

**Federal Work-Study Program (FWSP)**

Aid received from this program consists of employment assistance. FIDM Students interested in participating in this program must contact the Student Financial Services Office.

**Federal Perkins Loan**

This is a federal loan for students who demonstrate extreme financial need and is used to augment aid from other programs. Repayment begins nine months after the student leaves college.

**Federal Subsidized Stafford Loan**

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

**Federal Unsubsidized Stafford Loan**

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

*Loan maximums between the subsidized and unsubsidized Stafford loans cannot exceed the published annual loan limits.*

**Federal PLUS Loans**

This program assists parents with good credit histories in borrowing for their dependent student's educational expenses. A credit-worthy co-borrower may cosign the PLUS loan with the parent.

**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.

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

**California State Work-Study**

Aid from this program consists of internship employment assistance. FIDM Students interested in this program must contact the Student Financial Services Office.

Financial 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 request a copy of the FIDM Student Consumer Handbook from the Student Financial Services Office. If a student has financial aid that exceeds the cost of their tuition and fees, the student will receive a payment from FIDM after all these costs have been paid.

**Frequently Asked Questions**

**Q:** Where can a student get information about Financial Aid?

**A:** FIDM Student Financial Services Office.

**Q:** Who should a student see about his/her schedule of payments?

**A:** A Student Financial Services Fiscal Counselor.

**Q:** How are financial aid funds credited? How are excess funds available?

**A:** Aid cannot be paid until the student registers and attends classes. Financial aid is disbursed/credited on a quarter-to-quarter basis, with the exception of external grants and stipends. Occasionally a student may have been awarded financial aid and cash payments that exceed tuition and fee expenses. In some instances, funds are not fully credited until the end of the academic year. These policies are not determined by the college, but by the federal or state government that issues the funds. Once excess funds are available, a check will be issued to the student.

**Q:** Is there any difference between a loan and a grant?

**A:** Yes. A loan is aid which must be repaid in accordance with the terms and conditions on the promissory note. A grant is a gift that does not require repayment.

**Q:** How does a student remain eligible for aid?

**A:** Students are strongly encouraged to review and follow the Satisfactory Academic Progress guidance in the Student Consumer Information Handbook (available from the Office of Student Financial Services). Most types of aid require the student to maintain at least half-time attendance. A Student Financial Services Counselor can answer questions about changes or new requirements.

**Q:** Do financial aid requirements and programs ever change?

**A:** Yes. The federal and state agencies administering these programs can change eligibility requirements or award amounts. The Student Financial Services Counselor can answer any questions about changes or new requirements.

**ACADEMIC INFORMATION & POLICIES**

**Orientation**

All new students are strongly encouraged to attend on-campus orientation, during which they will be informed about college facilities and general policies, including scheduling of classes, attendance, grading, transfer of coursework, finances, and job placement.

**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 includes:

- making all scheduled tuition and fee payments per their schedule of payments, including any adjustments,
- fulfilling other non-tuition financial obligations such as housing fees, library fines, and other book charges,
- and, if requesting financial aid, completing and turning in all information or other documentation requested by the student's financial aid officer.

**New Student Registration**

New students register for classes with assistance from Admissions/Education before the beginning of their first quarter or on Orientation Day. Education Department representatives will be available at both times to advise students, who must then submit their schedules to the Registrar for final approval.

**Continuing Student Registration**

Registration for each upcoming quarter will take place during the latter part of the previous quarter and is done online through the FIDM Student Portal. All students must be financially cleared by the Financial Services Office before registering. Any student who does not register for classes during this period will go through Late Registration during the first week of classes and will be subject to a late fee. An additional fee will be charged to students submitting Late Registration Forms after the deadline.

**Success Seminar Program**

Success Seminar is a program that provides information and activities that will help students be successful during their first quarter. First-time college students and conditionally admitted students are required to participate (ICC, ATB, and FTB students). Students with college experience are also invited but are not required to attend.

**Attendance**

Students are expected to attend classes regularly. Instructors are required to take attendance and follow department policies concerning absences. Any student absent from the FIRST meeting of a class when roll is taken will have forfeited his/her space if adding other students closes the class.

**Student Curriculum Advisement**

Students are encouraged to schedule appointments with an Education staff member to discuss their programs of study and educational goals.

**Program Course Sequence/Advisement Sheets**

Each student is provided with an advisement sheet, which outlines the course of instruction in proper sequence. Students who follow the sequence precisely will meet all class requirements and will complete the degree in the time contracted. Students who wish to make changes in the sequence of course requirements must have the approval of the Education Department, and may have to purchase separate books or supplies. If students take courses out of sequence without approval, this may cause a delay in graduation date. Any program that extends beyond one quarter from the completion time of this contract may be subject to a tuition increase.

**Prerequisites**

Prerequisites are preliminary courses covering information that is required prior to enrolling in another course. The intent of prerequisites is to ensure that any student enrolling in a course will have obtained specific prior information that is required to successfully complete a more advanced course.

**Student Academic Load**

Student academic load varies according to the specific program in which the student is enrolled. Students must follow the Advisement Sheet for their specific program. Students are cautioned that enrolling in fewer classes than 12 units may adversely affect financial aid rewards. Students considering taking more than 18 units must get approval from the Education Department.

**Repeat Courses and Fees**

Any student who fails a class must repeat that course in order to graduate. The student must register for the same class previously failed and go to the College Services to have book and supply charges removed from their account. Once a fail is repeated, the original "F" will not be counted in the grade point average calculation, but will remain as part of the permanent record.

Students will be subject to a repeat fee of \$200.00 for each unit failed, plus applicable books and supplies charges. Book and supply charges are applied at the time a class is failed.

• 6 units- repeat fee \$1,200

• 4 units- repeat fee \$ 800

• 3 units- repeat fee \$ 600

• 1 unit - repeat fee \$ 200

3 hour, 0 unit courses such as, GNST 0400 Writing Skills or GNST 0450 Math Skills, are subject to a repeat fee of \$600.00.

Students may not repeat a failed General Studies course at another college.

**Additional Courses**

Students who change major and complete courses that do not apply to the new major are required to complete an additional contract for the extra units. Additional charges are applied when the student exceeds the number of contracted units.

**Adding and Dropping a Class**

A Class Change Form is used to add and drop classes during the first two weeks. Students have two weeks to add and six weeks to drop. Discontinuing attendance after the sixth week of class will result in a grade of "F".

**Independent Study**

Students are allowed one Independent Study during their program, provided that an instructor of the subject is available to oversee and grade the Independent Study. An Independent Study is available during the second year and must be approved by the Department Chairperson, the instructor, and the Education Department. The student must have a minimum grade point average of 3.0.

**Credit for Academically Relevant Experience (CARE)**

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 at each campus. Substantial documentation of skills, employment, or subject matter expertise is essential. Approval from the Dean of Academic Development or the Vice President of Education is required before credit (15 units maximum) can be awarded. There is a \$250.00 fee for each 3-unit course challenged through the CARE program.

**Internships**

Internships blend theory and practice. Students combine academic training with employment in fields related to their course of study. In addition, students apply classroom theory to "real life" situations and explore various career options while in school.

Students who are interested must see a Career Advisor. Students from all majors, including International students, may apply to participate. In order to qualify, student must have a minimum cumulative 3.0 GPA, proof of medical insurance, and two or less quarters remaining to complete their program. Internships must be secured and paperwork completed prior to the end of the quarter preceding the internship's start date.

Approved interns must complete specific coursework to receive academic credit. In addition, International students must follow current federal guidelines. At the completion of the Internship, the college will send all participating employers a student evaluation to complete.

**Transfer of Coursework**

Coursework taken at another accredited college will be considered towards an Associate degree only 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 "C" or better. Students must request a transfer credit evaluation from the Education Department before or during the first quarter of attendance at FIDM. Applicants for Veteran's 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 be placed in 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. Students currently registered in a class for which the prerequisite course was waived or equivalent units were transferred from another institution must go to College Services Department to receive necessary books distributed in the prerequisite course. Corresponding equipment and/or supplies may be purchased in the FIDM Bookstore. FIDM has a 45-unit residency requirement for two-year degrees. Students seeking a professional designation degree may transfer a maximum of 15 units.

**Transfer to Other Colleges**

FIDM courses numbered 1000 or above are certified to be baccalaureate level. Students who wish to explore their transfer options should consult FIDM's Articulation Officer on the Los Angeles campus for assistance. 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. FIDM offers a transfer option to:

- Arizona State University, Williams Campus
- AIU London, (London campus only)
- California College of the Arts
- California State University system
- California State University, Dominguez Hills, School of Management
- California State University, Long Beach
- California State University, San Marcos
- Golden Gate University
- Laboratory Institute of Merchandising
- Marist College
- Mount Ida College
- OTIS College of Art & Design
- Savannah School of Art & Design
- The San Francisco School of the Arts
- University of La Verne
- University of Phoenix
- Vanguard University
- Woodbury University

**Grades**

Final grades are issued at the end of each quarter and are accessible through the FIDM Student Portal. Quality of performance is reported as follows:

GPA	Letter Grade	Rating
4.0	A	Excellent
3.7	A-	
3.3	B+	
3.0	B	Good
2.7	B-	
2.3	C+	
2.0	C	Average
1.7	C-	
1.3	D+	
1.0	D	Passing
0.7	D-	
0.0	F	Fail
0.0	I	Incomplete
0.0	P	Pass
0.0	W	Withdrawal

**Honor Roll/ President's Honor Roll**

Students in any quarter with a minimum of 12 units and Extended Day students in any quarter with a minimum of 6 units who obtain a grade point average of 3.5 will be placed on the Honor Roll. If students in both of these indicated categories obtain a grade point average of 3.95 in any quarter, 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 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. If by the end of the following quarter the coursework has not been completed, the "I" will automatically be changed to an "F".

**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 will be placed on Academic Warning if their quarterly Grade Point Average falls below 2.0 but their cumulative Grade Point Average remains 2.0 or higher. Students will be placed on Academic Probation if their cumulative Grade Point Average falls below 2.0. While on Academic Probation, failure to receive a 2.0 Grade Point Average will result in the student being placed on Academic Contract. While on Academic Contract, failure to receive a 2.0 Grade Point Average will result in dismissal from the college. If dismissed, a student may apply for reinstatement. To be reinstated, students must submit a letter to the Education Department explaining their academic record and requesting readmission. A final decision will be reached by the College Review Board. Disqualification from the college will result when a student obtains a quarterly and cumulative Grade Point Average below 2.0 in any quarter subsequent to reinstatement.