

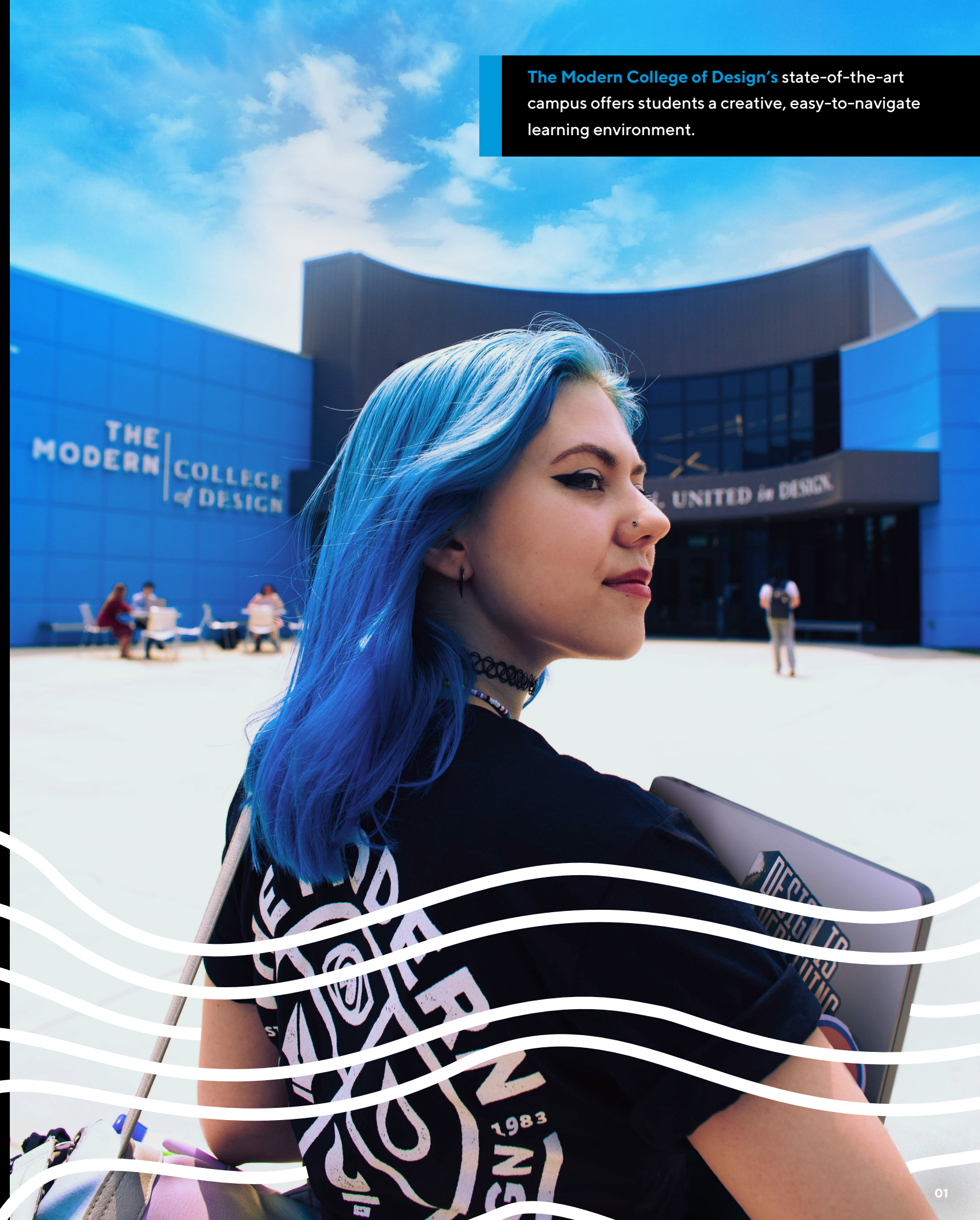
THE
MODERN | COLLEGE
of DESIGN

2023-2024
CATALOG &
STUDENT
HANDBOOK

WE ARE THE MODERN COLLEGE OF DESIGN

For over 40 years, The Modern College of Design has poured all its resources into building a thriving learning community that transforms students into confident leaders in design. For over a decade, GDUSA magazine has included The Modern in its prestigious roster of top design schools (2011–2022). Students and alums have won countless awards for their exceptional work.

The Modern College of Design's state-of-the-art campus offers students a creative, easy-to-navigate learning environment.



At The Modern, students are equipped on day one with the latest technology, ensuring they have the tools and resources needed for success.



WE ARE UNITED IN DESIGN

Students build a strong foundation in design and choose unique classes that fuel their passions. Students choose from illustration, photography, graphic design, web design, UI/UX, motion design, video, marketing, and entrepreneurship classes and build portfolios that exhibit their exceptional creative skills. Graduates earn an Occupational Associate Degree in Design or a Bachelor's Degree in Design Leadership through residential and online programs.

WE ARE FOCUSED ON YOUR SUCCESS

Instructors are design experts who share their unparalleled knowledge and experience with students. Faculty and staff provide encouragement and resources to help students succeed. Students grow mentally, physically, and emotionally through clubs, social events, networking opportunities, community engagement, wellness services, and more.

Before becoming an instructor, **Clancy Boyer** served as a Global Art Director for Nike, contributing his creative expertise to the renowned brand.



Students gained hands-on experience at Vyrat Compound, an e-gaming complex, immersing themselves in the dynamic world of e-sports.



WE ARE BUILDING CONFIDENCE AND CAREERS

Modern students build confidence through internships, externships, co-ops, professional development courses, networking, and mock interviews. They develop their personal brand and create a portfolio, resume, LinkedIn profile, and website promoting their knowledge and skills. The Modern uses its vast network of employers to provide students with connections and

employment assistance throughout their careers.

WE ARE A COMMUNITY OF DESIGNERS

The Modern's Kettering campus is the perfect laboratory for creative exploration and collaboration. **Located in a safe and welcoming community,** many parks, museums, shopping areas, restaurants, and housing options are near campus. The Modern partners with Collegiate Housing Services to provide convenient housing and connections to roommates.

Modern students are able to explore the city's local parks and bustling shopping centers, creating a perfect balance between relaxation and leisure activities.



Modern students utilize the fully equipped photography and video studio, exploring their creativity, learning lighting techniques, and honing their skills.



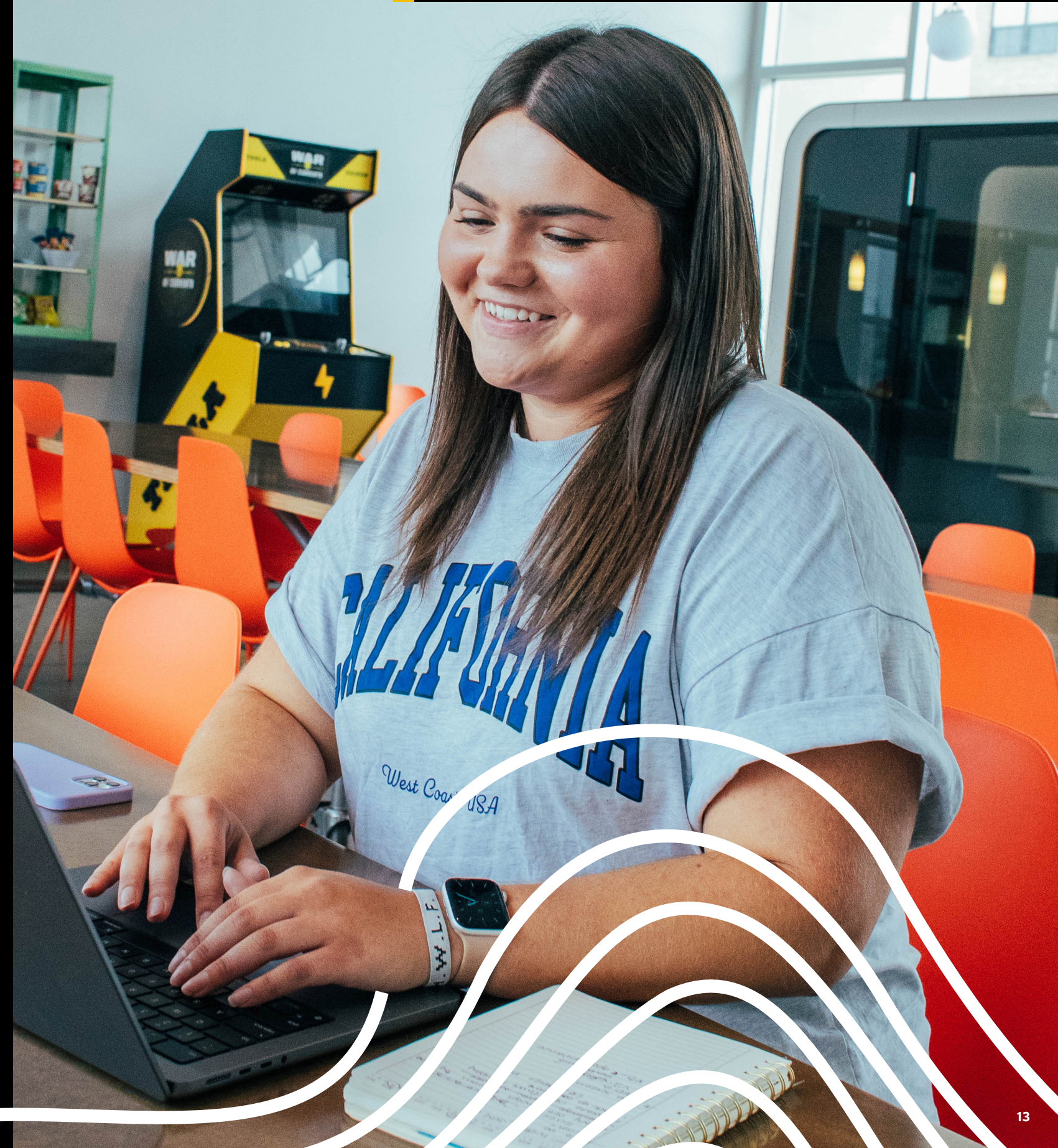
WE ARE INVESTED IN YOUR FUTURE

The Modern awarded over \$500k in institutional scholarships and grants in 2022. The financial aid team guides students one-on-one through every step of the financial aid process, helping students make their dreams a reality.

WE ARE MODERN DESIGNERS

Modern designers are passionate, curious, and knowledgeable about design, entrepreneurship, and strategy. They develop creative solutions for our world's leading brands, such as Disney, IBM, Riot Games, the Cincinnati Reds, and more.

Alexia Woodward, a 2023 Alum, has found her passion at Real Art, where she currently thrives as a Digital Hybrid Designer, merging her digital design expertise with innovative artistic flair.



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 expanded campus, 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 over 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 AND APPROVAL

The Accrediting Commission of Career Schools and Colleges/ACCSC is a recognized institutional accrediting agency by the U.S. Department of Education that 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 and two 8-week modules. The Modern offers a Spring Semester from January through May that spans 20 weeks and includes a 16-week term, two 8-week modules, and a 4-week term. The Summer online Semester is 16 weeks with two 8-week modules from May through August. The Summer Residential Semester spans ten weeks from June 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

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

CLASS SIZES

Class sizes are limited to 25 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 7:1 student to instructor ratio. With the most up-to-date knowledge of software and design trends, instructors 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.

The award-winning instructors have been honored by many design organizations including the American Advertising Federation, the Columbus Society of Communicating Arts and GDUSA magazine.

Instructors 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 instructors to be excellent mentors as students learn skills and explore the variety of design opportunities.

LOCATION AND 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 five-acre campus includes a 37,000-square-foot facility that consists of a library, print resource center, photography/video studio, student services center, career services center, student café, large atrium, gallery, outdoor patios, and 11 classrooms. WiFi 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 digital resources
- Gale Researcher Credo Academic Core, a database that provides access to over three 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 a high-speed laser printer, 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 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 facility includes an accessible entrance ramp and restroom facilities.

HOURS OF OPERATION

Hours of operation are Monday through Friday, 8 am to 5 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

DESIGN PROGRAM OBJECTIVE

The occupational 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.

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 10 pm. 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
YEAR ONE			
Fall Term Full	17	345	16 week semester
Spring Term Full	15	270	16 week semester
YEAR TWO			
Fall Term Full	15	285	16 week semester
Spring Term Full	15	370	16 week semester
Externship B	3	135	4 week term
TOTAL	65	1,405	22 months

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

PROGRAM	START DATE	PROGRAM LENGTH
ONLINE AND RESIDENTIAL		
Full-time Residential	January 8, 2024	24 months
Part-time, Residential	January 8, 2024	41 months
Full-time, Online	January 8, 2024	20 months
Part-time, Online	January 8, 2024	40 months
ONLINE ONLY		
Full-time, Online	May 6, 2024	20 months
Part-time, Online	May 6, 2024	40 months
ONLINE AND RESIDENTIAL		
Full-time, Residential	August 26, 2024	22 months
Part-time, Residential	August 26, 2024	40 months
Full-time, Online	August 26, 2024	21 months
Part-time, Online	August 26, 2024	40 months

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
- Students who have participated in the Federal Direct Loan program are required to complete Direct Loan Exit Counseling.

GRADUATION RATE

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

- Students who began the program in 2018: 69% (67/97)
- Students who began the program in 2016: 53% (56/106)
- Students who began the program in 2015: 64% (71/111)

EMPLOYMENT RATES

The employment rate is the percentage of residential 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, 2021.
- 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.

FULL-TIME, RESIDENTIAL, DESIGN PROGRAM TOTAL COSTS

Year One Tuition

First Semester.....\$15,963
Second Semester..... \$14,085

Year Two Tuition

First Semester.....\$14,085
Second Semester.....\$16,902
Total Tuition\$61,035

Estimated 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 estimated fees, costs, and tuition are subject to change.

DESCRIPTION OF ESTIMATED 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.

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.

Art Supplies

Required art supplies cost \$178. The supplies include a variety of art supplies and a flash drive.

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 IT staff. An equipment deposit of \$200 is due 30 days prior to the start of the first 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. Students may opt-out of accessing the e-textbooks through The Modern and will be refunded \$25 of the semester

resource fee. If a student chooses to acquire textbooks on their own, they must purchase access directly from the publisher so they have access to the electronic materials including tests and quizzes.

Returned Check Fee

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

DESIGN COURSES

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: 17 credits

APP101 Introduction to Applications, or **APP102** Advanced Applications, 2 credits

GRD101 Design Basics, 3 credits

PHT101 Photography Basics, 2 credits

HUM101 Art Essentials, 3 credits

WEB101 Web Design I, 3 credits

PRO101 Modern 101, 1 credit

ENG101 English Composition, 3 credits

Year One, Semester Two: 15 credits

GRD102 Graphic Design I, 3 credits

ELT200 Design Elective, 3 credits

ELT200 Design Elective, 3 credits

ENG102 Creative Writing, 3 credit

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

PSY101 Introduction to Psychology, 3 credits

Year Two, Semester Two/Spring Term: 17 credits

GRD201 Portfolio Professional Development, 3 credits

GRD206 Portfolio Personal Branding, 3 credits

GRD299 Portfolio Elective, 3 credits

GRD299 Portfolio Elective, 3 credits

COM102 Advanced Communications or **MAT101** Quantitative Reasoning, 3 credits. Students will substitute COM102 with **MAT101** if continuing to the Design Leadership Program.

PRO299 Externship, 3 credits

GENERAL EDUCATION COURSE DESCRIPTIONS

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.

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.

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.

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.

HUM101 Art Essentials: 3 credits

This course is designed to improve visual understanding and expand critical awareness through a variety of hands-on studio projects. The student will be introduced to the methods, materials, vocabulary, and techniques of making art in the context of historical art practices.

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.

PSY101 Intro 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, and brain health.

TECHNICAL COURSE DESCRIPTIONS

APP101 Apps Exploration or APP102 Apps Expansion: 2 credits

APP101: 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. APP102: Students will learn intermediate to advanced techniques in Adobe Creative Suite (Photoshop, Illustrator, and InDesign) as well as tips and tricks in using your computer and Apple iPad as designers. Students will work on a series of exercises as well as creative assignments in each application to learn methods, tools, and key features.

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 Fundamentals: 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.

PRO101 Modern 101: 1 credit

Modern 101 is a course designed to assist first-year students in making the transition to The Modern College of Design, providing them a framework for their success as students. Through a small, interactive classroom environment intended to engage students in learning, the course focuses on providing resources, fostering important relationships, and helping students understand their responsibilities and privileges within The Modern's community.

GRD102 Graphic Design I: 3 credits

Prerequisites: APP101 and GRD101

Students design assignments for various clients to develop an understanding of the design process.

MKT201 Marketing: 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.

GRD201 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.

GRD206 Personal Branding: 3 credits

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.

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.

DESIGN COURSES

Students choose four of the following design electives:

ELT201 Video/Motion: 3 Credits

This course is a project-based introduction to video and motion areas. Students will be introduced to selected fundamental concepts and tools used in video and motion design while exploring the possibilities of visual storytelling. Software includes Photoshop, After Effects, Premiere, Media Encoder, and Audition.

ELT202 Web II: 3 Credits

Prerequisite: WEB101

This course helps students focus on the fundamentals of web design, including how the web works, navigation, and the importance of usability, user experience, and interactivity on the web.

ELT210 Digital Illustration: 3 Credits

Students focus on the fundamentals of illustration by exploring different types of drawing and painting tools as well as digital illustration methods. Through lectures and hands-on experience, students will work towards developing their own personal style and methods.

ELT211 Advanced Photography: 3 Credits

Prerequisite: PHT101

This course focuses on practicing creativity in photography. Students explore a wide range of subject matters and explore inspirational imagery through the use of composition, lighting, and color to capture the viewer's interest. Students work with different subject matters such as professional models, food, lighting, still life/product, and more.

ELT212 Branding: 3 Credits

Students work on a series of assignments, developing print, digital, and packaging. Students will attain a solid understanding of the importance of conceptual thinking, sound design, and copywriting and the importance of explaining their design decisions through rationale statements.

ELT213 UI/UX: 3 Credits

Prerequisite: WEB101, ELT202

Students are introduced to Sketch and how UX designers utilize this software within the industry. They will focus on user-focused research and thinking through the entire design process and how to run a user test. Students will translate their thinking and research into various digitally-focused projects such as marketing campaigns, establishing a design system, and solving business problems through software and/or websites.

ELT214 Web III: 3 Credits

Prerequisite: WEB101, ELT202

Students will advance their knowledge of all aspects of creating content for the web. At the conclusion of this course, students will be able to create a website on multiple devices, establish a project's user and how it improves their quality of life, and complete research audits, compile recommendations, and develop design edits accordingly.

ELT215 Video: 3 Credits

Prerequisite: ELT201

This course is designed to give graphic designers a basic understanding of video production. It prepares students for being tasked with creating video content for social media and other web-based platforms. It also gives students an understanding of the process for cases in which they may art direct a video, or give direction to other video professionals. Topics cover core skills and projects that reflect types of content they may be tasked with on the job.

ELT216 Motion: 3 Credits

Prerequisite: ELT201

This class is an introduction to motion design. Students will learn basic principles of animation and how they apply to motion graphics, steps for developing a motion design project, and how to use After Effects as a tool for time-based visual communication.

ELT217 Interactive Web and Advanced Coding

Prerequisite: WEB101, ELT202

This course helps students expand their knowledge of HTML, CSS and dive into responsive front-end development and strategy. Students will be introduced to media queries for responsive layouts, HTML5 structure, and CSS3 attributes.

ELT218 Social Media

In this class, students will explore the fundamentals of social media platforms, tools, values, and benefits. They will gain confidence in designing content for multiple platforms and target audiences. Students will review current social media elements and identify the importance of trends. The entire social media process will be examined, including strategy, writing content, content delivery, moderating, designing, and reviewing analytics.

Students choose two of the following portfolio electives:

GRD202 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.

GRD203 Web Design Elective: 3 credits

Prerequisites: WEB101, ELT202

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.

GRD204 Video Elective: 3 credits

Prerequisite: ELT201, ELT215

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.

GRD205 Motion Design Elective: 3 credits

Prerequisite: ELT201, ELT216

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.

The curriculum is subject to change.

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.

DEGREE GRANTED

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

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
YEAR ONE			
Fall Term Full	15	270	16 week semester
Spring Term Full	15	270	16 week semester
YEAR TWO			
Fall Term Full	18	370	16 week semester
Spring Term Full	12	460	16 week semester
TOTAL	60	1,370	21 months

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

PROGRAM	START DATE	PROGRAM LENGTH
ONLINE ONLY		
Full-time, Online	January 8, 2024	17 months
Part-time, Online	January 8, 2024	36 months
ONLINE ONLY		
Full-time, Online	May 6, 2024	16 months
Part-time, Online	May 6, 2024	36 months
RESIDENTIAL ONLY		
Full-time, Accelerated, Residential	June 10, 2024	19 months
Part-time, Residential	June 10, 2024	35 months
ONLINE AND RESIDENTIAL		
Full-time, Residential	August 26, 2024	21 months
Part-time, Residential	August 26, 2024	36 months
Full-time, Online	August 26, 2024	16 months
Part-time, Online	August 26, 2024	36 months

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
- Students who have participated in the Federal Direct Loan program are required to complete Direct Loan Exit Counseling.

GRADUATION RATE

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

- Students who began the program in 2019: 84% (16/19)

EMPLOYMENT RATE

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

- 100% of graduates eligible for career services that began the program on August 19, 2019 (16/16) gained employment in the design field by July 19, 2022.

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

Estimated Equipment, Supplies and Fees

Resource Fee	\$2,000
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Approximate Program Total \$53,650

Sales tax will be charged on all applicable fees. All estimated 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.

DESCRIPTION OF ESTIMATED 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. Students may opt-out of accessing the e-textbooks through The Modern and will be refunded \$25 of the semester resource fee. If a student chooses to acquire textbooks on their own, they must purchase access directly from the publisher so they have access to the electronic materials including tests and quizzes.

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.

DESIGN LEADERSHIP COURSES

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

GENERAL EDUCATION

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.

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.

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.

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 the Design Thinking process. 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.

TECHNICAL COURSE DESCRIPTIONS

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. 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 a 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.

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. Students will explore a range of topics and social issues an Art Director in advertising faces, including communicating through 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.

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 Integrated Marketing: 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 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.

Students choose two of the following design electives:

ELT311 Branding: 3 Credits

This course provides an examination of the role of graphic design in brand identity and brand marketing.

ELT312 Social Media: 3 Credits

This course provides students with an overview of digital marketing and social media marketing using social media platforms. Students become familiar with each of the five core pillars of social media marketing: strategy, planning and publishing, listening and engagement, analytics and reporting, and advertising and the process of using strategy and analytics to execute informed solutions on social media platforms such as Facebook, LinkedIn, Twitter, Instagram, Tik Tok, Snapchat, Pinterest, YouTube, and Vimeo. Students consider technical and ethical concerns.

DESIGN LEADERSHIP COURSES

ELT313 Video: 3 Credits

Prerequisites: ELT215

This course builds on fundamental digital video production skills. Students explore common video project types, preproduction, production and post-production methods and tools. Students also examine cinematic and video history, theory, and narrative framework.

ELT314 Motion: 3 Credits

Prerequisites: ELT216

This course builds on fundamental motion graphics skills. Students explore common motion design project types and techniques. Students also examine motion design history, theory, and narrative framework. Software used includes After Effects, Premiere Pro, Photoshop, Illustrator, and Audition.

ELT315 UI/UX Design: 3 Credits

Prerequisites: ELT213

Students are introduced to Sketch/XD and how UX designers utilize this within the industry. They will explore user-focused research techniques and think through the entire design process, as well as, how to run a user test. Students will translate their thinking and research into various digitally-focused projects resulting in a deeper understanding of UI/UX design principles and execution.

ELT316 UI/UX Research: 3 Credits

Prerequisites: ELT213

Students are introduced to a real-world client to produce a website from initial kick-off through production. They will work as a team and individually throughout multiple steps of the process working through a re-brand, gathering research, presenting concepts, and utilizing user testing. Students will explore how their classwork comes together to establish a user-focused design through every step of the design process. Each student will present their own design composition and the client will select which design will be developed by an outside team. Students will be placed in teams throughout the project with a different team lead for each segment. Each student will establish goals for each step and sign-off on roles and responsibilities as a group.

ELT317 Coding: 3 Credits

Prerequisites: ELT217

This course helps students expand their knowledge of HTML, CSS and dive into responsive front-end development and strategy. Students will be introduced to development frameworks, media queries for responsive layouts, advanced HTML5 structure and CSS3 attributes.

The curriculum is subject to change.

ADMISSIONS

ADMISSIONS REQUIREMENTS AND PROCEDURES

Students wishing to apply for admission to the The Modern follow these steps.

Attend Campus or Virtual Tour:

Schedule an appointment to meet with an Admissions Specialist for a campus or virtual tour. During the tour, the Admissions Specialist shares information about The Modern and evaluates the prospective student's communication skills.

Submit Application: After the tour, the prospective student is invited to submit a FREE application for admissions through The Modern website (themodern.edu). The application for admissions will collect information about prospective student's technical skills, leadership experience, and academic achievement.

Submit Samples of Artwork:

Once the prospective student submits an application, they have the opportunity to email eight samples of their artwork to admissions@themodern.edu. Examples of artwork might include photography, graphic design, paintings, sketches, drawings, web design, video, animation, short writing samples, etc. The Artwork Evaluation Committee will assess the prospective student's artistic and design abilities based on the submission.

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 take The Modern Online Assessment and score a 60% or higher to gain acceptance. This self-assessment evaluates whether the student has the necessary skills, competencies, and access to technology to succeed in online programs.

Applicants for online programs must have access to a reliable high-speed Internet connection and a computer capable of running multimedia applications and navigating media-rich websites.

Gain 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 at least one year of full-time study of art or design in an Associate's or 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:

a) Submit a 1-2 page essay describing how the student plans to achieve satisfactory progress at The Modern.

b) 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:

a) School or organization is authorized to offer online or correspondence high school diplomas by the state they are located within.

b) 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 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, they 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:

a) Achieves final acceptance.

b) Submits proof of graduation (official final transcript, diploma, or GED report). These documents will be reviewed and accepted at the admissions director's discretion. Each applicant will be notified by mail regarding his or her acceptance to The Modern.

To gain acceptance to the Design Leadership Program, students must submit proof of graduation with an Associate Degree.

If transcript reflects two years of study in progress of earning a Bachelor's Degree, exceptions for acceptance may be made at the discretion of the Director of Admissions.

c) Complete the Ohio State Board of Career Colleges and Schools' Student Consumer Information online course.

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. Students must complete a new Enrollment Agreement if they choose to join The Modern at a future date. The student is not required to pay another enrollment fee if the student starts a program within one year.

Complete Financial Aid Process:

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

ENROLLMENT FEE WAIVER

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

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

Military Eligibility Policy

a) Active Duty service members of any military branch, including the Reserves; must show valid Leave and Earning Statement (LES) or Joint Service Transcripts.

b) Veteran or Retired service member of any military branch, including the Reserves; must show valid DD214, Joint Service Transcripts, or Letter of Eligibility.

c) 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.

TRANSFER OF CREDITS TO THE MODERN

The Modern may accept transfer credits from a variety of credit-granting institutions.

Students wishing to transfer credits to The Modern first adhere to the regular admissions process. After gaining acceptance to The Modern, the college will evaluate students' postsecondary schooling, including college courses, Advanced Placement (AP) Exams, and courses taken through the College Credit Plus (CCP) program, and may grant appropriate credit.

To apply for transfer credit, submit an official college transcript, as well as a syllabus or detailed course description to the Admissions Department for review. To have AP Exam scores considered, visit apscore.org to send your scores to The Modern. In some instances, The Modern might request a review of student work as a part of the review process.

Courses with a grade of "B" or higher are eligible for transfer consideration. AP exam scores of 4 and 5 are also eligible for consideration of credit. The Modern may combine courses as transfer credit in certain instances.

The Admissions Department will notify applicants of transfer of credit decisions.

TRANSFER OF CREDITS FROM THE MODERN

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 Registrar at the request of the student.

TRANSCRIPT REQUESTS

Student transcripts may be requested by contacting the Registrar 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.

Only students may request a copy of their transcript as these records are protected by the FERPA privacy act.

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/guardian information, even if the parent/guardian 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. This 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/guardian 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)/guardians(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-2s 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/guardians, if applicable) should be prepared to bring to their financial aid appointment include:

- Social Security Numbers
- Drivers License Number
- Alien Registration Number (for eligible non-citizens)
- Federal Tax returns (IRS form 1040 and any schedules)
- W-2s
- 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)/guardians(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 each month.

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 grants 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 Supplemental Educational Opportunity Grant (FSEOG)

This grant is available to students who demonstrate exceptional financial need. Priority is given to Federal Pell Grant recipients, and the grant does not need to be repaid. The offer amount is \$100 - \$4,000 per year. Limited funding is available.

Federal Direct Loan Programs

Direct Loans are low-interest loans for students and parents/guardians 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.

Federal Direct Subsidized Loan: This is a need-based 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 (a Design Program student with 0-24 credit hours earned) can borrow is \$3,500. A Year Two student (a Design Program student with greater than 24 credit hours earned until program completion) can borrow a maximum of \$4,500. For Year Three and beyond (a Design Leadership Program student), the undergraduate annual subsidized loan limit is \$5,500. Your first payment on this loan will not be due until six months after your last date of attendance

Federal Direct Unsubsidized Loan:

This is a student loan and must be repaid. There is no requirement to demonstrate financial need and 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) is a credit-based loan that must be repaid and allows parents to borrow funds for 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. PLUS loan payments are deferrable for six months after the student's last date of attendance.

PAYMENT POLICIES

The Modern accepts payments from credit card, debit card, cash, check, money order, or cashier's check. Cash will be accepted if submitted in person. The Modern is not responsible for late or lost payments.

The Modern will add a 2.99% convenience fee for all credit card payments over \$200.

The Modern will not accept payments until students are accepted and enrolled.

Payment Plans

Payment plans are available to students who explored and were denied all other funding options. The student and The Modern agree upon payment plan terms in writing. Invoices are mailed to students. The Modern reserves the right to cancel payment plans for nonpayment at any time.

Late Payments and Outstanding Balances

The Modern may terminate a student's enrollment for nonpayment of tuition and fees.

If a student does not pay their balance in full by the end of their current term or they are not current on their monthly payment plan, they can be dismissed from The Modern.

Students must pay outstanding balances by graduation. If a student has an outstanding balance at graduation, they will be permitted to participate in the graduation ceremony, but The Modern will withhold their degree certificate and transcript until they pay their balance in full.

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.

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(s) 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.

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

FINANCIAL AID

INSTITUTIONAL SCHOLARSHIPS AND GRANTS

This section lists institutional grants and scholarships for first-time students. 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 at up to \$10,000 and are notified when accepted.

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

Out-of-State Awards: Enrolled students may be eligible for a \$2,500 renewable Out-of-State Award valued at 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 at 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 at up to \$10,000. Visit 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 at up to \$5,000. Visit house.gov for information about this competition.

SkillsUSA Scholarships: Each year, accepted students awarded first place at a regional, state, or national design-related SkillsUSA contest will receive a \$1,250 renewable SkillsUSA Scholarship valued at up to \$5,000. Visit 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 at up to \$5,000. Visit 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 pursue, as well.

Additional Scholarship Resources

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

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

CAREER SERVICES

CAREER SERVICES

The Modern College of Design is dedicated to providing ongoing employment assistance to all graduates. 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 prepare to enter the job market by developing a professional portfolio, resume, LinkedIn profile, and website before graduation. Graduates receive a weekly alumni newsletter that includes current employment leads in the design field, career advice, and alumni updates. The Career Services Director communicates with graduates regularly by providing job leads, introductions to employers, advice, and interview feedback. This communication continues with each interested graduate until they secure full-time employment in the design field. The Modern also offers continuing employment assistance to alums. Graduates may request employment assistance throughout their careers.

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 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 remote work, and freelance 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 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, 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 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 like in a variety of disciplines, from branding to UI/UX, 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.

Instructors provide feedback after each interview, helping the student hone their skills and become more comfortable during a professional interview. These culminate in 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 chapter of the American Institute of Graphic Arts (AIGA), and the Dayton and Cincinnati chapters of the American Advertising Foundation (AAF).

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 Modern graduates.

Apple Inc., ACCO Brands, Barefoot Proximity, Bath & Body Works, Birdsong Creative, Boomcrate Studios, Deloitte Digital, Disney, Duolingo, Fahlgren Mortine, Ghiradelli Chocolate Company, Hewlett-Packard, Honda America, HYVE, IBMiX, Isobar, Ivie & Associates, Journeys, L Brands, Landor, LPK, Lunne Marketing Group, Marathon Oil, Magnetic Mobile, Marxent Labs, Midmark, ModCloth, MRM McCann, Nationwide Insurance, Nike, Nova Creative, The Ohlmann Group, OmniSpear, Oregon Printing Communications, Publicis, Real Art, Riot Games, Reynolds & Reynolds, Rue21, Sparkbox, Stratacache, Upward Brand Interactions, and Vizio.

DESIGN PROGRAM AND DESIGN LEADERSHIP PROGRAM GRADUATE OCCUPATIONS

Modern graduates often serve in the following entry-level design roles after graduation.

Graphic Designer

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

Social Media Specialist

Social Media Specialists create and publish content for digital platforms using photography, video, motion graphics, copywriting, and typography. They pay close attention to target audiences on individual platforms, create targeted content, and interact with their audiences. They follow societal trends and respond on behalf of the brands they represent.

Web Designer/Front-End Developer

Web designers/Front-End Developers 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, and videos.

Motion Designer

Motion Designers create animated content for digital applications, television, and film. They incorporate movement into static designs using elements such as typography, illustration, and photography. Motion Designers work with creative teams to incorporate moving design elements into projects.

Videographer

Videographers tell compelling stories by filming and editing video. 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, designers 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.

CAREER SERVICES

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.

Marketing Director

Graduates are sometimes promoted to Marketing Directors after working as successful designers or marketing specialists in an in-house design department or nonprofit organization. The Marketing Director's responsibilities include conducting research, developing strategy, executing plans, and analyzing results to promote a product or service. Marketing Directors lead teams with designers, copywriters, public relations specialists, and marketing professionals.

Owner

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.

TYPES OF EMPLOYERS

Specialized Design Firms

Specialized design firms allow graduates 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 design, 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 graduates to see all parts of the advertising process from concept to execution to implementation.

Graduates 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 graduates a chance to expand their skills, since in many agencies each employee handles multiple aspects of the business.

In-House Design Departments

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

Nonprofit Organizations

Many organizations, from charities to church groups to foundations, work for the good of a group of people. Many of these organizations' design departments are small and allow designers to develop full campaigns for internal events or external marketing. They may do web design, motion graphics, social media posting, and 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 for details and pricing.

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

TRANSPORTATION

For residential 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.

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

Design 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 Success Awards

The Modern recognizes students for excellent academic achievement following the end of each term. The President's List includes students who earn a semester GPA of 3.75 or higher.

STUDENT EVENTS

Student Services hosts a variety of small and large-scale events to encourage student interaction and engagement. Events are hosted both in-person on The Modern's campus, as well as virtually.

Guest Speakers

The Modern invites nationally renowned designers, photographers, illustrators, animators, art directors, and industry leaders to speak with 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 are made available to online students via live streaming, webinar or event recording, when possible.

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.

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.

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, allies, 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

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 Student Services for a list of upcoming opportunities.

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.

YMCA ACTIVITY PASS

Residential students can sign up to 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.

RECREATIONAL AND SPORTS RELATED ACTIVITIES

The Modern provides various recreational and sports equipment for students who choose to participate in recreational activity.

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 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 the Student Services Director.

STUDENT ADVISING

The Modern College of Design provides academic advising to all students through both individual and small group advising. 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 SAFETY AND SECURITY

The Modern College of Design is committed to providing a safe and comfortable learning environment. The following policies and data illustrate this continual commitment.

STUDENT CONDUCT POLICY

The Modern College of Design may permanently dismiss students who violate The Modern's rules and regulations or whose conduct is detrimental to the learning environment within the classroom, the well-being of fellow students, faculty, and staff, the appearance or structure of the campus, or their progress in learning and ultimate success in design.

Students receive a conduct warning via email upon their first violation. Students receive a conduct probation notice via email upon their second violation and are permanently dismissed upon their third violation. The Modern reserves the right to dismiss students immediately based on the severity of the conduct violation.

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 Modern grounds and in any outdoor area controlled by The Modern. This includes all 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 AND 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 Director of Administrative Services for further information on organizations providing counseling and 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.

EMERGENCY PREPAREDNESS 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. The Modern's complete Emergency and Preparedness Plan can be found on our website at: <https://themodern.edu/life-at-the-modern/security/>

The Modern 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/text system and via a posting at the building's front entrance, both of which should be checked on a regular basis.

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

Fire Safety – If you hear an alarm: Proceed slowly to the nearest exit and evacuate the building. When leaving a room, feel the door before opening it. Do not open a door that feels hot. The last person to leave the room closes the door. Inform a staff member 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 staff members or emergency responders.

CAMPUS SAFETY AND 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 2022. 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

STUDENT SAFETY AND SECURITY

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 or staff 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: 1
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 wanting 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 Institutional Effectiveness, Registrar, and Title IX/Civil Rights 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. 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

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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 “Prohibited Conduct Covered by this Policy.”

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

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

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

Prohibited Conduct Covered by this Policy

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

Title IX Sexual Harassment

There are six types of Prohibited Conduct that qualify as “Title IX Sexual Harassment,” each of which is defined more specifically below: (1) quid pro quo sexual harassment,

(2) unwelcome conduct sexual harassment, (3) sexual assault, (4) dating violence, (5) domestic violence, and (6) stalking on the basis of sex. The definitions used here are mandated by federal regulations

Types of Title IX Sexual Harassment:

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

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

3. Sexual Assault: “Sexual assault” is conduct on the basis of sex that is defined as a forcible or non-forcible sex offense, or attempted forcible or non-forcible sex offense, as classified under the Uniform Crime Reporting system of the FBI.

This includes the separate categories, each of which is considered a form of sexual assault:

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

of the complainant, including instances where the complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.

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

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

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

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

4. Dating Violence: “Dating violence” is conduct on the basis of sex that consists of violence committed by a person who is or has been in a romantic or intimate relationship with the complainant. The existence of such a romantic or intimate relationship

is determined by the length of the relationship, the type of relationship, and the frequency of interactions between the individuals involved in the relationship.

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

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

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

- A “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- A “reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.
- “Substantial emotional distress” means significant mental suffering

or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Non-Title IX Sexual Harassment

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

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

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

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

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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." 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

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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;

- The parties' right to have an advisor of their choice, who may be an attorney;
- The parties' right to inspect and review evidence; and
- The date, time, location, participants, and purpose of all hearings, investigative interviews or other meetings to which the party is invited, with sufficient time for the party to prepare to participate.

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

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

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

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

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

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

Modern will send written notice of the dismissal from the hearing process and the reasons for dismissal simultaneously to all parties.

When a formal complaint or allegations are dismissed from the hearing process, they will be handled according to the Investigative Process as described below. Both parties will continue to be eligible for supportive measures as determined appropriate by the Title IX Coordinator under the circumstances.

3. Investigative Interviews and Gathering of Evidence:

During the investigation, both the Complainant and Respondent may present statements, witnesses and other evidence to the investigator.

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

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

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

Modern will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless Modern obtains that party's voluntary, written consent.

The parties will have an equal opportunity to inspect and review any evidence obtained as part of the

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

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

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

- 4. Time frame:** Modern will attempt to complete most investigations within 60 business days. The time frame for investigations will begin upon filing of a Formal Complaint and will conclude upon dissemination of the investigative report to the parties. Investigations may be delayed, and time frames for investigations may be extended, for good cause and with written notice provided to Complainants and Respondents including the reason for the delay or extension. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement or civil rights enforcement

activity; or the need for language assistance or accommodation of disabilities.

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

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

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

6. Equitable Treatment:

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

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

7. Bias and Conflicts of Interest:

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

The following will not be considered evidence of bias:

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

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

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

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

8. Presumption of Non-Responsibility:

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

9. Standard of Evidence:

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

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

10. Consolidation of Formal Complaints:

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

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11. Advisors during the Investigation:

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

Hearing

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

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

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

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

1. Pre-Hearing Conference:

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

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

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

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

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

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

At the live hearing, the decision-maker will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Cross-examination at the live hearing will be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. All questioning at the live hearing must be relevant, respectful, and non-abusive. No party will be "yelled" at or asked questions

in an abusive or intimidating manner. If a party's advisor refuses to comply with restrictions set by Modern, Modern may require that the party use a different Advisor.

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

The following is considered irrelevant:

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

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

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

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

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

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

Credibility determinations are not based solely on observing demeanor, but also are based on other factors (e.g., specific details, inherent plausibility, internal consistency, corroborative evidence). Cross-examination brings those important factors to a decision-maker's attention.

A party's answers to cross-examination questions can and should be evaluated by a decision-maker in context, including taking into account that a party may experience stress while trying to answer questions.

Parties will not be unfairly judged due to inability to recount each specific detail of an incident in sequence, whether such inability is due to trauma, the effects of drugs or alcohol, or simple fallibility of human memory.

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

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for purposes of this section.

This is because the verbal conduct at issue does not constitute the making of a factual assertion to prove or disprove the allegations of Prohibited Conduct; instead, the verbal conduct constitutes part or all of the underlying allegations of Prohibited Conduct itself.

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

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

- Identification of the allegations potentially constituting Prohibited Conduct
- A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the Policy to the facts;

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

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

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

6. Sanctions and Remedies:

Sanctions that may be imposed include:

- Continuing “no contact” orders;
- Trespass order prohibiting presence on campus, at Modern-owned facilities, and/or at campus activities or events;
- Fines/work detail;
- Required counseling;
- Alcohol/drug assessment;
- Restitution/Restoration, where property has been damaged/stolen or funds have been misappropriated;
- Campus Restriction on behavior, access to certain campus facilities, participation in campus activities, housing restrictions, and/or scheduling restrictions;
- Social Probation

- Suspension of student;
- Dismissal;
- Written warning of employee;
- Suspension of employee, with or without pay;
- Termination of employment; and
- Cancellation of third-party contract.

When a determination of responsibility for Prohibited Conduct has been made, Modern will provide remedies to a complainant designed to restore or preserve equal access to Modern’s education program or activity. Such remedies may include the same individualized services provided as supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent after a determination of responsibility for Prohibited Conduct has been made. The Title IX Coordinator is responsible for effective implementation of remedies. Where the final determination has indicated that remedies will be provided, the complainant can then communicate separately with the Title IX Coordinator or their designee to discuss what remedies are appropriately designed to preserve or restore the complainant’s equal access to education. Remedies for a complainant which do not affect the respondent must not be disclosed to the respondent

Non-Hearing Resolution Process

Where a case has been dismissed from the hearing process, the case will be resolved through a separate procedure depending on the status of the respondent. For student respondents, the case will be resolved through the Student Conduct process. For employee respondents, the case will be resolved through the employee discipline process. For other respondents, the Title IX Coordinator

will assign a trained, impartial individual to conduct an investigation (if one has not been completed) and issue a decision based on a preponderance of the evidence, as well as sanctions if appropriate. If an Investigation has been completed under this Policy, that investigation shall suffice in lieu of an Investigation under any other process. The investigation requirements, hearing procedures, and appeals standards under this Policy shall not apply.

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

- Continued access to Informal resolution procedures until a determination is reached as to whether a Policy violation occurred;
- Continued access to supportive measures;
- Procedures are conducted by officials that receive annual training on Issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an Investigation (and hearing process, if applicable) that protects the safety of the parties and promotes accountability;
- Continued ability to bring an advisor of choice to any related meeting or proceeding, who shall still be subject to the behavioral restrictions in this policy unless granted additional rights under the other procedure;
- Both parties receive simultaneous written notice of the result of the disciplinary proceeding, the procedures for appeal (if any apply under the given procedure) and equal access to such appeal process, any changes to the result, and when such results become final.

Appeals

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

Grounds for appeal include:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; and
- Severity of the sanction is disproportionate to the prohibited conduct.

All grounds for appeal will be available to all parties.

The decision-maker for the appeal will not be the same person as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator. The decision-maker for the appeal will issue a written decision describing the result of the appeal

and the rationale for the result and provide the written decision simultaneously to both parties within 10 business days of the date the non-appealing party’s written response to the appeal is received.

Record-Keeping

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

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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.

2023-2024 ACADEMIC CALENDAR

**Fall Full Term +
Fall Term A Begin**
August 21, 2023

Labor Day, College Closed
September 4, 2023

Design Day
September 22, 2023

**Fuel Your Passion Day,
College Closed**
October 2, 2023

Fall Term A Ends
October 13, 2023

Fall Term B Begins
October 16, 2023

Fall Break, College Closed
November 18-26, 2023

Fall Term Full + Fall Term B End
December 15, 2023

Winter Break, College Closed
December 16, 2023-January 7, 2024

**Spring Term Full + Spring Term A +
Externship A Begin**
January 8, 2024

**Martin Luther King Jr. Day,
College Closed**
January 15, 2024

Spring Externship A Ends
February 2, 2024

**Fuel Your Passion Day,
College Closed**
February 26, 2024

Spring Term A Ends
March 1, 2024

Spring Term B Begins
March 4, 2024

Spring Break, College Closed
March 23-March 31, 2024

**Spring Full Term + Spring
Term B End**
May 3, 2024

**Summer Term A +
Externship B Begin**
May 6, 2024

Memorial Day, College Closed
May 27, 2024

Externship B Ends
May 31, 2024

Reveal
June 7, 2024

**Commencement Ceremony
+ Reception**
June 9, 2024

Summer Term Full Begins
June 10, 2024

**Juneteenth National
Independence Day,
College Closed**
June 19, 2024

Summer Term A Ends
June 28, 2024

Summer Term B Begins
July 1, 2024

**Independence Day,
College Closed**
July 4-July 5, 2024

Summer Term Full Ends
August 16, 2024

Summer Term B Ends
August 23, 2024

All dates subject to change.

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.

Melissa Ferguson, Vice President of Institutional Effectiveness and Compliance, Registrar 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.

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 supervises the librarians and faculty, plans curricula, and handles agreements with other educational institutions. Korinne teaches English Composition and creative writing courses.

Chris Beach, Instructor

Mr. Beach holds a BA in Design Leadership from The Modern and is a UX Design Lead at Winsupply. He has also worked as a Senior Designer at the Wilderness Agency and Multimedia Designer at Wright State University. Chris teaches Web Design courses.

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 Design and Business courses

John Buedel, Instructor

Mr. Buedel has worked as a Digital Media Designer as well as a Graphic Designer for more than 12 years. John's experience includes website design, photography and branding. John teaches Web courses.

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 courses.

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, Marketing, Art Direction, and Copywriting courses.

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 Art and Motion Design courses.

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 courses.

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 design courses.

Angie Dixon, Director of Student Services

Ms. Dixon holds an Associate Degree in communications from Wright State University. She has over 10 years of experience in student services, retention, leadership, mentoring, and career development. Angie is dedicated to helping students succeed and oversees academic advising, student events, student housing, student wellness, and community partnerships.

Cesar Escobar, Instructor

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

Elizabeth Ellis, Instructor

Ms Ellis is currently completing her Ph.D. in Industrial/Organizational and Human Factors Psychology at Wright State University in Dayton, OH. She also holds a Master of Science degree in Psychological Sciences, as well as a Bachelor of Arts degree in Psychology and Business Management from the University of North Florida. She has expertise in the instruction of Psychology, as well as Research Methods and Statistics with multiple universities including Wright State University, Miami University Middletown and the University of North Florida. Elizabeth teaches Psychology courses.

Matthew Flick, Senior Instructor

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 teaches Design courses.

Caitlin Franklin, Admissions Appointment Setter and Support 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, 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 courses.

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 courses.

Kimberly Guindon, Recruitment Specialist

Ms. Guindon holds a BS in Education from Ball State University and a MS in Educational Psychology from Purdue University Global. She has served as a Teacher for Washington Township Schools. Kimberly serves as a Recruitment Specialist.

FACULTY AND STAFF

Leah Henderson, Instructor

Ms. Henderson holds a MFA in Visual Communications from Kent State. 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 courses.

Renee Hopson, Instructor

Ms. Hopson holds an MFA in Painting from Savannah College of Art and Design and a BFA in Painting from Wright State University. Renee has worked as an Art Director for MeadWestvaco and a Project Management Director, Production Department Manager, and Art and Photo Research Manager for The Mazer Corporation. Renee teaches Art 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.

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 courses.

Jeromy Laux, Instructor

Mr. Laux holds a BS in Digital Cinematography from Full Sail University and owns Laux Creative Video Production. He has also worked as a Designer at Hucklebuck Design Studio and as a Photographer at Wittenberg University. Jeromy teaches Video courses.

Nicole Light, Recruitment Specialist

Ms. Light holds a Bachelor of Arts in Psychology from Bowling Green University. She has worked with youth throughout her career, and loves helping young people pursue their passions. Nicole has always been in touch with her creative side. She also has experience mentoring students through the court system, providing direction and leadership as well as serving as an advocate, coach and active listener. Nicole serves as a Recruitment Specialist.

Katie Looney, Director of Career Services

Ms. Looney holds a BA from Bowling Green State University. Katie has worked in Career Services at the Cincinnati School of Medical Massage. She also has experience in facility management and compliance with Occulii Corporation. Katie provides career advising and services to students to support their career goals.

Betsy McFaddin, Director of Administrative Services

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 Director of Administrative Services.

Lindsey Meredith, Instructor

Ms. Meredith earned an AAS in Visual Communications from Sinclair Community College. She is a Freelance Graphic Designer, Letterer, and Illustrator and has worked with Nickelodeon and Hasbro. Lindsey teaches Design and Illustration courses.

Jason Moore, Instructor

Mr. Moore earned a diploma in Advertising Art from The Modern. He is the owner of Midnight Oil Productions and Simplifilm. He also serves as a Media Specialist for the Ohio River Valley District of the United Methodist Church. Jason teaches motion design courses.

Justin Morter, Creative Director and Instructor

Mr. Morter earned an AAB in Advertising Art from The Modern and has worked as a freelance graphic designer and videographer. Justin is the Creative Director leading the execution of The Modern's marketing strategy. Justin also teaches Design courses.

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 courses.

Nadia North, Instructor

Ms. North holds an MS in Biological Oceanography from Florida State University and a BS in Biology from Vanderbilt University. Nadia has laboratory

skills in basic biology, molecular biology, environmental microbiology, and chemistry. She has worked for multiple large universities and corporations carrying out jobs like developing environmental programs, directing undergraduate research projects, and even served as a pollution prevention coordinator for a large aerospace facility. Nadia teaches Environmental Science courses.

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 Design courses.

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 courses.

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 Design and Business courses.

Justin Rankin, Instructor

Mr. Rankin holds a BA in Communication Studies from Wright State University and is the Co-Founder of Hard Media Group. He has also worked as a Sales and Marketing Manager at Fukuvi USA and a Business Development Manager at the Comfort Institute. Justin teaches social media courses.

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.

Sydney Rose, Instructor

Ms. Rose holds an AAB in Advertising Art from The Modern and is a freelance designer and photographer. She has also worked as a commercial photographer at AGI Studios and a Front End Developer and Photographer at Real Art. Sydney teaches web design courses.

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.

Bruce Stapleton, Instructor

Mr. Stapleton holds a BA in business and economics from the University of South Carolina Darla Moore School of Business, and he earned an MBA from UNC Charlotte Belk College of Business. His professional experience spans digital marketing, social media, business management, and leadership. Bruce teaches Social Media courses.

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 and Social Media courses.

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 courses.

MacKenzie Tastan, Instructor

Ms. Tastan holds a MA in Anthropology from the University of Central Florida and a BA in Anthropology from the University of Pittsburgh. She also holds a Professional Writing Certificate from Sinclair Community College. MacKenzie's teaching interests include cultural anthropology, physical anthropology, sociology and archaeology. She has also served as an AmeriCorps College Coach where she assisted with college applications and standardized test prep. MacKenzie teaches Sociology courses.

David Trainer, Recruitment Specialist

Mr. Trainer holds a Bachelor of Science degree in Sports Ministry from Indiana Wesleyan University. David has experience in event programming, public communication and developing youth and families. He is a creative thinker and a team player, working both with families and youth volunteers. He has organized weekly gatherings for high school students and participated in a mentorship program through Boys Club USA. David serves as a Recruitment Specialist.

FACULTY AND STAFF

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 courses.

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.

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 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 five minutes after the class begins. Students not in attendance at that time will be marked absent.

Students receive attendance warnings via email when they have reached five and six absences in residential courses. Students receive attendance probation notices via email when they have reached seven absences in residential courses and are withdrawn when they reach eight absences in a residential course.

Online Courses

The Modern will withdraw students from an online asynchronous 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 synchronous 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: turning in an assignment, posting comments in a group chat or responding to questions in a discussion forum.

Students receive attendance warnings via email when they have reached one absence in an online course. Students receive attendance probation notices via email when they have reached two absences in online courses and are withdrawn when they reach three absences in an online course.

PRO299 Externship Course

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

Students receive attendance warnings via email when they have reached one absence in a course. Students receive attendance probation notices via email when they have reached two absences in a course and are withdrawn when they reach three absences in a course.

PRO499 Co-Op Course

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

Students receive attendance warnings via email when they have reached three absences in a course. Students receive attendance probation notices via email when they have reached two absences in a course and are withdrawn when they reach three absences in an online 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.

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 Student Services, and the student 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. Student 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.

If a student is withdrawn from a course, they are required to repeat the course.

When repeating a course due to a withdraw, the student is responsible for all additional costs associated with retaking the course (tuition, supplies, and fees). If retaking the course changes the student's expected graduation date, the student will be notified by email of this change.

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 Student Services to discuss the appeal.
3. The final decision on the appeal will be made by the Director of Student Services and/or Chief Academic Officer.
4. Attendance appeal decisions can take up to five 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.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY FOR FEDERAL FINANCIAL AID RECIPIENTS ONLY

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.

SAP Status Financial Aid Warning and Probation

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, the student will be placed on Financial Aid Probation and all Federal Aid will be suspended for all subsequent semesters.

Appeal Process

If 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 within 3 business days after initial notification and will be evaluated by the Financial Aid Director, the Vice President of Institutional Effectiveness and Registrar, and the President. The student will

receive a decision to the appeal in writing within 3 business days after receipt of the completed appeal.

A copy of the appeal and The Modern's decision will be provided to the Vice President of Institutional Effectiveness and Registrar. If the appeal is approved, the student will be placed in a probation status and a Financial Aid Academic Plan will be sent to them within one week of the approval. This Academic Plan will describe the terms of their financial aid probation. Adherence to this Academic Plan will extend the previous appeal approval for subsequent semesters until the student is no longer on 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.

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 mid-term and at the end of each term. Students also have online access to grades through Canvas, starting on their first day of classes.

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

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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.

MAKE-UP POLICY

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

Attendance Make-up Policy

If a student is absent for three or more complete consecutive days, the student may 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.

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 Director of Student Services (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 Director of Student Services 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.

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 Director of Student Services they are requesting an Incomplete grade before the end of the academic term. If the Incomplete is granted, the Director of Student Services 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. If the student does not earn a passing grade, the Course Failure Policy will be followed.

During the time frame of the Incomplete, the student's academic progress and attendance will be frozen until the date the Incomplete expires.

If a student does not successfully complete the course, they are required to repeat the course. When repeating a course due to a course failure, the student is responsible for all additional costs associated with retaking the course (tuition, supplies, and fees). If retaking the course changes the student's expected graduation date, the student will be notified by email of this change.

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 Chief Academic Officer. 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.
3. Requiring the student to show thumbnails, notes, research materials, and/or brainstorming materials used in the creation of the assignment(s).

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

1. Cheating (first offense): The student receives a written warning and a zero on the assignment, and will be required to redo the work in order to qualify for a grade. The regrade cannot exceed 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

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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.

Appeals

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

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. Students who have participated in the Federal Direct Loan program are required to complete Direct Loan Exit Counseling.

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 they 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.

If the LOA results in a change in the student's expected graduation date, the student will be notified via email.

Requesting a Leave of Absence:

First, students are encouraged to meet with The Director of Student Services 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 submit a written statement that explains the reason for the LOA request. The administration must receive the written statement before the LOA begins. Students can submit documents using their student email account. If the student's graduation date changes due to taking an LOA, the student will be notified via email.

Returning From a Leave of Absence:

Students returning from a leave of absence must contact the Registrar 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 they 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 receive an academic progress warning via email at midterm if their term average falls below 70% in any course or their cumulative grade point average falls below 2.0.

Students receive an academic progress probation notice via email upon failure of a course and are required to repeat the course. The student is responsible for any additional costs associated with retaking the course (tuition, supplies, and fees). If retaking the course changes the

student's expected graduation date, the student will be notified by email.

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.

Students are permanently dismissed upon their second unsuccessful attempt of a course and are notified of dismissal via email.

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.

Students who withdraw from a course are required to repeat the course. The student is responsible for any additional costs associated with retaking the course (tuition, supplies, fees). If retaking the course changes the student's expected graduation date, the student will be notified by email of this change.

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.

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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.

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.

Students who withdraw from a course are required to repeat the course. The student is responsible for any additional costs associated with retaking the course (tuition, supplies, fees). If retaking the course changes the student's expected graduation date, the student will be notified by email of this change.

Program Withdrawal: Official and Unofficial

A student who wishes to officially withdraw from a program must submit a Program Withdrawal form to Student Services. 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). 26

REFUND POLICIES

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.

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 the Institutional Refund Policy and are based on the date of withdrawal determination. 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 determine 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 student's account after applying

the school's 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 the 1st calendar week of the semester: 25% Retained

Withdrawal within the 2nd calendar week of the semester: 50% Retained

Withdrawal within the 3rd calendar week of the semester: 75% Retained

Withdrawal within the 4th calendar week of the semester: 100% Retained

Institutional Scholarship and Grant Recalculation Policy

The Modern will recalculate institutional scholarships and grants disbursed for a semester in which a student withdraws or is dismissed. The amount will be prorated in accordance with '20 U.S. Code § 1091b - Institutional refunds' in the Higher Education Act of 1965.

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 Director of Admissions.

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 Chief Academic Officer will evaluate and make the decision to approve any requests for readmission. The Chief Academic Officer 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.

A student who was dismissed may be granted readmission. Students must first gain approval through The Modern's grievance process. If approval is granted, the student will follow The Modern's readmission process outlined in the Readmission Policy.

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 ENROLLMENT CANCELLATION 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:

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

RULES AND REGULATIONS

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 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.

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.

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
- Inform others when recording online meetings/sessions.

COPYRIGHT POLICY

Instructional Materials and Copyright Policy

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

Ownership of Instructional Materials

By law, under the Work for Hire principle, The Modern College of Design is the owner of intellectual property and educational materials created and developed by the faculty within the scope of their employment. Instructional materials include, but are not limited to,

teaching materials in print and electronic format, slides, lecture notes, audio, and video recordings, software, assessment tools, manuals, and any other means of dissemination knowledge or expertise.

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

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

Ownership of Student Materials

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

Copyright Policy for Faculty, Staff, and Students

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

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

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

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

1. Artstor
2. Credo
3. Gale Researcher
4. Softskill Books

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.

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

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 Registrar 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 Registrar, 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 Registrar 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))

GRIEVANCE PROCEDURES

Students may follow this process if they feel that The Modern has not adequately addressed a concern.

Internal Grievance Process

1. Discuss concerns with Student Services.
2. If students do not feel Student Services has adequately addressed their concerns or disagree with the outcome, they may submit written concerns to Student Services. The Modern's President will review the concerns and determine the outcome.
3. If after following steps 1 and 2, students still feel The Modern has not adequately addressed their concerns or disagree with the outcome, they 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.

ACCSC Grievance Process

If students feel that The Modern has not adequately addressed their concerns after following the internal grievance process listed above, students may consider contacting the Accrediting Commission of Career Schools and Colleges (ACCSC).

All complaints or concerns considered by ACCSC must be in written form, with permission from the complainant(s) for ACCSC to forward a copy of the complaint to The Modern for a response. ACCSC will keep complainant(s) informed as to the status of the complaint as well as the ACCSC's final resolution.

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
complaints@accsc.org

Students can request a copy of ACCSC's complaint form by contacting The Modern's Director of Financial Aid.

THE
MODERN | **COLLEGE**
of **DESIGN**

themodern.edu | 937.294.0592

1725 E David Rd, Kettering, OH, 45440

 **@themodernedu**  **@themodern.edu**

The Modern College of Design is accredited by the Accrediting Commission of Career Schools and Colleges/ACCSC and registered with the State Board of Career Colleges and Schools [Registration #2028]. Financial aid is available to those who qualify.

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