

CATALOG & STUDENT HANDBOOK



Catalog 7 | 2022-2024
Effective 5/1/2023

New Community Career & Technical Institute
2022 - 2023

New Community Career & Technical Institute

Life-Changing Careers Are Here



Extension Branch Location

210 West Bigelow St.
Newark, NJ 07108
973-824-6484

Main Campus

274 South Orange Ave.
Newark, NJ 07103
973-824-6484

Extension Branch Location

266 South Orange Ave.
Newark, NJ 07103
973-824-6484

Visit at: www.newcommunitytech.edu

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Letter from the Director



Dear NCCTI Student:

Welcome to our school!

We believe that you have chosen well and that you belong here as we will support you through your chosen program to graduation. New Community Career & Technical Institute is where you belong and where you're able to find the help you need to be successful in starting your career.

The word "community" is not just part of our name; it is our established culture and our students, instructors and staff have that sense of community every day on our campus. Tell us how we can assist you in making your academic experience with NCCTI a pleasant and successful one.

We offer student and academic support services to assist you in the successful completion of your program, as well as learning opportunities that will help you broaden your knowledge base, network and prepare you for the career you are learning about.

When fully participating in the school community, you are able to obtain leadership, teambuilding and development skills, to be utilized in not only the school setting but in the workplace.

Wishing you the best in your educational journey.

Sincerely,

Dr. Sylvia McCray
Director

MISSION STATEMENT

Improve the quality of life of all students through education and occupational training in a community that fosters life-long learning.

Goals

COMMITMENT TO:

- Provide quality educational, vocational and occupational services to students. Provide an environment that supports and enhances a positive learning environment for students, faculty and staff.
- Develop and maintain meaningful relationships with community partners within the Greater Newark region.
- Promote high academic and vocational standards to enhance program graduation and job placement rates.
- Commit to staying abreast of the latest developments and innovations in the field of workforce development to enhance the effectiveness of educating students and field job placement upon completion.
- Promote a learning environment that allows each student to achieve their goals.

OVERVIEW

New Community Career & Technical Institute offers diplomas in the program areas of Automotive Technician, Building Trades Specialist, Culinary Arts Specialist, Medical Assistant Clinical, Patient Care Technician, High School Equivalency and Bridges to Career Opportunities (BCO).

NCCTI offers comprehensive vocational training in several disciplines. The main focus of NCCTI is to instruct and prepare students to secure gainful employment in a variety of in-demand industry positions. We are committed to student success in providing quality education and hands-on technical experiences as direct bridges to the workforce field. We want to impart students with not only the technical skills, but with the critical thinking skills necessary when working and building careers. We are committed to continuing the work of adapting to the constant changes happening in the higher education arena, and remaining relevant in the Newark area as an identified community partner.

Training encompasses theory and hands-on practical instruction beginning at the start of the program through to completion. The programs are designed with students in mind, to equip them for immediate job hire upon completion of their program. This intentional focus starts on the first day of attending school, with an increase of skill development that will jumpstart their career path. As a preparation tool, we provide career readiness and job development training and support.

Since the early 1990s, New Community Corporation has provided workforce programs to the community members of the West Ward of Newark and surrounding areas.

ACCREDITATIONS/AFFILIATIONS

New Community Career & Technical Institute is accredited by:

The Council on Occupational Education (Council or COE)
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
800-917-2081

New Jersey Department of Education
PO Box 500
Trenton, NJ 08625-0500
609-376-3500

The New Jersey Department of Labor and Workforce Development
Center for Occupational Employment Information
Training Evaluation Unit
Trenton, NJ 08625

In addition to institutional accreditation, the following programs are accredited by their respective bodies:

The Allied Health Programs are accredited by:
National Healthcareer Association (NHA)
62280 Collection Center Drive
Chicago, IL 60693-0622
833-305-9006

The Culinary Arts Program is accredited by:
National Restaurant Association (NRA)
233 S. Wacker Drive, Suite 3600
Chicago, IL 60606
800-765-2122



NCCTI offers comprehensive vocational training in several disciplines. The focus of NCCTI is to prepare students to secure employment in a variety of growing industries with jobs in demand.

NCCTI currently enrolls in the following programs:

- Automotive Technician
- Building Trades Specialist
- Medical Assistant Clinical
- Patient Care Technician
- Culinary Arts Specialist
- Bridges to Career Opportunities

Students also have full access to a Financial Opportunity Center, which helps low to moderate income individuals boost earnings, reduce expenses and make appropriate financial decisions that lead to asset growth through an integrated service model approach. Students are encouraged to take advantage of the resources offered at the Financial Opportunity Center, which include employment services, credit counseling, financial coaching, access to income supports and other services.

ADMISSION REQUIREMENTS & PROCEDURES



All applicants are considered for admission and participation in all school directed/related functions without regard to their status as a member of any legal protected group or classification. NCCTI reserves the right to deny admission, continued enrollment or re-enrollment to any applicant or student whose personal history and background indicate that his or her presence at the school would endanger the health, safety, welfare or property of the members of the educational community or interfere with the orderly and effective performance of the school's functions. NCCTI reserves the right to deny, revoke and alter the academic records, diplomas, awards and other credentials, change the standing and inform professional or disciplinary agencies of such changes of any person who while a student or applying for admission to NCCTI engages in, submits or who has engaged in or submitted false, dishonest or inaccurate credentials, coursework or other information or violated NCCTI's policies, rules or regulations.

Admission Standards and Enrollment Process

All applicants to New Community Career & Technical Institute must submit an inquiry form, either on campus or online at:

https://docs.google.com/forms/d/e/1FAIpQLSd8jXAG4Jz7dR_j302DWpVJg9kBFBH51UrEyNxB7MtUmvCmZA/viewform

Orientation

Orientation occurs before classes start. Orientation is an opportunity for NCCTI to welcome new students and allow an opportunity to meet staff. Individual meetings will help determine skill training needs and assess barriers.

General Admissions Requirements:

1. Prospective students must:
 - a. Provide a high school diploma or General Education Development diploma (GED).
 - b. Provide two (2) valid forms of identification, e.g., Social Security card, passport or birth certificate.
 - c. Applicants must be at least 18 years old.
 - d. Be a United States Citizen or an Eligible Alien.
2. Complete the Readiness Assessment. (TABE Test)
3. Attend a Career Planning Session
4. Each student is evaluated holistically, with consideration for academic success and attendance adherence maintenance.
5. Interview Application - You may also arrange an interview by calling the Office of Admissions at 973-824-6484.
6. Students must make satisfactory financial arrangements or complete the financial aid process and submit all of the required documentation.
7. All prospective students must complete the required admissions documents, sign the Enrollment Agreement (must be signed by a parent or guardian if the prospective student is under 18 years of age) and submit the necessary documents stated in the Tuition and Fees section.
8. NCCTI reserves the right to deny admission, continued enrollment or re-enrollment to any applicant or student whose behavior, personal history and background indicate that his or her presence at the school would endanger the health, safety, welfare or property of the members of the academic community or interfere with the orderly and effective performance of the school's functions. NCCTI reserves the right to deny, revoke and alter the academic records, diplomas, awards and other credentials, change the standing and inform professional or disciplinary agencies of such changes of any person who while a student or applying for admission to NCCTI engages in, submits or who has engaged in or submitted false, dishonest or inaccurate credentials, coursework or other information or violated NCCTI's policies, rules or regulations.

Admissions Requirements for the Automotive Technician Program:

1. Prospective students must:
 - a. Provide a high school diploma or General Education Development diploma (GED).
 - b. Applicants must provide two (2) valid forms of identification, such as Social Security card, passport or birth certificate.
 - c. Applicants must be at least 18 years old.

- d. Be a United States Citizen or an Eligible Alien.
2. Complete the Readiness Assessment. (TABE Test)
3. Attend a Career Planning Session
4. Each student is evaluated holistically, with consideration for academic success and attendance adherence maintenance.
5. Interview Application - You may also arrange an interview by calling the Office of Admissions at 973-824-6484.
6. Students must make satisfactory financial arrangements or complete the financial aid process and submit all of the required documentation.
7. All prospective students must complete the required admissions documents, sign the Enrollment Agreement (must be signed by a parent or guardian if the prospective student is under 18 years of age) and submit the necessary documents stated in the Tuition and Fees section.
8. NCCTI reserves the right to deny admission, continued enrollment or re-enrollment to any applicant or student whose behavior, personal history and background indicate that his or her presence at the school would endanger the health, safety, welfare or property of the members of the academic community or interfere with the orderly and effective performance of the school's functions. NCCTI reserves the right to deny, revoke and alter the academic records, diplomas, awards and other credentials, change the standing and inform professional or disciplinary agencies of such changes of any person who while a student or applying for admission to NCCTI engages in, submits or who has engaged in or submitted false, dishonest or inaccurate credentials, coursework or other information or violated NCCTI's policies, rules or regulations.
9. Driving History
 - a. Applicants must have a driver's license and proof of an official driving record or
 - b. Be in the process of obtaining a driver's license upon admission, or
 - c. Be willing to begin the process of obtaining a driver's license upon admission.

Admissions Requirements for the Culinary Arts Specialist Program:

1. Prospective students must:
 - a. Provide a high school diploma or General Education Development diploma (GED).
 - b. Applicants must provide two (2) valid forms of identification, such as Social Security card, passport or birth certificate.
 - c. Applicants must be at least 18 years old.
 - d. Be a United States Citizen or an Eligible Alien.
2. Complete the Readiness Assessment. (Tabe Test)
3. Attend a Career Planning Session.
4. Each student is evaluated holistically, with consideration for academic success and attendance adherence maintenance.
5. Interview Application - You may also arrange an interview by calling the Office of Admissions at 973-824-6484.
6. Students must make satisfactory financial arrangements or complete the financial

- aid process and submit all of the required documentation.
7. All prospective students must complete the required admissions documents, sign the Enrollment Agreement (must be signed by a parent or guardian if the prospective student is under 18 years of age) and submit the necessary documents stated in the Tuition and Fees section.
 8. NCCTI reserves the right to deny admission, continued enrollment or re-enrollment to any applicant or student whose behavior, personal history and background indicate that his or her presence at the school would endanger the health, safety, welfare or property of the members of the academic community or interfere with the orderly and effective performance of the school's functions. NCCTI reserves the right to deny, revoke and alter the academic records, diplomas, awards and other credentials, change the standing and inform professional or disciplinary agencies of such changes of any person who while a student or applying for admission to NCCTI engages in, submits or who has engaged in or submitted false, dishonest or inaccurate credentials, coursework or other information or violated NCCTI's policies, rules or regulations.
 9. Vaccination and TB Testing
 - a. Must be fully vaccinated upon admission into the program or be willing to be vaccinated prior to admission into the program.
 - b. Must receive a TB test prior to start of the program.

Admissions Requirements for the Allied Health Programs (Medical Assistant Clinical and Patient Care Technician Program):

1. Prospective students must:
 - a. Provide a high school diploma or General Education Development diploma (GED).
 - b. Applicants must provide two (2) valid forms of identification, such as Social Security card, passport or birth certificate.
 - c. Applicants must be at least 18 years old.
 - d. Be a United States Citizen or an Eligible Alien.
2. Complete the Readiness Assessment. (TABE Test)
3. Attend a Career Planning Session
4. Each student is evaluated holistically, with consideration for academic success and attendance adherence maintenance.
5. Interview Application - You may also arrange an interview by calling the Office of Admissions at 973-824-6484.
6. Students must make satisfactory financial arrangements or complete the financial aid process and submit all of the required documentation.
7. All prospective students must complete the required admissions documents, sign the Enrollment Agreement (must be signed by a parent or guardian if the prospective student is under 18 years of age) and submit the necessary documents stated in the Tuition and Fees section.
8. NCCTI reserves the right to deny admission, continued enrollment or re-enrollment to any applicant or student whose behavior, personal history and background indicate

that his or her presence at the school would endanger the health, safety, welfare or property of the members of the academic community or interfere with the orderly and effective performance of the school's functions. NCCTI reserves the right to deny, revoke and alter the academic records, diplomas, awards and other credentials, change the standing and inform professional or disciplinary agencies of such changes of any person who while a student or applying for admission to NCCTI, engages in, submits or who has engaged in or submitted false, dishonest or inaccurate credentials, coursework or other information or violated NCCTI's policies, rules or regulations.

10. Vaccination

- a. May be required to be fully vaccinated at completion of the program, but prior to job placement depending on the hiring organization's rules/procedures.

STUDENT RULES

Rules

1. Attendance - Students must be in class on time every day and stay for the entire class period.
2. Students must call the instructor if absent for illness or emergency at 973-824-6484 and leave a message.
3. Unexcused students missing classes any time during the day is unacceptable. All missed class time must be made up.
4. Students must maintain appropriate appearance for their profession. No sunglasses, headsets, cell phones, beepers or hats are allowed in the classroom.
5. Consumption of or being under the influence of alcohol or drugs while you are in attendance or on the grounds of NCCTI will result in suspension and/or termination from the program.
6. No smoking, eating or drinking is permitted while in class.
7. Any student involved in fighting or disrespectful conduct such as abusive language will be suspended and/or terminated from the program.
8. Stealing or vandalizing NCC property will result in a student being terminated from the program.
9. Telephones are for business emergency calls only. Permission must be granted to use the office telephone.
10. The instructors schedule lunch and breaks. Lunch is scheduled for 30 minutes. Morning and afternoon breaks are 15 minutes each.
11. NCCTI is a non-smoking facility. Smoking is only permitted outside in designated areas and smokers should keep at least 50 feet away from the entrance doors.

ATTENDANCE

There is a high correlation between punctuality and attendance in school and punctuality and attendance on the job. The rewards for good attendance include increased opportunities to learn and an increased probability that students will be successful, interactive and productive members of their community.

The instructor takes attendance at the beginning of each class. If a student misses two consecutive days, the instructor will attempt to contact the student. Students who miss five (5) consecutive days (includes weekends and holidays) without contact with the school may be removed from the roster.

The technical nature of the training and graduate employability goals of the programs offered requires that students attend classes on a regular basis. Our expectation is that students will attend all sessions for courses in which they are registered. Class attendance is monitored daily commencing with the student's first official day.

Students who miss fourteen (14) consecutive days (includes weekends and holidays) will be automatically withdrawn. Students who are withdrawn for attendance may seek re-admission per the Re-Admission Policy.

Absenteeism

Upon returning to school from an absence, the student is to turn in to the program instructor a written excuse stating the reason for the absence. The instructor will turn in student excuses to the Registrar's Office. Excused absences include documented illness, death in the family, jury duty and disability. After three consecutive days of any type of absence, the student must report to the Registrar's Office to be readmitted to class.

The instructor must receive a reinstatement form from the Administration or the student will not be admitted to class under any circumstances.

An unexcused absence occurs when the student has three consecutive incidents of late arrival to the class.

Excused Absence Policy

NCCTI is allowed to count a limited number of excused absences when deciding whether the student has completed the hours in a payment period. An excused absence may only be counted if the student is excused from hours that were actually scheduled, were missed and do not have to be made up for the student to be considered a program graduate.

For instance, a student in a program that has 450 clock-hour payment periods might miss 20 clock hours and only have attended 430 clock-hours at the point where other students that did not miss any clock-hours had received 450 clock-hours of instruction. The 20 missed clock hours

are considered excused.

Tardiness

In order not to interrupt valuable instructional time, tardiness cannot be tolerated. Arriving late to class or leaving class before it is dismissed constitutes a tardy.

Disability Disclosure/Accommodation Request

Students who have special needs or particular questions are urged to communicate directly with the chief administrative officer. If a disabled student requires any reasonable accommodation to participate in any school program or activity, the disabled student must notify the chief administrative officer of the requirement upon enrollment to allow NCCTI a reasonable and sufficient period of time to consider the disabled student's request and provide any requisite reasonable accommodation.

The school's policy is to provide reasonable accommodations for disabled students, including learning disabled students and those with health and physical impairments, consistent with the Americans with Disability Act of 1990 ("ADA") and Section 504 of the Rehabilitation Act of 1973 ("the Rehabilitation Act"). The school complies with the ADA and the Rehabilitation Act.

Entering students whose disabilities may require accommodations must bring their written requests for reasonable accommodations and required documentation to the attention of the Admissions Representative, Registrar and/or the Director as early as possible before the beginning of the program.

All students who require auxiliary services must also contact the Director and/or the Director's designee and provide written documentation related to their disability from a qualified medical professional, along with a written request for auxiliary services, as early as possible before the beginning of each program start.

Students who request accommodations because of a learning disability are required to provide written documentation that: (i) is prepared by a professional qualified to diagnose a learning disability, including but not limited to a licensed physician, learning disability specialist or psychologist; (ii) includes the testing procedures followed, the instruments used to assess the disability, the test results and an interpretation of the test results; and (iii) reflects the individual's present level of achievement.

The student's documentation should be as comprehensive as possible and dated no more than three years prior to the student's request for services.

Documentation should adequately measure cognitive abilities (using the Wechsler Adult Intelligence Scale Revised or equivalent test) and academic achievement skills (using Woodcock Johnson Part II, Wide Range Achievement Test, Nelson Denny or equivalent test). The achievement test should sample reading, math and writing.

The documentation must include test results for at least the following characteristics: intelligence, vocabulary, reading rate, reading comprehension, spelling, mathematical comprehension, memory and processing skills.

The school keeps all information pertaining to a student's disability confidential and discloses such information only to the extent necessary to provide accommodation for the student's disability. Any student who identifies physical, architectural or other barrier problems should promptly bring these to the attention of the Director and/or Director's designee.

A student may appeal the Director and/or Director's designee decision regarding the existence of a disability, the denial of an accommodation or the provisions of the accommodation plan by filing a written complaint with the Director no later than two weeks following notification of the decision. The Director's decision should be final.



Suggestions for Student to Ensure Classroom Progress

1. Schedule doctor and other appointments after school hours.
2. If you must be out of school for part of the day, allow yourself to miss only the time that is necessary.
3. In cases of prolonged absences due to hospitalization or illness, notify the program instructor as soon as possible to request a leave of absence.

REPORTING ABSENCES, MAKE-UP WORK & DISMISSAL

Reporting Absences

All students are expected to notify their instructor when they cannot attend class. Calls should be placed prior to the absence unless the absence is due to an emergency. This policy reinforces expected workplace behavior and good employability skills.

Make-Up Work by Absent Students

A student who has an absence of any kind, including excused absence or a suspension, is expected to make up all of the work missed. In the case of all unexcused absences, students are expected to make up all of the missed work.

Students are responsible for obtaining information missed during their absence. Students who are absent on the date of an assignment or test should submit the assignment or take the test on the date of their return to class or make other arrangements with their instructor.

Students who do not provide their instructors with a written note explaining their absence within three days of the absence as required will receive a zero grade for all work missed during the period of the unexcused absence.

Departments with special requirements, such as laboratories or special projects, will establish their own criteria for the make-up of the work missed due to an absence and procedures to be followed for any absences.

Dismissal

Students may be dismissed for any of the following reasons:

- Unsatisfactory conduct
- Excessive absences
- Violation of safety regulations
- Unsatisfactory academic progress
- Stealing
- Defacing property

CAREER SERVICES



Advising

Skilled instructors serve as primary advisors to students. NCCTI offers work supports, financial and career coaching to each student. Other NCCTI staff are available to help students gain access to supportive services that can help alleviate potential barriers to employment.

Job Placement Services

A Career Services representative will help students prepare resumes, develop interviewing skills and offer recommendations to employer partners. Students are required to participate in employability skills workshops and financial literacy sessions with a financial coach prior to graduating.

Career Services will be through direct and indirect contact with students monthly.

Direct Contact - meeting with students monthly via appointments, resume writing in computer lab, classroom assessment workshops/visits.

- Resume/cover letter prep
- Assessment workshops
- Mock interviews
- Dress for the Job
- Meet with industry leaders for discussions/collaboration/employment
- Computer searches for employment
- Pathways/career mapping counseling and workshops

Indirect Contact:

- Internships/externships
- Job blasts
- Career fairs
- Job interviews

TUITION POLICY



Tuition Policy

NCCTI's tuition schedule is based on the clock hours required on average to complete all program competencies. The tuition amount remains constant. NCCTI payment is due at enrollment unless other arrangements are made; any tuition not covered by the total secured funds is the responsibility of the student.

With self-pay individuals, tuition is due at enrollment unless other arrangements have been made with the Director and Finance department. NCCTI does not charge a withdrawal fee or a registration fee.

Tuition Schedule

Programs

TUITION FEES EFFECTIVE MAY 1, 2023 OR AFTER

Tuition assistance is available through Financial Aid, for qualified applicants.

Allied Health Programs

Tuition assistance is available through Financial Aid, for qualified applicants

Program Name	Credential	Total Program Hours	Program Tuition
Medical Assistant Clinical	Diploma	790	\$8,610.00
Patient Care Technician	Diploma	790	\$8,610.00

Trade/Vocational Programs

Tuition assistance is available through Financial Aid, for qualified applicants

Program Name	Credential	Total Program Hours	Program Tuition
Automotive Technician	Diploma	1,200	\$11,350.00
Culinary Arts Specialist	Diploma	900	\$9,588.00
Building Trades Specialist	Diploma	900	\$9,588.00

Add/Drop Period

The Drop/Add Period of a program start begins the first day of the program new class start and ends after seven (7) calendar days. If applicable, continuing students not attending classes during the Drop/Add Period risk being withdrawn from the school after the Drop/Add Period and under the attendance policy. In the event the student fails to attend the first scheduled class meeting, the student may be administratively unregistered (enrollment canceled) from the program and starting class unless an exception is granted by the school.

Return to Title IV (R2T4) Policy

NCCTI is committed to ensuring compliance with all required regulations for Return to Title IV. When a student receiving a Title IV grant withdraws from NCCTI during a payment period in which he or she began attendance, NCCTI will determine the amount of the Title IV grant that the student has earned as of the student's withdrawal date (last day of attendance per NCCTI's attendance records) and return Title IV funds as appropriate to regulations.

CURRICULUM CONTENT & DESCRIPTION



Automotive Technician

The Automotive Technician program prepares students for a career in the automotive industry. Students are trained on vehicles and automotive software and learn to service all types of vehicles. Upon completion of this program, students will be able to enter the automotive workforce in an entry level position with any dealership or automotive repair shop.

Length of Program:
9 months, 1,200 Hours



Building Trades Specialist

The Building Trades Specialist program consists of four modules in basic carpentry, basic electricity, basic plumbing and an internship. Students will gain knowledge in building trade techniques and equipment use as well as safety measures.

Length of Program:
6 months, 900 Hours

CURRICULUM CONTENT & DESCRIPTION

Medical Assistant Clinical (MAC)

Medical Assistants are professionals who coordinate the activities of a medical office. The Medical Assistant Clinical students are qualified to provide clinical and administrative health care services under the supervision of a physician. They assist the doctor during examinations, keep all medical equipment in order and maintain medical records.



This program prepares the graduate for entry level positions in hospitals, medical offices or ancillary health care facilities. Medical Assistant Clinical students also are exposed to techniques in phlebotomy, electrocardiograms, vital signs, anatomy and CPR certification.

Length of Program:

6 months, 790 Hours



Patient Care Technician (PCT)

A Patient Care Technician works under the direction of a supervising nurse, administers direct patient care and other necessary duties to provide optimal patient care. Upon successful completion of this program, graduates will be prepared to take the national certification exam with the National Healthcareer Association.

Length of Program:

6 months, 790 Hours

CURRICULUM CONTENT & DESCRIPTION



Culinary Arts Specialist

The Culinary Arts Specialist Program is designed to provide a quality education for individuals who wish to pursue a career in the service industry. Students are trained in the areas of food preparation, workplace skills, customer service, nutrition, entrepreneurship and safe and efficient work practices.

Length of Program:
6 months, 900 Hours

High School Equivalency (HSE)/GED Program

The High School Equivalency (HSE) program provides students ages 16 to 24 with classroom learning at no cost, leading to a state issued high school diploma, as well as vocational training and entry level job placement assistance. The program aims to help each student advance at least one academic grade level and, ultimately, obtain a high school diploma and transition into NCCTI's post-secondary programs.



Length of Program:
12 weeks, per scheduled calendar start

SATISFACTORY ACADEMIC PROGRESS



Federal regulations mandate that a student receiving financial aid under Title IV programs must maintain Satisfactory Academic Progress (SAP) in his/her course of study regardless of whether or not financial aid is awarded each assessment period.

Satisfactory Academic Progress (SAP) will be measured at each evaluation period for all students.

Grading Policy

NCCTI uses a standard letter grading policy based on the scale of an A to F (100% to 59% or below).

Maximum Time Frame Standard

Students are expected to complete their program within a Maximum Time Frame (MTF) of 150 percent of the required number of clock hours to graduate from their enrolled program of study. MTF of 150 percent includes all classes required for the credential plus 50 percent.

Appeals Process

Students who believe they have or had extenuating circumstances that prohibited them from making the SAP standards may appeal to the SAP Appeals Committee.

GRADING POLICY

Grading System

Letter grades are computed as follows:

NCCTI Grading Chart and Definitions

Percentage	Letter Grade	Meaning
90 – 100	A	N/A
85 – 89	B+	N/A
80 – 84	B	N/A
75 – 79	C+	N/A
70 – 74	C	N/A
65 – 69	D+	N/A
60 – 64	D	N/A
1 – 59	F	N/A
N/A	W	Withdrawal, after add/drop period
N/A	I	Incomplete, temporary grade
N/A	P	Pass, only for designated classes/subject matters
N/A	F	Fail, only for designated classes/subject matters

Meaning of Program Grades

Grades Meaning	
Incomplete (I)	Temporary grade; Is not considered in computing Grade Point Average
Withdrawal (W)	Withdrawal after the add/drop period
Pass/Fail	Pass/Fail grades are only awarded to courses designated as Pass/Fail courses. Pass/Fail credits do not count as credits attempted nor as part of the completion rate percentage. Received by students in Internship/Externship “P/F” is not considered in computing the Grade Point Average

Calculation of Grades

Attendance 25%
Chapter Tests 25%
Shop Time 25%
Module Tests 25%

WITHDRAWAL & TRANSFER POLICY

Withdrawal

A student may voluntarily withdraw from NCCTI at any time by providing a dated written notice of withdrawal to NCCTI's Registrar. NCCTI reserves the right to withdraw a student if the student does not comply with the school's rule and policies. The student will be notified of such a decision at his or her last address of record. The withdrawing student is obligated to pay for educational services rendered. If a financial aid recipient withdraws before earning sufficient Title IV or other funds to cover incurred training costs, the student will be responsible for the unpaid portion of incurred training costs.

Leave of Absence

Students are expected to maintain active and continuous enrollment from the time they start their program throughout, including to graduation. Students should consult with the School Registrar if an issue occurs requiring them to interrupt their education to take a leave of absence.

A student could pause their program learning by either an official request to withdraw from school or taking a Leave of Absence (LOA) for a period of time. If there is a reasonable expectation the student will return when the LOA ends and after the request form has been submitted along with the supporting documentation, if applicable, a LOA may be granted for the following reasons:

- Medical
- Employment Conflict
- Financial Hardship
- Military Duty
- Death of an immediate family member; or
- Illness of a family member (spouse, child or parent)

Request for LOA Policy

1. A leave of absence does not have an effect on the student's standards of progress. However, a leave of absence will extend the program completion time.
2. A student can start the process to request a LOA with the Registrar. The request for the LOA should be received and approved by the Registrar and Director.
3. Students who follow the LOA school process and whose leave is approved in accordance with the policy do not need to apply for re-admission when they return to the school/program. Re-admission may be denied based on crimes or other serious misconduct occurring during the leave that would have been grounds for suspension or expulsion had the student engaged in the conduct while enrolled at school.

4. Only one leave of absence may be granted to a student in a 12-month period and cannot exceed 180 days during a consecutive 12-month time frame.

Failure to return from an approved leave of absence will result in an automatic withdrawal from the school; may have an impact on financial aid funding, loan repayment and exhaustion of the loan grace period for the total days the student was on the LOA.

Students in a LOA status may not receive further financial aid disbursements until returning to active status.

Transfers

NCCTI does not accept the transfer of credits or clock hours from any other institution or from other programs at NCCTI.

Withdrawal Official/Unofficial

The official withdrawal date is the last date of attendance as determined by NCCTI's attendance records, since NCCTI is considered an institution required to take attendance. This date is used for all students who cease attendance, including those who take an unapproved leave of absence and those who officially withdraw. NCCTI follows the 14-calendar day attendance policy in order to determine a withdrawal of a student.

An official withdrawal is initiated by the student. Any student considering to officially withdraw from a program should speak to the Registrar as soon as possible. If the student ultimately decides to officially withdraw, it is requested that the student submits their intent to withdraw with their reasons in writing to the Registrar's Office. Prior to the official withdrawal, the student should participate in exit interviews with the Education/Student Success and Financial Aid Department to review options for returning to school and financial responsibility.

An unofficial withdrawal is initiated by the Registrar. Any student who fails to notify the school of their intent to withdraw and violates the attendance policy or fails to return from a scheduled leave will be withdrawn. Unofficial withdrawals may be initiated by the school due to violations of the student conduct policy, as published in the catalog, that reasonably warrant expulsion (e.g., fighting, having a weapon on site, drugs or drug use, activities of academic dishonesty). Notification of an unofficial withdrawal will be sent to the student.

On the date that the student is withdrawn, a Return of Title IV Funds calculation process will begin.

Return to Title IV Time Frame

Within **30 days** of the date of determination of withdrawal, the "Treatment of Title IV Funds when a Student Withdraws from a Clock Hour Program" worksheet will be completed.

Within **45 days** of the date of determination of withdrawal, NCCTI will return all unearned funds to Title IV.

ACADEMIC REGULATIONS & PROCEDURES

Academic Integrity

The grades earned by students reflect only their individual effort and achievements. Each segment of the academic community, faculty, students and staff is responsible for the academic integrity of NCCTI. Academic dishonesty, in any form, will not be tolerated. Students found to have committed an act of academic dishonesty will be subject to failure in the course, suspension from NCCTI or both.

Non-Discrimination Policy

NCCTI is committed to maintaining an educational and work environment free from discrimination and harassment based on age, race, color, sex, gender, sexual orientation, religion or creed, national or ethnic origin or disability.

NCCTI, in accordance with applicable federal laws including Title IX of the Education Amendments of 1972 and 34 C.F.R. Part 106, does not discriminate on the basis of any of the listed protected categories, including in admissions and employment, nor will it permit or tolerate discrimination or harassment against a student, employee or other member of New Community Career & Technical Institute.

All students and employees are expected to comply with NCCTI's Non-Discrimination Policy and Title IX Policy. Any inquiries regarding these policies and procedures can be directed to Sylvia McCray, the Chief Administrative Officer, at 274 South Orange Ave., Newark, NJ 07103. The telephone number is 973-824-6484.

Discrimination Complaint Procedure

Students who believe they have been subjected to discrimination or harassment in violation of the Non-Discrimination Policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt and reliable determination about whether the NCCTI Non-Discrimination Policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so with the Director of the School. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.
2. Within 48 hours, the Director will initiate an investigation of the allegations. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding which will be convened by the Director after providing at least ten (10) days notice to both parties. Both will be informed of the outcome of any school

disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only NCCTI's final determination with respect to the alleged violation and any sanction that is imposed against the accused. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the Director and inspect the documents offered as proof during the proceeding. Either party may offer any witnesses in support of their position to the Director during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support and/or assist the student in understanding and cooperating in the investigation. Imposed restrictions on the ability of observers to speak or otherwise participate in the proceedings apply equally to all parties. The Director may prohibit disruptive individuals from attending or remove any person who disrupts the investigation in the investigator's sole discretion.

3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The written decision will include an evaluation of the facts and will be based on the evidence provided during the proceeding. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with institutional policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.
4. The decision of the Director may be appealed by petitioning the Grievance Committee. The written appeal must be made within 20 calendar days of receipt of the determination letter from the Director. The Grievance Committee will render a written decision on the appeal within 30 calendar days from the receipt of the appeal. The Grievance Committee's decision shall be final.
5. For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the Web site at <http://www.ed.gov/ocr>. The mission of the Office for Civil Rights is to ensure equal access to education and to promote educational excellence throughout the nation through vigorous enforcement of civil rights.

Documentation on the complaint submitted following the published complaint procedure, supporting documentation of the investigation and NCCTI's response is maintained by the Director. All complaints are documented on a NCCTI Complaint File.

Compliance with City, State and Federal Regulations/Procedures

NCCTI complies with all local, municipal, city, county, state and federal regulations.

Sexual Harassment Policy – Title IX

Title IX is a federal law that applies to educational institutions receiving federal financial assistance and prohibits discrimination on the basis of sex in an educational institution's programs or activities, including employment, academic, educational, extracurricular and athletic activities (both on and off campus).

Title IX protects all people regardless of their gender or gender identity from sex discrimination, including sexual harassment and sexual violence, which are forms of sex discrimination. Title IX requires schools and colleges to take necessary steps to prevent sexual assault on their campuses and to respond promptly and effectively when an assault is reported.

The Clery Act requires schools and colleges to report annual statistics on crime, including sexual assault and rape, on or near their campuses, and to develop and disseminate prevention policies. Sexual violence includes domestic violence, dating violence and stalking, which must be included in campus Clery reports, and also requires that institutional policies address and prevent sexual violence through training, education and certain discipline procedures.

Confidentiality

The School will respect the confidentiality of the complainant and the accused as much as possible. Students who wish to report sexual misconduct should be aware that employees on school grounds have reporting responsibilities and are required to contact the School's Title IX Compliance Officer (Director) when they become aware of sexual misconduct. The Title IX Compliance Officer, with the complainant's consent, may contact and discuss the criminal issues surrounding the case if it becomes apparent that a criminal offense has occurred. Report incidences to Sylvia McCray, the Chief Administrative Officer, at 274 South Orange Ave., Newark, NJ 07103. The telephone number is 973-824-6484.

Academic Regulations and Procedures

NCCTI sets forth in this handbook the rules, regulations and procedures, which includes a student's rights and responsibilities. Failure to read the rules, regulations or procedures is not an excuse for non-compliance.

NCCTI reserves the right to change its rules, regulations and procedures, including schedule of classes, procedures, course offerings and schedule of fees without prior notice.

RIGHTS & RESPONSIBILITIES

The chief function of a school is learning, teaching, modeling, career development and readiness. Students at NCCTI have joined an educational community dedicated to student success with the foundational blocks comprised of free expression, free inquiry, intellectual honesty, respect for the dignity of others and openness to constructive change. The rights and responsibilities exercised within this educational community must be compatible with these qualities for all its members.

- The right to freedom from discrimination on the basis of race, color, religion, gender, age, national origin, genetic information, sexual orientation, disability, veteran status or any other class that may be specified by laws or the United States Constitution.
- The right to develop one's individual potential.
- The right to expect a quality education.
- The right to pursue an education without undue interference.
- The right to be free from threats, stalking, violence and other harassing actions.
- The right to petition the school for redress of complaints/grievances in accordance with school policies/procedures.
- The right to confidentiality of official records, transcripts, disciplinary records and other educational records consistent with the Family Educational Rights & Privacy Act (FERPA) of 1974 (Buckley Amendment).
- The right to communicate with administrators, faculty and staff through appropriate processes.

With emphasis:

Therefore, interference with school members or its operations of conducting their normal duties and activities will be regarded as unacceptable hindrance of the vital function of the school.

Theft or willful destruction of property belonging to NCCTI, NCC or its members must also be considered a serious violation of the rights of the school as a whole.

Physical violence or the threat of physical violence is considered to be an intolerable violation of the rights of the school.

NCCTI enforces the values which are essential to its operation and care to its learning community. Interference with any of these foundational blocks must be regarded as an unacceptable violation of the rights upon which the school is based. Furthermore, although the administrative operations, processes and activities of the school cannot be ends in themselves, these school functions are necessary for the school operation and functionality of its members.

It is the responsibility of each individual member of this learning institution to maintain an atmosphere in which a violation of rights is both prohibited and unanimously condemned. The

school has a Code of Conduct to which students are expected to adhere. There is also an established procedure for student disciplinary hearings and appeals.

Student Complaints or Grievances

Students who have grievances with actions, decisions and/or processes at NCCTI are provided a formal process for registering those complaints and for their complaints to be addressed by school administration. The student complaint reporting process is designed to help assure our students a quality educational program, provide strong student support services and help the school identify any problems or issues affecting a student or the quality of the student cycle. The procedures are intended to help NCCTI identify patterns of conduct that cause a concern with the school's academic and non-academic offices and operations, and to comply with federal obligations and regulations for receiving, responding to and tracking student complaints/concerns.

NCCTI is solely committed to treating all students fairly and respectfully. The school's policies that apply to students are published in the School Catalog and Handbook. If there is a perceived violation of a school policy, a student may file a complaint in accordance with the laid-out process.

When a student encounters a problem on campus, in school that he/she/they does not know how to resolve, he/she/they should, whenever possible, address the problem by discussing it with those involved. Dealing with concerns in the most direct and honest manner is always the first step toward resolution. Many problems are resolved when a student makes an appointment with a faculty or staff member and calmly and respectfully communicates their concerns. If an issue or problem still remains, a student may initiate the formal grievance process at NCCTI.

The faculty members shall not have the right to suspend or expel a student(s). That authority is reserved for the Director of the School and the School Grievance Committee, if requested by a student.

Addressing Academic Concerns and Appeals

Students who have a concern or grievance regarding an instructional staff member involving an evaluation of their academic work (typically a grade given for an assignment or a final grade) or a related academic concern can participate in the formal appeal process.

Non-Academic Grievances

Students who feel they have not received fair treatment with respect to services provided by the school, outside of the classroom. The Student Success Coach advocates for student needs and resources and provides student support and coordination of programs to help cultivate and develop student success, wellness and personal growth while attending NCCTI. Records of grievances and their disposition are maintained by the Director and the Registrar.

Grievance Procedure

To resolve grievances or appeal a disciplinary action, students should follow this procedure:

1. A student with a grievance must first identify the grievance and discuss the matter with the instructor/staff who is a party to the grievance.
2. If the grievance is not resolved during step one, then the student must contact their assigned student success coach to facilitate a resolve to the grievance with the student and all parties involved.
3. If the grievance is not resolved during step two, then the student must request, in writing, a meeting with the retention specialist, the student success coach/advocate and the faculty member/staff who is party to the grievance. The student must request this meeting within one week of the date in which the grievance occurred. The student will make clear to the retention specialist that there is a grievance, and that the issue was unresolved in a meeting with the instructor/staff member. The meeting will be set by the retention specialist within two weeks of receiving the written request. At this meeting, the grievance issue must be identified. The retention specialist and the student success coach/advocate will facilitate an attempt to resolve the grievance.
 - a. If there is not a Retention Specialist or Student Success Coach/Advocate, move to step four of the grievance process.
4. If the grievance is not resolved during step three, then the student must request, in writing, a meeting with the School Director. The student must request this meeting within one week of the date in which step two/three of the process took place or the grievance. The student will make clear to the Director that there is a grievance, and that the issue was unresolved in a meeting with the instructor/staff member. The meeting will be set by the administrative team within one week of receiving the written request. At this meeting, the grievance issue must be identified. The Director will facilitate an attempt to resolve the grievance.
5. If no resolution of the grievance is achieved at step four, the student may make a request for a formal hearing of the grievance by the grievance/retention committee. The request must be in writing (email) and presented to the Director within one week of the meeting between the student and Director. A detailed statement with supporting evidence of the facts must accompany the hearing request. The grievance committee and the Director will hold a meeting with all parties, including the student involved, to discuss the grievance. The student may also have a school advocate to speak on their behalf at the grievance meeting, which must be requested and named by the student at the time of the written request to the Director. The Director will notify all parties concerned, in writing, of the final

decision and recommendations by the committee.

REGISTERING A COMPLAINT WITH THE ACCREDITATION AGENCY

New Community Career & Technical Institute is accredited by:

The Council on Occupational Education (Council or COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, 800-917-2081. Registering a Complaint with COE can be found at this link: <https://council.org/contact-info/>

Information about Secretary of Higher Education, New Jersey Higher Education, P.O. Box 542 Trenton, NJ 08625. Complaints can be emailed here: njche@che.state.nj.us

Information about New Jersey Division of Consumer Affairs, 124 Halsey Street Newark, NJ 07102. Complaint process can be found at this link: <http://www.nj.gov/oag/ca/complaint/ocp.pdf>

Information about New Jersey Department of Labor and Workforce Development, 1 John Fitch Plaza P.O. Box 110 Trenton, NJ 08625-0110. Complaints can be emailed here: schoolapprovalunit@dol.state.nj.us

STUDENT CONDUCT

Discipline and Dismissal Procedures

Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a program diploma. Students are expected to comply with the policies, rules, regulations and procedures described in the student handbook. Conduct inconsistent with these expectations will result in disciplinary action, including and up to dismissal.

Notice of Disciplinary Findings

1. If it is determined that the greater weight of evidence or preponderance of evidence indicates that a student engaged in a violation of the Student Code, then the Director or designee shall deliver a Notice of Disciplinary Findings.
2. The Notice of Disciplinary Findings shall include information regarding the Review/Grievance process.
3. This notice shall inform the student of the findings, any imposed sanctions or restrictions and the student's right to appeal.

Sanctions for Misconduct

1. Admonition – Oral or written reprimand.
2. Discretionary sanctions – These include work assignments, service to the school, etc.
3. Disciplinary probation – Probation indicates that the student has engaged in unacceptable behavior and that a period of observation is needed to substantiate that behavior has improved. Additional conditions may be imposed during the probationary period, such as counseling, educational seminars/courses, etc. An additional violation may result in more severe action.
4. Withholding of grades, official transcript, certificate of completion or degree.
5. Suspension of rights and privileges – This type of suspension includes, but is not limited to restrictive building or area access.
6. Dismissal/expulsion from the program.

STUDENT CONDUCT & DRESS

Student Conduct

The Student Code shall provide an educational and non-adversarial process designed to resolve matters concerning student conduct. It is not designed to be a legal or judicial process.

- The Student Code is designed to be reliable, fair and effective.
- Individuals who have established a status of being an enrolled/current student with the School are subject to the Student Code.
- The Student Code shall apply to all aspects of school life, including those in the classroom, on school property and at off-campus School sponsored activities.
- Disciplinary records shall be maintained by the Registrar in accordance with the School's records and retention policy.
- The School's disciplinary process shall proceed during the pendency of any related criminal or civil proceedings and shall not be subject to reconsideration even if related charges are dismissed or otherwise resolved.

The Director may initiate disciplinary proceedings against a student for violations of the code. Specific examples of prohibited conduct subject to disciplinary action include, but are not limited to, the following:

Acts Violating School Policies

A. Acts of Dishonesty

1. Intentionally furnishing false or misleading information to the school or a school official.
2. Forging, altering, falsifying or misusing any school document or instrument of identification.

B. Acts Affecting the School Community

1. Engaging in disruptive behavior or activity on school property, and in classrooms.
2. Failure to comply with classroom rules or policies set by the instructor, including cell phone usage.

3. Failure to comply with the reasonable directive(s) of a school employee or leadership.
4. Failure to heed an official summons within the designated time or failure to identify oneself to an institutional representative in response to a request.
5. Violation of a rule or regulation relating to motor vehicle regulations or parking.
6. Gambling in any form.
7. Failure to provide/fulfill financial or contractual agreement and obligation(s) to the school.
8. Engaging in or use of obscene, lewd or vulgar language, behavior and display regardless of the medium.

C. Acts Affecting Property or Service

1. Theft or attempted theft of property or services.
2. Possession of stolen or lost property.
3. Destruction or damage to school property or the property of others.
4. Unauthorized possession, duplication or use of access devices to school property or the property of others.
5. Unauthorized entry onto or use of school or individual's premises, equipment or resources.

D. Acts Affecting Computing Resources or Technology

1. Unauthorized access, use or misuse of school computing resources, systems or data.
2. Disrupting school computer operations or the availability of computing resources.
3. Using another individual's identification, password or other credential.
4. Unauthorized use or sharing of copyrighted materials through electronic means.
5. Initiating or contributing to attacks against external networks, school systems or individuals (students/staff).

6. Use of school computers to access lewd, offensive or pornographic material.
7. Transporting copies of school programs, records or data to another person or computer without written authorization.
8. Using the school's computer resources for personal gain.

E. Acts Affecting Health, Safety or Welfare

1. Engaging in physical or verbal abuse, domestic violence, threats, intimidation, harassment, bullying, coercion, physical/electronic stalking or any other conduct that threatens or endangers the health, safety or welfare of another person.
2. Possession, use, sale or distribution of any quantity, whether usable or not, of an illicit drug (including synthetic), narcotic, controlled substance, illegal drug paraphernalia or equipment. This includes medication not prescribed to oneself.
3. Public intoxication, use, possession or distribution of an alcoholic beverage(s).
4. Being under the influence of alcohol, an illicit drug, narcotic, synthetic or controlled substance while on school grounds or in classes.
5. Providing minors or any other individual intoxicating beverages in violation of any state, federal or local law.
6. Engaging in, soliciting, encouraging, directing, aiding or voluntarily submitting in behavior that could cause physical, mental or emotional harm to another or is considered humiliating or degrading.
7. Engaging in acts of gender discrimination, sexual misconduct, abuse, assault or harassment.
8. Engaging in speech, either orally or in writing, that is directed to incite, produce lawless action or intimidate another.
9. Possession or use of a dangerous weapon, defined as any instrument, device or object capable of inflicting physical harm. Examples of a dangerous weapon include firearms, explosive devices, dangerous chemicals, knives, fireworks, compressed air guns, pellet guns, stun or zip guns, tasers, BB guns, paintball guns, batons, etc.

10. Misuse or tampering of fire or other life safety equipment or interfering with any school or public safety function.
11. Reporting a false emergency or threat.
12. Smoking inside campus buildings or designated nonsmoking areas. Smoking means the lighting or carrying of a lighted cigar, cigarette, pipe, including an e-cigarette.

F. Acts Violating Law

1. Engaging in conduct that constitutes a criminal offense under federal, state or local law whether convicted or not, and regardless of whether the incident happened on campus or off campus.
2. Breaching the peace or abetting or inciting another to breach the peace.
3. Disorderly conduct as defined by state law or any activity that includes, but may not be limited to, physical or verbal abuse, injury to another person, indecent displays or use of indecent language, nonconsensual acts of sexual contact/assault or disrespect for the rights and privileges of others.

G. Facilitating Acts of Misconduct

1. Planning or facilitating an act of misconduct.
2. Being present during the commission of an act of misconduct, supporting/encouraging the act or not reporting the act to the appropriate officials.

H. Acts Interfering with the Disciplinary Process

1. Failure to comply with a request to schedule and attend a conference with the Director within the designated time.
2. Failure to comply with sanction(s) imposed under the Student Code or by the school.
3. Falsifying or misrepresenting information at any stage of the disciplinary process.
4. Knowingly initiating a false complaint to a school official.
5. Attempting to discourage a person's participation in or use of the disciplinary process.
6. Harassment, intimidation, coercion, bribery or retaliation against a school official or person involved in the disciplinary process.

I. Violations of Academic Integrity

Includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, any act designed to give unfair advantage to the student or any attempt to commit such an act.

1. Cheating: Activity that includes, but is not limited to:
 - a. Copying from another student's assignment, test or other academic work.
 - b. Possessing material, such as class notes or textbooks, during a test that is not authorized by the instructor of record.
 - c. Collaborating, without authority, or seeking aid from another student during an examination or assignment, or in preparing academic work.
 - d. Using, buying, selling, stealing, transporting or soliciting, in whole or in part, the contents of an unadministered test, test key, homework solution or computer program.
 - e. Substituting for another student or permitting another student to substitute for oneself to take a test or prepare other academic work.
 - f. Paying, offering money or other valuables to or coercing another person to obtain an unadministered test, test key, homework solution or computer program, or to obtain information about an unadministered test, test key, homework solution or computer program.
 - g. Falsifying reports and/or other academic work offered for credit.
 - h. Taking, keeping, misplacing or damaging property of the school, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.
 - i. Willfully failing to comply with instructions given by a person administering a test.
 - j. Discussing, without express permission from the instructor of record, the contents of an examination with another student who will take the examination.
 - k. Divulging the contents of an examination for the purpose of preserving questions for use by another when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to the

student.

- I. Misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining academic or financial benefit or for the purpose of injuring another student academically or financially.
2. Collusion: The unauthorized collaboration with another person in preparing academic or lab assignments offered for credit, or the collaboration with another person to commit a violation of academic integrity.
3. Falsifying Academic Records: Activity that includes, but is not limited to, the alteration of grades or other falsification of an academic record such as a grade report, test paper, registration material or reporting form used by the school.
4. Plagiarism: Activity that includes, but is not limited to, the appropriation, buying, receiving as a gift or obtaining by any means another's work and the submission of another's work as one's own academic work offered for credit.

Student Dress

Clothing and apparel worn for either religious reasons or medical purposes is allowed.

Nothing in the Student Conduct policies may be construed in such a way as to deny any constitutional or civil protection. This policy should not be construed and does not conflict with statutory law.

Violation of any of these policies may result in suspension or expulsion from this institution.

Re-Enroll

Students requesting re-admission following an interruption in classes, and students who fail to re-enter on the scheduled time following an authorized leave of absence must re-enroll under the current effective school Enrollment Agreement reflecting revised prices, if applicable. The school reserves the right to limit re-entries.

Note: The student's SAP status will be re-calculated and the appropriate status applied to the student's enrollment record. Students are allowed no more than one interruption of programming. To re-enter a student must submit an appeal letter to the Director of the school for review stating how the conditions for termination have been resolved, and, if accepted, may then be reinstated on probationary status. The student must meet with the Director. If the Director determines that re-admittance is justifiable, the student will begin the re-enrollment process. Students who are terminated by the school for disciplinary reasons or severe academic deficiencies may request re-entrance. Such a request must be by letter to the Director of the school. The letter must set forth valid reasons for granting the request. The request will be

reviewed by the Grievance Committee and the student will be notified of the Committee's decision within seven (7) business days and /or before the 14-day attendance policy is exhausted.

Graduation Requirements

To be eligible for graduation the following requirements must be met:

- Successfully complete all required courses in the program, including externship, *if applicable*.
- Achieve an overall grade point average of 2.0.
- Meet satisfactory academic progress requirements.

SECURITY & SAFETY, SCHOOL CLOSINGS

Security and Safety

The Security Department should be notified immediately of any threat to the safety of any person, building, equipment and personal property. Dial extension 101 to report any safety issue.

File Security

All trainee files must remain secure at all times in double locked areas (locked file cabinet in a room that may also be locked). Hard copy files containing financial aid information will be safeguarded at all times.

Lost and Found

Lost and found items should be brought to the Security Officer located on the first floor.

Safety

Fire bells or sounds of “fire” are your signal to evacuate the building immediately. Do not reenter the building for any reason until you are told it is safe by security or the fire department.

Reaching Students in an Emergency

The school will make every reasonable effort to contact you in case of an emergency. We recommend that you leave word with your children’s school, family or friends as to where you can be reached. Please inform your children’s school if anything changes in your schedule.

Emergency Closings

The school generally does not close during scheduled operation except in cases of severely inclement weather or other emergency situations. Students are encouraged to call the school at 973-824-6484 for information in cases of inclement weather.

Canceled Classes

In the event of a delayed opening or school closing due to inclement weather or other emergency, a message will be left on the main switchboard phone (973-824-6484) and a message will also be posted on the home page of the NCCTI website at newcommunitytech.edu.

School Closure

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development’s Training Evaluation Unit within 90 calendar days of the closure. Failure to do so within the 90 days may exclude the student from any available form of assistance. The contact number to call is 609-292-4287. The email address is trainingevaluationunit@dol.nj.gov.

REFUNDS

Regarding each student who withdraws from or is terminated by a private career school, the private training school shall adhere to the following refund policy:

1. The school may retain all or part of the registration fee.
2. The school may require that the student retain all books, equipment and tools purchased from the school and issued to the student. The school may refund a portion of the monies paid if the books, equipment and tools are in proper condition for resale.
3. For courses of 300 hours or less, the school may retain the registration fee plus a pro-rata portion of the tuition calculated on a weekly basis.
4. For full-time attendance in courses exceeding 300 hours in length, but not exceeding 1,200 hours, the school may retain the registration fee plus:
 - i. Ten percent of the total tuition, if withdrawal occurs in the first week;
 - ii. Twenty percent of the total tuition, if withdrawal occurs in the second or third week;
 - iii. Forty-five percent of the total tuition, if withdrawal occurs after the third week, but prior to the completion of 25 percent of the course; and
 - iv. Seventy percent of the total tuition, if withdrawal occurs after 25 percent, but not more than 50 percent of the course.
5. For part-time attendance in courses over 300 hours in length, calculation of the amount the school may retain in addition to the registration fee shall be:
 - i. Ten percent of the total tuition, if withdrawal occurs in the first 25 hours of scheduled attendance;
 - ii. Twenty percent of the total tuition, if withdrawal occurs between 26 and 75 hours of scheduled attendance; or
 - iii. Calculated on the same basis as for full-time attendance pursuant to (a)4iii through iv above after 75 hours of scheduled attendance.
6. In cases where other fees have been charged, the refund shall be based upon the extent to which the student has been charged. (For example, the graduation fee shall be refunded; the activity fee shall be pro-rated.)
7. Refunds shall be made payable to the student or any local, state or federal agency that paid tuition or paid for fees, books, materials or supplies on behalf of the

student.

8. Refunds shall be issued by check within 10 business days of the date of withdrawal or termination of the student.
9. Each refund shall be accompanied by a "Refund Calculation Form," which shall be signed by a school representative (the form will be made available by the Department of Labor and Workforce Development); and
10. The refund policy shall be published in the school catalog, student contract and School and Program Information.

STUDENT RIGHT TO CANCEL

The applicant/student may cancel their application or enrollment without penalty or financial obligation under any of the following circumstances:

1. Within three (3) days of signing the enrollment agreement.
2. Within three (3) business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.
3. Prior to the commencement of classes.
4. By the end of the drop/add period.

Transcript Requests

An official academic transcript is a copy of a student's permanent record, signed by a school official and imprinted with an official seal of the school. Transcript requests must be made in writing and submitted to the Registrar's Office or email rgalley@newcommunity.org.

Official transcripts must be mailed directly to an employer or institution. A student copy of a transcript (without seal or signature) can be issued to the student. The first official transcript is free. Additional copies are \$5.00. Transcripts take about a week to process.

Program Advisory Committee

NCCTI's Program Advisory Committee (PAC) is comprised of representatives from businesses within the respective program industries and higher education. The purpose of the Program Advisory Committee is to review the established curricula of the program, instructional-related program materials, equipment and facilities and student achievement outcomes as a means to provide the school with an external review of its programs.

FINANCIAL AID

Financial Aid Programs

The cost of training for NCCTI students is paid through a variety of sources. NCCTI contracts with local and state agencies and receives funding from private foundations to provide job training and placement. Since NCCTI is accredited, it is able to offer Financial Aid under Title IV of the Higher Education Act (HEA) as an additional funding source to qualified students.

All applicants are evaluated during the admissions process to determine eligibility for Financial Aid. The NCCTI Financial Aid staff is available to help students assess their needs, identify sources of aid and complete required forms.

The Federal Pell Grant and the Federal Student Staff Loan (Direct Student Loan) are available to qualified applicants. Grants do not have to be repaid; loans have to be paid back. The amount of a grant is based on individual need.

Financial Aid Eligibility

Eligibility for financial aid at NCCTI is based on need. Financial need is defined as the difference between a trainee's cost of attendance at NCCTI and the student's family's calculated ability to pay these expenses. In addition to be eligible for Financial Aid, a student must:

- Be admitted as a regular student.
- Be enrolled or accepted for enrollment in an eligible program on at least half-time basis.
- Be a citizen.
- Not owe money on a federal student loan or have made arrangements to repay it.
- Notify the school if you are in default on a federal student loan.
- Be making satisfactory progress.
- Be registered for Selective Service (if male born on or after January 1, 1960).
- Have a High School Diploma or its equivalent to be eligible for federal student aid.
- Agree to use any federal student aid received solely for educational purposes.

FINANCIAL AID



How to Apply for Aid

Applicants should contact the NCCTI main office for the necessary guidance during the admissions process. An applicant will need to sign up for an FSA ID at studentaid.gov, then complete a Free Application for Federal Student Aid (FAFSA). Information is available and applications can be completed via the internet at studentaid.gov/fafsa. This form is used to determine eligibility and the amount of award for each type of Federal Student Aid. Documentation to substantiate information provided on the FAFSA is required. There is no charge to file for financial aid.

Financial Aid Award Notification

NCCTI will notify each applicant in writing of the amount of the funds that they are eligible to receive; and/or their parents if applicable, can expect to receive for each Federal Student Aid program. This will be done through an Enrollment Agreement which is signed by each enrolling applicant.

Method and Frequency of FA Payments

Student financial aid disbursements are made no later than 14 days after the funds are received from the United States Department of Education. Financial Student Aid disbursements are first credited directly to the trainee's cost of attendance at NCCTI. Any remaining FSA funds will be disbursed to the trainee after tuition and fees are paid in full.

Additional Information

Further information on Federal Student Aid Programs can be found online at studentaid.gov.

Applicants for Federal Student Aid are required to disclose their Social Security number. Social Security numbers are used to verify identities, to process the awarding of funds and to trace individuals who borrowed funds from federal, state or private sources.

FINANCIAL AID



Verification Policy

Verification is the process of confirming the accuracy of applicant reported data on financial aid applications. Only a portion of the applicant population is selected for verification.

Selection of Applicants to be Verified

If the Central Processing System (CPS) selects a FAFSA application for verification, the Financial Aid Department will verify the elements required by the Verification Tracking Group to which the application has been assigned (V1-V6). In addition to verifying these required items for CPS - selected students, NCCTI can choose to verify any other application items, requiring reasonable documentation, in accordance with consistently applied institutional policies. NCCTI will decide which students must provide documentation for any additional data elements and what constitutes acceptable documentation.

Students are notified by the Financial Aid Department that their FAFSA has been selected for verification. Students are also notified on their Student Aid Report (SAR) that they have been selected for verification. Students are notified by the Financial Aid Department once verification is completed.

FAFSA Adjustments (Professional Judgment)

There are very limited circumstances whereby the Financial Aid Department may make adjustments to the data elements on the FAFSA or to override a student's dependency status. The formula that calculates the expected family contribution (EFC) cannot be changed. However, on a case-by-case basis, dictated by special circumstances, adjustments to data impacting the family income or assets can be made and applied to the standard formula,

possibly yielding a new EFC figure. The Financial Aid Department may require additional documentation to approve data or dependency changes.

Institutional Scholarship Information

All scholarship awards are subject to additional conditions.

WRITTEN PLANS & SURVEYS



New Community Career & Technical Institute has on file written plans and procedures to include:

- Training programming
- Job placement services
- Strategic plan
- Media services
- Maintenance, replacing and disposing of obsolete equipment
- Facility and campus improvement - operation, maintenance and improvement of physical plant
- Health and safety of employees, students and guests
- Default management for loans
- School emergency procedures
- Student personnel services

SCHOOL CALENDAR

Program	Start Date	End Date	Break/Holiday Dates
Automotive Technician	July 18, 2022	March 22, 2023	9/5/22, 11/24/22 through 11/27/22; 12/23/22 through 1/2/2023; 1/16/23; 2/20/23
	March 27, 2023	November 8, 2023	4/7/23; 5/29/23; 6/19/23; 7/4/23; 9/4/23
	November 6, 2023	July 10, 2024	11/23/23 through 11/26/23; 12/21/23 through 1/7/2024; 1/15/24; 2/19/24; 3/29/24; 5/27/24; 6/19/24; 7/4/24
Program	Start Date	End Date	Break/Holiday Dates
Building Trades Specialist	April 25, 2022	October 28, 2022	5/30/22, 6/17/22, 7/4/22, 9/5/22
	October 10, 2022	April 20, 2023	11/24/22 through 11/27/22; 12/23/22 through 1/6/2023; 1/16/23; 2/20/23; 4/7/23
	April 24, 2023	October 26, 2023	5/29/23; 6/19/23; 7/4/23; 9/4/23
	October 9, 2023	April 25, 2024	11/23/23 through 11/26/23; 12/21/23 through 1/7/2024; 1/15/24; 2/19/24; 3/29/24
Program	Start Date	End Date	Break/Holiday Dates
Culinary Arts Specialist	April 25, 2022	October 28, 2022	5/30/22, 6/17/22, 7/4/22, 9/5/22
	October 10, 2022	April 20, 2023	11/24/22 through 11/27/22; 12/23/22 through 1/2/2023; 1/16/23; 2/20/23; 4/7/23
	April 24, 2023	October 26, 2023	4/7/23; 5/29/23; 6/19/23; 7/4/23; 9/4/23

	October 9, 2023	April 25, 2024	11/23/23 through 11/26/23; 12/21/23 through 1/7/2024; 1/15/24; 2/19/24; 3/29/24
Program	Start Date	End Date	Break/Holiday Dates
Medical Assistant Clinical	July 11, 2022	January 13, 2023	9/5/22, 11/24/22 through 11/27/22; 12/23/22 through 1/2/2023
	January 9, 2023	July 7, 2023	1/16/23; 2/20/23; 4/7/23; 5/29/23; 6/19/23; 7/4/23
	July 10, 2023	January 12, 2024	9/4/23; 11/23/23 through 11/26/23; 12/21/23 through 1/7/2024
Program	Start Date	End Date	Break/Holiday Dates
Patient Care Technician	September 12, 2022	March 23, 2023	9/5/22, 11/24/22 through 11/27/22; 12/23/22 through 1/2/2023; 1/16/23; 2/20/23
	March 27, 2023	September 7, 2023	4/7/23; 5/29/23; 6/19/23; 7/4/23; 9/4/23
	September 12, 2023	March 23, 2024	11/23/23 through 11/26/23; 12/21/23 through 1/7/2024; 1/15/24; 2/19/24

2021 NEW COMMUNITY CORPORATION CAREER & TECHNICAL INSTITUTE GRADUATION AND EMPLOYMENT OUTCOMES

Campus Location	Program & Credential (Diploma)	Based on Students Who Started the Program – Cohort Year	Number of Students Started Program	Graduation Rate (Completion)	Employment Rate (Placement)
Newark	Medical Assistant Clinical	1/2021 – 12/2021	35	83%	100%
Newark	Patient Care Technician	1/2021 – 12/2021	27	50%	100%
Newark	Automotive Technician	1/2021 – 12/2021	21	79%	82%
Newark	Building Trades Specialist	1/2021 – 12/2021	12	57%	75%
Newark	Culinary Arts Specialist	1/2021 – 12/2021	8	100%	100%
Newark	Community Health Worker	1/2021 – 12/2021	N/A	*No students started	*No students started
Newark	Medium/Heavy Duty Commercial Vehicle Systems Diesel Mechanic Training	1/2021 – 12/2021	3	50%	100%

GOVERNING BODY

NCC – Governing Board Members



Chief Executive Officer
Simone Gagneron



Chief Financial Officer
Elizabeth Mbakaya



Director of Mission
Frances Teabout

ADMINISTRATION

Chief Executive Officer
Simone Gagneron

Chief Financial Officer
Elizabeth Mbakaya

Director of Mission
Frances Teabout

Chief Administrative Officer and Director of NCCTI
Sylvia McCray, M.A., EdS

STAFF

Financial Coach – FOC
Akeen Downes

Retention Specialist
Barry Ford

Registrar
Ramona Galley

Admissions Representative
Aziza Johnson

HSE/FOC
Andrea Kelly

Student Support/Services
Beatus Kitururu

HSE/FOC
Odette Phillip

**Director of New Community Family
Resource Success Center**
Joann Williams-Swiney

Career Services Coordinator
Chanda Webb

FACULTY



Automotive Technician Program

Winston Thomas, Instructor

John Zaccheus, Lead Instructor



Building Trades Specialist Program

Yusto Awich, Instructor



Culinary Arts Specialist Program

Aliesha Howell, Instructor



Samuel Gaddy, Instructor



Medical Assistant Clinical Program

Dr. Mamdouh Sorial, Instructor



Patient Care Technician Program

Dr. Ehab Salib, Instructor

Ready to Move Ahead? Get Ready to Learn at NCCTI.

If you're ready to start on your individual learning path, leading to a career or expanding your skill base, then come to NCCTI for your educational needs. Contact us to schedule a tour, and visit our school.

We look forward to seeing you!

Main Campus

274 South Orange Ave. Newark, NJ 07103

973-824-6484

