting Fee.....	\$49.20
Personal Identity Fee.....	\$500.00
Software Fees.....	\$972.91
Equipment Fee.....	\$3,660.00
Activity Fees.....	\$1,000.00
Library Fees.....	\$705.60
Printing Fees.....	\$1,395.30
Total Fees.....	\$10,080.32

**Approximate Program Total ... \$69,163.32**

## EXPLANATION OF FEES

### ENROLLMENT FEE

An enrollment fee of \$125 must be paid by the applicant to be officially placed on the roster.

Only year one students pay this fee. The entire fee will be refunded if the college is notified of withdrawal in writing within five days of signing the enrollment agreement.

### Art Supply Fees

Required art supplies cost \$187.45 in the first year, \$57.72 in the second year, and \$182.97 in the third year.

The total cost of art supplies for both years is \$428.14. The supplies include a variety of art supplies, a flash drive, and a portfolio presentation book.

### BOOK FEES

Students are charged \$710.17 for book fees. The timing of book costs vary and are based on the student's schedule. Students have the option of purchasing their own books.

### DIGITAL CAMERA FEE

Students are charged a year one, semester one fee of \$659.00 for the purchase of a

digital camera. If students already own a digital camera, the purchase of the camera and the fee might be waived by obtaining the photography instructor's approval.

### WEBSITE HOSTING FEE

Students are charged a year three, semester three fee of \$49.20 for the purchase of a unique domain name and a one-year hosting plan for the student's personal portfolio website.

### PERSONAL IDENTITY SET FEE

During second semester of Year Two, a \$500 fee covers the printing of business cards and note cards and the purchase of envelopes. These items are designed by students to showcase their artwork and skills, and are instrumental in the job search process.

### SOFTWARE FEES

Required software costs are \$291.49 in the first year, \$208.99 in the second year, \$263.44 in the third year, and 208.99 in the fourth year. This includes a four-year subscription to Adobe Creative Cloud, and subscriptions to Microsoft Office 365 and Coda.

### Equipment Fee

First-year students are required to bring an Apple MacBook Pro laptop computer, iPad, and accessories to class each day. For package options, contact the Financial Aid Office; recommended equipment packages may cost \$3,660.00 or more.

If a student already owns the required equipment, the purchase of the equipment and the fee might be waived by obtaining approval from the Director of IT.

An equipment deposit of \$200 is due by May 1, 2020.

### Activity Fees

The Student Activity fee is \$300 in first year and \$300 in second year, \$300 in third year, and \$100 in the fourth year (\$1,000 total). This fee is for the improvement

and enhancement of student life while attending The Modern and covers portions of extracurricular activities such as events, luncheons, guest speakers, student senate, student clubs, and recreational equipment. The fee also covers membership to the Dayton Art Institute and an activities pass to the YMCA - South Branch.

### LIBRARY FEES

The Library fee is \$211.68 in first year, \$211.68 in second year, \$211.68 in the third year, and \$70.56 in the fourth year (\$705.60 total) for digital library resources. Included are extensive databases, ebooks, videos, and tutorials such as Safari Books Online, ProQuest Research Library, ProQuest Research Companion, Artstor, and Credo Academic Core.

### PRINTING FEES

Students will be charged a Printing fee of \$418.59 in first year, \$418.59 in year two, \$418.59 in year three and \$139.53 in fourth year for printouts from The Modern printers. This fee covers only prints and copies produced for The Modern related assignments. Wide format prints are an additional \$10 each.

### RETURNED CHECK FEE

There is a \$30 charge for returned checks. Payment is required in cash or cashier's check only.



**2020 ACCELERATED DESIGN LEADERSHIP PROGRAM (18 MONTHS)**

The following outlines the costs and fees for students enrolling in the 2020–2021 new Accelerated Design Leadership Program at The Modern that will be offered for the first time on June 1, 2020.

**LENGTH OF PROGRAM**

The number of months for completion of the accelerated bachelor’s degree completion program for the cohort starting on June 1, 2020 and completing the program in December 2021 spans 18 calendar months.

The accelerated design program consists of a one and one-half year, full-time, daytime program of one ten-week semester and two sixteen-week semesters term in Year One [42 weeks total], one ten-week semester and one sixteen-week semester in Year Two [26 weeks total].

Year one, semester one consists of 225 clock hours, or 12 credit hours of courses. Year one, semester two consists of 195 clock hours, or 12 credit hours of courses. Year one, Semester three consists of 225 clock hours, or 15 credit hours of courses. Year two, semester one consists of 265 clock hours, or 12 credit hours of courses. Year two, semester two consists of 460 clock hours, or 2 credit hours of courses and 10 credit hours of externship. Over the 18 month period, this is a total of 1370 semester clock hours, which totals 60 semester credit hours.

**SCHEDULE**

Classes are held Monday through Friday within the hours of 8:30am to 10:00pm.

**COURSE SEQUENCE**

This section outlines the courses that are required during each term of the Accelerated Design Leadership Program.

**Year One, Semester One**

Total hours/credits: 12

**BUS301** Business Fundamentals, 3 credits

**MKT301** Research and Visualization, 3 credits

**ENS301** Environmental Science and Sustainability, 3 credits

**GRD301** Art Direction and Copywriting, 3 credits

**Year One, Semester Two**

Total hours/credits: 12

**SOC301** Anthropology and Human Behaviors, 3 credits

**ELT301** Design Elective, 3 credits  
Students choose one of several electives offered that may include but are not limited to branding, UI/UX, web design, motion design, or video.

**COM301** Organizational Communication, 3 credits

**ARH301** History of 20th Century Art, Music, and Culture, 3 credits

**Year One, Semester Three**

Total hours/credits: 12

**ELT302** Design Elective, 3 credits  
Students choose one of several electives offered that may include but are not limited to branding, UI/UX, web design, motion design, or video.

**MKT302** Marketing II, 3 credits

**SOC303** Design Thinking, 3 credits

**BUS302** Entrepreneurship and Business Development, 3 credits

**Year Two, Semester One**

Total hours/credits: 12

**BUS401** Design Leadership, 3 credits

**SCI301** Concepts in Physics: Light and Color, 3 credits

**GRD499** Portfolio Completion II, 6 credits

**Year Two, Semester Two**

Total hours/credits: 12

**PRO399** Career Development, 2 credits

**PRO499** Co-op, 10 credits

*Curriculum is subject to change.*

**2020 ACCELERATED DESIGN LEADERSHIP PROGRAM TOTAL COSTS**

**Year One Tuition**

Semester one .....	\$11,268.00
Semester two .....	\$11,268.00
Semester three/spring term B ....	\$11,268.00
Total Year One Tuition .....	\$33,804.00

**Year Two Tuition**

Semester one .....	\$11,268.00
Semester two .....	\$6,578.00
Total Year Two Tuition .....	\$17,846.00

**SUPPLIES AND EQUIPMENT**

Art Supplies .....	\$59.07
Books .....	\$1,282.29
Stationery .....	\$500.00
Software .....	\$650.15
Total Supplies.....	\$2,491.51

**FEES**

Library fee.....	\$310.44
Printing fee.....	\$558.12
Student activity fee .....	\$400.00
Total Fees.....	\$1,268.56

**Approximate Program Total .. \$55,410.07**

*Sales tax will be charged on all applicable fees. All fees, costs, and tuition are subject to change.*

*Additional general education courses may be required to meet the program’s graduation requirements. Costs for these courses are not included in the above estimates.*

**EXPLANATION OF EQUIPMENT, FEES, AND SUPPLIES**

**Enrollment Fee**

An enrollment fee of \$125 must be paid by the applicant to be officially placed on the roster. Only year one students pay this fee. The entire fee will be refunded if the college is notified of withdrawal in writing within five days of signing the enrollment agreement.

**Portfolio Submission Fee**

A portfolio submission fee of \$12 must be paid by the applicant to SlideRoom in order to submit his or her portfolio work to The Modern for consideration.

**Art Supplies**

Art Supplies are \$19.69 in year one, semester two, year one, semester three, and year two, semester one for a total of \$59.07.

**Books**

Students are charged \$1,282.29 for book fees. The timing of book costs vary and are based on the student’s schedule.

**Stationery**

Stationery is \$500 in year two, semester two.

**Software**

Estimated software costs are \$650.15. Software costs vary and are based on a student’s schedule.

**Library Fee**

The Library Fee is \$77.61 for year one, semester one, semester two and semester three. It is \$77.61 for year two semester 1, totaling \$310.44. Library resources are comprised of extensive databases, ebooks, videos, and tutorials including O’Reilly Online Learning, Credo Academic Core, Proquest Research Library and Research Companion, and Artstor.

**Printing Fee**

Students will be charged a Printing fee of \$279.06 in first year and \$279.06 in second year for printouts from The Modern printers. This fee covers only prints and copies produced for The Modern related assignments. Wide format prints are an additional \$10 each.

**Student Activity Fee**

The Student Activity fee is \$200 in the first year and \$200 in the second year. This fee is for the improvement and enhancement of student life while attending The Modern and covers portions of extracurricular activities such as events, luncheons, guest speakers, student senate, student clubs, and recreational equipment. The fee also covers membership to the Dayton Art Institute and an activities pass to the YMCA - South Branch.

**MacBook Pro Laptop**

Students are required to bring a MacBook Pro laptop to class. For specifications, please contact the Financial Aid Office.

**2020 PART-TIME DESIGN LEADERSHIP PROGRAM (36 MONTHS)**

The following outlines the costs and fees for students enrolling in the 2020–2021 new Part-time Design Leadership Program at The Modern that will be offered on June 1, 2020.

**LENGTH OF PROGRAM**

The number of months for completion of the part-time bachelor’s degree completion program for the cohort starting on June 1, 2020 and completing the program in May 2023 spans 36 calendar months.

The part-time design program consists of a three-year, part-time, daytime program of one ten-week semester and two sixteen-week semesters in Year One [42 weeks total], one ten-week semester and two sixteen-week semesters in Year Two [42 weeks total), one ten-week semester, two sixteen-week semesters, and a four-week Spring Term in Year Three [46 weeks total].

Year One, Semester 1 consists of 105 clock hours, or 6 credit hours of courses. Year One, Semester 2 consists of 120 clock hours, or 6 credit hours of courses. Year One, Semester 3 consists of 105 clock hours, or 6 credit hours of courses. Year Two, Semester 1 consists of 105 clock hours, or 6 credit courses of courses. Year Two, Semester 2 consists of 105 clock hours, or 6 credit courses of courses. Year Two, Semester 3 consists of 105 clock hours, or 6 credit hours of courses. Year Three, Semester 1 consists of 105 clock hours, or 6 credit hours of courses. Year Three, Semester 2 consists of 160 clock hours, or 6 credit hours of courses. Year Three, Semester 3 consists of 420 clock hours or 10 credit hours of externship. Year Three, Spring term consists of 40 clock hours or 2 credit hours of courses. Over the three-year period, this is a total of 1,370 clock hours, which totals 60 semester credit hours.

**SCHEDULE**

Classes are held Monday through Friday within the hours of 8:30am to 10:00pm.

**COURSE SEQUENCE**

This section outlines the courses that are required during each term of the Part-time Design Leadership Program.

**Year One, Semester One**

Total hours/credits: 6

**ENS301** Environmental Science and Sustainability, 3 credits

**GRD301** Art Direction and Copywriting, 3 credits

**Year One, Semester Two**

Total hours/credits: 6

**BUS301** Business Fundamentals, 3 credits

**MKT301** Research and Visualization, 3 credits

**Year One, Semester Three**

Total hours/credits: 6

**MKT302** Marketing II, 3 credits

**ARH301** History of 20th Century Art, Music, and Culture, 3 credits

**Year Two, Semester One**

Total hours/credits: 6

**COM301** Organizational Communication, 3 credits

**BUS302** Entrepreneurship and Business Development, 3 credits

**Year Two, Semester Two**

Total hours/credits: 6

**ELT301** Design Elective, 3 credits  
Students choose one of several electives offered that may include but are not limited to branding, art direction and copywriting, UI/UX, web design, motion design, or video.

**SOC301** Anthropology and Human Behaviors, 3 credits

**Year Two, Semester Three**

Total hours/credits: 6

**SOC302** Research Methods and Practice, 3 credits

**ELT302** Design Elective, 3 credits  
Students choose one of several electives offered that may include but are not limited to branding, art direction and copywriting, UI/UX, web design, motion design, or video.

**Year Three, Semester One**

Total hours/credits: 6

**BUS401** Design Leadership, 3 credits

**SCI301** Concepts in Physics: Light and Color, 3 credits

**Year Three, Semester Two**

Total hours/credits: 6

**GRD499** Portfolio Completion II, 6 credits

**Year Three, Semester Three/Spring Term**

Total hours/credits: 12

**PRO399** Career Development, 2 credits

**PRO499** Co-op, 10 credits

*Curriculum is subject to change.*

**2020 PART-TIME DESIGN LEADERSHIP PROGRAM TOTAL COSTS**

**Year One Tuition**

Semester one.....	\$5,634.00
Semester two.....	\$5,634.00
Semester three.....	\$5,634.00
Total Year One Tuition .....	\$16,902.00

**Year Two Tuition**

Semester one.....	\$5,634.00
Semester two.....	\$5,634.00
Semester three.....	\$5,634.00
Total Year Two Tuition .....	\$16,902.00

**Year Three Tuition**

Semester one.....	\$5,634.00
Semester two.....	\$5,634.00
Semester three/spring term .....	\$6,578.00

Total Year Two Tuition .....\$17,846.00

**SUPPLIES AND EQUIPMENT**

Art Supplies .....	\$157.52
Books.....	\$1,282.29
Stationery .....	\$500.00
Software .....	\$948.00
Total Supplies.....	\$2,887.81

**FEES**

Library fee.....	\$620.88
Printing fee.....	\$1,116.24
Student activity fee .....	\$800.00
Total Fees.....	\$2,537.12

**Approximate Program Total ...\$57,074.93**

*Sales tax will be charged on all applicable fees. All fees, costs, and tuition are subject to change.*

*Additional general education courses may be required to meet the program’s graduation requirements. Costs for these courses are not included in the above estimates.*

**EXPLANATION OF EQUIPMENT, FEES, AND SUPPLIES**

**Enrollment Fee**

An enrollment fee of \$125 must be paid by the applicant to be officially placed on the roster. Only year one students pay this fee. The entire fee will be refunded if the college is notified of withdrawal in writing within five days of signing the enrollment agreement.

**Portfolio Submission Fee**

A portfolio submission fee of \$12 must be paid by the applicant to SlideRoom in order to submit his or her portfolio work to The Modern for consideration.

**Art Supplies**

Required art supplies cost \$59.07 in the first year, \$59.07 in the second year, and \$39.38 in the third year.

**Books**

Students are charged \$1,282.29 for book fees. The timing of book costs vary and are based on the student’s schedule.

**Stationery**

Stationery is \$500 in year two, semester two.

**Software**

Estimated software costs are \$948.00. Software costs vary and are based on a student’s schedule.

**Library Fee**

The Library fee is \$77.61 each term, for a total of \$620.88. Library resources are comprised of extensive databases, ebooks, videos, and tutorials including O’Reilly Online Learning, Credo Academic Core, Proquest Research Library and Research Companion, and Artstor.

**Printing Fee**

Students will be charged a Printing fee of \$418.59 in the first year, \$418.59 in the second year, and \$279.06 in the third year for printouts from The Modern printers. This fee covers only prints and copies produced for The Modern related assignments. Wide format prints are an additional \$10 each.

**Student Activity Fee**

The Student Activity fee is \$300 in the first year, \$300 in the second year, and \$200 in the third year. This fee is for the improvement and enhancement of student life while attending The Modern and covers portions of extracurricular activities such as events, luncheons, guest speakers, student senate, student clubs, and recreational equipment. The fee also covers membership to the Dayton Art Institute and an activities pass to the YMCA - South Branch.

**MacBook Pro Laptop**

Students are required to bring a MacBook Pro laptop to class. For specifications, please contact the Financial Aid Office.

## 2020 PART-TIME DESIGN PROGRAM (39 MONTHS)

The following outlines the costs and fees for students enrolling in the 2020–2021 Part-time Design Program at The Modern that will be begin on August 24, 2020.

### LENGTH OF PROGRAM

The number of months for completion of the part-time associate degree program for the cohort starting on August 24, 2020 and completing the program in December 2023 spans 39 calendar months. The part-time design program consists of a three and one-half year, part-time, daytime program of two sixteen-week semesters in Year One [32 weeks], one ten-week semester and two sixteen-week semesters in Year Two [42 weeks total], one ten-week semester, two sixteen-week semesters, and a four-week Spring Term in Year three [46 weeks total], and one ten-week semester and one sixteen-week semester in Year Four.

Year One, Semester One consists of 160 clock hours, or 8 credit hours of courses. Year One, Semester Two consists of 120 clock hours, or 6 credit hours of courses. Year Two, Semester One consists of 90 clock hours, or 6 credit hours of courses. Year Two, Semester Two consists of 105 clock hours, or 6 credit hours of courses. Year Two, Semester Three consists of 120 clock hours, or 6 credit hours of courses. Year Three, Semester One consists of 105 clock hours, or 6 credit hours of courses. Year Three, Semester Two consists of 105 clock hours, or 6 credit hours of courses. Year Three, Semester Three consists of 105 clock hours, or 6 credit hours of courses. Year Three, Spring Term consists of 135 clock hours, or 3 credit hours of externship. Year Four, Semester One consists of 180 clock hours, or 6 credit hours of courses. Year Four, Semester Two consists of 180 clock hours, or 6 credit hours of courses. Over the three and one-half period, this is

a total of 1,405 semester clock hours, which totals 65 semester credit hours.

### SCHEDULE

Classes are held Monday through Friday within the hours of 8:30am to 10:00pm.

### COURSE SEQUENCE

This section outlines the courses that are required during each term of the Part-time Design Program.

#### Year One, Semester One

Total hours/credits: 8

**APP101** Introduction to Applications, 3 credits

**GRD101** Design Basics, 3 credits

**PHT101** Photography Basics, 2 credits

#### Year One, Semester Two

Total hours/credits: 6

**WEB101** Web Design I, 3 credits

**GRD102** Graphic Design I, 3 credits

#### Year Two, Semester One

Total hours/credits: 6

**ENG101** English Composition, 3 credits

**ARH101** Art History, 3 credits

#### Year Two, Semester Two

Total hours/credits: 6

**MKT201** Marketing I, 3 credits

**ENG102** Creative Writing, 3 credits

#### Year Two, Semester Three

Total hours/credits: 6

**WEB102** Web Design II, 3 credits

**ELT101** Art Elective, 3 credits

#### Year Three, Semester One

Total hours/credits: 6

**WEB201** Web Design III, 3 credits

**COM101** Introduction to Communications, 3 credits

#### Year Three, Semester Two

Total hours/credits: 6

**PSY101** Psychology, 3 credits

**ELT201** Design Elective, 3 credits

#### Year Three, Semester Three/Spring Term

Total hours/credits: 6

**COM102** Advanced Communications or **MAT101** Quantitative Reasoning, 3 credits\*

**BUS201** Business and Ethics of Design, 3 credits

**PRO299** Externship, 3 credits

#### Year Four, Semester One

Total hours/credits: 9

**GRD299-1** Portfolio Completion I, 6 credits

#### Year Four, Semester Two

Total hours/credits: 6

**GRD299-2** Portfolio Completion I, 6 credits

*Curriculum is subject to change.*

*\*If a student is interested in continuing their education in The Modern Design Leadership Program, they will substitute COM102 - Advanced Communications with MAT101 - Quantitative Reasoning.*

## 2021 DESIGN PROGRAM (38 MONTHS) TOTAL COSTS

### Year One Tuition

Semester one.....\$7,441.68  
Semester two ..... \$5,581.26  
Total Year One Tuition ..... \$13,022.94

### Year Two Tuition

Semester one.....\$5,581.26  
Semester two .....\$5,581.26  
Semester three.....\$5,581.26  
Total Year Two Tuition ..... \$16,743.78

### Year Three Tuition

Semester one.....\$5,581.26  
Semester two .....\$5,581.26  
Semester three/spring term .....\$6,991.24  
Total Year Three Tuition.....\$18,153.76

### Year Four Tuition

Semester one.....\$5,581.26  
Semester two .....\$5,581.26  
Total Year Two Tuition .....\$11,162.52

## SUPPLIES, EQUIPMENT, AND OTHER FEES

Art Supply Fees.....\$428.14  
Book Fees ..... \$710.17  
Digital Camera Fee .....\$659.00  
Website Hosting Fee..... \$49.20  
Personal Identity Fee .....\$500.00  
Software Fees.....\$972.91  
Equipment Fee ..... \$3,660.00  
Activity Fees.....\$1,000.00  
Library Fees .....\$705.60  
Printing Fees ..... \$1,395.30  
Total Fees.....\$10,080.32

**Approximate Program Total .. \$69,163.32**

## EXPLANATION OF FEES

### ENROLLMENT FEE

An enrollment fee of \$125 must be paid by the applicant to be officially placed on the roster. Only year one students pay this fee. The entire fee will be refunded if the college is notified of withdrawal in writing within five days of signing the enrollment agreement.

### ART SUPPLY FEES

Required art supplies cost \$168.21 in the first year, \$57.72 in the second year, \$63.99 in the third year, and \$138.22 in the fourth year. The total cost of art supplies for both years is \$428.14. The supplies include a variety of art supplies, a flash drive, and a portfolio presentation book.

### BOOK FEES

Students are charged \$710.17 for book fees. The timing of book costs vary and are based on the student’s schedule. Students have the option of purchasing their own books.

### DIGITAL CAMERA FEE

Students are charged a year one, semester one fee of \$659.00 for the purchase of a digital camera. If students already own a digital camera, the purchase of the camera and the fee might be waived by obtaining the photography instructor’s approval.

### WEBSITE HOSTING FEE

Students are charged a year four, semester one fee of \$49.20 for the purchase of a unique domain name and a one-year hosting plan for the student’s personal portfolio website.

### PERSONAL IDENTITY SET FEE

During first semester of Year Four, a \$500 fee covers the printing of business cards and note cards and the purchase of envelopes. These items are designed by students to showcase their artwork and skills, and are instrumental in the job search process.

### SOFTWARE FEES

Required software costs are \$291.49 in the first year, \$208.99 in the second year, \$263.44 in the third year, and 208.99 in the fourth year. This includes a four-year subscription to Adobe Creative Cloud, and subscriptions to Microsoft Office 365 and Coda.

### EQUIPMENT FEE

First-year students are required to bring an Apple MacBook Pro laptop computer, iPad, and accessories to class each day. For package options, contact the Financial Aid Office; recommended equipment packages may cost \$3,660.00 or more. If a student already owns the required equipment, the purchase of the equipment and the fee might be waived by obtaining approval from the Director of IT. An equipment deposit of \$200 is due by July 1, 2020.

### ACTIVITY FEES

The Student Activity fee is \$200 in first year and \$300 in second year, \$300 in third year, and \$200 in the fourth year (\$1,000 total). This fee is for the improvement and enhancement of student life while attending The Modern and covers portions of extracurricular activities such as events, luncheons, guest speakers, student senate, student clubs, and recreational equipment. The fee also covers membership to the Dayton Art Institute and an activities pass to the YMCA - South Branch.

### LIBRARY FEES

The Library fee is \$141.12 in first year, \$211.68 in second year, \$211.68 in the third year, and \$141.12 in the fourth year (\$705.60 total) for digital library resources. Included are extensive databases, ebooks, videos, and tutorials such as Safari Books Online, ProQuest Research Library, ProQuest Research Companion, Artstor, and Credo Academic Core.

### PRINTING FEES

Students will be charged a Printing fee of \$279.06 in first year, \$418.59 in year two, \$418.59 in year three and \$279.06 in fourth year for printouts from The Modern printers. This fee covers only prints and copies produced for The Modern related assignments. Wide format prints are an additional \$10 each.

### RETURNED CHECK FEE

There is a \$30 charge for returned checks. Payment is required in cash or cashier’s check only.

## ADDENDUM TO THE CATALOG

The following is an addendum to The Modern College of Design's 2019–2020 Catalog & Student Handbook. This addendum was published on June 8, 2020.

### 2020–2021 ACADEMIC CALENDAR

**June Start Orientation**  
May 28, 2020

**Summer Term Begins**  
June 1, 2020

**Year One Financial Aid Deadline  
+ Laptop Orders Due**  
July 1, 2020

**Independence Day Observed,  
College Closed**  
July 3, 2020

**Summer Open House**  
July 18, 2020

**Design Program Orientation  
+ Semester One Tuition Due**  
July 25, 2020

**Design Leadership  
Program Orientation**  
August 1, 2020

**Summer Term Ends**  
August 10, 2020

**Bowling Party**  
August 23, 2020

**Semester One +  
Fall Term A Begin**  
August 24, 2020

**Fall Picnic**  
September 4, 2020

**Labor Day, College Closed**  
September 7, 2020

**Fuel Your Passion,  
College Closed**  
September 25, 2020

**Fall Term A Ends**  
October 15, 2020

**Fall Term B Begins**  
October 16, 2020

**Halloween Party**  
October 30, 2020

**Fall Open House**  
November 7, 2020

**Thanksgiving Luncheon**  
November 19, 2020

**Fall Break, College Closed**  
November 20–27, 2020

**Semester One + Fall Term B Classes  
Resume**  
November 30, 2020

**Semester One  
+ Fall Term B Ends  
Student Holiday Party**  
December 16, 2020

**Winter Break  
College Closed**  
December 17, 2020 –  
January 5, 2021

**Semester 2A + Spring  
Term A Begin**  
January 6, 2021

**Winter Open House**  
January 16, 2021

**Martin Luther King Day,  
College Closed**  
January 18, 2021

**Spring Term A Ends**  
February 2, 2021

**Semester 2B Begins**  
February 3, 2021

**Fuel Your Passion,  
College Closed**  
March 1, 2021

**Spring Open House**  
March 13, 2021

**Spring Break,  
College Closed**  
March 29 – April 2, 2021

**Classes Resume**  
April 5, 2021

**Semester 2A Ends**  
April 29, 2021

**College Closed**  
April 30, 2021

**Spring Term B Begins**  
May 3, 2021

**Semester 2B +  
Spring Term B End**  
May 28, 2021

**Memorial Day,  
College Closed**  
May 31, 2021

**REVEAL, College Closed**  
June 4, 2021

**Commencement**  
June 6, 2021

### ADMISSIONS PROCESS

Students wishing to apply for admission to the The Modern follow this list of steps.

**Complete Career Planning Session and Virtual Tour:** Schedule an appointment to meet with an admissions specialist for a career planning session and virtual tour. During the session, the admissions specialist evaluates candidates' communication skills.

**Submit Application:** Complete a FREE application at [themodern.edu](http://themodern.edu). The application measures students technical skills, leadership experience, and academic achievement.

**Submit Samples of Work:** Email 8–10 samples of work to [admissions@themodern.edu](mailto:admissions@themodern.edu). Samples of work might include photography, graphic design, sketches, drawings, paintings, web design, video, animation, short writing samples, etc. Based on the submission, the admissions specialist will evaluate the candidates' artistic/design abilities.

Those who do not have samples of work to share can submit a two-page essay describing why they are passionate about pursuing a career in the design industry.

**Achieve Conditional Acceptance:** The Modern considers applicants for conditional acceptance based on a five-tier rubric. Students are scored up to 10 points each for artistic/design ability, communication skills, and academic achievement. Students are scored up to five points for technical skills, and up to three points for leadership experience. Students must meet a minimum of 20 points to be conditionally accepted. Acceptance is conditional until transcripts are approved and program-specific admissions requirements are met.

**Submit Transcripts:** Submit a valid high school and/or college transcript (or dated GED score report).

If the high school transcript reflects a grade point average below a 2.0 cumulative grade point, the student must complete the following steps:

- Submit a 1–2 page essay describing how the student plans to achieve satisfactory progress at The Modern.
- Submit two letters of recommendation. These letters should be written by academic educators or work supervisors who are familiar with the student's work ethic and potential for success at The Modern.

Students submitting transcripts awarded by online or correspondence high schools must provide proof that the awarding school or organization complies with one of the following criteria:

- School or organization is authorized to offer online or correspondence high school diplomas by the state they are located within.
- School or organization is approved in writing by the Ohio State Board of Career Colleges and Schools. If students participate in nontraditional education, students must submit a dated GED score report in place of a transcript.

**Meet Program-Specific Requirements:** Students applying for the Design Leadership Programs, must submit an official college transcript that reflects the equivalent of at least one year of full-time study of art or design in progress of earning an Associate's Degree or the equivalent of one year of study in a Bachelor's Degree Program with a cumulative grade point average of at least 2.5.

**Gain Final Acceptance:** Once transcripts are approved and program-specific admissions requirements are met, final acceptance will be granted.

Applicants are notified by email as to the status of their acceptance. Acceptance will be honored for three years.

Students who withdraw and want to re-enroll at The Modern must reapply regardless of prior acceptance.

**Enroll:** After an applicant gains conditional acceptance, he or she is invited to enroll by completing the enrollment agreement and paying the enrollment fee. The enrollment fee is \$125 (\$75 if paid by December 15) and must be paid by the applicant to be officially placed on the roster.

Before signing the enrollment agreement, students are reminded to read the current Catalog and Student Handbook.

Conditional enrollment is granted upon The Modern receiving the enrollment agreement. Enrollment is complete only after the student completes the following steps:

- Achieves final acceptance.
- Submits proof of graduation (official final transcript or GED report).
- Completes the Ohio State Board of Career Colleges and Schools' Student Consumer Information online course at Orientation.

Students cannot begin classes until enrollment is complete.

If a student chooses not to attend The Modern after enrollment is complete but decides to begin classes within two years of initial enrollment, the student is required to complete a new enrollment agreement. The student is not required to pay another enrollment fee.

**Complete Financial Aid Process:** Attend a virtual or in-person session with a financial aid specialist and complete the financial aid process.

## **COMPLAINT/GRIEVANCE PROCEDURE**

The Modern College of Design is licensed by the State of Ohio Board of Career Colleges and Schools. If a student feels that a complaint or concern has not been adequately addressed, he/she may follow this procedure.

### **Internal Grievance Process**

1. Discuss the concern with a faculty or staff member.
2. Request a Grievance form from the Vice President of Student Affairs. Complete the form, and submit to the Vice President of Student Affairs. Discuss the concern with the Vice President of Student Affairs.
3. If after following steps 1 and 2, you feel that your area of concern has not been adequately addressed, or you disagree with the decision that has been made, you may submit a written response/ appeal to the President of The Modern. The President of The Modern will review and determine the final outcome.
4. If after following steps 1, 2, and 3 you still feel your area of concern has not been adequately addressed, you may contact the Executive Director of the State of Ohio Board of Career Colleges and Schools; 30 East Broad St., Suite 2481; Columbus, OH 43215-3414; 614-466-2752, 877-275-4219.

### **FACULTY + STAFF**

#### **Veronica Davidson, Director of Financial Aid**

Ms. Davidson holds a BS in Organizational Leadership from Wright State University. She has extensive experience in financial aid for multiple colleges and universities throughout the Dayton area including Wright State University and Sinclair Community College. Veronica serves as The Modern's Director of Financial Aid.

#### **Tracy Gardner, Assistant Director of Financial Aid**

Ms. Gardner has extensive years experience in higher education. Throughout her career she has worked in financial aid, career services, and recruiting. She serves as Assistant Director of Financial Aid, managing the financial aid process and administering student accounts.

#### **Samira Zacharias, Director of Admissions**

Ms. Zacharias holds a Doctoral degree from Paulista University in Sao Paulo, Brazil. She has extensive admissions experience and has been responsible for training admissions representatives at a variety of institutions nationwide; including the Aviation Institute of Maintenance, Centura Colleges, Tidewater Tech, Teterboro School of Aeronautics, The Digital Animation and Visual Effects (DAVE) School, and Le Cordon Bleu College of Culinary Arts. Samira leads the admissions team as the Director of Admissions.

The following staff members no longer work at The Modern: Danielle Heeter and Emily Little.

THE  
MODERN | COLLEGE  
*of* DESIGN

FUELED *by* PASSION. UNITED *in* DESIGN.

1725 East David Road, Kettering, Ohio 45440  
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The Modern College of Design is accredited by the ACCSC and registered with the State Board of Career Colleges and Schools (Registration #2028). Financial aid is available to those who qualify.