

# DISCOVER THE **POWER** OF DESIGN

THE MODERN COLLEGE  
of DESIGN

2021-2022 Catalog + Student Handbook

# YOUR ART AND CREATIVITY CAN INFLUENCE THE WORLD

Designers have an important role in our world. They create work that inspires, educates, informs, and motivates others. Using typography, photography, and illustration, designers make apps, videos, animations, websites, and digital content for social media that are viewed and shared by millions. Your artistic talent and creativity can influence the world.

# YOUR CREATIVITY CAN MAKE THE WORLD A BETTER PLACE

Designers are also important because they use creativity to solve complex problems. The Design Thinking process helps designers examine problems, conduct research, develop solutions, and test their ideas. Organizations worldwide rely on designers to solve problems and make digital experiences that make our world more safe, efficient, equitable, and entertaining.



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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Published August 23, 2021

# WHAT YOU'LL LEARN



GRAPHIC DESIGN



WEB DESIGN



UI/UX

# YOUR CREATIVE TALENT IS IN HIGH DEMAND

If you are drawing, taking photographs, creating videos, or making content for social media right now, you can transform your talent into a high-demand career in design. Demand for designers who focus on creating digital content is growing much faster than average\*. The global pandemic has accelerated this growth because the world is now even more reliant on devices, applications, and digital experiences. Your creative talent is in high demand.



VIDEO



MOTION DESIGN



PHOTOGRAPHY



ILLUSTRATION



MARKETING



ADVERTISING



# LAUNCH YOUR CAREER

Modern students gain professional experience by working with organizations through projects, internships, and co-ops.

A career advisor helps students launch their careers and provides ongoing guidance as graduates grow and take on new roles.

The Modern alumni are entrepreneurs and designers working for organizations and brands worldwide and genuinely make a difference through design.



# 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, graphic designer and entrepreneur Tim Potter founded The Modern College of Design 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.

In 2021, The Modern offered starts in January, May, June, August, and October, and 8-week courses in Online programs. 2021 also marked a decade of consistent recognition by Graphic Design USA magazine as one of the top design schools in the nation.

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 Accrediting Commission of Career Schools and Colleges (ACCSC) accredits The Modern College of Design.

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 State Approving Agency for Veterans Training approves The Modern.

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

The Modern has been approved to participate in the National Council for State Authorization Reciprocity Agreements.

The Modern displays copies of all state and accrediting certificates on campus in the atrium.

## STANDARD ACADEMIC YEAR

The Modern's Standard Academic Year includes three semesters and a spring term. The Modern offers a Fall Semester from late August through mid-December which spans 16 weeks and contains a 16-week term or two 8-week modules. The Modern offers a Spring Semester from January through May that spans 20 weeks and includes a 16-week term or two 8-week modules and a 4-week term. The Summer Residential Semester spans ten weeks from June through August. The Summer Online Semester is 16 weeks with two 8-week modules from May through August.

## FULL-TIME AND PART-TIME ENROLLMENT REQUIREMENTS

Full-time students must register for at least 12 semester credit hours, while part-time students must register for at least six semester credit hours. Students who register for fewer than six 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 8:30 am to 10:00 pm.

## 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 and the art of design. Being immersed in the field enables faculty to be excellent mentors as students learn skills and explore the variety of design opportunities available.

## LOCATION & CAMPUS

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

Kettering is a safe, friendly city of nearly 60,000 within an hour's drive of Dayton,

Cincinnati, and Columbus. Many parks, shopping areas, housing options, and restaurants are near campus.

The Modern's 37,000-square-foot facility includes 11 studio classrooms, a library, a print resource center, a photography/video studio, student success center, and a student lounge and café, a large atrium, a 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 an ample 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, and a toaster.

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 provides shooting bays with digital SLR cameras, video equipment, tripods, and lighting modifiers.

## LEARNING MANAGEMENT SYSTEM

Canvas is an intuitive learning management system that offers courses broken down into easy-to-navigate modules. All students will access Canvas through a link on The Modern website. Students can also use the Canvas app, making courses easily accessible from multiple devices.

# DESIGN PROGRAM

## PROGRAM OBJECTIVE

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

## PROGRAM DELIVERY OPTIONS

The Modern offers the Design Program through full-time, part-time, accelerated, and Online options.

## DEGREE GRANTED

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

## GRADUATION REQUIREMENTS

Design Program graduation requirements include:

- Completion of 65 Design Program credits
- A term average of 70% or higher in each course and a cumulative grade point average of 2.0 or higher
- Full payment of all tuition and fees

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

## EMPLOYMENT RATE

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

- 98% of graduates eligible for career services that 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 that 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 that began the program on August 25, 2014 (50/54) gained employment in the design field by August 25, 2017.

## 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, terminology, typography, and the grid. Other basic principles, including hierarchy, shape, pattern, and texture, are 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, compelling writing and composition for both professional and academic settings and academic research methods. Students master the use of MLA formatting

and reference style, review various 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 design assignments for various clients to develop an 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 to inspire creativity and help students perfect their ability to make appropriate and effective word choices. 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. Students explore historically significant sculptures, paintings, artifacts, and cultures used in today's artistic environments. Students develop a 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. Instructors introduce students 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 expand their skills in a particular subject. Electives offered may include branding, UI/UX, coding, motion design, or video.

### MAT101 Quantitative Reasoning: 3 credits

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

This course is required for completion of the Design Leadership Program.

### MKT201 Marketing I: 3 credits

Prerequisite: GRD102

Students learn the fundamental theory and concepts of 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, self, creativity, sensory and perception, states of consciousness, learning, memory, cognition, motivation and emotion, stress and health psychology, brain health, etc.

### GRD299-1 Professional Development: 3 credits

Prerequisite: BUS201

Students will learn the professional skills needed to seek and obtain employment in the design industry through portfolio reviews and interaction with industry professionals. Topics covered in this class include professional communication, presentation skills, resume development, researching potential job opportunities, and other soft skills.

### GRD299 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.

### Students choose two of the following electives:

### GRD299 Branding Elective: 3 credits

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.

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

Prerequisites: 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 how 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 course allows students to apply the skills they have acquired through their education in a professional design environment over a four- (residential) or eight-week (Online) period. Based on the student's career path, 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.

*The curriculum is subject to change.*

# DESIGN PROGRAM

## DESIGN PROGRAM

The Modern offers the Design Program on campus and Online. Part-time, full-time, and accelerated options are available.

## LENGTH OF PROGRAM

The length of the Design Program varies based on the start date and delivery method. Courses are held Monday through Friday during the hours of 8:30 am to 6 pm. See total program credit hours, clock hours, and term length in the chart below.

The following charts outline the full-time residential, Design Program.

TERM	CREDIT HOURS	CLOCK HOURS	TERM LENGTH
<b>YEAR ONE</b>			
Fall Term Full	17	310	16 weeks
Spring Term Full	15	270	16 weeks
<b>YEAR TWO</b>			
Fall Term Full	15	285	16 weeks
Spring Term Full	15	405	16 weeks
4-Week Externship B	3	135	4 weeks
<b>TOTAL</b>	<b>65</b>	<b>1,405</b>	<b>22 months</b>

The start dates and program lengths for the Design Program include:

PROGRAM	START DATE	PROGRAM LENGTH
<b>Online &amp; Residential</b>		
Full-time Residential	August 23, 2021	22 months
Part-time, Residential	August 23, 2021	40 months
Full-time, Online	August 23, 2021	21 months
Part-time, Online	August 23, 2021	40 months
<b>Online Only</b>		
Full-time, Online	October 18, 2021	22 months
Part-time, Online	October 18, 2021	38 months
<b>Online &amp; Residential</b>		
Full-time Residential	January 5, 2022	24 months
Part-time, Residential	January 5, 2022	41 months
Full-time, Online	January 5, 2022	20 months
Part-time, Online	January 5, 2022	40 months
<b>Online Only</b>		
Full-time, Online	May 2, 2022	20 months
Part-time, Online	May 2, 2022	40 months
<b>Residential Only</b>		
Full-time, Accelerated, Residential	June 6, 2022	19 months
Part-time, Residential	June 6, 2022	39 months

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

## COURSE SEQUENCE

The following course sequence is an example of the full-time residential Design Program. Course sequences are subject to change and vary based on the start date and program delivery method.

### 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, 3 credits

**GRD299-1** Professional Development, 3 credits

**GRD299-2** Personal Branding, 3 credits

**GRD299-3, 4, 5, 6** Elective (Branding, Motion Design, Video, or Web Design) 3 credits

**PRO299** Externship, 3 credits

## FULL-TIME, RESIDENTIAL, DESIGN PROGRAM TOTAL COSTS

### Year One Tuition

First Semester..... \$15,963

Spring Term Full..... \$14,085

### Year Two Tuition

Fall Term Full ..... \$14,085

Spring Term Full.....\$15,495

Four-Week Externship B..... \$2,817

**Total Tuition..... \$61,035**

## Supplies, Equipment, and Other Fees

Books..... \$457

Website Hosting..... \$46

Business Cards and Stationary ..... \$500

Software ..... \$555

Laptop and iPad..... \$3,406

Camera ..... \$602

Activities Fees.....\$450

Library Fees.....\$283

Printing Fees ..... \$628

**Approximate Program Total ..... \$67,962**

*Sales tax applies to all applicable fees.*

*All tuition, supplies, equipment and fees are subject to change.*

## EXPLANATION OF FEES

### Enrollment Fee

New students must pay an enrollment fee of \$125 to be officially placed on the roster. The Modern will refund the fee if the student notifies the college of their withdrawal in writing within five days of signing the enrollment agreement.

### Book Fees

The Modern charges students \$457 for book fees. The student's schedule determines the timing of book costs. Students have the option of purchasing books on their own.

### Digital Camera Fee

The Modern charges students \$602 for the purchase of a digital camera.

The student's schedule determines the timing of the digital camera costs. The Modern might waive the digital camera fee if students already own a digital camera and have gained a photography instructor's approval.

### Website Hosting Fee

The Modern charges students \$46 for the purchase of a unique domain name and a one-year hosting plan for the student's website.

### Personal Identity Set Fee

The Modern charges residential students a \$500 fee that covers printing business cards and note cards and the purchase of envelopes. Students design these items to showcase their artwork and skills and are instrumental in the job search process.

### Software Fees

The Modern charges students \$555 for software. This fee will vary based on the length of the program and start date.

This fee covers the subscription to Adobe Creative Cloud, Microsoft Office, and Nova.

### Equipment Fee

The Modern requires students to bring an Apple MacBook Pro laptop computer, iPad, and accessories to class each day. Recommended equipment packages may cost \$3,406 or more. If a student already owns the required equipment, The Modern might waive the purchase of the equipment with approval from the IT Coordinator. An equipment deposit of \$200 is due 30 days before the start of the semester.

### Activity Fees

The Modern charges residential students \$450 for student activities. The fee will vary based on the length of the program, start date, and delivery method. This fee covers the improvement and enhancement of student life while attending The Modern. The fee includes extracurricular activities, 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 Modern charges students \$71 for digital library resources each semester. The Library fee varies based on the length of the program and start date. 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

The Modern charges residential students \$628 for printing. Printing fees will vary based on the length of the program, start date, and program delivery. This fee covers only prints and copies produced for related assignments. Wide-format prints are an additional \$10 each.

### Returned Check Fee

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

# DESIGN LEADERSHIP PROGRAM

## PROGRAM OBJECTIVES

The Design Leadership Program objectives are to increase graduates' entry-level employment opportunities, earning potential, and future career advancement opportunities in the design industry.

## PROGRAM DELIVERY OPTIONS

The Modern offers the Design Leadership Program through full-time, part-time, accelerated, and Online options.

## GRADUATION REQUIREMENTS

Design Leadership Program graduation requirements include:

- Completion of 60 Design Leadership Program credits. In addition, students must complete or transfer 18 general education credits that meet the requirements of the Ohio Department of Higher Education.
- A term average of 70% or higher in each course and a cumulative grade point average of 2.0 or higher
- Full payment of all tuition and fees

## DEGREE GRANTED

Students earn a Bachelor of Arts in Design Leadership after 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. The course focuses on the intersection between the arts and culture and 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 essential business functions and practices. Students will gain awareness of and become adept with processes and systems of the business workplace and 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 multiple systems and networks that dictate business practices in a global economic setting and complete various 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 to develop 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 various leadership styles and develop their understanding of good leadership. Case studies and investigation of multiple 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.

### 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 analyze organizational communication problems and explore interventions and methods of communication training

### ELT301 Design Elective: 3 credits

Students choose two electives that may include but are not limited to branding, UI/UX, UI/UX research, social media, video, and motion design.

A prerequisite course, ELT201, is required for UI/UX, video, and motion design courses.

### 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 various challenges engendered by a changing world through an investigation of ecological foot printing 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 various environments, from a conference room to a photo shoot. We will explore a range of topics and social issues an Art Director in advertising faces, including communicating through exceptional writing effectively. Cutting-edge campaigns from around the globe will be shared and studied to create a vocabulary of shared experiences. Students will hone conceptual thinking, research skills, and copywriting skills.

### 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 understand 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 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 must 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 must determine the most effective marketing mix for varying products or services and compete in presenting their pitch to resolve the client's proposed problem.

### PRO399 Career Development: 2 credits

This course prepares students for the transition from student to professional in the design industry. Students will enhance their skills to identify, compete, and secure professional career opportunities effectively. 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 provides 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. Through professional practice, students will learn about workplace dynamics, effective communication, asking for help, accepting criticism, and leading teams. 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 various 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 various bioethical problems created by a rapidly changing world by investigating 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 discussed and analyzed. This course will compare the similarities and differences among world cultures and compare family organizations, 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 Design Thinking, giving 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 issues, 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.

# DESIGN LEADERSHIP PROGRAM

## DESIGN LEADERSHIP PROGRAM

The Modern offers the Design Leadership Program on campus and Online. Part-time, full-time, and accelerated options are available.

### LENGTH OF PROGRAM

The length of the Design Leadership Program varies based on the start date and delivery method. See total program credit hours, clock hours, and term length in the chart below.

The following outlines the full-time, residential Design Leadership Program.

TERM	CREDIT HOURS	CLOCK HOURS	TERM LENGTH
<b>YEAR ONE</b>			
Fall Term Full	15	270	16 weeks
Spring Term Full	15	270	16 weeks
<b>YEAR TWO</b>			
Fall Term Full	18	370	16 weeks
Spring Term Full	12	460	8 weeks
<b>TOTAL</b>	<b>60</b>	<b>1,370</b>	<b>21 months</b>

The start dates and program lengths for the Design Leadership Program include:

PROGRAM	START DATE	PROGRAM LENGTH
<b>Online &amp; Residential</b>		
Full-time Residential	August 23, 2021	21 months
Part-time, Residential	August 23, 2021	36 months
Full-time, Online	August 23, 2021	16 months
Part-time, Online	August 23, 2021	36 months
<b>Online Only</b>		
Full-time, Online	October 18, 2021	19 months
Part-time, Online	October 18, 2021	34 months
<b>Online &amp; Residential</b>		
Full-time Residential	January 5, 2022	19 months
Part-time, Residential	January 5, 2022	35 months
Full-time, Online	January 5, 2022	17 months
Part-time, Online	January 5, 2022	36 months
<b>Online Only</b>		
Full-time, Online	May 2, 2022	16 months
Part-time, Online	May 2, 2022	36 months
<b>Residential Only</b>		
Full-time, Accelerated, Residential	June 6, 2022	16 months
Part-time, Residential	June 6, 2022	35 months

## COURSE SEQUENCE

The following course sequence is an example of the full-time residential Design Leadership Program. Course sequences are subject to change and vary based on the start date and program delivery method.

### 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

**SCI301** Bioethics, 3 credits

**GRD499** Portfolio Completion, 6 credits

### Year Two, Semester Two/Spring Term

Total hours/credits: 12

**PRO399** Career Development, 2 credits

**PRO499** Co-op, 10 credits

## FULL-TIME, RESIDENTIAL, DESIGN LEADERSHIP PROGRAM TOTAL COSTS

### Year One Tuition

Fall Term Full ..... \$14,085

Spring Term Full ..... \$14,085

### Year Two Tuition

First Term Full ..... \$16,902

Spring Term Full ..... \$11,268

**Total Tuition..... \$56,340**

### Supplies, Equipment, and Other Fees

Books ..... \$793

Software ..... \$627

Activities Fees..... \$400

Library Fees ..... \$283

Printing Fees ..... \$559

**Approximate Program Total ..... \$59,002**

*Sales tax applies to all applicable fees.*

*All tuition, supplies, equipment and fees 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

New students must pay an enrollment fee of \$125 to be officially placed on the roster. The Modern will refund the fee if the student notifies the college of their withdrawal in writing within five days of signing the enrollment agreement.

### Book Fees

The Modern charges students \$793 for book fees. The student's schedule determines the timing of book costs. Students have the option of purchasing books on their own.

### Website Hosting Fee

The Modern charges students \$50 for the purchase of a unique domain name and a one-year hosting plan for the student's website.

### Software Fees

The Modern charges students \$627 for software. This fee will vary based on the length of the program and start date. This fee covers the subscription to Adobe Creative Cloud, Microsoft Office, and Nova.

### Library Fees

The Modern charges students \$283 for digital library resources. The Library fee varies based on the length of the program and start date. 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

The Modern charges residential students \$559 for printing. Printing fees will vary based on the length of the program, start date, and program delivery. This fee covers only prints and copies produced for related assignments. Wide-format prints are an additional \$10 each.

### Student Activity Fees

The Modern charges residential students \$100 each semester for student activities. The fee will vary based on the length of the program, start date, and delivery method. This fee covers the improvement and enhancement of student life while attending The Modern. The fee includes extracurricular activities, 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.

# ADMISSIONS

## ADMISSIONS REQUIREMENTS 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 from the day that the student was scheduled to start class.

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 canceled, 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 (CCP) 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 college 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 syllabus and/or a detailed catalog listing to the Admissions Department for review and possible acceptance of credits.

To have AP Exam scores considered, visit [apcentral.collegeboard.org](https://apcentral.collegeboard.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.

If you are under the age of 24, and do not meet the criteria listed at, <https://studentaid.gov/apply-for-aid/fafsa/filling-out/dependency>, we strongly recommend bringing a parent or guardian to your financial aid appointment. Generally, anyone under the age of 24, who does not meet the Department of Education's definition of an independent student, is required to provide parent information, even if the parent is no longer providing financial support to the student. There are other extenuating circumstances that might exist in which a student would not have to provide parent information. These can be discussed at your financial aid appointments. For students who are age 24 or older, you may still need the assistance of a parent or other credit worthy cosigner.

## FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

The FAFSA, or Free Application for Federal Student Aid, can be completed prior to or at the financial aid appointment, with the assistance of our financial aid staff.

Federal income tax return and W-2 information is necessary to complete the FAFSA. For independent students, the student (and spouse, if applicable) must both provide federal tax return information (including all schedules). If the student (and spouse, if applicable) is not a tax filer, other documentation of income may be required. For dependent students, the student and parent(s) must both provide federal tax information. If the student or parent(s) is not a tax filer, other documentation of income may be required.

Copies of federal income tax returns and/or W-2's may be requested by the Financial Aid office once the FAFSA has been processed by the Department of Education. This is to complete a process called Verification, where the school must verify that the tax and income information was input correctly on the FAFSA. Other information, such as a list of household members, may be requested as part of this process.

A student's eligibility for Federal Financial Aid is determined by the EFC (Expected Family Contribution), which is a result of the FAFSA. This as well as the COA (Cost of Attendance), and students EFA (Estimated Financial Need) all contribute to the determination of federal awards a student may qualify for.

## FINANCIAL AID CHECKLIST

Important items that students (and parents, if applicable) should be prepared to bring to their financial aid appointment include:

- Social Security Numbers
- Drivers License Number (if you have one)
- Alien Registration Number (for eligible non-citizens)
- Federal Tax returns (IRS form 1040 and any schedules)
- W-2's
- Records of untaxed income (such as child support received, child support paid, interest income, and veterans non-education benefits).
- Information on cash, savings, and checking account balances; investments, including stocks and bonds and real estate (but not including the home in which you live); and business and farm asset values (net worth).

After you (and your parent(s) if applicable) have completed the FAFSA, and all necessary financial aid paperwork, a financial aid estimate will be given

showing both charges and estimated federal student aid and institutional grants and scholarships. Invoices are mailed to students who are paying out of pocket.

## 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 AND STATE 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 is a grant that is awarded based on financial need as determined by the FAFSA.

### 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.

## 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 except for the Need-Based Award which is awarded on an as needed basis after all other federal aid has been applied for a semester.

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.

# FINANCIAL AID

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.

## 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](http://schoolapp)
- [scholly app](http://schollyapp)

# 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.

The Modern is committed to upholding 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, resume, LinkedIn profile, 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-OPS

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 teaches students how to build this network with tools like LinkedIn. The Modern also introduces students to professionals from design firms, agencies, and companies with local and global reach.

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

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.

### Videographer

Videographers tell compelling stories by filming and editing video footage. They may also use other skills such as sound production, animation, or motion design. In addition to the traditional

channels such as television and websites, videos appear on social media channels like YouTube, Instagram Reels, and Tik Tok.

## 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 15 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 ENGAGEMENT

The Student Success Center hosts a variety of small and large-scale events to encourage student interaction and engagement. There are academically-focused workshops on topics like time management and stress relief, career-focused workshops on interviewing skills

and building LinkedIn profiles, and socially-focused gatherings. These social events include the Fall Picnic, Halloween Spirit Week and Costume Party, Thanksgiving Luncheon, movie nights in the Atrium, student trivia competitions, and a variety of diversity-focused programming. Events are hosted both in-person on The Modern's campus, as well as virtually. Event calendars are planned in advance, so you can save the date for your favorite events each semester.

## 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. Senate meets to discuss ideas and concerns, plan events, and implement ways for students to be involved in The Modern and in the community.

## COMMUNITY OUTREACH

Each semester, students can participate in community outreach programs and events. These philanthropic opportunities provide students with the chance to use their creative talents to better our local community. In recent years, these opportunities have included decorating local businesses' windows for the holiday season, painting murals at the local YMCA, assisting at the Dayton Foodbank, and buying gifts for local school children at the holidays. Please see the Student Success Center for a list of upcoming opportunities each semester.

## DAYTON ART INSTITUTE MEMBERSHIP

Residential students receive 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. Visit [daytonartinstitute.org](https://daytonartinstitute.org).

## YMCA ACTIVITY PASS

Residential 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 Senior Director of Student Services 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 in-person and virtually by a licensed professional counselor to any student who requests it, free of charge.

Students can schedule a session by contacting their Advisor.

## Student Advising

The Modern College of Design provides academic advising to all students through both individual and small group advising. Students will meet with their academic advisor multiple times throughout each semester. Advising sessions cover topics such as time management, elective choice offerings, and career path selection. Advisors use a proactive approach to student success by reviewing students course grades and attendance often to better ensure success in classes.

## 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.

## ORIENTATION

All newly enrolled students attend Orientation before classes begin. The Modern's orientation program is designed to help new students have a successful time in college and encourages student interaction with staff, faculty, and classmates. There are opportunities for students to learn more about campus resources, academic expectations, and ways to become involved on campus. Rules and regulations are reviewed, questions are answered, and school spirit is cultivated.

## STUDENT ACHIEVEMENT AWARDS

The Modern recognizes students for their excellent academic achievements following the end of each term.

The President's List includes students who earn a semester GPA of 3.75 or higher and, the Director's List includes students who earn a semester GPA of 3.5–3.74.

## 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.

## 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 CEREMONY

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.

## 2021–2022 CALENDAR

**Summer Term A + 4-Week Externship B Begin**  
May 3, 2021

**Summer Portfolio Term Begins**  
May 10, 2021

**4-Week Externship B Ends**  
May 28, 2021

**Memorial Day, College Closed**  
May 31, 2021

**Summer Term Full Begins**  
June 7, 2021

**Summer Term A Ends**  
June 25, 2021

**Summer Term B Begins**  
June 28, 2021

**Independence Day Observed, College Closed**  
July 5, 2021

**Summer Portfolio Term Ends**  
July 16, 2021

**Summer Open House**  
July 17, 2021

**Summer 4-Week Externship C Begins**  
July 19, 2021

**Summer Full Term + Summer 4-Week Externship C Ends**  
August 13, 2021

**Summer Term B Ends**  
August 20, 2021

**Fall Full Term + Fall A Term Begins**  
August 23, 2021

**Labor Day, College Closed**  
September 6, 2021

**Fuel Your Passion Day, College Closed**  
September 27, 2021

**Fall Term A Ends**  
October 15, 2021

**Fall Term B Begins**  
October 18, 2021

**Fall Break, College Closed**  
November 22, 2021 – November 26, 2021

**Fall Full Term Ends**  
December 13, 2021

**Fall Term B Ends**  
December 17, 2021

**Winter Break, College Closed**  
December 20, 2021 – January 4, 2022

**Spring Full Term, Spring Term A, and Spring Four-Week Externship A Begins**  
January 5, 2022

**Martin Luther King Jr. Day, College Closed**  
January 17, 2022

**Spring Four-Week Externship A Ends**  
February 2, 2022

**Spring Term A Ends**  
February 25, 2022

**Fuel Your Passion Day, College Closed**  
February 28, 2022

**Spring Term B Begins**  
March 1, 2022

**Spring Open House**  
March 12, 2022

**Spring Break, College Closed**  
March 28, 2022 – April 1, 2022

**Spring Full Term Ends**  
April 27, 2022

**Spring Term B Ends**  
April 29, 2022

**Summer Term A + 4-Week Externship B Begins**  
May 2, 2022

**4-Week Externship B Ends**  
May 27, 2022

**Memorial Day, College Closed**  
May 30, 2022

**Reveal Professional and Community Exhibition**  
June 2, 2022

**Commencement Ceremony and Reveal Friends and Family Exhibition**  
June 5, 2022

**Summer Term Full Begins**  
June 6, 2022

**Juneteenth National Independence Day Observed, College Closed**  
June 20, 2022

**Summer Term A Ends**  
June 24, 2022

**Summer Term B Begins**  
June 27, 2022

**Independence Day, College Closed**  
July 4, 2022

**Summer Open House**  
July 16, 2022

**Summer Full Term Ends**  
August 12, 2022

**Summer Term B Ends**  
August 19, 2022

**Fall Full Term + Fall Term A Begins**  
August 22, 2022

# FACULTY AND 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 + 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.

## **Chris Beach, Instructional Design/ Development Coordinator + 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.

## **Patrick Clark, Recruitment Specialist**

Mr. Clark holds a Bachelor’s Degree in Marketing with minors in Public Relations and Music from the Metropolitan State University of Denver. Throughout his career, he has provided admissions, marketing, and communications services to several organizations. Patrick serves as a Recruitment Specialist.

## **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.

## **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.

## **Crystal Dennis, Instructor**

Ms. Dennis holds a BFA from the University of Dayton in Visual Communication Design with a concentration in design and illustration. As a designer with Real Art for nearly 20 years, Crystal has earned industry awards locally and internationally. Her expertise spans brand and identity development, illustration, and comprehensive design and direction across every channel. Crystal teaches illustration.

## **Cesar Escobar, Instructor**

Mr. Escobar holds an AAB in Advertising Art from The Modern College of Design. He is currently a UX/UI Designer at St. Jude Children’s Hospital in Memphis, Tennessee. Before relocating to Memphis, Cesar was a UX/UI Designer at Marxent in Kettering, Ohio. Cesar teaches Graphic Design and Web Design.

## **Caitlin Franklin, Recruitment Specialist**

Ms. Franklin 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 Recruitment Specialist on the admissions team.

## **Paul Garcher, Instructor**

Mr. Garcher earned a Bachelor of Science in Business Administration from Wright State University and an Associate in Applied Science, Visual Communications,

# FACULTY AND STAFF

from Sinclair Community College. He most recently served as Senior Graphic Designer at ChangeUp in Miamisburg, Ohio, and his professional experience spans branding, user interface design, web design, art direction, and project management. Paul teaches web design courses.

## **Mary Garrison, Instructor**

Ms. Garrison holds an MS in Corporate and Organizational Communication from Northeastern University and BAs in Philosophy, Religious Studies, and Psychology from DePaul University. She has extensive experience in communications, as well as in teaching. She teaches Communications.

## **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.

## **Matt Gregg, Instructor**

Mr. Gregg holds an AAB from The Modern College of Design. For the past 16 years, Matt has served as an Art Director and Interactive Designer/Developer with Real Art in Dayton, Ohio. Matt teaches Web Design.

## **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.

## **Karla Hollencamp, Enrollment Coordinator**

Ms. Hollencamp holds a BA in English Language and Literature from Wright State University and an Associate of Applied Science in Interior Design from Sinclair Community College. She has extensive experience in marketing, communications, and journalism and served as the Editor of several local magazines. Karla provides support to prospective students.

## **Ken Jarosik, Instructor**

Mr. Jarosik earned a Bachelor of Arts in Broadcast Journalism from Columbia College. He currently serves as Manager of Videography and Content Strategy for the Better Business Bureau and is a freelance videographer for WDTN (NBC) in Dayton, Ohio. His experience includes video editing and shooting newscasts, live remote events, and sports. Ken teaches video courses.

## **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.

## **Doug Knopp, Instructor**

Mr. Knopp holds a BFA in Visual Communication from Kent State University and currently serves as Vice President and Creative Director of The Wright Brothers USA in Dayton, Ohio. Throughout his career he has served in leadership roles for notable design firms including VMA, LMG, and Fisher Design. Doug teaches Graphic Design.

## **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.

## **Aryn Landes, Instructor**

Ms. Landes holds an AAB in Advertising Art from The Modern College of Design and serves as a UI/UX Designer and Illustrator at Jetpack. Before joining Jetpack in 2019, she was a Design Content Specialist for Magnetic Mobile. Aryn has won numerous professional design awards from the American Advertising Federation-Dayton. Aryn teaches Web Design.

## **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.

## **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.

## **Mariana Montini, Instructor**

Ms. Montini holds a BA in English Language and Literature and an MA in Multicultural Education from The Ohio State University. Throughout her career, she has provided copywriting, digital marketing, and social media consulting services to many clients. Mariana teaches Social Media.

## **Justin Morter, Instructor + Art Director**

Mr. Morter is a 2008 graduate of The Modern and has worked as a freelance graphic designer and videographer. Justin teaches Graphic Design and is an Art Director on the marketing team.

## **Richard Nagel, Instructor**

Mr. Nagel is a graduate of the University of Delaware's Stonier Graduate School of Banking and studied Business Management at Indiana University. As well as teaching, he served as President and CFO of Regent Systems, Inc. in Dayton, Ohio. Richard teaches Business and Entrepreneurship.

## **Phil Neal, Instructor**

Mr. Neal holds a BA in English and Spanish from The Ohio State University and a MA in English from Wright State University. He is a Principal with TextWell, which supports startups, innovators, and category leaders with marketing and communications strategy, research, and support. Phil teaches Leadership.

## **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 research projects, and even served as a pollution prevention coordinator for a large aerospace facility. Nadia teaches Environmental Science.

## **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.

## **Kevin Passmore, Instructor**

Mr. Passmore holds a BFA in Motion Design from Ringling College of Art and Design and an Associates in Digital Imaging and Commercial Photography from the Ohio Institute of Photography. He has worked as a motion designer, digital artist, and senior editor at several notable firms, including Real Art. Kevin teaches Motion Design.

## **Brian Petro, Instructor**

Mr. Petro earned a Bachelor of Arts from the Cleveland Institute of Art. He is the creative force behind Smart Guy In A Tie, a digital marketing and events company. He has many years of professional experience as a digital marketing consultant, content writer, graphic designer, and college instructor. Brian teaches professional development courses.

## **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.

## **Ryan Roche, Instructor**

Mr. Roche holds a BFA in Graphic Design from Bowling Green State University. He works as a UX Lead for Marxent in Dayton, Ohio, and he served as a designer for the Obama for America campaign. Ryan teaches Web Design.

## **Rachel Rogers, Recruitment 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 Recruitment Specialist.

## **Jillian Sacha, Admissions Specialist**

Ms. Sacha holds an AAS in Business Management/Social Media from Sinclair Community College and a BS in Marketing from Franklin University. Throughout her career, she has provided marketing, communications, and admissions services to several organizations. Jillian serves as an Admissions Specialist.

## **Emily Shankland, Instructor + 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 teaches Graphic Design and serves as the Creative Director on the marketing team.

## **Matthew Shetler, Marketing + Communications Director**

Mr. Shetler holds an AAS in Visual Communications from Sinclair Community College and a BS in Marketing from Indiana Wesleyan University. For nearly 15 years, he served as Director of Marketing and

# FACULTY AND STAFF

Marketing Manager for AIDA-America in Dayton, Ohio. Matthew serves as Director of Marketing and Communications.

## **Ben Stafford, Instructor**

Mr. Stafford holds a BA in Graphic Design with a minor in Visual Arts from Mount Vernon Nazarene University. He is the Co-Owner/Illustrator and Designer for Foxmeadow Creative. His professional experience spans branding, illustration, and creative direction. Ben teaches Graphic Design.

## **J. Stanton, Instructor**

Mr. Stanton holds a BA in Communication from Wright State University. His professional experience spans public relations, communication, sales, marketing, branding, and creative direction. John teaches Communications.

## **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.

## **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 AND REGULATIONS

## ATTENDANCE POLICY

### Residential, Day Courses

Students with four unexcused absences from a course will automatically drop a letter grade (10 percentage points) in that course. The Modern will withdraw students from a course with more than four unexcused absences from that course. The Modern will withdraw students from a course with eight or more excused or unexcused absences from that course.

### Residential, Evening Courses

Students with three unexcused absences from any course will automatically drop a letter grade (10 percentage points) in that course. The Modern will withdraw students from a course with more than three unexcused absences from a course. The Modern will withdraw students from a course with five or more excused or unexcused absences from that course.

### Online Courses

Students with two unexcused absences from any course will automatically drop a letter grade (10 percentage points) in that course. The Modern will withdraw students from a course with more than two unexcused absences from that course. The Modern will withdraw students from a course with five or more excused or unexcused absences from that course.

### PRO299 Externship Course

The Modern automatically withdraws students from the PRO299 Externship course if they exceed two unexcused absences.

### PRO499 Co-Op Course

The Modern automatically withdraws students from the PRO499 Co-Op Course if they exceed four unexcused absences.

When The Modern automatically withdraws students from any course due to violating the attendance policy, the withdrawal policy applies.

A student is considered absent for all residential classes if not in the assigned classroom at the beginning of each

class period. The Modern defines the beginning of the class period 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 an instructor observes a student sleeping, the instructor immediately dismisses the student for the remainder of the class period. The instructor records the dismissal as an unexcused absence.

For all Online courses, instructors take weekly attendance in asynchronous courses. To be considered present during class, students must participate in a way that the instructor can document. 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.

### 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. Students must submit formal documentation within seven days of the student's return to classes 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/vaccinations.

This list is subject to change at any time. The Modern evaluates excused absences 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 70% term average or higher and maintain a cumulative GPA of 2.0 or higher at the end of each term.

## 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, Full-time Residential 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 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

# RULES AND REGULATIONS

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

The Modern grading scale:

90–100 A Excellent

80–89 B Good

70–89 C Satisfactory

0–69 F Failing

Students receive grade reports at the end of each term. Students also have Online access to grades through Canvas, starting 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 70%. In other words, any assignment receiving a grade of 70% or higher does not qualify for a redo. All redo assignments are due by 5pm two days before the end of the semester and must be submitted to the instructor or, if the instructor is unavailable, the associate at the front desk. Year Two students are not permitted to submit redo assignments.

## LATE ASSIGNMENT POLICY

If a student submits an assignment within 72 hours (three days) of the due date, the instructor deducts ten (10) percentage points from the grade earned on the assignment. For example, if a student turned in an assignment 72 hours late and earned a grade of 80%, the grade is lowered to a final grade of 70%.

If a student submits the assignment more than 72 hours late, the student receives zero (0) points for the assignment. The Modern will not accept assignments after the last day of the semester.

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

## MAKE-UP POLICY

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

### Attendance Make-up Policy

If a student is absent for three or more complete consecutive days and the absences are excused, 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 DELIVERY AND CANCELLATION POLICY

Courses for Online programs are delivered in an Online, asynchronous format. These courses are self-paced with various deadlines throughout each week. Online courses are delivered in 8-week and 16-week terms.

Courses for residential programs are delivered either in-person or in an Online, synchronous format. These courses will meet either on campus or via a virtual Online meeting room, multiple times a week. Residential courses are typically delivered in 16-week terms.

If a residential course is canceled, The Modern might enroll students in an Online, asynchronous section of the course.

If an Online course is canceled, Student Success Advisors will assist students in re-registering for the course.

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 70%. The student will also be ineligible for The Modern's Honors List.

2. If a student fails a course after the regraded plagiarized assignment(s) is calculated into his or her course grade, the student will fail such

course(s) according to rules and regulations regarding grading in this catalog.

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

#### Cheating Violation

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

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

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

1. Cheating (first offense): The student receives a written warning and a zero on the assignment, and will be required to redo the work in order to qualify

# RULES AND REGULATIONS

for a grade. The regrade cannot exceed 70%. 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 academic probation if either the student's average in any course drops below 70% 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 70% in each course and a cumulative GPA of 2.0.

## **GRADUATION REQUIREMENTS**

Successful completion of all courses with a 70% 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.

## **LEAVE OF ABSENCE POLICY**

A leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific period during a program when a student is not in attendance. Students who wish to take a Leave of Absence from The Modern to complete the program at a later date can take a leave of up to but not to exceed 180 days. Students may choose to take a leave of absence for various reasons, including health or financial reasons or other life circumstances.

Students may take one leave of absence from The Modern for a maximum of 180 days per 12-month period. Student modern.edu email addresses remain active during the student's leave of absence. Any revisions or addendum to The Modern's curriculum, policies, or procedures apply to students returning from a leave of absence.

In compliance with federal student aid regulations, 34 CFR 668.22 (d), regarding the process for students requesting a leave of absence states:

The student must request, and the school must approve the LOA in accord with the school's policy.

There must be a reasonable expectation that the student will return from the LOA.

The school may not assess the student any additional institutional charges; the student's need may not increase, and, therefore, the student is not eligible for any additional Title IV aid.

Together with any other leaves of absence, the LOA must not exceed a total of 180 days in any 12 months.

Except in a clock-hour or non-term credit-hour program, a student returning from an LOA must resume training at the same point in the academic program that he or she began the LOA (see guidance on the impact of this requirement due to COVID-19 below in CARES Act Updates).

If the student has a Title IV loan, the school must explain to the student, before granting the LOA, the effects their failure to return from an LOA may have on the loan repayment terms, including the expiration of the grace period.

## **Requesting a Leave of Absence**

First, students are encouraged to meet with The Vice President of Student Affairs to discuss their options and learn how a leave of absence will affect their progress through the program and their projected graduation date. Next, students must complete a leave of absence form and submit a written statement that explains the reason for the LOA request. The administration must receive a leave of absence form and written statement before the LOA begins. Students can submit documents using their student email account.

## **Returning From a Leave of Absence**

Students returning from a leave of absence must contact the Vice President of Student Affairs no less than 15 days before the term begins to complete the financial aid process and schedule courses. If a student is absent more than the 180 days allowed by the Leave of Absence Policy, The Modern will withdraw the student for Title IV purposes, and The Modern's Readmission Policy will apply.

CARES Act Updates to Leave of Absence Federal Requirements Section 3508 of the CARES Act waives the requirement for term-based programs that a student returning from an approved leave of absence (LOA) must resume training at the same point in the academic program that they began the LOA. This flexibility makes it practical to use LOAs for term-based

institutions for students who cannot continue attending due to a COVID-19 related circumstance.

The tuition and fees component of the cost of attendance (COA) for any subsequent term or award year in which a student returns from the approved LOA may not include the tuition costs for coursework he or she was taking when the LOA began. However, even if The Modern enrolls a student in no additional credits, the COA for a subsequent term or academic year may consist of living expenses.

Credits associated with the coursework a student is completing upon return from an approved LOA may count toward that student's enrollment status.

Usually, such requests are received and approved before the student beginning any LOA.

For all leaves of absence granted due to COVID-19 related circumstances, an institution may approve, and students may begin, a leave of absence before submitting a written request for an LOA (Students must submit LOA requests subsequently).

## **FAILURE POLICY**

A term average below 70% 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 70% 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.

# RULES AND REGULATIONS

## WITHDRAWAL POLICY

### Voluntary Course Withdrawal

To voluntarily withdraw from a course, a student must submit a Voluntary Course Withdrawal Form to Student Services.

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 voluntarily 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 voluntarily 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.

### Mandatory Course Withdrawal

Students receive a mandatory course withdrawal when they reach the attendance threshold to be removed from a class based on The Modern’s attendance policy.

When students have a mandatory withdrawal from a course, a student must complete a Mandatory Course Withdrawal Form with Student Services.

Students who receive a mandatory withdrawal from a course will receive a “WF” on their transcript.

A grade of “WF” is not calculated into the final GPA but does count as one of the student’s two permitted attempts to pass the course.

### Program Withdrawal: Official and Unofficial

A student who wishes to officially withdraw from a program must submit a Program Withdrawal form to Student Affairs.

A student will be unofficially withdrawn after 10 consecutive days of non-attendance for in person classes or 10 consecutive days of no academically related activity for online students.

Academically related activity includes:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students
- Submitting an academic assignment
- Taking an exam, an interactive tutorial, or computer-assisted instruction
- Attending a study group that is assigned by the institution
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course

Academic attendance and attendance at an academically related activity do not include activities where a student may be present, but not academically engaged. Per the Department of Education, The Modern must perform a Return of Title IV Aid (R2T4) calculation for students who have withdrawn (or otherwise ceased attendance).

## REFUND POLICIES

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

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

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

Refunds will be made within 30 days of the date of withdrawal determination. The Modern will calculate refunds under

the Statutory Pro Rata Refund Policy (first-time, first-term students only) or State of Ohio Refund Policy and the Institutional Refund Policy. The method providing the most favorable refund to the student will be used. All refunds are based on the specific amounts of each term’s tuition and fees.

### Statutory Pro Rata Refund Policy

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

### Return of Title IV Funds Policy

For any student who has been withdrawn, either officially or unofficially, from their program of study at The Modern College of Design, an R2T4 calculation for the payment period or period of enrollment (the term the student was currently enrolled in), must be completed. This policy will calculate the amount of financial aid funds earned by the student during their enrollment. The amount of aid a student has earned is determined on a pro rata basis. For example, if a student completed 30% of their payment period or period of enrollment, they earn 30% of the assistance they were originally scheduled to receive. Once they have completed more than 60% of the payment period or period of enrollment, they earn all the assistance that they were scheduled to receive for that period. These earned funds may be kept by the school while any unearned funds must be returned to the federal student aid programs.

The Federal Return of Title IV funds calculation includes the following Title IV grant and loan funds if they were disbursed or could have been disbursed for the term the calculation is being performed. Title IV funds received during applicable term will be returned in the following order:

1. Unsubsidized Direct Loans (other than Direct PLUS Loans)
2. Subsidized Direct Loans

3. Direct PLUS Loans

4. Federal Pell Grants for which a return of Title IV funds is required

5. FSEOG for which a return of Title IV funds is required

6. TEACH Grants for which a return of Title IV funds is required

7. Iraq and Afghanistan Service Grant, for which a return of Title IV funds is required

The required Return of Title IV funds will be made to the federal student aid programs within 45 calendar days of the date of determination of the student’s withdrawal. The returning of unearned funds to the federal student aid programs can result in the student owing a balance to The Modern College of Design. If a balance is owed as a result of a Return to Title IV calculation, the student will be notified by mail within 30 days of the withdrawal was determined. This letter will list the amounts returned to each federal student aid program and the balance due to The Modern. If a credit balance exists on the students account after applying the schools institutional refund policy and the R2T4 calculation, The Modern will disburse the credit balance to the student no later than 14 days from the date that the calculation was performed

## 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.

## READMISSION POLICY

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 may 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.

## 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:

# RULES AND REGULATIONS

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. Online resources are accessed through Canvas.

## 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.

## 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

# RULES AND REGULATIONS

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.
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

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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.

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 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.

## 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

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.

# RULES AND REGULATIONS

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 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:

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- 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;
- 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
- 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."

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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/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 waive the right to a full investigation 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;

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- 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:

**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 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.

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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 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.

# RULES AND REGULATIONS

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.

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

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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 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.

## 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 30 days before programs begin. 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.

## THE MODERN'S NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students at The Modern certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day The Modern receives a request for access. A student should submit to the Vice President of Student Affairs a written request that identifies the record(s) the student wishes to inspect. The Modern will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask The Modern to amend a record should write to the ce President of Student Affairs, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If The Modern decides not to amend the record as requested, The Modern will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before The Modern discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Modern discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by The Modern in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of The Modern who performs an institutional service of function for which the school would otherwise use

its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for The Modern.

Upon request, the school may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the The Modern to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### Disclosures Without Consent

In addition to disclosures to school officials as discussed above, The Modern may disclose PII from student records without consent in certain other situations.

The most common situation involves the disclosure of "directory information."

Directory information may be disclosed to others without consent of the student.

"Directory information" includes:

- Student's name, address, telephone listing, e-mail address, and photograph,
- Date and place of birth,
- Major field of study,
- Dates of attendance,

- Grade level,
- Participation in officially recognized activities and sports,
- Degrees, honors, and awards received, and
- The most recent educational agency or institution attended.

If a student wishes to prohibit The Modern from releasing directory information without consent, the student must notify the Vice President of Student Affairs in writing.

The Modern may also disclose PII from student records without consent if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including faculty members, within The Modern whom the institution has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another institution where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary

of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, The Modern, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information The Modern has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only

include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if The Modern determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of The Modern, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## ADDENDUM TO THE CATALOG

This addendum to the 2021–2022 Catalog & Student Handbook, published on October 29, 2021, includes 2021 updated graduation and employment rates, campus safety and annual security report, and faculty and staff updates.

### 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 2018: 71% (67/95)
- Students who began the program in 2016: 53% (56/106)
- Students who began the program in 2015: 64% (71/111)

### EMPLOYMENT RATE

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

- 91% of graduates eligible for career services that began the program on August 20, 2018 (51/56) gained employment in the design field by August 20, 2020.
- 98% of graduates eligible for career services that 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 that began the program on August 24, 2015 (67/71) gained employment in the design field by August 24, 2018.

### 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 July 2021. 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.

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.

### FACULTY & STAFF

#### Melissa Ferguson, Vice President of Institutional Effectiveness and Compliance and 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 strategies. Melissa oversees compliance and provides executive leadership to optimize The Modern’s effectiveness. She also serves as the Civil Rights Coordinator.

#### Sarah Jackson, Instructor

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

#### Melissa Kulp, Vice President of Student Affairs

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 Vice President of Student Affairs, Melissa provides executive leadership to the student affairs department and directs resources to ensure students succeed.

#### Rick Willits, Director of Career Services and Strategic Partnerships

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 Time Warner Cable, The Reynolds & Reynolds Company, and Management Recruiters International. As Director of Career Services and Strategic Partnerships, Rick helps students explore career opportunities and secure externships, co-ops, and employment after graduation. He serves as a resource for alumni as they grow and further their careers. In addition, he develops and maintains mutually beneficial employer and organizational partnerships.

Mariesa Brewster and Karla Hollencamp are no longer employed by The Modern.

## ADDENDUM TO THE CATALOG

This addendum to the 2021–2022 Catalog & Student Handbook, published on December 17, 2021, includes updated 2021 Satisfactory Academic Progress (SAP) Policy, updated Course Delivery and Cancellation Policy, updated academic calendar, and faculty and staff updates.

### SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

#### Financial Aid Satisfactory Status

Students are meeting both the qualitative and quantitative measure of SAP. This includes the required 2.0 minimum cumulative grade point average, the required 66.67% cumulative completion rate, and the maximum time frame for their program of study.

#### 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.

#### Financial Aid Suspended Status

If the student does not meet the SAP requirements after a warning semester, federal aid is suspended for all subsequent semesters. The student has the right to appeal their financial aid suspension. Refer to the Appeal Process section for more information.

#### Financial Aid Probation Status

If the student appeals their Financial Aid Suspended status and the appeal is approved, they will be placed in a Financial Aid Probation status. During this probation status, the student must meet the terms of their Financial Aid Probation as stated in the email that they will receive with the SAP Appeal approval. If the student brings their deficient components up to meet the standards of SAP, they will be placed in Satisfactory status. If they do not meet the requirements of their Financial Aid Probation status, they will be placed back into a Financial Aid Suspended status and may re-appeal if they have a new extenuating circumstance which prevented them from being successful on their financial aid probation.

### COURSE DELIVERY AND CANCELLATION POLICY

Courses for Online programs are delivered in an Online, asynchronous format. These courses are self-paced with various deadlines throughout each week. Online courses are delivered in 8-week and 16-week terms.

Courses for residential programs are delivered either in-person or in an Online, synchronous format. These courses will meet either on campus or via a virtual Online meeting room, multiple times a week. Residential courses are typically delivered in 16-week terms.

Students may take a combination of residential in-person (or Online synchronous format courses) in combination with Online, asynchronous courses at the discretion of the Student Success Advisor and Director of Financial Aid. The Student Success Advisor will work with the Director of Financial Aid to ensure that this combination of courses will not result in an overlapping loan period.

Students who are enrolled in a residential program and taking a combination of residential in-person (or Online synchronous) format courses and Online, asynchronous courses will still be charged both the Student Activity Fees and Printing Fees for that term. Similarly, if a student is enrolled in an Online program and takes a combination of residential in-person (or Online synchronous) format courses and Online, asynchronous courses, they will be charged both the Student Activity Fees and Printing Fees for that term. In contrast, a student who is enrolled for a Residential program and is taking all Online, asynchronous courses for that term, will not be charged the Student Activity Fees or Printing Fees for that term.

If a residential course is canceled, The Modern might enroll students in an Online, asynchronous section of the course.

If an Online course is canceled, Student Success Advisors will assist students in re-registering for the course.

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

### FACULTY & STAFF

#### Chad DeBoard, Instructor

Mr. DeBoard is a 1998 graduate from The Modern. He also holds a BS in Behavioral Science from Ashford University. Chad has over 20 years of experience in the areas of art direction and marketing in environmental, digital, and print design. He has created work for brands such as Universal Companies, Ripley's Believe It or Not!, Converse, Cincinnati Reds, Harley Davidson, P&G, and more. Chad teaches classes in branding.

#### Megan Strong, Instructor

Ms. Strong is a 2017 graduate from The Modern. She has experience in web design, UX/UI, illustration, marketing, and product design. She has created work for Highlights for Children, Community Church Builder & Pushpay, as well as work on brands such as ESPN, GE, Coca-Cola, OrangeTheory Fitness, and more. Megan teaches classes in web design.

#### Sarah McClellan, Student Success and Events Coordinator

Ms. McClellan holds a BS in Allied Health Sciences from the University of Cincinnati. Her work experience includes positions in the service sector and the medical field, as well as serving as a student worker in the Student Affairs department at The Modern. Sarah contributes to student success and community engagement.

Cheyenne Burnett and Ken Jarosik are no longer employed by The Modern.

### 2022–2023 CALENDAR

#### Summer Term A + 4-Week Externship B Begin

May 2, 2022

#### 4-Week Externship B Ends

May 27, 2022

#### Memorial Day, College Closed

May 30, 2022

#### Reveal Professional and Community Exhibition

June 3, 2022

#### Commencement Ceremony and Reveal Friends and Family Exhibition

June 5, 2022

#### Summer Term Full Begins

June 6, 2022

#### Juneteenth National Independence Day Observed, College Closed

June 20, 2022

#### Summer Term A Ends

June 24, 2022

#### Summer Term B Begins

June 27, 2022

#### Independence Day, College Closed

July 4, 2022

#### Summer Open House

July 16, 2022

#### Summer Full Term Ends

August 12, 2022

#### Summer Term B Ends

August 19, 2022

#### Fall Full Term + Fall Term A Begins

August 22, 2022

#### Fuel Your Passion Day, College Closed

September 26, 2022

#### Fall Term A Ends

October 14, 2022

#### Fall Term B Begins

October 17, 2022

#### Fall Break, College Closed

November 21, 2022 – November 25, 2022

#### Fall Full Term Ends

December 14, 2022

#### Fall Term B Ends

December 16, 2022

#### Winter Break, College Closed

December 19, 2022 – January 3, 2023

#### Spring Full Term, Spring Term A, and Spring 4-Week Externship A Begin

January 4, 2023

#### Winter Open House

January 14, 2023

#### Martin Luther King Jr. Day, College Closed

January 16, 2023

#### Spring 4-Week Externship A Ends

February 1, 2023

#### Spring Term A Ends

February 24, 2023

#### Fuel Your Passion Day, College Closed

February 27, 2023

#### Spring Term B Begins

February 28, 2023

#### Spring Open House

March 11, 2023

#### Spring Break, College Closed

March 27, 2023 – March 31, 2023

#### Spring Full Term + Spring Term B Ends

April 28, 2023

#### Summer Term A + 4-Week Externship B Begin

May 1, 2023

#### 4-Week Externship B Ends

May 26, 2023

#### Memorial Day, College Closed

May 29, 2023

#### Reveal Professional and Community Exhibition

June 2, 2023

#### Commencement Ceremony and Reveal Friends and Family Exhibition

June 4, 2023

#### Summer Term Full Begins

June 5, 2023

#### Juneteenth National Independence Day Observed, College Closed

June 19, 2023

#### Summer Term A Ends

June 23, 2023

#### Summer Term B Begins

June 26, 2023

#### Independence Day, College Closed

July 3, 2023 – July 4, 2023

#### Summer Open House

July 15, 2023

#### Summer Full Term Ends

August 11, 2023

#### Summer Term B Ends

August 18, 2023

#### Fall Full Term + Fall Term A Begins

August 21, 2023

## ADDENDUM TO THE CATALOG

This addendum to the 2021-2022 Catalog & Student Handbook, published on January 28, 2022, includes Attendance Policy and faculty and staff updates.

### ATTENDANCE POLICY

#### Residential, Day Courses

Students with four unexcused absences from a course will automatically drop a letter grade (10 percentage points) in that course. The Modern will withdraw students from a course with more than four unexcused absences from that course. The Modern will withdraw students from a course with eight or more excused or unexcused absences from that course.

#### Residential, Evening Courses

Students with three unexcused absences from any course will automatically drop a letter grade (10 percentage points) in that course. The Modern will withdraw students from a course with more than three unexcused absences from a course. The Modern will withdraw students from a course with five or more excused or unexcused absences from that course.

#### Online Courses

Students with two unexcused absences from any course will automatically drop a letter grade (10 percentage points) in that course. The Modern will withdraw students from a course with more than two unexcused absences from that course. The Modern will withdraw students from a course with five or more excused or unexcused absences from that course.

#### PRO299 Externship Course

The Modern automatically withdraws students from the PRO299 Externship course if they exceed two unexcused absences.

#### PRO499 Co-Op Course

The Modern automatically withdraws students from the PRO499 Co-Op Course if they exceed four unexcused absences.

A student is considered absent for all residential classes if not in the assigned classroom at the beginning of each class period. The Modern defines the beginning of the class period 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 an instructor observes a student sleeping, the instructor immediately dismisses the student for the remainder of the class period. The instructor records the dismissal as an unexcused absence.

For all Online courses, instructors take weekly attendance in asynchronous courses. To be considered present during class, students must participate in a way that the instructor can document. 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.

If an Online course is canceled, Student Success Advisors will assist students in re-registering for the course.

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

#### Students Who Attended Within the First Two Weeks of the Course

If a student was reported as non-attending in the first two weeks of the semester, they are ineligible to receive federal student aid. If the instructor marked the student as absent in error, it is the student's responsibility to contact the Financial Aid office. The Financial Aid office must confirm attendance with the instructor. The Financial Aid office reviews the student's financial aid award based on the date the instructor reported the student first attended the course.

#### Students Who Did Not Attend Within the First Two Weeks of the Course Due to Extenuating Circumstances

The student must complete and submit a Financial Aid Attendance Appeal form. This must be completed with the Student

Success Center and have documentation included to verify the extenuating circumstance. Extenuating circumstances include but are not limited to:

- Severe illness preventing them from attending all classes during the first two weeks of the course documented by a medical doctor or hospital
- Death of a close family member and provides a copy of the death certificate or obituary referencing the student's name in relationship to the deceased
- Documented extenuating circumstances that a financial aid staff member determines using professional judgment.

When The Modern automatically withdraws students from any course due to violating the attendance policy, the withdrawal policy applies.

#### 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. Students must submit formal documentation within seven days of the student's return to classes 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/vaccinations.

This list is subject to change at any time. The Modern evaluates excused absences at the discretion of the Vice President of Student Affairs.

#### Attendance Appeal Policy and Process

If a student wishes to appeal any attendance issue, they should follow the process below:

1. Fill out an Attendance Appeal Form and submit the written form to the Student Success Center.
  - a. The appeal must be filed with Student Success within seven (7) calendar days from the day in which you received your email notification of course withdrawal.
  - b. Any documentation for an excused absences must be attached to the Attendance Appeal form
2. The Student will meet with their academic advisor and the Vice President of Student Affairs to discuss the appeal.
3. The final decision on the appeal will be made by the Vice President of Student Affairs.
4. Students will receive written notification of the appeal outcome.
5. Financial Aid Appeal decisions can take up to 10 business days. Students are notified of the appeal decision through their student email account.
6. All appeal decisions are final.

#### FACULTY & STAFF

Matt Shetler is no longer employed by The Modern.

## ADDENDUM TO THE CATALOG

This addendum to the 2021–2022 Catalog & Student Handbook, published on March 3, 2021, includes changes to program course offerings and total program costs beginning in January 2023.

### DESIGN PROGRAM

The Design Program is offered on campus and online. Part-time, full-time, and accelerated options are available.

### LENGTH OF PROGRAM

The length of the Design Program varies based on the start date and delivery method. Courses are held Monday through Friday during the hours of 8:30am to 6pm. See total program credit hours, clock hours, and term length in the chart below.

The following outlines the full-time, residential, Design Program.

TERM	CREDIT HOURS	CLOCK HOURS	TERM LENGTH
<b>YEAR ONE</b>			
Fall Term Full	15	300	16 week semester
Spring Term Full	18	315	16 week semester
<b>YEAR TWO</b>			
Fall Term Full	15	285	16 week semester
Spring Term Full	14	370	16 week semester
Externship B	3	135	4 week term
<b>TOTAL</b>	<b>65</b>	<b>1,405</b>	<b>22 months</b>

The start dates and program lengths for the Design Program include:

PROGRAM	START DATE	PROGRAM LENGTH
<b>ONLINE &amp; RESIDENTIAL</b>		
Full-time Residential	January 4, 2023	24 months
Part-time, Residential	January 4, 2023	41 months
Full-time, Online	January 4, 2023	20 months
Part-time, Online	January 4, 2023	40 months
<b>ONLINE ONLY</b>		
Full-time, Online	May 1, 2023	20 months
Part-time, Online	May 1, 2023	40 months
<b>RESIDENTIAL ONLY</b>		
Full-time, Accelerated, Residential	June 5, 2023	18 months
Part-time, Residential	June 5, 2023	36 months
<b>ONLINE &amp; RESIDENTIAL</b>		
Full-time, Residential	August 21, 2023	22 months
Part-time, Residential	August 21, 2023	40 months
Full-time, Online	August 21, 2023	21 months
Part-time, Online	August 21, 2023	40 months
<b>ONLINE ONLY</b>		
Full-time, Online	October 16, 2023	23 months
Part-time, Online	October 16, 2023	39 months

### COURSE SEQUENCE

The following course sequence is an example of the full-time, residential Design Program. Course sequences will vary based on start date and program delivery method.

**Year One, Semester One:** 15 credits

**APP101** Introduction to Applications, or  
**APP102** Advanced Applications,  
3 credits

**GRD101** Design Basics, 3 credits

**PHT101** Photography Basics, 2 credits

**HUM101** Art Essentials, 3 credits

**WEB101** Web Design I, 3 credits

**PRO101** College 101, 1 credit

**Year One, Semester Two:** 18 credits

**GRD102** Graphic Design I, 3 credits

**ENG101** English Composition, 3 credits

**ELT200** Design Elective, 3 credits

**ELT200** Design Elective, 3 credits

**PSY101** Introduction to Psychology,  
3 credits

**COM101** Introduction to  
Communications, 3 credits

**Year Two, Semester One:** 15 credits

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

**ELT200** Design Elective, 3 credits

**ELT200** Design Elective, 3 credits

**MKT201** Marketing I, 3 credits

**ENG102** Creative Writing, 3 credits

**Year Two, Semester Two/Spring Term:**  
17 credits

**GRD299** Portfolio Professional  
Development, 3 credits

**GRD299** Portfolio Personal Branding,  
3 credits

**GRD299** Portfolio Elective, 3 credits

**GRD299** Portfolio Elective, 3 credits

**COM102** Advanced Communications  
or **MAT101** Quantitative Reasoning,  
3 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, RESIDENTIAL, DESIGN PROGRAM TOTAL COSTS

#### Year One Tuition

First Semester..... \$14,085

Second Semester..... \$16,902

#### Year Two Tuition

First Semester..... \$14,085

Second Semester..... \$15,963

**Total Tuition..... \$61,035**

#### Equipment, Supplies, and Fees

Camera ..... \$700

Laptop and iPad ..... \$4,063

Website Hosting..... \$50

Business Cards and Stationery ..... \$500

Art Supplies ..... \$178

Resource Fee ..... \$2,000

**Approximate Program Total ..... \$68,526**

*Sales tax will be charged on all applicable fees. All fees, costs, and tuition are subject to change.*

### EXPLANATION OF EQUIPMENT, SUPPLIES AND FEES

#### Enrollment Fee

An enrollment fee of \$125 must be paid by the applicant to be officially placed on the roster. 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 \$178. The supplies include a variety of art supplies and a flash drive.

#### Digital Camera

Students are charged \$700 for the purchase of a digital camera. The timing of this charge varies based on when the students is enrolled in the Photography Basics course. If students already own a digital camera, the purchase of the camera and the cost might be waived by obtaining the photography instructor's approval.

#### Website Hosting

Students are charged a fee of \$50 for the purchase of a unique domain name and a one-year hosting plan for the student's personal portfolio website.

#### Business Cards and Stationery

Students are charged a fee of \$500 that 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.

#### Laptop and iPad

Students are required to bring an Apple MacBook Pro or DELL Windows 10 laptop computer, iPad, and accessories to class each day. For package options, contact the Financial Aid Office; recommended equipment packages may cost \$4,063 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 30 days prior to the start of the semester.

#### Resource Fee

Students will have access to the resources necessary to complete the program successfully. These resources include but are not limited to software, e-textbooks, photography and video equipment, subscriptions, printing and production equipment, campus network, instructional equipment, and various memberships. Students will pay a resource fee of \$500 per semester to help cover these costs.

#### Returned Check Fee

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

## DESIGN LEADERSHIP PROGRAM

The Design Leadership Program is offered on campus and online. Part-time, full-time, and accelerated options are available.

### LENGTH OF PROGRAM

The length of the Design Leadership Program varies based on the start date and delivery method. See total program credit hours, clock hours, and term length in the chart below.

The following outlines the full-time, residential, Design Leadership Program.

TERM	CREDIT HOURS	CLOCK HOURS	TERM LENGTH
<b>YEAR ONE</b>			
Fall Term Full	15	270	16 week semester
Spring Term Full	15	270	16 week semester
<b>YEAR TWO</b>			
Fall Term Full	18	370	16 week semester
Spring Term Full	12	460	16 week semester
<b>TOTAL</b>	<b>60</b>	<b>1,370</b>	<b>21 months</b>

The start dates and program lengths for the Design Leadership Program include:

PROGRAM	START DATE	PROGRAM LENGTH
<b>ONLINE ONLY</b>		
Full-time, Online	January 4, 2023	17 months
Part-time, Online	January 4, 2023	36 months
<b>ONLINE ONLY</b>		
Full-time, Online	May 1, 2023	16 months
Part-time, Online	May 1, 2023	36 months
<b>RESIDENTIAL ONLY</b>		
Full-time, Accelerated, Residential	June 5, 2023	19 months
Part-time, Residential	June 5, 2023	35 months
<b>ONLINE &amp; RESIDENTIAL</b>		
Full-time, Residential	August 21, 2023	21 months
Part-time, Residential	August 21, 2023	36 months
Full-time, Online	August 21, 2023	16 months
Part-time, Online	August 21, 2023	36 months

## COURSE SEQUENCE

The following course sequence is an example of the full-time, residential Design Leadership Program. Course sequences will vary based on start date and program delivery method.

### 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

**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

**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

**SCI301** Bioethics, 3 credits

**GRD499** Portfolio Completion, 6 credits

### Year Two, Semester Two/Spring Term

Total hours/credits: 12

**PRO399** Career Development, 2 credits

**PRO499** Co-op, 10 credits

**PRO299** Externship, 3 credits

*Curriculum is subject to change.*

## FULL-TIME, RESIDENTIAL, DESIGN LEADERSHIP PROGRAM TOTAL COSTS

### Year One Tuition

First Semester..... \$14,085

Second Semester..... \$14,085

### Year Two Tuition

First Semester.....\$16,902

Second Semester .....\$6,578

**Total Tuition.....\$51,650**

### Equipment, Supplies and Fees

Resource Fee .....\$2,000

**Approximate Program Total ..... \$53,650**

*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.

### Resource Fee

Students will have access to the resources necessary to complete the program successfully. These resources include but are not limited to software, e-textbooks, photography and video equipment, subscriptions, printing and production equipment, campus network, instructional equipment, and various memberships. Students will pay a resource fee of \$500 per semester to help cover these costs.

### Returned Check Fee

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

## Laptop and iPad

Students are required to bring an Apple MacBook Pro or DELL Windows 10 laptop computer, iPad, and accessories to class each day. For specifications, please contact the Financial Aid Office.

## ADDENDUM TO THE CATALOG

This addendum to the 2021-2022 Catalog & Student Handbook, published on April 29, 2022, includes updates to the Attendance Policy, Attendance Make Up Plan, Late Assignment Policy, Incomplete Policy, and faculty and staff.

### ATTENDANCE POLICY

#### Residential Courses

The Modern will withdraw students from a course with eight or more absences from that course, excluding the PRO299 Externship and PRO499 Co-op courses. Please see attendance policies for PRO299 and PRO499 courses.

For all Residential courses, instructors take attendance 5 minutes after the class begins. Students not in attendance at that time will be marked absent.

#### Online Courses

The Modern will withdraw students from a course with three or more absences from that course, excluding the PRO299 Externship and PRO499 Co-op courses. Please see attendance policies for PRO299 and PRO499 courses.

For all Online courses, instructors take weekly attendance based on participation in the course. Each instructor will communicate their attendance requirements to their students during the first week of the course. Course policies are posted to each course's Canvas page. Examples of participation include but are not limited to: posting comments in a group chat or responding to questions in a discussion forum.

#### PRO299 Externship Course

The Modern automatically withdraws students from the PRO299 Externship course with three or more absences from this course.

#### PRO499 Co-Op Course

The Modern automatically withdraws students from the PRO499 Co-Op Course with five or more absences from this course.

#### Missing Class Time

After class begins, students out of class for 10 minutes or longer without gaining verbal permission from their instructor will be marked absent.

#### Consecutive Absences

If any student misses two consecutive weeks of all their registered courses, they will be automatically withdrawn from the program.

#### Attendance Appeal Policy and Process

If a student wishes to appeal any attendance decision, they should follow the process below:

1. Fill out an Attendance Appeal Form and submit the written form to Student Services.
  - a. The appeal must be submitted to Student Services within seven (7) calendar days from the day in which the student received an email notification of course withdrawal.
  - b. Appeals submitted during the final week of the semester must be submitted by 5:00pm on the last day of the semester. Appeals submitted after 5:00pm will be denied.
  - c. Any documentation for absences must be submitted to success@themodern.edu.
2. The student will meet with their academic advisor and/or the Vice President of Student Affairs to discuss the appeal.
3. The final decision on the appeal will be made by the Vice President of Student Affairs.
4. Attendance appeal decisions can take up to 5 business days. Students and the course instructors will be notified of the appeal decision through their campus email accounts.
5. Financial Aid Appeal decisions can take up to 10 business days. Students are notified of the appeal decision through their campus email account.
6. All appeal decisions are final.

Acceptable documentation for an Attendance Appeal:

The following is a list that includes, but is not limited to, documentation that the Modern will consider when reviewing attendance appeals:

- Hospital care/surgery
- Medical appointments
- Funeral service and visitation
- Required court appearance
- Jury duty
- Suspected or confirmed COVID-19 cases/symptoms.

#### ATTENDANCE MAKE UP PLAN

If a student is absent for three or more complete consecutive days, the student may request a make-up plan for assignments that were affected by the student's absence. The student should complete the Make-Up Plan Request Form within 72 hours of the affected assignment due date. Any Make-Up Plan Request Form submitted after 72 hours of the assignment due date will be denied. Student Services will review the request and accept or deny the request based upon, but not limited to, the following: current term status of the student's attendance, documentation for the absences, grades, and regularly scheduled class time remaining in the term. If the request is approved, Student Services will notify the instructor and the student. The instructor will work with the student to create the make-up plan. If the student does not meet the deadline for make-up work, the student receives a zero on the assignment.

#### LATE ASSIGNMENT POLICY

If a student submits an assignment within 72 hours (three days) of the due date, the instructor deducts ten (10) percentage points from the grade earned on the assignment. For example, if a student turned in an assignment 72 hours late and earned a grade of 80%, the grade is lowered to a final grade of 70%.

If a student submits the assignment more than 72 hours late, the student receives zero (0) points for the assignment. The Modern will not accept assignments after the last day of the term.

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 student's responsibility to turn in the assignment to the instructor. It is not the responsibility of The Modern instructor to request the student to turn in the assignment.

#### INCOMPLETE POLICY

An Incomplete "I" is a temporary grade that may be given to a student when illness, hospitalization, necessary absence, or other reason beyond the control of the student prevents completion of course requirements by the end of the term. The student must inform the Vice President of Student Affairs (VPSA) they are requesting an Incomplete grade before the end of the academic term. If the Incomplete is granted, the VPSA will work with the student and instructor(s) to determine a reasonable due date for the student to submit the required work.

Incomplete grades will expire on this date and will be replaced by the appropriate letter grade earned by the student. During the time frame of the Incomplete, the student's academic progress and attendance will be frozen until the date the Incomplete expires.

#### FACULTY & STAFF

Veronica Davidson and Tiffany DeGarmo are no longer employed by The Modern.

## ADDENDUM TO THE CATALOG

This addendum to the 2021–2022 Catalog & Student Handbook, published on June 9, 2022, includes updates to the Satisfactory Academic Progress Policy, 2022–2023 Academic Calendar, and faculty and staff.

### 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 70% term average or higher and maintain a cumulative GPA of 2.0 or higher at the end of each term.

### 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, Federal Work Study, FSEOG 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 Vice President of Student Affairs.

### 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 Design Program is 98 credit hours. The maximum time frame to complete the Design Leadership Program is 90 credit hours. 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.

### 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 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 Vice President of Student Affairs and the President. 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.

### 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. A convenience fee of 2.99% will be added for all credit card payments. The Modern is not responsible for late or lost payments in the mail.

### VBTA Policy

The Modern College of Design in accordance with the Veterans Benefits and Transition Act of 2018 will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs.

### 2022–2023 CALENDAR

**Summer Term A + 4-Week Externship B Begins**  
May 2, 2022

**4-Week Externship B Ends**  
May 27, 2022

**Memorial Day, College Closed**  
May 30, 2022

**REVEAL**  
June 3, 2022

**Commencement**  
June 5, 2022

**Summer Term Full Begins**  
June 6, 2022

**Juneteenth National Independence Day Observed, College Closed**  
June 20, 2022

**Summer Term A Ends**  
June 24, 2022

**Summer Term B Begins**  
June 27, 2022

**Independence Day, College Closed**  
July 4, 2022

**Summer Open House**  
July 16, 2022

**Summer Term Full Ends**  
August 12, 2022

**Summer Term B Ends**  
August 19, 2022

**Fall Term A Begins**  
August 22, 2022

**Fuel Your Passion Day, College Closed**  
September 26, 2022

**Fall Term A Ends**  
October 14, 2022

**Fall Term B Starts**  
October 17, 2022

**Fall Break, College Closed**  
November 21, 2022 – November 25, 2022

**Full Term B Ends**  
December 16, 2022

**Winter Break, College Closed**  
December 19, 2022 – December 30, 2022

**Spring Term Full, Spring Term A, + 4-Week Externship A Stars**  
January 2, 2023

**Winter Open House**

January 14, 2023

**Martin Luther King Day,  
College Closed**

January 16, 2023

**4-Week Externship A Ends**

January 27, 2023

**Fuel Your Passion Day,  
College Closed**

February 20, 2023

**Spring Term A Ends**

February 24, 2023

**Spring Term B Starts**

February 27, 2023

**Spring Open House**

March 11, 2023

**Spring Break, College Closed**

March 27, 2023 - March 31, 2023

**Spring Term Full + Spring Term B Ends**

April 28, 2023

**Summer Term A + 4-Week Externship  
B Starts**

May 1, 2023

**4-Week Externship B Ends**

May 26, 2023

**Memorial Day, College Closed**

May 29, 2023

**REVEAL**

June 2, 2023

**Commencement**

June 4, 2023

**Summer Term Full Starts**

June 5, 2023

**Juneteenth National Independence  
Day Observed, College Closed**

June 19, 2023

**Summer Term A Ends**

June 23, 2023

**Summer Term B Starts**

June 26, 2023

**Summer Full Term Ends**

August 12, 2022

**Independence Day, College Closed**

July 3, 2023 - July 4, 2023

**Summer Open House**

July 15, 2023

**Summer Term Full Ends**

August 11, 2023

**Summer Term B Ends**

August 18, 2023

**Fall Term Full + Fall Term A Starts**

August 21, 2023

**FACULTY & STAFF****Scott Sadowski, Admissions  
Specialist**

Mr. Sadowski holds a BA in Journalism and Public Relations from Bowling Green University. Throughout his career, he has provided marketing, public relations communications, and admissions services to several organizations. Scott serves as an Admissions Specialist.

**Karl Wietlisbach, Director  
of Financial Aid**

Mr. Wietlisbach has extensive financial aid experience and has led his support at a variety of institutions; including the Global Tech College, American Business and Technology University, Nurtur Aveda, Cincinnati School of Medical Massage, Ohio Media School, Sallie Mae, Miami University, and St. Petersburg College. Karl leads the financial aid team as the Director of Financial Aid.

Patrick Clark and Jillian Sacha are no longer employed at The Modern.

THE  
MODERN | COLLEGE  
of DESIGN

FUELED *by* PASSION. UNITED *in* DESIGN.

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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.