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# ***POLICIES & REGULATIONS***

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The following section is packed with key information to help students make the most of their time at FIDM. We recommend that students carefully review it and refer any questions or concerns to their Advisor.

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## Admissions Process

FIDM seeks to admit individuals who have the capacity and determination to complete FIDM's specialized curriculum and graduate from our college. The admissions process is designed to help the student and college reach an informed decision about a student's likelihood for success.

To be considered for admission to FIDM, students must be at least 17 years of age upon matriculation and must have earned or be enrolled in coursework leading to a high school diploma or GED (or the equivalent). Final transcript/proof of high school graduation is required before beginning classes.

### APPLICATION STEPS

*I. Complete and submit the online application* and pay the initial \$50 application fee (non-refundable). FIDM strongly encourages applicants to contact the college for assistance and to promptly respond when contacted by an Admissions Advisor from FIDM. The Advisor will help the student navigate the admissions process.

### *II. Submit requirements*

- **Official high school and if applicable, college/university transcripts.**
- **Admissions Essay**  
maximum of two (2) page essay addressing the following questions:
  1. *What are your expectations, goals, hobbies and special interests;*
  2. *What are your reasons for choosing FIDM;*
  3. *What appeals to you about the major you are considering; and*
  4. *What are your goals and aspirations upon graduation from FIDM.*
- **Two Professional Letters of Recommendation** from teachers, counselors, employers, etc.
- **Entrance Project**  
Access the entrance project requirements at *FIDM.edu* under Admissions. Contact your Admissions Advisor for guidance or with any questions.

### *III. Interview/File Review for Admissions Decision*

Accepted students must submit the final application fee of \$200 (non-refundable).

### **Program Specific Admissions Requirements:**

#### **ADMISSION TO THE ASSOCIATE OF ARTS DEGREE PROGRAMS**

Open to high school graduates (or equivalency) or high school graduates who are transferring prior to obtaining a degree from another college.

#### **ADMISSION TO THE ASSOCIATE OF ARTS PROFESSIONAL DESIGNATION DEGREE PROGRAMS**

Open to candidates who have a U.S. accredited degree or a minimum of 45 semester units (67 quarter units) of

general studies coursework in various categories of academic breadth, or international bachelor's degree (or higher) with certification of U.S. equivalency. More information may be obtained from the Office of Admissions.

#### **ADMISSION TO THE ASSOCIATE OF ARTS ADVANCED STUDY DEGREE PROGRAMS**

Open to candidates who possess a prior academic degree from FIDM or another accredited college or university in a related discipline. Portfolio submission and/or an interview with the Department Chairperson may also be required. For further information, contact the Admissions Office or the Department of Student Success. (See pg. 19)

#### **ADMISSION TO THE BACHELOR OF SCIENCE AND BACHELOR OF ARTS DEGREE PROGRAMS**

All B.S./B.A. programs are open to qualified transfer students and FIDM A.A. graduates. Please contact the Admissions Office or the Department of Student Success for further information about specific requirements.

#### **ADMISSION TO THE MASTER OF BUSINESS ADMINISTRATION DEGREE PROGRAM**

Admission to the MBA program is open to graduates who have a Bachelor's degree (or higher) from FIDM or another accredited college or university. Students with undergraduate business degrees are eligible for the one-year MBA program. Students with a Bachelor's degree in non-business majors will be eligible for the 15-month MBA program which provides a foundation quarter of study. The application process for FIDM's MBA program includes submission of an official university transcript, admissions essay, professional resume, demonstration of graduate-level skills in English, and recommendations from professionals such as faculty, staff, or employers. A meeting/interview with the Department Chairperson may also be required. For further information, contact the Admissions Office or the Department of Student Success.

#### **INTERNATIONAL STUDENTS**

FIDM is federally authorized to enroll nonimmigrant students. Transcripts from outside the U.S. that are not in English must be accompanied by an English translation along with the original language. International transcripts will be subject to U.S. equivalency evaluation. All students must demonstrate English proficiency. Applicants whose first language is not English must demonstrate English proficiency by successfully completing a Test of English as a Foreign Language TOEFL (or equivalent). Minimum score requirements for the TOEFL test are on pg. 20. Please contact Admissions for acceptable equivalent English tests and minimum score requirements for those exams.

Upon acceptance, international students must provide FIDM with a confidential statement of finances—an official bank letter or statement indicating adequate funds available for tuition and living expenses for one academic year. This along with a copy of the student's passport will be required in order for FIDM to process an I-20 for purposes of applying for an F-1 student visa.

All coursework is taught in English. FIDM does not offer English language services and instruction. FIDM does not provide visa services to international students other than issuing an I-20. However, FIDM will verify the student's enrollment status and any changes in enrollment status during the course of their enrollment.

| FEES DUE PRIOR TO REGISTRATION: |       |
|---------------------------------|-------|
| Out of state fee:               | \$150 |
| International fee:              | \$400 |

## Financial Aid

### FINANCIAL AID PROGRAMS

FIDM offers several different types of financial assistance. Students may apply for federal and state grants and loans, merit- and talent-based scholarships, and work-study programs, and browse Career Center listings for part-time employment. FIDM is also a Military Friendly school and accepts most VA (Veterans Affairs) education benefits for veterans, spouses, and dependents. FIDM's Financial Aid, Admissions, Student Advisement, and Scholarship Foundation offices can provide guidance in applying for these types of aid. In addition, applicants should consult their high school counselors about any grants or scholarships that may be available. Local, state, and national scholarship competitions provide many scholarship opportunities. Employers and fraternal, alumni, and civic organizations with which the students or their parents are affiliated may be another source of financial assistance and should be explored. While applicants are encouraged to seek grants and scholarships, students should not rely upon them as the sole means of financing their education.

Additional information can be found in the Financial Aid section on *FIDM.edu*. For more information about scholarship opportunities, visit the FIDM Scholarship Foundation website: [fidmscholarshipfoundation.org](http://fidmscholarshipfoundation.org). Additional information may be found on the FIDM Student Portal.

## Government Aid Programs

### FEDERAL PELL GRANT

Money received from this program is a grant and does not have to be repaid. Aid is disbursed quarterly. This program is designed to provide financial assistance for students determined by federal government guidelines to have financial need.

### FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)

This grant is available to students who demonstrate extreme financial need and is used to supplement aid from other assistance programs. Funding received from this program does not need to be repaid. Aid is distributed quarterly.

### FEDERAL WORK-STUDY PROGRAM

Aid received from this program consists of wages paid for work. Earnings are not applied to

the student's account at FIDM. Students interested in participating in this program must contact FIDM's Financial Services Office.

### FEDERAL DIRECT SUBSIDIZED LOAN (also known as Federal Subsidized Stafford Loan)

This is a federal loan based on financial need and borrowed from the government. The federal government pays interest on the loan while the student is enrolled at least half-time. Repayment of the loan begins six months after the student leaves college or drops below half-time attendance.

### FEDERAL DIRECT UNSUBSIDIZED LOAN (also known as Federal Unsubsidized Stafford Loan)

This loan is not based on financial need and the same process as the Direct Subsidized loan determines eligibility. The terms of the loan are similar to the Direct Subsidized loan; however, the student is responsible for the interest during in-school and deferment periods.

The annual limits for Direct loans can be found at: <https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized#how-much-can-i-borrow>.

### FEDERAL DIRECT PLUS LOAN

The **Federal Direct Parent PLUS** loan (for undergraduate students) assists parents with good credit histories in borrowing for their dependent student's educational expenses. A creditworthy co-borrower may cosign the Parent PLUS loan with the parent. The **Federal Direct Grad PLUS** loan (for students in FIDM's MBA program) can assist students with good credit to pay for their educationally related expenses. A creditworthy co-borrower may cosign the Grad PLUS loan with the student.

### VETERANS EDUCATIONAL BENEFITS

FIDM is approved to participate in a number of programs administered by the Department of Veterans Affairs. Information regarding eligibility for the veterans educational programs may be obtained by calling the toll-free number 1.888.GI.BILL1 (1.888.442.4551) to speak with a Veterans Benefits Counselor or by visiting the website at [gibill.va.gov](http://gibill.va.gov). Additional information about the application process for VA Educational benefits can be found in FIDM's Veterans Information Bulletin (VIB) which may be obtained from the Registrar or the Financial Aid Office at FIDM, or at the Military Friendly section on *FIDM.edu*.

### CALIFORNIA STATE AID PROGRAMS

The following programs require California state residency:

#### CAL GRANT A

This grant provides tuition & fee assistance to low- and middle-income students. Eligibility is based on financial need and academic qualifications.

#### CAL GRANT B

This grant provides assistance for access and tuition & fees to disadvantaged and low-income

students. Eligibility is based on financial need and academic qualifications.

#### **CAL GRANT C**

This grant provides assistance with tuition & fees and books & supplies to career-oriented low-and middle-income students. Eligibility is based on financial need.

A Cal Grant award is limited to four academic years. A student must maintain full-time enrollment in order to graduate with a bachelor degree within four years.

The annual deadline to apply for Cal Grants is March 2.

#### **GRANT & SCHOLARSHIP SOURCES FOR OUT-OF-STATE STUDENTS**

Aid programs from states other than California can be found at the following website: <https://www2.ed.gov/about/contacts/state/index.html>. In most instances, state grants/scholarships are only usable in the states in which they are awarded.

Government aid, other than earnings from work-study employment, is disbursed quarterly. Federal- and state-funded programs are based on legislative action, and funding and eligibility requirements are subject to change. For current financial aid eligibility requirements and additional information regarding program availability, applicants should refer to the FIDM Student Consumer Handbook in the Financial Aid section of FIDM's website.

#### **Private & Institutional Scholarships**

Scholarship information can be found in the Financial Aid section of FIDM's website. For more information about scholarship opportunities, visit the FIDM Scholarship Foundation website [fidmscholarshipfoundation.org](http://fidmscholarshipfoundation.org). Additional information may be found on the FIDM Student Portal.

#### **General Guidelines for Financial Aid**

Federal aid programs are awarded on an award-year basis, beginning July 1 and ending June 30, so an applicant may need to apply for aid more than once during an academic or calendar year.

**Important:** The Federal Aid application is made available and can be submitted in October of each year. The same application is used by California residents to apply for the California State Grant programs. The filing deadline for Cal Grants is March 2. Students receiving any type of financial aid must make satisfactory progress toward the completion of a specific educational program. Failure to do so will result in the termination of financial aid eligibility for the program. Student eligibility for a maximum award requires full-time (minimum 12 units per quarter) attendance at the college. Federal financial aid is available for only one repeat of a specific course in which a grade of D- or better was received. Some aid

types are given on a first-come, first-served basis. All financial aid documents must be completed before the student may register for classes.

#### **APPLICATION PROCEDURE**

It is the student's responsibility to ensure that processing of the financial aid package is complete before clearance for registration. It is FIDM's responsibility to administer assistance programs to insure strict compliance with regulations governing financial aid.

To be considered for financial aid, students must first notify their Admissions Advisor, Student Advisor, or the Financial Aid Office directly of their intent to apply for financial assistance. It is the student's responsibility to complete and return all documents requested by the Student Financial Services Office.

#### **APPLICATIONS AND FORMS REQUIRED**

All Financial Aid documents and applications can be obtained through guidance found on FIDM's Student Portal. Once students have requested financial aid after meeting with their Admissions Advisor, they may visit the "Document Center" on the FIDM Student Portal to review and submit their required documents.

Students applying for assistance from the California aid programs or the Federal aid programs (Pell, SEOG, Work Study, and Direct Student and Direct PLUS Loans) must complete the Free Application for Federal Student Aid (FAFSA). The application can be accessed at <https://studentaid.gov/h/apply-for-aid/fafsa>.

To apply for a federal loan (Direct Subsidized and Unsubsidized and PLUS loans), visit the Direct Loan website at <https://studentaid.gov/understand-aid/types/loans>. This site will allow students, parents, and endorsers to complete the steps for the loan application process, including:

- Master Promissory Note (MPN)
- Parent PLUS and Grad PLUS loan requests
- Endorsing a PLUS loan

The student and parent borrower confirms the type and amount of their loan(s) on FIDM's Stafford or PLUS Authorization form. This form is accessed via the Document Center on the FIDM Student Portal as part of the financial aid documentation process.

Students are advised to carefully review aid applications for deadline dates and any special requirements/instructions.

#### **FEDERAL AID ELIGIBILITY REQUIREMENTS**

To be eligible for assistance from the Federal Pell, Federal Work Study, Federal SEOG, Federal Direct Student loan, and Federal Direct PLUS loan programs the student must:

- Be admitted as a regular student.
- Be enrolled, or accepted for enrollment, in an eligible program on at least a half-time basis.
- Meet citizenship requirements, or eligible

- non-citizen requirements.
- Have a valid Social Security number.
- Complete the Free Application for Federal Student Aid (FAFSA).
- Maintain satisfactory progress in their course of study.
- Not be in default on any type of Federal Student Loan (Perkins, Stafford/Direct or PLUS loans) received at any college.
- Not owe a refund on a Federal Pell or Federal SEOG received at any college.
- Complete required loan entrance counseling before federal loans can be disbursed.

Aid from the Federal SEOG and Federal Work Study programs will be given on a “first come, first served” basis. Because funding is very limited, students who apply late or fail to provide documentation to substantiate need will not receive assistance from these programs.

**NON-CITIZEN ELIGIBILITY CRITERIA**

To be eligible for federal aid programs, students must be either U.S. citizens or eligible non-citizens. Eligible non-citizens (e.g., Permanent Residents) may be asked to provide a copy of approved documentation to determine citizenship eligibility before any estimated financial aid is awarded at the college. If primary confirmation is not received through the Federal Government, a secondary confirmation from the Bureau of Citizenship and Immigration Services (U.S. Department of Homeland Security) will be required.

California resident students who do not qualify as eligible non-citizens for federal aid purposes may be eligible for a Cal Grant via the California Dream Act. The California Dream Act Application must be submitted by the March 2 deadline. More information can be found at <https://dream.csac.ca.gov/>.

**FEDERAL COLLEGE WORK STUDY (FWS)**

The Federal College Work Study program is a need-based program that provides employment assistance to eligible students working in FWS-approved positions. The student applying for FWS funds is responsible for completing all necessary employment forms before beginning work.

Students accepting employment in the Federal College Work-Study Program are responsible for performing their work in a satisfactory manner. FWS employees must arrive at work on time and comply with reasonable employer requirements.

During periods of enrollment student FWS recipients should not work more than 20 hours per week.

The amount of a Federal College Work Study (FWS) award is an estimate based on the student’s anticipated earnings during an award year. Actual FWS earnings will depend on the hours worked by the student. An FWS award cannot be applied toward

a student’s FIDM account. Paychecks are issued to work-study recipients every two weeks, and checks are made payable to the student.

**METHOD & FREQUENCY OF FINANCIAL AID PAYMENTS**

Other than FWS wages, all financial aid will be credited to the student’s tuition account. All forms of federal and state financial assistance are disbursed quarterly. Generally, private loans are disbursed quarterly but in some cases may be made in one disbursement. Students will receive a payment from FIDM if the financial aid disbursed in a quarter exceeds the institutional costs attributed to that quarter.

Students and parents who borrow federal loans will receive a notification of each disbursement from the school. If the student or parent borrower wishes to cancel all or a portion of a loan, he or she must inform staff in the Student Financial Services Department within 30 days of the date of the notification.

**STUDENT EXPENSE BUDGET & COST OF ATTENDANCE**

The following budgets are used to construct the Cost of Attendance (COA) for each educational program. The COA defines the maximum aid a student may receive in an academic year.

The budget takes into consideration the following: Tuition and fees; Books, Course Materials, Supplies, and Equipment; Housing and Food; Transportation expenses; Personal and miscellaneous costs.

All figures with the exception of tuition/fees and books/materials/supplies/equipment costs are obtained from the California Student Aid Commission’s annual Student Expenses and Resources Survey.

Estimated standard costs for living expenses, transportation and miscellaneous personal expenses for a 9-month academic year are:

| BUDGET CATEGORY                              | STUDENT LIVING OFF CAMPUS | STUDENT LIVING WITH PARENTS OR RELATIVES |
|----------------------------------------------|---------------------------|------------------------------------------|
| Living Expenses (Housing & Food)             | \$19,431                  | \$10,125                                 |
| Personal Expenses                            | \$4,428                   | \$3,609                                  |
| Transportation                               | \$1,764                   | \$1,611                                  |
| Loan Fees                                    | \$91                      | \$91                                     |
| <b>Total Estimated Non-Educational Costs</b> | <b>\$25,714</b>           | <b>\$15,436</b>                          |

The Budget numbers above apply specifically to the 2023-2024 Award Year and are here to give students an idea of their anticipated costs for attending FIDM during a 9-month period. These numbers are estimates and are used only to determine financial aid eligibility. They do not represent actual student expenses, as those will vary based on individual student expenses, including

housing, meal costs, books, supplies, transportation, and other expenses.

Here is one example of the combined educational and non-educational components of the Cost of Attendance for one 9-month Academic Year:

| BUDGET CATEGORY                                  | STUDENT LIVING OFF CAMPUS | STUDENT LIVING WITH PARENTS OR RELATIVES |
|--------------------------------------------------|---------------------------|------------------------------------------|
| <b>2 YEAR ASSOCIATE OF ARTS</b>                  |                           |                                          |
| Tuition                                          | \$32,400                  | \$32,400                                 |
| Fees                                             | \$1,371                   | \$1,371                                  |
| Books, course materials, supplies, and equipment | \$1,540                   | \$1,540                                  |
| Living Expenses (Housing & Food)                 | \$19,431                  | \$10,125                                 |
| Personal Expenses                                | \$4,428                   | \$3,609                                  |
| Transportation                                   | \$1,764                   | \$1,611                                  |
| Loan Fees                                        | \$91                      | \$91                                     |
| <b>TOTAL BUDGET (COA)</b>                        | <b>\$61,025</b>           | <b>\$50,747</b>                          |

The tuition and fees numbers represent average charges for a standard academic load of 15 units each quarter. The charges for books, course materials, supplies, and equipment are also based on averages and assume an academic load of 15 units per quarter. When calculating their expected cost of attendance, students should use these figures only as a guide. Actual tuition and fees charges will be shown in the Payment Schedule on the FIDM Student Portal.

### DETERMINING AID ELIGIBILITY

FIDM uses Federal Methodology to assess financial need (Cost of Attendance (COA) minus the federally calculated Expected Family Contribution (EFC).

| TENTATIVE PACKAGE EXAMPLE |                 |
|---------------------------|-----------------|
| COA                       | \$61,025        |
| (minus) EFC               | - \$1,000       |
| <b>NEED</b>               | <b>\$60,025</b> |

| AID PACKAGE                      |                 |
|----------------------------------|-----------------|
| Federal Pell Grant               | \$6,445         |
| Federal Direct Subsidized Loan   | + \$3,500       |
| Federal Direct Unsubsidized Loan | + \$6,000       |
| <b>TOTAL AID PACKAGE</b>         | <b>\$15,945</b> |
| <b>TOTAL UNMET NEED</b>          | <b>\$44,080</b> |

### PROFESSIONAL JUDGEMENT

If the required FAFSA information does not accurately reflect the current situation of the student or the student's family, the student can appeal to FIDM for consideration for the college to exercise its authority to update the FAFSA information. This process is known as *Professional Judgement* (PJ). The Professional Judgment process requires a thorough review by Student Financial Services staff to determine what changes, if any, can be made to the FAFSA information. The outcome, if approved, can include a revision of the elements used to calculate the student's EFC and/or an override of the student's dependency status.

Consideration of the PJ request will be based on the student's or family's Special Circumstances (related to financial situations, such as loss of a job, etc.) or Unusual Circumstances (related to adjustment to a student's dependency status based on a unique situation, for example, human trafficking, refugee or asylee status, parental abandonment, incarceration, etc.).

To request consideration for a Professional Judgment decision, the student will begin the process by contacting the FIDM Financial Aid office at: [financialaid@fidm.edu](mailto:financialaid@fidm.edu). All requests for Professional Judgment consideration will be reviewed. Financial Aid staff will inform the student if additional documentation is required. Once all required documentation has been submitted, FIDM will respond with the results of the decision within 60 days.

### CRITERIA FOR CONTINUED ELIGIBILITY

Students must be enrolled and be making satisfactory progress in order to receive aid funds. Registration will be checked before aid funds are disbursed. Full time enrollment at FIDM is considered to be a minimum of 12 units per quarter. Federal Pell and Cal Grant awards will be prorated for a student who initially registers full time and subsequently drops below full time enrollment. To maintain eligibility for Federal Student Loans, students must maintain at least half-time attendance. Please contact the Student Financial Services Department for specifics.

Students are responsible for reapplying for financial assistance on a timely basis. The federal financial aid award year begins each July 1st. Aid applications are made available to students beginning in October for the following financial aid award year.

Students returning from a Leave of Absence must contact their Student Advisor prior to their return to determine if they need to reapply for aid.

Students meeting all program requirements will be considered to be eligible aid recipients.

### Satisfactory Academic Progress (SAP) Requirements

Students receiving federal financial aid must maintain satisfactory academic progress (SAP) in accordance with FIDM's SAP policy. A student who does not meet SAP standards is subject to loss of financial aid.

| PROGRAM DESCRIPTION             | PROGRAM UNITS | SAP MONITORING POINT                             |
|---------------------------------|---------------|--------------------------------------------------|
| 3 QUARTER P.D. OR ADVANCED A.A. | 45            | At the end of every quarter of attendance        |
| 3 QUARTER ADVANCED A.A.         | 48            | At the end of every quarter of attendance        |
| 1 YEAR BACHELOR                 | 46            | At the end of every quarter of attendance        |
| 2 YEAR A.A.                     | 90            | At the end of every three quarters of attendance |
| 2 YEAR BACHELOR                 | 91            | At the end of every three quarters of attendance |
| MASTER'S MBA                    | 61            | At the end of every two quarters of attendance   |
| 5 QUARTER P.D.                  | 72            | At the end of every three quarters of attendance |
| 5 QUARTER P.D.                  | 60            | At the end of every three quarters of attendance |
| 4 QUARTER P.D.                  | 66            | At the end of every three quarters of attendance |
| 4 QUARTER P.D.                  | 60            | At the end of every three quarters of attendance |
| 4 QUARTER P.D.                  | 57            | At the end of every three quarters of attendance |
| 4 QUARTER P.D.                  | 54            | At the end of every three quarters of attendance |
| 4 QUARTER P.D.                  | 51            | At the end of every three quarters of attendance |

The standards for financial aid SAP are stricter than those for students who do not receive financial aid.

### FINANCIAL AID SAP STANDARDS

SAP is monitored periodically during the program of study. At each monitoring period, the student must meet SAP standards in two areas:

1. GPA
2. Pace

**GPA:** A student in an undergraduate program must maintain a minimum cumulative Grade Point Average of 2.0 on a 4.0 scale. A student in the Master's program must maintain a minimum Grade Point Average of 3.0 on a 4.0 scale.

**Pace:** A student must successfully complete a minimum of 67% of the units attempted on a cumulative basis. For financial aid SAP purposes, "units attempted" are defined as units for classes for which the student has a grade at the completion of a quarter, with the exception of the classes Writing Skills and Financial Skills Workshop. Units for classes dropped prior to the deadline to drop in a quarter are not considered attempted, but units for a class with a grade of "W" are considered as units attempted. "Successfully completed" units in undergraduate programs are units for classes with grades of "A", "B", "C", "D" or "P". "Successfully completed" units in master's degree programs are units for classes with grades of "A", "B", or "C". Units considered to be not successfully completed are units for classes with grades of "F" or "W" in undergraduate classes and units with grades of "D", "F", or "W" in master's degree classes. Units for classes with a grade of "I" can be either successful or not, depending on the eventual resolution of the incomplete.

### MONITORING PERIOD

Except as noted\*, a student's financial aid SAP will be monitored at the completion of three quarters of attendance (once per academic year). To be in compliance with SAP standards, the student must meet both components of SAP at the point of monitoring, meaning the student must: 1) Have successfully completed at least 67% of the units they have attempted and 2) Have a cumulative GPA of at least 2.0, (3.0 for Master's). A student who is not meeting both standards is subject to SAP disciplinary action.

\* *Exception for students enrolled in the Master's program.* A student's financial aid SAP will be monitored at the completion of two quarters of attendance.

\* *Exception for students enrolled in a 3 quarter Professional Designation, Advanced AA, or Bachelor Program.* The SAP for students in a program of study of three quarters or less will be monitored on a quarterly basis. If a student in one of these programs fails to meet SAP standards, they will be placed on "Financial Aid Warning" status. A student in "Warning" status may receive financial aid for one additional quarter. If the student fails to meet SAP standards in that additional quarter, they are subject to SAP disciplinary actions as described in the next section.

### SATISFACTORY ACADEMIC PROGRESS (SAP) DISCIPLINARY ACTIONS

A student who has not met all financial aid standards and who wants to retain financial aid eligibility must appeal their SAP determination. If the student does not appeal, the student will lose their financial aid eligibility in the quarter immediately following the period of monitoring. For example, if the student is determined to have not met SAP standards at the end of their third quarter of attendance and does not



appeal that determination, the student loses their aid eligibility beginning with their fourth quarter of attendance. Likewise, if the student appeals and the appeal is not approved, the student loses their eligibility for aid in the first quarter following the period of monitoring. The school will notify the student if the outcome of the review of the appeal affects the student's aid eligibility.

A student who appeals their SAP standing may regain their financial aid eligibility only after the appeal has been reviewed and approved by FIDM Staff. In some cases, adherence to an academic plan may be required for the student to regain their aid eligibility. An academic plan is specific to the individual student, and may require the student to successfully follow a schedule of specific coursework, unit loads, etc. If a student's SAP appeal is approved, they are considered to be on "SAP Probation" status, and are eligible for one additional quarter of financial aid eligibility. If the student's SAP appeal is approved and requires adherence to an academic plan, the student will retain financial aid eligibility as long as the student meets the terms of the plan.

If a student who is on SAP Probation subject to the terms of an academic plan meets the minimum SAP requirements at a monitoring period, the SAP probation status can be removed at the discretion of FIDM financial aid staff. Should a student meet the terms of their financial aid academic plan but nonetheless be placed on FIDM academic disqualification or academic dismissal, the student would also be considered to be disqualified for financial aid purposes. If the student is allowed to return to school after academic dismissal or academic disqualification, a new SAP appeal and academic plan would be required.

### APPEAL PROCEDURES

Students who have not met SAP standards at the point of monitoring (and are not entitled to "Financial Aid Warning" status) will lose their eligibility for financial aid. The student will receive a communication from the Financial Aid Office with instructions on how to appeal. The student must follow all the instructions, including the time frame for return of the appeal form. The appeal form must be returned to the Student Advisement Department unless otherwise directed. FIDM Staff will review and respond to the appeal. The response will inform the student if:

1. *The appeal has been accepted and aid has been reinstated*
2. *The appeal has been accepted and aid has been reinstated subject to the student's successful adherence to the terms of an academic plan, OR*
3. *The appeal has been denied and the student has been disqualified from receiving further aid.*

### SUBSEQUENT APPEAL

FIDM Staff *may* accept a subsequent SAP appeal from a student who has failed to meet the terms of an Academic Plan. A subsequent appeal will only be approved if the student has encountered challenges in addition to those on which a previous appeal was approved. A revised Academic Plan may be created. To maintain financial aid eligibility, the student would then need to meet the terms of that new Plan.

### COURSE INCOMPLETES

For purposes of pace, units for a class with a grade of "I" are counted as units attempted but not completed. If the grade is changed prior to the final SAP monitoring for the previous quarter, appropriate action will be taken, depending on the changed grade (SAP status will be changed to warning, disqualification, "OK", or no action if the SAP status is not affected). If the grade is changed after the final SAP monitoring for the previous quarter, the student's SAP will be monitored as usual at the next monitoring marker.

### COURSE WITHDRAWALS

Grades for classes with a grade of "W" are not included in the calculation of GPA. Units for classes with a grade of "W" are counted as attempted but not successfully completed for purposes of pace.

### QUARTERS OF NON-ATTENDANCE

Quarters of non-attendance are not included in SAP monitoring. Students are required to meet standards of attendance in addition to standards of SAP. FIDM's policies that limit the number of quarters of non-attendance can be found in FIDM's Student Consumer Handbook.

### COURSE REPETITIONS

If a student repeats a class, only the higher grade will be included in the calculation of the cumulative GPA. For purposes of pace in undergraduate programs, repeated classes with grades of "A", "B", "C", "D" or "P" are considered as successfully completed; repeated classes with grades of "F" or "W" are considered as not successfully completed. For master's degree programs, only classes with grades of "A", "B", or "C" are considered to have been successfully completed. However, a student who repeats a class for which they received a passing grade ("D-" or better) may only receive federal financial aid for one repeat of that class.

### CHANGES OF MAJOR

A change of major within a program (for example, a student in a two-year AA program changes major from Fashion Design to Product Development) will often result in an increase in the length of time required for completion of the program. The student must continue to meet existing pace and GPA requirements.

**TRANSFER OF CREDIT FROM PREVIOUS INSTITUTIONS**

For purposes of the measurement of pace, credit accepted in transfer from previous colleges is counted as both units attempted and units completed. The student's GPA at FIDM is not affected by transfer units.

**REESTABLISHING AID ELIGIBILITY**

As described above, a student may retain their aid eligibility by meeting the terms of their academic plan. A student who has been disqualified for reasons of SAP may also regain aid eligibility if they meet the minimum standards of SAP for their program at the next period of monitoring.

**Student Loan Information**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Students should carefully review the promissory note for any loan which is accepted. The promissory note will give the borrower the legal requirements of the loan and deferment/cancellation provisions. Terms and conditions of federal loan programs may be found at the U.S. Department of Education's website <https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized>.

**FEDERAL DIRECT STUDENT LOAN REPAYMENT**

Questions regarding repayment of a Federal Direct Student Loan may be directed to [financialaid@fidm.com](mailto:financialaid@fidm.com). Loan repayment can be estimated by using the online Loan Repayment Calculator at <https://finaid.org/calculators/loanpayments/>. The actual loan payment amount is determined by the student's servicer based on the amount that the student borrows. The minimum payment for the Direct Loan program is \$50 per month. Interest on unsubsidized loans not paid while in school will be added to the principle balance. It is recommended that the student's educational loan payments represent no more than 10% to 15% of their income.

**FEDERAL PERKINS LOAN REPAYMENT**

Questions regarding the repayment of a Federal Perkins Loan may be directed to the Perkins Loan Assistant Director, in the Perkins Loan Department at the Los Angeles campus at x4211.

A loan is not a gift — it must be repaid with interest.

**FEDERAL DIRECT LOAN EXIT COUNSELING INFORMATION**

Federal Loan exit counseling will:

**(i) Inform the student borrower of the average**

anticipated monthly repayment amount based on the student borrower's indebtedness or on the average indebtedness of student borrowers who have obtained Direct Subsidized Loans and Direct

Unsubsidized Loans, student borrowers who have obtained only Direct PLUS Loans, or student borrowers who have obtained Direct Subsidized, Direct Unsubsidized, and Direct PLUS Loans, depending on the types of loans the student borrower has obtained, for attendance at the same school or in the same program of study at the same school;

**(ii) Review for the student borrower of available**

repayment plan options, including the standard repayment, extended repayment, graduated repayment, income-contingent repayment plans, and income-based repayment plans, including a description of the different features of each plan and sample information showing the average anticipated monthly payments, and the difference in interest paid and total payments under each plan;

**(iii) Explain to the borrower the options to prepay each**

loan, to pay each loan on a shorter schedule, and to change repayment plans;

**(iv) Provide information on the effects of loan**

consolidation including, at a minimum —

(A) The effects of consolidation on total interest to be paid, fees to be paid, and length of repayment;

(B) The effects of consolidation on a borrower's underlying loan benefits, including grace periods, loan forgiveness, cancellation, and deferment opportunities;

(C) The options of the borrower to prepay the loan and to change repayment plans; and

(D) That borrower benefit programs may vary among different lenders;

**(v) Include debt management strategies that are**

designed to facilitate repayment;

**(vi) Explain to the student borrower how to contact**

the party servicing the student borrower's Direct Loans;

**(vii) Meet the requirements described in 34 CFR**

685.304 (a)(6)(i), (a)(6)(ii), and (a)(6)(iv);

**(viii) Describe the likely consequences of default,**

including adverse credit reports, delinquent debt collection procedures under federal law, and litigation;

**(ix) Provide—**

(A) A general description of the terms and conditions under which a borrower may obtain full or partial forgiveness or discharge of principal and interest, defer repayment of principal or interest, or be granted forbearance on a Title IV loan; and

(B) A copy, either in print or by electronic means,

of the information the Secretary makes available pursuant to section 485(d) of the HEA;\*

(x) Review for the student borrower information on the availability of the Department's Student Loan Ombudsman's office;

(xi) Inform the student borrower of the availability of Title IV loan information in the National Student Loan Data System (NSLDS) and how NSLDS can be used to obtain Title IV loan status information;

(xii) Explain to first-time borrowers—

- (A) How the borrower's maximum eligibility period, remaining eligibility period, and subsidized usage period are determined;
- (B) The sum of the borrower's subsidized usage periods at the time of the exit counseling;
- (C) The consequences of continued borrowing or enrollment, including: (1) The possible loss of eligibility for additional Direct Subsidized Loans; and (2) The possibility that the borrower could become responsible for accruing interest on previously received Direct Subsidized Loans and the portion of a Direct Consolidation Loan that repaid a Direct Subsidized Loan during in-school status, the grace period, authorized periods of deferment, and certain periods under the Income-Based Repayment and Pay As You Earn Repayment plans;
- (D) The impact of the borrower becoming responsible for accruing interest on total student debt;
- (E) That the Secretary will inform the student borrower of whether he or she is responsible for accruing interest on his or her Direct Subsidized Loans; and
- (F) That the borrower can access NSLDS to determine whether he or she is responsible for accruing interest on any Direct Subsidized Loans;

(xiii) A general description of the types of tax benefits that may be available to borrowers; and

(xiv) Require the student borrower to provide current information concerning name, address, Social Security number, references, and driver's license number and state of issuance, as well as the student borrower's expected permanent address, the address of the student borrower's next of kin, and the name and address of the student borrower's expected employer (if known).

\*Section 485 requires the Secretary (i.e., the Department) to provide "descriptions of federal student assistance programs, including the rights and responsibilities of student and institutional participants," including "information to enable students and prospective students to assess the debt burden and monthly and total repayment obligations" for their loans.

Section 485(d) also refers to information:

- to enable borrowers to assess the practical consequences of loan consolidation, including differences in deferment eligibility, interest rates, monthly payments, finance charges, and samples of loan consolidation profiles.
- concerning the specific terms and conditions under which students may obtain partial or total cancellation or defer repayment of loans for service.
- on the maximum level of compensation and allowances that a student borrower may receive from a tax-exempt organization to qualify for a deferment and shall explicitly state that students may qualify for such partial cancellations or deferments when they serve as a paid employee of a tax-exempt organization.
- on state and other prepaid tuition programs and savings programs; and disseminates such information to states, eligible institutions, students, and parents in departmental publications.

## Estimated Program Charges

### ASSOCIATE OF ARTS DEGREE TWO-YEAR PROGRAMS

#### EFFECTIVE SPRING 2023

| MAJORS                                     | PROGRAMS<br>TOTAL<br>UNITS | ESTIMATED*<br>TUITION | ESTIMATED*<br>STUDIO/LAB<br>USAGE FEE | ESTIMATED*<br>STUDENT<br>ASSOCIATION<br>FEE | ESTIMATED*<br>BOOKS &<br>applicable<br>sales taxes | ESTIMATED*<br>SUPPLIES &<br>applicable<br>sales taxes | ESTIMATED*<br>COURSE-<br>RELATED<br>RESOURCES | MATRICULATION<br>FEE | GRADUATION<br>FEE | ESTIMATED* SUB-TOTAL<br>FOR THE ENTIRE<br>EDUCATIONAL PROGRAM<br>(see application<br>fees to calculate<br>grand total) | ESTIMATED*<br>TOTAL CHARGES**<br>FOR THE CURRENT<br>PERIOD OF<br>ATTENDANCE<br>(First Quarter) | LENGTH<br>OF<br>PROGRAM |
|--------------------------------------------|----------------------------|-----------------------|---------------------------------------|---------------------------------------------|----------------------------------------------------|-------------------------------------------------------|-----------------------------------------------|----------------------|-------------------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------|
| <b>ASSOCIATE OF ARTS TWO-YEAR PROGRAMS</b> |                            |                       |                                       |                                             |                                                    |                                                       |                                               |                      |                   |                                                                                                                        |                                                                                                |                         |
| APPAREL INDUSTRY<br>MANAGEMENT             | 90                         | \$64,800              | \$1,620                               | \$630                                       | \$2,255                                            | \$845                                                 | \$450                                         | \$100                | \$250             | \$70,950                                                                                                               | \$13,125                                                                                       | 2 YEARS                 |
| BEAUTY MARKETING &<br>PRODUCT DEVELOPMENT  | 90                         | \$64,800              | \$1,620                               | \$630                                       | \$2,255                                            | \$325                                                 | \$270                                         | \$100                | \$250             | \$70,250                                                                                                               | \$12,805                                                                                       | 2 YEARS                 |
| DIGITAL MARKETING                          | 90                         | \$64,800              | \$1,620                               | \$630                                       | \$1,785                                            | \$755                                                 | \$285                                         | \$100                | \$250             | \$70,225                                                                                                               | \$12,790                                                                                       | 2 YEARS                 |
| DIGITAL MEDIA                              | 90                         | \$64,800              | \$1,620                               | \$630                                       | \$775                                              | \$3,000                                               | \$305                                         | \$100                | \$250             | \$71,480                                                                                                               | \$13,414                                                                                       | 2 YEARS                 |
| FASHION DESIGN                             | 90                         | \$64,800              | \$1,620                               | \$630                                       | \$2,300                                            | \$2,080                                               | \$535                                         | \$100                | \$250             | \$72,315                                                                                                               | \$13,793                                                                                       | 2 YEARS                 |
| GRAPHIC DESIGN                             | 90                         | \$64,800              | \$1,620                               | \$630                                       | \$1,285                                            | \$800                                                 | \$1,005                                       | \$100                | \$250             | \$70,490                                                                                                               | \$12,803                                                                                       | 2 YEARS                 |
| INTERIOR DESIGN                            | 90                         | \$64,800              | \$1,620                               | \$630                                       | \$2,065                                            | \$1,200                                               | \$120                                         | \$100                | \$250             | \$70,785                                                                                                               | \$13,098                                                                                       | 2 YEARS                 |
| MERCHANDISE PRODUCT<br>DEVELOPMENT         | 90                         | \$64,800              | \$1,620                               | \$630                                       | \$2,530                                            | \$1,065                                               | \$915                                         | \$100                | \$250             | \$71,910                                                                                                               | \$13,528                                                                                       | 2 YEARS                 |
| MERCHANDISING & MARKETING                  | 90                         | \$64,800              | \$1,620                               | \$630                                       | \$2,510                                            | \$175                                                 | \$210                                         | \$100                | \$250             | \$70,295                                                                                                               | \$12,838                                                                                       | 2 YEARS                 |
| VISUAL COMMUNICATIONS                      | 90                         | \$64,800              | \$1,620                               | \$630                                       | \$1,260                                            | \$1,540                                               | \$830                                         | \$100                | \$250             | \$71,030                                                                                                               | \$13,102                                                                                       | 2 YEARS                 |

#### COST OF ATTENDANCE (COA)

In addition to the estimated Program Charges, the Cost of Attendance (COA) that determines the maximum aid available to a student includes an estimate of non-educational costs. Those non-educational items include estimates for Living Expenses (Housing & Food), Personal Expenses, Transportation and federal loan fees. Examples of the COA can be found on pages 165–166.

PROFESSIONAL DESIGNATION ASSOCIATE OF ARTS DEGREE PROGRAMS

EFFECTIVE SPRING 2023

| MAJORS                                                                           | PROGRAMS TOTAL UNITS | ESTIMATED* TUITION | ESTIMATED* STUDIO/LAB USAGE FEE | ESTIMATED* STUDENT ASSOCIATION FEE | ESTIMATED* eLEARNING FEE | ESTIMATED* BOOKS & SUPPLIES applicable sales taxes | ESTIMATED* SUPPLIES & applicable sales taxes | ESTIMATED* COURSE-RELATED RESOURCES | MATRICULATION FEE | GRADUATION FEE | ESTIMATED* SUB-TOTAL FOR THE ENTIRE EDUCATIONAL PROGRAM (see application fees to calculate grand total) | ESTIMATED* TOTAL CHARGES** FOR THE CURRENT PERIOD OF ATTENDANCE (First Quarter) | LENGTH OF PROGRAM |
|----------------------------------------------------------------------------------|----------------------|--------------------|---------------------------------|------------------------------------|--------------------------|----------------------------------------------------|----------------------------------------------|-------------------------------------|-------------------|----------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------|
| <b>PROFESSIONAL DESIGNATION PROGRAMS</b>                                         |                      |                    |                                 |                                    |                          |                                                    |                                              |                                     |                   |                |                                                                                                         |                                                                                 |                   |
| APPAREL INDUSTRY MANAGEMENT                                                      | 60                   | \$40,200           | \$1,080                         | \$420                              | \$0                      | \$1,805                                            | \$685                                        | \$275                               | \$100             | \$250          | \$44,815                                                                                                | \$12,012                                                                        | 15 MONTHS         |
| BEAUTY MARKETING & PRODUCT DEVELOPMENT                                           | 48                   | \$32,160           | \$864                           | \$336                              | \$0                      | \$720                                              | \$185                                        | \$60                                | \$100             | \$250          | \$34,675                                                                                                | \$11,148                                                                        | 12 MONTHS         |
| DIGITAL MARKETING                                                                | 60                   | \$40,200           | \$1,080                         | \$420                              | \$0                      | \$780                                              | \$720                                        | \$270                               | \$100             | \$250          | \$43,830                                                                                                | \$11,520                                                                        | 15 MONTHS         |
| DIGITAL MEDIA                                                                    | 60                   | \$40,200           | \$1,080                         | \$420                              | \$0                      | \$360                                              | \$485                                        | \$475                               | \$100             | \$250          | \$43,370                                                                                                | \$11,256                                                                        | 18 MONTHS         |
| FASHION DESIGN                                                                   | 54                   | \$36,180           | \$972                           | \$378                              | \$0                      | \$1,585                                            | \$1,875                                      | \$375                               | \$100             | \$250          | \$41,715                                                                                                | \$12,530                                                                        | 15 MONTHS         |
| GRAPHIC DESIGN                                                                   | 60                   | \$40,200           | \$1,080                         | \$420                              | \$0                      | \$555                                              | \$200                                        | \$635                               | \$100             | \$250          | \$43,440                                                                                                | \$11,264                                                                        | 15 MONTHS         |
| INTERIOR DESIGN                                                                  | 66                   | \$44,220           | \$1,188                         | \$462                              | \$0                      | \$1,535                                            | \$1,135                                      | \$120                               | \$100             | \$250          | \$45,010                                                                                                | \$12,860                                                                        | 18 MONTHS         |
| MERCHANDISE PRODUCT DEVELOPMENT                                                  | 51                   | \$34,170           | \$918                           | \$357                              | \$0                      | \$1,595                                            | \$805                                        | \$770                               | \$100             | \$250          | \$38,965                                                                                                | \$12,132                                                                        | 15 MONTHS         |
| MERCHANDISING & MARKETING<br><i>Fashion Marketing Option</i>                     | 45                   | \$30,150           | \$810                           | \$315                              | \$0                      | \$1,415                                            | \$20                                         | \$65                                | \$100             | \$250          | \$33,125                                                                                                | \$11,414                                                                        | 12 MONTHS         |
| MERCHANDISING & MARKETING<br><i>Merchandising &amp; Buying Option</i>            | 45                   | \$30,150           | \$810                           | \$315                              | \$0                      | \$1,323                                            | \$30                                         | \$130                               | \$100             | \$250          | \$33,110                                                                                                | \$11,396                                                                        | 12 MONTHS         |
| MERCHANDISING & MARKETING<br><i>Merchandising &amp; Buying Option (online) †</i> | 45                   | \$30,150           | \$0                             | \$0                                | \$1,125                  | \$1,325                                            | \$30                                         | \$130                               | \$100             | \$250          | \$33,110                                                                                                | \$11,396                                                                        | 12 MONTHS         |
| VISUAL COMMUNICATIONS                                                            | 60                   | \$40,200           | \$1,080                         | \$420                              | \$0                      | \$480                                              | \$1,300                                      | \$895                               | \$100             | \$250          | \$44,725                                                                                                | \$11,863                                                                        | 18 MONTHS         |

**COST OF ATTENDANCE (COA)**

In addition to the estimated Program Charges, the Cost of Attendance (COA) that determines the maximum aid available to a student includes an estimate of non-educational costs. Those non-educational items include estimates for Living Expenses, Transportation and Federal Loan fees. Examples of the COA can be found on pages 165–166.

ADVANCED STUDY ASSOCIATE OF ARTS DEGREE PROGRAMS

| EFFECTIVE SPRING 2023                             |                      |                    |                                 |                                    |                                           |                                              |                                     |                   |                |                                                                                                         |                                                                                 |                   |
|---------------------------------------------------|----------------------|--------------------|---------------------------------|------------------------------------|-------------------------------------------|----------------------------------------------|-------------------------------------|-------------------|----------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------|
| MAJORS                                            | PROGRAMS TOTAL UNITS | ESTIMATED* TUITION | ESTIMATED* STUDIO/LAB USAGE FEE | ESTIMATED* STUDENT ASSOCIATION FEE | ESTIMATED* BOOKS & applicable sales taxes | ESTIMATED* SUPPLIES & applicable sales taxes | ESTIMATED* COURSE-RELATED RESOURCES | MATRICULATION FEE | GRADUATION FEE | ESTIMATED* SUB-TOTAL FOR THE ENTIRE EDUCATIONAL PROGRAM (see application fees to calculate grand total) | ESTIMATED* TOTAL CHARGES** FOR THE CURRENT PERIOD OF ATTENDANCE (First Quarter) | LENGTH OF PROGRAM |
| <b>ADVANCED STUDY PROGRAMS</b>                    |                      |                    |                                 |                                    |                                           |                                              |                                     |                   |                |                                                                                                         |                                                                                 |                   |
| THE BUSINESS OF DENIM                             | 48                   | \$43,200           | \$864                           | \$336                              | \$115                                     | \$20                                         | \$2,335                             | \$100             | \$250          | \$47,220                                                                                                | \$14,971                                                                        | 9 MONTHS          |
| FASHION DESIGN                                    | 45                   | \$34,875           | \$810                           | \$315                              | \$135                                     | \$855                                        | \$1,240                             | \$0               | \$250          | \$38,480                                                                                                | \$13,158                                                                        | 9 MONTHS          |
| FILM & TV COSTUME DESIGN                          | 45                   | \$34,875           | \$810                           | \$315                              | \$565                                     | \$660                                        | \$1,080                             | \$100             | \$250          | \$38,655                                                                                                | \$13,223                                                                        | 9 MONTHS          |
| INTERNATIONAL MANUFACTURING & PRODUCT DEVELOPMENT | 48                   | \$43,200           | \$864                           | \$336                              | \$305                                     | \$20                                         | \$2,150                             | \$100             | \$250          | \$47,225                                                                                                | \$15,004                                                                        | 9 MONTHS          |
| MENSWEAR                                          | 48                   | \$43,200           | \$864                           | \$336                              | \$810                                     | \$380                                        | \$685                               | \$100             | \$250          | \$46,625                                                                                                | \$14,948                                                                        | 9 MONTHS          |

BACHELOR OF ARTS DEGREE PROGRAMS

| EFFECTIVE SPRING 2023            |                      |                    |                                 |                                    |                                           |                                              |                                     |                   |                |                                                                                                         |                                                                                 |                   |
|----------------------------------|----------------------|--------------------|---------------------------------|------------------------------------|-------------------------------------------|----------------------------------------------|-------------------------------------|-------------------|----------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------|
| MAJORS                           | PROGRAMS TOTAL UNITS | ESTIMATED* TUITION | ESTIMATED* STUDIO/LAB USAGE FEE | ESTIMATED* STUDENT ASSOCIATION FEE | ESTIMATED* BOOKS & applicable sales taxes | ESTIMATED* SUPPLIES & applicable sales taxes | ESTIMATED* COURSE-RELATED RESOURCES | MATRICULATION FEE | GRADUATION FEE | ESTIMATED* SUB-TOTAL FOR THE ENTIRE EDUCATIONAL PROGRAM (see application fees to calculate grand total) | ESTIMATED* TOTAL CHARGES** FOR THE CURRENT PERIOD OF ATTENDANCE (First Quarter) | LENGTH OF PROGRAM |
| <b>BACHELOR OF ARTS PROGRAMS</b> |                      |                    |                                 |                                    |                                           |                                              |                                     |                   |                |                                                                                                         |                                                                                 |                   |
| DESIGN                           | 91                   | \$62,790           | \$1,638                         | \$637                              | \$750                                     | \$400                                        | \$995                               | \$100             | \$250          | \$67,560                                                                                                | \$11,882                                                                        | 2 YEARS           |
| DIGITAL CINEMA                   | 91                   | \$62,790           | \$1,638                         | \$637                              | \$885                                     | \$3,620                                      | \$65                                | \$100             | \$250          | \$69,995                                                                                                | \$13,249                                                                        | 2 YEARS           |
| DIGITAL MARKETING                | 91                   | \$62,790           | \$1,638                         | \$637                              | \$1,730                                   | \$1,035                                      | \$755                               | \$100             | \$250          | \$68,935                                                                                                | \$12,609                                                                        | 2 YEARS           |
| GRAPHIC DESIGN                   | 91                   | \$62,790           | \$1,638                         | \$637                              | \$1,490                                   | \$720                                        | \$1,000                             | \$100             | \$250          | \$68,625                                                                                                | \$12,413                                                                        | 2 YEARS           |
| PROFESSIONAL STUDIES             | 46                   | \$31,740           | \$828                           | \$322                              | \$1,095                                   | \$0                                          | \$0                                 | \$0               | \$250          | \$34,235                                                                                                | \$11,523                                                                        | 1 YEAR            |

COST OF ATTENDANCE (COA)

In addition to the estimated Program Charges, the Cost of Attendance (COA) that determines the maximum aid available to a student includes an estimate of non-educational costs. Those non-educational items include estimates for Living Expenses (Housing & Food), Personal Expenses, Transportation and Federal Loan Fees. Examples of the COA can be found on pages 165–166.

**BACHELOR OF ARTS DEGREE PROGRAMS**

**EFFECTIVE SPRING 2023**

| MAJORS                                                                     | PROGRAMS TOTAL UNITS | ESTIMATED* TUITION | ESTIMATED* STUDIO/LAB USAGE FEE | ESTIMATED* STUDENT ASSOCIATION FEE | ESTIMATED* BOOKS & applicable sales taxes | ESTIMATED* SUPPLIES & applicable sales taxes | ESTIMATED* COURSE-RELATED RESOURCES | MATRICULATION FEE | GRADUATION FEE | ESTIMATED* SUB-TOTAL FOR THE ENTIRE EDUCATIONAL PROGRAM (see application fees to calculate grand total) | ESTIMATED* TOTAL CHARGES** FOR THE CURRENT PERIOD OF ATTENDANCE (First Quarter) | LENGTH OF PROGRAM |
|----------------------------------------------------------------------------|----------------------|--------------------|---------------------------------|------------------------------------|-------------------------------------------|----------------------------------------------|-------------------------------------|-------------------|----------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------|
| <b>BACHELOR OF ARTS IN CREATIVE INDUSTRY STUDIES</b>                       |                      |                    |                                 |                                    |                                           |                                              |                                     |                   |                |                                                                                                         |                                                                                 |                   |
| APPAREL INDUSTRY MANAGEMENT CORE                                           | 91                   | \$60,970           | \$1,638                         | \$637                              | \$2,880                                   | \$685                                        | \$275                               | \$100             | \$250          | \$67,435                                                                                                | \$12,549                                                                        | 2 YEARS           |
| BEAUTY MARKETING & PRODUCT DEVELOPMENT CORE                                | 91                   | \$60,970           | \$1,638                         | \$637                              | \$1,765                                   | \$185                                        | \$60                                | \$100             | \$250          | \$65,605                                                                                                | \$11,670                                                                        | 2 YEARS           |
| DIGITAL MARKETING CORE                                                     | 91                   | \$60,970           | \$1,638                         | \$637                              | \$1,810                                   | \$620                                        | \$195                               | \$100             | \$250          | \$66,220                                                                                                | \$11,955                                                                        | 2 YEARS           |
| DIGITAL MEDIA CORE                                                         | 91                   | \$60,970           | \$1,638                         | \$637                              | \$890                                     | \$2,130                                      | \$160                               | \$100             | \$250          | \$66,775                                                                                                | \$12,238                                                                        | 2 YEARS           |
| FASHION DESIGN CORE                                                        | 91                   | \$60,970           | \$1,638                         | \$637                              | \$2,530                                   | \$1,690                                      | \$395                               | \$100             | \$250          | \$68,210                                                                                                | \$12,917                                                                        | 2 YEARS           |
| GRAPHIC DESIGN CORE                                                        | 91                   | \$60,970           | \$1,638                         | \$637                              | \$1,430                                   | \$220                                        | \$845                               | \$100             | \$250          | \$66,090                                                                                                | \$11,782                                                                        | 2 YEARS           |
| INTERIOR DESIGN CORE                                                       | 91                   | \$60,970           | \$1,638                         | \$637                              | \$2,025                                   | \$1,120                                      | \$36                                | \$100             | \$250          | \$66,776                                                                                                | \$12,240                                                                        | 2 YEARS           |
| MERCHANDISE PRODUCT DEVELOPMENT CORE                                       | 91                   | \$60,970           | \$1,638                         | \$637                              | \$2,590                                   | \$790                                        | \$770                               | \$100             | \$250          | \$67,745                                                                                                | \$12,622                                                                        | 2 YEARS           |
| MERCHANDISING & MARKETING CORE<br><i>Fashion Marketing Option</i>          | 91                   | \$60,970           | \$1,638                         | \$637                              | \$2,525                                   | \$20                                         | \$65                                | \$100             | \$250          | \$66,205                                                                                                | \$11,969                                                                        | 2 YEARS           |
| MERCHANDISING & MARKETING CORE<br><i>Merchandising &amp; Buying Option</i> | 91                   | \$60,970           | \$1,638                         | \$637                              | \$2,555                                   | \$30                                         | \$130                               | \$100             | \$250          | \$66,310                                                                                                | \$12,011                                                                        | 2 YEARS           |
| VISUAL COMMUNICATIONS CORE                                                 | 91                   | \$60,970           | \$1,638                         | \$637                              | \$1,340                                   | \$1,540                                      | \$705                               | \$100             | \$250          | \$67,180                                                                                                | \$12,350                                                                        | 2 YEARS           |

**COST OF ATTENDANCE (COA)**

In addition to the estimated Program Charges, the Cost of Attendance (COA) that determines the maximum aid available to a Student includes an estimate of non-educational costs. Those non-educational items include estimates for: Living Expenses (Housing & Food), Personal Expenses, Transportation and Federal Loan fees. Examples of the COA can be found on pages 165-166.

## BACHELOR OF SCIENCE DEGREE PROGRAMS

| EFFECTIVE SPRING 2023               |                            |                       |                                       |                                             |                                |                                                    |                                                       |                                               |                           |                   |                                                                                                                        |                                                                                                |                         |
|-------------------------------------|----------------------------|-----------------------|---------------------------------------|---------------------------------------------|--------------------------------|----------------------------------------------------|-------------------------------------------------------|-----------------------------------------------|---------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------|
| MAJORS                              | PROGRAMS<br>TOTAL<br>UNITS | ESTIMATED*<br>TUITION | ESTIMATED*<br>STUDIO/LAB<br>USAGE FEE | ESTIMATED*<br>STUDENT<br>ASSOCIATION<br>FEE | ESTIMATED*<br>eLEARNING<br>FEE | ESTIMATED*<br>BOOKS &<br>applicable<br>sales taxes | ESTIMATED*<br>SUPPLIES &<br>applicable<br>sales taxes | ESTIMATED*<br>COURSE-<br>RELATED<br>RESOURCES | MATRICU-<br>LATION<br>FEE | GRADUATION<br>FEE | ESTIMATED* SUB-TOTAL<br>FOR THE ENTIRE<br>EDUCATIONAL PROGRAM<br>(see application<br>fees to calculate<br>grand total) | ESTIMATED*<br>TOTAL CHARGES**<br>FOR THE CURRENT<br>PERIOD OF<br>ATTENDANCE<br>(First Quarter) | LENGTH<br>OF<br>PROGRAM |
| <b>BACHELOR OF SCIENCE PROGRAMS</b> |                            |                       |                                       |                                             |                                |                                                    |                                                       |                                               |                           |                   |                                                                                                                        |                                                                                                |                         |
| APPAREL TECHNICAL<br>DESIGN         | 91                         | \$62,790              | \$1,638                               | \$637                                       | \$0                            | \$735                                              | \$25                                                  | \$1,165                                       | \$100                     | \$250             | \$67,340                                                                                                               | \$11,743                                                                                       | 2 YEARS                 |
| BEAUTY BUSINESS<br>MANAGEMENT       | 91                         | \$62,790              | \$1,638                               | \$637                                       | \$0                            | \$1,760                                            | \$80                                                  | \$360                                         | \$100                     | \$250             | \$67,615                                                                                                               | \$12,015                                                                                       | 2 YEARS                 |
| BUSINESS MANAGEMENT                 | 91                         | \$62,790              | \$1,638                               | \$637                                       | \$0                            | \$2,465                                            | \$0                                                   | \$0                                           | \$100                     | \$250             | \$67,880                                                                                                               | \$12,208                                                                                       | 2 YEARS                 |
| BUSINESS MANAGEMENT<br>(online) †   | 91                         | \$62,790              | \$0                                   | \$0                                         | \$2,275                        | \$2,465                                            | \$0                                                   | \$0                                           | \$100                     | \$250             | \$67,880                                                                                                               | \$12,208                                                                                       | 2 YEARS                 |

## MASTER'S DEGREE PROGRAM

| EFFECTIVE SPRING 2023                |                         |                       |                                       |                                             |                                                    |                                                       |                                               |                      |                   |                                                                                                                        |                                                                                                |                         |
|--------------------------------------|-------------------------|-----------------------|---------------------------------------|---------------------------------------------|----------------------------------------------------|-------------------------------------------------------|-----------------------------------------------|----------------------|-------------------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------|
| MAJORS                               | PROGRAMS<br>TOTAL UNITS | ESTIMATED*<br>TUITION | ESTIMATED*<br>STUDIO/LAB<br>USAGE FEE | ESTIMATED*<br>STUDENT<br>ASSOCIATION<br>FEE | ESTIMATED*<br>BOOKS &<br>applicable<br>sales taxes | ESTIMATED*<br>SUPPLIES &<br>applicable<br>sales taxes | ESTIMATED*<br>COURSE-<br>RELATED<br>RESOURCES | MATRICULATION<br>FEE | GRADUATION<br>FEE | ESTIMATED* SUB-TOTAL<br>FOR THE ENTIRE<br>EDUCATIONAL PROGRAM<br>(see application<br>fees to calculate<br>grand total) | ESTIMATED*<br>TOTAL CHARGES**<br>FOR THE CURRENT<br>PERIOD OF<br>ATTENDANCE<br>(First Quarter) | LENGTH<br>OF<br>PROGRAM |
| MASTER OF BUSINESS<br>ADMINISTRATION | 61                      | \$42,090              | \$1,098                               | \$427                                       | \$1,110                                            | \$15                                                  | \$0                                           | \$100                | \$250             | \$44,990                                                                                                               | \$11,538                                                                                       | 15 MONTHS               |

## COST OF ATTENDANCE (COA)

In addition to the estimated Program Charges, the Cost of Attendance (COA) that determines the maximum aid available to a student includes an estimate of non-educational costs. Those non-educational items include estimates for Living Expenses (Housing & Food), Personal Expenses, Transportation and federal loan fees. Examples of the COA can be found on pages 165–166.



**INITIAL AND FINAL APPLICATION FEES FOR ALL FIRST-TIME FIDM STUDENTS**

(Application fees are, in addition to the tuition schedule, and are non-refundable.)

|                                                        |              |
|--------------------------------------------------------|--------------|
| Initial Application Fee                                | <b>\$50</b>  |
| Non-refundable                                         |              |
| Final Application Fee due upon Acceptance              | <b>\$200</b> |
| Non-refundable                                         |              |
| Additional Out-of-State Fee Due prior to registration  | <b>\$150</b> |
| Additional International Fee Due prior to registration | <b>\$400</b> |

**NOTES**

- \* Estimated program charges are subject to change; changing majors or extending time to degree may result in higher costs.
- \*\* See FIDM's refund policy. This charge does not include the Out-of-State or International Fee.
- † FIDM's online programs are offered in selected states. Check with the Admissions Department for availability.
- FIDM Associate's degree holders or A.A./A.S. graduates fulfilling the prerequisites<sup>†</sup> indicated below are eligible to apply for the following Bachelor's degree programs:
  - B.S. Apparel Technical Design — FIDM A.A. Degree in Apparel Industry Management, Fashion Design, Merchandise Product Development, and to qualified transfer students
  - B.S. Beauty Business Management — FIDM A.A. Degree in Beauty Marketing & Product Development, Digital Marketing, Merchandising & Marketing, and to qualified transfer students

**NOTES (CONT'D)**

- B.S. Business Management — FIDM A.A. Degree and to qualified transfer students
- B.A. Creative Industry Studies — FIDM A.A. Degree and to qualified transfer students
- B.A. Design — FIDM A.A. Degree in Fashion Design, Graphic Design, Interior Design, Textile Design, or Visual Communications, and to qualified transfer students
- B.A. Digital Cinema — FIDM A.A. Degree in Digital Media and to qualified transfer students
- B.A. Digital Marketing — FIDM A.A. Degree in Digital Marketing, Beauty Marketing & Product Development, Graphic Design, Merchandise Product Development, Merchandising & Marketing, Visual Communications, Social Media, and to qualified transfer students
- B.A. Graphic Design — FIDM A.A. Degree in Graphic Design, Digital Media, Visual Communications, and to qualified transfer students
- B.A. Professional Studies — FIDM A.A. Advanced Study Degree

One-on-one advisement is available to students from other FIDM Majors to consider eligibility for special admissions to the Bachelor's degree programs. All Bachelor's degree graduates may apply to the Master of Business Administration program.

(STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 275, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## Cancellation, Withdrawal, & FIDM Refund Policy

When a student cancels (Cancels or Cancellation), withdraws from all classes (Withdraws or Withdrawal), or takes an Unapproved Leave of Absence, it is necessary to make a calculation of the FIDM Refund due to Cancellation or Withdrawal as described, as well as a calculation for Return of Federal Title IV Funds, if the student received federal financial aid. An Approved Leave of Absence occurs when a student leaves for a full quarter with the stated intention to return. An Unapproved Leave of Absence occurs when a student takes a leave during the quarter or takes more than one quarter off within a 12-month period. Requests for all Leaves of Absence must be submitted in writing to the Department of Student Success prior to the leave.

### STUDENT'S RIGHT TO CANCEL

The student has the right to cancel an enrollment agreement and obtain a refund of institutional charges paid through FIDM's first week of scheduled classes or the seventh day after enrollment, whichever is later. Within 45 days of a written notice of cancellation, FIDM will refund all institutional charges paid, less the initial application and final application fees totaling \$250. If a student purchases books and/or supplies from FIDM and cancels within the cancellation period, those items may be returned to the FIDM bookstore for a full refund. Cancellation shall occur when the student gives dated, written

notice of cancellation to FIDM Admissions Office, 919 South Grand Ave, Suite 215A, Los Angeles, CA 90015. The written notice of cancellation, if sent by mail, is effective when postmarked.

### STUDENT'S RIGHT TO WITHDRAW

A student has the right to withdraw from the College following the cancellation period. Withdrawals include withdrawing from all classes, academic dismissal and academic disqualification and may be effectuated by the student's notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance and failure to meet financial obligations to the College. The date on which a student officially notifies the Department of Student Success of his/her intent to withdraw will be used as the basis for calculating refunds and returns. In the absence of official notification of withdrawal, the withdrawal date will be the last date the College can determine that the student participated in academically related activity.

### FIDM REFUND POLICY

Upon withdrawal, FIDM will refund tuition, course-related resources and most fees, at a prorated amount through the 60% point of each quarter. The initial and final application fees totaling \$250 are non-refundable. Once the student has attended past the 60% point of the quarter, no refund will be made for that period. Upon withdrawal, Books and Supplies are refundable in accordance with FIDM's Refund Policy for Books and Supplies.

## REFUND PERCENTAGES FOR REFUND CALCULATION OF TUITION, FEES AND COURSE-RELATED RESOURCES AT VARYING DATES THROUGHOUT THE QUARTER

This example is based on a quarter that has 74 days.

|              | NUMBER OF DAYS ATTENDED IN THE PERIOD OF ATTENDANCE (ONE QUARTER)  | REFUND PERCENTAGE |
|--------------|--------------------------------------------------------------------|-------------------|
| Cancellation | Prior to the start of classes — no days attended                   | 100%              |
| Cancellation | Prior to or on cancellation date shown on the enrollment agreement | 100%              |
| Withdrawal   | 10th day of the quarter                                            | 87%               |
| Withdrawal   | 20th day of the quarter                                            | 73%               |
| Withdrawal   | 30th day of the quarter                                            | 60%               |
| Withdrawal   | 40th day of the quarter                                            | 46%               |
| Withdrawal   | 45th day of the quarter                                            | 0%                |

The number of days in the quarter is based on, and includes, the first and last dates of each quarter as published in the FIDM college calendar and is the number of days used to determine the 60% point of each quarter in the refund calculation. These dates, as shown in the calendar are subject to change.

**FIDM'S REFUND POLICY FOR BOOKS AND SUPPLIES**

Students who cancel an enrollment agreement within the cancellation period and who have purchased books and/or supplies from the FIDM Bookstore may return those items for a full refund. No refunds will be made for any materials not originally purchased from FIDM, or for materials that are not returned.

Students who drop a class or withdraw from FIDM after the cancellation period, and who have purchased books and/or supplies from the FIDM Bookstore, may return these items to the FIDM Bookstore no later than the last day of week three of the quarter. The returned items must be unused, in perfect condition, and accompanied by a receipt. FIDM will not accept returns of items purchased elsewhere.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student may be entitled to a refund of the moneys not paid from federal financial aid funds.

**Return of Title IV Funds****FEDERAL RETURN OF TITLE IV FUNDS POLICY**

The funds will be returned by FIDM and/or the student, as applicable, according to federal regulations. These federal regulations require that funds be returned to their original source in the following order. In some cases 50% of the federal portion of the Federal Pell and Federal SEOG grants is subject to return by the student.

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct Graduate Plus Loan
4. Federal Direct Parent Plus Loan
5. Federal Pell Grant
6. Federal SEOG Grant

**REAPPLY FOR FINANCIAL AID**

Students returning from any absence must reapply for financial aid upon returning to FIDM. Previously awarded financial aid may not be available upon returning depending on funding levels and the remaining units in the student's program.

**STUDENTS WHO ARE SUBJECT TO THE RETURN OF TITLE IV FUNDS POLICY ARE:**

A. Students who are awarded Title IV loans and/or grants in the quarter in which they have withdrawn. This includes funds that were or could have been disbursed under federal regulations, as students may be entitled to a Post Withdrawal Disbursement for funds that could have been disbursed by the withdrawal date but were not.

—AND—

B. Students who withdraw through the 60% point of the quarter. The percentage is calculated by dividing:

- a. the number of days from the first day of school to and including the withdrawal date by
- b. the total number of days in the quarter from the first day to and including the last day of the quarter.

**THE FOLLOWING APPLIES TO BOTH THE REFUND AND RETURN OF TITLE IV FUNDS POLICIES****Debit Balances**

In some instances, the FIDM Institutional Refund and/or Return of Title IV Funds Policies may result in funds being returned by FIDM on behalf of the student to the Federal and/or other financial aid programs. The student agrees that any moneys owed to FIDM, including those as a result of the FIDM Institutional Refund and/or Return of Title IV Funds Policies, are payable within 30 days.

**Credit Balances**

If the student has a credit balance on his/her account after any FIDM Institutional Refund and/or Return of Title IV Funds calculations, the funds will be returned to the original source, according to the rules set forth by the source, and then to the student or parent (if a PLUS loan recipient) by credit to charge card(s) or by check as applicable. If the amount to be returned to a student who received only Title IV Funds is less than \$1 (one dollar), the amount will be retained by FIDM and no return will be made; for all other students, balances of \$25 or less will be retained.

## Academic Information & Policies

### ORIENTATION

All new students are strongly encouraged to attend orientation, during which they meet their Department Chairperson and are given information about the college facilities, student services, and college policies, including grading, transfer of coursework, and job placement. In addition, students become familiar with Student Activities and the importance of becoming involved.

### FINANCIAL CLEARANCE

Financial clearance is the initial step in the process leading to registration for classes each quarter. All students must complete financial clearance through a Fiscal Counselor in the Student Financial Services Office. Typically, this process may include:

- Making all scheduled tuition and fee payments per their schedule of payments, including any adjustments
- Fulfilling other non-tuition financial obligations such as library fines and other book charges
- Requesting financial aid (if applicable), completing and turning in all information or other documentation requested by the student's Financial Aid Officer
- Resolving issues with other departments that are non-tuition related obligations such as I-20 status, or leave of absence paperwork

### NEW STUDENT REGISTRATION

New students register for classes before the beginning of their first quarter or on Orientation Day with assistance from Admissions and the Education Department. Students then submit their schedules to the Registrar.

### CONTINUING STUDENT REGISTRATION

Registration for each upcoming quarter will take place during the latter part of the previous quarter.

### SUCCESS SEMINAR PROGRAM

Success Seminar is a required program for all first-time college students and international students; however, those with previous college experience are also encouraged to attend. Making a smooth transition into college life is an important step towards achieving success. The seminar teaches techniques to help improve study skills, time management, stress management, and online research skills; it provides a chance to get to know FIDM Students, Faculty, Staff, and other first-quarter participants.

### FIRST WEEK OF CLASS

In order to hold an enrolled place in class, students must be present at the start of the first class session.

### ATTENDANCE

Attending class regularly has a positive impact on overall performance as well as the student experience. However, FIDM does not take attendance nor does it

directly affect a student's final grade. FIDM highly encourages students to attend classes regularly in order to be the most successful.

### INSTRUCTION

All instruction at FIDM is in English.

### PROGRAM COURSE SEQUENCE

Students who follow the recommended course sequence precisely will meet all class requirements and will complete courses in the designated time period. If students take courses out of sequence without approval, this may cause a delay in their graduation date. Leaves of absence, taking less than a full course load in any quarter, or having to repeat classes can also delay graduation, and may increase costs.

### CHANGES TO DEGREE LOCATION / COMPLETION

FIDM schedules program starts and class sections to help students meet their education goals and to graduate on time. FIDM makes every effort to offer sufficient sections of classes in the quarters in which they are to be taken for degree completion. Very rarely, a section may be canceled due to low enrollment and in such cases, students will be offered an alternative.

In emergency situations, such as the recent pandemic, classes normally scheduled to meet on campus may shift to a fully or partially online delivery mode. This may involve offering classes via teleconference at a scheduled day/time, or by scheduling some combination of online and on-campus class meetings. Depending on the curriculum, some classes may also be shifted to a fully distance-based schedule; students in these types of classes have weekly deadlines but do not have pre-set class meeting times. In all cases, FIDM will follow state and county guidelines in order to prioritize the safety of students, faculty, and staff.

### PREREQUISITES

Prerequisites are preliminary courses covering information that is required prior to enrolling in another course.

### STUDENT ACADEMIC LOAD

International students must attend a full course of study, or at least 12 units per quarter for undergraduates. Exceptions are made when a student needs less than 12 credits to complete a course of study.

### REPEAT COURSES

Any student who fails a required class must repeat that course in order to graduate. Students will be charged full tuition and fees when they re-register for the class. In most cases, course books and supplies may be used when repeating the class. If any of the course books or supplies in a subsequent quarter have been changed, the student will be responsible for purchasing the new items. When a course is repeated, only the higher grade will be included in the cumulative grade point average.

All repeats must be completed at FIDM. General Studies courses may be an exception with the approval of the Department Chairperson. Credits for GNST courses that have been approved to be taken elsewhere are transferable for failed courses; however, the "F" earned at FIDM remains as part of the cumulative GPA. Federal financial aid may be received for only one repeat of a class for which a student has received a passing grade ["D-" or better].

### ADDITIONAL COURSES

Additional charges are applied when the student exceeds the number of units for an enrollment agreement. Students who retake a course for any reason or change their major and complete courses that do not apply to the new major will be responsible for the full course cost for those units, the course-related resource fees, and potentially added costs for books and supplies.

### ADDING & DROPPING A CLASS

For classes that meet for the entire quarter, students have the first two weeks to add or drop a class. Charges for any dropped class(es) will be removed from the student's tuition account and the class(es) will not appear on their transcript.

After the drop period, Education Department approval is required to withdraw from a course which would result in a grade "W" on the transcript. Students will be charged full tuition and fees when they re-register.

If the student has not been withdrawn from a course by the last day of week six, their final grade will be based on the points earned on all assignments accepted by the instructor throughout the quarter, and in many cases, that final grade may be an "F." Students will have to re-register and pay tuition and fees for any courses they fail to complete.

Students must acquire all required course materials before classes start. Books and supplies may be purchased at The FIDM Store or at [thefidmstore.com](http://thefidmstore.com).

### INDEPENDENT STUDY

To qualify for Independent Study, a student must have a strong background in the subject matter or a valid reason determined by the college, and a 3.0 grade point average at FIDM. Qualified students are allowed one Independent Study during their program; however, for special circumstances as determined by a Chairperson, additional Independent Studies can be granted. Independent Study is typically available during the second year and must be approved by the Department Chairperson or the Education Department, and the instructor.

### CREDIT FOR ACADEMICALLY RELEVANT EXPERIENCE (CARE)

In some cases, students may challenge courses by participating in the Credit for Academically Relevant Experience (CARE) program. Information and application forms are available to students from the Education Department. Documentation of equivalent skills, employment, military training or subject matter expertise

acquired through independent learning is required. Approval from the Dean of Academic Development is required before credit (15 units maximum) can be awarded. Students may appeal adverse decisions with the Vice President of Education. There is a \$350 fee for each 3-unit course accepted through the CARE program.

### INTERNSHIPS

Internships are opportunities for students to combine academic training with employment in fields related to their course of study. In addition, students apply classroom principles to "real life" situations and explore various career options while in their program. In order to qualify, students should meet with a Career Coach, must maintain a minimum 3.0 grade point average, have proof of medical insurance, and be in the second, third, or fourth year of a FIDM undergraduate degree. Students enrolled in Professional Designation, Bachelor's, and Master's degree programs are eligible to apply for internships after their first quarter. Internships must be secured and paperwork completed prior to the end of the quarter preceding the internship's start date (e.g., by the end of Winter quarter for an internship starting in Spring). To receive academic credit, students must confirm their plans with their department prior to applying and will be asked to complete specific coursework. International students may be eligible to complete internships, subject to federal/state regulations, if they qualify for FIDM's Curriculum Practical Training (CPT).

## Governance

### INSTITUTIONAL GOVERNANCE PARTICIPATION

At FIDM, the authority to set policy is vested in the Governing Board and delegated to the Office of the President, who works with the Board of Administration and Faculty Council to propose changes, make recommendations, and implement those policies that impact operations at the college. The Board of Administration is charged with day-to-day oversight of all college operations and in that capacity works closely with the Office of Human Resources, FIDM's Education department management and faculty, and those departments charged with regulatory compliance to ensure that all policies support the long-term interests of the college and its students, faculty and staff.

The Faculty Council represents the faculty, exercising academic leadership in matters related to institutional governance and advocating for faculty welfare while supporting FIDM operations and initiatives.

Changes to existing college policy can result from regulatory action on the part of FIDM's accreditors and/or governmental oversight bodies, as a response to issues and initiatives that arise within the college, or as a result of changes in FIDM's industries.

## Transfer Credit Policies

### TRANSFER OF COURSEWORK

Coursework taken at another accredited college will be considered if there is an equivalent course at FIDM that is required for a specific major and the grade on a course already completed elsewhere is a grade of Pass or a minimum grade of "C-" (70%). Students must request a transfer credit evaluation from the Education Department before or during the first quarter of attendance at FIDM. Applicants for Veterans benefits must be evaluated prior to attending the first class. All documentation of transferred work must be submitted and evaluated prior to the start of the student's second quarter so the student can select the correct classes. Transcripts must be official (stamped and signed by the Registrar of the college previously attended). They become a part of the student's academic file and are not returned or copied for distribution. If a course was transferred in to FIDM but the student enrolled in that class, once brought to the attention of the college, a grade of "W" will replace the grade earned and the transfer class stands. Students currently registered in a class for which the prerequisite course was waived, or equivalent units were transferred from another institution, must go to their Department Advisor because books and supplies may need to be purchased for the transferred course.

FIDM also accepts students holding prior degrees for upper division transfer into selected programs. Check with an Admissions Advisor to confirm eligibility.

### FIDM TRANSFER CREDIT POLICIES

#### Advanced Placement (AP)

Students entering from high school may apply for college credit by taking examinations given by the Advanced Placement Program of the College Entrance Examination Board. Students who have taken any of these examinations should arrange to have the results forwarded to FIDM by the College Board if the AP score is not indicated on the official high school transcript. As determined by FIDM, applicable credits will be awarded for AP scores of three (3) or higher and awarded credits may count toward general education requirements of student's intended major.

#### Credit Through Standardized Testing (CLEP and DANTES)

Students may earn college credit through College Level Examination Placement (CLEP) with a score of 50 or higher, or Defense Activity for Non-Tradition Education Support (DANTES). Examinations must have been taken before the student has been granted A.A. or B.A./B.S. degree-seeking status at FIDM.

#### International Baccalaureate (IB)

FIDM awards academic credit for test scores of four (4) or higher on individual higher-level IB courses. Credit is awarded at the time of matriculation and is based on the scores earned on the IB examinations. All credit awarded will be recorded on the student's permanent record and will be included in the credit total toward degree requirements. Credit will be awarded for lower

division general studies course work at FIDM (courses numbered 1000 and 2000). Questions regarding IB credit equivalencies should be directed to the Chairperson of General Studies.

#### Military Credit

The American Council on Education (ACE) collaborates with the Department of Defense to review military training and experience and recommend appropriate college credit for members of the Armed Forces. ACE provides quality assurance and policy guidance for the Joint Services Transcript (JST) used by the Army, Marine Corps, Navy, and Coast Guard. FIDM will consider the guidelines set forth by ACE.

#### Transfer Credit From International Institutions

All applicants educated outside the U.S. are required to have their credentials evaluated by an educational evaluation service. These evaluations constitute non-binding advisory opinions only. FIDM makes all final determinations regarding course/grade/credit/GPA equivalencies, degree equivalencies, and the award of any transfer credit for coursework completed (as provided in FIDM's transfer credit evaluation).

### TRANSFER GRADE POLICIES

All transfer courses graded Pass/No Pass or Credit/No Credit are computed at neutral value, except in those cases where the specific grading symbol is identified by the source institution as equivalent to a grade less than C in which case it will be taken at face value.

All transfer course grades or symbols used to designate unsatisfactory, failing, or non-passing work at time of withdrawal such as UW, WU, or WF are evaluated as failing grades (F) unless otherwise defined by the source institution. FIDM accepts Pass/No Pass and Credit/No Credit courses for transfer if the source institution requires a minimum of a C- grade (70% or above) to earn a Pass and the Pass grade is listed on the official transcript in the Units Earned column of the semester/quarter in which it was taken.

### TRANSFERRING TO FIDM

FIDM accepts transfer students into both its Associate of Arts and Bachelor of Arts/Bachelor of Science programs. Applicants with completed Associate's, Bachelor's, and Master's degrees are also eligible for admission to FIDM's specialized degree programs.

#### Transferring college credits into an Associate's program:

If a student has attended an accredited 2-year or 4-year college, up to 30 semester units (45 quarter units) may be transferable into one of FIDM's Associate of Arts programs. We maintain Course Equivalency agreements with many U.S. colleges. A student may request that their transcript be evaluated by the Admissions department whether or not an agreement is in place. Please see <https://fidm.edu/en/admissions/transfer+students/>, or contact an Admissions Advisor for more information.

MAXIMUM TRANSFERABLE UNITS / RESIDENCY REQUIREMENTS

|                                                                                                                                 | UNITS | MAXIMUM TRANSFERABLE UNITS | RESIDENCY REQUIREMENTS (UNITS) |
|---------------------------------------------------------------------------------------------------------------------------------|-------|----------------------------|--------------------------------|
| <b>ASSOCIATE OF ARTS</b>                                                                                                        |       |                            |                                |
| APPAREL INDUSTRY MANAGEMENT                                                                                                     | 90    | 45                         | 45                             |
| BEAUTY MARKETING & PRODUCT DEVELOPMENT                                                                                          | 90    | 45                         | 45                             |
| DIGITAL MARKETING                                                                                                               | 90    | 45                         | 45                             |
| DIGITAL MEDIA*                                                                                                                  | 90    | 45                         | 45                             |
| FASHION DESIGN*                                                                                                                 | 90    | 45                         | 45                             |
| GRAPHIC DESIGN*                                                                                                                 | 90    | 45                         | 45                             |
| INTERIOR DESIGN*                                                                                                                | 90    | 45                         | 45                             |
| MERCHANDISE PRODUCT DEVELOPMENT                                                                                                 | 90    | 45                         | 45                             |
| MERCHANDISING & MARKETING                                                                                                       | 90    | 45                         | 45                             |
| VISUAL COMMUNICATIONS*                                                                                                          | 90    | 45                         | 45                             |
| <b>ASSOCIATE OF ARTS PROFESSIONAL DESIGNATION</b>                                                                               |       |                            |                                |
| APPAREL INDUSTRY MANAGEMENT                                                                                                     | 57    | 27                         | 30                             |
| BEAUTY MARKETING & PRODUCT DEVELOPMENT                                                                                          | 48    | 18                         | 30                             |
| DIGITAL MARKETING                                                                                                               | 60    | 30                         | 30                             |
| DIGITAL MEDIA*                                                                                                                  | 60    | 30                         | 30                             |
| FASHION DESIGN*                                                                                                                 | 54    | 24                         | 30                             |
| GRAPHIC DESIGN*                                                                                                                 | 60    | 30                         | 30                             |
| INTERIOR DESIGN*                                                                                                                | 66    | 36                         | 30                             |
| MERCHANDISE PRODUCT DEVELOPMENT                                                                                                 | 51    | 21                         | 30                             |
| MERCHANDISING & MARKETING                                                                                                       | 45    | 15                         | 30                             |
| VISUAL COMMUNICATIONS*                                                                                                          | 60    | 30                         | 30                             |
| <b>ASSOCIATE OF ARTS ADVANCED STUDY — for students who have earned an Associate's Degree in a related discipline</b>            |       |                            |                                |
| THE BUSINESS OF DENIM ❖                                                                                                         | 48    | 0                          | 48                             |
| FASHION DESIGN*                                                                                                                 | 45    | 0                          | 45                             |
| FILM & TV COSTUME DESIGN* ❖                                                                                                     | 45    | 0                          | 45                             |
| INTERNATIONAL MANUFACTURING & PRODUCT DEVELOPMENT ❖                                                                             | 48    | 3                          | 45                             |
| MENSWEAR* ❖                                                                                                                     | 48    | 3                          | 45                             |
| <b>BACHELOR OF ARTS — two-year degree completion for students who have earned an Associate's Degree in a related discipline</b> |       |                            |                                |
| B.A. DESIGN* ❖                                                                                                                  | 91    | 46                         | 45                             |
| B.A. DIGITAL CINEMA* ❖                                                                                                          | 91    | 46                         | 45                             |
| B.A. DIGITAL MARKETING ❖                                                                                                        | 91    | 46                         | 45                             |
| B.A. GRAPHIC DESIGN* ❖                                                                                                          | 91    | 46                         | 45                             |

FIDM is accredited by WASC Senior College and University Commission.

\* All FIDM Art & Design majors are accredited by NASAD

❖ For qualified transfer students

**Transferring college credits into a Bachelor's program:**

- FIDM maintains upper-division pathway articulation agreements with many colleges in the U.S. Students holding degrees from these colleges are invited to apply to the Bachelor of Arts in Creative Industry Studies program or to the specialized Bachelor's degree program to which their Associate's degree major is linked.
- FIDM welcomes upper-division transfer applicants from most U.S. colleges to its Bachelor

of Arts in Creative Industry Studies program.

A student is eligible for admission if they have completed:

- an Associate's degree in an academic or career-focused major; or
- the certified transfer curriculum for admission to their state university; or
- at least 45-60 semester units (67-90 quarter units) of transferable academic coursework

## FIDM MAXIMUM TRANSFERABLE UNITS / RESIDENCY REQUIREMENTS (CONTINUED)

|                                                                                                                                                                       | UNITS | MAXIMUM TRANSFERABLE UNITS | RESIDENCY REQUIREMENTS (UNITS) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----------------------------|--------------------------------|
| <b>BACHELOR OF ARTS — one-year degree completion for students who have earned an A.A. Degree and an A.A. Advanced Study Degree from FIDM</b>                          |       |                            |                                |
| B.A. PROFESSIONAL STUDIES                                                                                                                                             | 46    | 16                         | 30                             |
| <b>BACHELOR OF SCIENCE — two-year degree completion for students who have earned an A.A. Degree from FIDM in a related discipline</b>                                 |       |                            |                                |
| B.S. APPAREL TECHNICAL DESIGN ❖                                                                                                                                       | 91    | 46                         | 45                             |
| B.S. BEAUTY BUSINESS MANAGEMENT ❖                                                                                                                                     | 91    | 46                         | 45                             |
| B.S. BUSINESS MANAGEMENT ❖                                                                                                                                            | 91    | 46                         | 45                             |
| <b>BACHELOR'S DEGREES — for qualified transfer students</b>                                                                                                           |       |                            |                                |
| B.A. CREATIVE INDUSTRY STUDIES                                                                                                                                        | 181   | varies                     | 54                             |
| OTHER TRANSFER-QUALIFIED BACHELOR'S DEGREES                                                                                                                           | 181   | 108                        | 73                             |
| <b>MASTER OF BUSINESS ADMINISTRATION — requires a Bachelor's Degree from FIDM or an accredited college/university in which the language of instruction is English</b> |       |                            |                                |
| M.B.A. BUSINESS ADMINISTRATION                                                                                                                                        | 61    | 15                         | 46                             |

FIDM is accredited by WASC Senior College and University Commission.

\* All FIDM Art & Design majors are accredited by NASAD

❖ For qualified transfer students

– FIDM's specialized Bachelor of Arts and Bachelor of Science programs welcome upper-division transfer applicants. A student is eligible for admission if they have completed an Associate's degree in a relevant major.

Please see <https://fidm.edu/en/admissions/transfer+students/>, or contact an Admissions Advisor for more information.

#### **Applying to FIDM as a college graduate:**

FIDM's Master of Business Administration program, Advanced Study programs in Film & TV Costume Design, International Manufacturing & Product Development, Menswear, and The Business of Denim, and Professional Designation programs are open to applicants holding Associate's, Bachelor's, and Master's degrees. Requirements vary; please see <https://fidm.edu/en/admissions/transfer+students/> for more information about the programs or contact an Admissions Advisor.

FIDM additionally maintains Agreements with ROP and BOCES. In 1948 the New York State legislature created Boards of Cooperative Educational Services (BOCES) to provide shared educational programs and services to school districts within the state. The Regional Occupational Program (ROP) in California provides high-quality career preparation classes and services to prepare youth (16 years of age and older) and adults for successful careers in response to the needs of the local labor market.

The Southern California Regional Occupational Center (ROC) is intended to provide training for trades in traditional occupational settings. With an emphasis on the contemporary workplace, ROC believes that Career Technical Education is for everyone — from the individual seeking to enter the job market with upgraded skills,

to the college-prep student desiring greater academic challenge and the opportunity to apply their knowledge. FIDM currently maintains Articulation Agreements with the following BOCES, ROP, and ROC programs:

1. Eastern Suffolk BOCES (NY)
2. Eastern Suffolk BOCES-Fashion (NY)
3. Kern High School ROC (CA)
4. King Career Center (AK)
5. Lake Elsinore Unified School District (CA)
6. Las Virgenes Unified School ROP (CA)
7. Manteca Unified School District ROP (CA)
8. Mission Valley ROP (CA)
9. Nassau BOCES Advertising program (NY)
10. Nassau BOCES Fashion Design program (NY)
11. Quincy High School (MA)
12. San Ramon Valley (CA)
13. Ventura County ROC (CA)
14. Western Suffolk BOCES (NY)
15. Yorktown BOCES (NY)

#### **TRANSFER TO OTHER COLLEGES**

How credit for a course at FIDM transfers to another educational institution depends on how that college or university will accept the course and how clearly defined a student's transfer goal is. Students who wish to explore their transfer options should consult with FIDM's Articulation Officer. Students graduating from FIDM must complete the graduation requirements for their specific degree. FIDM requirements, however, do not necessarily meet all lower division or general education requirements for other colleges. FIDM currently maintains articulation agreements with selected colleges with the intent of enhancing a student's transfer opportunities.

Articulation is the planned, documented pathway between two or more colleges or universities and their



academic programs. Articulation agreements are also called transfer agreements, transfer guides, and transfer pathways by various audiences. FIDM currently has articulation agreements with the following institutions:

**California College of the Arts** (San Francisco and Oakland campuses)

<https://www.cca.edu/admissions/transfer/>

See Articulation Guidelines. Humanities and Science Curriculum articulated for B.A.; B.F.A.; and B.Arch degrees; Interior Design curriculum articulated for B.F.A. degree. Visual Studies electives and seminar, required by CCA, can be met with articulated courses from FIDM's A.A. design majors.

**LIM (Laboratory Institute of Merchandising)**

[limcollege.edu/admissions/transfer-admissions](http://limcollege.edu/admissions/transfer-admissions)

Basis of Agreement: 1. LIM will accept all course credits earned at FIDM for which the transferring student receives a grade of C or better and will allow a FIDM Student with fewer than 59 semester credits (90 quarter credits) to make up the deficiencies at LIM; 2. FIDM Graduates with an Associate's Degree may enter LIM with full junior status. Currently, transfer pathways have been created for graduates of FIDM's A.A. programs in Merchandise Product Development, Merchandising & Marketing, and Visual Communications.

**Otis College of Art & Design**

[otis.edu/registration-records/transfer-credits](http://otis.edu/registration-records/transfer-credits)

Foundation/Freshman Liberal Arts and Sciences Courses, Foundation Studio Courses and Architecture/Landscape/Interiors Courses articulated to facilitate upper division transfer into the B.F.A. program in Architecture/Landscape/Interior program at Otis.

**Regent's University London**

[regents.ac.uk/](http://regents.ac.uk/)

Sufficient course content from FIDM's Merchandise Product Development, Merchandising & Marketing, Fashion Design, Graphic Design, and Visual Communications programs articulated as equivalent to the first two years (Levels 3 and 4) of the B.A. (Hons) Fashion Marketing; B.A. (Hons) Fashion Design (Marketing); B.A. (Hons) Fashion Design; and B.A. (Hons) Communication Design programs at Regent's University.

**Santa Monica College** (SMC)

<https://www.smc.edu/student-support/academic-support/transfer-center/articulation-agreements/private-california-universities/fidm.php>

FIDM maintains articulation with SMC to facilitate preparation for admissions to their Bachelor of Science degree in Interaction Design.

**University of Phoenix**

[phoenix.edu/admissions/transfer\\_information.html](http://phoenix.edu/admissions/transfer_information.html)

Block transfers for all FIDM majors; details of the application of transfer credit outlined on the University of Phoenix website.

For assistance in applying to graduate schools after completing a FIDM Bachelor of Science and/or Bachelor of Arts program, contact FIDM's Articulation

Officer to discuss the necessary requirements and application procedures.

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

Each institution is responsible for determining its own policies and practices with regard to the transfer and award of credit. It is the receiving institution's responsibility to provide reasonable and definitive policies and procedures for determining a student's knowledge in required subject areas. All institutions have a responsibility to furnish transcripts and other documents necessary for a receiving institution to judge the quality and quantity of a student's work. Institutions also have a responsibility to advise students that the work reflected on the transcript may or may not be accepted by a receiving institution.

The transferability of credits a student earns at FIDM is at the complete discretion of an institution to which they may seek to transfer. Acceptance of the degree a student earns is also at the complete discretion of the institution to which they may seek to transfer. If the credits that the student earns at this institution are not accepted at the institution to which they seek to transfer, they may be required to repeat some or all of the coursework at that institution. For this reason, a student should make certain that their attendance at this institution will meet their educational goals. This may include contacting an institution to which a student may seek to transfer after attending FIDM to determine if their credits or degree will transfer.

Please note that completing a program at FIDM does not necessarily qualify students for upper division transfer.

### GRADES

Final grades are issued at the end of each quarter. A student's performance in a course is expressed in terms of the following letter grades, with their numerical equivalents for computation purposes. Quality of performance is reported as follows:

| UNDERGRADUATE PROGRAMS |     |            |
|------------------------|-----|------------|
| LETTER GRADE           | GPA | PERCENTAGE |
| A                      | 4.0 | 93-100     |
| A-                     | 3.7 | 90-92.9    |
| B+                     | 3.3 | 87-89.9    |
| B                      | 3.0 | 83-86.9    |
| B-                     | 2.7 | 80-82.9    |
| C+                     | 2.3 | 77-79.9    |
| C                      | 2.0 | 73-76.9    |
| C-                     | 1.7 | 70-72.9    |
| D+                     | 1.3 | 67-69.9    |
| D                      | 1.0 | 63-66.9    |
| D-                     | 0.7 | 60-62.9    |
| F (Failing)            | 0.0 | Below 59.9 |
| I (Incomplete)         | 0.0 |            |
| P (Pass)               | 0.0 |            |
| W (Withdrawal)         | 0.0 |            |

| MASTER'S DEGREE PROGRAMS |     |            |
|--------------------------|-----|------------|
| LETTER GRADE             | GPA | PERCENTAGE |
| A                        | 4.0 | 93-100     |
| A-                       | 3.7 | 90-92.9    |
| B+                       | 3.3 | 87-89.9    |
| B                        | 3.0 | 83-86.9    |
| B-                       | 2.7 | 80-82.9    |
| C+                       | 2.3 | 77-79.9    |
| C                        | 2.0 | 73-76.9    |
| C-                       | 1.7 | 70-72.9    |
| D+ (Failing)             | 1.3 | 67-69.9    |
| D (Failing)              | 1.0 | 63-66.9    |
| D- (Failing)             | 0.7 | 60-62.9    |
| F (Failing)              | 0.0 | Below 59.9 |
| I (Incomplete)           | 0.0 |            |
| P (Pass)                 | 0.0 |            |
| W (Withdrawal)           | 0.0 |            |

### HONOR ROLL/PRESIDENT'S HONOR ROLL

Students in any quarter with a minimum of 12 units who obtain a grade point average of 3.5 will be placed on the Honor Roll. If students earn a grade point average of 3.95 in any quarter, with a minimum of 12 units, they will be placed on the President's Honor Roll.

### INCOMPLETE GRADES

Students receiving a grade of Incomplete ("I") must complete the coursework during the following quarter or by a specified date determined by the Education Department or instructor. An Incomplete will be given only in cases involving extreme personal difficulties that prevent the student from completing a final project or taking the final examination. Students must be in good standing with a "C-" grade or better, to qualify for an Incomplete grade. If by the end of the following quarter the coursework has not been completed, the "I" will automatically be changed to an "F." Incomplete grades cannot be completed once a grade of "F" is assigned.

### ACADEMIC FREEDOM

Faculty members are free to teach and discuss the facts and ideas within their curriculum which they believe to be in accord with available evidence, and to examine unpopular or controversial ideas in classroom teaching when appropriate to course content.

### ACADEMIC DISCIPLINARY PROCEDURES

Students are expected to maintain a 2.0 grade point average at all times. In order to graduate, a student must have a cumulative GPA of at least 2.0. Failure to do so will result in the additional cost of class(es) to raise the GPA to 2.0.

FIDM academically disciplines students who fail to maintain the standard 2.0 cumulative grade point average, as follows:

### ACADEMIC DISCIPLINARY STAGES

#### ACADEMIC WARNING

Quarterly GPA falls below a 2.0, but the cumulative GPA remains 2.0 or higher.

#### ACADEMIC PROBATION\*

Cumulative GPA falls below a 2.0.

#### ACADEMIC DISMISSAL\*\*

Cumulative GPA falls below a 2.0 while on Academic Probation. Student must apply for reinstatement.

#### ACADEMIC DISQUALIFICATION

Quarterly and cumulative GPA below 2.0 in any quarter subsequent to reinstatement.

\* While a student is on probation and earns at least a 2.0 GPA for the quarter, but the cumulative is still below a 2.0 GPA, the student will remain on probation.

\*\* To be reinstated, students must submit a letter to the Education Department explaining their academic record and requesting readmission. A final decision is determined by the College Review Board. Once approved to return from dismissal, the return is expected within a year or the student will be subject to an additional meeting with the College Review Board.

### REINSTATEMENT POLICY

A student who wishes to be reinstated and has been withdrawn and who left in good academic standing must complete a new enrollment agreement from the Department of Student Success. Graduation requirements will be determined from the catalog in effect on the date of acceptance for re-entry, and students will incur additional costs and fees to complete the program. Disqualified students are not to be reinstated.

## Student Rights

### ACCREDITATION

Students may review letters of accreditation. Students seeking such a review should contact the college Vice President of Education. Additional information is available from FIDM's institutional accreditor, the Western Association of Schools and Colleges Senior College and University Commission, at <https://www.wscuc.org/institutions/fidm-fashion-institute-of-design-merchandising/> and from its design program accreditor, the National Association of Schools of Art and Design, at <https://nasad.arts-accredit.org/directory-lists/accredited-institutions/search/?id=11312>

### BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 or P.O. Box 980818,

West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589; or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet website ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5, or by visiting [osar.bppe.ca.gov](http://osar.bppe.ca.gov).

**CONSUMER INFORMATION**

Any questions or unresolved problems concerning the college or its faculty and staff should be forwarded in writing to the FIDM Dean of Academic Development at 919 South Grand Avenue, Los Angeles, CA 90015.

**DIRECTORY INFORMATION**

FIDM may release directory information, including the student's name, address(es), telephone number(s), major, current enrollment status, dates of attendance, degrees (including date and level of distinction), details about participation in officially recognized activities, and name of the most recent school attended by the student. This information may be released to prospective employers, in media releases, in announcements of scholarships and awards, and for similar purposes approved by the college administration. The student may request that directory information be withheld by notifying the Vice President of Education in writing.

**DISABILITY ACCOMMODATIONS & GRIEVANCE POLICY**

**Statement of Non-Discrimination and Accommodation**

FIDM/Fashion Institute of Design & Merchandising does not discriminate on the basis of disability. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the educational resources of FIDM, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA") and their related statutes and regulations.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA 504 Compliance Coordinator, who has been designated to coordinate the efforts of FIDM to comply with Section 504 and ADA. The ADA 504 Compliance Coordinator is Kim Wetzel, 919 South Grand Avenue, Los Angeles, California 90015; 213.624.1200, x3530; [kwetzel@fidm.edu](mailto:kwetzel@fidm.edu).

**Requests for Accommodation**

Individuals with disabilities wishing to request a reasonable accommodation must contact the ADA 504 Compliance Coordinator. A disclosure of a disability or a request for accommodation made to a faculty or staff member, other than the ADA 504 Compliance Coordinator, will not be treated as a request for an accommodation. However, if a student discloses a disability to faculty or staff member, they are required to direct the student to the ADA 504 Compliance Coordinator.

The ADA 504 Compliance Coordinator will provide a student or applicant with a **Request for Accommodation form**. The Student ADA Accommodation Request form can be found on the FIDM website under Policies and Disclosures.

Individuals requesting reasonable accommodation may be asked to provide medical documentation sustaining their physical and/or mental impairment(s) and/or the need for the requested accommodation(s), including but not limited to when the limitation or impairment is not readily apparent and/or a requested accommodation does not clearly relate to the impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified professional in the area of the student's disability, as enumerated on this page:

| DISABILITY                      | QUALIFIED PROFESSIONAL                                                                   |
|---------------------------------|------------------------------------------------------------------------------------------|
| Physical disability             | MD, DO                                                                                   |
| Visual impairment               | MD, ophthalmologist, optometrist                                                         |
| Mobility, orthopedic impairment | MD, DO                                                                                   |
| Hearing impairment              | MD, Audiologist [Au.D]<br><i>*audiology exam should not be more than a year old</i>      |
| Speech and language impairment  | Licensed speech professional                                                             |
| Learning disability             | PhD Psychologist, college learning disability specialist, other appropriate professional |
| Acquired brain impairment       | MD neurologist, neuropsychologist                                                        |
| Psychological disability        | Psychiatrist, PhD Psychologist, LMFT or LCSW                                             |
| ADD/ADHD                        | Psychiatrist; PhD Psychologist, LMFT or LCSW                                             |
| Other disabilities              | MD who practices or specializes within the field of the disability                       |

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis

and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. FIDM may request additional documentation as needed.

In general, FIDM does not consider an Individualized Education Program ("IEP") as sufficient medical documentation to evaluate the need and reasonableness of potential accommodations. However, we will consider a current IEP (less than three years old) as reasonable medical documentation for students who request the following accommodations: (1) a test reader or (2) a quiet place to take a test. Any other requested accommodation(s) will require medical documentation completed by a qualified professional in the area of the student's disability, as specified in the chart located within this policy.

After the ADA 504 Compliance Coordinator receives the Request Form and the required documentation, they will engage the student or applicant in an interactive process to determine what accommodations may be reasonable.

The ADA 504 Compliance Coordinator will maintain a list of all students receiving accommodations and will coordinate the implementation of those accommodations with each student's instructors at the beginning (or in advance) of each quarter.

Students may file a grievance using the Grievance Process below or may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity.

FIDM will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The ADA 504 Compliance Coordinator will be responsible for such arrangements.

### Grievance Process

FIDM has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA. Any person who believes they have been subjected to discrimination on the basis of disability, including disagreements regarding requested accommodations, may file a grievance with the Vice President of Education: Barbara Bundy, 919 South Grand, Los Angeles, CA 90015; 213.624.1200 ext. 3000; [bbundy@fidm.edu](mailto:bbundy@fidm.edu). Grievances must be in writing, contain the name and address of the person filing it, state the problem or action alleged to be discriminatory and the remedy or relief sought.

FIDM will investigate each complaint filed, and will not retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the student will be advised and provided an update as to

the status of the investigation. The student may also inquire as to the status of the investigation at reasonable intervals. Based on the results of the investigation, the College will take all appropriate actions to prevent any recurrence of the discrimination and/or to correct any discrimination effects.

The availability and use of this grievance procedure do not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Education's Office for Civil Rights and/or a similar state agency.

### **ENROLLMENT AGREEMENT & PERFORMANCE FACT SHEET**

A prospective student is encouraged to review this catalog prior to signing an enrollment agreement. The student is also encouraged to review the School Performance Fact Sheet, which must be provided to the student prior to signing an enrollment agreement.

### **GRADE APPEAL**

Students may appeal a final grade during the subsequent quarter and not beyond such time. The student contacts the instructor to discuss how the final grade was determined. If no resolution is achieved, the student may go to the Department Advisor's Office to fill out the Grade Appeal Petition form. The appeal will be reviewed, and the student will be notified of the petition results within three weeks.

### **PREGNANT STUDENTS**

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities. This prohibition includes discrimination against pregnant students, extending to childbirth. To ensure access to educational programs, when necessary, FIDM will make reasonable adjustments for pregnant students. A student in need of an educational adjustment should submit a request to the Title IX Coordinator. Medical information may be required.

### **REQUIRED CONSUMER DISCLOSURES**

College information as reported to the U.S. Department of Education may be accessed at the College Navigator site at [nces.ed.gov/COLLEGENAVIGATOR/](http://nces.ed.gov/COLLEGENAVIGATOR/). The site has a large amount of statistical information about expenses, financial aid, enrollment, admissions, retention rates, and much more. The site allows consumers to compare information from different colleges.

### **RIGHTS OF EXPRESSION**

Students are expected to acknowledge the existence of different opinions and to respect the right of others to hold those views, specifically:

- To hear, discuss, and study any issue related to the academic content of the class in an atmosphere conducive to learning.
- To have easy access to all academic information.
- To receive competent instruction in an atmosphere of respect, free from favoritism, prejudice, discrimination, and harassment.

- To form and civilly express opinions on issues without jeopardizing their relationship with the instructor.
- To be evaluated based on academic merit and performance and not on matters irrelevant to that performance.

**STUDENT ACADEMIC GRIEVANCE**

The student academic grievance process aims to provide a prompt and equitable resolution for any student who believes a college decision or action was unfair or has adversely affected their status, rights, or privileges. The student must make a reasonable effort to resolve the issue on an informal basis. Within 30 days, the student must meet with the Department Chairperson and may be required to complete a written statement about the grievance.

If there is no satisfactory resolution, the student then forwards the written statement to the Dean of Academic Development, who will submit the statement to the Ad Hoc Committee on Student Concerns. This committee acts as advisor to the Dean of Academic Development, who is responsible for final resolution of the problem. For further information or copies of the Student Grievance Procedures, contact the Office of the Dean of Academic Development.

**STUDENT HOUSING GRIEVANCE**

The student housing grievance process aims to provide a prompt and equitable resolution for any student who believes a decision or action by FIDM Housing has adversely affected their status, rights, or privileges. The student must first make a reasonable effort to resolve the issue on an informal basis with the Resident Advisor. If there is no satisfactory resolution, the student(s) should provide a written statement about the grievance to the Housing staff. The FIDM Housing staff may arrange a meeting with the student(s) for further investigation of grievances filed. Should a student concern remain unresolved, the student then forwards the written complaint to the Vice President of Admissions who will consult with the FIDM Housing Committee and provide final resolution.

**STUDENT WORK**

FIDM is proud of the work produced by its students and reserves the right to photograph, publish, display, or retain work done by students and alumni. Final projects must be picked up no later than the first two weeks of the next quarter. After that time, the projects become the property of FIDM.

**FERPA POLICY & STUDENTS' EDUCATION RECORDS**

Student files reside permanently on the system database. Transcripts are generated on demand.

The Family Education Rights and Privacy Act [FERPA] [20 U.S.C. § 1232g; 34 CFR Part 99] is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FIDM/Fashion Institute of Design & Merchandising complies with FERPA regulations.

The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

A student who attends a postsecondary institution is an "eligible student" with the following rights:

- The right to access and review their educational records.
- The right to seek to have the records amended for correction of the contents of these records.
- The right to a formal hearing if seeking the correction of these records.
- The right to have control over the disclosure of personally identifiable information from the records [except in certain circumstances addressed below.]
- The right to file a complaint with the Department of Education if the institution fails to comply with FERPA policies.

Student Privacy Policy  
 U.S. Department of Education  
 400 Maryland Ave SW  
 Washington, DC 20202-8520

Students who wish to access and review their records may do so by submitting a written request to the Vice President of Education. An appointment for the student to review the requested record will be made within 45 days of the request: a College official will be present at the time of the review.

Under FERPA, an eligible student has the right to request that inaccurate or misleading information in their education records be amended. FIDM will consider the student's request. If FIDM decides not to amend a record in accordance with an eligible student's request, FIDM will inform the student of their right to a hearing on the matter. If, because if the hearing, FIDM still decides not to amend the record, the eligible student has the right to insert a statement in the record setting forth their views.

Under FERPA, a school may not generally disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent. However, there are a number of exceptions. The following is a non-exclusive list of FERPA exemptions that permit disclosure without student consent:

- Disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by FIDM in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel, health staff, and counselors); a person or company with whom FIDM has contracted as its agent to provide a service instead of using Institute employees or officials (such as an attorney, auditor, information technology contractor,

consultant, or collection agent); or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for FIDM.

- Disclosure upon request to officials of another school in which a student seeks or intends to enroll. Disclosure to authorized representatives of the U.S. Government, state and local authorities where required, and accrediting agencies.
- Disclosure of records is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine: the eligibility for the aid; the amount of aid; the conditions for the aid; and/or to enforce the terms and conditions of the aid.
- Disclosure in connection with a health or safety emergency.
- Disclosure of records to comply with a judicial order or a lawfully issued subpoena.

At its discretion, FIDM may provide "directory information" in accordance with FERPA provisions. Directory information is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at FIDM includes the following: student's name, address, Institute email address, photograph, major field of study and degree program, dates of attendance (defined as first and last date of term), grade level, enrollment status (full-time or part-time), degrees, honors and awards received. Students may request that such directory information not be released by notifying the Vice President of Education in writing.

A complete copy of the policy is available upon request from the administrative office, or click here to download.

**POLICY REGARDING SEXUAL MISCONDUCT (TITLE IX)**

FIDM is committed to providing a work and educational environment free of unlawful harassment, discrimination, and retaliation. FIDM does not discriminate based on race, religion, creed, color, national origin, ancestry, sex, military, or veteran status, physical or mental disability, medical condition, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state, or local law. In accordance with Title IX of the Education Amendments of 1972, FIDM does not discriminate on the basis of sex in its education programs or activities, which extends to admission and employment. FIDM also prohibits Sexual Harassment (as defined in FIDM's Title IX Policy) committed against persons in the United States as part of its education program or activities.

If a student believes that they have experienced or witnessed other incidents of sexual misconduct or discrimination, FIDM encourages the student to notify the Title IX Coordinator as soon as possible after the incident. A report can also be made to the police. The criminal

process is separate from FIDM's Grievance Process.

The Title IX Coordinator coordinates FIDM's efforts to comply with its Title IX responsibilities. The Title IX Coordinator is responsible for implementing FIDM's Title IX policy, intaking reports and Formal Complaints of Sexual Harassment, providing Supportive Measures and maintaining accurate Clery Act crime statistics.

FIDM's complete Title IX Policy is in FIDM's most recent Annual Safety and Security Report available on FIDM's website <http://fidm.edu/en/about/policies+disclosures/general+information/>.

Any person can report sex discrimination, including Sexual Harassment (whether or not the person reporting is the alleged victim) in person, by mail, telephone, or email, using the contact information listed for the Title IX Coordinator.

**FIDM TITLE IX COORDINATOR & DEPUTY**

| NAME & TITLE                                                                                                                                | EMAIL            | EXTENSION |
|---------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------|
| Lisa Davis<br>213.624.1200<br><i>Title IX Coordinator;<br/>Executive Assistant to the<br/>Vice President, Education</i>                     | ldavis@fidm.edu  | x3017     |
| Los Angeles, 919 South Grand Avenue, Los Angeles, CA 90015                                                                                  |                  |           |
| Kim Wetzel<br>213.624.1200<br><i>Executive Director, Human<br/>Resources; ADA 504<br/>Compliance Coordinator;<br/>Title IX Investigator</i> | kwetzel@fidm.edu | x3530     |

**WITHIN THE CLASSROOM**

| CLASS HOURS                                        |                                                                           |            |
|----------------------------------------------------|---------------------------------------------------------------------------|------------|
| CLASS BEGINS                                       | CLASS BREAKS                                                              | CLASS ENDS |
| <b>1, 2, 3-Unit Classes</b>                        |                                                                           |            |
| 8:30 a.m.                                          | 9:30 a.m. – 9:45 a.m.                                                     | 11:15 a.m. |
| 12:00 p.m.                                         | 1:15 p.m. – 1:30 p.m.                                                     | 2:45 p.m.  |
| 3:30 p.m.                                          | 4:30 p.m. – 4:45 p.m.                                                     | 6:15 p.m.  |
| 7:00 p.m.                                          | 8:00 p.m. – 8:15 p.m.                                                     | 9:45 p.m.  |
| <b>6-Unit Classes (or 3-Unit / 6-Hour Classes)</b> |                                                                           |            |
| 8:30 a.m.                                          | 9:30 a.m. – 9:45 a.m.<br>11:15 a.m. – 12:00 p.m.<br>1:15 p.m. – 1:30 p.m. | 2:45 p.m.  |
| 12:00 p.m.                                         | 1:00 p.m. – 1:15 p.m.<br>2:45 p.m. – 3:30 p.m.<br>4:30 p.m. – 4:45 p.m.   | 6:15 p.m.  |
| 3:30 p.m.                                          | 4:30 p.m. – 4:45 p.m.<br>6:15 p.m. – 7:00 p.m.<br>8:00 p.m. – 8:15 p.m.   | 9:45 p.m.  |

### DEFINITION OF A CREDIT HOUR AT FIDM

A credit hour is the amount of work represented in intended learning outcomes and verified by evidence of student achievement. It is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom, course website, or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately ten weeks for one quarter unit of credit.

#### Lecture Course

- 1 credit = 1 hour per week (2 hours outside preparation)
- 2 credits = 2 hours per week (4 hours outside preparation)
- 3 credits = 3 hours per week (6 hours outside preparation)

#### Lab Course (these are 3-unit courses)

- 3 credits = 2 hours lecture and 4 hours lab

#### Studio Course (these are 6-unit courses)

- 6 credits = 4 hours lecture and 8 hours studio

#### Internships

- 3 units of credit for 80-100 hours at an institutionally approved internship site

**LABS** provide students with an environment for planned, structured, and directed analytical exploration and experimentation. Three hours in duration, labs immediately follow formal classroom instruction in designated courses. Courses with labs are noted on the Advisement Sheet program of study for each major.

**STUDIOS** assist students with assignments and projects, giving them an avenue to explore and express creativity. Expert advice and constructive critiquing appropriate to the subject matter are provided. Studio schedules are posted quarterly.

**WORKSHOPS** are concise educational programs for groups of students focusing on techniques and skills in a particular subject area.

### BOOKS & SUPPLIES

In order to best meet the educational requirements of its programs, FIDM provides, for sale, the books and supplies necessary for success for each course for which the student is enrolled. After registration, all books and supplies may be purchased online at [www.thefidmstore.com](http://www.thefidmstore.com) or at The FIDM Store. Students MUST acquire all required course materials by the first meeting of each class. Students who attend the first week of class unprepared may be dismissed from the class and unable to return until all course materials are acquired.

#### Books & Supplies Return:

Students who drop a class may return the complete course kit of books and supplies no later than the last day of the drop period. The returned books and

supplies must be unused, in perfect condition, and accompanied with a receipt.

#### Book Buyback:

FIDM partners with MBS Books to purchase used books at the end of each quarter. Students are encouraged to wait until finals are done before selling their books. Textbook value is determined by the physical condition of the book and the national demand. Buyback occurs on campus during the last week of classes, or online at [www.thefidmstore.com](http://www.thefidmstore.com).

### CLASS SIZE & SCHEDULING

The college has an obligation to provide the optimum scheduling and faculty staffing for the programs offered. Should changes of any sort be necessary, they do not affect the student's ability to fulfill all requirements. Every effort is made to maintain class limits based on the subject matter and nature of activity in the course.

### FIELD TRIPS

Students are responsible for their own transportation to and from field trips.

### FILMING & PHOTOGRAPHY ON CAMPUS

Filming and photography in classrooms and on campus require prior approval from the Vice President of Education.

## Facilities and Equipment

All of the equipment listed within this document is owned by FIDM/Fashion Institute of Design & Merchandising with the exception of the computer systems, which are leased.

### FIDM FACILITIES

Classroom and laboratory equipment at FIDM reflect advanced educational and technical practices, enabling students to work on challenging projects in a realistic setting. All equipment has been selected to enable students to achieve the educational program learning outcomes of each major.

### GENERAL CLASSROOMS

FIDM has general purpose classrooms and technology classrooms that are equipped for faculty to use technology in their classes. Room layouts vary, with some rooms offering individual student stations (drafting tables, tablet armchairs) and others offering collaborative student stations with chairs and larger tables designed to be flexible in arrangement so that classes can transform the spaces as needed. Rooms range from general classrooms that hold 20 students to large lecture spaces with room divider walls that can open up to accommodate up to 400. Portable Educarts (computer with projectors) are available to faculty to incorporate various types of media into the classroom. Some rooms contain fixed podiums for enhanced lectures with projectors containing a computer. Rooms that are used for classes and majors which involve hands-on projects contain a sink for clean-up.

### HOPE STREET ANNEX

FIDM's Hope Street Annex facility is located at 800 South Hope Street, Los Angeles. The facility provides studio and lecture classrooms on the ground floor for students of all majors. The Hope Street Studio, located on the fifth floor, houses FIDM's state-of-the-industry pattern labs, sewing rooms, 3-D Prototyping Lab, Textile Design Print Studio, Pigment Lab, and the Film & TV Costume Design Studio.

### COMPUTER FACILITIES

FIDM's standard offering for technology is to provide each student access to a single computer in Computer Lab classrooms. Other learning areas provide for mixed or casual-use computers to assist with shared research or demonstration (i.e., Library, IDEA Center, Student Lounge area).

FIDM is in the process of moving toward having students bring their own devices. Students will have the ability to use their own computers for classwork, for research in the library, and in common areas such as the Student Lounge area. FIDM is piloting this in a Mac Lab where instead of desktops, monitors are available for students to connect to their personal devices.

Windows computers have Microsoft Office, Adobe Creative Cloud, Sketchup Pro, and The Autodesk AutoCAD software suite.

Other specific PC Labs offer Rhino software utilized in the Design Program. CLO 3-D Design, NGC PLM (Product Lifecycle Management) and access to AIMS360 ERP (Enterprise Resource Planning) software are all used in the Apparel Industry Management program.

There are selected classrooms that provide Gerber AccuMark technology, with Silhouette tables, digitizers, and large and small plotters that mirror the technology used in apparel manufacturing centers worldwide. Students in these programs have supervised access to an industry-grade Gerber cutter table to experience their computerized designs being cut into fabric. Apple Mac Labs host the Graphic Design programs and offer macOS, Microsoft Office, Adobe Creative Cloud and Sketchup Pro. In addition, the Digital Media/Digital Cinema classrooms are equipped with external monitors for students to use with their laptops as extended displays. Software utilized in the Program, including the full Adobe Suite, will be provided to students for the duration of their studies.

Every PC and Mac Lab offers audio-visual projection capabilities, printing, and scanning functionality. The IDEA Center in the Library also offers printing (for a fee) and scanning capabilities.

For classrooms that do not have permanent technology installed, FIDM offers portable technology carts and podiums that feature a computer CPU and projector.

A wireless network is available to students that can be used in the Library, IDEA Center, and class-

rooms for in-class coursework. Students can opt to use these instead of or in conjunction with FIDM-provided technology.

### LIBRARY FACILITIES

The FIDM Library is a curated collection of materials supportive of all our creative and business majors. The collections include over 25,000 books and e-books, 100 magazines, and 40 research databases as well as several trend forecasting reports for market intelligence. In addition, newspapers, trade papers, scholarly journals and video resources support the curriculum.

A selection of textiles and material swatches are available to collect and use for inspiration and class projects, and the library subscribes to the Material ConneXion® database for research information on over 7,000 innovative and sustainable materials.

Our team of librarians and specialists provide instruction, reference, and research support to students, faculty and alumni. The library catalog and research databases are online and accessible to students while on or off-campus, on any device, ensuring that the Library's resources are readily available to inform and inspire.

### KNITWEAR FACILITIES

There are two Knitwear labs. The first of the labs has seven CAD stations, a scanner, and a color printer. All computers in the Knitwear lab are loaded with Adobe Creative Cloud, Stoll M1 Plus, and WeavePoint software for programming both computerized knitting and weaving equipment. There are several punch card handloom knitting machines available for students to use during class and studio time. A linker is available for garment assembly. The handloom knitting machines have double beds for reverse stitching. There are four harness Baby Wolf looms, an AVL 24 Dobby loom, and two warping stations. All the looms are set up with different design capabilities to maximize pattern versatility. The second lab has two STOLL industrial knitting machines, one 7.2 multi-gauge, and one 5.2 multi-gauge. The STOLL Knitwear Lab has one computer station loaded with the same software as listed above. The studios have staffing to support the use of the equipment.

The Knitwear labs support students in the Bachelor Design and Menswear programs.

### TEXTILE DESIGN PRINT FACILITIES

There are suites of textile design and weaving labs for the printing, painting, dyeing, and weaving of textiles. These labs are shared by Bachelor Design students.

The textile design labs are comprised of a print lab, dye lab, and a darkroom. The darkroom is equipped for the photo sensitive screen development processing and contains a 4' x 6' backlit washout sink, a 20" x 24" exposure unit, a dehumidifier, and a 1.7 cubic foot refrigerator. The room also has an area for coating silkscreens with a photo-emulsion, and drying racks.

The dye, or pigment lab, is for the mixing of dyes and dye paste, vat drying, and the post treatment of steaming and washing of fabrics and yarn. There is a 20-gallon dye kettle and an induction stove used for large and



small dye vats. This lab also has several large sinks, a ventilated drying area, and several large work tables. There is a CAD station with Adobe Creative Cloud and Wasatch Rip software.

The print lab is for the printing and painting of textiles and has 4' x 7' padded print tables and a 4' x 15' table. All tables have a built-in established registration system. Students also have use of silkscreens and squeegees in a variety of sizes.

An additional lab that students have access to is the 3-D Prototyping Lab. It contains MACs and a PC laptop, pattern cutting tables, conference table, vinyl cutter, a heat press, Epson Photo printer, Glowforge laser cutter with an air filter, Formlabs 3-D additive laser printer with two wash tanks and an UltiMaker 3-D filament printer.

### TEXTILE SCIENCE FACILITIES

The Textile Science labs are on the fifth floor of the main building and are comprised of three rooms: 512A, 512B, and 513. Room 512A contains a Kenmore washer and dryer, a heat press, a stove top, and a microwave. This equipment is used to test consumer wash and dry standards, apply color or print to fabric and apparel, and activate dyes. Room 512B houses an SP III Light Box which is used for color analysis and scale, as well as a Spectrophotometer which is used to measure color and quality. Room 513 holds the textile testing equipment. Students utilize a quick wash, Perspirometer, electric crockmeter, Martindale, flammability chamber, digital Elmendorf, textile scales, fabric cutters, microscopes, Elmendorf tear tester, sun tester, and a jet press. The students use the aforementioned equipment to test the abilities of fabrics such as consumer wash standards, reactions to body heat and perspiration, colorfastness, resistance to abrasion and pilling. This equipment is also used to measure the fabrics ability to withstand flame and the ability to ignite based on industry standards, as well as the tear strength of fabric. Fabric is also weighed and examined in order to classify yarn fibers, testing the resistance to aging and sunlight, and also to apply color and print to fabric and apparel.

Several programs of study utilize the labs.

### FACILITY AND EQUIPMENT USE BY MAJOR

#### APPAREL INDUSTRY MANAGEMENT

The Apparel Industry Management Program offers three pattern rooms and two sewing rooms at the Hope Street Annex. Manual pattern drafting and sewing are taught at this facility for both Apparel Industry Management and Merchandise Product Development majors. The equipment at this facility includes drafting tables, dress forms, irons, ironing boards, rabbit punches, single needle sewing machines, overlock sewing machines, coverstitch sewing machines, merrow machines, blindstitch sewing machine, coverstitch sewing machine, buttonhole machine, punch, and rolling racks. Students utilize the full suite of equipment in the Textile Testing Lab for their studies in fabric management and quality assurance. The program requires training

on computer-aided patternmaking system Gerber Accumark. There are two dedicated labs for the Gerber Accumark system and a separate room has a Gerber Cutter. In addition, software is being added to these labs to teach 3-D pattern drafting. These labs are used by Apparel Industry Management, Fashion Design, Menswear, and Apparel Technical Design majors. The equipment includes the following: Accumark software, digitizing tables, digitizing pens, silhouette tables, large plotters, small plotters, projectors, and a cutter with computer and cutting software.

PC Labs are used for Adobe Illustrator, Photoshop, CLO 3-D Design, FastFit360, Logility® PLM, Logility® SCM, and ERP software.

#### APPAREL TECHNICAL DESIGN

In addition to standard equipment (see Computer Facilities), Apparel Technical Design students are required to be trained in the use of computer-aided patternmaking systems to develop proficiency in patternmaking and pattern correction skills. The system used is Gerber Accumark. There are two dedicated labs and a separate room for the Gerber cutter. All spaces are shared with students in the Apparel Industry Management, Menswear, and Fashion Design majors. The full package of equipment includes the following: Accumark software, digitizing tables, digitizing pens, silhouette tables, large plotters, small plotters, projectors, and a cutter with computer and cutting software. 3-D patternmaking software is also available to the student in select PC labs to allow for experimentation with the design and production of virtual garments. PC labs are used for Adobe Illustrator, Photoshop, InDesign, CLO 3-D Design, and Logility® PLM.

The students in this major also utilize the full suite of equipment and dye chemicals available in the Textile Testing and Dye labs for their studies in fabric management, denim design and quality assurance.

#### BEAUTY MARKETING & PRODUCT DEVELOPMENT / BEAUTY BUSINESS MANAGEMENT

In addition to standard equipment (see Computer Facilities), the Beauty Marketing & Product Development students have access to a fragrance organ used in their Fundamentals of Fragrance class in order to mix oils and create fragrances, bulk ingredients to blend beauty products in Principles of Beauty Science, and samples of the latest product innovations in Fundamentals of Skin Care & Wellness. Students in the Bachelor in Beauty Business Management program utilize merchandising fixtures in the Merchandising in the Beauty Environment class.

#### DESIGN

In the Bachelor of Arts in Design program, students have access to the 3-D Prototyping Lab which contains MACs and a PC laptop, pattern cutting tables, conference table, vinyl cutter, a heat press, Epson Photo printer, Glowforge laser cutter with an air filter, Formlabs 3-D additive laser printer with two wash tanks, and an UltiMaker 3-D filament printer.

### DIGITAL MEDIA / DIGITAL CINEMA

FIDM's Digital Media and Digital Cinema majors are based in the Digital Media Center, built expressly to house both FIDM Productions and the primary Digital Media lab. The majors also use an additional lab dedicated solely to Digital Media, Digital Cinema, and Graphic Design. Both labs are fully equipped with cutting-edge hardware and software (see Computer Facilities), including Apple computers with large display monitors and high quality speakers designed and placed to disperse sound throughout the lab. Ceiling mounted high-definition LED projectors are provided for detailed instructions as well as top-mounted automated screens with high resolution displays and Tectronic printers and scanners that are capable of outputting professional-grade projects. The Digital Media and Digital Cinema majors provide all professional equipment necessary to complete projects, as well as granting students access to FIDM Productions' professional facilities and technology, including an insert stage, professional audio equipment, and a fully equipped machine room. The technology in the labs and in the professional facility is updated every year.

### FASHION DESIGN

Students in the Fashion Design Program use industrial single needle sewing machines in order to produce completed sewn garments, applying all the techniques taught in each course. Overlock machines are also used to sew over the edge of the fabric to prevent fraying and provide a finished look. Some overlock machines in FIDM's facilities have cutters to remove excess material and are known as sergers. Mellow machines and four thread/overlock machines are used by students to complete the edges of fabrics. Two types of dress forms are used in the program, torso only, and full body dress forms. They provide students with the ability to fit sample garments, measure and establish a pattern, and to drape garments using muslin or fabric. Irons and ironing boards are used to press garments. Students also use pattern tables to draft patterns, cut fabrics and paper, or any other use in order to support the process of creating and completing a garment. Throughout their program, students use rolling racks to hang their patterns, garments, and muslin samples. Fashion Design sewing labs are also used by Merchandise Product Development and Apparel Industry Management students. All Fashion Design facilities and equipment are also used by the Advanced Study programs. They include Advanced Fashion Design and Film & TV Costume Design. Students also use CAD (Computer Aided Design) programs. There are several computer rooms with Mac computers equipped with Adobe programs such as Illustrator and Photoshop. Computer programs, hardware, and systems are also used in Computer Pattern Drafting classes, where students use the Gerber Accumark system.

### GRAPHIC DESIGN

FIDM has four dedicated, fully equipped graphic labs designed with sound, ceiling mounted high-definition LED projectors for detailed instruction, and

top-mounted automated screens for color and resolution. All labs have printers, scanners, Canon digital SLR cameras with video capability, and camera equipment. The technology in place for this program includes the Mac platform in all graphic labs. All Graphic Design students are given Adobe Creative Cloud when they register in the first quarter.

### INTERIOR DESIGN

The Interior Design major utilizes PC Labs to facilitate the software requirements for the on-site classes to include AutoCAD, Revit, SketchUp, Rhino, Photoshop, Illustrator, and InDesign. Students receive all of the necessary software for off-site usage and compatible for a PC. Use of the 3-D printer is an accessed collaboration with the IT department. The Textile Testing Lab is used in conjunction with the Textile Science for Interior Design course required for the major.

### MERCHANDISE PRODUCT DEVELOPMENT

In addition to standard equipment (see Computer Facilities), Merchandise Product Development students utilize the three pattern rooms and two sewing rooms at the Hope Street Annex for training in manual pattern drafting, sewing, draping and fit analysis. The equipment at this facility includes drafting tables, dress forms, irons, ironing boards, rabbit punches, single needle sewing machines, overlock sewing machines, mellow machines, blindstitch sewing machine, coverstitch sewing machine, buttonhole machine, and rolling racks. All spaces are shared with the Apparel Industry Management and Fashion Design students.

The students in this major also utilize the full suite of equipment and dye chemicals available in the Textile Testing and Dye labs for their second-year coursework in color management and textile testing. They also have access to PLM (Product Lifecycle Management) software by Logility® to help develop, build, cost, produce, and track new designs. PC labs are used for Adobe Illustrator, Photoshop, InDesign, and CLO 3-D Design.

### MENSWEAR

FIDM's Menswear major is an Advanced Study Program. The Menswear program provides students with a comprehensive understanding of the design, marketing, and operational functions of today's global menswear industry. The pattern and sewing portion of this program is taught at the Hope Street Annex and the rest of the course in PC Labs, Gerber Labs, and multipurpose classrooms. The equipment and computer programs used are the same as Apparel Industry Management with the following additions: men's torso forms, men's full body forms, a rolling presentation rack, 3-D pattern drafting computers, and industrial knitting machines.

### VISUAL COMMUNICATIONS

In addition to standard equipment (see Computer Facilities), the following equipment is used to design, develop, and fabricate shadow boxes, windows, and other displays: laserjet printer, 3-D printer, cutawls, hot-wire machines, a hot knife, dremel tools, and a graphic 24" vinyl cutter.

FIDM FACILITY BY MAJOR

|                                                   | CLASSROOM FACILITIES | 3-D PROTOTYPING LAB | COMPUTER FACILITIES | DIGITAL MEDIA STUDIO | DYE LAB | FASHION DESIGN STUDIOS | GRAPHIC DESIGN STUDIOS | KNITWEAR LABS | LIBRARY FACILITIES | PROP ROOMS | STOLL KNIT LAB | TEXTILE SCIENCE FACILITIES | VISUAL LABS | ADDITIONAL FACILITIES |
|---------------------------------------------------|----------------------|---------------------|---------------------|----------------------|---------|------------------------|------------------------|---------------|--------------------|------------|----------------|----------------------------|-------------|-----------------------|
| ADVANCED FASHION DESIGN                           | X                    |                     | X                   |                      | X       | X                      |                        |               | X                  |            | X              |                            |             | X                     |
| APPAREL INDUSTRY MANAGEMENT                       | X                    |                     | X                   |                      |         | X                      |                        |               | X                  |            |                | X                          |             | X                     |
| APPAREL TECHNICAL DESIGN (B.S.)                   | X                    |                     | X                   |                      |         | X                      |                        |               | X                  |            |                | X                          |             | X                     |
| BEAUTY BUSINESS MANAGEMENT (B.S.)                 | X                    |                     | X                   |                      |         |                        |                        |               | X                  |            |                |                            |             | X                     |
| BEAUTY MARKETING & PRODUCT DEVELOPMENT            | X                    |                     | X                   |                      |         |                        |                        |               | X                  |            |                |                            |             | X                     |
| BUSINESS MANAGEMENT (B.S.)                        | X                    |                     | X                   |                      |         |                        |                        |               | X                  |            |                |                            |             | X                     |
| THE BUSINESS OF DENIM                             | X                    |                     | X                   |                      |         |                        |                        |               | X                  |            |                | X                          |             | X                     |
| CREATIVE INDUSTRY STUDIES (B.A.)                  | X                    |                     | X                   |                      |         |                        |                        |               | X                  |            |                |                            |             | X                     |
| DESIGN (B.A.)                                     | X                    | X                   | X                   |                      | X       | X                      |                        | X             | X                  |            | X              |                            |             | X                     |
| DIGITAL MARKETING                                 | X                    |                     | X                   |                      |         |                        |                        |               | X                  |            |                |                            |             | X                     |
| DIGITAL MEDIA / DIGITAL CINEMA                    | X                    |                     | X                   | X                    |         |                        | X                      |               | X                  |            |                |                            |             | X                     |
| FASHION DESIGN                                    | X                    |                     | X                   |                      |         | X                      |                        |               | X                  |            |                |                            |             | X                     |
| FILM & TV COSTUME DESIGN                          | X                    |                     | X                   |                      | X       | X                      |                        |               | X                  |            |                |                            |             | X                     |
| GRAPHIC DESIGN                                    | X                    |                     | X                   |                      |         |                        | X                      |               | X                  |            |                |                            |             | X                     |
| INTERIOR DESIGN                                   | X                    |                     | X                   |                      |         |                        |                        |               | X                  |            |                | X                          |             | X                     |
| INTERNATIONAL MANUFACTURING & PRODUCT DEVELOPMENT | X                    |                     | X                   |                      |         |                        |                        |               | X                  |            |                | X                          |             | X                     |
| MASTER OF BUSINESS ADMINISTRATION (MBA)           | X                    |                     | X                   | X                    |         |                        |                        |               | X                  |            |                |                            |             | X                     |
| MENSWEAR                                          | X                    |                     | X                   |                      |         | X                      |                        | X             | X                  |            |                | X                          |             | X                     |
| MERCHANDISE PRODUCT DEVELOPMENT                   | X                    |                     | X                   |                      |         | X                      |                        |               | X                  |            |                | X                          |             | X                     |
| MERCHANDISING & MARKETING                         | X                    |                     | X                   |                      |         |                        |                        |               | X                  |            |                | X                          |             | X                     |
| PROFESSIONAL STUDIES (B.A.)                       | X                    |                     | X                   |                      |         |                        |                        |               | X                  |            |                |                            |             | X                     |
| VISUAL COMMUNICATIONS                             | X                    |                     | X                   |                      |         |                        |                        |               | X                  | X          |                |                            | X           | X                     |

The Visual labs and studios are used for over 75% of the Visual Communications classes. The Prop Room is shared and stores mannequins, paint, and other miscellaneous props. It also contains a sink. Each of the work tables in the Visual labs contains cutting matte boards. The Prop Room and Visual Labs are also equipped with an eyewash station and first-aid kits.

## FIDM eLearning System

The FIDM eLearning System is a course management system that allows learning to take place in a virtual environment, beyond the traditional classroom setting. eLearning uses Canvas to manage online learning content for all classes, including on campus, hybrid, remote and asynchronous online courses. Students access Canvas via the student portal or the mobile application. There is no separate login for Canvas.

### ONLINE COURSES

Online courses are distance-learning, asynchronous courses that allow students flexibility with timing and scheduling. Online courses use modules that open weekly on Wednesdays and due dates are usually the following Tuesday, although there are exceptions. Students can participate at any time during that week at their own pace. The Canvas site hosts a course site that has all discussion, lectures, exams, and projects within each module. Students do not need to be in a specific physical location to take part in an online course. Grades for work submitted are posted to the Canvas eLearning site within seven to ten days.

To ensure success in taking an online course, students should:

- Use their FIDM email for communications, so that the eLearning team can communicate directly with students regarding Canvas access, technical issues, and anything related to an online course.
- Confirm that they have a computer that meets the technical requirements for the FIDM eLearning program as well as quality access to the internet for accessing Canvas.
- Be sure that they have all the required books and supplies for their eLearning course. Some courses may require a headset, microphone, or web-cam access for online meetings.
- Read the FIDM eLearning Technology Guide before their class begins so that they know what to do if they encounter a technical issue. This is found in the Student Hub in Canvas as well as the Canvas Help tab.

### ALL OTHER COURSES

All FIDM courses have an online component via Canvas that incorporates the gradebook and the syllabus as well as various course supplements. Each instructor will use various elements of Canvas tools to facili-

tate student access and success. These Canvas tools include the course syllabus, modules, assignments, lectures, videos, announcements, messaging, discussion boards, and the gradebook. Courses, especially remote or hybrid courses, may also incorporate Zoom meeting links.

## Student Conduct & Responsibilities

### STUDENT CONDUCT

All students must conform to federal, state, and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational mission of the college. Below are important policies, which FIDM must enforce in order to maintain a safe and compliant environment for all faculty, staff, and students.

### ACADEMIC HONESTY & FALSIFYING INFORMATION

All academic work submitted by a student must be original work. Purchasing papers, downloading tests/projects from websites as Chegg, Course Hero, etc., or using a tutor who re-writes the majority of a paper (essentially becomes the author of the paper) is considered cheating. Cheating or academic dishonesty includes, but is not limited to, all forms of giving or getting unauthorized help or using unauthorized materials on examinations and projects.

Plagiarism, a form of cheating, involves obtaining or attempting to obtain academic credit by copying the words or ideas of another (from a book, magazine article, or website, for example) and passing them off as one's own without documentation — that is, without acknowledging the source with quotation marks, footnotes, and lists of works cited. Claiming credit for artistic work done by someone else, such as an artwork, photos, a painting, drawing, or design is considered plagiarism and using online course sharing sites such as Course Hero is considered cheating. Cheating and plagiarism are cause for formal counseling and multiple incidents of cheating or plagiarism may result in suspension or dismissal from FIDM. Students who cheat or plagiarize will receive a zero "0" on the assignment and violation of the academic honesty policy is reported to the Department Chair. Falsifying information, including but not limited to information submitted to obtain financial aid, is strictly prohibited.

### ALCOHOL & SUBSTANCE-FREE ENVIRONMENT

FIDM is committed to the well-being of its students and maintains alcohol and drug abuse policies and programs consistent with the Drug-Free Schools and Communities Act (DFSCA). FIDM strictly forbids the unlawful manufacture, distribution, possession, or use of illicit drugs and alcohol is strictly prohibited on FIDM's property or as part of any FIDM officially sponsored off-campus activities as well as the remote learning environment. Notwithstanding state and local laws, Marijuana is a Schedule I Controlled Substance

under Federal Law and is included and covered by this policy. Students are also prohibited from being under the influence of alcohol, illegal drugs or any other substance that could adversely affect the health, safety or welfare of students and staff on FIDM property or at any of its officially sponsored activities. Violation of this policy may result in immediate dismissal from academic programs or college-related employment.

The FIDM campus is a smoke-free environment. Smoking includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine-delivering devices, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco innovation. Information on substance abuse programs, prevention awareness, and all other counseling services is available upon request and in the Annual Safety and Security Report on FIDM's website at <http://fidm.edu/en/about/policies+disclosures/general+information/>

### CAMPUS SAFETY & ACCESS

FIDM is committed to the safety of its students, faculty, and staff. Students are prohibited from bringing firearms, hoverboards, electronic skateboards, and any other motorized board or vehicle onto the FIDM campus. Illegal weapons or threatening gestures with an object that can be used as a weapon will lead to immediate dismissal.

Students are required to wear their valid FIDM Student Photo Identification cards where visible while on FIDM premises. FIDM Student Photo ID cards may not be altered, copied, or forged and are non-transferable. If a student is discovered loaning or altering a FIDM Student Photo ID card, that card will be confiscated and the student will face a mandatory appointment with the Dean of Education.

Campus access is restricted to posted hours of operation. Only registered students are permitted in the classroom. Authorized guests/visitors are allowed on campus with prior approval and notification to Security from FIDM Staff for college business purposes (i.e., guest presenter, authorized vendor, campus meeting, etc.). All authorized visitors are required to check-in with the Security desk to obtain a guest/visitor pass. Students and faculty are not permitted to bring family, friends, or business acquaintances on campus.

### CONDUCT

FIDM is committed to a collegiate environment in which respect for others and proper conduct is demonstrated. Hateful language, including profanity, racial, gender, or religious slurs is contrary to FIDM policy, may be a violation of state and/or federal laws and is in direct opposition to a positive education environment. FIDM promotes a professional environment free from hostility and does not tolerate harassing, bullying, intimidating, or threatening behavior or communication. Any violation will result in disciplinary action including suspension of services, and/or privileges, or dismissal. Students must conduct themselves in a mature and

professional manner on and off campus in the following scenarios: in the classroom; on campus using online or offline platforms to complete FIDM coursework; participating in a college-endorsed internship program; participating in college related activities; and in FIDM non-campus housing. Eating and drinking are not permitted in FIDM's classrooms, computer labs, halls, Library, or elevators. Excessive talking, rudeness, or class disruptions will not be tolerated. Cell phones are disruptive and must be turned off during class time and in any environment in which other students are studying, researching, or gathering for educational purposes, unless permitted by an instructor or designated staff member. In addition, FIDM respects the student's right to individual expression through dress and appearance; however, we ask that they exercise discretion in regard to their choices to reflect a professional college student that does not cause undue attention or interfere with the educational process.

### DEFACING FIDM PROPERTY

Any student who defaces, vandalizes, or destroys FIDM property (including but not limited to library materials, computers, elevators, restrooms, parking structure, etc.) will be dismissed from the college. All types of spray mount adhesive and spray paint are prohibited from being used on the FIDM campus.

### HARASSMENT & DISCRIMINATION

FIDM is committed to providing a safe learning and working environment for members of the campus community that is free from all forms of unlawful discrimination, harassment, exploitation or intimidation. FIDM prohibits unlawful harassment or discrimination based on race, religion, color, sex, gender, gender identity or expression, sexual orientation, age, national or ethnic origin, disability, veteran status or any other characteristics or condition protected by federal, state or local law. Conduct of the type that is prohibited may not rise to the level of a violation of law, but is still a violation of FIDM policy. Violation of this policy will result in appropriate disciplinary action, up to and including disqualification from school.

Prohibited conduct includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis. Examples include: inappropriate remarks, jokes, posters or cartoons, any unwelcome touching or physical contact, slurs, derogatory remarks and/or stereotypes. If a member of the campus community believes they are a victim of prohibited discrimination, harassment, or retaliation, they may file a complaint with their Department Chairperson or the Office of Human Resources. FIDM will take immediate action to investigate if the incident has occurred. If so determined, the College will eliminate the discrimination, prevent its recurrence, offer remedies that address its effects and cooperate with any criminal investigation, separate from the College investigation.

### SOLICITATION / DISTRIBUTION

The solicitation and distribution to students of non-FIDM materials and the use of the college facility for non-FIDM business purposes is prohibited. Posting flyers, pamphlets, posters, or other means of advertising on the walls or bulletin boards is not allowed.

### STUDENT RESPONSIBILITIES

#### FIDM STUDENT TRAVEL POLICY

The Study Abroad Department requires that students who participate in college-related travel to submit a passport or driver's license/ID card upon enrollment. International students may need a visa to travel. Students are responsible for determining their status and obtaining a visa, if necessary, and showing proof of vaccination prior to their trip. Some travel programs may require that students purchase short-term medical coverage in order to participate. Additional travel documents must be completed prior to departure.

#### PREPARATION & STUDY

FIDM values the importance of learning, preparation, and study. It is the responsibility of the student to keep up with the assigned readings and homework and to manage their time. A minimum of two hours preparation for each hour in class is recommended for research and study time outside of class.

#### SATISFACTORY ACADEMIC PROGRESS (SAP)

FIDM requires students attending the college to make reasonable progress toward the completion of their educational objective. All students are expected to maintain a minimum 2.0 grade point average (3.0 for students in the Master's program) and successfully complete a minimum of 67% of units attempted. Students who fail to meet FIDM's Satisfactory Academic Progress requirements may lose their eligibility for financial aid and/or veterans benefits.

#### UPDATING CONTACT INFORMATION

It is the students' responsibility to provide current contact information to the college. Students can make the following changes:

- Cell and home phone number, mailing address, and email can be updated in the Department of Student Success and the Financial Services Department, or requests can be made on the portal.
- Name Change can be updated in the Financial Services Department by presenting a current Driver License, State Identification Card, Passport, or any certified legal document with the name change.

### STUDENT TECHNOLOGY USE POLICY

#### OFF CAMPUS

In an effort to provide FIDM Students with a quality education which keeps pace with our rapidly changing world, it has been essential to implement new technology standards for email, Internet, and computer access.

- Email — All students receive a FIDM-Cloud Mail account. This email is accessible through the MyApps page at <https://myapps.microsoft.com/>. From there, Outlook is the application that is used to open the FIDMCloud Mail account. This is the official FIDM email account and should be used for all FIDM contact with instructors as well as to maintain access to the Adobe Creative Cloud, LinkedIn Learning, Career Network, and invitations to necessary software.
- Access to a Computer — FIDM strongly recommends each student buy or have access to a personal computer. Students who have access are more proficient and better prepared for the workforce.
- Internet Access — Given the increasing use of the Internet as a source of information for research, class assignments, job-hunting, and personal enjoyment, FIDM strongly encourages all students to have access to the Internet from home, in addition to access available at FIDM.

#### ON CAMPUS

FIDM/Fashion Institute of Design & Merchandising has invested substantial assets in order to provide students with the most updated functional versions of technology software to help prepare students for their prospective industries. Students are expected to exercise good judgment to ensure that all of their electronic communications reflect high ethical standards and convey mutual respect and civility. In accordance, the following terms and provisions state the Student Technology Use Policy for the college:

Students may not:

1. *Advocate or encourage violence against any government, organization, group, individual, or property, or provide instruction, information, or assistance in causing or carrying out such violence, regardless of whether such activity is unlawful. Violations will be reported to the appropriate civil authorities.*
2. *Change FIDM computer or hardware system settings or disconnect, connect, or switch off any hardware from computers, including, but not limited to, printers, projectors, or other FIDM technology resources.*
3. *Introduce or activate any viruses, worms, harmful code, and/or Trojan horses; evade spam filters to the FIDM network.*
4. *Use FIDMCloud Mail accounts, web-related content, or computer resources for personal gain, gambling activities, partisan political purposes, or with the intent of harming a particular individual.*
5. *Create, download, install, or store programs and software on FIDM systems.*
6. *Use FIDM network resources to send or post unsolicited messages or email, whether*

commercial or not:

- a. to any recipients who have requested that messages not be sent to them.
  - b. to a large number of recipients, including users, newsgroups, or bulletin boards, at one time; send or post a message or email with deceptive, absent, or forged header or sender identification information.
  - c. resell FIDM's services, in whole or in part, to any entity or individual.
  - d. hold FIDM, or its affiliates to public scorn or ridicule.
7. *Use the FIDM network or computer resources to play games, use non-FIDM chatrooms, download, display, perform, send, receive, or store any content that is obscene, pornographic, lewd, or lascivious.*
  8. *Have food or beverages near computer terminals or in the computer labs.*
  9. *Search, read, copy, alter, or delete another person's files or use another person's user ID or password, or share a password or Zoom link.*
  10. *Transmit intimidating, harassing, threatening, discriminating, and inappropriate messages, or forge electronic communication via all platforms. Propagate chain letters or pyramid schemes, whether or not the recipient wishes to receive such mailings.*
  11. *Communicate with their instructor via personal telephone number/mobile number or email address, text messaging or any social media, including, but not limited to, Facebook, Instagram, Snapchat, Twitter, or LinkedIn.*
  12. *Use the FIDM network or computer resources to plagiarize or reproduce copyrighted materials, trademarks, or other protected material in any electronic form without express written permission from the material's owner. This includes FIDM's trademarks, college logo, and seal.*
  13. *Distribute or duplicate copyrighted software or programs without appropriate licensing agreements. Access, send, receive, display, perform, disclose, store, or execute any content:*
    - a. in violation of any copyright, right of publicity, patent, trademark, service mark, trade name, trade secret, or other intellectual property right.
    - b. in violation of any applicable agreement, —OR—
    - c. without authorization.
  14. *Distribute or reproduce, in any digital form, copyrighted music, video, or other multimedia content without the express written permission of the owner.*

Violating this policy in whole or in part could result in restrictions to computer resources access or further disciplinary action by the college (such as dismissal from school) and/or criminal prosecution by appropriate legal authorities.

The computer labs are designated for students working on academic projects. Out of consideration for all students, recreational computer use is not allowed at busy times when students with academic work are waiting. Use of computers for recreational purposes is not permitted within the classroom when the class is in session.

#### HOW TO AVOID PENALTIES

- Do not use file sharing software, (also known as peer-to-peer or p2p software) to download copyrighted media. Students MUST have the copyright owner's permission or the download is considered infringing and illegal.
- Most programs that allow for the download of songs and movies without payment will share the recipient's computer's files and personal information to the Internet by default.
- Popular file sharing programs used to distribute and obtain media illegally include: DropBox, BitTorrent, Gnutella, Warez P2P and many others. While these sites are not illegal, they are used for illegal activities.
- Students should only use legal downloading or subscription streaming services, such as Amazon, iTunes, YouTube, and Netflix, to view media.
- Students should not share media obtained legally, except as the copyright holder permits (iTunes streaming, etc.). Most file sharing software, by default, finds, advertises and shares all music and movies on the recipient's computer regardless of whether or not they have the right to share/upload these files.
- Students should protect their computers from malicious software by not installing file sharing software. While malware rarely installs file sharing software, that software is routinely exploited by criminals to provide a distribution channel for 'free' files that let them steal information. Students should make sure they have obtained virus scanning and malware detection software above and beyond what Windows or Apple provides by default.

#### REQUIRED COMPUTER SOFTWARE SPECIFICATIONS

Required computer specifications can be found in Student Activities, on the FIDM Portal, and on FIDM's website at <https://fidm.edu/en/admissions/parent+faq/>.

#### FIDM CLOUD MAIL

Microsoft O365 provides the FIDM web-based email system for students and the email program is Outlook. Students are required to activate and maintain their

FIDMCloud Mail account. FIDMCloud Mail is the official communications route for students to receive all school and class communication as well as access to additional programs, such as Adobe Creative Cloud, MS Office products and LinkedIn Learning. New students will receive an email from [elearning@us.fidm.edu](mailto:elearning@us.fidm.edu) to activate their FIDMCloud Mail account.

To log in to FIDMCloud Mail

- Go to [myapps.microsoft.com](https://myapps.microsoft.com) (or go to <https://portal.office.com>) with the following username and password
  - Username: [xxx@us.fidm.edu](mailto:xxx@us.fidm.edu)
  - Password: <<MS provisioning randomly generated >>
- Open the Outlook application to access the FIDM email
- Download the Outlook mobile app which is available for iOS and Android.
- Search for "Outlook" in the App store or Google Play.

Students can email questions to [elearning@us.fidm.edu](mailto:elearning@us.fidm.edu), or call 213-624-1200 extension 4477.

## Student Services

### CAREER CENTER

From the first day of class, students begin to integrate into a network of industry leaders, FIDM Faculty, and influential FIDM Graduates. The Career Center works with FIDM Students and Graduates one-on-one to ensure a targeted and efficient career search.

The Career Center believes that what is learned in the FIDM classroom, combined with the experience gained from working alongside industry professionals, enhances career growth post-graduation. Career Center Coaches provide students and graduates with the best resources to help them hone the skills they have learned at FIDM and effectively apply them to the working world.

Some of those services include:

- Career Network: 24/7 access to connect directly to the Career Center; resources, documents, employment opportunities, industry job links, and appointment scheduling
- One-on-one individual career coaching and planning
- Resume and portfolio review
- Interviewing and networking assistance
- Internship assistance
- Part-time and full-time employment opportunities through Career Network
- Academic and paid internships through Career Network
- Volunteer opportunities
- Career Center Alumni events: Alumni Mixers, Industry Partnerships, Portfolio Exhibition, on-campus recruitment, and virtual career fairs, and workshops

### Internships

Internships are opportunities for students to combine academic training with employment in fields related to their course of study. Students who are interested in gaining this type of "real life" experience should meet with a Career Coach. To qualify, students must maintain a minimum 3.0 grade point average, have proof of medical insurance, and be in the second, third, or fourth year of a FIDM undergraduate degree. Students enrolled in Professional Designation, Bachelor's, and Master's degree programs are eligible to apply for internships after their first quarter. Internships must be secured and paperwork completed prior to the end of the quarter preceding the internship's start date (e.g., by the end of Winter quarter for an internship starting in Spring). To receive academic credit, students must confirm their plans with their department prior to applying and will be asked to complete specific coursework. International students may be eligible to complete internships, subject to federal/state regulation, if they qualify for FIDM's Curriculum Practical Training (CPT) program.

### Industry Relations

Career Center Coaches and Staff constantly work to build and maintain relationships with employers to find quality industry jobs and internship leads within all the FIDM majors. Through on-campus recruitment, site visits, internships, job opportunities, and special projects, the Career Center stays in tune with the latest career trends. Job opportunities are posted daily on the Career Network. Students and Alumni have full access to job leads, internship leads, resume builder, and employer company history through Career Network.

### HOUSING

The Housing Department is committed to assisting students with finding the residential plan that best suits their needs. FIDM does not own or operate any dormitory or apartment facilities. The FIDM Housing Department offers third-party apartment rentals through FIDM (FIDM Student Housing) as well as independent housing referrals. This popular option creates an exciting community of FIDM Students with FIDM Housing Staff on-site or easily accessible. Space is assigned on a first-come, first-served basis. All apartments are two bedroom/two bathroom units. FIDM Housing options are within walking distance of the campus. The current quarterly cost for FIDM Housing consists of a one-time, non-refundable, initial placement fee of \$350 along with one quarter of rent (\$4,100\* for a shared bedroom or \$8,200\* for a private bedroom). \*Subject to change annually.

Independent Housing listings are available through the FIDM website and provide current students with apartment options. For accepted students, roommate and apartment listings are available via the FIDM Portal. All students are responsible for contacting apartment complexes and potential roommates directly, as FIDM Housing does not verify any listing. Independent



## 200 POLICIES & REGULATIONS

referrals come from current FIDM Students, FIDM Alumni, students from other local colleges, and local residents that live in the area. Referral housing location distances range from less than a mile to a 17-mile radius of the campus. Prices vary from \$1,000 to \$1,500 monthly to share a room, and \$1,700 to \$2,400 to rent a private room. Please visit the properties website for the most up-to-date rates. The properties that are used by FIDM Student Housing are also available to students independently; however, the leasing packages and rates may vary.

### IDEA CENTER (INDIVIDUAL DEVELOPMENT & EDUCATIONAL ASSISTANCE)

The IDEA Center provides students with assistance in the areas of writing, math, reading comprehension, study and research skills, time management, speech presentation, Photoshop, Illustrator, sketching, and more.

### LIBRARY

The FIDM Library is a curated collection of materials supportive of all our creative and business majors. The collections include over 25,000 books and eBooks, 200 magazines, and 40 research databases as well as several trend forecasting reports for market intelligence. In addition, newspapers, trade papers, scholarly journals and video resources support the curriculum.

A selection of textiles and material swatches are available to collect and use for inspiration and class projects, and the library subscribes to the Material ConneXion® database for research information on over 7,000 innovative and sustainable materials.

Our team of librarians and specialists provide instruction, reference, and research support to students, faculty and alumni. The library catalog and research databases are online and accessible to students while on or off-campus, on any device, ensuring that the Library's resources are readily available to inform and inspire.

### PERSONAL COUNSELING

The Personal Counseling Department provides counseling support for all students to address emotional, social, and academic issues pertaining to their personal and professional goals. The counseling session focuses on basic counseling needs such as problem solving, conflict resolution, goal setting, communication improvement, time management, and stress management related to academic and personal issues, as well as crisis counseling. Although FIDM's goal is to maintain confidentiality, if a student expresses suicidal tendencies or plans to harm others, the Personal Counselor will contact the parents and the appropriate authorities as required legally.

The Personal Counseling Department can provide referrals for licensed therapists, psychologists and psychiatrists, as well as clinics and agencies to all students who are seeking mental health and healthcare support while attending FIDM. All counseling sessions are held in a supportive, safe, and confidential environment. In the event of any emotional situation or crisis, students

should contact a personal counselor for an appointment immediately. If the student has an urgent need to speak with a counselor and the counselor is not immediately available, please contact the Front Desk. FIDM will make every attempt to reach a Personal Counselor, a family member or friend, or they will call 911.

### REGISTRAR

The Registrar's Office manages student records, produces strategic reports, and supports the college's mission by facilitating students timely program completion. The Registrar's Office provides the following services:

- Verifies enrollment, including student deferments
- Processes FIDM transcript requests
- Supplies Advisement Sheets listing the quarterly sequence of courses for each program/major
- Provides registration information and the Schedule of Classes on the student portal prior to web registration for each quarter
- Processes grades submitted by instructors

**Note:** Questions regarding a specific grade should be directed to the instructor or the Education Department.

## Department of Student Success

The Department of Student Success assists with the advancement and completion of a student's academic program by providing direction and support for all aspects of the FIDM educational experience.

### WITHDRAWAL AND LEAVE OF ABSENCE

Each academic program is considered an uninterrupted sequence. If it becomes necessary for a student to withdraw or take a leave from the college, a Leave of Absence/Withdrawal Form must be completed with the Department of Student Success. An Approved Leave of Absence may be taken for only one full quarter. Any student taking an Unapproved Leave of Absence or withdrawing from the college after the second week of classes will need to repeat the class and will be charged full tuition and course-related fees when they re-register for the class. If any books and/or supplies have changed for the repeated class when the student ultimately takes it, the student will be responsible for their purchase. Students on a Leave of Absence are eligible to receive assistance from the Career Center. Students receiving a Cal Grant award must notify the California Student Aid Commission (<https://mygrantinfo.csac.ca.gov/>) of their Leave of Absence or they will lose their award.

- Regarding a refund: A refund will be calculated when a student either withdraws from all classes or takes an Unapproved Leave of Absence. Students are reminded that when a refund is calculated based upon a student's Leave of Absence, it is the student's responsibility to reapply for all financial aid prior to returning to the college.

**TUITION**

As a supplement to the catalog, a current tuition schedule is available from the Admissions Office.

**FEES**

| FEES                                                                                                                                                                                                                                                                                                                                             | PURPOSE                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| \$9                                                                                                                                                                                                                                                                                                                                              | FIDM Transcript<br>A signed request must be sent to the Registrar's Office with the correct fee. Allow a minimum of five working days for processing transcripts. |
| \$25                                                                                                                                                                                                                                                                                                                                             | Late charge for payments (\$500 or more) made 5 days after due date                                                                                               |
| \$15                                                                                                                                                                                                                                                                                                                                             | Additional/Replacement diploma fee                                                                                                                                |
| Variable                                                                                                                                                                                                                                                                                                                                         | Additional 3-unit class                                                                                                                                           |
| \$350                                                                                                                                                                                                                                                                                                                                            | CARE challenge fee (per 3 units)                                                                                                                                  |
| \$25                                                                                                                                                                                                                                                                                                                                             | Returned check                                                                                                                                                    |
| Tuition & fees at the prevailing rate                                                                                                                                                                                                                                                                                                            | Developmental Writing                                                                                                                                             |
| \$500                                                                                                                                                                                                                                                                                                                                            | Study Abroad Program Fee                                                                                                                                          |
| REPEATING A <u>FAILED</u> COURSE*                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                   |
| A student who needs to repeat a course will be charged tuition and fees at the prevailing rate. Course-related resource fees are applied at the same time that the student registers for the repeated course.<br>Three (3) hour, zero (0)-unit courses such as GNST 0400 Writing Skills will be charged tuition and fees at the prevailing rate. |                                                                                                                                                                   |
| REPEATING A <u>PASSING</u> COURSE*                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                   |
| Students who repeat a course in order to improve their grade point average (GPA) will be charged tuition and fees at the prevailing rate.                                                                                                                                                                                                        |                                                                                                                                                                   |

\*Does not include books and supplies

**FOR SCHOLARSHIP INFORMATION**

- Visit a Student Advisor.
- Utilize the FIDM Scholarship Foundation, Inc. website [FIDMscholarshipfoundation.org](http://FIDMscholarshipfoundation.org).

**F-1 Visa International Students**

**INSTRUCTION**

All instruction at FIDM is in English.

**MAINTAINING F-1 STATUS**

After an international student obtains a visa and enters the U.S. in F-1 status, they must continue to maintain that status and follow F-1 regulations upon entry until final departure. The key requirements for maintaining F-1 status include, but are not limited to the following:

1. *Report to FIDM's Designated School Official (DSO) for Student and Exchange Visitor Information System (SEVIS) registration upon arriving at FIDM. Students must be registered in SEVIS no later than 30 days after the program start date.*
2. *Attend the school authorized on the I-20.*
3. *Maintain a full course of study (minimum of 12 units) each quarter and make normal academic progress towards completion of program. Nine of the 12 units must be in the classroom (not online), unless approved under a specific exception, in advance (before dropping a class), by the FIDM International Students Office.*
4. *Transfer or extend program in a timely manner or file timely requests for extension of stay, change of status, transfer, optional practical training, and other benefits.*
5. *Keep continuity in program of study (absence from the U.S. or any other academic break of more than five months terminates F-1 status).*
6. *Refrain from unauthorized work or illegal activity.*
7. *When traveling abroad, always return in proper F-1 status.*
8. *Keep the passport valid for six months into the future.*
9. *Report any changes of address to FIDM's Designated School Official within 10 days of the change.*
10. *Abide by the aggregate unemployment rules while on post-completion Optional Practical Training (OPT).*

At normal conclusion of studies or practical training, F-1 students usually have 60 days (grace period) in which to prepare to leave the U.S., to move to a new academic program, or to transfer to another institution. However, certain factors may reduce that grace period.

**EMPLOYMENT IN F-1 STATUS**

An F-1 student may only work under the following conditions (any work not authorized by this section will violate F-1 status and serve as grounds for cancellation).

- **On-campus employment:** Must be performed on campus, and is limited to 20 hours a week while school is in session.
- **Off-campus work authorization:** In general if an F-1 student wishes to work off-campus before graduation, one of the following circumstances must exist:

### 1. ECONOMIC HARDSHIP

Student must have been in F-1 status for at least one full academic year. The student must prove to U.S. Citizens and Immigration Service (USCIS) that employment is necessary due to severe economic hardship caused by circumstances beyond their control that arose after obtaining F-1 status. It is designed for off-campus employment, but there is no specific prohibition against it being used on-campus. It is granted by USCIS in increments of one year at a time, or until the program end-date, whichever is shorter. Authorization ends if a student transfers schools. It is limited to 20 hours per week while school is in session and it can be full-time during official school breaks. The work can be in any job; it does not have to be related to the course of study. The student must apply for Employment Application Document (EAD) from USCIS, and receive EAD before employment begins.

### 2. INTERNSHIP/APPRENTICESHIP/CURRICULUM PRACTICAL TRAINING (CPT)

Student must have been lawfully enrolled on a full-time basis at a Department of Homeland Security (DHS)-approved school for one full academic year before being eligible for CPT. Additional requirements per FIDM policy are:

- Student may only be authorized for CPT during their last or second-to-last quarter of their program and must maintain a 3.0 grade point average or higher to be eligible.
- Student may engage in CPT only for the specific employer, location, and period approved and recorded by FIDM's International Students Office in SEVIS. CPT must be an integral part of student's established curriculum to qualify.
- Student must first receive an offer letter from their potential employer specifying the job title, job duties, days and hours of employment, and the company's Employment Identification Number.
- The potential CPT must be approved by both FIDM's Career Center and the Education Department/Office of Academic Support prior to being submitted to FIDM's International Students Office for processing.

### 3. OPTIONAL PRACTICAL TRAINING (OPT)

To qualify, an F-1 student must have been lawfully enrolled on a full-time basis at a DHS-approved school for one full academic year before being eligible for OPT. Students may engage in OPT for any employer for the duration of their OPT authorization, as long as the employment qualifies under OPT standards. Standard, post-completion OPT is authorized for a maximum of 12 months (no FIDM major qualifies for a STEM extension).

OPT must be directly related to the student's course of study. Students on post-completion OPT are limited to a maximum of 90 days of unemployment. Student files I-765 application for EAD with USCIS. Work can begin only after receiving EAD issued by USCIS. F-1 International Students may apply for OPT as early as 90 days before their program end date, the application must be RECEIVED by the USCIS no later than 60 days after student's program end date. OPT must start and end within a 14-month period.

**STUDENTS:** Please see the Designated Student Official (DSO) for a complete employment policy form and for more information regarding International F-1 students.

## Campus & Personal Safety

### PERSONAL SAFETY & CRIME PREVENTION ON CAMPUS

FIDM is dedicated to providing a safe working and learning environment. All students are informed of campus security procedures during orientation and employees are informed upon hire. While Campus Security plays a role in ensuring the campus remains as safe as possible, students and employees are also responsible for their own safety, as well as for the safety of those around them. Students and employees should be familiar with FIDM's campus security procedures and report an incident when it occurs.

For information on FIDM's campus security policies and crime statistics, please see FIDM's most recent Annual Safety and Security Report, which is available on FIDM's website: <http://fidm.edu/en/about/policies+disclosures/general+information/>.

### TO REPORT A CRIME OR EMERGENCY

Students and employees should report any and all suspicious campus activity immediately upon witnessing it. Students, faculty, and staff are strongly encouraged to report all crimes to local law enforcement. Dial 9-1-1 for emergencies only. Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside the building should be reported to the local law enforcement agency. The Annual Safety and Security Report contains applicable contact information.

**Off-campus:** Report any crime to the local police. For emergencies, please call 911.

**On-campus:** Report any crime, emergency, and/or suspicious or potentially criminal activity immediately to the FIDM Campus Security Authorities.

### PREPARING ANNUAL DISCLOSURE OF CRIME STATISTICS

To maintain compliance with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act ("Clery Act"), Higher Education Act ("HEA") requirements, and related statutes and regulations, and in an effort to continuously promote and improve safety and security measures on campus, FIDM collects and publishes information regarding its security policies, available services and crime statistics. Once collected,

## CAMPUS SECURITY AUTHORITIES

| NAME                     | TITLE                                                                             | EMAIL               | EXTENSION |
|--------------------------|-----------------------------------------------------------------------------------|---------------------|-----------|
| FIDM Campus 213.624.1200 |                                                                                   |                     |           |
| Lisa Davis               | Title IX Coordinator<br>Executive Assistant to the Vice President<br>of Education | ldavis@fidm.edu     | x3017     |
| Todd Anderson            | Campus Security Director                                                          | tjanderson@fidm.com | x2022     |
| Joseph Allen             | Campus Security Director                                                          | jallen@fidm.edu     | x2022     |

the information is presented annually in the Annual Safety and Security Report (“the Report”) to prospective and current students, prospective and current faculty and staff, and to the public. FIDM distributes the Report to all enrolled students and current employees via a notice by electronic mail that the current version of the Report has been posted to FIDM’s website. A paper copy is also available upon request.

FIDM’s most recent Annual Safety and Security Report is available on FIDM’s website; <http://fidm.edu/en/about/policies+disclosures/general+information/>. Any questions about this Report should be directed to Lisa Davis, Executive Assistant to Vice President, Education & Title IX Coordinator, who serves as the Campus Security Survey Administrator at 213.624.1200, extension 3017 or [ldavis@fidm.edu](mailto:ldavis@fidm.edu).

## EMERGENCY ALERT NOTIFICATION PROCEDURE

In the event of an emergency, students receive “FIDM Alert” messages via cell phone, email, and/or text messaging. It is the student’s responsibility to provide current contact information quarterly in order to receive timely communications. To ensure the optimal level of performance in an emergency, FIDM will regularly conduct a test of the emergency alert notification system. Phone calls and text messages are subject to the conditions and rates of the student’s particular calling plan. FIDM will not be held responsible for any charges billed by cell phone providers in efforts to relay emergency information.

## General Information

### FIDM MUSEUM

The FIDM Museum was organized as a nonprofit in 1978 to provide a research facility of garments and visual materials to serve the needs of students, scholars, designers, and the public. Housed within the campus, the 15,000 piece collection represents over 400 years of fashion history, including *haute couture* and ready-to-wear, world dress, film costumes, accessories, jewelry, textiles, fragrance packaging, and ephemera.

The Museum Collections are split into two major parts: the Permanent Collection, used for exhibition and research; and the Study Collection, used by students for hands-on inspection and inspiration. The

Collections are constantly researched, exhibited, and published nationally and internationally.

The Museum offers 8,000 square feet of exhibition space and hosts up to three major exhibitions each year, in addition to smaller installations and conferences. The volunteer FIDM Museum Fashion Council supports acquisitions and educational endeavors through fundraising and outreach. The FIDM Museum is committed to the development of educational exhibitions that explore the limitless relationships of fashion with the arts, history, society, and technology. [FIDMmuseum.org](http://FIDMmuseum.org) / [FIDMmuseum.org/blog](http://FIDMmuseum.org/blog).

### FIDM SCHOLARSHIP FOUNDATION & FIDM SCHOLARSHIP STORE

The FIDM Scholarship Foundation Inc. was established in 1978, with the sole purpose of helping students and their families afford a college education. We do that in two ways: first, through store sales at the FIDM Scholarship Store, and second, by providing scholarship listings to students.

The FIDM Scholarship Store is open to the public and sells merchandise donated by top fashion companies. All prices are below wholesale and proceeds from store sales generate scholarships for current FIDM Students.

We also provide information about scholarships from organizations outside of FIDM. An up-to-date list, including links to applications, can be found at [FIDMscholarshipfoundation.org](http://FIDMscholarshipfoundation.org). The site is updated weekly so check back often.

### THE FIDM STORE

The FIDM Store stocks college-related reference books, supplies, notebooks, art materials, stationery, and gifts. The store also sells FIDM-branded clothing, accessories, tote bags, and gifts made especially for FIDM. The website is [theFIDMstore.com](http://theFIDMstore.com).

### FIDM TOTE BAG

The FIDM tote bag is provided to students during the first quarter of each contracted program. Tote bag distribution days and hours are posted quarterly. Additional FIDM tote bags may be purchased in the FIDM Store.

### FIDMPRINTS

Color and black/white printing and copying are available for a fee in the Library/IDEA Center with a valid FIDM Student Photo ID card.

### FIRST-AID / HEALTH INFORMATION

While FIDM does not have a Health and Wellness Center, first-aid supplies are available. Please contact the campus receptionist, at 213-624-1200, for specific information about first-aid supply locations. In alignment with public health guidelines, FIDM requires COVID-19 vaccinations for students who wish to gain on-campus access. Students needing information regarding vaccinations should contact their health care provider. Inquiries about COVID-19 vaccination accommodations or exemptions for medical reasons or strictly-held religious beliefs, please contact the Office of Human Resources. Students may visit the Student Activities Office or the Personal Counseling Office for health insurance brochures and other health information. Health resources are not affiliated with FIDM.

### LOST & FOUND

Lost & Found is located at the FIDM Security Desk, 1st floor (Rotunda).

### PARKING INFORMATION

Students should contact the Student Activities Office for parking information in the surrounding community.

### STUDENT PHOTO IDENTIFICATION CARD

All current students must display their FIDM Student Photo ID along with their COVID-19 Vaccination sticker, and a valid quarter sticker while on campus. This card is required for access to the FIDM campus, and it allows students to check out books and DVDs in the Library, pick up books and supplies from the Bookroom, print in the Library/IDEA Center and computer labs, and receive student discounts around town. The fee for a lost FIDM Student Photo ID is \$10.

### STUDENT LOUNGE

The FIDM Student Lounge is a place to eat lunch, catch up on homework, get information, participate in campus events and activities, or to relax. Microwaves and vending machines are also available for student use.

### STUDENT NEWSLETTER

The Student Newsletter publishes important announcements from all FIDM Departments and can be found in the Student Activities Office and Student Lounge, and on the FIDM Portal and Canvas.

### TRANSPORTATION

The FIDM campus is located in downtown Los Angeles with many public transportation options available to meet students' needs. For information on selective transportation schedules, student discounts on public transportation, and directions, students should contact the Student Activities Office.

## Student Activities

### GETTING INVOLVED

Student Activities is committed to the development of the students' collegiate experience by supporting their

educational goals and career objectives. Student Activities fosters a comfortable environment that provides personal growth through the implementation of co-curricular events pertaining to cultural awareness, civic awareness, personal development, and social activities.

FIDM Students can learn about upcoming events through the Student Activities Office, Student Activities on Canvas, the Student Newsletter, and by following Instagram accounts @FIDMStudentActivities, @FIDMMODE, @FIDMbsu, @FIDMsva, and @fidm.

### Benefits to Involvement in Student Activities

- Promote and develop leadership skills
- Participate in community awareness activities
- Enhance opportunities and awareness in all industry professions
- Develop relationships with peers
- Develop an interest in current issues
- Network with industry professionals
- Enhance awareness of various customs and cultures

### VOTER REGISTRATION

The Student Activities Office provides voter registration forms and online information to all students. Voter registration information can also be found on the California Online Voter Registration website <https://registertovote.ca.gov>.

### STUDENT ORGANIZATIONS

#### ALUMNI ASSOCIATION

The FIDM Alumni Association keeps FIDM Grads connected and provides up-to-the-minute alumni news and information. More than 20 FIDM Alumni chapters are currently active in the United States, Europe, and Asia, with 70,000 alumni members.

The Alumni Relations Office communicates about industry related workshops and seminars, monthly alumni chapter events, and news through the Career Network Announcement page, LinkedIn, and LiveWire, a monthly eNewsletter.

Membership in the FIDM Alumni Association is free upon graduation. Contact the Alumni Relations Office for more information about the Alumni Association.

#### AMERICAN SOCIETY OF INTERIOR DESIGNERS (ASID) STUDENT CHAPTER

ASID is the oldest, largest, and only multi-disciplinary professional organization for interior designers, interior design students, and the manufacturers and suppliers who support the profession. Through education, knowledge sharing, advocacy, community building, and outreach, the Society strives to advance the interior design profession and, in the process, to demonstrate and celebrate the power of design to positively change people's lives. Student members prepare for their career by joining the ASID network.

In addition to ASID, professional design organizations for areas of specialization include International

Interior Design Association (IIDA), Network of Executive Women in Hospitality (NEWH), Retail Design Institute (RDI), and Set Decorators Society of America (SDSA) offer educational and scholarship opportunities for student participation.

### BLACK STUDENT UNION (BSU)

The Black Student Union promotes strength, power, and bold change by providing a space to voice opinions and frustrations, build community, and an understanding of the ever-changing perspective of Black students in an environment free from judgement. BSU's goal is to bring awareness and voice to all creatives and advocates. Meetings are announced in the Student Newsletter and in Student Activities on Canvas.

### FIDM MODE™

FIDM MODE™ is a publication written, photographed, and designed by students interested in promoting awareness in the fashion and design industries, student life, and current events. Students from all majors may participate and contribute. For more information, see the Student Newsletter, visit Student Activities on Canvas, and follow @FIDMMODE on Instagram.

### FUTURE LEADERS IN BEAUTY

The mission of the Future Leaders in Beauty is to encourage members to reach their full potential through mutual support and beauty industry networking opportunities. Meetings are announced in the Student Newsletter and in Student Activities on Canvas.

### NATIONAL RETAIL FEDERATION STUDENT ASSOCIATION (NRFSA)

FIDM is one of over 100 colleges and universities who have joined the nonprofit organization NRF Foundation as partners through a program that provides educators and students exclusive access to retail industry research, employment opportunities, special events, industry networking opportunities, and scholarships. The NRF Foundation's mission is to give students the opportunity to explore diverse career paths within the retail industry while providing professional development and education in the fields of marketing, buying, operations, merchandising, logistics, IT, and analytics. This group is open to all majors at FIDM.

### PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY

The mission of the honor society is to recognize and encourage the academic achievement of two-year college students and provide opportunities for individual growth and development through participation in leadership, service, and fellowship programming. Currently enrolled students with a grade point average of 3.0 are eligible to apply for membership. Interested students should attend a scheduled meeting. All meetings are announced in Student Activities on Canvas, the Student Newsletter, and on Instagram @FIDMStudentActivities. Formal induction is offered bi-annually.

### STUDENT COUNCIL

The Student Council promotes student rights and provides effective representation of student interests and concerns. The Student Council also strives to keep students informed of available resources and services, and promotes the development of student leadership, service, and school spirit. All current students are eligible to join. Meetings are announced in Student Activities on Canvas, the Student Newsletter, and on Instagram @FIDMStudentActivities.

### STUDENT VETERANS OF AMERICA (SVA)

The FIDM Student Veterans of America Chapter provides military veterans, dependents of veterans, and supporters with the resources, support, and advocacy needed to succeed in higher education and following graduation. Meetings are announced on Instagram @FIDMsva.

Please note: Student organizations vary by quarter.

### STUDENT INVOLVEMENT

#### BACHELOR STUDENTS THESIS EXHIBITION

FIDM Students graduating from the Bachelor of Arts programs have the opportunity to exhibit their work in the Annual Exhibition in the FIDM Museum.

#### COTTONWORKS™

The mission of CottonWorks™ is to increase and enhance the understanding of cotton textiles for professionals, faculty, and students through education and community. FIDM Students and Faculty may register for free membership to CottonWorks™ and obtain access to valuable online community resources to help achieve their goals and enrich their textile understanding and expertise about cotton.

#### DEBUT RUNWAY SHOW

FIDM Students are invited to view the DEBUT Runway Show which is streamed worldwide during the Summer Quarter. DEBUT showcases the work of graduating students in FIDM's Advanced Study Fashion Design Program.

#### DEVELOPMENTAL WORKSHOPS

Each quarter, Student Activities offers a variety of leadership, personal, professional, and career development workshops that help to enhance the student experience and growth outside the classroom. Civic Awareness, Wellness Week, Dining Etiquette, Stress Management, Cultural Celebrations, and Fashion District Tours are just a few of the many workshops offered.

#### INDUSTRY EVENTS & SPEAKERS

Industry-related events give students an opportunity to become familiar with a variety of positions and understand how their classroom knowledge relates to the real world. These events are a platform for students to network with industry professionals and to obtain first-hand knowledge of their professional experience.

### VOLUNTEER COMMUNITY SERVICE

Volunteer community service is any activity or job performed without pay that goes to benefit a nonprofit organization and/or community. Community service provides a critical component to the educational experience and future employability by giving students the opportunity to strengthen their resume while making an important difference in the world. FIDM highly encourages students to take full advantage of their time in college and participate in volunteer community service, either through FIDM student organizations or on their own. There are volunteer opportunities in just about any area. Read the Student Newsletter or visit the Student Activities Office, Student Activities on Canvas, and the Career Center for upcoming volunteer community service events and outside volunteer community service opportunities. Examples of volunteer community service opportunities are:

- Beach clean-ups
- Fundraisers
- Reading to young children or spending time with the elderly
- Food/clothing drives
- Working at a food bank
- Donating blood or organizing a blood drive

## Graduation

### GRADUATION COMMENCEMENT EXERCISES

Graduates of the summer, fall, winter, and spring quarters are encouraged to attend the formal graduation ceremony held in June. Each student will be charged a graduation fee upon matriculation regardless of whether a student participates in the ceremony or not.

### GRADUATION REQUIREMENTS

Students are responsible to complete all course requirements and have a 2.0 cumulative grade point average (GPA) in order to graduate. Additional information can be found in the Graduation Handbook available on the FIDM website and FIDM Portal.

### COMMENCEMENT HONORS

Any student receiving a 3.5 or higher cumulative grade point average graduates cum laude, a 3.8 or higher cumulative grade point average graduates magna cum laude, and a 3.95 or higher cumulative grade point average graduates summa cum laude. This is noted on the student's diploma.

### DIPLOMAS

Final degrees are not awarded at the commencement ceremony. Diplomas are mailed to all graduates four to six months after their graduation date if the student is financially cleared. It is the graduate's responsibility to complete the online application for their degree in order for their diploma to be sent to the appropriate address.

### VALEDICTORIAN

Students from each graduating class who have achieved a 3.98 cumulative grade point average or above are eligible for consideration as Class Valedictorian. Candidates are asked to submit a written valedictory speech. The submitted speeches are reviewed by a panel of college staff. One speech is chosen to represent the class based on an oral and written presentation of the proposed speech.

### GRADUATION AWARDS

#### ASSOCIATE OF ARTS IN APPAREL INDUSTRY MANAGEMENT AWARD

The Apparel Industry Management Award is presented to a graduate for outstanding achievement in the Apparel Industry Management program. The recipient is chosen by the Apparel Industry Management faculty based on a cumulative grade point average of 3.7 or above, professionalism, creativity, leadership capabilities, managerial skills, industry experience, and community involvement.

#### ASSOCIATE OF ARTS IN BEAUTY MARKETING & PRODUCT DEVELOPMENT AWARD

The Beauty Marketing & Product Development Award is presented to a graduate for outstanding achievement in the Beauty Marketing & Product Development program. Faculty choose the recipient, using criteria based on a cumulative grade point average of 3.7 or above, professionalism, leadership capabilities, industry experience, and creativity.

#### ASSOCIATE OF ARTS IN DIGITAL MARKETING AWARD

The Digital Marketing Award is presented to a graduate for outstanding achievement in the Digital Marketing program. Faculty choose the recipient based on a cumulative grade point average of 3.5 or above, including the criteria of professionalism, leadership skills, creativity, and industry involvement.

#### ASSOCIATE OF ARTS IN DIGITAL MEDIA AWARD

The Digital Media Award is presented to a graduate for outstanding achievement in Digital Media. Instructors select the recipient based on a cumulative grade point average of 3.5 or above, dedication, creativity, excellent technical skills, and a strong passion for the industry.

#### ASSOCIATE OF ARTS IN FASHION DESIGN AWARD

The Fashion Design Award recognizes the outstanding achievement of a graduate in the Fashion Design program who has exhibited a strong understanding of the creative and technical process of producing apparel. The Fashion Design faculty select the nominees based on graduates who have attained a cumulative grade point average of 3.8 or above. Finalist submit a portfolio and are interviewed by fashion design professionals.

**ASSOCIATE OF ARTS IN GRAPHIC DESIGN AWARD**

The Graphic Design Award is presented to a graduate for outstanding achievement in the Graphic Design program. The Graphic Design faculty choose a winner based on the cumulative grade point average of 3.5 or above, professionalism, creativity, and technical skills.

**ASSOCIATE OF ARTS IN INTERIOR DESIGN AWARD**

The Interior Design Award honors a graduate for outstanding achievement in the Interior Design program. The recipient is selected by the Interior Design faculty. Criteria for the award is based on a cumulative grade point average of 3.7 or above, excellent technical skills, design aesthetic, professionalism, and industry involvement.

**ASSOCIATE OF ARTS IN MERCHANDISE PRODUCT DEVELOPMENT AWARD**

The Merchandise Product Development Award recognizes outstanding achievement in the Merchandise Product Development program. Faculty select the recipient based on a 3.8 or above cumulative grade point average, leadership skills, professionalism, and industry involvement.

**ASSOCIATE OF ARTS IN MERCHANDISING & MARKETING AWARD**

The Merchandising & Marketing Award is presented to a graduate for outstanding achievement in the Merchandising & Marketing program. The Merchandising & Marketing faculty select the recipient based on a cumulative grade point average of 3.8 or above, leadership skills, professionalism, and industry experience.

**ASSOCIATE OF ARTS IN VISUAL COMMUNICATIONS AWARD**

The Visual Communications Award recognizes the graduate who has made an exceptional and sustained effort to achieve excellence in the art of visual communication. Faculty select the recipient based on a cumulative grade point average of 3.5 or above, creativity, craftsmanship skills, professional attitude, and industry involvement.

**BACHELOR OF ARTS IN DESIGN AWARD**

The Design Award recognizes the outstanding achievement of a graduate in the Bachelor of Arts Design program who has applied an outstanding innovative and critical approach to the creative and technical processes of design. The Bachelor of Arts in Design faculty select the recipient based on a cumulative grade point average of 3.6 or above, professionalism, creativity, and technical skills. Finalists submit a website or electronic portfolio for faculty review.

**BACHELOR OF ARTS IN DIGITAL CINEMA AWARD**

The Digital Cinema Award recognizes an outstanding graduate in the Bachelor of Arts, Digital Cinema program. The award is presented for outstanding achievement, and is chosen by the faculty and the chairperson based on demonstrated creativity, a strong work ethic, and exceptional technical skills. Other characteristics represented by the award recipient include leadership, professionalism, and a strong passion for the industry.

**BACHELOR OF ARTS IN DIGITAL MARKETING AWARD**

The Digital Marketing Award is presented to a graduate for outstanding achievement in the Bachelor of Arts, Digital Marketing degree. The recipient is selected by the faculty based on a cumulative grade point average of 3.5 or above, professional attitude, leadership skills, creativity, industry experience, and involvement.

**BACHELOR OF ARTS IN GRAPHIC DESIGN AWARD**

The Graphic Design Award recognizes an outstanding graduate in the Bachelor of Arts degree program. The recipient is selected by the Graphic Design faculty, and based on a cumulative grade point average of 3.5 or above, professionalism, creativity, and technical skills.

**BACHELOR OF ARTS IN PROFESSIONAL STUDIES AWARD**

The Professional Studies Award recognizes an outstanding graduate in the Bachelor of Arts in Professional Studies program. The recipient is selected by the faculty based upon a cumulative grade point average of 3.8 or above, with demonstrated abilities in research, critical thinking, and professionalism.

**BACHELOR OF SCIENCE IN APPAREL TECHNICAL DESIGN AWARD**

The Apparel Technical Design Award recognizes an outstanding graduate in the Bachelor of Science degree program. The recipient is selected by the faculty and the chairperson based on a cumulative grade point average of 3.5 or above, technical skills, professionalism, leadership skills, and industry involvement.

**BACHELOR OF SCIENCE IN BEAUTY BUSINESS MANAGEMENT AWARD**

The Beauty Business Management Award recognizes an outstanding graduate in the Bachelor of Science degree program. The recipient is selected by the faculty and based on a cumulative grade point average of 3.7 or above, professionalism, leadership skills, and industry experience and creativity.

**BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT AWARD**

The Business Management Award recognizes an outstanding graduate in the Bachelor of Science program. Candidates are determined based on a cumulative grade point average of 3.8 or above and a faculty nomination. Final candidates are interviewed by an industry panel who select the recipient based on their understanding, management concepts, professionalism, and leadership skills.

**MASTER'S IN BUSINESS ADMINISTRATION AWARD**

The Master's in Business Administration Award recognizes an outstanding graduate in the MBA program. Candidates are determined based on a cumulative grade point average of 3.8 or above and a faculty nomination. The academic performance and professional leadership behaviors of the final candidates are reviewed to determine the recipient.