

# YOUR JOURNEY STARTS HERE WITH PASSION



THE  
MODERN COLLEGE  
of DESIGN

2020-2021 Catalog + Student Handbook

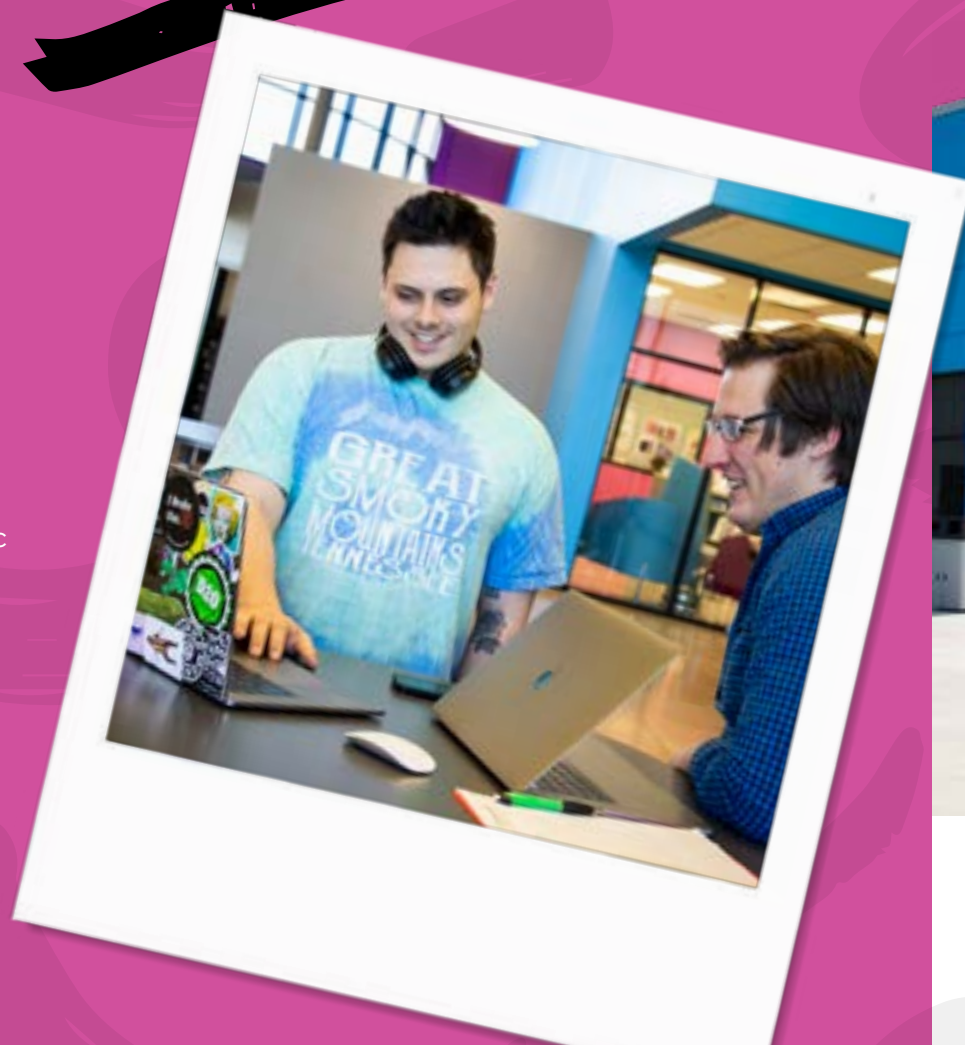
# YOUR FUTURE IS HERE

## 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 35 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 nine 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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# DESIGN SQUAD for LIFE

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.





# OUR WORK IS ON FIRE



THE MODERN STUDENTS, ALUMNI, FACULTY, & STAFF RECOGNIZED AT AAF DISTRICT AWARDS



In 2020, The Modern's National Student Advertising Competition (NSAC) team won first place at the American Advertising Federation's District 5 competition and ranked 11th in the nation at the national semi-finals.

2020 NSAC TEAM



STUDENTS RECOGNIZED AT AAF DISTRICT AWARDS

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 2020 ANGELICA WEIMER + LOGAN HILL



# 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.

DESIGN INSTRUCTOR  
DOUG TOLES



PHOTOGRAPHY INSTRUCTOR  
MARK WERLE



WEB INSTRUCTOR  
CHRIS BEACH



LOGO DESIGN  
LOGAN HILL



DESIGN INSTRUCTOR  
DAVAR AZARBEYGUI



# 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

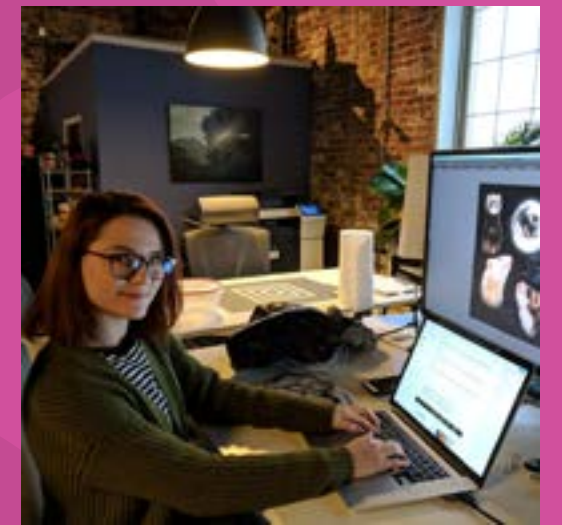


PHOTO  
BRITTANY BYERS



# 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 creative problem solving. You will expand 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

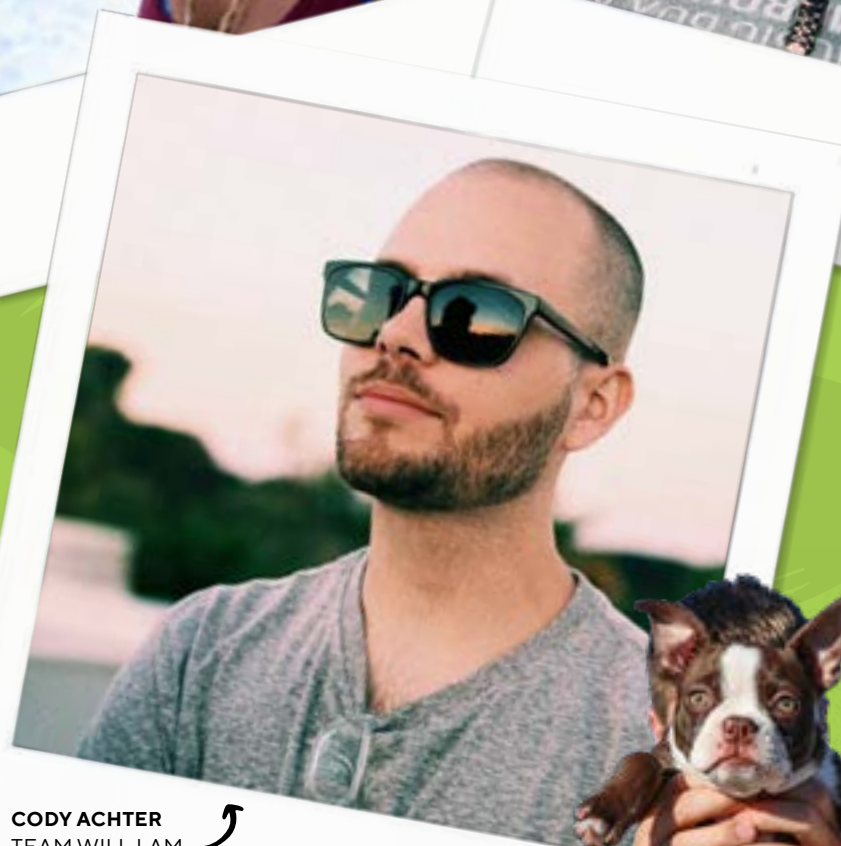
**MARISSA SOFALVI**  
VIZIO  
OCEANSIDE, CA



**MORGAN SMITHER**  
THIRD PRINCIPLE  
DENVER, CO



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



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

**CODY ACHTER**  
TEAM WILL.I.AM.  
LOS ANGELES, CA



**ADAM HANDERMANN**  
NIKE  
PORTLAND, OR



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

Our Career Services department networks with employers from all over—locally, nationally, 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.

\*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.

# ABOUT THE MODERN

## MISSION

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

## 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.

## HISTORY

Incorporated in 1983, The Modern was founded by entrepreneur and graphic designer Tim Potter of Yellow Springs, Ohio as the School of Advertising Art. 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 Bachelor’s Completion Program in Design Leadership and changed its name to The Modern College of Design.

In 2020, The Modern adopted a new standard academic year and offered new accelerated, part-time, and online programs with June and August start dates. The Modern was also recognized for its ninth consecutive year as a Top Design School by GDUSA Magazine.

For nearly 40 years, the college has been committed to continually updating its curriculum to meet the needs of the ever-evolving design industry and to providing employers 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.

## STANDARD ACADEMIC YEAR

The Modern’s Standard Academic Year includes three semesters and a spring term. Fall Semester spans 16 weeks, contains a 16-week term or two 8-week modules, and is offered from late-August through mid-December. Winter Semester spans

20 weeks, contains a 16-week term or two 8-week modules and a 4-week Spring Term, and is offered from January through May. Summer Semester contains a 10-week term or two 5-week modules and is offered from June through mid-August.

## FULL-TIME AND PART-TIME ENROLLMENT REQUIREMENTS

Full-time students are required to register for at least 12 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.

## 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.

## CLASS SCHEDULE

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

## 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 Jessica Barry as Educator of the Year in 2018 and Matt Flick in 2012 and 2009. GDUSA magazine named Jessica Barry as an Educator to Watch in 2019 and Matt Flick in 2017.

Faculty members also work as designers, photographers, illustrators, marketers, and writers, 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 located near campus.

The Modern’s 37,000-square-foot facility includes 11 studio classrooms, a library, print resource center, and photography/video studio, student success center, 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: LIRN, (Library & Information Resources Network) an online platform that houses our digital resources; Gale Researcher 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.

The Print Resource Center is The Modern’s production space. It includes high-speed laser printers, work tables, and tools to trim, mount, and bind projects.

The Modern Photography and 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 meeting with instructors. 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, 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 8 am to 5:30 pm. All hours of operation are subject to change.

## EQUIPMENT

Equipment available for use at The Modern includes scanners, laser printers, 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.

## LEARNING MANAGEMENT SYSTEM

Canvas is the Learning Management System used by The Modern College of Design. Canvas is an intuitive electronic classroom system that offers blended or online courses broken down into easy to navigate modules. All students who attend on ground and hybrid courses or attend courses on-line will access Canvas through the Canvas link on The Modern website. Canvas also has an app that students can download onto their phones or tablet, making courses easily accessible from multiple devices.

# DESIGN PROGRAM

## PROGRAM OBJECTIVES

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.

## PROGRAM DELIVERY OPTIONS

The Design Program is offered through full-time, part-time, accelerated, and online options.

## DEGREE GRANTED

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

## GRADUATION REQUIREMENTS

Successful completion of 65 Associate Degree credits are required for graduation. 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.

## COURSE DESCRIPTIONS

### 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.

### 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 illustration, photography, motion, and 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.

### 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.

### MAT101 Quantitative Reasoning: 3 credits

Students completing this course will explore a variety of applications of mathematics in the social, finance, health, and environmental disciplines. The course places emphasis on the development of informational, technological, and visual reasoning skills. Topics from numeracy, probability, and statistics, finance, and mathematical modeling with linear, statistical, and exponential functions, and other areas of mathematics will be covered.

### 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 Introduction to 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.

### GRD299-1 Professional Development: 3 credits

Prerequisite: BUS201

Students will learn professional skills needed to be successful in seeking and obtaining employment in the design industry. Presentation skills and professional communication will be practiced through portfolio reviews and interaction with industry professionals. Topics covered in this class include: developing resumes, researching potential job opportunities, and other soft skills.

### GRD299-2 Personal Branding: 3 credits

Prerequisite: ELT201

Students will create personal branding for print, social media, and web usage. Upon graduating, students will use these components to obtain entry-level employment in the design industry.

### GRD299-3 Branding: 3 credits

Prerequisite: ELT201 (Print and Digital Design)

Students create final portfolio work using the branding skills they have acquired during the program. The students work to refine branding projects and prepare themselves for entry-level employment in the design industry.

### Students choose one of the following electives:

#### GRD299-4 Web Design Elective: 3 credits

Prerequisites: ELT201 (UI/UX) and WEB201

Students create final portfolio work using the web design skills they have acquired during the program. The students work to refine web projects and prepare themselves for entry-level employment in the design industry.

#### GRD299-5 Motion Design Elective: 3 credits

Prerequisite: ELT201 (Motion Design)

Students create final portfolio work using the motion design skills they have acquired during the program. The students work to refine motion projects and prepare themselves for entry-level employment in the design industry.

#### GRD299-6 Video Elective: 3 credits

Prerequisite: ELT201 (Video)

Students create final portfolio work using the video skills they have acquired during the program. The students work to refine video projects and prepare themselves for entry-level 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.

### 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

## FULL-TIME, ON-GROUND DESIGN PROGRAM

The Full-time Design Program is offered on campus through full-time courses.

## LENGTH OF PROGRAM

The number of months for completion of the associate degree program for the class starting on August 24, 2020 and graduating June 5, 2022 spans 22 calendar months. The design program consists of a two-year, full-time, daytime program of two fifteen-week semesters in Year One [30 weeks total], two fifteen-week semesters in Year Two, and a four-week Spring Term in Year Two [34 weeks total]. Courses are held Monday through Friday during the hours of 8:30am to 6:00pm.

Year One, Semester One consists of 310 clock hours, or 17 credit hours of courses. Year One, Semester Two consists of 270 clock hours, or 15 credit hours of courses. Year Two, Semester One consists of 285 clock hours, or 15 credit hours of courses. Year Two, Semester Two consists of 405 clock hours, or 15 credit hours of courses. Year Two, Spring Term consists of 135 clock hours, or 3 credit hours of externship.

Over the two-year period, this is a total of 1,405 semester clock hours, which totals 65 semester credit hours.

## COURSE SEQUENCE

This section outlines the course sequence of the Full-Time Design Program.

### Year One, Semester One

Total hours/credits: 17

**APP101** Introduction to Applications, 3 credits

**GRD101** Design Basics, 3 credits

**PHT101** Photography Basics, 2 credits

**ARH101** Art History, 3 credits

**ENG101** English Composition, 3 credits

**WEB101** Web Design I, 3 credits

### Year One, Semester Two

Total hours/credits: 15

**GRD102** Graphic Design I, 3 credits

**ENG102** Creative Writing, 3 credits

**WEB102** Web Design II, 3 credits

**ELT101** Art Elective, 3 credits

**COM101** Introduction to Communications, 3 credits

### Year Two, Semester One

Total hours/credits: 15

**BUS201** Business and Ethics of Design, 3 credits

**WEB201** Web Design III, 3 credits

**MKT201** Marketing I, 3 credits

**ELT201** Design Elective, 3 credits

**COM102** Advanced Communications or **MAT101** Quantitative Reasoning, 3 credits\*

### Year Two, Semester Two/Spring Term

Total hours/credits: 18

**PSY101** Introduction to Psychology, 3 credits

**GRD299** Portfolio Completion, 12 credits

**PRO299** Externship, 3 credits

*Curriculum is subject to change.*

*\*Students will substitute COM102 with MAT101 if continuing to the Design Leadership Program.*

## FULL-TIME, ON-GROUND DESIGN PROGRAM TOTAL COSTS

### Year One Tuition

Semester one.....\$15,963  
Semester two.....\$13,540  
Total Year One Tuition.....\$29,503

### Year Two Tuition

Semester one.....\$14,085  
Semester two/spring term.....\$15,495  
Total Year Two Tuition.....\$29,580

### 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 \$142.99 in the first year and \$176.49 in the second year. 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 \$304.45 in the first year and \$352.30 in the second 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 \$200 in second 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

The Library fee is \$141.12 in first year and \$141.12 in second year.(\$282.24 total) for digital library resources. Included are extensive databases, ebooks, videos, and tutorials such as CREDO Academic Core, Artstor, Gale Foundation Research Library, Softskill Books collection, and the New York Times.

### Printing Fees

Students will be charged a Printing fee of \$299.98 in first year and \$299.98 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.

### Returned Check Fee

There is a \$30 charge for returned checks. Payment is required in cash or cashier's check only.

# DESIGN PROGRAM

## PART-TIME, ON-GROUND DESIGN PROGRAM

The Part-time Design Program is offered both on campus and online through part-time courses.

### 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.

## 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** Introduction to 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, 3 credits

**GRD299-2** Portfolio Completion II, 3 credits

### Year Four, Semester One

Total hours/credits: 6

**GRD299-3** Portfolio Completion III, 3 credits

**GRD299-4** Portfolio Completion IV, 3 credits

*Curriculum is subject to change.*

*\*Students will substitute COM102 with MAT101 if continuing to the Design Leadership Program.*

## PART-TIME DESIGN PROGRAM 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 CREDO Academic Core, Artstor, Gale Foundation Research Library, Softskill Books collection, and the New York Times.

### 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.

# DESIGN PROGRAM

## ACCELERATED, ON-GROUND DESIGN PROGRAM

The Accelerated Design Program is offered both on campus and online through full-time courses.

## 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.

## COURSE SEQUENCE

This section outlines the course sequence 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** Introduction to 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, 3 credits

**GRD299-2** Portfolio Completion II, 3 credits

**GRD299-3** Portfolio Completion III, 3 credits

**GRD299-4** Portfolio Completion IV, 3 credits

*Curriculum is subject to change.*

*\*Students will substitute COM102 with MAT101 if continuing to the Design Leadership Program.*

## ACCELERATED, ON-GROUND DESIGN PROGRAM 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 CREDO Academic Core, Artstor, Gale Foundation Research Library, Softskill Books collection, and the New York Times.

### 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.

# DESIGN PROGRAM

## ACCELERATED, ONLINE DESIGN PROGRAM

The Accelerated Online Design Program is offered online through full-time courses.

## LENGTH OF PROGRAM

The number of months for completion of the online associate degree program for the cohort starting on August 24, 2020 and completing the program in December 2021 spans 16 calendar months.

The Online Design Program consists of a one and one-half year, full-time, program of two sixteen-week semesters and a four-week spring term in Year One [36 weeks total], one ten-week semester and one sixteen-week semester in Year Two [26 weeks total].

Year One, Fall Semester consists of 310 clock hours, or 17 credit hours of courses. Year One, Winter Semester and Spring Term B consists of 405 clock hours, or 18 credit hours of courses. Year Two, Summer Semester consists of 285 clock hours, or 15 credit hours of courses. Year Two, Fall Semester consists of 405 clock hours, or 15 credit hours of courses. Over the 16-month period, this is a total of 1,405 semester clock hours, which totals 65 semester credit hours.

## COURSE SEQUENCE

This section outlines the courses that are required during each term of the Online Design Program.

### Year One, Fall Semester

Total hours/credits: 17

**ENG101** English Composition, 3 credits

**APP101** Introduction to Applications, 3 credits

**COM101** Introduction to Communications, 3 credits

**GRD101** Design Basics, 3 credits

**WEB101** Web Design I, 3 credits

**PHT101** Photography Basics, 2 credits

### Year One, Winter Semester

Total hours/credits: 15

**ARH101** Art History, 3 credits

**ENG102** Creative Writing, 3 credits

**GRD102** Graphic Design I, 3 credits

**ELT101** Design Elective, 3 credits

**WEB102** Web Design II, 3 credits

### Year One, Spring Term

Total hours/credits: 3

**PRO299** Externship, 3 credits

### Year Two, Summer Semester

Total hours/credits: 15

**WEB201** Web Design III, 3 credits

**MKT201** Marketing I, 3 credits

**ELT201** Design Elective, 3 credits

**BUS201** Business and Ethics of Design, 3 credits

**PSY101** Psychology, 3 credits

### Year Two, Fall Semester

Total hours/credits: 15

**COM102** Advanced Communications or

**MAT101** Quantitative Reasoning, 3 credits\*

**GRD299-1** Portfolio Completion I, 3 credits

**GRD299-2** Portfolio Completion II, 3 credits

**GRD299-3** Portfolio Completion III, 3 credits

**GRD299-4** Portfolio Completion IV, 3 credits

*Curriculum is subject to change.*

*\*Students will substitute COM102 with MAT101 if continuing to the Design Leadership Program.*

## ACCELERATED, ONLINE DESIGN PROGRAM TOTAL COSTS

### Year One Tuition

Fall 2020 ..... \$15,810

Winter 2021/Spring Term B 2021 ..... \$15,373

Total Year One Tuition ..... \$31,183

### Year Two Tuition

Summer 2021 ..... \$13,950

Fall 2021 ..... \$13,950

Total Year Two Tuition ..... \$27,900

## SUPPLIES, EQUIPMENT, AND OTHER FEES

Art Supply Fees ..... \$312.70

Book Fees ..... \$461.95

Digital Camera Fee ..... \$659.00

Website Hosting Fee ..... \$45.77

Personal Identity Fee ..... \$500.00

Software Fees ..... \$554.93

Equipment Fee ..... \$3,660.00

Library Fees ..... \$282.24

Total Fees ..... \$6,476.59

**Approximate Program Total ..\$65,559.59**

## 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 \$148.97 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 \$461.95 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, Fall Semester 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, Fall Semester 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 Fall 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 \$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

First-year students are required to have access to an Apple computer, ipad, and accessories for all classes. 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 July 1, 2020.

### 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.

### Returned Check Fee

There is a \$30 charge for returned checks. Payment is required in cash or cashier's check only.



# DESIGN PROGRAM

## PART-TIME, ONLINE DESIGN PROGRAM

The Part-time Online Design Program is offered online through part-time courses.

## LENGTH OF PROGRAM

The number of months for completion of the online 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, 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, Fall Semester consists of 160 clock hours, or 8 credit hours of courses. Year One, Winter Semester consists of 120 clock hours, or 6 credit hours of courses. Year Two, Summer Semester consists of 90 clock hours, or 6 credit hours of courses. Year Two, Fall Semester consists of 105 clock hours, or 6 credit hours of courses. Year Two, Winter Semester consists of 120 clock hours, or 6 credit hours of courses. Year Three, Summer Semester consists of 105 clock hours, or 6 credit hours of courses. Year Three, Fall Semester consists of 105 clock hours, or 6 credit hours of courses. Year Three, Winter Semester 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, Summer Semester consists of 180 clock hours, or 6 credit hours of courses. Year Four, Fall Semester 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.

## COURSE SEQUENCE

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

### Year One, Fall Semester

Total hours/credits: 8

**APP101** Introduction to Applications, 3 credits

**GRD101** Design Basics, 3 credits

**PHT101** Photography Basics, 2 credits

### Year One, Winter Semester

Total hours/credits: 6

**WEB101** Web Design I, 3 credits

**GRD102** Graphic Design I, 3 credits

### Year Two, Summer Semester

Total hours/credits: 6

**ENG101** English Composition, 3 credits

**ARH101** Art History, 3 credits

### Year Two, Fall Semester

Total hours/credits: 6

**MKT201** Marketing I, 3 credits

**ENG102** Creative Writing, 3 credits

### Year Two, Winter Semester

Total hours/credits: 6

**WEB102** Web Design II, 3 credits

**ELT101** Art Elective, 3 credits

### Year Three, Summer Semester

Total hours/credits: 6

**WEB201** Web Design III, 3 credits

**COM101** Introduction to Communications, 3 credits

### Year Three, Fall Semester

Total hours/credits: 6

**PSY101** Psychology, 3 credits

**ELT201** Design Elective, 3 credits

### Year Three, Winter Semester /Spring Term B

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, Summer Semester

Total hours/credits: 6

**GRD299-1** Portfolio Completion I, 3 credits

**GRD299-2** Portfolio Completion II, 3 credits

### Year Four, Fall Semester

Total hours/credits: 6

**GRD299-3** Portfolio Completion III, 3 credits

**GRD299-4** Portfolio Completion IV, 3 credits

*Curriculum is subject to change.*

*\*Students will substitute COM102 with MAT101 if continuing to the Design Leadership Program.*

## PART-TIME, ONLINE DESIGN PROGRAM TOTAL COSTS

### Year One Tuition

Fall 2020 ..... \$ 7,440.00  
 Winter 2021 ..... \$ 5,580.00  
 Total Year One Tuition .....\$13,020.00

### Year Two Tuition

Summer 2021 ..... \$ 5,580.00  
 Fall 2021 ..... \$ 5,580.00  
 Winter 2022 ..... \$ 5,580.00  
 Total Year Two Tuition ..... \$16,740.00

### Year Three Tuition

Summer 2022 ..... \$ 5,580.00  
 Fall 2022 ..... \$ 5,580.00  
 Winter 2023/Spring Term B ..... \$ 7,003.00  
 Total Year Three Tuition ..... \$18,163.00

### Year Four Tuition

Summer 2023 ..... \$ 5,580.00  
 Fall 2023 ..... \$ 5,580.00  
 Total Year Four Tuition ..... \$11,160.00

## SUPPLIES, EQUIPMENT, AND OTHER FEES

Art Supply Fees ..... \$351.18  
 Book Fees ..... \$ 461.95  
 Digital Camera Fee ..... \$659.00  
 Website Hosting Fee ..... \$ 45.77  
 Personal Identity Fee ..... \$500.00  
 Software Fees ..... \$972.91  
 Equipment Fee ..... \$ 3,660.00  
 Library Fees ..... \$705.60  
 Total Fees ..... \$ 7,356.41

**Approximate Program Total .. \$66,439.41**

## 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 \$148.97 in the first year, \$25.21 in the second year, \$38.48 in the third year, and \$138.22 in the fourth year. The total cost of art supplies for both years is \$351.18. The supplies include a variety of art supplies, a flash drive, and a portfolio presentation book.

### Book Fees

Students are charged \$461.95 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, Fall Semester 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, Summer Semester 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 Summer 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, \$263.44 in the second year, \$208.99 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

First-year students are required to have access to an Apple computer, ipad, and accessories for all classes. 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 July 1, 2020.

### 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.

### Returned Check Fee

There is a \$30 charge for returned checks. Payment is required in cash or cashier's check only.

# 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.

## PROGRAM DELIVERY OPTIONS

The Design Program is offered through full-time, part-time, accelerated, and online options.

## 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.

## 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, UI/UX, web design, motion design, or video.

### ELT302 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, 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, freshwater systems, soil and agriculture, and population growth.

### GRD301 Art Direction and Copywriting: 3 credits

This course provides an overview of the role of an Art Director in the advertising industry, working in a variety of environments from the conference room to the photo shoot. We will focus our work on the creation of an ad campaign for an

existing brand that needs to be invigorated, working in a variety of media. We will also read and discuss relevant texts to become familiar with the range of topics and social issues an Art Director in advertising faces, including the ability to effectively communicate through exceptional writing. Cutting-edge campaigns from around the globe will be shared and studied together to create a vocabulary of shared experiences. We'll mimic the structure of a real ad agency. Conceptual thinking, research skills and copy writing skills will be honed.

### GRD499 Portfolio Completion I: 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.

### 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.

### SCI303 Bioethics: 3 credits

This course introduces students to a range of issues that define bioethics, together with core scientific concepts and skills. It presents fundamental moral issues that arise in human health, the environment, and biotechnology. Students will explore

a variety of bioethical issues created by a rapidly changing world through an investigation of technology in society, energy and environmental issues, human health, and outer space.

### 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.

### SOC303 Design Thinking: 3 credits

This course provides an overview of the theory behind Design Thinking. It explores the various steps within DT giving the perspective of all members involved in solving a problem. In this course, students apply design thinking to a variety of disciplines, industries, and professions. Utilizing social and organizational problems, students use problem-solving tools to arrive at innovative solutions. This course includes a mix of theory and practice of design thinking so students walk away with a thorough understanding of the field and its application.



**FULL-TIME, ON-GROUND DESIGN LEADERSHIP PROGRAM**

The Full-time Design Program is offered both on campus and online through full-time courses.

**LENGTH OF PROGRAM**

The Bachelor’s Degree Completion Program for the class starting on August 24, 2020 and completing the program in May 2022 spans 22 months.

The program consists of a two-year, full-time daily program. Year One includes Semester 1 with 15 credit hours and 2A with 18 credit hours. Year Two includes Semester 1 with 15 credit hours, Spring Term A with 2 credit hours, and Semester 2B with 10 credit hours. Over the two-year period, this is a total of 60 credit hours, which is 1,370 semester clock hours. Year One, Semester 1 consists of 270 clock hours, or 15 credit hours of courses. Year One, Semester 2A consists of 315 clock hours, or 18 credit hours. Year Two, Semester 1 consists of 325 clock hours, or 15 credit hours. Year Two, Spring Term A consists of 40 clock hours, or 2 credit hours. Year Two, Semester 2B consists of 420 clock hours, or 10 credit hours. Over the two-year period, this is a total of 1370 semester clock hours, which totals 60 semester credit hours.

**COURSE SEQUENCE**

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

**Year One, Semester One**

Total hours/credits: 15

**BUS301** Business Fundamentals, 3 credits

**MKT301** Research and Visualization, 3 credits

**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.

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

**Year One, Semester Two**

Total hours/credits: 15

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

**GRD301** Art Direction and Copywriting, 3 credits

**MKT302** Marketing II, 3 credits

**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, Semester One**

Total hours/credits: 18

**COM301** Organizational Communication, 3 credits

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

**BUS401** Design Leadership, 3 credits

**SCI303** Bioethics, 3 credits

**GRD499** Portfolio Completion I, 6 credits

**Year Two, Semester Two/Spring Term**

Total hours/credits: 12

**PRO399** Career Development, 2 credits

**PRO499** Co-op, 10 credits

*Curriculum is subject to change.*

**FULL-TIME, ON-GROUND DESIGN LEADERSHIP PROGRAM TOTAL COSTS**

**Year One Tuition**

Semester one .....	\$14,085
Semester two .....	\$16,902
Total Year One Tuition .....	\$30,987

**Year Two Tuition**

Semester one .....	\$14,085
Semester two/spring term .....	\$6,578
Total Year Two Tuition .....	\$20,663

**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.

**Art Supplies**

Required art supplies cost \$39.38 in the first year and \$19.69 in the second year (total \$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 CREDO Academic Core, Artstor, Gale Foundation Research Library, Softskill Books collection, and the New York Times.

**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.



**PART-TIME, ON-GROUND DESIGN LEADERSHIP PROGRAM**

The Part-time Design Leadership Program is offered both on campus and online through part-time courses.

**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.

**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, UI/UX, web design, motion design, or video.

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

**Year Two, Semester Three**

Total hours/credits: 6

**SOC303** Design Thinking, 3 credits

**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.

**Year Three, Semester One**

Total hours/credits: 6

**BUS401** Design Leadership, 3 credits

**SCI303** Bioethics, 3 credits

**Year Three, Semester Two**

Total hours/credits: 6

**GRD499** Portfolio Completion I, 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.*

**PART-TIME, ON-GROUND 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 Three 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 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 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 CREDO Academic Core, Artstor, Gale Foundation Research Library, Softskill Books collection, and the New York Times.

**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.



**ACCELERATED, ON-GROUND DESIGN LEADERSHIP PROGRAM**

The Accelerated Design Program is offered both on campus and online through full-time courses.

**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.

**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

**SCI303** Bioethics, 3 credits

**GRD499** Portfolio Completion I, 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.*

**ACCELERATED, ON-GROUND 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 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 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 CREDO Academic Core, Artstor, Gale Foundation Research Library, Softskill Books collection, and the New York Times.

**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.



**ACCELERATED, ONLINE DESIGN LEADERSHIP PROGRAM**

The Accelerated Design Program is offered both on campus and online through full-time courses.

**LENGTH OF PROGRAM**

The number of months for completion of the accelerated bachelor’s degree completion program for the cohort starting on August 24, 2020 and completing the program in December 2021 spans 16 calendar months.

The online design leadership program consists of a one and one-half year, full-time program of two sixteen-week semesters in year one [32 weeks total] one ten-week semester and one sixteen-week semester in year two [26 weeks total].

Year one, Fall Semester consists of 270 clock hours, or 15 credit hours of courses. Year one, Winter Semester consists of 315 clock hours, or 18 credit hours of courses. Year two, Summer Semester consists of 325 clock hours, or 15 credit hours of courses. Year two, Fall Semester consists of 460 clock hours, or 12 credit hours of courses (2 classes and 10 co-op). Over the 16 month period, this is a total of 1370 semester clock hours, which totals 60 semester credit hours.

**COURSE SEQUENCE**

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

**Year One, Fall Semester**

Total hours/credits: 15

**BUS301** Business Fundamentals, 3 credits

**MKT301** Research and Visualization, 3 credits

**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.

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

**Year One, Winter Semester**

Total hours/credits: 18

**COM301** Organizational Communication, 3 credits

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

**GRD301** Art Direction and Copywriting, 3 credits

**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

**Year Two, Summer Semester**

Total hours/credits: 15

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

**BUS401** Design Leadership, 3 credits

**SCI303** Bioethics, 3 credits

**GRD499** Portfolio Completion II, 6 credits

**Year Two, Fall Semester**

Total hours/credits: 12

**PRO399** Career Development, 2 credits

**PRO499** Co-op, 10 credits

*Curriculum is subject to change.*

**ACCELERATED, ONLINE DESIGN LEADERSHIP PROGRAM TOTAL COSTS**

**Year One Tuition**

Fall 2020 .....	\$14,085
Winter 2021 .....	\$16,902
Total Year One Tuition .....	\$30,987

**Year Two Tuition**

Summer 2021 .....	\$14,085
Fall 2021 .....	\$6,578
Total Year Two Tuition .....	\$20,663

**SUPPLIES, EQUIPMENT, AND OTHER FEES**

Art Supply Fees.....	\$59.07
Book Fees.....	\$807.49
Stationery .....	\$500.00
Software Fees.....	\$472.43
Library Fees .....	\$282.24
Total Fees.....	\$2,121.23

**Approximate Program Total ... \$53,771.23**

*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 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 Supplies**

Art Supplies are \$19.69 in Year One, Fall semester, Year One, Winter Semester, and Year Two, Summer Semester for a total of \$59.07.

**Books**

Students are charged \$807.49 for book fees. The timing of book costs vary and are based on the student’s schedule.

**Stationery**

Stationery is \$500 in Year Two, Summer Semester.

**Software**

Estimated software costs are \$417.98. Software costs vary and are based on a student’s schedule.

**Library Fee**

The Library Fee is \$70.56 for Year One, Fall Semester and Year One, Winter Semester. They are \$70.56 for Year Two, Summer Semester and Year Two, Fall Semester. Library fees total 282.24 for the program.

**Equipment**

First-year students are required to have access to an Apple computer, ipad, and accessories for all classes. 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 July 1, 2020.



**PART-TIME, ONLINE DESIGN LEADERSHIP PROGRAM**

The Accelerated Design Program is offered both on campus and online through full-time courses.

**LENGTH OF PROGRAM**

The Bachelor’s Degree Completion Program for the class starting on August 24, 2020 and completing in August 2023 spans 36 months. The part-time program consists of a three-year, part-time program. Year One includes Fall Semester with 6 credit hours and Winter Semester with 6 credit hours. Year Two includes Summer Semester with 6 credit hours, Fall Semester with 6 credit hours, and Winter Semester and Spring Term B with 8 credit hours. Year Four includes Summer Semester with 10 credit hours. Over the three-year period, this is a total of 60 credit hours, which is 1,370 semester clock hours.

Year One, Fall Semester consists of 120 clock hours, or 6 credit hours of courses. Year One, Winter Semester consists of 105 clock hours, or 6 credit hours of courses. Year Two, Summer Semester consists of 105 clock hours, or 6 credit hours of courses. Year Two, Fall Semester consists of 105 clock hours, or 6 credit courses of courses. Year Two, Winter Semester consists of 105 clock hours, or 6 credit courses of courses. Year Two, Summer Term consists of 105 clock hours, or 6 credit hours of courses. Year Three, Summer Semester consists of 105 clock hours, or 6 credit hours of courses. Year Three, Fall Semester consists of 105 clock hours, or 6 credit hours of courses. Year Three, Winter Semester and Spring Term B consists of 200 clock hours, or 8 credit hours of courses. Year Four, Summer Semester consists of 420 clock hours, or 10 credit hours of externship. Over the three-year period, this is a total of 1,370 clock hours, which totals 60 semester credit hours.

**COURSE SEQUENCE**

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

**Year One, Fall Semester**

Total hours/credits: 6

**BUS301** Business Fundamentals, 3 credits

**MKT301** Research and Visualization, 3 credits

**Year One, Winter Semester**

Total hours/credits: 6

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

**MKT302** Marketing II, 3 credits

**Year Two, Summer Semester**

Total hours/credits: 6

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

**GRD301** Art Direction and Copywriting, 3 credits

**Year Two, Fall Semester**

Total hours/credits: 6

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

**Year Two, Winter Semester**

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, Winter Semester**

Total hours/credits: 6

**SOC303** Design Thinking, 3 credits

**Year Three, Summer Semester**

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 Three, Summer Semester**

Total hours/credits: 6

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

**COM301** Organizational Communication, 3 credits

**Year Three, Fall Semester**

Total hours/credits: 6

**BUS401** Design Leadership, 3 credits

**SCI303** Bioethics, 3 credits

**Year Three, Winter Semester /Spring Term B**

Total hours/credits: 8

**GRD499** Portfolio Completion, 6 credits

**PRO399** Career Development, 2 credits

**Year Four, Summer Semester**

Total hours/credits: 10

**PRO499** Co-op, 10 credits

*Curriculum is subject to change.*

**PART-TIME DESIGN LEADERSHIP PROGRAM TOTAL COSTS**

**Year One Tuition**

Fall 2020 .....	\$5,634.00
Winter 2021 .....	\$5,634.00
Total Year One Tuition .....	\$11,268.00

**Year Two Tuition**

Summer 2021 .....	\$5,634.00
Fall 2021.....	\$5,634.00
Winter 2022 .....	\$5,634.00
Total Year Two Tuition .....	\$16,902.00

**Year Three Tuition**

Summer 2022 .....	\$5,634.00
Fall 2022.....	\$5,634.00
Winter/Spring Term B 2023.....	\$7,512.00
Total Year Three Tuition.....	\$18,780.00

**Year Four Tuition**

Summer 2023.....	\$4,700.00
Total Year Three Tuition.....	\$4,700.00

**SUPPLIES, EQUIPMENT, AND OTHER FEES**

Art Supplies .....	\$59.07
Books .....	\$807.49
Stationery .....	\$500.00
Software .....	\$681.42
Library fee.....	\$635.04
Total Fees.....	\$2,683.02

**Approximate Program Total ..\$54,333.02**

*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 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.

**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 \$19.69 in the first year and \$39.38 in the second year (total \$59.07).

**Books**

Students are charged \$807.49 for book fees. The timing of book costs vary and are based on the student’s schedule.

**Stationery**

Stationery is \$500 in Year Two, Winter Semester.

**Software**

Estimated software costs are \$681.42. Software costs vary and are based on a student’s schedule.

**Library Fee**

The Library fee is \$70.56 each term, for a total of \$635.04.

**Equipment**

First-year students are required to have access to an Apple computer, ipad, and accessories for all classes. 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 July 1, 2020.

# ADMISSIONS

## ADMISSIONS REQUIRMENTS AND PROCEDURES

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

**Complete a Virtual or On-Campus Career Planning Session:** Schedule an appointment to meet with an Admissions Specialist for a Virtual or On-Campus Career Planning Session. During the session, the Admissions Specialist evaluates the prospective student's communication skills.

**Submit Application:** Soon after the Career Planning Session, the prospective student is invited to submit a FREE application for admissions through The Modern website. The application for admissions will measure prospective student's technical skills, leadership experience, and academic achievement.

**Submit Samples of Artwork:** Once the application for admissions has been submitted, the prospective student will have an opportunity to upload at least 8 samples of their artwork. Artwork can also be emailed to admissions@themodern.edu. Examples of artwork might include photography, graphic design, paintings, sketches, drawings, web design, video, animation, short writing samples, etc. Based on the submission, the Artwork Evaluation Committee will grade the prospective student's artistic/design abilities.

Those who do not possess samples of artwork can submit a two-page essay describing why they are passionate about pursuing a career in the design industry.

**Meet Additional Requirements for Online Programs:** Students applying for the Design or Design Leadership Online Programs, must score a 60% or higher on The Modern Online Assessment. The Online Assessment must be taken before acceptance into the online programs.

**Achieve Conditional Acceptance:** The Modern considers applicants for conditional acceptance based on a five-tier rubric. Applicants are scored up to 10 points each for artistic/design ability, communication skills and academic achievement. Applicants are scored up to five points for technical skills, and up to three points for leadership experience. Applicants 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).

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 the progress of earning an Associate's Degree or the equivalent of one year of study in a Bachelor's Degree Program.

If the 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.

**Gain Final Acceptance:** Once program-specific requirements are met, final acceptance will be granted.

Applicants are notified by the admissions team via phone, email and mail as to the status of their acceptance. Acceptance to The Modern will be honored for a period of one year.

Students who withdraw and want to re-enroll at The Modern must re-apply regardless of prior acceptance.

**Enroll:** After an applicant has gained conditional acceptance, he or she will be invited to complete an electronic Enrollment Agreement and pay the enrollment fee. The enrollment fee is \$125 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 status is granted upon The Modern receiving the Enrollment Agreement and the enrollment fee. Enrollment is complete only after the student completes the following steps:

- Achieves final acceptance.
- Submits proof of graduation (official final transcript, diploma, or GED report).
- Complete 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, the Enrollment Agreement will be cancelled, and a new Enrollment Agreement must

be complete by the student with a new class start date and program of choice. The student is not required to pay another enrollment fee if the student starts another program within 12 months

### Enrollment Fee Waiver

Enrollment fee is waived for Modern graduates entering the Bachelor's Degree Completion Program.

Enrollment fee is waived for active-duty, veterans and their identifiable immediate dependents.

### Military Eligibility Policy

- Active Duty service members of any military branch, including the Reserves; must show valid Leave and Earning Statement (LES) or Joint Service Transcripts.
- Veteran or Retired service member of any military branch, including the Reserves; must show valid DD214, Joint Service Transcripts, or Letter of Eligibility.
- Identifiable Dependent; the spouse, child or registered domestic partner of an Active Duty, Veteran, or Retiree service member of any military branch, including the Reserves.

Identifiable Dependent is defined as having legal proof of relations to an Active Duty, Veteran, or Retiree service member of any military branch, including the Reserves. This requires the service member's DD214, LES, Joint Service Transcripts, or Letter of Eligibility and one of the following acceptable forms of legal proof of relations:

Acceptable forms of legal proof include marriage certificate, birth certificate, or registered domestic partnership certificate.

Prospective students who meet the above eligibility must notify their admissions specialist prior to submission of the Enrollment Agreement.

### Complete Financial Aid Process:

Attend a virtual or in-person session with a financial aid specialist and complete the financial aid process.

### 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 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.

### 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.



# FINANCIAL AID

## APPLYING FOR FINANCIAL AID

To begin the financial aid process, schedule an appointment to meet with the financial aid staff to discuss your options.

At your scheduled virtual or on campus 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 have the following items available during their 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.

## 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 SCHOLARSHIPS AND GRANTS

This section lists institutional grants and scholarships for incoming Year One students who are enrolled in the Design Program. These institutional grants and scholarships are funded by The Modern and can be credited to tuition, supplies, and fees. Grants 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.

**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).

# FINANCIAL AID

**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).

**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](http://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](http://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](http://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](http://bpa.org) for information about this competition.

## DESIGN LEADERSHIP PROGRAM INSTITUTIONAL SCHOLARSHIPS AND GRANTS

### 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](http://collegeboard.org)
- [scholarshipamerica.org](http://scholarshipamerica.org)
- [fastweb.com](http://fastweb.com)
- [finaid.org](http://finaid.org)
- [collegescholarships.com](http://collegescholarships.com)
- [niche.com](http://niche.com)
- [scholarships.com](http://scholarships.com)
- [jlvcollegecounseling.com](http://jlvcollegecounseling.com)
- scholarship finder at [careerinfonet.org](http://careerinfonet.org)
- school 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 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 notifies students about 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, MRM McCann, Nationwide Insurance, Nike, Nova Creative, The Ohlmann Group, OmniSpear, Oregon Printing Communications, Publicis, Real Art, Reynolds and Reynolds, Rue21, Stratacache, Upward Brand Interactions, and Vizio.

## DESIGN PROGRAM AND DESIGN LEADERSHIP PROGRAM GRADUATE OCCUPATIONS

### Graphic Designer

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.

## ADVANCED OCCUPATIONS

After gaining years of experience in the design industry, Modern graduates might advance to the following positions.

### Art Director

After several years of experience working as a designer in a design firm or advertising agency, 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.

## TYPES OF EMPLOYERS

### Specialized Design Firms

Specialized design 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

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.

## 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.

# STUDENT SERVICES



## STUDENT HOUSING ASSISTANCE

Many Modern students move to the Kettering area each year. The Modern partners with Collegiate Housing Services to assist students with finding comfortable and safe housing options and roommates.

Please visit [housingservices.com/the-modern/oh](https://housingservices.com/the-modern/oh) for details and pricing.

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

## TRANSPORTATION

For on-ground students, 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](https://iriderta.org).

## PART-TIME JOBS

Many Modern students have part-time jobs. The Modern recommends that full-time 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 in person and virtually, and express their personal interests. All clubs are open to students at no cost. Available clubs might include: photography, art, gaming, health and wellness, LGBTQ+, fellowship, and more.

## 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 on-ground 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](https://daytonartinstitute.org).

## YMCA ACTIVITY PASS

On-ground 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 year that the student is enrolled. Visit [ymcaonline.org](https://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 virtually by a licensed professional counselor to any student who requests it, free of charge.

Students can schedule a session by contacting the Vice President of Student Affairs. If the Vice President of Student Affairs is not available, students can contact 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 set 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. These events will be made available to all online students via live streaming, webinar or event recording.

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

**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

**Natalie Kim, We Are Next**  
Portland, Oregon

## ORIENTATION

All first-year students attend Orientation a few weeks before classes begin. Rules and regulations are reviewed, and questions are answered. Students interact with their classmates as well as The Modern staff and faculty, and find out what to expect during the semester.

## 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).

## HOLIDAYS AND STUDENT EVENTS

The Modern celebrates holidays and hosts events throughout the year to allow students to relax and get to know classmates. Food is provided by The Modern.

## 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

After completing a program, each student is invited to display their best work in a gallery setting giving industry leaders a preview of the future of design. Families and friends are also welcome to view the exhibit.

## 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

## 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

#### Semester One + Fall Term A Begin

August 24, 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

#### 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

# FACULTY + STAFF

## **Jessica Barry, President**

Ms. Barry is a 1997 graduate of The Modern, holds a BA in management from Antioch University Midwest, and is an award-winning educator, administrator, and creative director. Barry was named Educator of the Year by the American Advertising Federation-Dayton and Educator to Watch by GDUSA magazine in 2018. The American Institute of Graphic Arts (AIGA), Art Center Dayton, the Columbus Society of Communicating Arts (CSCA), and the Admissions Marketing Report have also recognized her work. Jessica has served as the school's president since 2007, overseeing the operations of the college with an emphasis on strategic planning and marketing. 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 and is committed to providing an exceptional educational experience for students, an innovative work environment for faculty and staff, and outstanding entry-level talent for the design industry.

## **Matthew Flick, Vice President of Program Development and Industry Relations**

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 Program Development and Industry Relations 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, Instructional Design/ Development Coordinator and 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 has experience in web and UX design as well as brand identity and visual systems design. Chris has also created and designed university course content. He develops and coordinates content for The Modern's online curriculum and teaches Web 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, Data + Compliance Coordinator**

Ms. Brewster holds a BS from Wright State University in management information systems and management and an Associate Degree in marketing management from Sinclair Community College. She has experience in marketing, public relations, social media, and event planning. As the Data and Compliance Coordinator, Mariesa works closely with staff at The Modern to support and implement high quality, data-driven decisions, and optimize the student experience.

## **Chris Browne, Instructor**

Mr. Brown holds a BFA in Digital Art/ Animation from Bowling Green State University. As a video production manager, editor, producer, and multimedia analyst, he has experience in 3D animation and rendering, multi-camera production, studio lighting, audio mastering, live event recording, and digital retouching for national advertising campaigns and television series. He also has experience in producing digital content for multiple university online courses. Chris teaches Video and Web Design.

## **Jan Burden, Instructor**

Ms. Burden holds a Bachelor of Business Administration in Marketing and Management from the University of Cincinnati Carl H. Lindner College of Business. She has experience in marketing, product development, strategic business planning, leadership, and media relations and has served as a marketing director and other senior management roles throughout her career. Jan teaches Marketing.

## **Cheyenne Burnett, Admissions Specialist**

Ms. Burnett is a 2012 graduate of The Modern, and her professional experience spans print, digital, branding, marketing, and social media. Cheyenne serves as an Admissions Specialist.

## **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, Administrative Assistant**

Ms. Cleveland earned a degree in Interior Design from Sinclair Community College, and has experience in design and business administration. Mary 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.

## **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.

## **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.

## **Veronica Davidson, Director of Financial Aid**

Ms. Davidson holds a BS in Organizational Leadership from Wright State University. She has extensive experience managing and assisting higher education financial aid teams. She serves as Director of Financial Aid, guiding current and prospective students and their families through the financial aid process and oversees the financial aid process and team.

## **Tracy Gardner, Assistant 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 Assistant Director of Financial Aid, helping manage 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. She teaches English Composition and Creative Writing.

# FACULTY + STAFF

## **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. 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.

## **Corinne Keyes, 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 works to further expand and manage the school's library resources and provide research assistance for faculty, staff, and students.

## **Melissa Kulp, Senior Director of Student Services**

Ms. Kulp holds a BS in Earth Science Secondary Education from Miami University, an MS in Criminal Justice from Boston University, and an M.Ed in Higher Education Administration from the University of Buffalo. She has worked in student affairs at several colleges and universities, most recently leading career development and continuing education initiatives. As Senior Director of Student Success, Melissa provides executive leadership to the student affairs department and directs resources to ensure students succeed.

## **Danika Matulich, Admissions Specialist**

Ms. Matulich is a 2014 graduate of The Modern. She has worked as a graphic designer in the private sector as well as maintained her own freelance design business. As an 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, Admissions 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. Cait serves as Admissions Specialist on the admissions team.

## **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.

## **Justin Morter, Art Director**

Mr. Morter is a 2008 graduate of The Modern and has worked as a freelance graphic designer and videographer for the past 12 years. Justin is an Art Director on the marketing team.

## **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.

## **Shaun Owens, Instructor**

Mr. Owens holds an Ed.D in Organizational Leadership from Grand Canyon University, and an MS in Business Psychology, MS in Marketing and Communication, and a BS in Organizational Communication from Franklin University. He has extensive administrative, teaching, research, and consulting experience with several universities and organizations. He has taught courses in marketing, business, communication, professional development, and personal finance. Shaun teaches Psychology.

## **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.

## **Kristin Schindler, Office Coordinator and 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, 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. Andy teaches Web Design and serves as an advisor to the National Student Advertising Competition team.

## **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 teaches Quantitative Reasoning.

## **Keith Tatum, Instructor**

Mr. Tatum holds a BFA in Illustration and Visual Communications from Columbus College of Art and Design and has worked as a senior strategist and user experience architect for companies such as IBMiX, DSW-Designer Shoe Warehouse, and Accenture Industry X.O. He has collaborated with Tesla, Virgin Hyperloop, Honda, and The Ohio State University to provide senior-level UX strategy. Keith teaches Web Design.

## **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.

## **Taylor Wadham, Admissions 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 an admissions specialist.

## **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. Mark teaches Photography.

## **Rick Willits, Director of Career Services**

Mr. Willits holds a Bachelor's Degree in Marketing and Education from St. Joseph's College. His professional experience includes executive recruiting, advancement, and sales for corporations such as Time Warner Cable, The Reynolds & Reynolds Company, and Management Recruiters International. As Director of Career Services, Rick connects students with The Modern's vast network of employers and assists employers in hiring Modern graduates.

## **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.

# RULES + REGULATIONS

## ATTENDANCE POLICY

Students with four unexcused absences from any day course (courses offered 8 am–5:30 pm) and three unexcused absences from an evening course (6 pm–10 pm) will automatically drop a letter grade (8 percentage points) in that course, with the exception of PRO299 Externship.

Students with more than four unexcused absences from any day course and more than three unexcused absences from any evening course will automatically be withdrawn from the course. Students with more than two unexcused absences from the PRO299 Externship course will automatically be withdrawn from that course.

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

The Modern offers three class delivery styles, on ground, online, and hybrid courses. The term on-ground course refers to the traditional educational delivery where faculty and students meet face to face on The Modern campus. Online classes are delivered through distance education, using the internet, and a learning management system. Hybrid courses are a blend of traditional face to face classes and web-based online learning.

For all on-ground courses, 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 without gaining verbal permission from their instructor 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.

For all online courses, attendance in an asynchronous course is taken per week. To be considered present during class, students must participate in a way that can be documented by the instructor. Each instructor will communicate their attendance and participation requirements to their students. Examples of participation include but are not limited to: posting comments in a group chat or responding to questions in a discussion forum.

Students with two unexcused absences from an asynchronous online course will receive a letter grade drop at the end of the semester. Students with more than two unexcused absences from an asynchronous online course will automatically be withdrawn from that course.

For all hybrid courses, attendance will be taken twice a week. Attendance for on-ground classes will include being on time and present during your on-ground class. Attendance will also be taken through documented participation in a weekly discussion forum for the online portion of the class.

## EXCUSED ABSENCES

The following is a list that includes, but is not limited to, absences from regular classes that The Modern might 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 meets 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
- Suspected or confirmed COVID-19 cases/symptoms

Students experiencing COVID-19 related symptoms are encouraged to stay home and not report to campus. Any student who does not pass a daily health assessment, or who has symptoms or a confirmed case of COVID-19 will be considered to have an excused absence. These students should contact the Vice President of Student Affairs.

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. 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 34 CFR 668.34) 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 composed 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.

## 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.

## Evaluation Period

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

their academic program of study. Student records will be reviewed by the Director of Financial Aid and Vice President of Student Affairs. If a student fails to meet the SAP guidelines, the student will be notified via a letter from the Director of Financial Aid.

## Required Grade Point Average

Federal regulations require the student to meet minimum cumulative GPA standards to retain eligibility for aid. At the end of each payment period a student must attain a C average or 2.0 cumulative GPA. The following courses do not count toward the SAP GPA:

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

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

The following courses do count toward the SAP GPA:

- Completed courses
- Failed courses\*\*

\*\*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 fall start, Design Program is 97.5 credit hours and/or 33 months for full-time enrollment. For part-time 97.5 credit hours and 58.5 months. For summer start, 97.5 credit hours and/or 27 months. For part-time summer start, 97.5 credit hours and/or 57 months. For full-time online 97.5 credit hours and/or 24 months and for part-time online 97.5 and/or 58.5 months. The maximum time frame to complete the fall start Design Leadership Program is 90 credit hours and/or 33 months for full-time enrollment. For fall start part-time 90 credit hours and/or 54 months. For summer start 90 credit hours and/or 27 months. For part-time summer start 90 credit hours and/or 54 months. For full-time online 90 credit hours and/or 24 months. For part-time online 90 credits hours and/or 54 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 the months indicated. If a student becomes ineligible, they can file an appeal.

## SAP Status

### Financial Aid Warning Status

After the payment period in which a student does not meet SAP standards, they will be placed on Financial Aid Warning. The student will have the next payment period to bring their SAP components up to meet SAP standards. If the student still does not meet the SAP requirements after the warning semester, federal aid is suspended for all subsequent semesters.

## Appeal Process

If student federal aid is suspended due to unsatisfactory SAP status, the student has the option to submit an appeal. To appeal the student must submit the Satisfactory Academic Progress Appeal form and include a personal statement that explains the extenuating circumstances that kept them from being successful. Examples of extenuating circumstances are a personal injury or illness, death of a relative, or



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other circumstances as determined by the college. The personal statement must also explain how their circumstances have been resolved and how they will be successful in the future. The appeal must be submitted to financial aid staff and will be evaluated by the Financial Aid Director. The student will receive a decision to the appeal in writing within two weeks of receiving the completed appeal. A copy of the appeal and The Modern's decision will be provided to the Vice President of Student Affairs. If the appeal is approved, the student will be placed in a probation status given a Financial Aid Academic Plan will be sent to them within two weeks of the approval that will describe the terms of their financial aid probation. Students who fail to meet the terms of their probation will revert to suspension status at the end of the unsatisfactory payment period. An appeal may be placed in a pending status if it is incomplete or additional information is requested. If the appeal is denied, the student may appeal again. 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.

## Seeking an Additional Degree

If a student decides to seek to earn an additional degree while on financial aid probation, they must complete a new appeal explaining why they are seeking an additional degree and how this new degree will help them to be successful.

## Re-establishing SAP

If a student decides not to appeal or their appeal is denied, they have the option of paying out of pocket for 12 credit hours in which they maintain a 2.0 GPA during these courses or until SAP standards are back in an acceptable status.

## 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

### On-Ground 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.

### Online or Hybrid Late Assignment Policy

If a student in an online or hybrid course submits a project or assignment within 48 hours of the deadline, the instructor deducts ten (10) percentage points from the grade earned on the assignment. If a student in an online or hybrid course submits the assignment more than 48 hours after the deadline, the student receives zero (0) points for 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.

### Technology 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.

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).

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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 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.

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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 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.

## AUTHENTICATION POLICY

The Modern will ensure the verification of the student who registers in an online course or program is the same student who participates in and completes the course or program and receives the academic credit by using a secure login and passcode provided to access Canvas. These credentials are confidential, and sharing access to login information or any coursework is a violation of our academic integrity policy. Students who violate the policy will be subject to the consequences of cheating violations listed in our catalog.

## TECHNOLOGY ASSESSMENT/ ORIENTATION FOR ONLINE STUDENTS

In addition to completing the required Admissions Requirements, online (distance education), applicants will be required to complete a technology assessment and orientation course on Canvas. The orientation module explains the best practices for conducting online learning, the overall operation of the Online platform, procedures for troubleshooting problems, and contacting the technical support team. At the end of the orientation course, students will need to complete a checklist that confirms the students have received sufficient instruction. Applicants will also be required to complete a self-assessment of online learning readiness. This self-assessment assesses whether the student has the necessary skills, competencies, and access to technology to succeed in a distance education environment. Applicants for online degree programs are required to have access to a reliable computer capable of running multimedia applications and navigating media-rich websites. Applicants are also required to have access to a reliable high-speed internet connection.

# RULES + REGULATIONS

## THE MODERN NETIQUETTE POLICY

### Be Polite

- Use the golden rule of online communication: Be as polite as you would when speaking to someone in person
- Address individuals by name

### Be Scholarly

- Use proper language, grammar, and spelling. Use spell check and reread all writings before submitting
- Justify your ideas
- Attribute and cite the ideas of others and link to scholarly resources
- Thoroughly read discussion posts made by peers before responding so your comments add to the discussion and do not restate points already made

### Be Professional

- Set up a functional space for learning
- Be truthful and accurate
- Have positive expectations of the class, your instructors, and your peers
- Wear appropriate attire during video correspondence
- To avoid disruptions and background noises, mute your mic when you are not speaking
- Be prepared and punctual (when needed)

### Be Respectful

- Respect the privacy of others
- Respect diversity and opinions that differ from yours
- Communicate without sarcasm to avoid misinterpretation

## COPYRIGHT POLICY

### Instructional Materials and Copyright Policy

Compliance with the federal copyright law and with this policy is the responsibility of every member of The Modern community, including faculty, staff, and students. The Modern expects all members to become familiar with copyright laws and expectations based on our policies below.

### Ownership of Instructional Materials

By law, under the Work for Hire principle, The Modern College of Design is the owner of intellectual property and educational materials created and developed by the faculty within the scope of their employment. Instructional materials include, but are not limited to, teaching materials in print and electronic format, slides, lecture notes, audio, and video recordings, software, assessment tools, manuals, and any other means of dissemination knowledge or expertise.

Faculty who develop educational materials within the scope of their employment are granted a non-exclusive, no-cost license to use the materials as part of any of their teaching or scholarly functions inside or outside of The Modern.

When faculty leave The Modern or are no longer able to teach their course, The Modern continues to own the educational materials and retains the right to use and revise the works developed for a course.

### Ownership of Student Materials

Works by students belong to the students because they are entitled to copyright protection. Faculty need to get permission from the students to copy and distribute their works, which can be done by having the students sign a waiver.

### Copyright Policy for Faculty, Staff, and Students

Following compliance with federal copyright law is required by all faculty, staff, and students.

Copyright infringement is the unauthorized reproduction, use, or display of copyrighted works without the permission of the copyright owner. Copyrighted works include, but are not limited to, literary, musical, dramatic, and audiovisual works. In general, the use of any copyrighted works requires permission from, and potentially payment to, the copyright owner.

The Modern faculty, staff, and students are encouraged to utilize works that can be found using The Modern Library's digital resources, works that are in the public domain, or works that can be found on an open-access resource website. For all other works, it is the individual responsibility of the faculty, staff, or students to obtain written permission for use from the copyright holder.

The Modern's Library Resources (links to the following can be found in LIRN):

1. Artstor
2. Credo
3. Gale Researcher
4. Softskill Books
5. The New York Times

Public Domain - Public domain refers to any item that is not considered intellectual property under copyright law. Some examples of public domain items include, but are not limited to, government documents, materials created before 1924, and ordinary materials such as telephone books and calendars.

Open Access Resources - Works that are freely available for viewing and use. Some examples of open access resource websites are:

1. Openstax
2. Open Textbook Library
3. Merlot

The Modern asks all students and staff to err on the side of caution regarding copyright materials. If you don't know if a material is available for use without copyright, don't use it. For more information or questions regarding copyright materials and their use, please contact our librarian.

### 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.

# RULES + REGULATIONS

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 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.

# RULES + REGULATIONS

## NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

### NOTICE OF NON-DISCRIMINATION

The Modern College of Design (“Modern” or the “College”) is committed to providing a learning environment free from discrimination, harassment, and retaliation. Modern does not discriminate on the basis of race, age, creed, color, disability, religion, 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 Characteristic”).

While Modern prohibits discrimination on the basis of sex and gender, such prohibition is addressed in the Sexual Harassment and Sexual Misconduct Policy.

It is the responsibility of every member of the Modern community to foster an environment free from discrimination, harassment, and retaliation and to take reasonable actions to prevent or stop such conduct.

The following person has been designated to handle inquiries regarding this Policy:

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

Anyone who believes they have been subjected to discrimination or harassment on the basis of a Protected Characteristic is encouraged to report these incidents. As described in more detail below, all Modern employees, with limited exceptions, are required to report such incidents when they learn of them. Upon receiving a report, Modern will respond promptly to address any violation, eliminate its effects and prevent its recurrence.

### SCOPE

This Policy applies to all students, faculty, staff, groups, consultants, vendors, volunteers, guests, and visitors. Every individual is responsible for acting in accordance with this Policy and any other applicable College policies and procedures.

This Policy applies to Prohibited Conduct, described below, that:

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

Regardless of when or where discrimination, harassment, or retaliation occurred, the VPSA (or designee) will assist individuals who have been subject to such conduct in obtaining accommodations, locating resources, and identifying local authorities if the individual desires to file a report.

### PRIVACY AND CONFIDENTIALITY

Modern takes seriously the desire for privacy sought by persons involved in a matter concerning discrimination, harassment, and retaliation. Subject to the limits set forth below, Modern shares information about such matters only on a “need to know” basis. Modern will make all reasonable efforts to maintain the confidentiality of the parties involved to the greatest degree possible. Breaches of confidentiality and may be considered a violation of the Policy and may result in additional disciplinary action.

Limits to confidentiality include:

#### Mandatory Reporting of Child Abuse:

All Modern employees, including confidential resources, are required to immediately report any knowledge or reasonable suspicion that a minor

(someone under 18 years old) is experiencing abuse or neglect based on information shared by the minor, any other individual, or one’s own observations or knowledge. Any Modern employee suspecting abuse or neglect is required to bring all suspicions to the immediate attention of the Security Department and the VPSA.

#### Ohio Felony Reporting Requirement:

Under Ohio law, all individuals, excluding confidential resources, must report possible felonies. Under Ohio Revised Code Section 2921.22, medical professionals, mental health professionals and clergy are not required to report felonies. This legal requirement means that the Civil Rights Coordinator or Modern’s Security Department must report any possible felony to the Kettering Police Department.

#### Ohio Medical Professional Reporting Requirements:

In Ohio, medical professionals have distinct legally mandated reporting responsibilities. Where a medical professional knows or has reasonable cause to believe that serious physical harm resulted from an offense of violence, the medical professional is required to make a report to law enforcement.

#### Risk of Harm to Self or Others

Mental health professionals are required to disclose information where there is an imminent threat of harm to self (the client) or others.

#### Clery Act Reporting

Pursuant to the Clery Act, anonymous statistical information for certain offenses that have been reported at campus locations must be shared with Campus Security. The information does not include the names or any other identifying information about the persons involved in such incidents.

### DEFINITIONS

#### Protected Characteristic

The term, “protected characteristic” refers to a person’s race, age, creed, color, disability, religion, 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.

- “Policy” refers to Modern’s Non-Discrimination and Anti-Harassment Policy.
- “Complainant” is a person or persons subject to conduct that is alleged to have violated the Policy.
- “Respondent” is a person or persons whose conduct is alleged to have violated the Policy.
- “Preponderance of the Evidence” is a determination based on facts that are more likely true than not. In the preponderance of the evidence standard, where the evidence in a case is “equal” or “level” or “in equipoise,” the preponderance of the evidence standard results in a finding that the respondent is not responsible.

### PROHIBITED CONDUCT

#### Discrimination

Discrimination occurs when a behavior or policy has the same purpose or effect of restricting or denying an individual’s or group’s access to opportunities, programs, or resources, on the basis of a Protected Characteristic, in a manner that interferes with an individuals’ working, academic, residential, or social environment or athletic participation or performance.

Examples of discrimination include but are not limited to:

- Treated differently in determining whether such person satisfies any requirement or condition for the provision of any aids, benefits, or services;

- Provided different aid, benefits, or services. For example, a professor never makes time to meet with Buddhist students but is very flexible in meeting with other students;
- Provided aid, benefits or services in a different manner;
- Denied any aids, benefits, or services;
- Subjected to separate or different rules of behavior, sanctions, or other treatment. For example, only Black and Latinx employees are required to clock in and out for lunch;
- Treated differently concerning the domicile or residence of a student or applicant;
- Discriminated against by providing significant assistance to any agency, organization, or person which discriminates on the basis of a Protected Characteristic in providing any aid, benefit, or service to students, faculty, or employees. For example, special office or meeting space is allocated to all groups except those for military veterans.
- Otherwise limited in the enjoyment of any rights, privileges, advantages or opportunities with regard to aids, benefits, or services; or
- Treated differently with regard to terms, conditions or benefits of employment, or in the recruitment, consideration, or selection thereof. For example, only Jewish and Muslim job candidates are asked about vacation/personal days at their interviews.
- When these or other forms of discrimination are based on a Protected Characteristic as defined by this policy, the conduct will be resolved under this policy.

#### Harassment

Harassment is any unwanted verbal or physical conduct on the basis of a Protected Characteristic when one or more of the following conditions is present:

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

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 reasonable effect of interfering with an individual’s work or educational performance, or creating an intimidating, hostile, or offensive work or educational 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.

#### Retaliation

Retaliation is defined as intimidating, threatening, coercing, or discriminating against any individual:

- For the purpose of interfering with any right or privilege secured by Title IX law or regulations; or
- Because the individual has made a report or complaint, testified, assisted, or participated or refused to participate

# RULES + REGULATIONS

in any manner in an investigation, proceeding, or hearing under this Policy or under the complaint procedures relating to Title IX complaints with the U.S. Department of Education's Office for Civil Rights.

## PROCEDURES FOR ADDRESSING REPORTS OF DISCRIMINATION, HARASSMENT, OR RETALIATION

### Filing a Report

Anyone who believes they have been subjected to discrimination or harassment on the basis of a Protected Characteristic is encouraged to report these incidents. Modern provides options for reporting discrimination, harassment, and retaliation, including reporting to a Modern employee, to a confidential resource (who will not further report the incident without the express consent of the person providing the information or in cases of an emergency) or reporting anonymously. Reports may also be made to the Ohio Civil Rights Commission, the U.S. Equal Employment Opportunity Commission or the U.S. Department of Education's Office for Civil Rights.

Any Modern employee, except a confidential resource, informed of an alleged incident of discrimination, harassment, or retaliation involving students or other members of the Modern community is required to promptly file a report with the VPSA (or designee). All Modern employees (with one exception, listed below) are designated as responsible employees and must report any information that would lead a reasonable person to believe that discrimination, harassment, sexual violence or retaliation had occurred. **The Modern college counselor is not required to file a report with the VPSA (or designee) because conversations with the counselor are confidential, except in certain situations as defined by law.**

Individuals reporting criminal acts of discrimination or harassment may also choose to file a report with the Kettering Police Department. Modern's disciplinary system and the police/legal system work independently from one another. Individuals can file reports with Modern, or with the police, or with both. Individuals also have the right to decline reporting. Because the standards for finding a violation of criminal law are different from the standards in this policy, criminal investigations or reports are not determinative of whether gender-based misconduct, under this policy, has occurred.

Modern encourages prompt reporting, but does not limit the time frame for doing so. Reports can be submitted at any time following an incident, although Modern's ability to take any action may be negatively affected by the length of time between the alleged incident and its reporting.

### Initial Assessment

The VPSA (or designee) conducts an initial assessment for every report of alleged discrimination, harassment, sexual violence or retaliation.

As part of the initial assessment of the report, the VPSA will consider the nature of the report, the safety of the individual and of the campus community, and the Reporting Party's expressed preference for resolution in determining the appropriate course of action to eliminate the conduct at issue, prevent its recurrence and address its effects. Unless the complainant requests that a report not be pursued, the VPSA will meet with the respondent during the initial assessment.

Based on this initial assessment, the VPSA, or designee, shall determine the appropriate handling of the report. A report may be submitted to mediation or informal resolution, investigated, or not pursued.

- Modern will investigate all complaints of discrimination, harassment, or retaliation when requested to do so by the complainant and the conduct described in the report, if true, would constitute a violation of the Policy.
- A complainant may make a request for anonymity or may request that Modern not pursue a report. In these situations, Modern will comply with these requests unless, in the VPSA's sole discretion, the VPSA determines that identifying the complainant or investigating the report is necessary to protect the health and safety of the complainant or the Modern community based on the seriousness of the alleged conduct, whether the respondent has been involved in other incidents or reports of misconduct, whether the complainant is a minor, and other relevant information. Whether or not a report is pursued, Modern may still take appropriate steps to eliminate the reported conduct, prevent its recurrence and remedy its effects on the complainant and the Modern community.

The VPSA will notify the complainant and respondent as to how the report will be handled.

### Interim Measures

Upon receipt of a report, the VPSA will take measures to support the complainant and respondent. Such support may include issuance of No Contact Directives and collaboration with the appropriate Modern administrators to make reasonable adjustments to the workplace, educational environment, academic arrangements and/or campus living arrangements. When the respondent is not affiliated with Modern, a No Contact Directive may include a prohibition barring the respondent from campus. If a report is submitted to mediation or informal resolution or is investigated, the VPSA may take additional interim measures including suspending the respondent or placing the respondent on leave if the

VPSA determines could represent a threat or potential threat to the campus community.

### Self-Help

An individual who believes that she or he is the subject of discriminatory or harassing behavior may choose to deal with the alleged offender directly through a face-to-face discussion, a personal phone conversation, email correspondence, or other written correspondence. In some cases, this approach may resolve the situation; in others, it may be ineffective or place the individual in an uncomfortable, insecure, or compromised position. Under no circumstances should an individual feel pressured to address the alleged offender directly or otherwise handle the matter alone, and a decision not to confront an individual she or he believes to be discriminatory or harassing will not be viewed negatively. An individual may always choose to report the situation and pursue other methods of resolution as described in these procedures.

### Mediation

In cases involving discrimination, harassment, or retaliation, the VPSA (or designee) will determine whether mediation is an appropriate mechanism for resolution based on information provided about the incident.

In cases where mediation is deemed to be an option, parties wishing to pursue this form of resolution will confirm such request in writing addressed to the VPSA (or designee). The parties should not contact each other to discuss mediation. Mediation will be pursued only with the consent of both parties. If the mediation results in a resolution, the matter will be closed. If the parties are unable to reach a resolution in a timely manner, or if either party requests to terminate mediation, an investigation will proceed. It is anticipated that mediation efforts can be completed within thirty (30) calendar days, unless both parties agree to an extension of time

and such extension is approved by the VPSA (or designee).

### Informal Resolution

In instances where it is deemed possible and safe, reports may be resolved through informal means. If it is determined that an informal resolution may be appropriate, the VPSA (or designee) will speak with the complainant about this option. If the complainant agrees, the VPSA (or designee) will speak with the respondent. If a satisfactory resolution is reached through this informal conversation, the matter will be considered closed. If these efforts are unsuccessful, or if either party requests to terminate informal resolution process, an investigation will proceed. It is anticipated that informal resolution efforts can be completed within sixty (60) calendar days.

### Investigation

If an investigation is to commence, the respondent will be notified that a report has been filed and will be provided a copy of the report (which may be redacted if appropriate).

The respondent and complainant will be given the opportunity to meet separately with the VPSA (or designee) to review the Policy, this procedure and the report. After this meeting, or if the respondent declines to meet, the respondent will have five (5) business days to submit a written response to the report. Neither the complainant nor the respondent are required to participate in an investigation. If either or both of the parties do not participate, the VPSA or designee will determine the outcome of the investigation on the basis of the information available to the VPSA or designee.

The VPSA or designee will serve as the investigator and will interview the complainant, respondent, and, as applicable, any witnesses. The complainant and respondent may each have a "support person" present

at all interviews in which they participate. The support person may be a licensed attorney, but the support person is only permitted to sit and observe, and not speak. The Investigator will also gather any pertinent evidentiary materials (this may include, but is not limited to, emails, written documents, or photographs). During the investigation process, both the complainant and the respondent will have the opportunity to provide the investigator with evidence and/or specify witness information. The Investigator will then prepare a report detailing the relevant content of the interviews and the documentation materials gathered. It is anticipated that the investigation can be completed within thirty (30) calendar days. Complex investigations may require a longer investigatory period, but any extension will be reasonable and in accordance with the circumstances presented.

Directly following the conclusion of the investigation, the investigator will complete an investigation report, which will include findings of fact and a determination whether reasonable cause exists to believe that a violation of the Policy may have occurred. The respondent and complainant will each individually have the opportunity to review the investigative report in the presence of the VPSA (or designee). All names and identifying information not bearing directly on the validity of the grievance will be removed from the records viewed by the parties. Federal and state law may also prevent the respondent and complainant from reviewing all of the information.

If the investigator determines that reasonable cause exists to believe that a violation of the Policy may have occurred, the matter will be referred for Administrative Resolution or Adjudication. If the investigator determines that reasonable cause does not exist, the investigation will end. In either case,

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the outcome will be communicated in writing to the complainant and respondent. A determination that reasonable cause does not exist may be appealed as set forth below.

## Administrative Resolution

If reasonable cause exists to believe that a violation of the Policy may have occurred, the respondent will be given the opportunity to respond to the alleged violation of policy in the following ways: 1) No response; 2) Not Responsible; or 3) Responsible.

If the respondent accepts responsibility, Modern's Vice President of Education will be notified. The Vice President of Education will determine the appropriate sanctions and corrective action. The complainant and respondent will be made aware of the decision within five (5) business days, whenever possible. The reason for any delay will be communicated to both parties. The respondent and complainant will then have the opportunity to appeal the Vice President of Education's sanctioning decision. The acceptance of responsibility, however, is not appealable (see Appeals Process, below). If the respondent declines responsibility, or chooses not to respond, the case will proceed to adjudication. Such a decision may be appealed as outlined below.

## Adjudication Process

Modern's Vice President of Education will review the investigation report and, within five (5) business days of receipt, schedule a meeting with the complainant, respondent and investigator to be held within fifteen (15) business days of receipt of the report. Except where supported by good cause, as determined by the VPSA, the Vice President of Education will conduct a single meeting for all parties. In matters where there is good cause, the complainant and respondent may meet separately with the Vice President of Education and Investigator, or attend and participate in the

meeting through alternative means that do not require the parties to be in the same room. During the meeting, the complainant and respondent may ask questions of the investigator and each other; however, if requested by a party or if the Vice President of Education determines that direct questioning would be inappropriate under the circumstances, the complainant and respondent may submit questions to the Vice President of Education for the Vice President of Education to ask the other party.

## Final Findings

The Vice President of Education will decide, based on a preponderance of the evidence, whether there has been a violation of the Policy. The Vice President of Education will render a decision within five (5) business days following the meeting.

If the Vice President of Education determines that a violation has occurred, the Vice President of Education will then determine the appropriate sanctions and corrective action. Consideration may be given to the nature of and the circumstances surrounding the violation, prior disciplinary violations, precedent cases, Modern safety concerns, and any other information deemed relevant by the Vice President of Education. The Vice President of Education will render a sanctioning decision within five (5) business days of the date the decision is rendered. Both the respondent and the complainant will be notified in writing of the outcome and sanctions (if applicable), and/or remedies.

## Range of Sanctions

Any or all of following sanctions may be imposed for a violation of the Policy:

- **Expulsion, termination or suspension:** For students, expulsion or suspension, including notation of the expulsion or suspension on the respondent's academic transcript. For employees, termination or suspension;

- **Disciplinary probation:** formal written warning that the respondent's conduct violated the Policy and that continued enrollment of the respondent is based on the Respondent's compliance with the Policy on a going forward basis;

- **Reprimand:** a written statement placed in the personnel file/ student record of the respondent

- **Restitution:** A requirement that the respondent reimburse the complainant for damages;

- **Restriction:** temporary or permanent loss of the use of Modern facilities; of participation in extra-curricular activities, athletics or student organizations; of service in student or department leadership; reassignment of work duties or class meetings;

- **Education:** requiring the respondent to attend a specified training or education program;

- **Continued No Contact Directives:** requiring the respondent to comply with a new or ongoing No Contact Directive; and

- **Creative or alternative sanctions:** enrolling in and completing anger management or batterer intervention courses, performing volunteer work, writing essays, completing a 12-step or other addiction program, enrolling in and completing a sex offender rehabilitation program, issuing a sincere apology, and any other remedy appropriate for the circumstances.

Regardless of how a matter proceeds in this process, remedies may be made by Modern as appropriate to its commitment to provide a learning environment free from discrimination and harassment, such as reviewing protocol, providing or enhancing training to staff and/or students, issuing no-contact directives or access restrictions, or considering request for accommodations. Accommodation

requests are reviewed on a case-by-case basis.

## The Appeals Process

The respondent or the complainant may request an appeal of the determination that reasonable cause does not exist to believe that a violation of the Policy may have occurred or of the decision and sanctions rendered by the Vice President of Education. The four grounds upon which an appeal of the decision or sanctions may be made are:

1. The investigator was biased or had a conflict of interest;
2. A procedural error occurred, which had a materially adverse impact on the outcome of the decision;
3. The party has substantive new evidence that was not available to the party during the investigation or at the time of the meeting with the Vice President of Education and that had a materially adverse impact on the outcome of the decision;
4. The party feels that the severity of the sanction is inappropriate given the details of the case.

## 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, should be submitted in writing to the VPSA (or designee) within five (5) business days following the date listed on the outcome letter. Each party will be notified if an appeal request will be considered and be provided the opportunity to respond.

The appeal will consist of a record review and decision by Modern's President. This appeals decision is final.

Appeal decisions will be rendered within ten (10) business days after the receipt of the formal appeal request. Both parties will be notified in writing of the appeal's outcome.

## Outcome Notification

Every effort will be made to ensure that both the complainant and respondent are updated at several points during the investigation and process. Both the complainant and respondent will be simultaneously notified, in writing, of the following events:

- Upon approval of request for mediation and upon resolution (or termination) of such mediation;
- Upon completion or termination of an Informal Resolution process;
- After the conclusion of the investigation; if the Respondent accepts responsibility for being "in violation";
- The sanctions and corrective action determined by the Vice President of Education after the Respondent accepts responsibility;
- The Vice President of Education's finding of "in violation" or "not in violation" of Modern policy;
- If the finding is "in violation," the sanctions and corrective action determined by the Vice President of Education;
- If an appeal has been filed by either party at any point in the outcome phase; and
- The final resolution of the appeals process, if applicable.

## Time Frames

If the time frames provided in this procedure cannot be met, the VPSA (or designee) will notify the complainant and respondent in writing of the delay and will provide a date by which the appropriate undertaking will be completed.

## RESOURCES

Modern's primary concern is the health, safety, and well-being of the members of our community. If you or someone you know may have experienced any form of gender-based misconduct, we urge you to seek immediate assistance. Student

assistance can be obtained from:

- Modern 's Title IX Coordinator
- Modern 's College Counselor
- Kettering Police Department
- Dialing 911 for emergencies
- Dialing 937-296-2555 for non-emergencies
- Kettering Medical Center 3535 Southern Blvd., Kettering, OH 45429 937-298-4331

For Emergencies, dial 911.

## COMPLAINANT AND RESPONDENT RIGHTS

The following rights are available to both parties in this process:

- To be treated with respect, dignity, and sensitivity throughout the process.
- To seek support services at Modern or referrals for support services off campus.
- To privacy and protection under the Family Education Rights and Privacy Act (FERPA), as applicable. Modern will make all reasonable efforts to ensure preservation of privacy, restricting information to those with a legitimate need to know.
- To be informed of Modern 's Policies and Procedures related to Discrimination, Harassment, Sexual Violence and Retaliation.
- To a prompt and thorough investigation of the allegations.
- To have a support person in all processes under the Policy, including an attorney (this support person can only listen and observe, not speak).
- To present witnesses and evidence in any investigation.
- To review all applicable documents and information, consistent with federal and state law.
- To challenge the Vice President of Education and/or President if a conflict of interest is present.



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- To participate or decline to participate in these processes. However, the Vice President of Education and/or President will determine their outcomes with the information available to them.
- To discuss alternatives to procedures, where alternatives may be reasonable and acceptable to involved parties.
- To refrain from making self-incriminating statements. However, the Vice President of Education and President will make determinations based upon the information available to him/her.
- To appeal the decision made and the sanctions and action determined by the Vice President of Education.
- To be notified, in writing, of the case resolution — including the outcome of any appeal.
- To report the incident to law enforcement if she/he wishes to do so.
- To understand that information collected in this process may be subpoenaed in criminal or civil proceedings.

## 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 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.

## SEXUAL HARASSMENT AND SEXUAL MISCONDUCT POLICY AND PROCEDURES

### Title IX Generally

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex, including sex-based harassment and violence, in any federally funded education. The Modern College of Design ("Modern" or "College") is an academic institution that, in accordance and full compliance with federal, state, and local laws, does not discriminate on the basis of sex.

All proceedings under this policy are conducted in compliance with the requirements of Title IX, the Clery Act as amended by the Violence Against Women Act, the Family Educational Rights and Privacy Act (FERPA), Title VII of the Civil Rights Act of 1964, and state and federal law, where applicable. No information shall be released from such proceedings except as required or permitted by law and Modern policy.

### Notice of Non-Discrimination

Modern is committed to fostering a climate free from discrimination on the basis of sex in the following areas: admissions, educational programs and activities, housing, access to classes and schools, counseling, financial assistance, employment assistance, health and insurance benefits and services, marital or parental status, and athletics. This policy is strictly enforced by Modern, and alleged violations receive prompt and equitable attention and appropriate corrective action. Modern takes steps to

eliminate sex discrimination, to prevent the recurrence of sex discrimination, and to remedy the effects of sex discrimination, as appropriate.

Individuals who believe they may have witnessed or been subjected to Prohibited Conduct as defined below are encouraged to make a report with the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment, and any other Prohibit Conduct whether or not the person reporting is the person who has been subject to the conduct. This could be done in person, by mail, by telephone, or by electronic mail using the contact information listed below. Such a report can be made at any time (including during non-business hours) by using the telephone number, email address, or by sending mail to the office address listed below.

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

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.

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.

### Scope of the Policy

This Policy applies to all students, faculty, staff, groups, consultants, vendors, volunteers, guests, and visitors. Every individual is responsible for acting in accordance with this Policy and any other applicable College policies and procedures.

This Policy applies to Prohibited Conduct, described below, that:

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

Modern maintains the right to respond to misconduct that falls outside the jurisdiction described in the preceding paragraph. Depending on the conduct at issue, the Student Handbook or Employee Handbook may apply.

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.

### Definitions

**Complainant:** An individual who is alleged to be the victim of conduct that could constitute Prohibited

**Consent:** 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:** 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.

### Education program or activity:

(1) the operations of the College, (2) locations, events, or circumstances over which Modern exercises substantial control over both the respondent and the context in which the Prohibited Conduct occurred, and (3) buildings that are owned or controlled by student organizations officially recognized by Modern.

**Formal Complaint:** A document filed by a Complainant or signed by the Title IX Coordinator alleging Prohibited Conduct against a Respondent and requesting that

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the College investigate the allegations. Formal Complaints must be filed in order to pursue either an informal resolution process or a formal grievance process. At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in an education program or activity of Modern. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed within the section titled, "Notice of Non-Discrimination" of this policy. Additionally, a "document filed by a Complainant" can be in the form of an electronic submission (such as by electronic mail or through an online portal provided for this purpose by Modern) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint.

**Incapacitation:** The 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:** See below.

**Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute Prohibited Conduct.

**Supportive Measures:** Non-disciplinary, non-punitive individualized services offered to both the complainant and respondent as appropriate, reasonably available, and without fee or charge.

**Title IX Dismissal:** If the conduct alleged in a Formal Complaint does not constitute Title IX Sexual Harassment, did not occur in a College education program or activity, or did not occur against a person in the United States, the College must dismiss the complaint from the hearing process. The fact that a Formal Complaint is not eligible for the hearing process does not mean that the matter is concluded, as further explained below. Depending on the conduct at issue, the relevant policies and procedures in the Student Handbook and Employee Handbook may apply, even after a Formal Complaint is dismissed under this Policy. The process for appealing a Title IX Dismissal is explained in "Grounds for Dismissal of Formal Complaint," below.

## PROHIBITED CONDUCT COVERED BY THIS POLICY

This policy prohibits the following types of Prohibited Conduct, each of which is described below: Title IX Sexual Harassment, Non-Title IX Sexual Harassment, Non-Title IX Stalking, Non-Title IX Domestic Violence, Sex Discrimination, Harassment on the Basis of Sex, Sexual Exploitation, and Retaliation.

### Title IX Sexual Harassment

There are six types of Prohibited Conduct that qualify as "Title IX Sexual Harassment," each of which is defined more specifically below: (1) quid pro quo sexual harassment, (2) unwelcome conduct sexual harassment, (3) sexual assault, (4) dating violence, (5) domestic violence, and (6) stalking on the basis of sex. The definitions used here are mandated by federal regulations.

### Types of Title IX Sexual Harassment:

**1. Quid Pro Quo Sexual Harassment:** "Quid pro quo sexual harassment" is conduct on the basis of sex where a College employee conditions the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct.

**2. Unwelcome Conduct Sexual Harassment:** "Unwelcome conduct sexual harassment" is conduct on the basis of sex that is unwelcome and determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity.

**3. Sexual Assault:** "Sexual assault" is conduct on the basis of sex that is defined as a forcible or non-forcible sex offense, or attempted forcible or non-forcible sex offense, as classified under the Uniform Crime Reporting system of the FBI. This includes the separate categories, each of which is considered a form of sexual assault:

- *Rape* is defined as the carnal knowledge of a person, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity. Carnal knowledge is defined as the slightest penetration of the sexual organ of the female (vagina) by the sexual organ of the male (penis).
- *Sodomy* is defined as oral or anal sexual intercourse with another person, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of their age or because

of their temporary or permanent mental or physical incapacity.

- *Sexual Assault With An Object* is defined as the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the complainant.

- *Fondling* is defined as the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the complainant, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.

- *Incest* is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. In Ohio, Revised Code Section 3101.01(A) provides that individuals nearer of kin than second cousins may not marry.

- *Statutory rape* is defined as sexual intercourse with a person who is under the statutory age of consent. In Ohio, Revised Code section 2907.02(A)(1)(b) provides that no person may have sex with a child under the age of thirteen. Ohio Revised Code Section 2907.04(A) provides that no person over the age of eighteen may have sex with a child under the age of sixteen.

**4. Dating Violence:** "Dating violence" is conduct on the basis of sex that consists of violence committed by a person who is or has been in a romantic or intimate relationship with the complainant. The existence of such a romantic or intimate relationship is determined by the length of the relationship, the type of relationship, and the frequency of interactions

between the individuals involved in the relationship.

**5. Domestic Violence:** "Domestic violence" is conduct on the basis of sex that consists of a felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic/family violence laws of the jurisdiction
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic/family violence laws of the jurisdiction.

**6. Stalking:** "Stalking" is conduct on the basis of sex that consists of engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for the person's safety or the safety of others; or (B) suffer substantial emotional distress. For purposes of the definition of Stalking under this Policy:

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

## NON-TITLE IX SEXUAL HARASSMENT

Non-Title Sexual Harassment Is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct Is an explicit or Implicit condition of any Individual's employment, evaluation of academic work, or participation In any of the Modern's education programs or activities;
- Submission to or rejection of such conduct by an Individual Is used as the basis for decisions affecting the Individual; or
- Such conduct has the purpose or effect of unreasonably Interfering with an Individual's work or academic performance, I.e. It Is sufficiently severe, pervasive, or persistent as to create an Intimidating, hostile, or offensive work or educational environment under both an objective and subjective standard.

The determination of whether a hostile environment exists will be 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.

Examples of conduct that may form the basis of a Non-Title IX Sexual Harassment complaint include, but are not limited to:

- Making sexual propositions or pressuring for sexual favors;

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- Touching of a sexual nature;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, videos, or other materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Spreading sexual rumors or rating other students or employees as to sexual activity or performance;
- Circulating or showing e-mails or Web sites of a sexual nature;
- Direct or implied threats that submission to sexual advances is a condition of employment, promotion, good grades, recommendations, etc.;
- Sexually explicit jokes or statements, questions, or remarks about sexual activity or experience; and
- Physical assault of a sexual nature.

## Non-Title IX Stalking

Non-Title IX Stalking is Stalking as defined above that is not committed on the basis of sex.

## Non-Title IX Domestic Violence

Non-Title IX Domestic Violence is Domestic Violence as defined above that is not committed on the basis of sex.

## Sex Discrimination

Sex Discrimination occurs when a behavior or policy has the same purpose or effect of restricting or denying an individual's or group's access to opportunities, programs, or resources, on the basis of sex, in a manner that interferes with an individual's working, academic, residential, or social environment or athletic participation or performance.

The College will not, on the basis of sex:

- Treat one person differently from another in determining whether such person satisfies any requirement or

condition for the provision of such aid, benefit, or service;

- Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- Deny any person any such aid, benefit, or service;
- Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- Apply any rule concerning the domicile or residence of a student or applicant, including eligibility for in-state fees and tuition;
- Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or services to students or employees;
- Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

Discrimination on the basis of sex in employment is permissible in situations where sex is a bona fide occupational qualification reasonably necessary to the normal operation of the College. Note that the federal regulations regarding Title IX include certain exceptions, such as single-sex housing, athletic participation, and chorus participation, that do not constitute discrimination on the basis of sex.

## Harassment on the Basis of Sex

Harassment on the Basis of Sex is defined as unwelcome verbal, visual, or physical conduct on the basis of one's sex, gender, gender identity, gender expression, or sexual orientation when:

- Submission to or rejection of such conduct is an explicit or implicit condition of any individual's employment, evaluation of academic work, or participation in any College education program or activity; or

- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual' or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, i.e. it is sufficiently severe, pervasive, or persistent as to create an intimidating, hostile, or offensive work or educational environment under both an objective and subjective standard.

## Sexual Exploitation

Sexual Exploitation is conduct that does not meet the jurisdictional requirements, threshold requirements, or definition of "Title IX Sexual Harassment" defined above, but amounts to an individual taking advantage of another's sexuality in a non-consensual manner for any purpose. Examples of Sexual Exploitation include the non-consensual viewing of nudity of another, the non-consensual streaming of images of sexual activity, the non-consensual sharing or posting of nude images of another, the non-consensual recording of individuals in locations in which they have a reasonable expectation of privacy (such as restrooms or locker rooms) even if the images do not capture nudity, intentionally exposing one's genitals to another person in non-consensual circumstances, or inducing incapacitation of another via drugs and/or alcohol for purposes of making that person vulnerable to non-consensual sexual intercourse or non-consensual sexual contact.

## Retaliation

Neither Modern nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by this Policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner

in any investigation, proceeding, or hearing provided for in this Policy.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve Prohibited Conduct, but arise out of the same facts or circumstances as a report or formal complaint of Prohibited Conduct, for the purpose of interfering with any right or privilege secured by Title IX or this Policy, constitutes retaliation.

An individual who brings a complaint under this Policy in good faith, even if it may be erroneous, will not be subject to discipline. However, the use of this policy for false, malicious, or frivolous purposes is strictly prohibited. Modern's decision to charge an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this Policy does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this provision.

## RESOURCES

### 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](http://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

## GRIEVANCE PROCEDURES

### Reporting Prohibited Conduct

Individuals who believe they may have witnessed or been subjected to Prohibited Conduct are encouraged to make a report with the Title IX Coordinator. Any person

may report Prohibited Conduct, whether or not the person reporting is the person who has been subject to the Prohibited Conduct. This could be done in person, by mail, by telephone, or by electronic mail using the contact information listed within the section titled, "Title IX Non-Discrimination Policy and Procedures." Such a report can be made at any time (including during non-business hours) by using the telephone number, email address, or by sending mail to the office address listed for the Title IX Coordinator identified in this policy.

All employees of Modern that become aware of Prohibited Conduct (other than those previously designated as confidential resources), are required to make a report to the Title IX Coordinator. The person who may have been subjected to Prohibited Conduct is referred to as the Complainant. The person who may have committed Prohibited Conduct is referred to as the Respondent.

Please note that a report of Prohibited Conduct does not automatically result in a formal investigation as defined in this Policy. The Title IX Coordinator will work to provide supportive measures, access to resources, information about formal and informal resolution procedures, and information about filing a report with the appropriate law enforcement agency.

Upon receipt of a report, the Complainant will be offered the opportunity for an initial discussion to give the Complainant the opportunity to recount what has taken place and discuss how best to proceed. The Complainant will be permitted to have an advisor of their choice during this discussion. The Title IX Coordinator will review with the Complainant the College's procedures for filing a formal complaint, informal and formal resolution, the rights of the Complainant, the availability of supportive measures, information relating to law enforcement reporting if appropriate, and available medical and/

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or counseling resources as appropriate. Options for, and available assistance in, changing academic and living situations can be discussed and provided if so requested, and if such changes are reasonably available. Except in certain serious circumstances as discussed more below, it is at all times the Complainant’s decision whether they will file a formal complaint, seek interim measures of protection, pursue informal resolution and/or formal resolution (including the grievance process outlined in this Policy). As a result of this meeting, depending on the nature of the allegations, the Title IX Coordinator may be obligated to report the incident to law enforcement pursuant to state law.

Upon receiving a report, the Title IX Coordinator will conduct an initial assessment to evaluate whether the complaint alleges sufficient information to meet the jurisdictional and threshold requirements listed in “Scope of this Policy” and “Prohibited Conduct,” above.

### Supportive Measures

“Supportive Measures” are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Modern’s educational environment, or deter Prohibited Conduct.

Supportive measures may include one or more of the following:

- Counseling
- Extensions of deadlines or other course-related adjustments

- Modifications of work or class schedules,
- Campus escort services
- Mutual restrictions on contact between the parties
- Changes in work or housing locations
- Leaves of absence
- Increased security and monitoring of certain areas of the campus
- Other similar measures

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures and shall consult with appropriate supervisors as necessary. Modern must maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide the supportive measures. For example, if a change in housing locations is determined to be necessary, the Title IX Coordinator may have to share some information with individuals responsible for Housing assignments.

If, after receipt of a complaint and an individualized safety and risk assessment, Modern determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Prohibited Conduct justifies removal of a Respondent, Modern may remove the Respondent on an emergency basis. A removed Respondent will receive notice and an opportunity to challenge the decision immediately following the removal. Threats must pose more than a generalized, hypothetical, or speculative risk to health and safety for emergency removal to be appropriate.

Non-student employees may be placed on administrative leave during the grievance process. Placement on such leave is not subject to challenge.

### 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.

### Formal Complaint

After the initial discussion with the Complainant described in Section [x] above, the Complainant will be asked whether they would like to file a Formal Complaint. “Formal Complaint” is defined as a document filed by a Complainant or signed by the Title IX Coordinator alleging Prohibited Conduct against a Respondent and requesting that Modern investigate the allegation of Prohibited Conduct. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information found above. Additionally, a “document filed by a complainant” can be in the form of an electronic submission (such as by electronic mail or through an online portal provided for this purpose by Modern) that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint.

If the Title IX Coordinator initiates or signs a Formal Complaint, the Title IX Coordinator will not be considered a “Complainant” as that term is defined in this Policy.

### Informal Resolution

Modern’s Informal Resolution process involves informal consultation to find an acceptable resolution for both parties without invoking the full investigation and adjudication process described below. The informal process may include counseling the Complainant on ways

to address the Respondent directly regarding their behavior if the Complainant is comfortable doing so, counseling of the Respondent by the Title IX Coordinator on changing their behavior, a facilitated discussion between the Complainant and Respondent, a mediated agreement between the Complainant and Respondent, or any other informal process that is appropriate under the circumstances.

The informal resolution process is voluntary. Modern will not require that a complainant and/or respondent participate in informal resolution and adjudication of formal complaints of Prohibited Conduct in order to enroll or continue to be enrolled, or be employed or continue to be employed, or enjoy any other right granted by Modern. The parties may choose to pursue a formal resolution and end the informal resolution process at any time prior to reaching a determination of responsibility.

Modern is responsible for taking the following steps prior to facilitating an informal resolution:

- Providing written notice to the parties of:
  - the allegations,
  - the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and
  - any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

- Obtaining the parties’ voluntary, written consent to the informal resolution process.

Modern will not offer or facilitate an informal resolution process to resolve allegations that an employee engaged in Title IX Sexual Harassment of a student.

The Complainant and Respondent are permitted to bring an advisor of their choosing to any discussions as part of the informal resolution process. An advisor may offer their assistance to the Complainant or Respondent, but may not speak for them during the process.

### INVESTIGATION PROCESS FOR FORMAL COMPLAINTS

A party may choose to resolve a Formal Complaint through the investigation process, provided that the Title IX Coordinator has conducted an initial assessment and determined that the jurisdiction requirements listed in the “Scope of the Policy” have been met, that Prohibited Conduct may have occurred, and that an investigation is appropriate.

Modern may also choose to move forward with a Formal Complaint signed by the Title IX Coordinator, as described above.

The investigation process will begin with the Title IX Coordinator appointing one or more investigators. An investigator will begin the full investigation promptly, and will conduct the full investigation in a manner that is complete, thorough and impartial.

**1. Notice:** Modern will provide to all known parties written notice of:

- Modern’s grievance process
- The Identities of the parties Involved
- The specific section(s) of Modern policies that are reported to have been violated;

- The approximate date, time, and location of each reported incident;
- The presumption that the Respondent is not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- The parties’ right to have an advisor of their choice, who may be an attorney;
- The parties’ right to inspect and review evidence; and
- The date, time, location, participants, and purpose of all hearings, investigative interviews or other meetings to which the party is invited, with sufficient time for the party to prepare to participate.

If, during the course of the investigation, additional allegations of Prohibited Conduct or the violation of other policies are reported or otherwise discovered, the parties will receive notice of these additional allegations that were not included in the original notice. The obligation to notify the parties of the allegations being investigated is an ongoing one.

**2. Grounds for Dismissal of Formal Complaint:** If, after the initial review of the Formal Complaint by the Title IX Coordinator, it is determined that any of the following conditions exist, Modern will dismiss the Formal Complaint from the hearing process outlined in this Policy:

- The alleged conduct, if it occurred as alleged, would not constitute Title IX Sexual Harassment as defined in this policy;
- The complainant was not participating in or attempting to participate in the Modern’s education program or activity at the time the Formal

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Complaint was filed;

- The alleged conduct, if it occurred as alleged, did not occur in Modern's educational programs or activities, or;
- The alleged conduct, if it occurred as alleged, did not occur against a person in the United States.

Although prior determinations on each of these issues were likely made earlier in the process, additional information may be uncovered during an investigation that requires them to be reconsidered. The Title IX Coordinator is responsible for reconsidering these issues at any point during the processes outlined in the Policy, which may result in the report of misconduct being referred to Human Resources, the Provost, or Student Development, and/or being dismissed from the Grievance Procedures outlined in this Policy.

The Title IX Coordinator may, in their sole discretion, also dismiss a formal complaint or allegations therein from the hearing process if:

- A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled or employed by Modern, or;
- Specific circumstances prevent Modern from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Modern will send written notice of the dismissal from the hearing process and the reasons for dismissal simultaneously to all parties. When a formal complaint or allegations are dismissed from the hearing process, they will be handled according to the Investigative Process as described

below. Both parties will continue to be eligible for supportive measures as determined appropriate by the Title IX Coordinator under the circumstances.

### 3. Investigative Interviews and Gathering of Evidence:

During the investigation, both the Complainant and Respondent may present statements, witnesses and other evidence to the investigator. The Complainant, the Respondent, and witnesses with relevant information may be interviewed as part of the full investigation. The interviews will be supplemented by the gathering of any physical, documentary, or other evidence, as appropriate and available. Follow-up interviews may be conducted by the investigator as needed. The full investigation is designed to provide a fair and reliable gathering of the facts.

Modern will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

Modern will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. A party's communication with a witness or potential witness is considered part of a party's right to meaningfully participate in furthering the party's interests in the case, and not an "interference" with the investigation. However, where a party's conduct toward a witness might constitute "tampering" (for instance, by attempting to alter or prevent a witness's testimony), such conduct may be prohibited as retaliation.

Modern will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional

acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless Modern obtains that party's voluntary, written consent.

The parties will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including the evidence upon which Modern does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source. Modern will not consider or provide for inspection and review evidence which Modern knows was illegally or unlawfully created or obtained. Modern may impose on the parties and the party's advisors restrictions or require a non-disclosure agreement not to disseminate any of the evidence subject to inspection and review.

Prior to completion of the investigative report, Modern will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.

All evidence subject to the parties' inspection and review will be available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

**4. Time frame:** Modern will attempt to complete most investigations within 60 business days. The time frame for investigations will begin upon filing of a Formal Complaint and will conclude upon dissemination of the investigative report to the parties. Investigations

may be delayed, and time frames for investigations may be extended, for good cause and with written notice provided to Complainants and Respondents including the reason for the delay or extension. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement or civil rights enforcement activity; or the need for language assistance or accommodation of disabilities.

**5. Investigative Report:** The investigator will prepare an investigative report that fairly summarizes relevant evidence and send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. If a party disagrees with an investigator's determination about relevance, the party may argue relevance in their written response, during the party's pre-hearing conference, and/or to the decision-maker at the hearing. If the report involves multiple complainants, multiple respondents, or both, Modern may issue a single investigative report.

If a party, after receiving and reviewing the investigation report, believes that an incorrect determination was made pursuant to the section regarding "Grounds for Dismissal of Formal Complaint," above, that party may submit to the Title IX Coordinator a written appeal of the decision that explains the basis for their objection within 3 calendar days of receiving the investigation report. The non-appealing party will be given 3 calendar days in which to provide a written response. The appeal will then be considered by an appropriately trained staff member designated by the Title IX Coordinator, and an appeal decision will be communicated in writing, to the parties, their advisors, and the Title IX

Coordinator within 3 calendar days.

In cases where there is an appeal at this juncture, the parties will have 10 calendar days from the date of the appeal decision to submit a written response to the Investigation Report. The written appeal and appeal decision will be included for consideration in the resolution process.

### 6. Equitable Treatment:

Complainants and respondents are eligible for Supportive Measures as defined within this Policy. Modern will not impose disciplinary sanctions against a respondent unless a determination of responsibility for Prohibited Conduct has been made against the respondent.

Modern will conduct an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Modern will not require, allow, rely upon, evaluate, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected by a legally recognized privilege (e.g., attorney client), unless the person holding such privilege has waived the privilege.

### 7. Bias and Conflicts of Interest:

Any individual designated by Modern as a Title IX Coordinator, investigator, decision-maker, or informal resolution process facilitator, must not have a conflict of interest or bias for or against complainants or respondents generally, or for or against an individual complainant or respondent. The following will not be considered evidence of bias:

- The Title IX Coordinator's initiation of a formal complaint, or;
- An individual's decision that allegations warrant an investigation.

Modern will apply an objective (whether a reasonable person would believe bias exists), common sense

approach to evaluating whether a particular person serving in a Title IX role is biased, and will exercise caution not to apply generalizations that might unreasonably conclude that bias exists. An individual's current job title, professional qualifications, past experience, identity, or sex will not, alone, indicate bias.

Use of trauma-informed practices will not be considered evidence of bias when such practices do not:

- Rely on sex stereotypes;
- Apply generalizations to allegations in specific cases;
- Cause loss of impartiality, and;
- Prejudge of the facts at issue.

### 8. Presumption of Non-Responsibility:

There is a presumption that a respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

### 9. Standard of Evidence:

The standard of evidence for review of Formal Complaints under this Policy is preponderance of the evidence. "Preponderance of the evidence" is a determination based on facts that are more likely true than not. In the preponderance of the evidence standard, where the evidence in a case is "equal" or "level" or "in equipoise," the preponderance of the evidence standard results in a finding that the respondent is not responsible.

The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on Modern and not on the parties.

### 10. Consolidation of Formal Complaints:

Modern may consolidate Formal Complaints as to allegations of Prohibited Conduct against more than one respondent, or by more than

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one complainant against one or more respondents, or by one party against the other party, where the allegations of Prohibited Conduct rise out of the same facts or circumstances. The same facts and circumstances means that the multiple complainants' allegations are so intertwined that their allegations directly relate to all the parties.

## 11. Advisors during the Investigation:

Each party will have the right to bring an advisor of their choosing to any meetings or discussions relating to the investigation of a Formal Complaint. The advisor may advise the party directly and ask clarifying questions, but may not speak for the party or disrupt the investigation. If a party's advisor refuses to comply with restrictions set by Modern, Modern may require that the party use a different Advisor. This provision applies to all parts of the grievance proceeding except for the live hearing described in the section entitled "Hearing," below. For information about the role of Advisors during the live hearing, see the section entitled, "Advisors at Hearing."

## Hearing

When the investigation is concluded, and the parties have had the opportunity to review the evidence and the opportunity to respond in writing to the draft investigation report as described in the section entitled "Investigation Report," above, Modern will facilitate a live hearing during which each party's advisor will be permitted to ask the other party and any witnesses all relevant question and follow-up questions, including those questions that challenge credibility. The Title IX Coordinator will appoint a person to serve as a trained decision-maker during the hearing. The decision-maker will not be the Title IX Coordinator or the individual who investigated the Formal Complaint. The decision-maker may also ask questions of the parties and

witnesses.

Hearings will be conducted with all parties physically present in the same geographic location or, at the discretion of Modern, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.

Hearing witnesses will only participate in the Hearing when they are answering questions. They will not be permitted to observe or otherwise participate in the Hearing unless they are serving as an Advisor, as outlined below in "Advisors at Hearings."

Modern will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.

### 1. Pre-Hearing Conference:

Each party will have their own Pre-Hearing Conference with the decision-maker prior to the hearing, which will be schedule no less than 10 days after the investigator has sent the investigative report to each party and the party's advisor. The Title IX Coordinator or decision-maker will communicate to the parties and their advisors the date, time, and format for their Pre-Hearing Conference. The decision-maker and the advisor must be in attendance. While the parties are encouraged to attend, they are not required to do so.

During the Pre-Hearing Conference, the advisor must share with the decision-maker their list of witnesses to appear at the hearing, the identity of any requested witnesses that were not questioned during the investigation, the request for any new evidence to be considered that was not submitted previously to the investigators, and the availability of the advisor and the party for hearing dates.

Evidence and witnesses may only be presented at the hearing if they were submitted to the investigators and made available to the parties for review, unless they were unavailable at the time of the investigation or the relevance was unknown until the investigation report was submitted. The decision-maker will address any requests to present new evidence and new witnesses at the Pre-Hearing Conference.

The advisor is offered the opportunity to discuss lines of questioning with the decision-maker at the Pre-Hearing Conference to obtain guidance from the decision-maker on relevancy prior to the hearing. Additionally, the decision-maker will discuss the expectations and guidelines for appropriate behavior and decorum during the hearing.

After the conclusion of the Pre-Hearing Conferences, the Title IX Coordinator or decision-maker will provide each party and their advisor with written notice of the date, time, and manner for the hearing, which will typically occur no less than 10 days after the conclusion of the final Pre-Hearing Conference.

- 2. Advisors at Hearings:** In order to question a party or witness at a hearing, a party must be accompanied by an Advisor. Parties will not be permitted to conduct cross-examination on their own. Modern will not limit the choice or presence of any advisor for a complainant or respondent, and the advisor of their choice may be, but is not required to be, an attorney. If a party does not have an advisor present at the live hearing, Modern will provide without fee or charge to that party, an advisor of Modern's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.

At the live hearing, the decision-maker will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Cross-examination at the live hearing will be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. All questioning at the live hearing must be relevant, respectful, and non-abusive. No party will be "yelled" at or asked questions in an abusive or intimidating manner. If a party's advisor refuses to comply with restrictions set by Modern, Modern may require that the party use a different Advisor.

- 3. Relevance:** During the hearing, only relevant cross-examination and other questions may be asked of a party or witness.

The following is considered irrelevant:

- Repetition of the same question;
- Evidence that is duplicative of other evidence;
- Questions related to information that is protected by a legally recognized privilege, unless such privilege has been waived by the individual who holds the privilege;
- Questions related to a party's medical, counseling/psychological, and similar treatment records unless the party has given voluntary, written consent; and
- Questions related to information about the complainant's sexual predisposition or prior sexual behavior, unless:
  - The information is to offered to prove that someone other than the respondent committed the Prohibited Conduct, or
  - The information concerns specific incidents of the complainant's prior

sexual behavior with respect to the respondent and are offered to prove consent.

Evidence will not be excluded at the hearing solely because it is unduly prejudicial, concerns prior bad acts, or constitutes character evidence. However, the Decision-Maker may objectively evaluate such evidence by analyzing whether that evidence warrants a high or low level of weight or credibility.

During the hearing, the decision-maker will first determine whether a question is relevant, and explain any decision to exclude a question as not relevant, before a complainant, respondent, or witness answers a cross-examination or other question.

Modern will not require parties to submit cross-examination questions before they are asked.

Decision-makers are not required to give a lengthy or complicated explanation of a relevancy determination during the hearing. The decision-maker may send to the parties after the hearing any revisions to the decision-maker's explanation that was provided during the hearing.

- 4. Weighing Credibility:** The decision-maker will evaluate all admissible, relevant evidence for weight or credibility. The degree to which any inaccuracy, inconsistency, or implausibility in a narrative provided by a party or witness should affect a determination regarding responsibility is a matter to be decided by the decision-maker, after having the opportunity to ask questions of parties and witnesses, and to observe how parties and witnesses answer the questions posed by the other party. Corroborating evidence is not required.

Credibility determinations are not based solely on observing demeanor, but also

are based on other factors (e.g., specific details, inherent plausibility, internal consistency, corroborative evidence). Cross-examination brings those important factors to a decision-maker's attention.

A party's answers to cross-examination questions can and should be evaluated by a decision-maker in context, including taking into account that a party may experience stress while trying to answer questions. Parties will not be unfairly judged due to inability to recount each specific detail of an incident in sequence, whether such inability is due to trauma, the effects of drugs or alcohol, or simple fallibility of human memory.

- 5. Decision:** The decision-maker must objectively evaluate all relevant evidence, both inculpatory and exculpatory, and must independently reach a determination regarding responsibility without giving deference to the investigative report. The decision-maker has the right and responsibility to ask questions and elicit information from parties and witnesses on the decision-maker's own initiative to aid the decision-maker in obtaining relevant evidence, both inculpatory and exculpatory. The parties will have equal rights to present evidence in front of the decision-maker so the decision-maker has the benefit of perceiving each party's unique perspectives about the evidence. If a party or witness does not submit to cross-examination at the live hearing, the decision-maker will not rely on any statement (factual assertion to prove or disprove the allegations) of that party or witness in reaching a determination regarding responsibility. The decision-maker will not draw an inference about the determination regarding responsibility based solely on a party's or witness' absence from the live hearing or refusal to answer cross-examination or other questions.

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Video evidence showing the conduct alleged within a Formal Complaint may be considered, even if the party performing said conduct does not submit to cross-examination.

In cases where a respondent's alleged verbal conduct is, itself, the conduct alleged to be Prohibited Conduct, statements regarding the alleged verbal conduct are not considered the respondent's statement for purposes of this section. This is because the verbal conduct at issue does not constitute the making of a factual assertion to prove or disprove the allegations of Prohibited Conduct; instead, the verbal conduct constitutes part or all of the underlying allegations of Prohibited Conduct itself.

For example, where a complainant alleges that the respondent said to the complainant: "If you go on a date with me, I'll give you a higher grade in my class," and at the live hearing, the respondent does not submit to cross-examination. This Policy does not preclude the decision-maker from relying on the complainant's testimony (or other evidence) that the respondent said those words to the complainant. The words described by the complainant, allegedly attributed to the respondent, are themselves the misconduct that constitutes Prohibited Conduct under this Policy, and are not the respondent's "statement" (i.e., the respondent's intent to make a factual assertion).

Within 21 days of the hearing, the decision-maker will issue a written determination of responsibility. This determination will include:

- Identification of the allegations potentially constituting Prohibited Conduct

- A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

- Findings of fact supporting the determination;
- Conclusions regarding the application of the Policy to the facts;
- A statement of, and rationale for, the result as to each allegation, including:
  - a determination regarding responsibility,
  - any disciplinary sanctions Modern imposes on the respondent,
  - whether remedies will be provided by Modern to the complainant; and
- Modern's procedures and permissible bases for the complainant and respondent to appeal

The determination will lay out the evidentiary basis for conclusions reached in the case. The nature of remedies, if any, will not be included within the determination.

The determination will be provided to the parties simultaneously.

The determination regarding responsibility becomes final either on the date that the recipient provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

## 6. Sanctions and Remedies:

Sanctions that may be imposed include:

- Continuing "no contact" orders;
- Trespass order prohibiting presence on campus, at Modern-owned facilities, and/or at campus activities or events;
- Fines/work detail;
- Required counseling;
- Alcohol/drug assessment;
- Restitution/Restoration, where property has been damaged/stolen or funds have been misappropriated;
- Campus Restriction on behavior, access to certain campus facilities, participation in campus activities, housing restrictions, and/or scheduling restrictions;
- Social Probation
- Suspension of student;
- Dismissal;
- Written warning of employee;
- Suspension of employee, with or without pay;
- Termination of employment; and
- Cancellation of third-party contract.

When a determination of responsibility for Prohibited Conduct has been made, Modern will provide remedies to a complainant designed to restore or preserve equal access to Modern's education program or activity. Such remedies may include the same individualized services provided as supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent after a determination of responsibility for Prohibited Conduct has been made. The Title IX Coordinator is responsible for effective implementation of remedies. Where the final determination has indicated

that remedies will be provided, the complainant can then communicate separately with the Title IX Coordinator or their designee to discuss what remedies are appropriately designed to preserve or restore the complainant's equal access to education. Remedies for a complainant which do not affect the respondent must not be disclosed to the respondent.

## Non-Hearing Resolution Process

Where a case has been dismissed from the hearing process, the case will be resolved through a separate procedure depending on the status of the respondent. For student respondents, the case will be resolved through the Student Conduct process. For employee respondents, the case will be resolved through the employee discipline process. For other respondents, the Title IX Coordinator will assign a trained, impartial individual to conduct an investigation (if one has not been completed) and issue a decision based on a preponderance of the evidence, as well as sanctions if appropriate. If an Investigation has been completed under this Policy, that investigation shall suffice in lieu of an Investigation under any other process. The investigation requirements, hearing procedures, and appeals standards under this Policy shall not apply.

In situations where the allegations involve sexual assault, dating violence, domestic violence, or stalking, the parties will continue to have the following rights, regardless of which process is used to resolve the case:

- Continued access to Informal resolution procedures until a determination is reached as to whether a Policy violation occurred;
- Continued access to supportive measures;
- Procedures are conducted by officials that receive annual training on Issues

related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an Investigation (and hearing process, if applicable) that protects the safety of the parties and promotes accountability;

- Continued ability to bring an advisor of choice to any related meeting or proceeding, who shall still be subject to the behavioral restrictions in this policy unless granted additional rights under the other procedure;
- Both parties receive simultaneous written notice of the result of the disciplinary proceeding, the procedures for appeal (if any apply under the given procedure) and equal access to such appeal process, any changes to the result, and when such results become final.

## Appeals

Complainants and respondents may appeal the decision-maker's determination regarding responsibility within five (5) business days from the date of the written determination described in "Decision," above. Complainants and Respondents may also appeal Modern's dismissal of a Formal Complaint or any allegations therein within five (5) business days from the date of the written notice of dismissal described in "Grounds for Dismissal of Formal Complaint," above. Modern will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties. The non-appealing party will have five (5) business days from the date of the written notice of the appeal to submit a written statement in response to the appeal.

Grounds for appeal include:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was

made, that could affect the outcome of the matter;

- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; and
- Severity of the sanction is disproportionate to the prohibited conduct.

All grounds for appeal will be available to all parties.

The decision-maker for the appeal will not be the same person as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator. The decision-maker for the appeal will issue a written decision describing the result of the appeal and the rationale for the result and provide the written decision simultaneously to both parties within 10 business days of the date the non-appealing party's written response to the appeal is received.

## Record-Keeping

Modern will retain all records of each investigation instituted under this policy for seven (7) years. Records will include all documents, recordings, or transcripts from investigations, hearings, appeals, and informal resolutions, as well as records of any actions taken in response to a report or Formal Complaint of Prohibited Conduct, including consideration of supportive measures. Modern will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to Modern's education program or activity. If the College does not provide a complainant with supportive measures, then the College will document the reasons why such a response was not

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clearly unreasonable in light of the known circumstances.

The first date of the first record created by Modern will begin the seven year retention period. Records will be maintained for all investigations including investigations that have been dismissed, completed, or otherwise resolved.

Modern will also maintain and publish on Modern's website training materials of employees who serve as Title IX Coordinators, investigators, decision-makers, and persons who facilitate informal resolutions.

## **Education and Training**

Modern conducts annual training on sexual harassment, sexual misconduct, dating violence, domestic violence, and stalking for all faculty, staff, and Board of Trustee members. Students are provided with various training opportunities, and all student athletes receiving training on Title IX.

The Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process, will receive training on the definition of sexual harassment, the scope of Modern's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. This includes how to apply the definitions with respect to consent (or the absence or negation of consent) consistently, impartially, and in accordance with this policy.

Investigators will receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Decision-makers will receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions

and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

Training materials for training under this section will be made publicly available through Modern's website. Published training materials will be up-to-date and reflect the latest training provided.

The Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process, will receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.



## ADDENDUM TO THE CATALOG

This addendum to the 2020–2021 Catalog & Student Handbook, published on November 5, 2020, includes 2021 institutional scholarships and grants, updated graduation and employment rates, and faculty and staff updates.

### 2021 INSTITUTIONAL SCHOLARSHIPS AND GRANTS

This section lists institutional grants and scholarships for first-time students starting programs in January 2021 and beyond. These institutional grants and scholarships are funded by The Modern and can be credited to tuition, supplies, and fees. Awards will be evenly distributed over the length of the Design and Design Leadership Programs. No more than half of any award can be applied to one program, and awards are not refundable. Grants and scholarships with GPA requirements consider unweighted cumulative GPAs reflected on final high school and college transcripts.

#### GRANTS

Grants are awarded to eligible enrolled students.

**Daniel E. Johnson Merit Awards:** Enrolled students may be eligible for a Daniel E. Johnson Merit Award valued up to \$20,000 and are notified when accepted.

Students who earn a GPA of 3.8–4.0 in high school or college may be eligible for a \$5,000 renewable Merit Award valued up to \$20,000.

Students who earn a GPA of 3.5–3.79 may be eligible for a \$2,500 renewable Merit Award valued up to \$10,000.

**Multicultural Awards:** Enrolled students may be eligible for a \$2,500 renewable Multicultural Award valued up to \$10,000 and are notified when accepted.

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 valued up to \$20,000 and are notified after completing the financial aid process.

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 valued up to \$10,000 and are notified when accepted.

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.

**Out-of-State Awards:** Enrolled students may be eligible for a \$2,500 renewable Out-of-State Award valued up to \$10,000 and are notified when accepted.

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

**Workshop Awards:** Enrolled students may be eligible for a Workshop Award valued up to \$100.

To qualify, the student must successfully complete a Modern workshop.

#### SCHOLARSHIPS

Scholarships are awarded on a first-come, first-served basis. Eligible students should notify the Director of Admissions immediately.

**Ohio Governor's Youth Art Exhibition Scholarships:** Each year, up to two accepted students whose artwork is selected for display in the Ohio Governor's Youth Art Exhibition Top 300 will receive a \$2,500 renewable Ohio Governor's Youth Art Exhibition Scholarship valued up to \$10,000. Visit [govart.org](http://govart.org) for more information.

**Congressional Art Scholarship:** Each year, one accepted student who won first place in their home district's Congressional Art Competition will receive a \$1,250 renewable Congressional Art Scholarship valued up to \$5,000. Visit [house.gov](http://house.gov) for information about this competition.

**SkillsUSA Scholarships:** Each year, up to two accepted students who were awarded first place in the Ohio Southwest Regional Advertising Design Contest or in a State SkillsUSA Contest will be awarded a \$1,250 renewable SkillsUSA Scholarship valued up to \$5,000. Visit [skillsusa.org](http://skillsusa.org) for information about this competition.

**Business Professionals of America Scholarships:** Each year, one accepted student who was awarded first place at a State Business Professionals of America (BPA) Contest will receive a \$1,250 renewable Business Professionals of America Scholarship valued up to \$5,000. Visit [bpa.org](http://bpa.org) for information about this competition.

#### DESIGN PROGRAM GRAUADATION

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 2016: 53% (56/106)
- Students who began the program in 2015: 64% (71/111)
- Students who began the program in 2014: 68% (54/79)

#### DESIGN PROGRAM EMPLOYMENT RATE

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

• 98% of graduates eligible for career services, who began the program on August 22, 2016 (55/56), gained employment in the design field by August 22, 2019.

• 94% of graduates eligible for career services, who began the program on August 24, 2015 (67/71), gained employment in the design field by August 24, 2018.

• 93% of graduates eligible for career services, who began the program on August 25, 2014 (50/54), gained employment in the design field by August 25, 2017.

#### FACULTY & STAFF

##### Tiffany DeGarmo, Financial Aid Specialist

Ms. DeGarmo has experience in financial aid, customer service, and admissions in higher education. She serves as a financial aid specialist, guiding current and prospective students and their families through the financial aid process.

##### Joshua David McClurg-Genevese, Instructor

Mr. McClurg-Genevese holds a Bachelor of Fine Arts from the Columbus College of Design and a Master of Fine Arts from The Ohio State University. He has experience in creative direction, design strategy, visual communication, and iterative design methodologies and has served as director of digital strategy and other senior management roles throughout his career. Joshua teaches Web Design.

##### Rachel Rogers, Admissions Specialist

Ms. Rogers is a 2017 graduate of The Modern, and her professional experience spans marketing, digital media, social media, and events management. Rachel serves as an Admissions Specialist.

Tracy Gardner, Danika Matulich, and Taylor Wadham are no longer employed by The Modern.

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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.