

## STUDENT CONSUMER INFORMATION – 2020 - 2021

The School Disclosure Requirements of the United States Department of Education require colleges annually to distribute to all enrolled students a notice of the availability of information that is required to be made available to students. In compliance with this requirement, New England Institute of Technology (NEIT) is distributing this document to each enrolled student.

For each targeted area, the document includes a brief description; the office address where the information may be found; and a phone number. It is NEIT's intention to provide you with easy and complete access to any information you need as a student. Please feel free to contact any of the offices indicated at any time.

### FINANCIAL ASSISTANCE INFORMATION

**Title IV and Availability of Individuals Responsible for Disseminating Information About Institutional Financial Assistance.** – The Financial Aid Office is the primary source for information about institutional financial assistance at New England Institute of Technology. Financial Aid staff are available to assist enrolled or prospective students in obtaining financial aid information. Detailed information about the availability of financial aid, the application process, and each of the areas listed below, is available in the Financial Aid Office located in Room N110 on the first floor of the East Greenwich Campus, One New England Tech Boulevard, East Greenwich, RI 02818. Tel. (401) 739-5000 Ext: 3354. Office hours: Monday –Thursday, 8 a.m.–8 p.m.; Friday, 8 a.m. – 4 p.m.; Saturday 9 a.m. – 12:00 pm. [financialaid@neit.edu](mailto:financialaid@neit.edu)

**Financial Aid** - Descriptions of available federal, state, institutional, and outside sources of assistance, eligibility criteria, methods of disbursement, terms and conditions of loans, and employment opportunities are available in various office publications and in the Financial Aid Office (see location above).

**Student Eligibility for Financial Aid** - Financial aid at NEIT is available from a variety of sources. Financial aid awards are not automatic. Applicants interested in any need-based financial aid programs at NEIT must complete a

Free Application for Federal Student Aid (FAFSA) with NEIT for each academic year that they are in college. FAFSA forms are available on-line. Tips for filing the FAFSA online can be obtained in the Financial Aid Office (see location above). (See location above).

**Sources of Financial Aid** - A list of financial aid sources including Federal and State grants, loans, scholarships and institutional aid is available in NEIT's Financial Aid Office (see location above).

**The Student Guidebook** - This publication provides procedures and forms for applying for financial aid as well as student eligibility requirements. Copies are available in NEIT's Financial Aid Office (see location above).

**NEIT's Financial Aid Award Policy** - NEIT's Financial Aid Award Policy sets forth the criteria for selecting recipients and criteria for determining the amount of a student's award. Copies of the policy are available in NEIT's Financial Aid Office (see location above).

**Statement of Borrower**- A statement of the rights and responsibilities of students receiving financial aid is available in NEIT's Financial Aid Office (see location above).

**Criteria for Continued Eligibility** - Descriptions of the criteria for continued student eligibility under each financial aid program are available in NEIT's Financial Aid Office (see location above).

**Award Letters** - Award Letters describe the amount and method by which financial assistance disbursements will be made to students and the frequency of those disbursements. Award letters are distributed by NEIT's Financial Aid Office (see location above) to individuals who apply for financial aid.

**NEIT's Satisfactory Academic Progress Policy** - NEIT's Satisfactory Academic Progress Policy provides the qualitative Grade Point Average (GPA)

and quantitative (credits attempted) standards which a student must maintain in order to be considered to be making satisfactory academic progress in his or her course of study for the purpose of receiving financial assistance and the criteria by which the student who has failed to maintain satisfactory academic progress may re-establish his or her eligibility for financial assistance. The Policy is published in the catalog and is also available in NEIT's Financial Aid Office (see location above).

**Loan Terms** - The terms of any loan for which a student applies as part of the student's financial assistance package will be provided to the student at the time of loan application and are available in NEIT's Financial Aid Office (see location above).

**Sample Loan Repayment Schedule** - Sample loan repayment schedules are available in NEIT's Financial Aid Office (see location above).

**Repaying Loans** - A description of the necessity for repaying loans is available in NEIT's Financial Aid Office (see location above).

**Federal Work Study Guide** - The Federal Work Study Guide lists the general conditions and terms applicable to any employment provided to a student as part of the student's financial assistance package. Copies of the Guide are available in NEIT's Financial Aid Office (see location above).

**Work Description Forms** - A listing of the job duties required in specific work study positions are provided to all work study students prior to beginning the program. Copies are available in NEIT's Financial Aid Office (see location above).

**NEIT Federal-Work Study Selection and Placement Procedures** - Procedures for the selection and placement for NEIT's Federal Work-Study Program are available in NEIT's Financial Aid Office (see location above).

**Entrance and Exit Counseling Information** - NEIT's Financial Aid Office (see location above) will assist students enrolled at NEIT who are receiving funds under the Federal Direct Stafford Loan Programs to complete the required online entrance and exit counseling.

**Financial aid Penalties for Drug Law Violations** A sheet explaining the consequences to the awarding of financial aid to Students Convicted of Possession or Sale of Drugs is provided to all students upon enrollment and is available in NEIT's Financial Aid Office (see location above).

**Deferments for Performed Services** Borrowers in the Federal Direct Stafford Loan Programs may be eligible for deferred payment provisions as a

result of service in the Peace Corps, service under the Domestic Volunteer Service Act of 1973, or comparable volunteer services for a tax-exempt organization in community service. Borrowers should seek applications and detailed information from their lender. Any other questions should be directed to NEIT's Financial Aid Office (see location above).

**Return of Title IV Funds** - Federal financial aid is returned pursuant to regulations governing Title IV Funds. Information about the requirements for determining the treatment of Title IV funds when a student withdraws from NEIT is available in NEIT's Financial Aid Office (see location above).

**Cost of Attending NEIT** - Tuition and Fee Schedules providing a listing of tuition and fees charged to full-time and part-time students including estimates of necessary books and supplies, estimates of typical charges for room and board, transportation costs for commuting students or for students living on or off-campus and any additional cost of a program in which the student is enrolled or expresses a specific interest, are available in NEIT's Financial Aid Office (see location above). Also available [here](#).

## OTHER GENERAL INSTITUTIONAL INFORMATION

**Title and Availability of Individuals Responsible for Disseminating Information About Other Institutional Information.** - The Offices listed below are the primary sources for information about other general institutional information concerning New England Institute of Technology. Departmental staff are available to assist enrolled or prospective students in

obtaining information. Detailed information about the availability of information in each of the areas listed below is available Monday–Thursday, 8 a.m.–5 p.m.; Friday, 8 a.m. – 4:00 p.m.

**Admission Procedures, Cost of Attendance, and Academic Programs -**

Admission procedures and processes, average cost of attending NEIT, and information about academic programs may be obtained from the Admissions Office located in Room N 100 on the first floor of the East Greenwich Campus, One New England Tech Boulevard, East Greenwich, RI 02818 Tel. (401) 739-5000 Ext. 3357

[admissions@neit.edu](mailto:admissions@neit.edu)

**Policy on Vaccinations** - Applicants must provide a certificate, signed by a physician, confirming that they have been immunized against measles, mumps, rubella, and varicella, that they have received a booster dose of tetanus and diphtheria (Td) within the last 10 years, and 3 doses of Hepatitis B vaccine or a positive titer.

Meningococcal conjugate vaccine in the last 5 years is required for students under the age of 22 who will live in the Residence Hall.

Additional vaccination requirements may be required in the Health Sciences Programs.

Speak with your Admission's Officer. NEIT's institutional policy on vaccinations may be obtained from the Admissions Office (see location above).

**Information about NEIT's Student Drug and**

**Alcohol Policy** – Information about NEIT's Student Drug and Alcohol Policy is available in the Office of Student Support Services, located in Room N 201 on the second floor, East Greenwich Campus, One New England Tech Boulevard, East Greenwich, RI 02818 Tel. (401) 739-5000 Ex. 3441.

**Withdrawal** - Requirements for officially withdrawing from NEIT are outlined in the NEIT Catalog.

Withdrawal forms are available in the Registrar's Office, located in Room N 116 on the first floor of the East Greenwich Campus, One New England Tech Boulevard, East Greenwich, RI 02818 Tel. (401) 739-5000 Ext. 3300.

**Post-graduate Employment**

**and Education** - Information about the percentage of graduates employed in field, and types of employment obtained by graduates is available in the Career Services Office located in Room S 104 on the first floor of the East Greenwich Campus, One New England Tech Boulevard, East Greenwich, RI 02818 Tel. (401) 739-5000 Ext. 3458.

**Services and Facilities for Students with Disabilities**

- Questions concerning services available to students with disabilities should be directed to NEIT's 504 Coordinator, Lee Peebles, Director of Student Life located on the second floor of the East Greenwich Campus, One New England

Tech Boulevard, East Greenwich , RI 02818, RI Tel. (401) 739-5000 Ex. 3414.

### **Information on Student Body Diversity**

- Student body diversity including information on the percentage of enrolled full-time students who are male, female, receive Federal Pell Grants or who have self-identified as members of major racial or ethnic may be obtained at

<http://nces.ed.gov/IPEDS/>. Any questions related to this information should be directed to, Scott Freund, Executive Vice President, located on the third floor of the East Greenwich Campus, One New England Tech Boulevard, East Greenwich, RI 02818 Tel. (401) 739-5000 Ex. 3640.

### **Accrediting and Licensing -**

Information about the accrediting and licensing agencies for NEIT's academic programs is available in the Office of Teaching and Learning located on the third floor of the East Greenwich Campus, One New England Tech Boulevard, East Greenwich , RI 02818 Tel. (401) 739-5000 Ex. 3438.

**Academic Program Listings** - The NEIT Catalog provides a listing of the academic programs of the institution, including current degree programs and other educational and training programs, the instructional, laboratory, and other physical facilities which relate to the academic program, and the institution's faculty and other instructional personnel. Copies of specific academic programs may be obtained directly from the various academic departments on campus. A listing of the location of those

departments can be obtained in NEIT's Office of Teaching and Learning (see location above).

**Copyright Infringement (Peer to Peer File Sharing)** – NEIT's Policy on Computing and Network Resource Use sets forth the civil and criminal liabilities students may face for unauthorized distribution of copyrighted materials including peer-to-peer file sharing and prohibited use of the institution's information technology system for those activities is available in NEIT's Office of Teaching and Learning (see location above).

### **Transfer of Credit/Articulation**

**Agreements** – Institutions participating in Title IV must publicly disclose their transfer of credit policies. The policy must disclose, at a minimum, the criteria an institution uses regarding the transfer of credit earned at another higher education institution and a list of any institutions with which the institution has established an articulation agreement. Information regarding NEIT's Transfer of Credit Policy can be obtained in NEIT's Office of Teaching and Learning (see location above).

**Voter Registration** - The Board of Elections for the State of Rhode Island has created a web site from which individuals may obtain Rhode Island and National voter registration forms: <http://www.elections.state.ri.us/registration/intro.htm>

Assistance with voter registration questions is available in the Student Activities Office located in S120B on

the first floor of the East Greenwich Campus, One New England Tech Boulevard, East Greenwich, RI 02818 Tel (401) 739-5000 Ext. 3565.

**NEIT's Institutional Refund Policy -**

NEIT's Institutional Refund Policy sets forth the institution's policy for the return of unearned tuition and fees or other refundable portion of costs paid to the institution and is published in the catalog. Copies are also available by contacting the Business Office located in N119E on the first floor of the East Greenwich Campus, One New England Tech Boulevard, East Greenwich, RI 02818, Tel. (401) 739-5000 Ex. 3338.

**Graduation Rates -** The graduation rates are available starting with the cohort for the fall term 1996-97. The graduation rates are calculated for the first-time, full-time, degree- or certificate-seeking students who completed their undergraduate program within 150 percent of normal completion time. Copies of the graduation rates are available in the Business Office (see location above).

**Family Educational Rights and Privacy Act (FERPA) -** The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They include the right to: 1) inspect, review, and/or request an amendment to these records; 2) consent to disclosures of personally identifiable information in these records; 3) restrict disclosure of information designated as directory information that may be released

without consent of the student; and 4) file a complaint with the U.S.

Department of Education for alleged failure by NEIT to comply with FERPA requirements. Annual notification of student rights to privacy under the Family Educational Rights and Privacy Act of 1974 and procedures for obtaining this information is published in the Student Handbook available online at [students.neit.edu](http://students.neit.edu) and is distributed annually to all students by e-mail. You may also obtain a copy of this notification by contacting the Business Office (see location above).

**Campus Security Report, Drug Prevention Policy, & Crime Statistics -**

This publication includes statistics for the previous three years concerning reported crimes that occurred on campus and in certain off-campus buildings or property owned or controlled by NEIT and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes NEIT's campus emergency response and institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters as well as standards of conduct prohibiting the unlawful possession, use or distribution of illegal drugs and alcohol by students and employees on campus. It also includes a description of applicable laws, health risks and description of drug or alcohol counseling, treatment, rehabilitation or reentry programs. You can obtain a copy of this report by

contacting the Business Office (see location above).

**Missing Student Notification Policy -**

The purpose of this policy, in compliance with the Higher Education Opportunity Act of 2008, is to provide students with procedures and information for reporting a missing person. The policy applies specifically to students who reside in NEIT's residence hall(s). (See full policy in the Student Handbook.) You can obtain a copy of the policy by contacting the Office of Student Support Services, One New England Tech Boulevard, East Greenwich, RI 02818, RI Tel. (401) 739-5000 Ex. 3441.

**Timely Warnings** NEIT will make timely reports to the campus community on potentially dangerous criminal activity on or near campus which represents a serious or continuing threat to students and employees on campus or in the immediate area. Names of victims in such reports shall be withheld as confidential. In addition to notification through ENS, NEIT, as appropriate, will issue timely warnings via the university e-mail system, in-class announcements, or other appropriate means (Reports). Any such Reports shall be provided to students and employees in a timely manner. See policy on page 71 if the Student Handbook.

**Emergency Notification -** In the event that a situation arises on campus that in the judgment of NEIT's administration constitutes an ongoing or continuing threat to the health or safety of students and/or employees,

the institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate a campus wide "emergency notification" through NEIT's *Rave Emergency Notification System (ENS)*, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. See Annual Campus Security Report. You may also obtain a copy of this notification by contacting the Business Office (see location above).

**Fire Safety Procedures and Emergency**

**Action Plan-** All students must leave any facility where a fire alarm is activated as promptly as possible via the nearest available exit. No one is expected to endanger him/herself in order to assist with evacuation of others, but everyone has a duty to ensure that other occupants are aware of an emergency. It is expected that individuals, as long as they are not endangering themselves, will aid anyone requiring assistance to safely evacuate the building.

NEIT tests its emergency response and evacuation procedures on at least an annual basis, including publicizing its procedures in conjunction with at least one test per calendar year, and documenting a description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced. See Fire Safety Procedures and Emergency Action Plan in Student Handbook. You

can obtain a copy of the procedures by contacting the Office of Student Support Services, One New England Tech Boulevard, East Greenwich, RI 02818, RI Tel. (401) 739-5000 Ex. 3441.

**Crime Statistics** - See NEIT's Campus Security Report, Drug Prevention Policy, & Crime Statistics above.

**Student Handbook** - The Student Handbook is applicable to all NEIT students. The Student Conduct Policy and regulatory policies and procedures apply to all students.

This Handbook provides information about student life resources and student activities at NEIT, and the applicable policies and procedures, including behavioral standards. Students are expected to become familiar with the contents of this Handbook, to act with careful consideration of its requirements, and to seek assistance whenever necessary and as directed. In some instances, regulations governing a particular subject matter in the Handbook are also contained in the College catalogs or in other promulgated notices. The provisions of this Handbook are subject to revision by posting or otherwise published notice during the academic year. You can obtain a copy of the Student Handbook by contacting the Office of Student Support Services, One New England Tech Boulevard, East Greenwich, RI 02818, RI Tel. (401) 739-5000 Ex. 3441.

**Consumer Complaints** - In accordance with Department of Education

regulations, the Rhode Island Department of Attorney General has established the following complaint process related to receiving and resolving complaints. Complaints alleging violations of state consumer protection laws (e.g., laws related to fraud or false advertising) will be referred to the Consumer Protection Unit within the Department of Attorney General and shall be reviewed and handled by that Unit. Complaints alleging violations of state laws or rules related to approval to operate or licensure of postsecondary institutions will be referred to the appropriate Division within the Department of Attorney General and shall be reviewed and handled by that Division. Complaints related to quality of education or accreditation requirements shall be referred either to the New England Association of Schools and Colleges (NEASC), the entity with primary responsibility for accreditation of Rhode Island institutions of higher education, or a specialized accreditor with oversight of particular programs. Contact the Attorney General's Office By phone: General Helpline (401) 274-4400 By mail: Office of the Attorney General, 150 South Main Street, Providence, RI 02903 Online: <http://www.riag.ri.gov/contact/>

**Accreditation** - New England Institute of Technology is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.).



Accreditation of an institution of higher education by the Commission indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Commission is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution. Individuals may also contact:

New England Commission of  
Higher Education  
3 Burlington Woods Drive, Suite  
100, Burlington, MA 01803-4514  
(781) 425-7785  
E-Mail: [info@neche.org](mailto:info@neche.org)

The programs listed below have specialized professional accreditations. Please check the program descriptions in the Curriculum section for details.

- Electrical Engineering Technology, B.S.
- Mechanical Engineering Technology, B.S.
- Medical Laboratory Technology, A.S.
- Nursing, A.S.
- Occupational Therapy Assistant, A.S.
- Occupational Therapy, M.S.
- Paramedic Technology, A.S.
- Physical Therapist Assistant, A.S.
- Public Health, M.S.
- Respiratory Care, A.S.
- RN to BSN, B.S.
- Surgical Technology, A.S.
- Veterinary Technology, A.S.

Inquiries regarding the status of NEIT's accreditation by these organizations should be directed to the Office of Teaching and Learning (see location above.)

### **Professional Licensure or Certification Disclosures**

The programs listed below have licensure or certificate requirements. Please check the program descriptions in the curriculum section for details.

- Medical Laboratory Technology, A.S.
- Nursing, A.S.
- Occupational Therapy Assistant, A.S.
- Occupational Therapy, M.S.
- Paramedic Technology, A.S.
- Physical Therapist Assistant, A.S.
- Public Health, M.S.
- Respiratory Care, A.S.
- RN to BSN, B.S.
- Surgical Technology, A.S.
- Veterinary Technology, A.S.

Inquiries regarding the requirements of licensing for these programs should be directed to the Office of Teaching and Learning (see location above.)

**Catalog** – The catalog contains useful information about the College, including admission, enrollment, the academic calendar, degree requirements, course offerings, and academic policies and procedures. The catalog is available in an online version - <https://www.neit.edu/About-Us/New-England-Institute-of-Technology-Catalog> that is updated on a scheduled basis. The catalog is not intended to be and should not be relied upon as a statement NEIT's contractual commitments between the University and its students. NEIT reserves the right in its sole discretion to make changes of any nature to this catalog, including but not limited to the policies, procedures, programs of instruction, academic calendar and schedule, fees, and personnel. The University reserves the right in its sole discretion to reschedule classes with or without extending the academic term, cancel scheduled courses and other academic activities, and require or afford alternatives for scheduled courses or other academic activities, with notice of such action provided as is reasonably practicable under the circumstances. Copies of the catalog can be obtained from Admissions Office located in Room N 100 on the first floor of the East Greenwich Campus, One New England Tech Boulevard, East Greenwich, RI 02818 Tel. (401) 739-5000 Ext. 3357 <http://www.neit.edu/Admissions>

**Nondiscrimination** - New England Institute of Technology admits qualified students of any race, color, religion, sex, age, disability or national

and ethnic origin to all the rights and privileges, programs and activities generally accorded or made available to students at the school. New England Institute of Technology does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, disability, age, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs nor does New England Institute of Technology discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability or national and ethnic origin in any phase of its employment process.

The college has designated Scott Freund, Executive Vice President, to coordinate the college's efforts to comply with Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other laws, orders and regulations governing discrimination. Any questions or concerns regarding Title IX, Section 504 or other state or local federal laws related to discrimination should be directed to Scott Freund, Executive Vice President, New England Institute of Technology, One New England Tech Boulevard East Greenwich, Rhode Island 02818, 401-739- 5000

Individuals with disabilities who seek reasonable accommodations or information concerning accommodations should contact

NEIT's 504 Coordinator, Lee Peebles at  
One New England Tech Blvd., East  
Greenwich, RI; Tel. 401-739-5000;  
email lpeebles@neit.edu

*August 2020*

<https://nces.ed.gov/pubs2010/2010831rev.pdf>