



2019-2020 ACADEMIC CATALOG

THE NETTLEMAN INSTITUTE OF LAND SURVEYING
ENGINEERING TECHNOLOGY

NISET
250 West Main Street,
Suite 200
Kerrville, TX 78028

Volume I
Original publication date: March
21, 2019
Effective Dates: July 1, 2019
through December 31, 2019

Table of Contents

The table of contents includes links to help you navigate the online catalog. In addition, throughout the catalog are links to help you navigate to other sections as well as to external websites that may provide you with valuable information.

I.	Message from the President	4
II.	Mission, Accreditation, and Approval	6
	Vision.....	6
	Mission.....	6
	Program History	6
	Institutional Approval and Accreditation.....	6
	Hours of Operation	6
	Academic Instruction and Faculty Office Hours.....	6
	Ownership of NISET	7
	Required Technology for All Students	7
III.	Facilities and Equipment.....	7
IV.	Faculty and Staff	9
	Faculty.....	9
	Dr. Charles A. “Tony” Nettleman, III, PSM, RPLS, Esq.	9
	Mr. Walter G. Robillard, MS, PLS, Esq.....	9
	Mr. Evans Ralston, MS, PLS.....	9
	Administrative Staff	10
	Audio/Visual Services.....	10
V.	Tuition, Fees, and Expenses	12
	NISET’s tuitions, fees, and expenses.....	12
	Scholarships	12
	Late Fees	13
	Deposits	13
	Payment	13
	Payment Options	13
	Employer Reimbursement	13
	Cancellation and Refund Policy.....	13
	Financial Holds	15
	Collections.....	15

VI.	Academic Calendar	16
VII.	Programs Offered.....	18
	Certificate Program Information and Requirements.....	18
	Associates Program Information and Requirements.....	18
	Certificate Program Objectives	19
	Certificate Student Learning Outcomes.....	19
	Associates Program Objectives.....	20
	Associates Student Learning Outcomes.....	20
VIII.	Courses Offered	21
	Surveying Engineering Technology Course Descriptions.....	21
	Explanation of Credit Hours	24
	Grading System	24
	Evaluating Courses and Professors	24
IX.	General Student Information.....	25
	Student Admissions Requirements.....	25
	Evaluating Student Performance	26
	Advising and Career Guidance	26
	Credit Transfer of NISSET Courses to Other Institutions	27
	Graduation Requirements	27
X.	Student Conduct Policy.....	28
	Attendance Policy	28
	Make-up Policy.....	29
	Leaves of Absence.....	29
	Termination and Readmission Policy.....	29
	Placement Assistance Policy	30
	Policies and Procedures to Resolve Student Grievances/Complaints	30
	Curriculum Changes	30
	Curriculum Review and Outcomes Assessment	31
	Elective and/or Alternate Courses.....	31
	Courses and Associated Labs	31
	Prerequisite Enrollment.....	31
XI.	Student Rules	32
	Grading Period	32

Satisfactory Progress.....	32
Academic Probation.....	32
Academic Suspension	32
Conditions for Termination.....	32
Conditions for Readmission	32
Progress Reports	33
Grading Policy	33
XII. Regulations.....	34
Privacy Act.....	34
Nondiscrimination Policy	34
Drug-Free Schools and Communities Act	34
Campus Crime and Security Act.....	34
Safety Information	35
Academic Freedom	35
Rules and Enrollment Conditions.....	35
Plagiarism Prevention	35
_____	35

Information updated after the effective date of publication, including additions and amendments, is available via www.landsurveycareer.com/catalog.

The Nettleman Institute of Land Surveying Engineering Technology, Inc. (Niset) is wholly owned by Dr. C.A. Nettleman, III. The primary address is 250 West Main Street, Suite 200, Kerrville, TX 78028.

Program availability varies by state. Niset reserves the right to change terms and conditions outlined in this catalog at any time without notice. Information is current at the time of publication. This catalog supersedes all previously published editions and is in effect until a subsequent catalog is published. Information contained herein is effective July 1, 2019.

©2019 The Nettleman Institute of Land Surveying Engineering Technology, Inc. All rights reserved. All trademarks used herein are owned by The Nettleman Institute of Land Surveying Engineering Technology, Inc. or by their respective owners and may not be used without permission from such owners.

I. Message from the President

Dear Future Professional Surveyor,

Welcome to an entirely new path to professional licensure and the career that you have always dreamed of! Every one of the faculty, staff, and support members at NISSET are here to help you advance your career, improve your quality of life, and learn new methods, skills, and techniques that will last you a lifetime.

Until now, almost every land surveying program in the country has been hosted at large, state-supported institutions. Often, small programs such as land surveying, geomatics, and GIS have struggled to receive the support required for such a specialized program because those state intuitions focus their energy on larger, more lucrative programs.

NISSET was created for one purpose: to provide the absolute best education and training available – anywhere in the world – to future land surveyors that will support and grow the national economy for decades to come. At NISSET, land surveying is our sole focus. Whether you are searching for an associates, bachelors, or certificate, our professional surveying faculty members will provide the knowledge required to succeed in a rapidly changing world. Welcome to our program!

Dr. Tony Nettleman

What We Teach

NISSET is the only program in the United States where the only subjects offered are land surveying, geomatics, unmanned aerial systems, and other geospatial sciences. Our intense focus on a single subject allows us to hire the best surveyor-licensed faculty, provide the newest equipment on the market, and teach the geomatics-related disciplines like no other program.

Where We Teach

NISSET is an exclusively-online Institute. Lectures, labs, assignments, and assessments are available 24 hours a day, 7 days a week. Choose a variety of courses, enroll with the guidance of an online student advisor, and have instant access to your class's professor by e-mail, instant message, or class discussion board.

How We Teach

NISSET uses the latest instructional technology, pedagogical learning methods, and cutting-edge surveying knowledge to give you the best opportunities any land surveying program has to offer. Courses are accessible anytime online, labs associated with some classes are supervised by surveyors in your local area with your personal choice of mentor, and professors are available to answer your questions.

Why We Teach

NISSET's founding members, administration, and faculty created this unique program to create the next generation of land surveyors in the United States and abroad. The exponential changes in technology coupled with the shrinking number of licensed surveyors is creating angst in the profession. But with a pool of smart, educated, licensed surveyors, the future for our profession is bright!

II. Mission, Accreditation, and Approval

Vision

“To empower the next generation of Professional Land Surveyors by offering land surveying higher education programs that teach everything a new graduate must know to practice competently through always-accessible, affordable, and beautifully-designed distance education courses.”

Mission

The mission of NISSET is to educate the next generation of professional land surveyors in the United States and abroad by using the most current learning methods, providing rigorous instruction in all core areas of surveying knowledge, and providing hands-on practical experiences to all our students. Our Institute serves a diverse and geographically dispersed student population including working professionals and rural students.

Program History

The Nettleman Institute of Land Surveying Engineering Technology was founded by Dr. Charles Nettleman in 2019. Dr. Nettleman has been a land surveyor for his entire professional life, beginning work with his grandfather, Walt Robillard, in 2001. Since then, Dr. Nettleman has attended or taught at leading geomatics programs including University of Florida, New Mexico State University, Troy University, Florida International University, Florida Atlantic University, and Texas A&M - Corpus Christi. After serving as a professor for over a decade, Dr. Nettleman grew to believe that public universities were not adequately meeting the needs of the land surveying community, so he founded The Nettleman Institute of Land Surveying Engineering Technology. NISSET was built to teach students from all walks of life including students who work part-time and full-time, students who are not located near a surveying program, and students who would like to further their education beyond their current holdings. The program was first approved by the Texas Workforce Commission in 2019.

Institutional Approval and Accreditation

Copies of documents describing NISSET’s accreditation, as well as its state and federal approvals, are available for review from the Central Office.

Current or prospective students may review information regarding accreditation, approvals and licensing by contacting the Central Office.

The certificate program taught by The Nettleman Institute for Surveying Engineering are approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

Hours of Operation

Administrative functions are available to all NISSET students Monday through Friday from 9 am to 4 pm CST/CDT. on the days listed in the academic calendar. Professors are generally available during the same times, but are always available in their published office hours.

Academic Instruction and Faculty Office Hours

Every class is held online and is composed of 15 modules that each last one week. The academic week ends on Sunday at 11:59PM EST. No instruction occurs on holidays or during breaks. Online instruction, professor feedback and student-student interaction in the virtual classroom are continuous processes

during each week of the semester. Faculty office hours are scheduled at the discretion of each faculty member. Faculty telephone numbers and email addresses are included on course syllabi, which indicate when and how students can contact professors.

Ownership of NISET

NISET is solely owned by Dr. C.A. Nettleman, III. There are no other trustees, [scholarships](#), or officers of the corporation.

Required Technology for All Students

Students are expected to own or have off-site access to a PC or laptop computer that meets program-based requirements, including Internet access. All students are responsible for checking hardware/software requirements before registering for courses. Unless otherwise indicated, tuition and fees paid to NISET do not include any computer hardware, software, subscriptions, or Internet service. Students must supply all of these at their own expense. Computer requirements for all students enrolled in online courses are specified below:

- Hardware: i5 processor or similar, 8gb of RAM, 8gb of available disk space
- Sound: Stereo sound card, speakers and/or headset, microphone
- Operating System: Windows 10 only
- Productivity Tools: the latest version of Microsoft Office / Office 365 or a similar application
- Connectivity: high-speed internet access with a minimum speed of 512 kbps download
- Internet browser: the latest version of Google Chrome
- Protection: any widely-accepted anti-virus and anti-malware program
- Contact: A valid email address, which is checked frequently, is required for participation in components of your coursework. All students are provided with an Institute supplied email address which is our preferred and recommended option.

III. Facilities and Equipment

NISET headquarters is located in Kerrville, TX. The detached building is 900 sq. ft. with two offices, a lobby, and a storage room. All records are kept electronically. Because the Kerrville location is a shared office, staff including admissions, registrar, student services, and recruiting, are available in-person by appointment only. Faculty members work from their own remote locations. Each faculty and staff member receive a laptop, iPad, all required software, and training to use such devices. All student services are hosted on the cloud.

FLOOR PLAN OF NISSET (900 square feet)

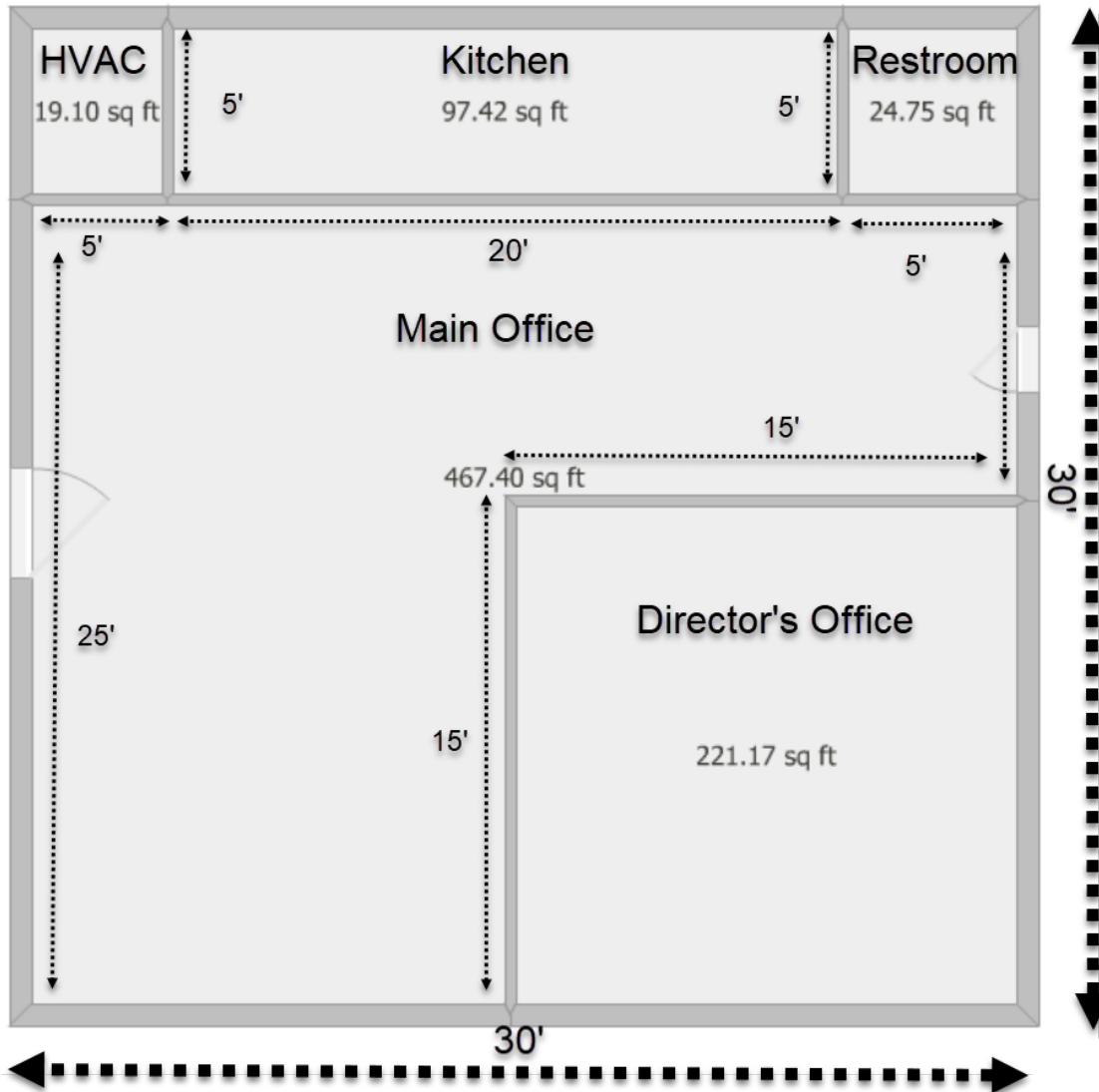


Figure 1: Floor Plan on Main NISSET Office

A server with all software required for the courses is available for students to remotely access. The software includes AutoCAD, Civil3D, Carlson Survey, and TraversePC. There are no dedicated classrooms because every class except Field Camp I and II are taught online. The Institute partners with a professional audio/visual studio to produce course content.

Field Camp I and II are hosted for one-week-per-year at Mo Ranch in Kerrville, Texas (2229 FM 1340, Hunt, TX 78024).

IV. Faculty and Staff

Faculty

Dr. Charles A. “Tony” Nettleman, III, PSM, RPLS, Esq.

Dr. Nettleman is a Land Surveying Engineer and Attorney. He has held distinguished professorships at Texas A&M - Corpus Christi, University of Florida, Florida Atlantic University, and Troy University. Tony also teaches continuing education courses for attorneys and land surveyors, provides online test preparation modules to help land surveyors become licensed in all 50 states, and serves as an expert witness in boundary, easement, title and riparian disputes. He holds a BS, MS and PhD in geomatics and a law degree. Tony has helped over 100 land owners resolve land disputes and determined professional negligence for dozens of professional surveyors. Tony has also published many articles in peer-reviewed journals and professional trade magazines. He is licensed as a Florida attorney and a Florida Texas, and South Dakota professional surveyor. Tony can be contacted through www.CNettleman.net.

Areas of Instruction: basic land surveying, construction surveying, legal aspects of surveying, boundary law, riparian law.

Degrees Held: BS, MS, PhD, JD.

Specialized Training/Education: basic land surveying, construction surveying, legal aspects of surveying, boundary law, riparian law.

Mr. Walter G. Robillard, MS, PLS, Esq.

Walt Robillard specializes in land boundary disputes and has served as a consultant in boundary and land title disputes, both locally and internationally, ancient and modern. He holds a BSF degree from the New York State College of Forestry at Syracuse University, an MA degree in Public Administration from the University of Oklahoma, a Juris Doctor degree and an LLM Master of Laws degree from Atlanta Law School. He is a member of the State Bar of Georgia, Attorney at Law, and is a registered professional surveyor in Georgia, Florida, North Carolina, South Carolina, and holds honorary memberships in the states of Arkansas, Arizona, Florida, Georgia, Idaho, Kansas, Nevada, Michigan, Iowa, Oklahoma, North Carolina, and Vermont. He is a member of numerous professional organizations and has received numerous professional awards from across the country. Robillard’s vast experience, training and education as a forester, land surveyor and an attorney give him a unique perspective when analyzing field methods and legal issues, and he still performs much of his own field research and field work. His writings of college text books and legal research books are accepted by both the surveying and the legal professions, and he is a popular speaker and presenter on the lecture and continuing education circuits.

Areas of Instruction: basic land surveying, legal aspects of surveying, boundary law.

Degrees Held: BS, MS, JD.

Specialized Training/Education: basic land surveying, legal aspects of surveying, boundary law.

Mr. Evans Ralston, MS, PLS

Evans Ralston is a licensed Professional Surveyor in North Carolina and New Mexico. After a career with Bank of America he entered surveying in 2000 and along the way earned surveying degrees from Central Piedmont Community College in Charlotte, New Mexico State University, and Texas A&M – Corpus Christi. He has also participated in a PhD Geodesy program in Canada. He has worked for several North

Carolina and New Mexico civil engineering firms. While practicing surveying, he has returned several times to teach both as an Associate Professor at NMSU and Instructor at Central Piedmont. He has contributed over 100 station recovery reports to the NGS, BLM and other agencies. He also has provided numerous OPUS shared solutions in helping to improve the next national hybrid geoid model, GEOID2022. Prior to surveying he earned a Master of Science degree in Finance and a degree in History. Always concerned with education, he served for a decade on the New Mexico Professional Surveyors Educational Foundation.

Areas of Instruction: basic land surveying, geodesy, photogrammetry.

Degrees Held: BS, MS.

Specialized Training/Education: basic land surveying, geodesy, photogrammetry.

Faculty Name	Highest Degree Earned and Year of Completion	Rank	Type of Academic Appointment ²	FT or PT	Years of Experience			Professional Registration/Certification	Level of Activity H, M, or L		
					Govt./Ind. Practice	Teaching	This Institution		Professional Organizations	Professional Development	Consulting/summer work in industry
Charles Nettleman, III	PhD & JD - 2014	P	NTT	FT	18	12	0	PLS/JD	H	H	H
Evans Ralston	Masters – 2009	A	NTT	PT	10	10	0	PLS	H	H	M
Walt Robillard	JD - 1982	P	NTT	PT	61	55	0	PLS/JD	H	H	M
Brian Morse	BS – 1990	A	NTT	PT	25	14	0	PLS	H	M	H

Administrative Staff

All administrative functions, including recruiting, admissions, financial aid, and career services will be handled by Dr. Charles Nettleman or Mrs. Stephanie Nettleman for the first semester. NISSET plans on hiring a part-time individual in the second semester to handle admissions and registration. In the third and fourth semester, NISSET plans on hiring a part-time career services and recruiting individual and moving the admissions/registrar to full-time status.

Audio/Visual Services

NISSET is a distance-education school. Our content is professionally recorded, edited, and processed by NLC Studios in a green-screen studio. NLC is on retainer to provide these services on a continuous, regular basis to NISSET.

V. Tuition, Fees, and Expenses

NISET's tuitions, fees, and expenses

Tuition costs for all surveying engineering technology classes are \$485 per credit hour. Unlike many programs, NISET does not charge any technology, access, student, or miscellaneous fees. The student should expect to spend about \$50 in books and course materials per course, with a total cost of books and supplies estimated at \$500. Many books will be used in multiple classes. All courses with a lab require the NISET lab manual to be purchased. More information about tuition and fees are located at www.landsurveycareer.com/tuition.

Scholarships

Scholarships and grants are available from a variety of sources including the federal government, state governments, the National Society of Professional Surveyors and the Texas Society of Professional Surveyors. For more details, please visit the NISET Scholarships page or contact a student advisor.

1 Certificate of Surveying Engineering Technology		
Educational Costs		
Tuition (32 credit hours)		14,500
Fees		0
Books/Supplies		500
Travel Costs		500
1A Total Cost of Attendance		
2 Financial Aid Components		
2A Gift Aid		
NSPS Scholarships		TBD
TSPS Scholarships		TBD
Federal Pell Grant		TBD
2A Sub-Total Gift Aid		-
2B Self-Help		
Federal Subsidized Stafford Loan		TBD
Fed. Unsubsidized Stafford Loan		TBD
Perkins Loan		TBD
Institutional Loan/Financing		TBD
PLUS Loan		TBD
Federal Work Study		TBD
2B Sub-Total Self-Help		-
3 Total Financial Aid (2A+2B)		-
4 Remaining Out-of-Pocket Expense (1A-2A-2B)		\$15,500
5 Total Expense to Family (1A-2A)		\$15,500

10

Late Fees

Students making payments after the due date are subject to a late fee of 1% of the outstanding past due balance.

Deposits

No deposits are required to be paid upon acceptance to the program.

Payment

It is the policy of NISSET that tuition for a given term is to be paid in full by the first day of the second week of classes each semester. Students who register after the deadline are expected to make acceptable payment arrangements at the time of registration. Pending financial aid is not an acceptable payment arrangement.

Payment Options

Payments may be made online using e-check or credit/debit card (VISA, MasterCard, American Express or Discover). There is a convenience fee for online credit/debit card use. There is no fee for an electronic check.

Employer Reimbursement

Many students who are employed full-time receive tuition reimbursement from their employer. The benefits vary from company to company. It is the student's responsibility to inquire about his/her company's benefits policy. Please note, many employers' reimbursement plans may have specific GPA or grade requirements that must be met before money will be disbursed.

Many companies and agencies use the third-party billing method to pay tuition bills for their employees or clients. Please be aware that the student is responsible for all tuition and fees and must make acceptable payment arrangements to cover the balance until the third-party payment has been received.

Cancellation and Refund Policy

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more

than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund. In no case will NISSET refund or reimburse students for books, tools, or other supplies purchased by the student from a third party, or which were listed as “optional” or “recommended” in course syllabi.
6. A student who withdraws for a reason unrelated to the student’s academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of “incomplete” and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) If an enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of

any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

- (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Financial Holds

The Office of Student Accounts will place financial holds on all delinquent accounts. NISSET will not issue transcripts until the student satisfies all financial obligations. Students with financial holds are not permitted to register or obtain official transcripts.

Graduating seniors must have their accounts paid in full before picking up their cap and gown, participate in commencement or receive their diplomas.

Collections

Every semester, all delinquent accounts are sent to collections. If your account is sent to collections, you will be responsible for paying the full balance plus the collection costs (1/3 of your balance) before obtaining transcripts or registering for courses.

VI. Academic Calendar

Fall 2019 General Calendar Dates	
<u>Event</u>	<u>Dates</u>
Class Schedule Available	Wednesday, May 1
Admission/Readmission Deadline	Friday, June 14
Deadline to Apply for Graduation	Monday, July 15
Open Enrollment	Monday, July 1
Tuition Payment Due	Monday, September 2
Census Deadline	Monday, September 9
Classes Begin	Monday, August 19
Last Day to Add Without Permission	Friday, August 23
Last Day to Waitlist	Friday, August 23
Last Day to Add, Drop, or Audit Classes	Friday, August 30
Last Day to Withdraw from Classes	Friday, October 18
Last Day of Classes	Thursday, December 5
Reading Day	Friday, December 6
Final Exam Period	Monday, December 9 – Friday, December 13
Grades Available	Tuesday, December 24

Fall Holiday Dates	
<u>Event</u>	<u>Dates</u>
Labor Day	Monday, September 2
Thanksgiving Break	Wednesday, November 28-Sunday, December 1
Holiday Recess	Saturday, December 14 – Sunday, January 5

Spring 2020 General Calendar Dates	
<u>Event</u>	<u>Dates</u>
Class Schedule Available	Friday, November 4
Admission/Readmission Deadline	Friday, November 1
Registration Dates Begin	Thursday, November 7
Deadline to Apply for Graduation	Friday, November 1
Open Enrollment	Tuesday, October 1
Tuition Payment Due	Monday, January 20
Census Deadline	Monday, January 27
Classes Begin	Monday, January 6
Last Day to Add Without Permission	Friday, January 10
Last Day to Waitlist	Friday, January 10
Last Day to Add, Drop, or Audit Classes	Friday, January 17
Last Day to Withdraw from Classes	Friday, March 6

Last Day of Classes	Tuesday, April 21
Reading Day	Wednesday, April 22
Final Exam Period	Thursday, April 23 – Wednesday, April 29
Commencement	Friday, May 1
Grades Available	Tuesday, May 12
May Mini-mester Open Enrollment	Tuesday, October 1 (Same as Spring Registration)
May Mini-mester Tuition Due	Monday, January 20
May Mini-mester Classes Begin	Monday, May 4
May Mini-mester Last Day to Drop	No Drop Date for Mini-mester
May Mini-mester Classes End	Friday, May 15
May Mini-mester Grades Available	Monday, June 1

Spring Holiday Dates	
<u>Event</u>	<u>Dates</u>
Martin Luther King Jr. Day	Monday, January 20
Presidents Day	Monday, February 17
Spring Break	Sunday, March 8 – Sunday, March 15

VII. Programs Offered

NISSET offers two programs: A Certificate in Surveying Engineering Technology and an Associates of Applied Science in Surveying Engineering Technology. The Certificate program is regulated by the Texas Workforce Commission and the Associates program is regulated by Texas Higher Education Coordinating Board Division of Academic Quality and Workforce.

Certificate Program Information and Requirements

The Certificate in Surveying Engineering Technology program requires 31 credit hours of coursework and is designed to take a full-time student no more than 52 weeks to complete. Part-time students may require longer.

Course credits obtained from previous institutions will be reviewed by the Institute Director upon student request. If the credits are substantially similar to the required NISSET courses, they may be accepted, but this is not guaranteed.

At the completion of the program, students are expected to be able to perform the following types of land surveys:

- Boundary
- Topographic
- ALTA/NSPS
- Geodetic Control
- Construction
- Mortgage
- Flood
- UAS Flights

Job titles of recent graduates, depending on the number of years the student has been employed in the industry and the surveyor licensing laws in the student's home state, will likely include:

- Survey Technician I
- Survey Technician II
- Survey Technician III
- Land Surveyor in Training (LSIT)
- Professional Land Surveyor (PLS)

Graduates of the NISSET Certificate program may be employed in all 50 states in the United States. The Board of Surveying in each state has the discretion to accept or not accept credits granted by NISSET to the respective student.

Associates Program Information and Requirements

The Associates of Science in Surveying Engineering Technology program requires 60 credit hours of coursework and is designed to take a full-time student no more than 2 years to complete. Part-time students may require longer.

Course credits obtained from previous institutions will be reviewed by the Institute Director upon student request. If the credits are substantially similar to the required NISSET courses, they may be accepted, but this is not guaranteed.

At the completion of the program, students are expected to be able to perform the following types of land surveys:

- Boundary
- Topographic
- ALTA/NSPS
- Geodetic Control
- Construction
- Mortgage
- Flood
- UAS Flights

Additionally, students are expected to have the business, communication, and English (oral + written) skills to be able to serve as project managers, business owners, and other positions of professional leadership.

Job titles of recent graduates, depending on the number of years the student has been employed in the industry and the surveyor licensing laws in the student's home state, will likely include:

- Land Surveyor in Training (LSIT)
- Professional Land Surveyor (PLS)

Graduates of the NISSET Certificate program may be employed in all 50 states in the United States. The Board of Surveying in each state has the discretion to accept or not accept credits granted by NISSET to the respective student.

Certificate Program Objectives

1. Program graduates will apply the knowledge and skills gained during their surveying courses to attain advancement within the surveying profession.
2. Program graduates will be licensed as professional surveyors and be engaged in the professional practice of surveying engineering with high ethical and professional responsibilities.
3. Program graduates will have a deep understanding of the history of the surveying profession and apply the lessons learned by our forefathers to solve contemporary geospatial problems.
4. Graduates will meet industry expectations in managing ethical, societal, and environmental issues in the practice of surveying engineering technology.

Certificate Student Learning Outcomes

1. An ability to solve surveying engineering problems in practice by applying fundamental knowledge of mathematics, statistics, science, and by using modern surveying engineering techniques, skills, and tools.
2. An ability to identify, formulate, and solve surveying engineering problems in the areas of construction and right-of-way surveying, topographic surveying, geodetic surveying, and boundary surveying, riparian surveying, flood mapping, and unmanned aerial systems.
3. An understanding of professional, societal, and ethical practice and responsibilities.

4. A recognition of, respect for, and a healthy skepticism of professional licensure and a recognition of the need for, and an ability to engage in, life-long learning.
5. An ability to communicate technical surveying-related material in both written format (papers/reports) and oral format (presentations).
6. An ability to function within multidisciplinary teams as leaders, co-workers, and employees.

Associates Program Objectives

1. Program graduates will apply the knowledge and skills gained during their common core, surveying, mathematics, and science communication courses to attain advancement within the surveying profession.
2. Program graduates will be licensed as professional surveyors and be engaged in the professional practice of surveying engineering with high ethical and professional responsibilities.
3. Program graduates will have a deep understanding the of the history of the surveying profession and apply the lessons learned by our forefathers to solve contemporary geospatial problems.
4. Graduates will meet industry expectations in managing ethical, societal, and environmental issues in the practice of surveying engineering technology.

Associates Student Learning Outcomes

1. An ability to solve surveying engineering problems in practice by applying fundamental knowledge of mathematics, statistics, science, and by using modern surveying engineering techniques, skills, and tools.
2. An ability to identify, formulate, and solve surveying engineering problems in the areas of construction and right-of-way surveying, topographic surveying, geodetic surveying, and boundary surveying, riparian surveying, flood mapping, and unmanned aerial systems.
3. An understanding of professional, societal, and ethical practice and responsibilities.
4. A recognition of, respect for, and a healthy skepticism of professional licensure and a recognition of the need for, and an ability to engage in, life-long learning.
5. An ability to communicate technical surveying-related material in both written format (papers/reports) and oral format (presentations).
6. An ability to function within multidisciplinary teams as leaders, co-workers, and employees.
7. Students will use the common core courses of English, business, science, and the humanities to serve as project managers, business owners, and other positions of professional leadership.

VIII. Courses Offered

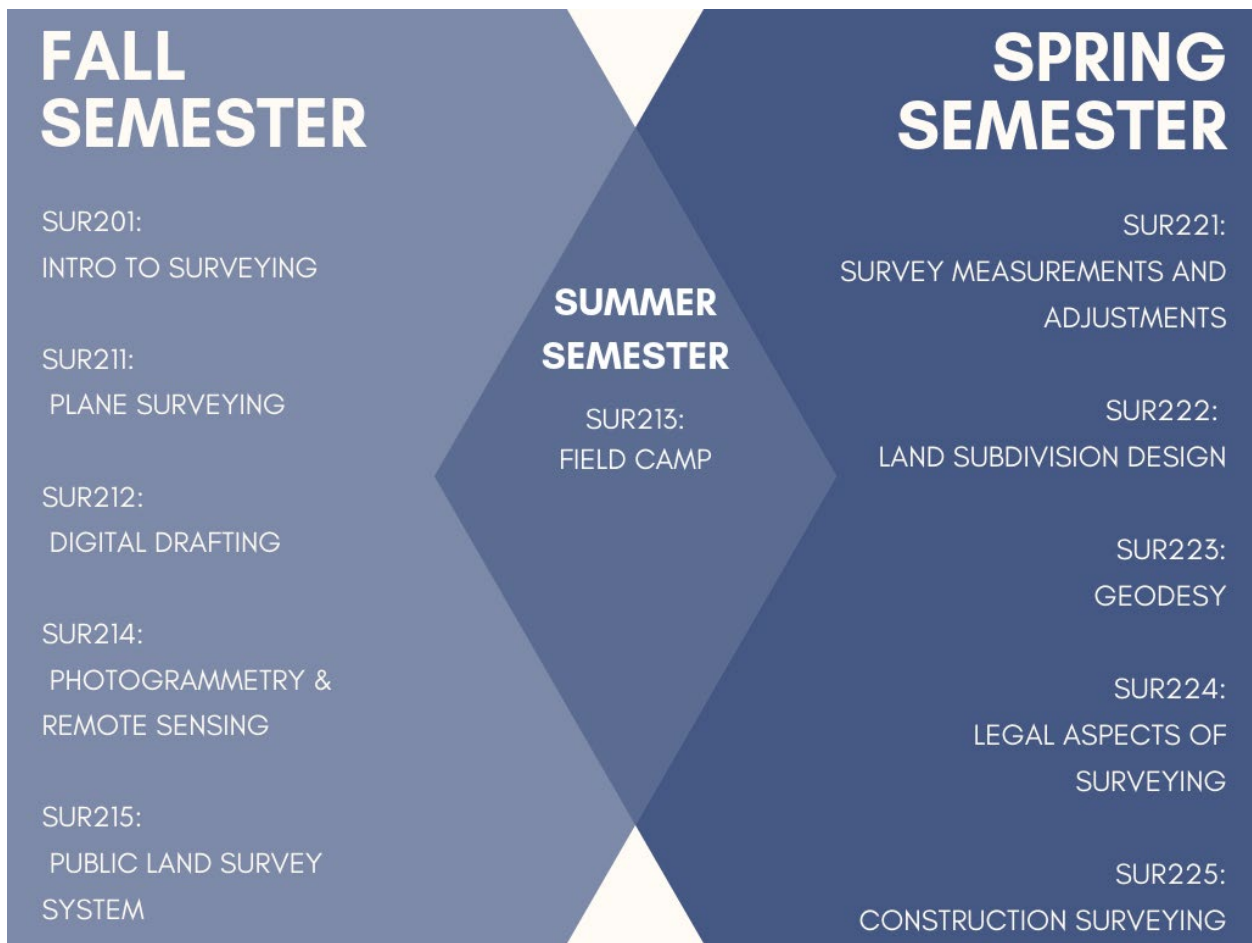
The certificate program – a Certificate in Surveying Engineering Technology - requires 31 credit hours (1395 to 1488 contact hours) of surveying courses. This course is described below. A full-time student is expected to finish the program in one year.

Surveying Engineering Technology Course Descriptions

Course Designator and number	Course Title	Course Descriptions	Prerequisite	Credit Hours (Lecture; Lab; Externship) and contact hours (Lecture; Lab; Externship)
SUR201	Introduction to Surveying	Introduction to Surveying provides a broad comprehensive overview of the land surveying profession, segments of surveying work, introduces students to famous land surveyors, and lays a foundation for the 2-year and 4-year land surveying degree programs.		2 cr (2;0;0) (30; 0; 0)
SUR211	Plane Surveying	Plane Surveying includes historical introduction to field measurement and mapping; distance measurement using electronic distance meters; calibration and reduction. Leveling instruments; principles, construction, testing and adjustment; ancillary equipment. Optical and electronic theodolites. Traverse computations and adjustment. Coordinate systems. Map projections.		3 cr (2;1;0) (30; 15; 0)
SUR212	Digital Drafting	Introduction to manual and computer-based drafting principles, practices, and techniques in surveying and mapping. Lessons include the development of the basic drafting skills needed to produce surveying plats and graphical presentations, the use of scale, perspective, and color/shading to produce useful, beautiful maps, and the required skills to operate computer-aided drafting and design (CADD) programs.		3 cr (2;1;0) (30; 15; 0)
SUR213	Field Camp	A one-week field camp with intensive field data collection and computations. Traversing between control points. Digital contour data and leveling	SUR211, SUR212	3 cr (0;3;0) (0; 45; 0)

		control. Detail spatial data by total station. Construction set out using total station and steel band.		
SUR221	Survey Measurements & Adjustments	Theory of random error in observations/measurements. Use of statistics in spatial data analysis, statistical testing, advanced data structures. Emphasis on computer-based problem solving and programming to solve spatial data problems.	SUR211	3 cr (3;0;0) (45; 0; 0)
SUR222	Land Subdivision Design	Subdivision Design covers different phases of the land development process. We study Florida subdivision laws, site evaluation, boundaries, topographic and control surveys, and environmental and cultural considerations. Students design lot and building arrangements, all streets, and drainage channels and detention basins.	SUR211, SUR212	3 cr (2;1;0) (30; 15; 0)
SUR223	Geodesy	History of geodetic measurement. Description of the geodetic model of the earth. Relationship between the ellipsoid, geoid, and earth's surface. Measurement of long baselines. Gravity and the geoid. Relationship between terrestrial observations and grid coordinates.	SUR211, SUR212	3 cr (2;1;0) (30; 15; 0)
SUR214	Photogrammetry and remote sensing	Use of aerial photographs for mapping, geometry of single photo and stereographic models, scale and relief displacement, vertical and tilted photos, parallax, photo mosaics, ground control, stereo plotters, resection, orthophotos, oblique photos.		3 cr (2;1;0) (30; 15; 0)
SUR225	Construction Surveying	Introduces the student to construction and right-of-way principles including three-wire digital and trigonometric leveling, design and computation of horizontal and vertical curves, computation of areas and volumes, laying out structures, and other construction-related tasks.	SUR211, SUR212	3 cr (2;1;0) (30; 15; 0)
SUR215	Public Land Survey System	A detailed study of the U.S. Public Land Survey System including its creation,		3 cr (3;0;0) (45; 0; 0)

		history and evolution, methods of creating townships, subdividing sectionalized lands, locating and restoring corners and conducting field surveys.		
SUR224	Legal Aspects of Surveying	Legal principles of property boundary retracement and rights-of-way. Systems of law and legal research. Principles of the U.S. Public Land Survey System and manual of Instructions.	SUR211	3 cr (3;0;0) (45; 0; 0)
TOTAL HOURS	32 Credit Hours		345 Lecture, 135 Lab, 0 Externship	480 Total Contact Hours



Explanation of Credit Hours

The credit value of courses is expressed in semester hours. Most courses are designed to require approximately three hours of work a week throughout the semester for each semester hour of credit given; that is, for each hour a class meets, an average of two additional hours of preparation is expected of the student. The time requirement in the laboratory, field, or studio varies with the nature of the subject and the aims of a course, so there is no fixed ratio of laboratory to class hours.

Most courses meet three hours a week in the fall and spring semesters and have a credit value of three hours. In a six-week summer term, courses meet seven and a half hours a week for three semester hours of credit. Fall and spring semester classes that meet on Monday, Wednesday, and Friday are scheduled for an hour (50 minutes with a 10-minute interval between classes); classes that meet on Tuesday and Thursday are scheduled for an hour and a half (75 minutes with a 15-minute interval between classes). Monday/Wednesday/Friday classes normally begin on the hour and are dismissed after 50 minutes; Tuesday/Thursday classes normally begin on the hour or half-hour as appropriate and are dismissed after 75 minutes. Summer session classes normally are scheduled every day for an hour and a half (75 minutes with a 15-minute interval between classes).

Grading System

An online grading system for all assignments and assessments – Integrate CANVAS –is used in all surveying courses.

Evaluating Courses and Professors

Courses and professors are evaluated in a variety of ways to ensure that both are constantly improving and that lessons learned in one semester are transferred to all future semesters.

A University Student Opinion of Instruction Survey (Online) must be taken by any student before they receive their final grades for a class. The USOIS is a general survey that is given to students to evaluate a variety of factors in a course. USOIS allows students to confidentially rate their learning experience, encouraging feedback about their courses and instructors. Reports of survey results are provided to faculty and administrators after grades are submitted. Student ratings are very important in helping instructors improve their teaching and in helping the University evaluate courses and faculty. The same USOIS is given to all students – It is an institute-wide survey.

The end-of-course student survey (EOCSS) is another survey given to students. This survey is based solely on the learning objectives contained in the course syllabus. The purpose of the EOCSS is to measure whether a student believes that he/she met the learning objectives as required in the course syllabus. Each professor writes their own EOCSS.

The end-of-course memo (ECM) is completed by the professor in each class. This ECM outlines the course outcomes, has the professor comment on the outcomes, asks a battery of questions about how the course went, and then seeks guidance from the professor about how to improve the course the next time it is taught. The purpose of the ECM is to highlight both the strengths and weaknesses of the course and to continually improve the course each time it is taught.

IX. General Student Information

Program content and the sequence of courses taken may vary based on the professor's choices, scheduling needs, and class performance. Some courses may not be offered every semester or at every location. The great majority of classes will have coursework online. Credit hours listed are semester hours as defined by the National Center for Education Statistics. NISSET operates on a semester calendar; each semester is 15 weeks in length. Some courses may be offered through alternate scheduling options that deliver the academic equivalent of a semester's work. In general, each 50-minute class period equals to one contact hour, and a course's total weekly contact hours convert to credit hours on a one-to-one basis in lecture classes and on a two-to-one basis in labs. Additional contact hours may be required for special classroom activities. Some courses may be offered via videoconference, whereby instruction is provided from a single NISSET site and, through technology, is delivered to other locations in the NISSET system. NISSET reserves the right to alter the number of contact hours listed for reasons including, but not limited to, occurrences beyond NISSET's control, holidays, special institution activity days and registration days. Services and administrative office hours vary by location and may be limited evenings and weekends.

Online coursework includes an independent study component that requires students to commit to substantial work apart from classroom or online activities. Additionally, online course availability may be subject to enrollment minimums and maximums. Courses delivered onsite and online are designed to achieve the same student outcomes and are academically equivalent. Onsite course schedules are available from the chief location administrator.

Course descriptions shown are typical; however, specific content and sequencing may vary.

Student Admissions Requirements

Requirements for admission are adopted from State of Texas Uniformed Admission Policy and Texas Education Code (TEC) 51.803 - 51.809 and are as follows:

1. Successfully complete a high school diploma or a pre-college high school curriculum equivalent in content and rigor (i.e. GED); or
2. Satisfy ACT's College Readiness Benchmarks (English-18, Reading-22, Mathematics-22, and Science-23) on the ACT assessment; or
3. Earn at least: 1500 out of 2400 SAT assessment score (score considers: Verbal, Math, & Writing) (Exam dates prior to March 5,2016) or
4. Achieve a minimum score of 480 on the Evidenced-Based reading and Writing (EBRW) test and minimum score of 530 on the mathematics test (no combined score) (Exam dates on or after March 5,2016)

All students must complete an interview with the NISSET Director prior to enrollment.

The minimum age to enroll is 17 years old.

Students are accepted or rejected for admission using the following process:

1. Students fill-out an application through our program's website
2. Students upload all necessary documents such as high school transcripts, prior transcripts of coursework, evidence of "life learning," and any other relevant documents.

Evaluating Student Performance

Student performance is closely monitored from the day the student joins the program to the day after graduation. NISSET uses Populi to track courses completed and prevent students from enrolling in courses they are not qualified to take. Each student must also meet with a faculty member or academic adviser once per semester before they can register for classes to confirm appropriate course selections.

Early Alert monitoring software tracks the progress of each student within an individual course to track students who are falling behind, not completing work, or receiving consistently poor grades. Professors can monitor results in real-time, get emailed reports several times per semester about student progress, and reach out to each student to prevent at-risk students from failing the course. Individual progress reports are sent to each student enrolled in the particular class every 3 weeks (5 times per semester total).

Students will not be given waivers for prerequisites unless they can demonstrate that they have had an equivalent course, have life experience to supplement the prerequisite class, or can demonstrate extenuating circumstances. All prerequisite waivers are granted or denied by the Institute Director.

Advising and Career Guidance

All students at NISSET are assigned an academic advisor within a few weeks of beginning their first semester. During this time, they are mentored in numerous areas including advising. In the Surveying Engineering program, faculty advise only those students who are enrolled in Surveying Engineering or Surveying Technology. Students are provided with the official curriculum and program check sheet prior to or at first enrollment in the program. They are expected to be aware of all published graduation requirements. The advisors are there to help students complete the requirements of the program. However, it is the responsibility of the students to ensure that they successfully complete all the requirements of the program. They will not be allowed to graduate unless they complete all the requirements of the program. They must also maintain a minimum cumulative grade point average (GPA) of 2.0. Courses may be repeated to earn a higher grade. Any student falling below that threshold will not be permitted to graduate even if they have fulfilled all other Institute and program requirements.

Student progress is also tracked through the program called Populi. This tool provides the student, the advisor and the administration an on-line snapshot of exactly which degree requirements have been met, which are in progress, and which are still needed to be completed.

Communicating with Undergraduate Advising Staff

- When emailing an academic advisor (or instructor) always use your NISSET Email account
- Always include your FULL NAME and NISSET UIN
- Be respectful, courteous, professional, and mindful of sensitive information
- Allow at least 48 hours for a response
- Check your NISSET Email account daily for important notices and reminders

As the student you are responsible for:

- Seeking adequate academic advising,
- Knowing and meeting degree requirements,

- Enrolling in appropriate courses to ensure timely progress toward degree, and
- Making decisions consistent with your academic, personal and professional goals.

Awarding Credits for Work Completed Outside a Collegiate Setting

NISSET may award up to 15 credit hours of general education courses to students that complete the Advanced Placement program (AP) and the College Level Examination Program (CLEP).

No credits are awarded towards the certificate program and no credits are awarded for time spent working as a surveying technician.

Credit Transfer of NISSET Courses to Other Institutions

Student university reviews a student's transcripts and makes their own determinations of whether prior coursework will be accepted by that institution. NISSET does not guarantee that any of its courses will be accepted by other institutions.

Graduation Requirements

The certificate conferred upon graduates of the program is a "Certificate of Land Surveying Engineering Technology."

Once the student has applied for graduation – one semester before fulfilling all requirements – an administrator will verify the student is on-track to graduate with a "check sheet." A copy of the audit finding is then sent to both the Institute president and administrator-in-charge of verifying graduation requirements. Once the final coursework is completed, the same administrator confirms that all degree requirements have been satisfactorily met by the student and that he/she is entitled to graduate.

X. Student Conduct Policy

NISET strives to preserve the rights and dignity of individuals and to create an environment in which civility, decency, and respect are honored. Students are expected to take responsibility for their actions and show respect for self, others, the Institute community, and property. In this community of scholars, respect and acceptance of differing points of view are fundamental to creating the quality of life that encourages growth and development. The diversity of this community places upon all its citizens an obligation to respect the perspectives of others who are different from themselves. These differences include, but are not limited to, gender, ethnicity, politics, religion, sexual orientation, geography, and socioeconomic status.

Attendance Policy

Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected, and NISET reserves the right to deal at any time with individual cases of non-attendance.

The instructor determines the effect of absences on grades consistent with TWC statutes (below) for absences.

“A school shall terminate the enrollment of a student who accumulates the lesser of the following amounts of absences:

- (1) more than 10 consecutive school days;
- (2) more than 20% of the total course time hours in a program with course time of more than 200 hours;
- (3) more than 25% of the total course time hours in a program or individual class with course time of 41 to 200 hours;
- (4) more than 25% of the total course time hours for seminars, individual classes, or programs with course time of 40 hours or less; or
- (5) any number of days if the student fails to return as scheduled from an approved leave of absence.”

It is the student’s responsibility to communicate any anticipated or unavoidable absences as early as possible to their instructor. The instructor so notified must not penalize the student, although the student is responsible for material missed. Any student absent because of Institute business must be allowed to make up missed work within a reasonable span of time or have alternate grades substituted for work due to an excused absence. Students absent because of Institute business must be given the same privileges as other students; e.g., if other students are given the choice of dropping one of four tests, then students with excused absences must be given the same privilege.

In case of an illness that will require an absence from class for more than one week, the student should notify her/his academic dean. The dean's office will inform the student's instructors through the departmental office. In case of class absences because of a brief illness, the student should inform the instructor directly.

Make-up Policy

- (a) No more than 5% of the total course time hours for a program may be made up.
- (b) The school shall submit make-up work policies to the Commission for approval.
- (c) Make-up work shall:
 - (1) be supervised by an instructor approved for the class being made up;
 - (2) require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
 - (3) be completed within two weeks of the end of the grading period during which the absence occurred;
 - (4) be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor;
 - (5) be signed and dated by the student to acknowledge the make-up session.

Leaves of Absence

- (a) Seminars and small schools with programs with course time of 40 hours or less shall not grant leaves of absence.
- (b) A school director may grant a leave of absence after determining that good cause is shown.
- (c) Except as provided in subsection (d) of this section, in a 12-month calendar period, a student may have no more than two leaves of absence. For a program with course time of 200 hours or less, a student may be on leave of absence for a total of 30 calendar days. For programs with course time of more than 200 hours, a student may be on leave of absence for a total of 60 calendar days.
- (d) Programs with a course time of more than 600 hours, and that are eligible for Title IV funding, may have a leave of absence policy consistent with the U.S. Department of Education policy at 34 C.F.R. §668.22(d).
- (e) School attendance records shall clearly define the dates of the leave of absence. A written statement as to why the leave of absence was granted, signed by both the student and the school director indicating approval, shall be placed in the student's permanent file.
- (f) In addition to the requirements concerning leaves of absence in this subchapter, a school offering degree programs that schedules their courses on an academic quarter or academic semester basis may include in their attendance policies provisions for summer leaves of absence. These leaves of absence shall not exceed the lesser of 120 days or the interval between the end of the spring academic quarter or academic semester and the start of the fall academic quarter or academic semester.

Termination and Readmission Policy

A student who is excluded from the institution for academic reasons may petition to be reinstated. A student who petitions to be reinstated must have been out of the institution for at least twelve months. A petition to be reinstated must be approved by the Institute Director. Any student who has been excluded twice for scholastic reasons will not be readmitted to the School.

Placement Assistance Policy

Throughout the year students are urged to use the resources of the Office for conducting job searches. NISSET sponsors a number of virtual Job Fairs and virtual campus recruitment visits each year. It maintains an extensive list of internship possibilities. In addition, students can obtain assistance in writing resumes and in conducting interviews.

Policies and Procedures to Resolve Student Grievances/Complaints

The Nettelman Institute of Land Surveying Engineering Technology, Inc. has a Certificate of Approval from the Texas Workforce Commission (TWC).

The TWC-assigned school number is: S5489.

The school's programs are approved by TWC.

Students must address their concerns about this school or any of its educational programs by following the grievance process outlined in the school's catalog. Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If, as a student, you were not provided with this information, please inform school management.

Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable.

Information on filing a complaint with TWC can be found on TWC's website at www.texasworkforce.org/careerschoolstudents.

Unresolved grievances should be directed to:

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, Texas 78778-0001
Phone: 512-936-3100
www.texasworkforce.org/careerschools

Curriculum Changes

Students are generally governed by graduation requirements in effect at the time of initial enrollment, provided their enrollment has been continuous. However, curriculum changes may occur, and NISSET reserves the right to change graduation requirements and to revise, add or delete courses. Consequently, curriculum changes may affect current and returning students. If a change occurs, an alternate plan of study may be established for students to complete in lieu of the original requirements. Alternate plans may result in additional coursework requirements and financial obligations. Program or policy changes that affect students already enrolled are announced at least 90 days prior to the effective date of the change.

Students who for any reason withdraw from, are dismissed from, or fail courses or programs may require additional coursework and incur additional financial obligations when they resume their studies.

NISSET reserves the right to cancel a section of a course if enrollment is insufficient.

Curriculum Review and Outcomes Assessment

All NISSET curricula are guided by an ongoing curriculum review and outcomes assessment process using input from students, faculty, alumni and employers. Results of such evaluations are used to enhance the curricula, student learning, and academic and administrative processes.

Elective and/or Alternate Courses

NISSET offers a variety of undergraduate-level elective and alternate courses that supports each program's outcomes and graduation requirements. In consultation with faculty and program administrators, students may select these courses, as shown in this catalog, as replacements for recommended courses provided prerequisite requirements and credit hour minimums within each course area are satisfied.

Courses and Associated Labs

Some course titles include the words "with Lab." Labs within such courses are delivered in various ways, depending on course material and delivery format. In online courses, lab activities are integrated into the course design, and students participate in them remotely by finding a "mentor." This mentor is a licensed professional surveyor in the student's local area who is not related to the student by blood or marriage. The mentor provides the necessary equipment and supervision to complete the labs. NISSET maintains lists and other resources to help locate appropriate mentors, but it is ultimately the student's responsibility to identify and make arrangements to work with their own mentors. A student may use different mentors for separate lab courses.

Prerequisite Enrollment

Students currently enrolled in prerequisite courses meet the prerequisite requirement for registration into subsequent courses. Students who do not successfully complete prerequisite course requirements are administratively dropped from any courses requiring the prerequisite. Students are also administratively dropped from courses if an Incomplete is recorded for the prerequisite course. Students are notified of dropped courses by email. A reduction in enrolled hours may affect financial aid eligibility and/or awards.

XI. Student Rules

Grading Period

The Fall and Spring semesters are each 15 weeks long. Grades are issued once per semester, no later than one week after final exams end.

Satisfactory Progress

Satisfactory Academic Progress (SAP) is defined as the successful completion of coursework toward an eligible certificate or degree. Students must complete at least 6 credit hours per year to maintain SAP. Students may only use the catalog in the year in which they enroll for 4 years, after which the student must adopt the current catalog / degree plan.

Academic Probation

Students will be placed on Academic Probation for one term after an appeal to return from Academic Suspension has been approved.

Students on Academic Probation who:

- earn a term GPA of at least 1.5 during their Probation term will move to Academic Warning and will be subject to the continuation criteria described above
- fail to earn a term GPA of at least 1.5 during their Probation term will be suspended.

Academic Suspension

Students who meet either of the following criteria will be placed on Academic Suspension:

- A cumulative GPA less than 2.0
- Students on Academic Warning or Probation, who fail to maintain a term GPA of at least 2.0 for every subsequent fall, spring or summer term

Conditions for Termination

For all students, probation or termination recommendations may be made under the following conditions:

- Failure to make academic progress
- Violations of the Student Code of Conduct
- Failure to satisfy Scholastic Grade Requirements
- Failure in qualifying examinations, preliminary examinations, comprehensive examinations or final degree examinations
- Ethical misconduct or lack of professional promise in the professional field
- Failure to satisfy conditions required for removal of probationary status or provisional admission

Conditions for Readmission

Any student who fails to enroll in one or more classes for any semester will be considered to have withdrawn from the institute and will need to apply for readmission to continue their certificate program.

You are eligible to apply for readmission if you fall into one of the following categories:

- Former students eligible to return to NISSET
- Suspended Undergraduate Students (must raise their cumulative GPA to above a 2.0 before applying to NISSET again)
- Former Undergraduates who obtained a degree and wishes to seek an additional undergraduate degree

To apply for re-admission, please apply at our website.

Progress Reports

Students can monitor their course progress in the LMS throughout the semester. Students can monitor their degree progress in the LMS as well as create “what-if” scenarios based on the classes they plan to take. These progress reports are reviewed with students once-per-semester with their academic advisor.

Grading Policy

Grade	Definition	Quality Points	Condition
A	Excellent	4	
B	Good	3	
C	Satisfactory	2	
D	Poor	1	
F	Failure	0	
P	Pass	-	
NP	No Pass	-	
I	Incomplete	-	Incomplete activities must be completed by the last week of instruction of the term of the student’s enrollment in which an instructor is available to oversee the incomplete work or automatic failure (F) will be recorded
IP	In Progress	-	In progress activities must be completed by the last week of the term of enrollment or automatic failure (F) will be recorded.
R	Remediation Required	-	Remedial activities must be completed by the last week of the term of enrollment or an automatic failure (F) will be recorded.
W	Withdrawal	-	Withdrawal before the end of week 5.
WF	Withdrawal Failing	0	Withdrawal after week 5.
WA	Administrative Withdrawal	-	Non-return/registration following leave of absence. Unauthorized and/or lack of notice of withdrawal.

Non-passing Courses Students must repeat courses for which unsatisfactory grades are earned.

Unsatisfactory grades include NP or F in any course.

A grade of IP, NP, P, or R may be assigned only in courses for which those grades are permitted. A list of such courses is available in the office of the registrar.

In Progress (IP) Grade: The student will be charged the per credit tuition rate and any applicable fees in the subsequent term of enrollment.

Incomplete (I) Grade: Incomplete "I" is a temporary grade which may be assigned at the instructor's discretion to a student when circumstances beyond the control of the student prevent completion of course requirements by the end of the academic term. The instructor and student complete the Incomplete (I) Grade Guidelines and Contract before the end of the academic term or as soon as the student becomes aware of the need and is able to inform the instructor.

Remedial work (R) is available for students under extenuating circumstances.

XII. Regulations

Privacy Act

NISSET complies with the Family Educational Rights and Privacy Act of 1974, as amended. This Act protects the privacy of students' educational records, establishes students' rights to inspect and review their academic records, and provides guidelines for correcting inaccurate and misleading data through informal and formal hearings.

NISSET's policy on releasing student-related information explains our procedures for complying with the Act's provisions. Copies of the policy are available in the student handbook.

Nondiscrimination Policy

NISSET is an educational institution that admits academically qualified students without regard to gender, age, race, national origin, sexual orientation, political affiliation or belief, religion or disability and affords students all rights, privileges, programs, employment services and opportunities generally available.

NISSET complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and does not discriminate on the basis of disability.

Drug-Free Schools and Communities Act

NISSET complies with the Drug-Free Schools and Communities Act and forbids use, possession, distribution or sale of drugs or alcohol by students, faculty or staff anywhere on Institute property. Anyone in violation of state, federal or local regulations, with respect to illegal drugs or alcohol, may be subject to both criminal prosecution and Institute disciplinary action.

Campus Crime and Security Act

NISSET complies with the Campus Crime and Security Act of 1990 and publishes the required campus crime and security report on October 1 of each year. A copy of the crime and security report can be obtained from the U.S. Department of Education's Campus Safety and Security Data Analysis website at <http://ope.ed.gov/security>.

Should students be witnesses to or victims of a crime, they should immediately report the incident to the local law enforcement agency. Emergency numbers are located throughout the Institute.

Safety Information

The security of all Institute members is a priority. Each year NISSET publishes a report outlining security and safety information, as well as crime statistics for the community. This report provides suggestions about crime prevention strategies as well as important policy information on emergency procedures, reporting of crimes and support services for victims of sexual assault. The report also contains information about NISSET's policy on alcohol and other drugs and informs students where to obtain a copy of the alcohol and drug policy. This report is available at NISSET or by calling 800.73.NISSET .

For students attending locations in New York, the Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education.

Academic Freedom

NISSET supports development of autonomous thought and respect for others' ideas. As such, members of the NISSET community, including students and faculty, should feel free to discuss their questions and express their opinions both publicly and privately within the boundaries of the Code of Conduct and other reasonable behavioral expectations, noting in their expressions or demonstrations that they speak for themselves only.

Rules and Enrollment Conditions

NISSET expects mature and responsible behavior from students and strives to create and maintain an environment of social, moral and intellectual excellence. NISSET reserves the right to suspend or permanently expel students whose work or conduct is deemed unsatisfactory.

Plagiarism Prevention

As part of our commitment to academic integrity, NISSET subscribes to an online plagiarism prevention system. Student work may be submitted to this system, which protects student privacy by assigning code numbers, not names, to all student work stored in its databases.

I hereby certify that the above statements are true and correct to the best of my knowledge.

Dr. C.A. Nettleman, III

03/21/2019