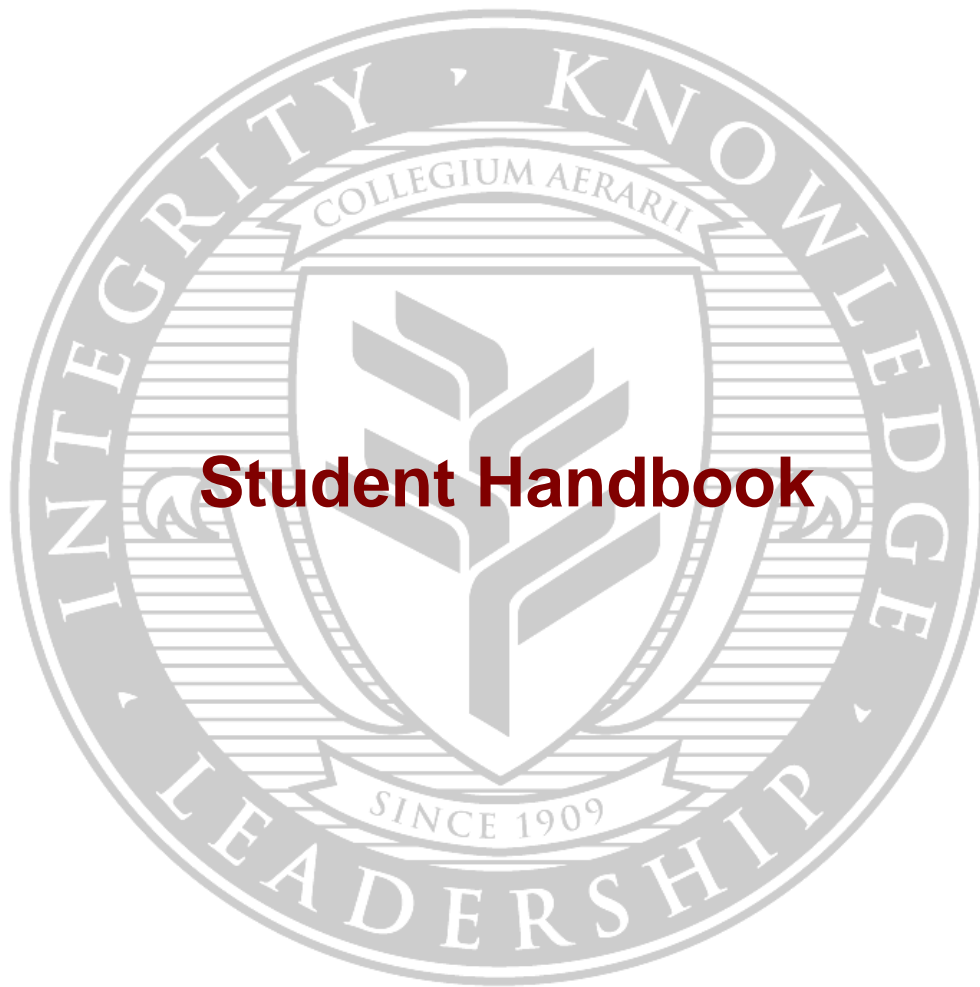

New England College of
Business and Finance



Student Handbook

2009 - 2010



NEW ENGLAND
College of Business
AND FINANCE

10 High Street, Boston, MA 02110
617-951-2350 * FAX: 617-951-2533
www.necb.edu

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PURPOSE OF THE STUDENT HANDBOOK

The purpose of the Student Handbook is to assist students in understanding the procedures and services at New England College of Business and Finance. Students are encouraged to read and become familiar with this and other New England College of Business and Finance (“NECB”) publications explaining students' rights, responsibilities, policies, and procedures. If there is any conflict between any statement in this Student Handbook and the Catalog (and any addenda), the official policies found in New England College of Business and Finance’s Academic Catalog prevail.

MODIFICATION STATEMENT

Every effort has been made to ensure that this Student Handbook is accurate upon publication. Any description, procedure, policy, etc, however, may be modified as deemed necessary by the administration of the College.

ACCREDITATION AND LICENSURE

NECB is accredited by the New England Association of Schools and Colleges to award Associate Degrees and Certificates. In September, 2008, NECB received initial approval to implement a Bachelor of Science in Business Administration, a Master of Science in Finance, and a Master of Science in Business Ethics and Compliance.

New England Association of Schools and Colleges
209 Burlington Road, Suite 201
Bedford, MA 01730-1433
Phone: (781) 271-0022
Fax: (781) 271-0950

The New England Association of Schools and Colleges is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

The College has been licensed by the Massachusetts Board of Higher Education. NECB has also been approved by the Massachusetts Commission on Higher Education to confer the Associate in Science in Business Administration Degree.

STATEMENT OF OWNERSHIP

New England College of Business and Finance is owned by:

Whitney International University System
2200 Ross Avenue, Suite 3800
Dallas, Texas 75201

Student Handbook Updated: October, 2009



10 High Street, Boston, MA 02110
617-951-2350 * FAX: 617-951-2533
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ABOUT NECB

FACILITY

Boston is regarded as one of the nation's most historic cities. Established in 1909, New England College of Business and Finance has grown with Boston for nearly a century. NECB is conveniently located on the second floor at 10 High Street, Boston, MA which is two blocks from South Station and in close proximity to the Orange and Red Lines. Workshops, new student orientations, meetings, on ground classes, student advising, and tutoring services are held at this location as outlined on our website (www.finance.edu).

Boston is home to some of the finest dining in the country and many excellent eateries are within minutes from NECB. The Financial District, Government Center, Faneuill Hall and Quincy Market, the Museum of Art, Fenway Park and the Theater District are only a few of Boston's historic attractions, all easily accessible from NECB.

ACADEMIC PROGRAMS

NECB offers degree programs at the Associate, Bachelors, and Master's level. Credit-bearing certificate programs are also offered.

Associate in Science in Business Administration	61 Credits
Bachelor of Science in Business Administration	121 Credits
Master of Science in Finance	30 Credits
Master of Science in Business Ethics and Compliance	30 Credits

Basic Accounting Certificate	21 Credits
Intermediate Accounting Certificate	21 Credits
Commercial Lending Certificate	21 Credits
Forensic Accounting Certificate*	21 credits

*This is a master's level certificate and requires a bachelor's degree for admission

Information on degree and certificate programs can be found in the College's Academic Catalog.

CHARACTERISTICS OF NON-TRADITIONAL STUDENTS

NECB typically serves a segment of the higher educational population referred to as non-traditional students. In a study published by the U.S. Department of Education's National Center for Education Statistics, 73 percent of all U.S. undergraduates in 1999-2000 were "non-traditional," exhibiting one or more of the following characteristics:

- They delayed first-time college enrollment past the year of their high school graduation
- They attended college part-time at least part of the academic year
- They worked full-time (35+ hours per week) while enrolled
- They were considered "independent" of their parents or guardians for financial aid purposes
- They had dependents other than a spouse
- They were single parents

Additionally, seven out of ten students cited the following reasons for wanting to go to college:

- They wanted to get training for a specific career
- They wanted to be able to get a better job



- They wanted to be able to make more money.

CHARACTERISTICS OF NECB STUDENTS

NECB students share many of the characteristics of the non-traditional college student. Most NECB students are currently employed in the banking or financial services industry and they attend college part-time. Most students are looking to advance in their careers, or they seek to enter a career in a specialized field within banking or financial services. Most NECB students are independent; the average age is 33-35.



GOVERNANCE: BOARD OF TRUSTEES

Chairman of the Board

Virginia A. Meany
Independent Consultant

Vice Chairperson

Michael L. Williams
Executive Vice President
State Street Corporation

Ex Officio

Howard E. Horton, Esq.
NECB President

Board Members

Dr. Allen Austill
Dean Emeritus and Former Chancellor
New School University, New York

Dr. Gerald A. Heeger
President
American College of Education

Dr. Roderick R. Paige
Former U.S. Secretary of Education
Chartwell Education Group, LLC

Robert S. Peterkin
Professor of Educational Policy and
Administration
Harvard Graduate School of Education

Dr. Joseph M. Cronin
Former President of Bentley College
President, EDVISORS

Vernon Johnson
President
Higher Education Holdings

Deborah Nugent
C.F.O.
Whitney International University System

Governance: Advisory Boards and Committees

INDUSTRY ADVISORY BOARD

Charles M. Begley
Co-Managing Director of Community Banking
Sovereign Bank

Roger A. Haynes
SVP, Practice Leader
WGA Financial Risks
William Gallagher Associates

Michael Shipman
Vice President
Talent Development, Human Resources
Rockland Trust Company

Maureen Leary-Jago
President
MFS Service Center, Inc.

William J. Ryan
Chairman, President & CEO
TD Banknorth Inc.

Arnold D. Scott Chairman & CEO
Asset Link International, LLC

Eugene C. Sheehan III
Managing Director & Practice Leader
Marsh USA

ETHICS ADVISORY BOARD

Scott Harshbarger
Senior Counsel
Boston Office of Proskauer Rose w/practice in
Corporate Governance and Regulatory
Strategy
Former Attorney General, State of
Massachusetts

Dr. Tamar Frankel
Boston University School of Law
Author of Trust and Honesty:
America's Business Culture at a Crossroad

James Lam, Professor
President, James Lam & Associates
Author of Enterprise Risk Management

Jane Donahue
Chief Compliance Officer
State Street Bank
Boston, MA

Frederic Chartier, MBA
NECB Faculty

ACADEMIC AND STUDENT AFFAIRS COMMITTEE (ASAC)

Richard Rowe, Adjunct Professor
ASAC Chair
Accounting

Dr. Carol Anderson
VP Academic Affairs
NECB

Dr. Christian Brocato
Department Chair and Professor
General Education

Paula Bramante
VP eLearning
NECB

Dr. Christopher Weir
Department Chair
Business and Finance

April Morin
eLearning & Instructional Design
NECB

Kevin Shea
Coordinator
Management

Deborah Sementa
Program Chair,
Master's of Business Ethics and Compliance

Richard Hennessey
Adjunct Professor, Accounting

Dr. Ako Doffou
Faculty
Department of Business and Finance

Sandra Owen
Adjunct Professor,
Financial Services & Investments

ADMINISTRATIVE STAFF LISTING

<u>Title</u>	<u>Name</u>
President	Howard E. Horton, Esq.
Assistant to the President	Kathy Cantalupa
Vice President of Academic Affairs	Dr. Carol Anderson
Vice President of eLearning	Paula Bramante
Director Admissions and Student Services	Mina Goldman
Controller	Bill McDonald
Senior Director of Corporate Membership	Neil McCole
Director of Corporate Membership	Pamela DellaPorta
Department Chair, General Education	Dr. Christian Brocato
Department Chair, Business & Finance	Dr. Christopher Weir
Registrar	Robert Wagstaff
Assistant Director of Student Services	Karen McConnell
Director of Instructional Design	April Morin
Student Services	Carmella Correale
Receptionist	Peggy Allen

New England College of Business and Finance
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Boston, MA 02110

Phone: 617-951-2350
Fax: 617-951-2533
www.finance.edu
www.NECBOnline.org



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NECB MISSION AND OBJECTIVES

MISSION STATEMENT

The mission of New England College of Business and Finance is to provide high quality undergraduate and graduate degree programs, as well as professional training, for students interested in careers in business and finance.

VISION STATEMENT

“The New England College of Business and Finance will provide industry-focused, accessible, affordable, high quality education and training for students interested in careers in business and finance through career development programs that help them achieve success in their personal and professional lives.

We will provide value for our students through:

Access: Our programs will be available anytime, anywhere through either traditional classes or interactive online instruction. Our support systems will be tailored for non-traditional students and working adults and will be based on a specific understanding of their needs.

Affordability: We will establish competitive tuition structures which provide compelling value for our member institutions and for individual students. We will pursue articulation agreements with other colleges and universities to provide opportunities for our graduates to transfer all their NECB credits in furtherance of their educational goals.

Quality: We will continually improve the quality of our academic offerings by ensuring that faculty members have excellent academic credentials, as well as industry experience, allowing them to impart instruction that is action-oriented and immediately useful in their work environment. We will take full measure to maintain our accreditation membership in the New England Association of Schools and Colleges. We will continually assess program quality through individual course and instructor evaluation, as well as College-wide review and analysis.

Relevance: We will continue to develop and deliver courses and programs that are relevant to the banking and financial services industry. We will nurture existing relationships in the industry by holding regularly scheduled Advisory Board and Committee meetings and maintaining an open line of communication. We will develop new relationships by pursuing individuals within the industry to participate on advisory boards and curriculum task forces, and to work as adjunct faculty and subject matter experts.”

LEARNING GOALS AND OBJECTIVES

New England College of Business and Finance is committed to providing adult learners with accessible and affordable undergraduate and graduate degree programs. It is our goal that program learning outcomes and curriculum align with the College's mission and that faculty are credentialed and qualified to deliver the highest quality courses.

General Education at New England College of Business and Finance is integral to the College's mission, vision, goals and objectives. NECB's undergraduate programs advance the critical, practical and necessary connections between the various disciplines in General Education and the necessities and demands of the business, banking and finance industry focus of the institution. Undergraduate programs actively guide students toward the attainment of intellectual and practical reasoning skills. To this end, NECB's associate and bachelor degree programs seek to empower students with an appreciation for commitment to life-long learning and to active participation in society.

Goal One

To provide a foundation of general education through associate's and bachelor's degrees, certificates, seminars and customized training programs that build basic competency for sound decision making.

Objectives

- To provide the foundation of general education to support an understanding and comprehension of concepts of college level English and mathematics.
- To deliver courses that enhance one's ability to analyze the major economic, political, social, and intellectual influences affecting the development of modern civilization.
- To provide opportunities across curriculum for learners to apply and master interpersonal, verbal and written communication skills essential to the student's daily environment.
- To promote a general understanding of and solution to environmental dilemmas and problems.

Goal Two

To provide specialized bank and financial services education as well as a broader-based management education through undergraduate and graduate associate's degree concentrations, professional development seminars and customized training programs that develop specific competencies within the student's areas of expertise.

Objectives

- To provide Concentration choices in areas including accounting, banking, financial, management and marketing.
- To offer high-quality curriculum taught by industry practitioners

Goal Three

To provide options to additional personal and professional growth whether through New England College of Business and Finance's program or through partnership programs and articulation agreements.

Objective

- To establish partnerships or articulation agreements with educational institutions whose mission statement and program offerings align with NECB's mission and program offerings.

Goal Four

To admit students whose interests, goals, and abilities are congruent with the mission of the college; and, once the students are admitted, to effectively utilize the full resources of the college to facilitate student learning and to reduce academic, cultural, linguistic, social, psychological, and financial barriers to their success.

Objectives

- To admit sufficient numbers of students who are adequately advised, academically qualified, and able to benefit from the college's academic programs.
- To provide a range of services, including financial assistance, academic advising, tutoring, and counseling that will effectively help students resolve problems that may interfere with their academic success.
- To maintain retention and cohort survival rates equal to or higher than those of comparable institutions.
- To facilitate, where applicable, the timely placement of graduates into employment positions consistent with their chosen career and level of preparation;
- To maintain placement rates that are equal to or higher than those of comparable institutions.

Goal Five

To provide an online learning experience that is academically sound and easily accessible to a diverse population.

Objectives

- To offer a variety of courses each term to ensure all students can complete programs within allotted time frames.
- To ensure curriculum is congruent between on-ground and online courses.
- To evaluate programs, courses, students and faculty to ensure learning outcomes are met.
- To ensure faculty are sufficiently qualified in their area of study and trained in Adult Learner and Online pedagogical concepts.

Goal Six

To maintain educational integrity coupled with financial stability in the management of NECB; to provide governance and administrative structures and services that assure overall institutional effectiveness, strategic planning, sound management of resources, and institutional renewal.

Objectives

- To maintain institutional financial health and renewal by closely monitoring expenditures and preparing strategic plans and budgets based on the results of assessment activities.
- To assure that administrators and staff are sufficient in number and have appropriate qualifications to effectively discharge their responsibilities; to assure that administrators and staff continue to develop in their professions.
- To maintain an active and diverse Board of Trustees that effectively carries out the governance responsibilities designated in its Bylaws.

Core Competencies: At the completion of their undergraduate degree programs, students should be able to:

- Demonstrate leadership and management skills
- Apply principles of organization learning in work environments
- Communicate effectively in writing and speaking
- Demonstrate information and financial literacy by analyzing and assessing business issues
- Think critically as demonstrated by analyzing and solving problems, and making sound decisions
- Apply an awareness of global business issues
- Apply ethical standards and behavior in their personal and business behavior and demonstrate corporate social responsibility
- Identify and analyze the major economic, political, social, and intellectual influences affecting the development of business and government
- Assess the implication of environmental issues to the business setting and apply solutions
- Demonstrate a comprehension of financial services fundamentals by applying them to industry-specific concentrations
- Apply the concepts of quantitative reasoning and computational skills in their professional work

Core Competencies: At the completion of their graduate degree programs, students should be able to:

- Lead teams in a virtual environment
- Produce professional, high quality projects both as a productive team member and individually
- Conduct empirical research to inform decisions and solve complex problems
- Write professional articles and/or research papers; develop comprehensive projects and plans
- Synthesize, analyze, and evaluate complex data as a means to produce reports and make sound business decisions
- Apply an awareness of global business issues
- Apply ethical standards and behavior in their personal and business behavior and demonstrate corporate social responsibility

POLICIES AND PROCEDURES

ADMISSIONS POLICIES

All admissions requirements as outlined in the Academic Catalog must be fulfilled before a student is fully enrolled in the College.

HONOR CODE

The administration and faculty believe strongly in the concept of an Honor System. This belief is based on the knowledge that in competitive professional environments, primary emphasis is placed on originality and integrity of ideas and work. All members of New England College of Business and Finance's academic community, including faculty, students, and administration, are expected to assist in maintaining the integrity of New England College of Business and Finance, which includes reporting incidents that violate the Statement on Academic Honesty.
Student Verification

STUDENT VERIFICATION AND AUTHENTICATION

To comply with the Higher Education Opportunity Act of 2009, NECB is required to "ensure that the student who enrolls is the one who does the work and who gets the credit." NECB has always taken student authentication seriously and, even prior to this new statute, has implemented sound student authentication practices.

- First, through the application process, the student established his or her true identity.
- Second, a unique ID and logon credentials are assigned to each student. Under no circumstance may logon credentials be shared with another person. Under no circumstance may a person other than the registered student participate in an online class discussion, activity, or project or any other class activity. Under no circumstance may a test or exam be taken by someone other than the student.
- Third, although the College does employ quizzes and examinations, they are not the sole means of assessment. Every student displays a unique style and personality through their writing, presenting, and participation within the online environment. A "portfolio" of assignments is integrated into each course as a means of providing ample opportunity for a student's personality to emerge. Faculty members evaluate consistency and student authenticity throughout the course. In the event a faculty member or College administrator, for any reason, questions the authenticity of a registered student at any time throughout a course, that student may be required to prove they are the student enrolled and the one who has done the course work.

RESPECT FOR OTHERS

The College strives to be a community in which all members can participate fully and equally, in an atmosphere free from all manifestations of bias and from all forms of harassment, exploitation, or intimidation.

Respect for the rights, privileges, and sensibilities of each other are essential in preserving the professional and learning environment at New England College of Business and Finance. Actions that make the atmosphere intimidating, threatening, or hostile to the individual are therefore regarded as serious offenses. Abusive or harassing behavior, verbal or physical, which demeans, intimidates, threatens, or injures another because of his/her personal characteristics or beliefs is subject to New England College of Business and Finance's disciplinary sanctions. Examples of personal characteristics or beliefs include, but are not limited to gender, race, religious creed,



color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by Federal, state, or local law, ordinance, or regulation. Allowing harassing behavior or submission to it as a condition of employment, evaluation, compensation, or advancement is an especially serious offense. Procedures for resolving complaints or grievances on such matters are discussed in the General Information section of this Handbook.

STUDENT CODE OF CONDUCT

Each student must conduct himself or herself in accordance with the school's rules, regulations, policies and procedures as outlined in the Catalog. The information provided below is an expansion of the policy noted in the catalog.

Any student who engages on or off New England College of Business and Finance's premises in any of the following types of misconduct will be subject to discipline by New England College of Business and Finance, which may include, without limitation, the suspension and/or termination from one or more courses the student is taking or the student's entire program of study at New England College of Business and Finance and the referral to the proper authorities:

- a. Physical or verbal abuse, intimidation or harassment of another person or group of persons, including any harassment based on race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status.
- b. Deliberate or careless endangerment, tampering with safety alarms or equipment, violation of safety regulations, failure to render reasonable cooperation in any emergency, possession or use on school premises or at organized school activities of any firearm, knives (excepting non-spring pocket knives), other weapon, explosive or fireworks.
- c. Obstruction or disruption of any regular school activities, including, without limitation, online or on ground teaching, research, administration, student services, discipline, organized events and operation and maintenance of facilities, interference with the free speech and movement of academic community members, refusal to identify oneself when requested or to obey any other lawful instruction from a school official or faculty member to discontinue or modify any action which is judged disruptive.
- d. Dishonesty, including, without limitation, providing false information, alteration or misuse of documents, plagiarism and other academic cheating, impersonation, misrepresentation or fraud.
- e. Obscene, indecent or inconsiderate behavior, insubordinate behavior towards any faculty member or school official, exposure of others to offensive conditions, disregard for the privacy of self or others.
- f. Theft, abuse or unauthorized use of school property, the personal property of others or public property, including without limitation, unauthorized entrance into the college's facilities or information technology systems, possession of stolen property and littering.
- g. Illegal use, distribution or possession of stimulants, intoxicants or drugs.
- h. Use, distribution or possession of alcoholic beverages on school premises or at organized school activities or events.
- i. Gambling on school premises, in the online environment, or at organized school events.
- j. Failure to comply with the lawful direction of any school official, staff member or student employee who is acting in performance of duties of position or is explicitly assuming responsibility on behalf of the College in the absence of a particular official. (Emergency orders may supersede some written regulations. Any student who receives orders which he or she considers unreasonable although not illegal must obey the orders).
- k. violation of any federal, state or local law.
- l. Intentional or careless destruction, damage or defacement of any College property. The College may, in addition to imposing discipline, hold any student who is responsible for any such destruction, damage or defacement liable for the repair or replacement of the property.



- m. Failure to behave in a manner that reflects favorably upon the student's association with the College.
- n. Falsification of any information on his or her Application, Enrollment Agreement or any other documentation that the student provides to the College, including, without limitation, his or her educational status.
- o. Failure to strictly adhere to any term, provision, requirement, policy or procedure stated in this Catalog, the student's Application, Financial Service Agreement, Registration Form, or Student Handbook.
- p. Failure to exhibit good citizenship and respect for the community and other persons.
- q. Hazing, defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, as determined by New England College of Business and Finance, for the purpose of initiation or admission into an affiliation with any organization recognized by the College. Hazing includes, without limitation, the following as determined by the College: any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements; forced consumption of any food, liquor, drug or other substance; forced physical activity which could adversely affect the physical health or safety of a student; any activity which would subject a student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment; or any forced activity which could adversely affect the mental health or dignity of a student.
- r. Incitement of others to commit any of the acts prohibited above, involvement as an accessory to any of the prohibited acts by providing assistance or encouragement to others engaged in such acts, or by failure to separate oneself clearly from a group in which others are so engaged.

Any student who is terminated from his or her program of study at New England College of Business and Finance for violating this Personal Conduct section may petition the Vice President for Academic Affairs, in writing, for readmission into a program of study, but not before the next term that the course(s) that the student would take upon reentry into the program of study is (are) offered by New England College of Business and Finance. The determination of whether to readmit the student will be based on the student's written petition will be made by New England College of Business and Finance and will be final and binding on the student.

(NOTE: New England College of Business and Finance reserves the right to suspend or dismiss any student without notice or right of appeal if, in the opinion of the Faculty and/or Administration, the student's conduct or lack of cooperation is detrimental to New England College of Business and Finance and/or the student body.)

UNLAWFUL HARASSMENT POLICY

New England College of Business and Finance is committed to the policy that all members of the College's community, including its faculty, students, and staff, have the right to be free from harassment by any other member of the College's community. College policy prohibits sexual harassment and harassment based upon gender, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by Federal, state, or local law or ordinance or regulation. All such harassment is unlawful.

New England College of Business and Finance's anti-harassment policy applies to each person involved in the operation of New England College of Business and Finance and prohibits unlawful harassment by or to any employee or student of New England College of Business and Finance, including a supervisor, instructor, and co-worker.

The policy against sexual harassment includes a prohibition against sexual harassment, gender harassment, and harassment based on pregnancy, childbirth, or related medical conditions. Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances. All students and employees

must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful sexual harassment will not be tolerated.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

1. verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;
2. visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, computer graphics, or gestures;
3. physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work or College because of gender, race, or any other protected basis;
4. threats and demands to submit to sexual requests as a condition of continued employment or enrollment, or to avoid some other loss, and offers of employment benefits or grade changes and the like in return for sexual favors;
5. written threats, either handwritten or computer generated; and/or
6. retaliation for having reported or threatened to report harassment.

If you believe that you have been unlawfully harassed, provide a written complaint to the Vice President for Academic Affairs as soon as possible after the incident. Your complaint should include details of the incident or incidents including names of the individuals involved and should include details and names of any witnesses. Instructors will refer all harassment complaints to the President. New England College of Business and Finance will immediately undertake effective, thorough, and objective investigation of the harassment allegations.

If New England College of Business and Finance determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstance involved. Any employee or student determined by New England College of Business and Finance to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination or expulsion. Action taken against the harasser will be made known to the complaining employee or student and New England College of Business and Finance will take appropriate action to remedy any loss to the complainant resulting from harassment. New England College of Business and Finance will not retaliate for filing a complaint and will not tolerate or permit retaliation by management, faculty, students, staff, or co-workers. New England College of Business and Finance encourages each employee and student to report any incident of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You should also be aware that the Federal Equal Employment Opportunity Commission investigates and prosecutes complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency.

ACADEMIC HONESTY AND INTEGRITY - CHEATING AND PLAGIARISM

All New England College of Business and Finance students, faculty members, and administrators are expected to uphold the highest standards of academic honesty and integrity. Academic fraud is defined as *any attempt to misrepresent one's performance on any exercise submitted for evaluation* in either a lecture or production class. Any member of the College who is found to commit academic fraud is subject to dismissal from the institution.

Conduct which falls under this definition includes, but is not limited to:

1. *Plagiarism* as defined as the attempt "to use another person's ideas or expressions in your writing without acknowledging the source."¹
2. *Cheating* as defined as the attempt to use prohibited materials, information, or study aids in any academic exercise.

3. *Fabrication* as defined as the attempt to falsify or invent without authorization any information or citation in an academic exercise.
4. *Misrepresentation of a production item for evaluation* as defined as taking credit for the production of an item prepared by another individual.
5. *Facilitating academic fraud* as defined as the attempt to help another to commit an act of academic fraud.

1 Joseph Gibaldi, *MLA Handbook for Writers of Research Papers*, 4th edition (New York, MLA, 1995) 26.

Notice of the Assistant Dean of Academic Affairs recommendation for action is sent to the student with an invitation to appear at a full hearing on the matter before the Academic and Student Affairs Committee consisting of at least four faculty members and/or administrators who do not currently have the student in class. Following the hearing, the Committee will act by majority vote on the recommendation of the Assistant Dean of Academic Affairs. The Vice President for Academic Affairs and the President will not participate in the deliberation or vote of the Academic and Student Affairs Committee. The Assistant Dean of Academic Affairs will issue a formal letter to the student explaining the action of the Academic and Student Affairs Committee and stating the specific extent and ramifications of any penalty. Within fourteen (14) days, the student may elect to present a written request for a final appeal to the Vice President of Academic Affairs. If no request is presented, the action of the Academic and Student Affairs Committee is final. If an appeal is heard, the determination of the Vice President for Academic Affairs is final.

COMPUTER CODE OF ETHICS AND SECURITY POLICY

Individuals, who use the College's computer facilities, or gain access to the College's online course platform, assume the responsibility for use of these resources in an appropriate manner. Misuse of computer facilities is considered a form of academic dishonesty and may also be a violation of the law if data or the progress of other users is disturbed. Users are expected to abide by the following:

1. Files, user names, and computer output belong to the individual and are to be considered personal property. Users will not examine or use someone else's file or output or employ someone else's user name without explicit permission from the owner. Attempts to circumvent the protective mechanisms in the computer system will be considered violations of the right to privacy.
2. Users will not deliberately attempt to degrade the system performance or capability.
3. Loopholes in the computer system or knowledge of special passwords will not be used to damage the system, take resources from another user, or violate privacy.
4. No material that may be considered obscene or offensive will be entered into the computer. This includes messages in the electronic mail system.
5. The College rules concerning dishonesty and plagiarism also apply to the use of the computer.
6. The College's computers will not be used for commercial purposes without permission from the Vice President for Academic Affairs.

Matters involving misuse of the computer by students are referred to the Vice President for Academic Affairs.

POLICY ON STUDENT RIGHTS

New England College of Business and Finance is dedicated to the promotion of learning. To achieve this purpose, New England College of Business and Finance must be able to provide the conditions under which such learning can occur. This requires the reconciliation of the basic civil rights of students with the rights of New England College of Business and Finance to maintain and preserve an atmosphere conducive to learning.

Within this framework, New England College of Business and Finance recognizes the following student rights and responsibilities:

- Students have the right to pursue learning and to freely express views in a responsible and non-disruptive manner.
- Students have the right to influence the formation of institutional policies, programs, and procedures through communication with New England College of Business and Finance administrators and/or through authorized participation in the committee structure of New England College of Business and Finance.
- Students have the right to organize and assemble to pursue their common interests. However, New England College of Business and Finance reserves the right to allow or to deny the use of its facilities by student groups.
- Students are guaranteed the right of fair hearing and appeal in all matters of judgment of academic performance and personal conduct.
- Students' records are maintained by New England College of Business and Finance, and the right of access to these records is provided to the student or other individuals according to the guarantees and limitations outlined in the Catalog. No records are kept which reflect the political or ideological beliefs or associations of the student.
- A student may petition to have his or her educational record amended. The right to correct or amend is governed by procedures set forth in the College's policy, and includes the right to a hearing according to the procedures and policies of the College.
- The student maintains the right to controlled access—access to a student's educational record, except as otherwise defined and regulated, will be controlled by the student. The College will maintain a record of access.
- Individual rights under the United States Constitution are not abridged by New England College of Business and Finance.
- Students shall accept the responsibility to adhere to standards of dress, language, online "Netiquette," and conduct which are not disruptive to the learning environment.
- Students shall be responsible for meeting the academic standards established for the program in which they are enrolled. These standards are the only basis for evaluating students' academic performance.

STUDENT GRIEVANCES AND DISCIPLINARY PROCEDURES

A student who has a grievance must first see the appropriate faculty or staff member with whom the complaint lies. If a viable solution is not reached on the part of the student and faculty or staff member, the student may seek the aid of the Program Chair. A student has ten days to file a complaint in writing with the Vice President for Academic Affairs if prior recourse has not been to the student's satisfaction. A special meeting of an ad hoc student grievance committee may be called.

The group will reach a consensus after the grievance has been heard. The decision rendered by the committee will be final. A student may also contact the New England Association of Colleges and Colleges (NEASC), 209 Burlington Road, Suite 201, Bedford, MA 01730-1433, Phone: (781) 271-0022 or the Massachusetts Board of Higher Education

The College reserves the right to exclude from classes any student whose conduct or attention to work is detrimental to his/her progress or to the progress of other students. A student may be permanently dismissed from the College at the discretion of the staff for any serious incident, disruptive behavior or repeated behavior felt to create a safety hazard, or behavior which obstructs or interferes with New England College of Business and Finance's fulfillment of its educational mission.

Behavior occurring on any College property, including all physical classroom locations or in the online environment, offices and related facilities, is included under this policy. Conduct which may result in immediate dismissal includes, but is not limited to:

1. Disobedient or disrespectful behavior to any member of the staff or student body.
2. Obstruction or disruption, on or off College property, of the College educational process, administrative process, or other College function.
3. Acts of sexual or racial/ethnic harassment or bias.
4. Acts of academic fraud including plagiarism and cheating.
5. Class attendance under the influence of drugs or alcohol
6. Forgery, alterations, or misuse of Vice President of Academic Affairs documents, records, or identification or knowingly furnishing false information to Vice President of Academic Affairs.
7. Physical abuse or the threat of such physical abuse on or off College property of the person or property of any member of the College community or of members of his/her family.
8. Theft of, or non-accidental damage to, College property, or property in the possession of, or owned by, a member of the College community
9. Unauthorized entry into, unauthorized use of, or misuse of College property.
10. On College property, the sale or possession of dangerous drugs, restricted dangerous drugs, or narcotics or any related paraphernalia as those terms are used in Massachusetts statutes, except when lawfully prescribed pursuant to medical or dental care.
11. Lewd, indecent, or obscene behavior on College property or at a College function.
12. Abusive behavior directed toward, or hazing of, a member of the College community.
13. Violation of any order of the College President, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the student newsletter, or by other printed notification, and which order is not inconsistent with any of the other provisions of this section.
14. Solicitation or assistance of another to do any act which would subject a student to disciplinary action pursuant to this section.
15. Any stated or determined infraction of the classroom or College rules.
16. Possession or use of explosives, dangerous chemicals, or deadly weapons on College property or at a College function.

DRESS CODE/HYGIENE

In the event a student attends an on ground course at NECB, it is important that the student body convey a professional image at all times. Wearing clothing or footwear that is distracting, disruptive, provocative, revealing, profane, vulgar, offensive, obscene, or which endangers the health and safety of any person is prohibited on New England College of Business and Finance's property.

New England College of Business and Finance officials shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of individuals' religious beliefs or medical conditions.

ACADEMIC POLICIES AND PROCEDURES

STUDENT ATTENDANCE POLICY

Attendance is generally taken at every on ground class session and once a week in online courses. Attendance becomes a part of the student's permanent record. Excused absences may be accepted for extenuating circumstances including death in family, personal illness, college-related job interview or externship interview, military obligations, or jury duty. One should call in at least 30 minutes prior to the start of class if the course is held on ground. A student taking courses online should contact his/her instructor if he/she cannot participate in an online course for a period of more than 48 hours, or during a time an assignment is due. Excessive consecutive or cumulative absence may result in automatic withdrawal from the course(s) in which the absence occurs. The effect of absences on grades varies from instructor to instructor and is explained in the syllabus handed out at the beginning of each course. Students should contact their instructor prior to the beginning of class if they will be absent for a valid reason. If a class project is due during that period of absence, the student should clear the absence with the instructor in advance and make the necessary arrangements to submit work missed.

LEAVE OF ABSENCE

In order to be eligible for a LOA, the request must be submitted in writing. A student may be granted a Leave of Absence (LOA) under the circumstances, including Military Duty and Jury Duty.

ACADEMIC ADVISING

New England College of Business and Finance provides Academic Advising to every student. Advising sessions are conducted in person, over the phone, or by email. The relationship is a constant from the beginning of a student's course work through graduation. An advisor counsels students in planning course sequences, choosing term course selections, understanding course requirements, the transfer of credits and waivers, and becoming better informed about NECB's academic policies.

REASONABLE ACCOMMODATIONS – INDIVIDUALS WITH DISABILITIES (ADA)

Students must complete and submit the *Application For Auxiliary Aid Form* to the VP for Academic Affairs (VPAA) at least four weeks prior, or as soon as possible, to the first day of classes. Applications are obtained from the VPAA, who serves as the Americans with Disabilities Act contact. ***It is the student's responsibility to make the disability known and present the necessary documentation to the Vice President of Academic Affairs at New England College of Business and Finance.*** Current (within one year) comprehensive evaluative/medical documentation is required for students seeking special accommodations in the classroom. ***A student must request accommodations from the Vice President for Academic Affairs at the beginning of each term for any class for which an accommodation is needed.*** Decisions about accommodations are made on a case-by-case, term-by-term basis based on supporting documentation. Students with disabilities must meet the admissions requirements and academic standards as outlined in the New England College of Business and Finance Catalog. Students with documented disabilities are not excluded from exhibiting appropriate behavior in the classroom and adhering to the attendance and New England College of Business and Finance policies.

HEALTH INSURANCE

Effective September 1, 1989, the Massachusetts Law C.15A, s. 18 requires that every full-time and part-time student enrolled in an institution of higher learning in Massachusetts and attending

classes on ground to participate in a qualifying student health insurance program (QSHIP) or in a health benefit plan with comparable coverage. A part-time student is defined as a student participating in at least 75% of the full-time curriculum. **If a student has a health plan with comparable coverage the student can request a waiver from participating in the college-sponsored student health plan. The burden of the proof that the alternate insurance is adequate falls on the student who is signing the waiver card.**



DROPPING A CLASS

If you decide to drop a course, **it is your responsibility** to notify the college in writing or by e-mail at registrar@finance.edu. Termination becomes effective on such day that the written withdrawal is post marked or the e-mail is received. **If you fail to notify the college of your desire to drop a course(s), you will be responsible for full tuition and all applicable fees.**

The following policy applies when dropping a course(s):

- If you drop a course after registration, but prior to the commencement of the term/semester, you will be refunded any tuition and fees paid.
- Once the term starts and you wish to drop your course(s), you must do so within 3 days from the start of the term in order to receive a refund of 100% tuition.
- After the third day of the term start, you will not be eligible for a refund and 100% of tuition and all applicable fees will be due.

A grade of “W” will be assigned when written drop requests are received from the fourth day of week one through weeks two, three, and four.

A grade of “F” will be assigned when written drop requests are received in weeks five through eight.

***It is the students’ responsibility to ensure the computer you plan to use for your online course is compatible with our online technology prior to the start of the course.**

NOTES:

1. Application fees are non refundable.
2. e-Resources fees may be applied to a subsequent course during the current calendar year.
3. Career Training Loan students will receive a refund of all unused pre-paid tuition upon official withdrawal from the college.

Refunds or tuition due will be determined based on the Institution’s Refund Policy.

Contact the Registrar’s Office by:

E-mail: registrar@finance.edu

Fax at 617-951-2533, Attention: Registrar;

Telephone at 617-951-2350, Ext. 230

WITHDRAWAL FROM THE COLLEGE

Students who wish to withdraw from the College completely must fax or mail a completed withdrawal form to the Registrar. A withdrawal form can be requested at: registrar@necb.edu. Your status will be changed from “active” to “withdrawn” on the date NECB receives your fully executed withdrawal form.

Students receiving financial aid who withdraw from New England College of Business and Finance should speak with the Financial Aid department to determine how withdrawing from the College will impact their financial aid.

ADMINISTRATIVE WITHDRAWAL FROM THE COLLEGE

Students will be administratively withdrawn from the College under the following conditions:

1. Any student who stops attending a course(s) in a given semester/term without notifying the college; and,
2. Does not post attendance by the end of the add/drop period in the course for which they are registered the following term.

Prior to administratively withdrawing a student, the College will attempt to contact that student in writing and/or by telephone to verify the student's status. The student is fully responsible for tuition, fees, or financial aid loans outstanding at the time of administrative withdrawal from the College.

PETITION FOR CHANGE OF PROGRAM

A student may transfer into a different concentration or program version under the following conditions:

- Student has discussed the transfer with his/her academic advisor.
- Student has submitted Petition for Change of Program a minimum of two weeks prior to the start of the next term and has received notification of approval prior to registering for courses under the new concentration.
- Student has reviewed the curriculum worksheet for the new concentration and understands which courses from his/her current program of study will transfer into the new program or concentration.
- Student is in good academic standing with a CGPA of 2.0 or higher.
- Student is in good financial standing with New England College of Business and Finance

PETITION FOR GRADE CHANGE

A grade may be changed under the following conditions:

- Student has received a grade of "I" and completed all coursework in the time frame agreed upon with the instructor.
- Student has disputed a grade and which resulted in the need to change a grade.
- The instructor made an error in posting the grade.
- Student has consulted with the instructor about getting the grade changed for the course.

Time Limit

The allotted time to change a course grade is one academic term, or eight weeks. Students with extenuating circumstances may submit a written request to the instructor requesting an extension on the time limit.

Grade Change and Petition for Incomplete

A "Petition for Incomplete" must be filed in order to receive an incomplete in a course (refer to Policy for Incomplete). Once the coursework is completed, a "Petition for Grade Change" must be approved before the "I" grade can be changed to another grade, including the "default" grade. Failure to file such a Petition within eight weeks following the semester in which the "I" grade is

assigned will result in **an automatic assignment of an “F” grade** to the course. No grade changes are allowed after the student has graduated.

PETITION FOR INCOMPLETE

A grade of “I” may be granted under the following conditions:

- Student has completed the majority of the coursework (typically 75% or more), and a “W” grade is not a viable alternative.
- Student is unable to complete the course due to unforeseen circumstances beyond his/her control.
- Student is doing passing work at the time the Petition is filed and it is possible for him/her to earn credit if course requirements are completed within the time allowed.
- Student has consulted with the instructor about getting an incomplete grade for the course.

GRADING SYSTEM AND APPLICATION OF GRADES AND CREDITS

Students should consult New England College of Business and Finance Catalog for information on the grading system and application of grades and credits.

RESOLVING DISPUTES REGARDING GRADES/APEALS PROCESS

At the end of each term, students receive individual grade reports containing letter grades assigned by their instructors for the courses they have taken. Any student who feels that a grade may be incorrect or unfair should contact the instructor immediately. If, after discussing the matter with the instructor, the student still feels that the grade is inappropriate, the student may file a formal appeal. The appeal process is as follows:

1. Letter of appeal to the Department Chair.
2. Notice of the Department Chair recommendation for action is sent to the student with an invitation to appear at a full hearing on the matter before an ad hoc committee made up of at least three faculty members and/or administrators who do not currently have the student in class.
3. Following the hearing, the Committee will act by majority vote on the recommendation of the Department Chair. The Vice President for Academic Affairs will not participate in the deliberation or vote of the Committee.
4. The Vice President for Academic Affairs will issue a formal letter to the student explaining the action of the Committee and state the specific extent and ramifications of any penalty. Within fourteen business (14) days, the student may elect to present a written request for a final appeal to the President.
5. If no request is presented, the action of the Committee is final. If an appeal is heard, the determination of the Vice President of Academic Affairs is final.
6. Requests for Letter of Credit are assessed on an individual basis. All requests must be approved by a College’s controller.

TRANSFER OF CREDIT TO NEW ENGLAND COLLEGE OF BUSINESS AND FINANCE

Students who previously attended an accredited college may be granted transfer credit, at the sole discretion of New England College of Business and Finance, if the courses taken at the previous College are determined by New England College of Business and Finance to be sufficiently equivalent to courses offered at New England College of Business and Finance. General education courses in Humanities, Social Sciences, Mathematics and Natural Sciences are generally accepted as transfer credits. Business and concentration courses are reviewed on



a course-by-course basis. No more than half of a student's program can be completed in transfer credits.

In addition, New England College of Business and Finance must determine that those courses are applicable to their program of study at New England College of Business and Finance. Only courses in which the student earned a grade of C or above will be considered for transfer. Students seeking to transfer credit are responsible for having official transcripts, in a sealed envelope from the institution, forwarded to the Registrar's Office at New England College of Business and Finance for review. Evaluation of transcripts must be completed by the end of the first term or as soon as possible after being accepted into New England College of Business and Finance.

TRANSFER OF CREDIT TO OTHER SCHOOLS

New England College of Business and Finance is a regionally accredited college, and its general education courses in Humanities, Social Science, Math and Natural Sciences, and English are in line with New England Association of Schools and Colleges (NEASC) general education standards. Each institution has its own policies governing the acceptance of credit from other institutions. Students seeking to transfer credits earned at New England College of Business and Finance to another institution should contact the other institution to which they seek admission to inquire as to that institution's policies on credit transfer.

STUDENT PARTICIPATION IN ACADEMIC AFFAIRS

At New England College of Business and Finance, students are encouraged to express themselves on academic issues through:

- Responses on student course evaluations (which are conducted on ground and online at the conclusion of each Term to measure the level of student satisfaction with course content and presentation)
- Meeting with academic personnel to discuss suggestions or issues
- A variety of assessment activities, including an Adult Student Priorities Survey
- As part of its governance and oversight initiatives NECB has established a Student Advisory Council (SAC). The Student Advisory Council represents the "voice of the students" and acts as an advisory capacity, reporting to the Academic and Student Affairs Committee (ASAC) on a quarterly basis.

GRADUATION REQUIREMENTS AND PROCEDURES

In order to graduate from New England College of Business and Finance, a student must meet the following requirements outlined in the Catalog:

- earn a minimum of a 2.0 CGPA
- successfully complete all required credits within the maximum credits that may be attempted
- be current on all financial obligations

Prior to graduating, the Registrar reviews the student's transcript and file and identifies any conditions which might disqualify the student from graduation. If such conditions are discovered, the Registrar schedules an appointment with the student to discuss corrective action. When the Registrar is satisfied that all criteria for graduation have been met and the student has completed all required exit interviews, the student's transcript is finalized and a diploma created.

Commencement exercises are held in June of each year. Any student who has met the requirements to complete their program during the academic year is eligible to participate in the graduation ceremony by Petitioning to Graduate and submitting the fee.

HONORS AND AWARDS

Students who have achieved the highest grade point average in their class will be graduated with the following honors:

- 3.85 GPA Summa Cum Laude
- 3.75 GPA Magna Cum Laude
- 3.6 GPA Cum Laude

ACADEMIC AWARDS

Awards are given annually to outstanding graduates, faculty members, and to a person who has made an outstanding contribution to New England College of Business and Finance.

1. **NECB Academic Excellence Award**
This award is presented annually to the graduating student of the Associate Degree program and Professional Development Certificate program who maintained the highest grade point average among all Associate degree or Certificate recipients.
2. **NECB Student Services Award**
This award is presented annually at the recommendation of student advisors and/or faculty members to a graduate who has earned distinction through meaningful academic service or commitment to professional learning. This award recognizes an individual who has actively promoted and supported activities that enhance NECB's educational community or serves as an inspiration to other students and faculty members.
3. **Outstanding Faculty Award**
Presented annually to a member of New England College of Finance faculty for one or more of the following:
 - Innovate contribution to curriculum or teaching methods
 - Outstanding teaching skills
 - Personal growth and development as an instructor
 - Extraordinary time and effort devoted to academic area activities
 - Student development and assistance outside of the classroom

The recipient must have at least two years of continuous teaching service at NECB (teaching two terms per year satisfies this requirement). Written nominations/recommendations for this award

are solicited annually from the financial services community: students, graduates, governance, administrators, and others.

TRANSCRIPTS

Official transcripts can be requested for a fee of \$8.00 per transcript. Request forms are available on NECB's website, www.finance.edu, or through the Registrar's Office. Any student or an alumna who has an outstanding account balance due to New England College of Business and Finance for any reason will not receive transcripts until the Accounting Department clears the account.

STUDENT RECORD RETENTION

New England College of Business and Finance maintains selected student records indefinitely.

Detailed information regarding all Academic Policies & Procedures is outlined in the New England College of Business and Finance Catalog.



FINANCIAL ASSISTANCE AND SERVICES

FINANCIAL OPTIONS

Making Paying For College Easier

Sometimes paying for college can seem like quite the task. That's why it's best to be educated on all the different Financial and Educational Resources out there, like student loans, financial aid and college savings accounts.

New England College of Business (NECB) offers numerous financial options, enabling you to invest in your education and your future. NECB is committed to helping you create a financial plan that is best for you.

Federal Financial Aid

New England College of Business and Finance has recently been approved to offer Federal Title IV Financial Aid to those who qualify. Financial aid is offered for the following programs:

- Associate in Science in Business Administration
- Bachelor of Science in Business Administration
- Master of Science in Business Ethics and Compliance
- Master of Science in Finance
- Basic Accounting Certificate
- Intermediate Accounting Certificate
- Commercial Lending I Certificate
- Forensic Accounting Certificate

For more information about financial aid at NECB, visit the [Financial Aid section](#).

Other Financing Options

In addition to Federal Financial Aid, New England College of Business has several other options for financing your education. These options include:

Self-Payment Plan

The Self-Payment Plan requires that 100 percent of tuition and any applicable fees be paid prior to each course start date. You may choose to have your tuition automatically charged to your credit card. Payment may be made using cash, check, or credit card.

Tuition Reimbursement*

Many employers offer tuition reimbursement as part of their employee benefit package. In fact, many of our students receive all or part of their tuition from their employer. Talk to your human resource department for more information.

If your employer has established a written reimbursement policy approved by NECB, you may qualify for tuition deferment. The Tuition Reimbursement Plan* is available for students whose employers have a written reimbursement policy approved by New England College of Business and Finance. Only tuition will be deferred a maximum of 90 days from the each course start date. The one time Application fee (if applicable) is due at the start of your degree or certificate program.

To qualify for the tuition deferment, prior to the start of your course, you must provide a signed Tuition Reimbursement Certification & Authorization form that includes a valid credit card number (debit cards are not accepted) and your authorization to charge your card. Your credit card will automatically be charged on the 91st day after each course start date for tuition if New England College of Business and Finance has not received payment.

** The Tuition Reimbursement Plan is in effect for Spring Term 2 beginning April 27 and ending June 18, 2009. This plan is no longer available after June 18, 2009.*

Direct Billing Arrangements

Direct billing may be available through your employer. Corporations may set up direct billing arrangements with NECB by contacting the Student Accounts Office at 617-951-2350.



FINANCIAL AID

The Financial Aid Office administers Federal Title IV aid programs. These programs include the Federal Pell Grant Program, the Federal Stafford Loan Programs, and the Federal PLUS Loan program. Student's who are interested in applying for Federal Title IV aid programs are encouraged to contact the Financial Aid Office by phone at (617) 951-2350 ext. 222 or by email at financialaid@necb.edu for assistance with the financial aid application process and for assistance with any questions related to financial aid and education financing options. The Financial Aid Office is open Monday through Friday from 9:00 a.m to 5:00 p.m. (Eastern).

APPLYING FOR FINANCIAL AID

In order to apply to apply for financial aid, a student must:

1. Apply for the U.S. Department of Education PIN at <http://www.pin.ed.gov>
2. Complete the financial aid application (FAFSA) at <http://www.fafsa.ed.gov>. The federal school code for NECB is 039653.

Once the FAFSA is processed by the federal government, the student should receive a Student Aid Report (SAR). The student should review the SAR to determine if the Financial Aid Office will require additional documents. The SAR should also be reviewed to ensure the accuracy of the data submitted. The student should contact the Financial Aid Office immediately if there are any inaccuracies.

Students who intend to utilize federal financial aid programs to assist with their education expenses at NECB must complete all financial arrangements prior to registering for classes.

Students must reapply each academic year for federal financial aid programs. The Renewal FAFSA is available on January 1st . Students who intend to be enrolled and attending terms beginning after July 1st must complete and submit the Renewal FAFSA. We recommend that Renewal FAFSA's be submitted no later than April 15th to ensure all deadlines have been met.

To be considered for federal financial aid programs, a student must meet all of the following criteria:

- A. Demonstrate financial need. Financial need is the difference between the estimated cost of attendance and the calculated amount the student and family can be expected to provide based on the information provided on the FAFSA;
- B. Provide all documents required by either the Financial Aid Office and/or the Department of Education;
- C. Be enrolled in an approved degree or certificate program;
- D. Be enrolled on at least a halftime basis;
- E. Maintain satisfactory academic progress;
- F. Be a U.S. citizen or eligible noncitizen;
- G. Not owe a refund on a Federal Pell Grant or be in default on a Federal Perkins Loan (formerly NDLS), Federal Stafford Loan (formerly GSL), Federal PLUS Loan or Federal Supplemental Loan for Independent Students (SLS);
- H. Have a valid social security number;
- I. Be registered with the Selective Service, if required;
- J. Have not been convicted of an illegal drug offense.

VERIFICATION

The Financial Aid Office is required by Federal guidelines to verify certain types of information submitted by a student on the FAFSA. Students are randomly chosen for this verification audit and, if selected, should follow the instructions on their Student Aid Report and submit the required information to the Financial Aid Office. A verification worksheet will be sent to any student selected for verification from the Financial Aid Office. When additional documents are required in order to complete verification, the student will be sent a notification from the Financial Aid Office. Students should submit the requested information in a timely manner and by the stated deadline to prevent any delays in the processing of their awards. Failure to submit the requested documents will result in cancellation of all federal financial aid programs. Students are advised to retain copies of any document submitted to the Financial Aid Office. If corrections or updates are required as a result of the verification process, award notification and receipt of federal financial aid funds may be delayed.

PAYMENT PERIODS

Financial Aid is awarded one academic year at a time. A student's first academic year will begin on the day the student starts school.

Undergraduate Students:

A payment period is defined as consisting of 2 terms (16 weeks of instruction time). There are 2 payment periods in the undergraduate academic year. For the purposes of determining aid eligibility, full time is defined as at least 12 credits per payment period, $\frac{3}{4}$ time is defined as at least 9 credits per payment period, $\frac{1}{2}$ time is at least 6 credits per payment period, and any number of credits under 6 is considered less than $\frac{1}{2}$ time.

Graduate Students:

A payment period is defined as consisting of 4 terms (20 weeks of instruction time). There are 2 payment periods in the graduate academic year. For the purposes of determining aid eligibility, full time is defined as at least 12 credits per payment period and $\frac{1}{2}$ time is defined as at least 6 credits per payment period, and any number of credits under 6 is considered less than $\frac{1}{2}$ time.

SATISFACTORY ACADEMIC PROGRESS AND FINANCIAL AID

NECB's standards for Satisfactory Academic Progress (SAP) can be found in this catalog. For the purposes of eligibility for Financial Aid, SAP is reviewed at the end of each academic year. If a student does not meet SAP, he/she will be placed on probation for the following payment period. The student will continue to maintain financial aid eligibility and to receive financial aid funding for the probationary payment period. At the end of the probationary payment period, the student's SAP will be reviewed again and must be brought up to an appropriate level or the student's eligibility for federal financial aid programs is terminated.

If a student's financial aid eligibility is terminated due to SAP, he/she does have the right to appeal this termination. The student may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Director of Financial Aid within 10 calendar days of receiving notification of his or her loss of eligibility. The student should explain what type of circumstances contributed to his/her academic struggles and what plans the student has to eliminate these potential problems or circumstances in the future. The Director of Financial Aid may grant the student a second probationary payment period; during which he/she can continue to receive federal financial aid programs. The decision of the Director of Financial Aid is final and may not be further appealed.



Students who are ineligible for aid due to SAP may only regain eligibility if one of the following occurs:

1. By attending a subsequent term at his/her own expense and improving hours and/or CGPA to meet the required standards. Students who comply with this method, should submit to the Financial Aid Office a written request asking that their eligibility for financial aid be reinstated.
2. The student appeals and the appeal is granted, allowing the student one more probationary payment period.

Reinstatement:

A student who has been reinstated after an academic dismissal does not automatically regain eligibility for Financial Aid. Students who have been reinstated by the Vice President of Academic Affairs should contact the Director of Financial Aid to find out about the appeal process.

FINANCIAL AID FOR CLASSES OUTSIDE OF NECB AND STUDY ABROAD

NECB federal financial aid programs are applied only to courses taken at NECB. We do not have consortium agreements with any other schools at this time.

NECB does not currently offer any study abroad programs.

WITHDRAWAL

The official process for withdrawing from NECB is described in this catalog. Federal financial aid awards will be adjusted according to federal regulations, which stipulate that a student who withdraws retains aid in proportion to the percentage completed of the enrollment period in which he/she was enrolled. If the student withdraws during the first 60% of the payment period, a portion of his/her federal funds must be returned. The percentage of aid earned is determined by dividing the number of calendar days the student attended during the payment period by the total number of calendar days in the payment period. For example, a student who has attended 10% of her payment period will have earned 10% of her federal financial aid award. The remaining 90% of her federal financial aid award must be returned. The student and NECB will share responsibility for returning these funds. Once the student has completed more than 60% of the payment period, no adjustment to the financial aid award is necessary. State and institutional funds will be adjusted according to the regulations governing these programs.

Example:

Anna is an undergraduate student. Anna starts school on April 27th. Her first payment period (the first 16 weeks of instruction) is from April 27th through August 27th. Anna decides that she needs to withdraw from school on May 29th. Anna has attended 33 days in the payment period. The total number of calendar days in the payment period is 123 days.

$$33 \text{ days attended} \div 123 \text{ days in the payment period} = 26.8\%$$

Therefore, Anna has earned 26.8% of the aid she was awarded for the payment period. If she received only an award of \$1750 in Subsidized Stafford Loan for the period, she has earned \$469 of her Stafford Loan. \$1281 would have to be returned to the Department of Education.

Students are strongly encouraged to contact the Financial Aid Office and the Student Accounts Office prior to withdrawing to determine the financial impact of their withdrawal from NECB.

Students who borrow a federal student loan program during their enrollment at NECB are required to complete the appropriate student loan exit counseling forms when they cease to be enrolled in a degree program at least half-time. Students who borrow a Federal Subsidized/Unsubsidized Stafford Loan may complete this requirement online at <https://www.dlssonline.com/borrower/CounselingSessions.do>. The student's deferment period for all federal loan programs will begin based on the student's effective date of withdrawal. Students are allowed only one 6 month grace period for each Federal Stafford Subsidized/Unsubsidized loan. Consequently, a student who withdraws and then returns to NECB or another institution may not be eligible for an additional 6 month grace period prior to the start of loan repayment.

Student Loan Entrance Counseling

Students who choose to borrow from a federal student loan program as part of their financial aid package are required to complete the appropriate student loan entrance counseling forms prior to completing a promissory note for their student loans. Students may complete this requirement online at <https://www.dlssonline.com/borrower/EntrCounselingPage.do>.

FINANCIAL AID DISBURSEMENT

All financial aid is applied directly to the student account for the appropriate payment period. The following conditions must be met before any federal or institutional financial aid will be disbursed:

1. the student must be meeting all financial aid eligibility criteria as outlined previously in this catalog;
2. the student's enrollment status has been determined as either full time, $\frac{3}{4}$ time, $\frac{1}{2}$ time, or less than $\frac{1}{2}$ time, and all appropriate aid adjustments have been done. (This will be done mid point in the payment period.)
3. if the student is selected for verification, all documents required for verification must be submitted to the Financial Aid Office and verification must be completed. In addition, there may be requirements specific to a specific award that must be met before that award can be applied to the student account.

INSTITUTIONAL AID

Partner Tuition Credit: The Partner Tuition Credit is a credit of \$100 per class given to students who are employees or family members of employees of certain partner organizations. The awarding of this credit is based on continued employment with the partner organization and a minimum course load of 18 credits per 12 month period.

Military Service Tuition Credit: The Military Service Tuition Credit is a credit of \$100 per class given to students who are veterans of or are currently in active service with the United States Armed Forces. This tuition credit also requires a minimum course load of 18 credits per 12 month period.

NECB Scholarship: The NECB Scholarship is a scholarship of \$500. In order to qualify for this scholarships students must maintain a minimum course load of 18 credits per 12 month period. The NECB Scholarship is applied to the students account over the first four terms at a rate of \$125 per term.

CAEL Discount: The discount for students whose employers participate in the CAEL tuition reimbursement program will be 17% per course.

FEDERAL GRANTS

NECB participates in the Federal Pell Grant program. Specific information regarding application and eligibility for the Federal Pell Grant program may be obtained from the Financial Aid Office.

FEDERAL LOANS

NECB participates in the Federal Direct Stafford Subsidized/Unsubsidized Loan and Federal Direct PLUS Loan programs. Specific information regarding application and eligibility for the Federal Stafford Loan and the Federal PLUS Loan programs may be obtained from the Financial Aid Office.

GRADUATION

Students who borrow from a federal student loan program during their enrollment at NECB are required to complete the appropriate student loan exit counseling forms when they cease to be enrolled in a degree program at least half-time. Students who borrow a Federal Subsidized/Unsubsidized Stafford Loan may complete this requirement online at <https://www.dlssonline.com/borrower/CounselingSessions.do>. Student borrowers who fail to complete the required student loan exit counseling session may not receive their official diploma or an official academic transcript from NECB.

STUDENT LOAN COUNSELING SERVICES

The Financial Aid Office staff are available to assist borrowers of all education loan programs while they attend NECB and after they leave (post-graduate and withdrawal). Additional counseling assistance is available to students in areas such as loan repayment, loan deferments, loan consolidation, and credit issues.

PAYMENT TERMS AND CONDITIONS.

Tuition is due and payable to New England College of Business and Finance at the start of each course unless otherwise specified in an option above.

NECB audited financial statements are made available upon request. Please contact NECB Controller at 617-951-2350. **FAIRS**

GENERAL COLLEGE POLICIES

NON-DISCRIMINATION POLICY

New England College of Business and Finance admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

NO-SMOKING POLICY

In an effort to consider the needs and concerns of the students, New England College of Business and Finance is committed to providing a healthy, comfortable, and productive working environment for its students and employees. No smoking is allowed in NECB offices. All New England College of Business and Finance employees, students, and visitors are expected to comply with this no smoking regulation.

STUDENT BELONGINGS

New England College of Business and Finance is not responsible for the personal belongings of students or visitors. Personal articles should not be left unattended at any time.

ABANDONED PROPERTY

Any personal property which is left on campus will be held for 30 days in an unsecured storage facility. Any items not claimed by the end of the 30 days will be sold, destroyed, discarded, maintained for use by the College, or donated to charity.

CHILDREN ON CAMPUS

New England College of Business and Finance does not permit children to accompany students in the classroom or on campus due to the risk of harm to the children and potential liability to New England College of Business and Finance.

This policy is not intended to prohibit children from the campus when the purpose of their visit is to participate in activities for New England College of Business and Finance-sponsored events.

POLICY ON COPYRIGHT

New England College of Business and Finance will comply with all copyright laws and prohibits the making of photocopies with the following exceptions:

- Copies made with Fair Use
- Copies made with a license agreement
- Copies made with permission of the copyright holder

There is liability upon those who willfully violate all laws. Appropriate notices have been placed on or near all equipment capable of making copies. This notice reads:



NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

New England College of Business and Finance will maintain records of all permissions; responses to requests for permission; and license agreements in the Professional Collection in the Library.

OFFENSIVE MATERIALS

New England College of Business and Finance's professional environment requires that all students respect the following policy concerning offensive materials:

New England College of Business and Finance Information System, photocopiers, media equipment, or other resources must not be used to produce, view, store, replicate, or transmit harassing, obscene, or offensive materials. This includes, but is not limited to, material from the Internet, screen savers, etc. In addition, printed copies of such material, including those from magazines, are not permitted in the school.

As in the workplace, there is "zero-tolerance" for any students who violate this policy, and immediate dismissal may result. Students must recognize that personal opinions as to what constitutes "offensive material" may vary but the following details describe what is typically understood to be offensive. Staff or students using New England College of Business and Finance facilities who find materials being displayed to be offensive have a duty to act assertively by informing New England College of Business and Finance personnel. Offensive material includes, but is not limited to the following:

- Pornographic, nude, semi-nude or other similarly lewd images;
- Material displaying excessively violent or graphic content;
- Material of racist or similarly demeaning content; or
- Any material that in general is understood to be socially and/or culturally offensive.

ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES POLICY

New England College of Business and Finance provides information technology resources to a number of faculty, staff, and students. As members of the New England College of Business and Finance community, and in accordance with the Acceptable Use of Information Technology Resources Policy, all users have the responsibility to use information technology resources in an effective, efficient, ethical, and legal manner. Ethical and legal standards that apply to information technology resources derive directly from standards of common sense and common courtesy that apply to the use of any shared resource.

New England College of Business and Finance's information technology resources are intended to support New England College of Business and Finance educational. All members of the New England College of Business and Finance community who use information technology (i.e. computing and network) resources are responsible for the integrity of those resources. New England College of Business and Finance information technology resources are to be used in a manner that is consistent with the instructional, research, and administrative objectives of New England College of Business and Finance, including use for study, instruction, research, the discharge of official New England College of Business and Finance business, and other New England College of Business and Finance sanctioned activities. Any use of New England College of Business and Finance information technology resources that is inconsistent with these purposes is considered inappropriate use and may jeopardize further authorization for use and may result in termination of access, disciplinary review, expulsion, or other disciplinary action. Use of information technology resources is limited to members of the New England College of Business and Finance community. Users of these resources are expected to act responsibly to maintain the integrity of the College information technology resources.

In no event shall New England College of Business and Finance be liable for any damages, whether direct, indirect, special or consequential, arising out of the use of information technology resources (i.e., the Internet, campus servers, etc.), accuracy or correctness of databases or information contained therein or related, directly or indirectly, to any failure or delay of access to information technology resources. Use of any information obtained via the Internet is at the users own risk. New England College of Business and Finance reserves the right to remove user access to information technology resources to prevent further unauthorized activity as specified in this document.

It is the objective of New England College of Business and Finance to maintain access for its community to local, national and international sources of information and to provide an atmosphere that encourages legal/ethical access to knowledge and sharing of information. Further, it is the policy of New England College of Business and Finance that information technology resources will be used by members of its community in accordance with policy and regulations established by New England College of Business and Finance, and applicable laws. In accordance with the above policies, New England College of Business and Finance works to create an intellectual environment in which students, staff, and faculty may feel free to create and to collaborate with colleagues both at New England College of Business and Finance and at other institutions, without fear that the products of their intellectual efforts will be violated by misrepresentation, tampering, destruction and/or theft. Access to the information technology resource infrastructure both within New England College of Business and Finance and beyond the campuses, sharing of information, and security of the intellectual products of New England College of Business and Finance, all require that each and every user accept responsibility to protect the rights of the community.

New England College of Business and Finance information technology resources must not be used to produce, view, store, replicate, or transmit harassing, obscene, or offensive materials. This includes, but is not limited to, material from the Internet, screen savers, etc. In addition, printed copies of such material, including those from magazines, are not permitted in the College. (See also the section in this handbook, Student Rights and Responsibilities – Offensive Materials.)

No student should bring open or closed food/liquid into the computer labs/rooms - users can be held responsible for repairs/replacement of computer and other lab equipment in the event of damage. Avoiding spills also assists the campus in ensuring that personal injuries to students and staff do not occur.

All information technology (IT) resources are shared and cannot be guaranteed to always be available (i.e., resources can break down or require upgrading, electricity can be out, equipment may otherwise be unavailable, or supplies may be temporarily depleted). User stored data on the network can be unavailable or not retrievable. Students are responsible for backing up their data to media such as memory stick, CD, ZIP, or floppy disk, or other future storage media the College may offer and support. Students may also be requested to log out or relinquish resources to allow other students use of the resources (i.e., after a fair amount of lab use time based on lab load and available resources).

Do not view anyone else's data (files, e-mails, etc...) without the creator/owners explicit consent. Presume such data is private and confidential.

Note: As a user of New England College of Business and Finance provided resources, New England College of Business and Finance reserves the right to view/investigate your data.

Be sensitive to the inherent limitations of shared network resources. No computer security system can absolutely prevent a determined person from accessing stored information that they are not authorized to access.

SOFTWARE CODE OF ETHICS

Unauthorized duplication of copyrighted computer software violates the law and is contrary to New England College of Business and Finance's standards of conduct. We disapprove of such copying and recognize the following principles as a basis for preventing its occurrence:

- We will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances.
- We will only use legally acquired software on our computers.
- We will comply with all license or purchase terms regulating the use of any software we acquire or use.
- We will enforce strong internal controls to prevent the making or using of unauthorized software copies, including effective measures to verify compliance with these standards and appropriate disciplinary measures for violation of these standards.

STUDENT SERVICES

NECB values its students and makes every effort to provide services that facilitate and promote a positive learning experience. All services are available to NECB students, whether courses are taken on ground or online. Louise Sommer, Dean of Student Services, oversees this department.

Student Services Overview

- Student Orientation
- Provides tutoring services both face-to-face and through a 24/7 online service
- Coordinates on-ground and online library services
- Provides access to NECB's Bloomberg terminals for research or attainment of a Bloomberg certificate
- Provides referrals to outside agencies as needed
- Assists students who wish to transfer to other institutions of Higher Education
- Provide career development workshops

NECB Orientation

The Office of Student Services is responsible for the orientation of each new student. An orientation packet is mailed which, along with an introductory letter, identifies the various services NECB offers including tutoring, Bloomberg research databases, eLibrary, how to order books, and an online peer network. The student also receives his/her program curriculum.

Ongoing Services

- **NECB Online Peer Network** is a virtual meeting space which includes the Community Bulletin Board, Special Interest Groups, Campus Directory, Classifieds, etc.
- **NECB Advisors** are available to answer your questions or concerns. They can be contacted by phone at 860-633-7355 or by contacting Karen McConnell at Karen.McConnell@finance.edu.
- **NECB Transcript Requests** can be ordered by downloading the NECB Transcript Request Form and mailing or faxing it to the Registrar's Office at New England College of Business and Finance, 10 High Street, Boston, MA 02110; FAX 617-951-2533.

Library Services

NECB's new eLibrary services offers access to over 160 electronic databases including:

1. **ProQuest** with access to business and management publications
2. **LexisNexis** with access to full-text news, business, and legal publications
3. **Boston Public Library eCard** electronic databases

In addition, students have access:

- to over 7,000 Business and Economics eBooks;
- **Ask an Online Librarian** service providing a 24 X 7 librarian to guide and direct faculty and students toward pertinent resources
- Subject guides providing students with a search strategy, relevant books, periodicals, associations, and government resources, arranged by five categories: Allied Health, Arts, Business & Law, Science & Technology, and Social Sciences
- Step-by-step tutorials on navigating the Web and conducting research

- Government resources organized by subject, making them easy to access
- Information on Interlibrary Loans, Career Development, and Life & Leisure resources
- Information about how to access local Boston library resources including Northeastern University's Snell Library, the Kirstein Business Library, the Bloomberg terminals & online certification courses, and the Boston Public Library eCard

This new resource is available 24 hours a day, 7 days a week.

Boston Public Library and Kirstein Business Library

NECB students are encouraged to take advantage of the many resources, both on-site and electronic, offered through Boston Public Library, and Kirstein Business Library. Kirstein Business Library is a specialized business reference and research service of the Boston Public Library located at the Boston Public Library. The following resources are available through the Kirstein Library:

Business Databases Online databases available at Kirstein

Online and CD-ROM database descriptions

Business Information on the Internet

- Business Bookmarks - Quick Reference Sources
- Selected Business Websites by Subject

Bibliographies & Guides

- General Information Floor by Floor
- Electronic Databases (CD-ROM & online)
- Directories of Companies in Massachusetts
- Career Collection & other Job-Hunting Resources
- Periodicals Collection: Alphabetically or by Subject
- Historical Stock Prices & Tracing Old Stocks
- Venture Capital Research Guide

Online Library Catalogs

- Boston Public Library Catalog (includes both circulating and non-circulating books.)

STUDENTS CAN APPLY FOR A BOSTON PUBLIC LIBRARY eCARD FOR NO CHARGE AT:

[HTTP://WWW.BPL.ORG/GENERAL/CIRCULATION/ECARDS.HTM](http://www.bpl.org/general/circulation/ecards.htm)

Workshops

The Office of Student Services offers professional development workshops designed to increase the skill set of students. Workshops offered in 2007 are Interviewing skills, Presentation skills, Writing Skills, and Resume writing.

All workshops run from 5:30 pm to 6:30 pm. Contact Louise Sommer at 617-951-2350 or Louise.Sommer@finance.edu to sign up.

PHOTOCOPY AND COMPUTER SERVICES

Students and faculty have access to a computer located in the lounge area, as well as the copier located in the mailroom, at NECB at 10 High Street, Boston. The Internet and the ProQuest and LexisNexis library databases are available on these computers.



GENERAL INFORMATION

HOURS OF OPERATION

The College is open Monday through Thursday 8:00 a.m. to 10:15 p.m. and Friday, 8:00 am to 5:00 pm

CLASS HOURS

Online courses are asynchronous. Students can access online courses anytime, anywhere. Although schedules may vary, on-ground classes are usually scheduled Monday through Thursday between 5:30 pm and 10:30. Weekend classes are posted in the term schedule when offered.

DRIVING DIRECTIONS

Coming from 93 South or Route 1 South over the Central Artery, southbound:

- Take the I-93 South/US-1 South towards Boston/Cape Cod to Exit 23 “Purchase Street/South Station”
- At top of ramp, continue straight on Purchase Street
- At the 3rd set of lights, turn left onto Summer Street
- The building is located at the corner of Summer Street and Atlantic Avenue, across from South Station

Coming from the Southeast Expressway, northbound:

- Take Interstate 93 North (US-1N)
- Take Exit 20 “Logan Airport/Worcester/S. Station”
- Follow signs to “Downtown” to end of Frontage Road/ramp
- At end of ramp, continue straight on Atlantic Avenue, and take right onto Summer Street at the 3rd set of lights
- The building is located at the corner of Summer Street and Atlantic Avenue, across from South Station

Coming from the Massachusetts Turnpike, eastbound:

- Take I-90 East (Massachusetts Turnpike)
- Take Exit 24A “South Station”
- At end of ramp, continue straight on Atlantic Avenue, and take right onto Summer Street at the 3rd set of lights
- The building is located at the corner of Summer Street and Atlantic Avenue, across from South Station

Parking Options

1. Necco Street Garage – 10 Necco Street

(617) 426-1556

Managed by Fitz Inn Parking System

Open 6:00 am – 9:00 pm

Daily rates: Early Bird, in before 9:00am, \$10.00 for the day; After 9:00am, \$14.50 for the day; \$4.00 per half hour

Continue down Summer Street and go straight through lights at the intersection of Summer Street and Dorchester Avenue; at the next set of lights take a right onto Melcher Street; then take a right onto Necco Street. The second building on your left is an enclosed parking garage. This garage is just a ten-minute walk to New England College of Business and Finance.

2. 390 Congress Street Lot

Open 24 hours

Daily rate: \$8.00 per day

Monthly rate: \$180.00 per month

Continue down Summer Street and at the set of lights take a left onto Dorchester Avenue; at the next intersection take a left onto Congress Street. The parking lot is on the right across the intersection. This lot is less than a five minute walk to New England College of Business and Finance.

3. South Station Parking Garage - 185 Kneeland Street (garage entrance)

(617) 345-0202

Managed by Laz Parking

Open 24 hours

Daily rate: 6:00am to 8:30am is \$19.00 for the day; after 8:30am is \$19.00 for the day; from 6:00pm to 6:00am is \$6.00 and Saturdays are \$6.00 for the day. Hourly rate is \$6.00 per hour. Monthly rates: \$375.00 per month

Parking garage is located above the Greyhound bus station (at South Station) on Atlantic Avenue. Entrance to garage is on Kneeland Street.

4. Transpark - 25 Northern Avenue, 145 Northern Avenue & 390 Congress Street

(617) 227-5400

Managed by McCourt Co.

Open 24 hours

Daily rate: \$7.00 per day

Monthly rate: \$160.00 per month



5. **Transpark - 145 Northern Avenue & 390 Congress Street**

Open Sun-Mon: 6:00 am – 10:00 pm; Tues–Sat: 24 hours

Daily rate: \$8.00 per day

No monthly rates

6. Very limited on-street metered parking is also available.

PUBLIC TRANSPORTATION

Subway (MBTA)

New England College of Business and Finance is easily accessible by the MBTA's Red and Silver Lines. Take the Red or Silver Line to the South Station stop. New England College of Business and Finance is located on 10 High Street, less than a five minute walk from South Station. *Note: The Silver Line provides service to and from Logan International Airport.*

Commuter Rail

New England College of Business and Finance is also accessible by various commuter rail lines that stop at South Station.

SECURITY AND EMERGENCY PROCEDURES

New England College of Business and Finance attempts to provide every student and employee with a safe and secure environment in which to learn and work. The following policies and procedures apply to the main campus located at 10 High Street, Boston, MA.

The main campus and facilities are open during posted hours and are secured during times the College is closed. Full-time security guards are employed by the Rice Building owners. The guard station is located on the first floor of the building. Guards are on duty 24/7.

New England College of Business and Finance reminds students and employees that they are ultimately responsible for their own actions regarding their safety and welfare and reminds and encourages students and employees to practice common sense when using College facilities and equipment. Staff and faculty reinforce security procedures on a continuing basis. Safety is enhanced when students and employees take precautions such as:

- Avoid working or studying in secluded areas
- Never leave valuables unattended
- Avoid parking or walking in secluded or dimly lit areas
- Travel with a friend or companion
- Report suspicious persons or activities on-campus to College authorities

If a student or employee is aware that a crime or emergency situation has been, or is being, committed on College property or at College sponsored or recognized events off-campus, the situation should be reported to building Security – and/or a New England College of Business and Finance Administrator.

Administration and/or Security shall notify off-campus law enforcement official(s) as and when appropriate, and shall conduct an investigation of the alleged criminal action.

New England College of Business and Finance does not tolerate violence or other threatening conduct against any members of the College community. The College will impose strict disciplinary actions and appropriately involve law enforcement officials should any acts of violence or threatening conduct occur on College facilities.

It is recommended that the following steps be taken in cases of sexual assault or domestic violence:

- Preserve any evidence of the assault (do not drink, bathe, change clothing, or comb hair, as this may destroy evidence that may be needed to prosecute the offender)
- Go to a place safe from further attack and notify the police
- Obtain immediate medical attention
- Seek professional counseling

In addition to any criminal sanctions, New England College of Business and Finance will impose appropriate disciplinary sanctions if the offender is a student or employee of the College. Should one wish to file a complaint, please follow the complaint procedure stated in the Unlawful Harassment Policy section in the Student Conduct of this Handbook. Also, note that, in case of sexual assault complaints:

- Both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary hearing
- Both the accuser and accused shall be informed of the outcome of any disciplinary proceeding based on an allegation of sexual assault

If a student or employee is aware that a crime or emergency situation has been, or is being, committed on College property or at College sponsored or recognized events off-campus, the situation should be reported to Security.

EMERGENCY PROCEDURES

In the event of an emergency, immediately contact an instructor, or a campus administrator.

Since New England College of Business and Finance has a continually changing student body, it is vital that each student and employee stay informed of emergency procedures for the safety of the main building and its occupants. Approximately twice per year the College holds building emergency drills for all employees and for students. Proper procedures for evacuating the building are posted throughout the building. It is the responsibility of each student and employee to know the proper procedures and emergency exit route from the classroom or office in which he/she normally works.

The following is a list of safety tips to remember when participating in the evacuation of the building because of a fire:

1. Exit the building using designated fire routes. Exit in a single file. Walk, never run while evacuating.
2. Always feel the surface before opening a door. If the door surface is hot, do not open it. Proceed to an alternative emergency exit. When leaving, close but do not lock the doors behind.
3. Do not attempt to collect or return for personal belongings during the emergency evacuation.
4. If thick smoke is encountered, stay close to the floor and crawl along the emergency exit route. If forced to dash through fire or smoke, attempt to hold your breath in order to avoid inhaling the smoke.
5. If your clothing catches fire, immediately drop to the floor and roll from side to side to smother the flames.
6. Once outside the building, proceed to the designated area or another safe area away from the building. Keep streets and sidewalks clear for fire fighting equipment and any falling debris.

Follow any further instructions of your instructor, supervisor, or fire fighter. They are responsible for overseeing the safe evacuation of the building. Do not re-enter the building until it has been determined safe, or until so instructed by your instructor or department head.

VANDALISM

Destruction of public or private property will result in charges for damages, fines, disciplinary action and/or referral to law enforcement authorities.

REPORTING OF CRIMINAL ACTIONS OR EMERGENCIES

The City of Boston police and fire departments are the primary providers of law enforcement, ambulance service, and fire protection for New England College of Business and Finance. In case of emergency, campus community members may dial 911 for the above services.

PEOPLE TO ASK

Department	Who To Ask	For Information Regarding
Academics	Registrar	Grades
	Registrar	Graduation
	Registrar	Independent Study
	Registrar	Registration
	Registrar	Schedule of Classes
	Registrar	Student Suspension and Dismissal
	Registrar	Transcript Information
	Registrar	Transfer of Credits
	Registrar	Withdrawal from NECB
	Registrar	First Quarter Student Issues
	Academic Advisor or Dean of Student Services or VP of Academic Affairs	Academic Policies
Student Services	Academic Advisor	Changing Major
	Academic Advisor	Course or Program Content
	Dean of Student Services	Faculty Issues
	Dean of Student Services	Student Probation and Discipline
	Dean of Student Services	Library and Research Help
	Dean of Student Services	Student Grievances
	Dean of Student Services	Tutoring and Career Planning
	www.NECBbookstore.com or Dean of Student Services	Textbooks and Supplies
Admissions	Dean of Enrollment	Admissions Policies
	Enrollment Advisor	Term Schedule
	Enrollment Advisor	Course Registration
Online	eCollege Technical Services	Technical questions regarding eCollege Courses
	Paula Bramante or April Morin	General Information regarding NECB <i>Online</i>
Accounting & Finance	Carmela Correale	Tuition Payments Billing

New England College of Business and Finance
 10 High Street, Suite 204
 Boston, MA 02110
 Website: www.finance.edu

Phone: 617-951-2350
Fax: 617-951-2533

