POLICIES & REGULATIONS

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.
Admissions Process

Whenever possible, campus visits and personal interviews are encouraged for all candidates. However, out-of-state students may interview by telephone and apply online. International students should develop a relationship with an Admissions Advisor by email and apply online at FIDM.edu.

1. Submission of high school/secondary school transcripts and, if applicable, all college/university transcripts. All candidates must possess or be a candidate for a high school/secondary school diploma or general equivalency diploma (GED).

2. Submission of Admissions Essay
   (2 pages maximum) Contact the Office of Admissions or access admissions essay information at FIDM.edu.

3. Submission of two recommendations
   from professionals such as faculty, counselors, school administrators, or employers.

4. Submission of portfolio
   requirement for all majors. Contact the Office of Admissions or access portfolio requirements at FIDM.edu.

5. Submission of $25 initial application fee and a final application fee of $200 due upon acceptance (non-refundable fees).

ADMISSION TO THE ASSOCIATE OF ARTS DEGREE PROGRAMS
Limited to high school graduates, applicants with strong GED test scores, or students who are transferring prior to obtaining a degree from another college.

ADMISSION TO THE ASSOCIATE OF ARTS PROFESSIONAL DESIGNATION DEGREE PROGRAMS
Limited to candidates who have a U.S. accredited degree or a minimum of 45 semester units (67 quarter units) of transferable academic coursework, or a certified international degree and wish to add a new field of specialization. Information about specific prerequisite coursework and approved professional experience may be obtained from the Office of Admissions.

ADMISSION TO THE ASSOCIATE OF ARTS ADVANCED STUDY DEGREE PROGRAMS
Limited to candidates who possess a prior academic degree from FIDM in a related discipline. (See page 21 for exceptions.)

ADMISSION TO THE BACHELOR OF SCIENCE AND BACHELOR OF ARTS DEGREE PROGRAMS
Admission to the B.S. and B.A. programs is limited to graduates who have a prior FIDM Associate of Arts degree and a prior FIDM Associate of Arts Advanced Study degree. The application process for a Bachelor's degree includes an admissions essay 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 Student Advisement Office.

ADMISSION TO THE MASTER OF BUSINESS ADMINISTRATION DEGREE PROGRAM
Admission to the MBA program is limited to graduates who have a Bachelor's degree from FIDM or another accredited college or university. Students without an undergraduate Business Degree will complete the Pre-MBA Foundation coursework before starting the MBA coursework. With approval from the Department Chair, students with an undergraduate degree in Business Management and a strong academic background may go directly into the MBA coursework. The application process for a Master's degree includes an admissions essay 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 Student Advisement Office.

OUT-OF-STATE ADMISSIONS
Students residing outside of the State of California may waive the requirement of a personal interview by contacting an out-of-state Admissions Advisor by telephone, in writing, or online to arrange for a telephone interview. A final application fee of $200 is due upon acceptance (non-refundable fee); a $150 fee is due after acceptance.

INTERNATIONAL STUDENT ADMISSIONS
International students may apply online at FIDM.edu. The following additional requirements may need to be satisfied by international students:

1. Developmental Writing Classes
FIDM offers a transitional writing course entitled Developmental Writing which focuses upon grammar and structural elements or conventions in written communication and prepares students for Writing Skills. Placement into this course is typically based upon a TOEFL score or a writing sample and the EPT (English Placement Test) administered by FIDM.

2. TOEFL
Applicants whose first language is not English are required to take the Test of English as a Foreign Language (TOEFL) or a TOEFL equivalency test (check with an Admissions Advisor). The minimum TOEFL score for admission to FIDM is 65 Internet-based or 183 computer-based. FIDM’s TOEFL school code is #4457.

3. Transcripts
All international transcripts must be translated and may require an educational evaluation by an official agency.
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. Also, if students have been accepted for admission to FIDM, additional FAQs can be found on the FIDM Portal myfidm.fidm.edu.

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 the 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 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 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 similar to the Subsidized Stafford loan; however, the student is responsible for the interest during in-school and deferment periods.

The annual limits for Stafford loans can be found at: studentaid.ed.gov/types/loans.

FEDERAL PLUS LOAN
The 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 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. 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.
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 as to insure strict compliance with regulations governing financial aid.

Students receiving any type of financial aid 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. Applicants should check the status of their financial aid application on the FIDM Portal.

APPLICATIONS AND FORMS REQUIRED
All Financial Aid documents and applications can be obtained through guidance found on FIDM’s Portal. Once students have requested financial aid after meeting with their Admissions Advisor, they may visit the Finance section (under the Student Services tab) on the FIDM Portal and go to the “What documents are still due?” section for detailed information. The FIDM Portal is found at myfidm.fidm.edu/wps/portal.

Students applying for assistance from the California aid programs or the Federal aid programs (Pell, SEOG, Work Study, and Stafford and PLUS Loans) must complete the Free Application for Federal Student Aid (FAFSA). The application can be accessed at fafsa.ed.gov.

Students apply for a federal loan (Subsidized and Unsubsidized Stafford and PLUS loans), visit the Direct Loan website at studentloans.gov. 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 parent 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 FIDM 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 Stafford, and Federal PLUS programs the student must:

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.

GRANT & SCHOLARSHIP SOURCES FOR OUT-OF-STATE STUDENTS
Aid programs from states other than California can be found at the following website: wdcrobcolp01.ed.gov/Programs/EROD/org_list.cfm?category_ID=SHE. 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. Also, if students have been accepted for admission to FIDM, additional FAQs can be found on the FIDM Portal myfidm.fidm.edu.

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 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.
– 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 or PLUS loans) received at any college.
– Not owe a refund on a Federal Pell or Federal SEOG received at any college.
– Meet current requirements for selective service.
– 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 csac.ca.gov/dream_act.asp.

**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 academic 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 14 days of the date of the notification.

**STUDENT EXPENSE BUDGET**
Average cost-of-living expenses are based on surveys completed by FIDM Students to compute the student’s cost of attendance (student expense budget). The budget takes into consideration the following:
– Tuition and fees
– Room and board
– Books and supplies
– Transportation expenses
– Personal and miscellaneous costs

Standard costs of room and board, transportation and miscellaneous expenses for a 9-month academic year are:

<table>
<thead>
<tr>
<th>Students Living at Home</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Room/board</td>
<td>$5,436</td>
</tr>
<tr>
<td>Transportation</td>
<td>$2,043</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$2,142</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$9,621</strong></td>
</tr>
</tbody>
</table>

$700 for travel expenses is included for Out-of-State Students.

When computing their expected cost of attendance, students should use these figures merely as a guide. Tuition/fees and book/supplies costs will be shown in the student’s Schedule of Payments.
DETERMINING AID ELIGIBILITY
FIDM uses Federal Methodology to assess financial need (i.e., cost of attendance minus the federally calculated expected family contribution).

<table>
<thead>
<tr>
<th>TENTATIVE PACKAGE EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of Attendance* $49,227</td>
</tr>
<tr>
<td>Expected Family Contribution $999</td>
</tr>
<tr>
<td>NEED $48,228</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AID PACKAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell $4,780</td>
</tr>
<tr>
<td>Federal Stafford subsidized loan $3,500</td>
</tr>
<tr>
<td>Federal Stafford unsubsidized loan $6,000</td>
</tr>
<tr>
<td>TOTAL AID PACKAGE $14,280</td>
</tr>
<tr>
<td>(UNMET NEED) ($33,948)</td>
</tr>
</tbody>
</table>

*Tentative Package Example: This is one example of tuition/fees, books/supplies, room/board, transportation/expenses, and personal/miscellaneous expenses. All figures with the exception of actual tuition/fees and books/supplies costs are obtained from FIDM Student Surveys.

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 Title IV Loans, students must maintain at least halftime attendance. Please contact the Student Financial Services Department for specifics.

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. 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 three areas:
1. GPA
2. Unit completion
3. 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.

Unit completion: A student must successfully complete a minimum number of units at each monitoring point. See the chart on the next page for examples of unit completion standards for some programs.

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 are units for classes with grades of “A”, “B”, “C”, “D” or “P”. Units considered to be not successfully completed are units for classes with grades of “F” or “W”. 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 all three 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, 2) Have a cumulative GPA of at least 2.0, (3.0 for Master’s) and 3) Have successfully completed the minimum number of units during the monitoring period. A student who is not meeting all of these

*This is one example of tuition/fees, books/supplies, room/board, transportation/expenses, and personal/miscellaneous expenses. All figures with the exception of actual tuition/fees and books/supplies costs are obtained from FIDM Student Surveys.
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 or Advanced AA 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.

<table>
<thead>
<tr>
<th>PROGRAM DESCRIPTION</th>
<th>PROGRAM LENGTH</th>
<th>PROGRAM UNITS</th>
<th>SAP MONITORING POINT</th>
<th>MINIMUM NUMBER OF SUCCESSFULLY COMPLETED UNITS REQUIRED AT EACH MONITORING PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.A. PROFESSIONAL DESIGNATION OR A.A. ADVANCED STUDY</td>
<td>3 quarters</td>
<td>45</td>
<td>At the end of every quarter of attendance</td>
<td>11 22 33 45</td>
</tr>
<tr>
<td>A.A. ADVANCED STUDY</td>
<td>3 quarters</td>
<td>48</td>
<td>At the end of every quarter of attendance</td>
<td>12 24 36 48</td>
</tr>
<tr>
<td>B.A. IN PROFESSIONAL STUDIES</td>
<td>1 year</td>
<td>46</td>
<td>At the end of every quarter of attendance</td>
<td>12 24 36 46</td>
</tr>
<tr>
<td>A.A.</td>
<td>2 years</td>
<td>90</td>
<td>At the end of every three quarters of attendance</td>
<td>30 60 90</td>
</tr>
<tr>
<td>B.A. / B.S. BACHELOR’S DEGREE</td>
<td>2 years</td>
<td>91</td>
<td>At the end of every three quarters of attendance</td>
<td>30 60 91</td>
</tr>
<tr>
<td>MBA MASTER’S DEGREE</td>
<td>5 quarters</td>
<td>61</td>
<td>At the end of every two quarters of attendance</td>
<td>24 48 61</td>
</tr>
<tr>
<td>A.A. PROFESSIONAL DESIGNATION</td>
<td>5 quarters</td>
<td>72</td>
<td>At the end of every three quarters of attendance</td>
<td>30 60</td>
</tr>
<tr>
<td>A.A. PROFESSIONAL DESIGNATION</td>
<td>5 quarters</td>
<td>60</td>
<td>At the end of every three quarters of attendance</td>
<td>27 54</td>
</tr>
<tr>
<td>A.A. PROFESSIONAL DESIGNATION</td>
<td>4 quarters</td>
<td>66</td>
<td>At the end of every three quarters of attendance</td>
<td>33 66</td>
</tr>
<tr>
<td>A.A. PROFESSIONAL DESIGNATION</td>
<td>4 quarters</td>
<td>60</td>
<td>At the end of every three quarters of attendance</td>
<td>30 60</td>
</tr>
<tr>
<td>A.A. PROFESSIONAL DESIGNATION</td>
<td>4 quarters</td>
<td>57</td>
<td>At the end of every three quarters of attendance</td>
<td>30 57</td>
</tr>
<tr>
<td>A.A. PROFESSIONAL DESIGNATION</td>
<td>4 quarters</td>
<td>54</td>
<td>At the end of every three quarters of attendance</td>
<td>30 54</td>
</tr>
<tr>
<td>A.A. PROFESSIONAL DESIGNATION</td>
<td>4 quarters</td>
<td>51</td>
<td>At the end of every three quarters of attendance</td>
<td>30 51</td>
</tr>
</tbody>
</table>
SATISFACTORY ACADEMIC PROGRESS (SAP) DISCIPLINARY ACTIONS
A student who has not met all of the 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 standard 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 Financial Aid Office at the student’s campus of attendance, 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 an original appeal was approved. A revised Academic Plan would 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. For purposes of unit completion, units for a class with a grade of “I” are counted as units successfully 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, suspension, 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. For purposes of unit completion, classes with a grade of “W” are considered not successfully completed.

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 on page 28 of FIDM’s Student Consumer Handbook for 2017-18.

COURSE REPETITIONS
If a student repeats a class for which they received a “D” or an “F”, in subsequent SAP monitoring the original grade will not be counted in the GPA calculation, but the pace and unit completion calculations will
include the units for the original grade. If a student repeats a class for which they received a grade of "C-" or better, SAP will be monitored normally as if the class was not a repeat. 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. In those situations, FIDM will recalculate the unit completion requirements for the new length of time. The student will be held to that new unit completion requirement, as well as the 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. For purposes of the measurement of unit completion, credit accepted in transfer from previous colleges is counted as successfully completed 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 studentaid.ed.gov/types/loans.

FEDERAL STUDENT STAFFORD LOAN REPAYMENT
Questions regarding repayment of a Federal Student Stafford Loan may be directed to the Stafford Repayment Coordinator, at the Los Angeles campus at x4260. See sample Stafford Loan repayment schedule provided (page 201).

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. See sample Perkins Loan repayment schedule on pages 202-203. 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.
### SAMPLE REPAYMENT CHART

**Federal Subsidized Stafford Loan** estimated monthly repayment (4.45% interest rate)

<table>
<thead>
<tr>
<th>AMOUNT BORROWED</th>
<th>NUMBER OF PAYMENTS</th>
<th>MONTHLY PAYMENT</th>
<th>TOTAL INTEREST COST</th>
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</thead>
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### SAMPLE REPAYMENT CHART

**Federal Unsubsidized Stafford Loan** estimated monthly repayment (4.45% interest rate)

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<thead>
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<th>AMOUNT BORROWED</th>
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<th>MONTHLY PAYMENT</th>
<th>TOTAL INTEREST COST</th>
<th>NUMBER OF PAYMENTS</th>
<th>MONTHLY PAYMENT WITH CAPITALIZED INTEREST</th>
<th>INTEREST PAID WITH CAPITALIZATION</th>
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Unsubsidized Stafford Loans in deferment for 24 months accrue interest daily and will capitalize at repayment.

This is only an estimate. The student’s actual payment amount is determined by the student’s servicer based on the amount that the student borrowed. The minimum payment for the Stafford Loan program is $50 per month. It is recommended that the student’s educational loan payments represent no more than 10% to 15% of their income. To calculate monthly payments, go to [finaid.org/calculators/](http://finaid.org/calculators/).
### FEDERAL PERKINS LOAN SAMPLE MONTHLY REPAYMENT — 5% FIXED INTEREST RATE

<table>
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<tr>
<th>Loan Amount Borrowed</th>
<th>Monthly Payments</th>
<th>Total Interest Charges</th>
<th>Total Amount to be Paid</th>
<th>Number of Payments</th>
<th>Final Payment</th>
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### Federal Perkins Loan Sample Monthly Repayment — 5% Fixed Interest Rate

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<th>Loan Amount Borrowed</th>
<th>Monthly Payments</th>
<th>Total Interest Charges</th>
<th>Total Amount to Be Paid</th>
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### Schedule of Charges

**ASSOCIATE OF ARTS DEGREE TWO-YEAR PROGRAMS — 1ST YEAR**

**EFFECTIVE MAY 1, 2018**

| MAJORS                                | UNITS | TUITION     | BOOKS & APPLICABLE SALES TAXES | SUPPLIES & APPLICABLE SALES TAXES | COURSE-RELATED RESOURCES | STUDIO / LAB USAGE FEE | MATRICULATION FEE | STUDENT ASSOC. FEE | GRADUATION FEE | SUB-TOTAL (SEE APPLICATION FEES TO CALCULATE GRAND TOTAL) | TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE (FIRST QUARTER) | ESTIMATED CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM | LENGTH OF PROGRAM |
|---------------------------------------|-------|-------------|---------------------------------|-----------------------------------|--------------------------|------------------------|---------------------|-------------------|-----------------|-----------------|----------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------|------------------|
| **FIRST ACADEMIC YEAR**              |       |             |                                 |                                   |                          |                        |                     |                   |                 |                 |                                                          |                                                               |                                                              |                  |
| Apparel Industry Management           | 45    | $31,050     | $2,118                          | $602                              | $203                     | $700                   | $100                | $270              | $0               | $35,043         | $12,359                                                  | $70,770                                                      | 2 YEARS                                                      |                  |
| Beauty Marketing & Product Development | 45    | $30,150     | $2,575                          | $237                              | $18                      | $700                   | $100                | $270              | $0               | $34,050         | $12,044                                                  | $68,400                                                      | 2 YEARS                                                      |                  |
| Digital Media                        | 45    | $31,050     | $808                            | $775                              | $601                     | $700                   | $100                | $270              | $0               | $34,304         | $11,924                                                  | $69,330                                                      | 2 YEARS                                                      |                  |
| Fashion Design                       | 45    | $31,500     | $1,469                          | $1,060                            | $23                       | $700                   | $100                | $270              | $0               | $35,889         | $12,605                                                  | $73,160                                                      | 2 YEARS                                                      |                  |
| Footwear Design & Development         | 45    | $31,500     | $1,019                          | $959                              | $406                     | $700                   | $100                | $270              | $0               | $34,954         | $12,206                                                  | $70,600                                                      | 2 YEARS                                                      |                  |
| Graphic Design                       | 45    | $31,500     | $1,041                          | $1007                             | $304                     | $700                   | $100                | $270              | $0               | $34,922         | $12,207                                                  | $70,600                                                      | 2 YEARS                                                      |                  |
| Interior Design                      | 45    | $31,500     | $746                            | $2,286                            | $348                     | $700                   | $100                | $270              | $0               | $35,950         | $12,714                                                  | $71,520                                                      | 2 YEARS                                                      |                  |
| Jewelry Design                       | 45    | $31,500     | $2,429                          | $184                              | $45                      | $700                   | $100                | $270              | $0               | $33,898         | $11,960                                                  | $68,950                                                      | 2 YEARS                                                      |                  |
| Merchandising & Marketing            | 45    | $30,150     | $2,178                          | $620                              | $174                     | $700                   | $100                | $270              | $0               | $34,192         | $12,089                                                  | $69,270                                                      | 2 YEARS                                                      |                  |
| Merchandise Product Development      | 45    | $30,150     | $1,768                          | $200                              | $170                     | $700                   | $100                | $270              | $0               | $33,358         | $11,672                                                  | $67,090                                                      | 2 YEARS                                                      |                  |
| Social Media                         | 45    | $31,500     | $1,232                          | $674                              | $259                     | $700                   | $100                | $270              | $0               | $34,735         | $12,121                                                  | $70,440                                                      | 2 YEARS                                                      |                  |
| Textile Design                       | 45    | $31,500     | $1,072                          | $199                              | $270                     | $700                   | $100                | $270              | $0               | $34,845         | $12,186                                                  | $70,390                                                      | 2 YEARS                                                      |                  |
| Visual Communications                | 45    | $31,500     | $1,004                          | $199                              | $270                     | $700                   | $100                | $270              | $0               | $34,845         | $12,186                                                  | $70,390                                                      | 2 YEARS                                                      |                  |
## ASSOCIATE OF ARTS DEGREE TWO-YEAR PROGRAMS — 2ND YEAR

**EFFECTIVE APRIL 1, 2018**

| MAJORS                                      | UNITS | TUITION       | BOOKS & APPLICABLE SALES TAXES | SUPPLIES & APPLICABLE SALES TAXES | COURSE-RELATED RESOURCES | STUDIO / LAB USAGE FEE | MATRICULATION FEE | STUDENT ASSOC. FEE | GRADUATION FEE | SUB-TOTAL (SEE APPLICATION FEES TO CALCULATE GRAND TOTAL) | TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE (FIRST QUARTER) | ESTIMATED CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM | LENGTH OF PROGRAM |
|---------------------------------------------|-------|---------------|--------------------------------|-----------------------------------|--------------------------|------------------------|---------------------|-------------------|-----------------|-----------------|----------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------|-------------------|
| APPAREL INDUSTRY MANAGEMENT                 | 45    | $31,050       | $1,331                         | $194                              | $670                      | $700                   | $0                  | $700              | $270            | $250            | $34,465                                                  | $11,743                                                        | $70,770                                                        | 2 YEARS           |
| BEAUTY MARKETING & PRODUCT DEVELOPMENT      | 45    | $30,150       | $1,493                         | $118                              | $146                      | $700                   | $0                  | $700              | $270            | $250            | $33,129                                                  | $11,312                                                        | $68,400                                                        | 2 YEARS           |
| DIGITAL MEDIA                               | 45    | $31,500       | $653                           | $85                               | $780                      | $700                   | $0                  | $700              | $270            | $250            | $33,788                                                  | $11,386                                                        | $69,330                                                        | 2 YEARS           |
| FASHION DESIGN                              | 45    | $31,500       | $880                           | $734                              | $443                      | $700                   | $0                  | $700              | $270            | $250            | $34,777                                                  | $11,861                                                        | $71,840                                                        | 2 YEARS           |
| FOOTWEAR DESIGN & DEVELOPMENT               | 45    | $31,500       | $1,122                         | $812                              | $1,313                    | $700                   | $0                  | $700              | $270            | $250            | $35,967                                                  | $12,311                                                        | $73,160                                                        | 2 YEARS           |
| GRAPHIC DESIGN                              | 45    | $31,500       | $974                           | $312                              | $730                      | $700                   | $0                  | $700              | $270            | $250            | $34,736                                                  | $11,793                                                        | $70,960                                                        | 2 YEARS           |
| INTERIOR DESIGN                             | 45    | $31,500       | $1,390                         | $376                              | $288                      | $700                   | $0                  | $700              | $270            | $250            | $34,774                                                  | $11,868                                                        | $70,960                                                        | 2 YEARS           |
| JEWELRY DESIGN                              | 45    | $31,500       | $679                           | $309                              | $611                      | $700                   | $0                  | $700              | $270            | $250            | $34,319                                                  | $11,664                                                        | $71,520                                                        | 2 YEARS           |
| MERCHANDISING & MARKETING                   | 45    | $30,150       | $2,174                         | $78                               | $195                      | $700                   | $0                  | $700              | $270            | $250            | $33,817                                                  | $11,648                                                        | $68,500                                                        | 2 YEARS           |
| MERCHANDISE PRODUCT DEVELOPMENT              | 45    | $30,150       | $1,525                         | $437                              | $508                      | $700                   | $0                  | $700              | $270            | $250            | $33,840                                                  | $11,607                                                        | $69,270                                                        | 2 YEARS           |
| SOCIAL MEDIA                                | 45    | $30,150       | $957                           | $85                               | $120                      | $700                   | $0                  | $700              | $270            | $250            | $32,532                                                  | $11,018                                                        | $67,550                                                        | 2 YEARS           |
| TEXTILE DESIGN                              | 45    | $31,500       | $297                           | $911                              | $415                      | $700                   | $0                  | $700              | $270            | $250            | $34,443                                                  | $11,699                                                        | $70,140                                                        | 2 YEARS           |
| VISUAL COMMUNICATIONS                       | 45    | $31,500       | $872                           | $633                              | $493                      | $700                   | $0                  | $700              | $270            | $250            | $34,718                                                  | $11,824                                                        | $70,530                                                        | 2 YEARS           |
## PROFESSIONAL DESIGNATION ASSOCIATE OF ARTS DEGREE PROGRAMS

### EFFECTIVE MAY 1, 2018

| MAJORS                                      | UNITS | TUITION       | BOOKS & APPLICABLE SALES TAXES | SUPPLIES & APPLICABLE SALES TAXES | COURSE-RELATED RESOURCES | STUDIO / LAB USAGE FEE | MATRICULATION FEE | STUDENT ASSOC. FEE | E-LEARNING FEE | GRADUATION FEE | SUB-TOTAL (SEE APPLICATION FEES TO CALCULATE GRAND TOTAL) | *TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE (FIRST QUARTER) | ESTIMATED CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM | LENGTH OF PROGRAM |
|---------------------------------------------|-------|---------------|---------------------------------|-----------------------------------|--------------------------|------------------------|---------------------|-------------------|------------------|----------------|----------------|------------------------------------------------|------------------------------------------------|----------------------------------------------------------------|------------------|
| APPAREL INDUSTRY MANAGEMENT                 | 57    | $34,770       | $2,541                          | $568                              | $711                     | $750                   | $100                | $335              | $0               | $250           | $40,025                                   | $10,784                                      | $40,250                                         | 15 MONTHS       |
| BEAUTY MARKETING & PRODUCT DEVELOPMENT      | 48    | $29,280       | $1,493                          | $118                              | $213                     | $700                   | $100                | $270              | $0               | $250           | $32,424                                   | $11,077                                      | $32,649                                         | 12 MONTHS       |
| DIGITAL MEDIA                               | 60    | $36,600       | $674                            | $380                              | $1,178                   | $750                   | $100                | $335              | $0               | $250           | $40,267                                   | $8,370                                       | $40,492                                         | 18 MONTHS       |
| FASHION DESIGN                              | 54    | $32,940       | $1,627                          | $1,591                            | $520                     | $750                   | $100                | $335              | $0               | $250           | $38,113                                   | $10,333                                      | $38,338                                         | 15 MONTHS       |
| FOOTWEAR DESIGN & DEVELOPMENT               | 63    | $38,430       | $1,071                          | $1,004                            | $1,495                   | $750                   | $100                | $335              | $0               | $250           | $43,435                                   | $9,310                                       | $43,660                                         | 18 MONTHS       |
| GRAPHIC DESIGN                              | 60    | $36,600       | $844                            | $1,056                            | $1,063                   | $750                   | $100                | $335              | $0               | $250           | $40,998                                   | $7,466                                       | $41,223                                         | 21 MONTHS       |
| INTERIOR DESIGN                             | 66    | $40,260       | $1,747                          | $1,240                            | $656                     | $750                   | $100                | $335              | $0               | $250           | $45,238                                   | $9,944                                       | $45,663                                         | 18 MONTHS       |
| JEWELRY DESIGN                              | 66    | $40,260       | $553                            | $2,361                            | $943                     | $750                   | $100                | $335              | $0               | $250           | $45,552                                   | $9,985                                       | $45,777                                         | 18 MONTHS       |
| MERCHANDISING & MARKETING                   | 45    | $30,150       | $1,920                          | $153                              | $325                     | $700                   | $100                | $270              | $0               | $250           | $33,868                                   | $11,635                                      | $34,093                                         | 12 MONTHS       |
| MERCHANDISING & MARKETING (online) †        | 45    | $30,150       | $1,920                          | $153                              | $325                     | $0                     | $100                | $970              | $0               | $250           | $33,868                                   | $11,635                                      | $34,093                                         | 12 MONTHS       |
| MERCHANDISE PRODUCT DEVELOPMENT             | 51    | $31,110       | $1,890                          | $835                              | $608                     | $700                   | $100                | $335              | $0               | $250           | $35,828                                   | $9,608                                       | $36,053                                         | 15 MONTHS       |
| SOCIAL MEDIA                                | 60    | $36,600       | $1,717                          | $103                              | $250                     | $750                   | $100                | $335              | $0               | $250           | $40,105                                   | $10,481                                      | $40,330                                         | 15 MONTHS       |
| TEXTILE DESIGN                              | 60    | $36,600       | $620                            | $1,999                            | $658                     | $750                   | $100                | $335              | $0               | $250           | $40,512                                   | $10,583                                      | $40,737                                         | 15 MONTHS       |
| VISUAL COMMUNICATIONS                       | 60    | $36,600       | $677                            | $1,545                            | $638                     | $750                   | $100                | $335              | $0               | $250           | $40,895                                   | $10,779                                      | $41,120                                         | 15 MONTHS       |
## ADVANCED STUDY ASSOCIATE OF ARTS DEGREE PROGRAMS

**EFFECTIVE APRIL 1, 2018**

| MAJORS | UNITS | TUITION | BOOKS & APPLICABLE SALES TAXES | SUPPLIES & APPLICABLE SALES TAXES | COURSE-RELATED RESOURCES | STUDIO / LAB USAGE FEE | MATRICULATION FEE | STUDENT ASSOC. FEE | GRADUATION FEE | SUB-TOTAL (SEE APPLICATION FEES TO CALCULATE GRAND TOTAL) | TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE (FIRST QUARTER) | ESTIMATED CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM | LENGTH OF PROGRAM |
|--------|-------|---------|--------------------------------|-----------------------------------|--------------------------|-----------------------|-------------------|------------------|---------------|-------------------|------------------------------------------------|---------------------------------------------------------------|---------------------------------------------|------------------|
| BEAUTY INDUSTRY MANAGEMENT (INCLUDES STUDY TOUR IN THE U.S.) | 45 | $33,750 | $1,440 | $96 | $180 | $700 | $0 | $270 | $250 | $36,686 | $12,485 | $36,686 | 9 MONTHS |
| ENTERTAINMENT SET DESIGN & DECORATION (INCLUDES STUDY TOUR TO EUROPE) | 48 | $42,000 | $410 | $490 | $455 | $700 | $0 | $270 | $250 | $44,575 | $15,008 | $44,575 | 9 MONTHS |
| FASHION DESIGN | 45 | $31,950 | $357 | $835 | $1,291 | $700 | $0 | $270 | $250 | $35,653 | $12,083 | $35,653 | 9 MONTHS |
| FILM & TV COSTUME DESIGN | 45 | $31,950 | $545 | $743 | $529 | $700 | $0 | $270 | $250 | $34,987 | $11,877 | $34,987 | 9 MONTHS |
| INTERNATIONAL MANUFACTURING & PRODUCT DEVELOPMENT (INCLUDES TWO STUDY TOURS: EUROPE AND ASIA) | 48 | $42,000 | $571 | $259 | $1,809 | $700 | $0 | $270 | $250 | $45,859 | $15,425 | $45,859 | 9 MONTHS |
| MENSWEAR (INCLUDES STUDY TOUR TO CENTRAL AMERICA) | 48 | $36,000 | $886 | $470 | $609 | $700 | $0 | $270 | $250 | $39,185 | $13,288 | $39,185 | 9 MONTHS |
| THE BUSINESS OF DENIM (INCLUDES TWO STUDY TOURS) | 48 | $42,000 | $569 | $260 | $1,809 | $700 | $0 | $270 | $250 | $45,858 | $15,424 | $45,858 | 9 MONTHS |
| THEATRE COSTUME DESIGN | 45 | $31,950 | $608 | $1,207 | $1,100 | $700 | $0 | $270 | $250 | $36,085 | $12,331 | $36,085 | 9 MONTHS |
| MAJORS                          | UNITS | TUITION  | BOOKS & APPLICABLE SALES TAXES | SUPPLIES & APPLICABLE SALES TAXES | COURSE-RELATED RESOURCES | STUDIO / LAB USAGE FEE | MATRICULATION FEE | STUDENT ASSOC. FEE | GRADUATION FEE | SUB-TOTAL (SEE APPLICATION FEES TO CALCULATE GRAND TOTAL) | TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE (FIRST QUARTER) | ESTIMATED CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM | LENGTH OF PROGRAM |
|--------------------------------|-------|----------|--------------------------------|-----------------------------------|--------------------------|----------------------|------------------|------------------|----------------|----------------|------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------|-------------------|
| DESIGN JUNIOR YEAR             | 46    | $30,820  | $920                           | $539                              | $400                     | $700                 | $0               | $270             | $0             | $33,649                    | $11,460                                                 | $67,740                                                      | 2 YEARS           |
| DESIGN SENIOR YEAR             | 45    | $30,150  | $824                           | $115                              | $730                     | $700                 | $0               | $270             | $250           | $33,039                    | $11,170                                                 | $67,740                                                      | 2 YEARS           |
| DIGITAL CINEMA JUNIOR YEAR     | 45    | $30,150  | $1,350                          | $673                              | $520                     | $700                 | $0               | $270             | $0             | $33,663                    | $11,558                                                 | $67,740                                                      | 2 YEARS           |
| DIGITAL CINEMA SENIOR YEAR     | 46    | $30,820  | $1,635                          | $305                              | $495                     | $700                 | $0               | $270             | $250           | $34,475                    | $11,815                                                 | $69,170                                                      | 2 YEARS           |
| GRAPHIC DESIGN JUNIOR YEAR     | 45    | $30,150  | $1,176                          | $224                              | $583                     | $700                 | $0               | $270             | $0             | $33,103                    | $11,268                                                 | $68,540                                                      | 2 YEARS           |
| GRAPHIC DESIGN SENIOR YEAR     | 46    | $30,820  | $1,456                          | $331                              | $573                     | $700                 | $0               | $270             | $250           | $34,400                    | $11,765                                                 | $69,170                                                      | 2 YEARS           |
| FASHION KNITWEAR DESIGN JUNIOR | 45    | $30,150  | $1,356                          | $172                              | $625                     | $700                 | $0               | $270             | $0             | $33,273                    | $11,345                                                 | $67,810                                                      | 2 YEARS           |
| FASHION KNITWEAR DESIGN SENIOR | 46    | $30,820  | $799                            | $54                               | $640                     | $700                 | $0               | $270             | $250           | $33,532                    | $11,319                                                 | $70,770                                                      | 2 YEARS           |
| INTERIOR DESIGN JUNIOR YEAR    | 45    | $30,150  | $1,450                          | $113                              | $390                     | $700                 | $0               | $270             | $0             | $33,073                    | $11,285                                                 | $67,810                                                      | 2 YEARS           |
| INTERIOR DESIGN SENIOR YEAR    | 46    | $30,820  | $977                            | $243                              | $631                     | $700                 | $0               | $270             | $250           | $33,891                    | $11,500                                                 | $67,980                                                      | 2 YEARS           |
| PROFESSIONAL STUDIES SENIOR    | 46    | $30,820  | $2,441                          | $85                               | $20                      | $700                 | $0               | $270             | $250           | $34,586                    | $11,950                                                 | $34,586                                                      | 2 YEARS           |
| SOCIAL MEDIA JUNIOR YEAR       | 46    | $30,820  | $2,984                          | $85                               | $140                     | $700                 | $0               | $270             | $0             | $34,728                    | $12,136                                                 | $70,770                                                      | 2 YEARS           |
| SOCIAL MEDIA SENIOR YEAR       | 45    | $30,150  | $3,273                          | $85                               | $0                       | $700                 | $0               | $270             | $250           | $34,999                    | $12,178                                                 | $70,770                                                      | 2 YEARS           |
### Bachelor of Arts Degree Programs

#### Effective May 1, 2018

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<th>Tuition</th>
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<th>Supplies &amp; Applicable Sales Taxes</th>
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<th>Matriculation Fee</th>
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<td>45</td>
<td>$29,250</td>
<td>$768</td>
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<td>$700</td>
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### Bachelor of Arts Degree Programs

**Effective May 1, 2018**

#### Bachelor of Arts in Creative Industry Studies

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<tr>
<th>Major</th>
<th>Units</th>
<th>Tuition</th>
<th>Books &amp; Applicable Sales Taxes</th>
<th>Supplies &amp; Applicable Sales Taxes</th>
<th>Course-Related Resources</th>
<th>Studio/Lab Usage Fee</th>
<th>Matriculation Fee</th>
<th>Student Assoc. Fee</th>
<th>Graduation Fee</th>
<th>Sub-Total (see application fees to calculate grand total)</th>
<th><em>Total Charges for the current period of attendance (first quarter)</em></th>
<th>Estimated Charges for the entire educational program</th>
<th>Length of Program</th>
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### Bachelor of Science Degree Programs

**Effective April 1, 2018**

| MAJORS                        | UNITS | TUITION   | BOOKS & APPLICABLE SALES TAXES | SUPPLIES & APPLICABLE SALES TAXES | COURSE-RELATED RESOURCES | STUDIO / LAB USAGE FEE | MATRICULATION FEE | STUDENT ASSOC. FEE | E-LEARNING FEE | GRADUATION FEE | SUB-TOTAL (SEE APPLICATION FEES TO CALCULATE GRAND TOTAL) | TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE (FIRST QUARTER) | ESTIMATED CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM | LENGTH OF PROGRAM |
|-------------------------------|-------|-----------|---------------------------------|------------------------------------|---------------------------|------------------------|---------------------|-------------------|-------------------|----------------|----------------|----------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------|-------------------|
| **Bachelor of Science Programs** |       |           |                                 |                                    |                           |                        |                     |                   |                   |                |                | SEE APPLICATION FEES TO CALCULATE GRAND TOTAL                     |                                                             |                                                               |                   |
| Apparel Technical Design     | 45    | $30,150   | $1,735                          | $143                               | $644                      | $700                   | $0                  | $270              | $0                | $0              | $33,642         | $11,517                                                   |                                                              | 2 years                                                      |                   |
| Junior Year                  |       |           |                                 |                                    |                           |                        |                     |                   |                   |                |                |                                                                      |                                                              |                                                               |                   |
| Apparel Technical Design     | 46    | $30,820   | $1,353                          | $155                               | $688                      | $700                   | $0                  | $270              | $0                | $250            | $34,416         | $11,723                                                   | $69,090                                                         | 2 years                                                      |                   |
| Senior Year                  |       |           |                                 |                                    |                           |                        |                     |                   |                   |                |                |                                                                      |                                                              |                                                               |                   |
| Business Management          | 45    | $30,150   | $2,891                          | $85                                | $195                      | $700                   | $0                  | $270              | $0                | $0              | $34,291         | $11,926                                                   |                                                              | 2 years                                                      |                   |
| Junior Year                  |       |           |                                 |                                    |                           |                        |                     |                   |                   |                |                |                                                                      |                                                              |                                                               |                   |
| Business Management          | 46    | $30,820   | $3,317                          | $85                                | $40                       | $700                   | $0                  | $270              | $0                | $250            | $35,482         | $12,394                                                   | $70,840                                                         | 2 years                                                      |                   |
| Senior Year (online) †       | 45    | $30,150   | $2,891                          | $85                                | $195                      | $0                     | $0                  | $970              | $0                | $34,291         | $11,926         | $71,060                                                   |                                                              | 2 years                                                      |                   |
| Business Management          | 46    | $30,820   | $3,317                          | $85                                | $40                       | $0                     | $0                  | $970              | $250             | $35,482         | $12,394         | $71,060                                                   |                                                              | 2 years                                                      |                   |
| Senior Year (online) †       |       |           |                                 |                                    |                           |                        |                     |                   |                   |                |                |                                                                      |                                                              |                                                               |                   |

**Master’s Degree Program**

**Effective April 1, 2018**

| MAJORS                        | UNITS | TUITION   | BOOKS & APPLICABLE SALES TAXES | SUPPLIES & APPLICABLE SALES TAXES | COURSE-RELATED RESOURCES | STUDIO / LAB USAGE FEE | MATRICULATION FEE | STUDENT ASSOC. FEE | E-LEARNING FEE | GRADUATION FEE | SUB-TOTAL (SEE APPLICATION FEES TO CALCULATE GRAND TOTAL) | TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE (FIRST QUARTER) | ESTIMATED CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM | LENGTH OF PROGRAM |
|-------------------------------|-------|-----------|---------------------------------|------------------------------------|---------------------------|------------------------|---------------------|-------------------|-------------------|----------------|----------------|----------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------|-------------------|
| Master of Business Administration | 61    | $40,870   | $2,728                          | $85                                | $700                      | $0                     | $270                | $0                | $250              | $44,903         | $9,825         | $44,903                                                   |                                                              | 15 months                                                   |                   |
### INITIAL AND FINAL APPLICATION FEES

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<td>Final Application Fee due upon Acceptance</td>
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<tr>
<td>Additional Out-of-State Fee</td>
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</tr>
<tr>
<td>Additional International Fee</td>
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<table>
<thead>
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<th>Fee Type</th>
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<tr>
<td>Due prior to registration</td>
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</table>

### NOTES

- Total charges for the Current Period of Attendance (First Quarter)
- 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.
- See application fees to calculate grand total.
- Tuition and graduation fees for second year (for any two-year programs) will be based on the prevailing tuition rate at time of acceptance and completion of second-year enrollment forms.
- A change in major will result in a change in cost.

### NOTES (CONT’D)

- FIDM A.A. graduates fulfilling the prerequisite(s) indicated below are eligible to apply for the following Bachelor’s degree programs:
  - B.S. Apparel Technical Design — FIDM A.A. Degree in Merchandise Product Development
  - B.S. Business Management — FIDM A.A. Degree and to qualified transfer students
  - B.A. Creative Industry Studies — Open to qualified transfer students
  - B.A. Design — FIDM A.A. Degree in one of the following majors: Fashion Design, Graphic Design, Interior Design, Textile Design, or Visual Communications
  - B.A. Digital Cinema — FIDM A.A. Degree in Digital Media and to qualified transfer students
  - B.A. Fashion Knitwear Design — FIDM A.A. Degree in Fashion Design and to qualified transfer students
  - B.A. Graphic Design — FIDM A.A. Degree in Graphic Design and to qualified transfer students
  - B.A. Interior Design — FIDM A.A. Degree in Interior Design and to qualified transfer students
  - B.A. Professional Studies — FIDM A.A. Degree and an A.A. Advanced Study Degree
  - B.A. Social Media — FIDM A.A. Degree in Social Media and to qualified transfer students

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. Contact the appropriate department chairperson.

The State of California established the Student Tuition Recovery Fund (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 pay 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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 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 an 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 Student Advisement Office 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 and final application fees totaling $225. If a student has been provided with a set of books and supplies, a refund will be made in accordance with FIDM’s Refund Policy for Books and Supplies. Cancellation shall occur when the student gives dated, written notice of cancellation to FIDM Admissions Office, 919 South Grand Avenue, 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 effected 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 Student Advisement Office 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 $225 are non-refundable. Once the student has attended past the 60% point of the quarter, no refund will be made for that period. To determine the quarterly amounts on which the refund will be based, tuition, refundable fees, and course-related resources for the total period of enrollment are allocated evenly among the number of quarters in the enrollment period as stated in the agreement ("the quarterly cap"). Should the student return, the refunded tuition will be reinstated. The quarterly cap amount will be the basis for calculating the pro-rata refund for any quarter in which the remaining balance is greater than the cap amount. 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

<table>
<thead>
<tr>
<th>NUMBER OF DAYS ATTENDED IN THE PERIOD OF ATTENDANCE (ONE QUARTER)</th>
<th>REFUND PERCENTAGE</th>
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<td>Cancellation Prior to the start of classes — no days attended</td>
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<tr>
<td>Withdrawal 45th day of the quarter</td>
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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. The student’s agreement with the College specifies the duration of the enrollment period and the number of quarters. Arrangements for financial aid or for additional time in which to complete courses do not change the duration for refund purposes. Transferred-in units may change the program length, and may reduce the total charges for the enrollment period and any resulting refund.
Fidm’s Refund Policy for Books and Supplies

Upon Cancellation, students will be charged for all Books and Supplies received. Charges paid for Books and Supplies will be refunded provided that the materials are returned new and unused within 20 days of the student’s cancellation. Used items are non-refundable. EAccess cards and materials showing wear, damage, or not in the original packaging (including shrink-wrap) are not returnable. College Services will make these determinations.

Upon Withdrawal from the College, students who have not attended past the 6th week of the quarter may return current quarter Books and Supplies that are new and unused and receive a refund for charges paid. They must be returned by appointment to the College Services Office within 20 days from the student’s withdrawal date. Used items are non-refundable. EAccess cards and materials showing wear, damage, or not in the original packaging (including shrink-wrap) are not returnable. College Services will make these determinations.

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 Perkins Loan
4. Federal Direct Graduate Plus Loan
5. Federal Direct Parent Plus Loan
6. Federal Pell Grant
7. 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.

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 monies 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 on-campus orientation, during which they will be informed about college facilities, student services, and general policies, including scheduling of classes, grading, transfer of coursework, finances, and job placement. All Education Department handouts are posted on the FIDM Portal under eOrientation.

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 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 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 two weeks of classes. A late fee will be charged to students submitting Late Registration Forms after the deadline.

SUCCESS SEMINAR PROGRAM
Success Seminar is a required program for all first-time college students. Students with previous college experience are invited, but it is not mandatory. 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
FIDM does not take attendance, and attendance does not have any direct effect on a student’s final grade. However, attending class regularly does have a positive effect on a student’s experience and overall performance. 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 / 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 courses in the designated time period. 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 their graduation date. Any student’s program that extends beyond one quarter from the scheduled completion date may be subject to a tuition increase.

CHANGES TO DEGREE LOCATION / COMPLETION
FIDM schedules program starts and class sections to help students meet their education goals and graduate on time. In many majors, the first year of study is offered on all four campuses (LA, SF, OC and SD). Prior to enrolling, however, students should be aware that not all programs can be completed at all FIDM campuses. In particular, all students enrolling at the OC campus will be required to complete their second year in Los Angeles or San Francisco, as will San Diego students enrolled in programs other than Merchandising & Marketing.

Occasionally, branch campus programs are started at non-traditional times, which can cause a program to stretch beyond its published dates; these programs may also fail to maintain a minimum cohort size of five (5) students. In such a case, the program will continue but will be moved to the Los Angeles campus (919 South Grand Avenue, Los Angeles. CA 90015).

FIDM also makes every effort to maintain stability in its scheduling of class days and times at the branch campuses. Sufficient numbers of class sections to accommodate demand will always be available to students in the quarters in which they are scheduled to take those classes. Once a student has enrolled at FIDM and has received his/her schedule, the day and time a class meets will not be changed without consent from at least 90% of the students enrolled in the class. Very rarely, a course section may be cancelled due
to low enrollment. Students will be offered another section of that course.

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

STUDENT ACADEMIC LOAD OR INTERNATIONAL STUDENT’S STATUS
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. Any failed course will result in a repeat fee and a course-related resource fee charge to the student account. In most cases, course books and supplies may be used when repeating the class. If the Department Chairperson has changed any of the course books or supplies in a subsequent quarter, the student will be responsible for purchasing the new items. If a student repeats a course in which a grade of "D+", "D", "D-" or "F" was received, the original grade is no longer counted in the student's cumulative grade point average calculation, but will remain as part of the permanent record and quarterly grade point average for the quarter in which the class was taken. 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 change their major and complete courses that do not apply to the new major are required to complete an additional enrollment agreement for the extra units. Any student who retakes a course with a passing grade ("D-" or better) will be responsible for the full course cost, and required to complete an additional agreement for the units and course-related resource fees. The student will be responsible for purchasing course books and supplies that are changed in subsequent quarters.

ADDING & DROPPING A CLASS
A Class Change Form is used to add and drop classes. Students have the first two weeks to add a class and the first three weeks to drop a class that meets for the entire quarter. Students adding a class must be officially registered in the course and elect FIDM's Method of Book & Supply Distribution to receive books and supplies for the added class. Between weeks four and six, a Course Withdrawal Form is used to drop courses. If a student does not file the paperwork to withdraw from a course by the last day of week six, his/her 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." A repeat fee as well as book, supply, and course-related resource fees may be incurred. The student will be held responsible for purchasing course books and supplies that are changed in subsequent quarters.

INDEPENDENT STUDY
To qualify for an 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, a second Independent Study can also be assigned for special circumstances as determined by a Chairperson. An 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 at each campus. 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
Students combine academic training, theory, and practice at internships within their industry and 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 must maintain a minimum cumulative 3.0 grade point average, have proof of medical insurance, and be in their second-to-last or last quarter of their program. Internships must be secured and paperwork completed prior to the end of the quarter preceding the internship’s start date. In addition, all students must follow current federal and/or state guidelines.

Students who are interested must see a Career Advisor the quarter prior to their desired internship quarter.
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 (LA) or the Education Department (SF, OC, SD) for approval to receive necessary books (if applicable) distributed in the prerequisite course through College Services. Corresponding supplies may be purchased.

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 100- and 200-level course work. Credits awarded may count toward general education requirements. 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 Overseas Institutions

Credit is granted from recognized overseas institutions. Awarding of advanced standing varies depending on the educational system of the country. All applicants educated outside the U.S. are required to have their credentials evaluated by World Education Services (WES). WES evaluations constitute non-binding advisory opinions only. Where FIDM’s assessment of any credential(s) differs from that of WES, 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 only awards applicable course credit for courses taken at other institutions to which the student received a grade of “C-” or higher.
### MAXIMUM TRANSFERABLE UNITS / RESIDENCY REQUIREMENTS

<table>
<thead>
<tr>
<th>ASSOCIATE OF ARTS</th>
<th>UNITS</th>
<th>MAXIMUM TRANSFERABLE UNITS</th>
<th>RESIDENCY REQUIREMENTS (UNITS)</th>
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FIDM is accredited by WASC Senior College and University Commission.

* All FIDM Art & Design majors are accredited by NASAD

* Pending approval by FIDM’s accreditors NASAD (National Association of Schools of Art and Design) andWSCUC (Western Association of Schools and Colleges Senior College and University Commission)

TRANSFERRING TO FIDM

FIDM creates and maintains Unilateral Course Equivalencies Guides that stipulate which curriculum offerings from the sending institutions will receive specific course credit at FIDM. If contemplating a transfer to FIDM from another institution, students should check with the transfer counseling office at their current school to verify if they are currently utilizing FIDM’s Course Equivalency Guide. If the current college does not have an agreement on file with FIDM, check with an Admissions Advisor at FIDM who can request that one be created to assist in the transfer preparation. It is important to note that when using FIDM’s Course Equivalency Guide created for other colleges not every course on the list will be applicable to an intended major at FIDM; therefore, prospective FIDM Students and Transfer Counselors at sending institutions need to specifically note the course requirements of their intended major to properly select applicable, transferable course work at their current college. FIDM currently maintains Course Equivalency Guides with several institutions which can be found at http://fidm.edu/en/admissions/transfer+students/Transfer+to+FIDM/:

1. Aims Community College
2. Alamo Colleges
3. Alexandria Technical & Community College
4. Allan Hancock College
5. Alverno College
6. Amarillo Community College
7. American River College
8. Anne Arundel Community College
9. Antelope Valley College
10. Antonelli College
11. Arapahoe Community College
12. Arizona State University
13. Arizona Western College
14. Ashford University
15. Austin Community College
16. Azusa Pacific University
17. Baker College
18. Bakersfield College
19. Ball State University
20. Barstow Community College
22. Bauder College
23. Bay State University
24. Bellevue Community College
25. Benediction University
26. Berkeley City College
27. Berkshire Community College
28. Bismark State College
29. Black Hawk College
30. Boise State University
31. Boston State University
32. Bristol Community College
33. Brookdale Community College
34. Buffalo State College
35. Bunkerhill Community College
36. Butte College
37. Cabrillo College
38. California State University, Bakersfield
39. California State University, Fresno
40. California State University, Fullerton
41. California State University, Long Beach
42. California State University, Los Angeles
43. California State University, Northridge
44. California State University, Sacramento
45. California State University, San Diego
46. California State University, San Luis Obispo
47. California State University, San Marcos
48. California State University, Sonoma
49. Cameron University
50. Camosun College
51. Canada College
52. Cascadia Community College
53. Central Arizona College
54. Central Piedmont Community College
55. Central Washington University
56. Centralia College
57. Cerro Coso Community College
58. Chabot College
59. Chaffey College
60. Chandler-Gilbert Community College
61. Chemeketa Community College
62. Cincinnati State College
63. Citrus College
65. City College of San Francisco
66. Clark College
67. Clayton State University
68. Clover Park Technical College
69. Coastal Carolina Community College
70. Coastal Carolina University
71. Coastline Community College
72. College of Alameda
73. College of DuPage
74. College of Lake County
75. College of Marin
76. College of San Mateo
77. College of Southern Maryland
78. College of Southern Nevada
79. College of the Canyons
80. College of the Desert
81. College of the Mainland
82. College of the Sequoias
83. College of Western Idaho
84. Collin College
85. Columbia Basin College
86. Columbia College
87. Community College of Allegheny County
88. Community College of Aurora
89. Community Colleges of Spokane
90. Consumers River College
91. Contra Costa College
92. Copper Mountain College
93. Corning Community College
94. Crafton Hills College
95. Cuesta College
96. Cuyamaca College
97. Cypress College
98. De Anza College
99. Des Moines Area Community College
100. Diablo Valley College
101. Dixie State University
102. Dongduk University
103. Eastern Kentucky University
104. Eastern Florida State College
105. Eastern Michigan University
106. Eastern Washington University
107. Edmonds Community College
108. El Camino College
109. El Paso Community College
110. Everett Community College
111. Evergreen Valley College
112. Fall River College
113. Foothill College
114. Forsyth Technical College
115. Fresno City College
116. Front Range Community College
117. Fullerton College
118. Gadsden State Community College
119. Gavilan College
120. Genesee Community College
121. George Fox University
122. Georgia Gwinnett College
123. Georgia Highlands Community College
124. Georgia Perimeter College
125. Glendale Community College (AZ)
126. Glendale Community College (CA)
127. Golden West College
128. Grand Canyon University
129. Grand Rapids Community College
130.Grayson-Lincoln Technical College
131. Gray's River Community College
132. Grossmont College
133. Harper College
134. Harrodsburg Area College
135. Hartnell Community College
136. Highline Community College
137. Honolulu Community College
138. Horry Georgetown Technical College
139. Houston Community College
140. Howard Community College
141. Howard University
142. Imperial Valley Community College
143. Indiana University
144. Inver Hills Community College
145. Irvine Valley College
146. Ivy Tech Community College
147. J. Sargent Community College
148. Jefferson State Community College
149. Johnson County Community College
150. Kapiolani Community College
151. Kauai Community College
152. Keiser University
153. Kent State University
154. Kilgore Community College
155. Kishwaukee College
156. LA Chaffey Community College
157. LA Guardia Community College
158. Lake Tahoe Community College
159. Lamar State College
160. Laney College
161. Lansing Community College
162. Las Positas College
163. Lassen College Community College
164. Leeuward Community College
165. Lone Star Community College
166. Long Beach Community College
167. Los Angeles City College
168. Los Angeles Harbor College
169. Los Angeles Mission College
170. Los Angeles Southwest College
171. Los Angeles Trade Technical College
172. Los Angeles Valley College
173. Los Medano Community College
174. Macomb Community College
175. Maine College of Art
176. Manatee Community College
177. Maryland College of Art
178. Massasoit Community College
179. Mendocino College
180. Menlo College
181. Merced College
182. Merritt College
183. Mesa Community College (AZ)
184. Mesa Community College (CA)
185. Metropolitan Community College
186. Metropolitan State University, Denver
187. Miami Dade College
188. Middlesex Community College (CT)
189. Middlesex Community College (MA)
190. Minneapolis Community & Tech College
191. Mira Costa College
192. Mission College
193. Modesto Junior College
194. Monroe Community College
195. Monterey Peninsula College
196. Montgomery College
197. Montgomery Cty. Community College
198. Moorpark College
199. Moreno Valley College
200. Mt. Ida College
201. Mount San Antonio College
202. Mount San Jacinto College
203. Mount St. Mary’s College
204. Murray State University
205. Napa Valley College
206. Nassau Community College
207. New York City College of Technology
208. Newbury College
209. Normandale Community College
210. North Central Texas College
211. North Shore Community College
212. Northeast Texas Community College
213. Northeast Wisconsin Technical College
214. Northern Arizona University
215. Northern Virginia Community College
216. Northampton Community College
217. Northern Lakes College
218. Notre Dame de Namur University
219. Oakland Community College
220. Ohlone College
221. Old Dominion University
222. Olympic College
223. Orange Coast College
224. Orange County Community College
225. Oregon University
226. Oxnard College
227. Palomar Community College
228. Pasadena City College
229. Peninsula Community College
230. Penn Foster College
231. Pepperdine University
232. Pierce College (WA)
233. Pierce College (CA)
234. Pikes Peak Community College
235. Pima Community College
236. Porterville Community College
237. Portland Community College
238. Randolph Community College
239. Red Rocks Community College
240. Reedley College
241. Rio Hondo Community College
242. Riverside Community College
243. Sacramento City College
244. Saddleback College
245. Salt Lake City Community College
246. San Antonio College
247. San Bernardino Valley Community College
248. San Diego Community College
249. San Diego Miramar College
250. San Jacinto Community College
251. San Joaquin Delta College
252. San Jose City College
253. Santiago Canyon College
254. Santa Ana College
255. Santa Barbara City College
256. Santa Monica College
257. Santa Rosa Junior College
258. Sauk Valley Community College
259. Savannah College of Art & Design
260. Seattle Central Community College
261. Shasta College
262. Shoreline Community College
263. Sierra College
264. Skyline College
265. Solano Community College
266. Sonoma State University
267. South Puget Sound Community College
268. South Seattle Community College
269. Southern Crescent Technical College
270. Southern Oregon College
271. St. John River State College
272. St. Louis Community College
273. St. Peters College
274. Stanford University
275. Suffolk County Community College
276. Sullivan County Community College
277. Syracuse University
278. Tacoma Community College
279. Taft Community College
280. Tarrant County College District
281. Trinity Lutheran University
282. Truckee Meadows Community College
283. Tulsa Community College
284. University of Arizona
285. University of California, Irvine
286. University of California, Riverside
287. University of Central Oklahoma
288. University of Idaho
289. University of Louisiana, Lafayette
290. University of Nebraska, Lincoln
291. University of Nevada, Las Vegas
292. University of Oregon
293. University of Texas, San Antonio
294. University of Washington, Bothell
295. University of Wisconsin, River Falls
296. University of Wisconsin, Stout
297. University of Wisconsin, Waterfall College
298. Valencia College (FL)
299. Ventura College
300. Victor Valley College
301. Virginia Military Institute
302. Virginia Tech College
303. Wade College
304. West Los Angeles Community College
305. Western Washington University
306. Westmont College
307. William Jessup University
308. Woodbury University
309. Woodland Community College
310. Yuba College

POLICIES & REGULATIONS
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
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
13. Ventura County ROC (CA)
14. Western Suffolk BOCES (NY)
15. Yorktown BOCES (NY)

**TRANSFERS 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 transfer advisors at FIDM’s campuses in San Francisco, Orange County, and San Diego or with FIDM’s Articulation Officer on the Los Angeles campus. 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]
cca.edu/admissions/undergrad/transfer-credit
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 different design A.A. majors from FIDM.

**California State University system** [CSU]
calstate.edu/transfer
CSU GE Certification has provided for articulation of lower division general education courses from FIDM as being readily transferable to the CSU Academic Breadth requirements systems for any of the 23 CSU campuses. Major specific coursework in the past was articulated with specific CSU campuses that provide equivalency confirmations and/or course-to-course articulation. FIDM has maintained articulation with specific CSU campuses: CSU Long Beach, CSU Northridge. Students in most instances will have to supplement FIDM course offerings with additional coursework to complete upper division transfer requirements. In the case of a program being impacted, there may be supplemental requirements.

**LIM (Laboratory Institute of Merchandising)**
limcollege.edu/admissions/transfer
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 any FIDM Student with fewer than 59 semester credits (90 quarter credits) to make up the deficiencies at LIM; 2. FIDM Graduates with an Associates Degree may enter LIM with full junior status. Currently, transfer pathways have been created for graduates of FIDM’s A.A. programs in Merchandising & Marketing, Visual Communications, and Merchandise Product Development.

**Mount Ida College**
mountida.edu/admissions-aid/apply/transfer-students/ Program articulation to facilitate block transfer for FIDM’s Interior Design, Fashion Design, Merchandising & Marketing, and Graphic Design program graduates.

**Notre Dame de Namur University**
ndnu.edu/admissions/transfer/transfer-agreements/fidm/ Articulation agreement describes how courses taken at FIDM will transfer to meet Notre Dame de Namur University requirements for General Education and lower division major preparation. Students do not need to complete all of the requirements before transferring to NDNU.

**Otis College of Art & Design**
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/
Sufficient course content from FIDM’s Merchandise Product Development; Merchandising & Marketing; Fashion Design, Graphic Design and Visual Communications programs articulated as equivalent, to that delivered in the first two years (levels 3 and 4) of the B.A. [Hons] Fashion Marketing; B.A. [Hons] Fashion Design with Marketing; B.A. [Hons] Fashion Design; and B.A. [Hons] Communication Design programs at Regent’s University.

University of Phoenix
phoenix.edu/admissions/transfer_information.html
Block transfers for all FIDM majors; details of the application of transfer credit outlined on UOP’s 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 at the Los Angeles campus 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 you earn at FIDM is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending FIDM to determine if your 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 and are accessible through the FIDM Portal. 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:

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

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 in which a student has a "C-" or higher grade point average in the course and has 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." 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.
Below are the academic disciplinary stages for students that fail to maintain the standard of 2.0 cumulative grade point average.

<table>
<thead>
<tr>
<th>ACADEMIC DISCIPLINARY STAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC WARNING</td>
</tr>
<tr>
<td>Quarterly GPA falls below a 2.0, but the cumulative GPA remains 2.0 or higher.</td>
</tr>
<tr>
<td>ACADEMIC PROBATION*</td>
</tr>
<tr>
<td>Cumulative GPA falls below a 2.0.</td>
</tr>
<tr>
<td>ACADEMIC CONTRACT**</td>
</tr>
<tr>
<td>Cumulative GPA falls below a 2.0 for two quarters in a row.</td>
</tr>
<tr>
<td>ACADEMIC DISMISSAL***</td>
</tr>
<tr>
<td>Cumulative GPA falls below a 2.0 for the third consecutive quarter. Student must apply for reinstatement.</td>
</tr>
<tr>
<td>ACADEMIC DISQUALIFICATION</td>
</tr>
<tr>
<td>Quarterly and cumulative GPA below 2.0 in any quarter subsequent to reinstatement.</td>
</tr>
</tbody>
</table>

* 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.

** While a student is on contract 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 contract.

*** 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 not attended class for eight consecutive academic quarters or more, and who left in good academic standing, must complete a new application from the Student Advisement Office to re-enter the college. Graduation requirements will be determined from the catalog in effect on the date of acceptance for re-entry, and the student may incur additional costs and fees to complete the program. Disqualified students are not eligible to be reinstated.

Student Rights

ACREDITATION
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/fidmfashion-institute-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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, 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).

CONSUMER INFORMATION
Any questions or unresolved problems concerning the college or its faculty and staff should be forwarded in writing to the 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.

ENROLLMENT AGREEMENT & PERFORMANCE FACT SHEET
As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you 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 Education Department to fill out the Grade Appeal Petition form. The appeal will be reviewed, and he/she will be notified of the petition results within two weeks.

POLICIES & SERVICES FOR STUDENTS WITH DISABILITIES
FIDM complies with the American with Disabilities Act of 1990 amended in 2008 (ADA), Section 504 of the Rehabilitation Act at 29 U. S. C. § 794 (Section 504), and any other federal, state and local law regarding students and applicants with disabilities. It is college policy that no otherwise qualified individual with a disability, shall, solely by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of the college.

Each FIDM Campus has staff representatives designated to assist students with academic accommodations. Students are required to provide verification of a disability and consult with the campus representative to develop a plan of reasonable accommodations upon matriculation to FIDM. In order to receive reasonable accommodations, students diagnosed with a learning, psychological, medical (including pregnancy) or physical impairment are required to meet with the campus representative to verify the disability. Examples of documentation accepted by FIDM for a learning, psychological, medical or physical disability are an Individualized Education Plan (IEP), a 504 Plan, a psycho-educational evaluation, a psychological evaluation, or a medical letter. Documentation remains confidential for a period of seven years with the designated staff representative and is only released with the student’s signed consent.

Accommodations cannot be provided unless verification is provided directly to the campus representative. Students requesting accommodations receive the Services for Students with Disabilities form from the campus representative. Once verification is established, the student and the campus representative discuss options for reasonable accommodations and complete the Student Academic Accommodations & Instructor Guidelines form. The student then distributes the form to the instructor(s). Questions concerning FIDM’s policy, procedure, and accommodations should be forwarded to the campus representative.

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. 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 express opinions on issues without jeopardizing his or her relationship with the instructor.
- To be evaluated in accord with academic merit and performance and not on matters irrelevant to that performance.

STUDENT GRIEVANCE
The student grievance process aims to provide a prompt and equitable resolution for any student who believes a decision or action was unfair or has adversely affected his/her 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 or the Education Department 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 his/her 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 LA Housing staff (see FIDM Portal Staff Directory). 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 Executive Director of Admissions (LA Campus) 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.

STUDENTS’ EDUCATION RECORDS
Student files reside on the system database indefinitely. Transcripts are generated on demand.

All FIDM student records are kept private in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Schools are permitted to disclose education records without the students’ consent in some circumstances, for example:
- When the student has violated a federal, state, or local law; or the school’s policies governing substance abuse
- When the information is needed to protect the health or safety of the student or other individuals
- When there is a legitimate educational interest, student education records may be shared between departments within FIDM

Regulations also allow for disclosure of personally identifiable information (PII), without student or parent consent, where institutions have contracted with organizations to conduct studies or audits of the effectiveness of education programs.

Written consent from the student is required for release of records to outside parties, except for those agencies authorized by law. Signing FIDM’s enrollment agreement provides written consent authorizing FIDM to release information from the agreement to individuals and entities necessary to secure payment of any obligation arising from the enrollment agreement. FIDM keeps a record of the disclosure and provides it upon request to students who wish to know if their parents or an outside party has been notified. Under this act, students may:
- Review their educational records
- Challenge information (not including grades) they believe to be inaccurate, misleading, or not in accord with their right to privacy
- Contact the U.S. Department of Education if they feel that the FERPA policy is not being administered correctly
- Exercise limited right to refuse

Questions about this policy should be directed to the Vice President of Education at the Los Angeles campus.

TITLE IX
Title IX of the Education Amendments of 1972 and its regulations, protects people from discrimination based on sex in education programs and activities operated by recipients of Federal financial assistance. Sexual misconduct of or by students, which includes acts of sexual violence, is a form of sex discrimination and is prohibited by Title IX.

FIDM’s Title IX Coordinator oversees the centralized review, investigation, and resolution of reports of discrimination and sexual misconduct. The Title IX Coordinator ensures the college’s compliance and fulfillment of its obligations with regards to policies, procedures, and relevant state and federal laws, inclusive of VAWA, The Clery Act, Campus SaVE Act, and California SB 967 (Affirmative Consent). Refer to Affirmative Consent under FIDM’s Student Conduct Policies.

Further information regarding Title IX and college policies are found in the Annual Security Report on http://fidm.edu/en/about/policies-disclosures/Title-IX/ and http://fidm.edu/en/about/policies-disclosures/General-Information/, the FIDM Portal, or by contacting the Title IX Coordinator: Julie Ann Otteson, Executive Director, Human Resources, 919 South Grand Avenue, Los Angeles, CA 90015, email jotteson@fidm.edu, telephone 213.624.1200, extension 3530.
WITHIN THE CLASSROOM

CLASS HOURS FOR THE LOS ANGELES, SAN FRANCISCO, AND SAN DIEGO CAMPUSES

<table>
<thead>
<tr>
<th>CLASS BEGINS</th>
<th>CLASS BREAKS</th>
<th>CLASS ENDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2, 3-Unit Classes</td>
<td>8:30 a.m. – 9:30 a.m.</td>
<td>9:30 a.m. – 9:45 a.m.</td>
</tr>
<tr>
<td></td>
<td>12:00 p.m. – 1:30 p.m.</td>
<td>1:15 p.m. – 1:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>3:30 p.m. – 4:45 p.m.</td>
<td>4:30 p.m. – 4:45 p.m.</td>
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<tr>
<td></td>
<td>7:00 p.m.*</td>
<td>8:00 p.m. – 8:15 p.m.</td>
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6-Unit Classes (or 3-Unit / 6-Hour Classes)

<table>
<thead>
<tr>
<th>CLASS BEGINS</th>
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<th>CLASS ENDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 a.m.</td>
<td>9:30 a.m. – 9:45 a.m.</td>
<td>11:15 a.m.</td>
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<tr>
<td></td>
<td>12:00 p.m. – 1:30 p.m.</td>
<td>1:15 p.m. – 1:30 p.m.</td>
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<tr>
<td>12:00 p.m.</td>
<td>1:00 p.m. – 1:15 p.m.</td>
<td>2:45 p.m. – 3:30 p.m.</td>
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<tr>
<td>3:30 p.m.</td>
<td>4:30 p.m. – 4:45 p.m.</td>
<td>6:15 p.m. – 7:00 p.m.</td>
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<tr>
<td></td>
<td>6:15 p.m.</td>
<td>7:15 p.m.</td>
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* Evening classes are offered at the Los Angeles campus.

CLASS HOURS FOR THE ORANGE COUNTY CAMPUS

<table>
<thead>
<tr>
<th>CLASS BEGINS</th>
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<tbody>
<tr>
<td>3-Unit Classes</td>
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<td>10:30 a.m. – 10:45 a.m.</td>
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<td>2:15 p.m. – 2:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>4:30 p.m. – 6:00 p.m.</td>
<td>5:45 p.m. – 6:00 p.m.</td>
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3-Unit / 6-Hour Classes

<table>
<thead>
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</thead>
<tbody>
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<td>9:30 a.m.</td>
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<td>2:15 p.m. – 2:30 p.m.</td>
<td>3:45 p.m. – 4:30 p.m.</td>
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<tr>
<td>1:00 p.m.</td>
<td>2:15 p.m. – 2:30 p.m.</td>
<td>3:45 p.m. – 4:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>7:15 p.m.</td>
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</table>

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 Program of Study sheets 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. Each campus posts studio schedules quarterly on the FIDM Portal.

WORKSHOPS are concise educational programs for groups of students focusing on techniques and skills in a particular subject area. Workshop information is announced on the FIDM Portal.

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.

BOOKS & SUPPLIES

In order to best meet the educational requirements of its programs, FIDM provides the books and supplies necessary for each course for which the student is enrolled. Book and supply charges are included in total charges for the period of the Enrollment Agreement. Required books and supplies are distributed to each student at the first class meeting of each quarter.

By providing course books and supplies, FIDM ensures that the student can be prepared with the most current books and professional industry-related supplies needed to succeed in the classroom. It also protects the student from any price increases or changes in curriculum through the period of the Enrollment Agreement. Required supplies often include specific, difficult to obtain items and industry standard equipment to perform at the demanding level of FIDM.

Book & Supply Distribution:

Students present their FIDM Student photo ID at the designated distribution station to pick up books and supplies. Students who are absent at the initial book and supply distribution are responsible for obtaining them from the Bookroom during scheduled late distribution hours.

Book & Supply Returns:

Students who drop a class may return the complete course kit of books and supplies received from the current quarter class no later than the last day of week six of the quarter. The returned books and supplies must be unused and in perfect condition. When a complete course kit is returned, the student will be eligible to pick up a new course kit in a future quarter.

Opt-Out of FIDM’s Method of Book & Supply Distribution:

Students electing to Opt-Out of FIDM’s Method of Book & Supply Distribution accept the responsibility to locate and purchase all required books and supplies and be prepared for class. Students electing this option
will have their student account credited for charges associated with books and supplies not yet distribut-
ed during the period of the Enrollment Agreement. However, the student would no longer be protected from increases in prices or changes in books and supplies not yet distributed during the period of the Enrollment Agreement.

Students who have previously Opted Out and want to opt back in to FIDM’s Method of Book & Supply Distribution will need to do so on a quarterly basis for each Enrollment Agreement for which the student has Opted Out.

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

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 (LA, SF, OC, SD)
Classroom and laboratory equipment on all FIDM campuses reflects the most 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 Edu-carts (with DVD/video/computer output projection), as well as slide projectors, VCRs, overhead transparency projectors, and other audio-visual equipment are available to faculty to incorporate various types of media into the classroom. Some rooms contain fixed carts for enhanced lectures with projectors containing a computer, DVD, and a port to plug in additional equipment. Rooms that are used for classes and majors which involve hands-on projects contain a sink for clean-up.

THE ANNEX
FIDM’s Annex facility in the Standard Oil Building is located at 605 West Olympic Boulevard across the street from the Los Angeles campus. In addition to conducting classes on the second and third floors, there are two Design Studios located on the first floor (Design Studio East and Design Studio West). Hours of operation can be found on the FIDM Portal. A current FIDM Student Photo ID is required for entrance.

The Design Studio East offers:
- The IDEA Center (Individual Development and Educational Assistance)
- Tutoring
- Assistance in the areas of writing, mathematics, computer competency, study skills, research skills, and reading comprehension
- International Student Workshops
- PC and Mac computer terminals with Internet access
- Scanners
- Printing and copying (color and black & white)
- 3-D Printing (by appointment)
- Fax service

The Design Studio West offers:
- Studio labs with qualified instructors in Illustrator, Photoshop, Drafting, Fashion Sketching, and other subjects
- PC computer terminals with Internet access
- Drafting tables
- Study area
- Printing (color and black & white)
- Painting and clean-up facilities

HOPE STREET ANNEX
FIDM’s Hope Street Annex facility is located at 800 South Hope Street, Los Angeles. The Hope Street Studio, located on the fifth floor, houses FIDM’s state-of-the-industry Textile Design Studio, Print Lab, Pigment Lab, Pattern Labs, and Sewing Rooms.

JEWELRY DESIGN STUDIO
FIDM’s Jewelry Design Studio is located on the 7th floor of the St. Vincent Jewelry Center at 640 South Hill Street, Plaza 3, Suite 754, Los Angeles. This custom-designed, state-of-the-industry facility provides hands-on experience in rendering, soldering, metalsmithing, wax carving, and casting.

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., Design Studio, Library, IDEA Center, or Student Lounge area.

Each student-use computer is acquired new, and has a planned 3-year refresh cycle to provide the most current computing technology for students. Each student-use Windows computer has the Windows 7 or
Windows 10 operating system, Microsoft Office, Adobe Creative Cloud, Sketchup Pro, and The Autodesk AutoCAD software suite.

Multi-purpose classrooms have only Microsoft Office since those computers are intended for research and demonstration use.

PC Labs have access to Gerber WebPDM for creation of garment “tech packs” used in classroom exercises in the Merchandise Product Development and Apparel Technical Design programs.

Other specific PC Labs offer Rhino software utilized in the Jewelry Design Program, and access to AIMS360 ERP software in the Apparel Industry Management program.

San Francisco and Los Angeles campuses have 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 the Apple OS X operating system, Microsoft Office, and Adobe Creative Cloud. In addition, the Digital Media Mac classrooms [Media Lounge 101 and Mac Lab 414] offer Toast Titanium 10, Avid Media Composer and Pro Tools, Reason, Final Cut X, and Autodesk Maya.

Every PC and Mac Lab offers audio-visual projection capabilities, printing, and scanning functionality. Multi-purpose rooms offer audio-visual projection and printing. Libraries and Studios also offer printing and scanning capabilities.

For classrooms that do not have permanent technology installed, FIDM offers portable technology carts and podiums across all four campuses that feature a computer CPU and projector. There are laptop carts that offer laptops for classroom use on the Los Angeles campus.

The Los Angeles, San Francisco, and San Diego campuses have a wireless network available to students that is often used in the Libraries and classrooms for in-class exercises. Students can opt to use these instead of or in conjunction with FIDM-provided technology.

**LIBRARY FACILITIES**

The Library provides an effective environment for study, offering students a space that supports research and learning. The main reading rooms at each campus Library are commonly used by students to work on course assignments, prepare for class, or meet with classmates. Both the Los Angeles and San Francisco campus Libraries also include a multi-purpose conference room which students may use for quiet study during peak times.

Each campus Library also offers a variety of technology options. While technologies vary by campus, they may include PC workstations, Wifi, and self-service printers. The Los Angeles campus Library also has a laptop area where students may connect their devices or use Library laptops. To copy or print in the Library, students at all campuses use the FIDMPrints print management system.

Depending on the campus, additional equipment may include standard-size and oversize scanners, portable light boxes, or a Macbeth Judge light box, digital scales, and digital microscopes. Each Library provides access to a Pantone color scanner, a professional tool that captures color properties and converts the data into a corresponding Pantone code (number).

And while each campus Library offers a variety of textile and material collections, the Los Angeles campus Library has a designated Textile and Design Research Room where students access the Material ConneXion® tableau library and database.

Each campus Library also includes a designated media area where students can view general news and industry-related programming on a large-screen monitor. There is also a variety of audiovisual equipment such as DVD and Blu-ray players, slide projectors and other viewers, used to view titles in the media collections curated to support the different program majors that the college offers.

**TEXTILE SCIENCE FACILITIES**

The Textile Science labs on the Los Angeles campus 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 piling. 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 both years on the Los Angeles campus with the first year available on the San Francisco campus and the second year completed on the Los Angeles campus. There are
three pattern rooms and two sewing rooms at the Hope Street building of the Los Angeles campus. 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, rabit punches, single needle sewing machines, overlock sewing machines, coverstitch sewing machines, merrow machines, blind 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 systems. The system used on both the Los Angeles campus and the San Francisco campus is Gerber Accumark. On the Los Angeles campus there are three dedicated labs and on the San Francisco campus there are two dedicated labs for the Gerber Accumark system. In addition, the Los Angeles campus has a room for the Gerber Cutter. 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 Web PDM, Adobe Illustrator, Photoshop, FastFit360, NGC® PLM, 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 pattern making and pattern correction skills. The system used on the Los Angeles campus is Gerber Accumark. There are three dedicated labs and a separate room for the Gerber cutter on the campus. 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.

The students in this major also utilize the full suite of equipment and dye chemicals available in the Textile Testing and Dye labs on the Los Angeles campus for their studies in fabric management, design and quality assurance. This program is offered on the Los Angeles and San Francisco campuses.

**BEAUTY MARKETING & PRODUCT DEVELOPMENT / BEAUTY INDUSTRY 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.
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 building of the Los Angeles campus 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, merrow machines, blind sewing machine, coverstitch sewing machine, buttonhole machine, and rolling racks. There are comparable facilities

FICM has four dedicated, fully equipped labs on the Los Angeles campus and one on the San Francisco campus. The technology in place for this program includes the Apple platform in all graphic labs. In addition, dedicated graphic labs are 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 available for checkout by students.

The Graphic Design program, facilities, and equipment are only available on the Los Angeles and San Francisco campuses.

JEWELRY DESIGN

Dedicated facilities and equipment are available to Jewelry Design students in the heart of the Los Angeles Jewelry District. The FIDM Jewelry Lab is located five blocks from the main campus on the 7th floor of the St. Vincent Jewelry Center at 640 South Hill Street. Shuttle service is provided to and from classes. The Lab has 12 jewelers benches equipped with oxygen-assisted gas torches. Each bench is also outfitted with a compliment of hand tools. This allows students to work on projects without having to wait for access to resources. The limited number of benches also ensures that courses taught in FIDM Jewelry Lab are small and students have ample access to instructors. The majority of tools and equipment maintained in the FIDM Jewelry Lab enable students to investigate a wide range of traditional “bench” activities including: direct fabrication techniques, wax carving and casting, chasing and repoussé, and stone setting. In addition to traditional bench equipment, the Lab also includes cutting edge technology. A computer loaded with computer aided design (CAD) software allows students to develop and refine digital designs. Likewise, the Lab’s 3-D printer allows students working with CAD software to output their designs. The Lab is also equipped with an eyewash station and first aid kits. Materials Safety Data Sheets (MSDS) are maintained for review by students and emergency responders.

The Jewelry Design Program, facilities, and equipment are only available on the Los Angeles Campus.

INTERNIOR 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. 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.

The students enrolled in the Bachelor of Arts Interior Design program access specialized equipment in Textile labs and digital camera equipment as specified for checkout purposes.

FASHION KNITWEAR DESIGN

There are two Knitwear labs that support both the Fashion Knitwear Design and Textile Design students. 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. The handlooms have double beds for reverse stitching. A linker is available for garment assembly. 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 bi-weekly staffing to support the use of the equipment.

The weaving lab is used by both Fashion Knitwear Design and Textile Design students and includes nine harness Baby Wolf Looms and an AVL 24 Dobby loom. There is one CAD station in the lab loaded with the same software as listed above. There are also four warping stations. All the looms are set-up with different design capabilities to maximize pattern versatility.

The Fashion Knitwear Design program, facilities, and equipment are only available on the Los Angeles Campus.

FOOTWEAR DESIGN & DEVELOPMENT

Aside from the Fashion Design facilities available, the Footwear Design & Development program has a dedicated shirt last machine. The machine is used with styrene plastic boards and a plastic shoe last. The machine heats up the styrene, then the cover is pressed down on the last. The result is a “shirt” covering in the shape of the shoe last. This “shirt” is then used by students to draw on, designing the details of a shoe.

GRAPHIC DESIGN

FIDM has four dedicated, fully equipped labs on the Los Angeles campus and one on the San Francisco campus. The technology in place for this program includes the Apple platform in all graphic labs. In addition, dedicated graphic labs are 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 available for checkout by students.

The Graphic Design program, facilities, and equipment are available on the Los Angeles and San Francisco campuses.
and equipment for first year classes on the San Francisco, San Diego and Orange County campuses. Second year facilities and equipment are only available on the Los Angeles and San Francisco campuses. 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 on the Los Angeles and San Francisco campuses for their second-year coursework in color management and textile testing.

**MENSWEAR**

FiDiM’s Menswear Major is an Advanced Study Program offered on the Los Angeles Campus. 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 in the Hope Street building 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, and a rolling presentation rack.

**TEXTILE DESIGN**

There are suites of textile design and weaving labs for the printing, painting, dyeing, and weaving of textiles. These labs are shared by Fashion Knitwear Design, Textile Design, Theatre Costume Design, and 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.

The weaving lab includes nine harness Baby Wolf Looms, an AVL 24 Dobby loom and four warping stations. All the looms are set-up with different design capabilities to maximize pattern versatility. The lab has one CAD station loaded with Adobe Creative Cloud and WeavePoint software. The textile surface design and weaving labs are only available on the Los Angeles Campus.

**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, cutaways, hotwire machines, a hot knife, dremel tools, and a graphic 24” vinyl cutter.

The Visual labs on the Los Angeles and San Francisco campuses are used for over 75% of the Visual Communications classes. Labs and studios are also held in these rooms. 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 Prop Room contains cutting matte boards. The Prop Room and Visual Labs are also equipped with an eyewash station and first aid kits.

The Entertainment Set Design & Decoration Advanced Study Program shares all Visual Communications facilities and equipment, including Drafting Rooms on the Los Angeles Campus.

The Visual Communications Programs and facilities are available on all campuses, with only first-year students on the San Diego and Orange County locations.

*Pending approval by FiDiM’s accreditors NASAD (National Association of Schools of Art and Design) andWSCUC (Western Association of Schools and Colleges Senior College and University Commission)*
## FIDM Facility by Major

<table>
<thead>
<tr>
<th>FIDM Facility</th>
<th>Classroom Facilities</th>
<th>Computer Facilities</th>
<th>Digital Media Studio</th>
<th>DIE Lab</th>
<th>Fashion Design Studios</th>
<th>Graphic Design Studios</th>
<th>Jewelry Design Studio</th>
<th>Knitwear Labs</th>
<th>Library Facilities</th>
<th>Prop Rooms</th>
<th>Stoll Knit Lab</th>
<th>Textile Science Facilities</th>
<th>Visual Labs</th>
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*Pending approval by FIDM's accreditors NASAD (National Association of Schools of Art and Design) andWSCUC (Western Association of Schools and Colleges Senior College and University Commission)*
FIDM eLearning System

The eLearning System is composed of three parts: web-enabled courses, online (distance learning) courses, and collaborative sites (used by FIDM Faculty).

The FIDM eLearning System is a course management system which allows learning to take place in a virtual environment, beyond the traditional classroom setting. The eLearning system offers two types of online learning: fully online (distance learning) courses and web-enabled courses.

- **Web-Enabled Courses** — Web-enabled courses are on-campus course sites in the eLearning system. The site is a supplement to an on-campus course; it does not replace the traditional in-class meeting/interactions.

- **Online Courses** — Online courses are distance learning classes that take place in a virtual classroom, where students can review lectures, participate in classroom discussion, work on projects, and access exams. Students don’t need to be in a specific physical location to take part in an online course.

For student communication, questions, and requests for information, online instructors must respond to students within 24 hours. For feedback on submitted work: papers, projects, and other course assignments, the online instructor must review student work and post grades within a week after the student has posted their work online.

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.

**ALCOHOL & SUBSTANCE-FREE ENVIRONMENT**

FIDM is committed to providing a workplace and school environment free of alcohol, marijuana, illicit drugs, non-prescribed prescription drugs, paraphernalia used for these substances, and substance abuse. Violation of this policy may result in immediate dismissal from academic programs or college-related employment. All FIDM campuses are smoke-free environments. 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 accessible on the FIDM Portal.

**ACADEMIC HONESTY**

All academic work submitted by a student must be original work. 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. Cheating and plagiarism are cause for formal counseling. Students who cheat or plagiarize will receive a zero “0” on the assignment and may be subject to further disciplinary action. Violations of the academic honesty policy are reported to the Department Chair designate in Los Angeles or the Education Department (SF, OC, SD).

**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 unlawful and in direct opposition to an education environment. FIDM promotes a professional environment free from hostility and will 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 are responsible for conducting themselves as professionals while in the classroom, on campus, or using any online or offline platform to complete FIDM coursework. Eating and drinking are not permitted in FIDM’s classrooms, computer labs, halls, Library, or elevators. Excessive talking, rudeness or disruption of class will not be tolerated. Electronic devices [mp3 players, cellular phones, etc.] are considered 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.
NON-DISCRIMINATION POLICY
FIDM is committed to providing a work and school environment free of unlawful harassment, sexual violence or discrimination. FIDM policy prohibits harassment or discrimination 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, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, California SB-195 Equity in Higher Education Act, and any other applicable federal, state, and local law. Inquiries concerning FIDM’s policy may be directed to the Office of Human Resources.

HARASSMENT & SEXUAL MISCONDUCT POLICY
FIDM is committed to providing a work and school environment free of unlawful harassment, sexual violence or discrimination. FIDM policy prohibits harassment or discrimination 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 prohibits discrimination based on sex, which includes gender-based discrimination, sexual harassment and sexual violence (collectively referred to as “sexual misconduct”) and FIDM has jurisdiction over Title IX complaints.

This policy applies to all FIDM community members, including students, faculty, administrators, staff, and third parties conducting business or having any official capacity with the college or on college property. FIDM is prepared to take prompt action to prevent and correct such behavior of individuals who engage in sexual harassment, or sexual misconduct, as well as any other unlawful harassment based on factors such as race, ethnicity, religion, national origin, sexual orientation, gender identity, disability, or age. Violation of this harassment and sexual misconduct policy will not be tolerated and corrective action up to and including disqualification or termination may be taken.

If you believe that you have experienced or witnessed harassment or discrimination on the basis of a protected category other than sex, please contact the Dean of Education or the Office of Human Resources.

We encourage all students to report incidents of sexual misconduct to the Title IX Coordinator. FIDM is committed to protecting the privacy of all individuals involved in a report of sexual harassment, sexual misconduct, and sexual violence. Throughout the process of investigation of a report of harassment and sexual misconduct, every effort will be made to protect the privacy interests of all individuals, and respect and safeguard private information, to the extent possible consistent with the legal obligations of FIDM to investigate and respond effectively. Retaliation against a person who properly reports, complains about, or participates in the investigation of such harassment is strictly prohibited.

FIDM’s harassment and sexual misconduct policy and procedures are available in full on the FIDM Portal (under College Policies FAQs). Reports of sexual misconduct and inquiries concerning FIDM’s policy may be directed to the Title IX Coordinator: Julie Ann Otteson, Executive Director, Human Resources 919 South Grand Avenue, Los Angeles, CA 90015, email jotteson@fiding.edu, telephone 213.624.1200, extension 3530.

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 onto any 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 (LA), or the Education Department (SF/OC/SD). Campus access is restricted to posted hours of operation. Please see FIDM Portal for 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 (LA) / Building Security (SF) / front desk (OC/SD) to obtain a guest/visitor pass. Students and faculty are not permitted to bring family, friends, or business acquaintances on campus.

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 all FIDM campuses.

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 and selling products on campus is not allowed.

**STUDENT RESPONSIBILITIES**

**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 his/her 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 and complete a specified minimum number of units each quarter. 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 Phone and Email** can be updated on the FIDM Portal.
- **Address and Home Phone Number** can be updated on all campuses in the Student Advisement Office and the Financial Services Department. In addition on the SF, OC, and SD campuses, this information can be updated in the Education Department.
- **Name Change** can be updated in the Financial Services Department by presenting a current California Driver License, a State Identification Card, or a Passport.

**INSTITUTIONAL GOVERNANCE PARTICIPATION**

FIDM/Fashion Institute of Design & Merchandising’s Board of Administration formally approves institutional policies. FIDM’s approved policies are available in print and/or on the ePortal.

FIDM has maintained a practice of policy review by the Board of Administration for over thirty years. Policy changes generally result from regulatory action at the city, county, state, or federal level. In addition, changes may result from suggestions from within the FIDM community, or be a response to issues that arise on one of the campuses or actions taken by the Faculty Council. These policies are presented to the Board of Administration for review by the Office of Human Resources. If the policy is approved, it is then implemented and presented to supervisors.

All FIDM policies and the procedures for implementing the policies are reviewed annually or as needed.

**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 prior to their trip. If the travel is less than 100 miles from campus, students must provide proof of medical insurance. Without existing medical coverage, the student is required to purchase short-term medical insurance in order to participate. Additional travel documents must be completed prior to departure.

**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 should check their FIDMCloud Mail on a regular basis. It is necessary to have an email account not only for maintaining contact with instructors, but also to maintain access to the FIDM Portal and Career Network. All students are issued FIDMCloud Mail accounts.
- **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 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.**

10. **Transmit intimidating, harassing, threatening, discriminating messages, or forge electronic communication. 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 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.**

   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, 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.

**Recommended Computer Software Specifications**

For up-to-date information, visit the FIDM Portal at myfidm.fidm.edu. Recommended computer specifications by department can be found under the Resources tab.

**FIDM Portal**

The FIDM Portal website offers the following essential online tools, services, and information for students:

- FIDM Student email
- Web registration
- Student messaging center
- Transcript request information
- Campus event calendar
- Check financial clearance for registration
- Tuition payments
- Financial aid documents due dates
- Faculty and staff directory
- Campus hours
- Student services
- Information on continuing your education
- Access to eLearning
- Access to FIDM’s Lynda Campus (Lynda.com)

**FIDMCloud Mail**

The FIDM web-based email system for students is provided by IBM Connections Cloud. Students are required to activate and maintain their FIDMCloud Mail account. This is the official means by which students receive online class communication. New students receive an email from “Connections Cloud” to activate a FIDMCloud Mail account.

**To log in to FIDMCloud Mail**

- Go to http://us.fidm.edu.
- Download the FIDMCloud Mail mobile app which is available for iOS and Android. Search for “Verse Mail” in your App Store.

**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 job 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 staff provides 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 advising 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

**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 Advisor. To qualify, students must maintain a minimum 3.0 grade point average, have proof of medical insurance, and be in their second-to-last or last quarter of their program.

**Industry Relations**

Career Center staff constantly works 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, and job/internship postings, the Career Center stays in tune with the latest industry career trends. Job opportunities are posted daily in the Career Center employer database. Students and Alumni have full access to job leads, internship leads, resume builder, and employer company history through Career Network, which is accessible from the FIDM Portal.
COLLEGE SERVICES
College Services provides books, supplies, and course-related resources to students electing FIDM’s Method of Book & Supply Distribution to enable their full participation in coursework leading to the successful completion of their degree program.

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. FIDM Student Housing consists of privately owned and operated apartment complexes with locations in Los Angeles, Orange County, and San Diego. Numerous units in these apartment buildings have been reserved for FIDM Students only. This popular option creates an exciting community of FIDM Students in each location 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 LA 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 ($3,300* for a shared bedroom or $7,200* for a private bedroom)

*Subject to change annually.

Currently, FIDM Housing in San Francisco handles independent housing options and works closely with students to assist with their housing needs. Independent Housing listings are available through the FIDM Portal and provide students on all campuses with apartment and roommate referrals. Students are responsible to contact the different apartment complexes and potential roommates directly, as FIDM Housing does not verify any listing. Independent referrals come from current FIDM Students, FIDM Alumni, and students from other local colleges. Referral housing location distances range from less than a mile to a 17-mile radius of the campus. Prices vary from $600 to $1,200 monthly to share a room, and $850 to $1,500 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.

INDIVIDUAL DEVELOPMENT & EDUCATIONAL ASSISTANCE (IDEA CENTER)
The IDEA Center at all campuses provides students with assistance in the areas of writing, math, reading comprehension, study, research, time management, Photoshop, Illustrator, sketching, and more.

LIBRARY
The FIDM Library provides a variety of resources and services focused on meeting the unique information and research needs of the FIDM community. There are four FIDM campus libraries, each staffed by a team of librarians and specialists that provide instruction, reference, and other research support services. One collection type that sets the FIDM Libraries apart from other libraries is its collection of trend forecasting reports. These exclusive reports offer market intelligence for designers and product development professionals across many creative industries including fashion, interior design, and visual communication. The resources and services at each campus are curated to support the program majors offered at that campus. The Los Angeles campus library maintains the largest, most diverse collections including a Textile & Design Research Room where students can explore and gain experience with materials and tools used in the various design industries. In addition, students can also access the renowned Material ConneXion Library® and database, and an extensive collection of fabric swatches, trims, and findings for projects. Special Collections includes rare and unique items reflecting the design aesthetic of the mid-19th and 20th centuries. The Library’s electronic resources collection includes research databases and ebooks that are accessible on and off-campus, as well as on mobile devices. No matter where students are located, the Library’s resources are always available and accessible to inform and inspire.

PERSONAL COUNSELING
The Personal Counseling Department provides counseling support for all students who self-refer or are referred by staff or faculty 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. Mental health related referrals for licensed therapists, psychologists and psychiatrists, as well as clinics and agencies, are provided 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 at any campus. 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 (LA, SF) and Education
Department (OC, SD) provide the following services:
– Verifies enrollment, including student deferments
– Provides Veterans Administration Enrollment Certification*
– Processes FIDM transcript requests
– Issues Late Registration Forms
– Supplies Advisement Sheets listing the quarterly sequence of courses for each program/major
– Provides registration materials and the Schedule of Classes prior to web registration for each quarter (also available online on the FIDM Portal)
– Processes grades submitted by instructors

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

*Students should contact the VA Education Benefits Coordinator at the Los Angeles campus.

Student Advisement
The Student Advisement Office 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 Student Advisement Office. 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 sixth week of classes may incur repeat fees, course-related resource fees and be responsible for purchasing books and supplies that are changed in repeated classes in subsequent quarters. Students on a Leave of Absence are required to continue their schedule of payments and are eligible to receive assistance from the Career Center. Students receiving a Cal Grant award must also notify the California Student Aid Commission 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
A current tuition schedule is available from the Admissions Office as a supplement to this catalog.

FEES

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<td>$25</td>
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<td>Non-sufficient funds check charge</td>
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<tr>
<td>$850</td>
<td>Developmental Writing, plus books &amp; supplies</td>
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<th>REPEATING A FAILING COURSE*</th>
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*Does not include books and supplies.

Three (3)-hour, zero (0)-unit courses such as GNST 0400 Writing Skills are subject to a repeat fee of $1,500.

For Scholarship Information
– Visit a Student Advisor.
– Utilize the FIDM Scholarship Foundation, Inc. website 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 he/she 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.


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 5 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 his/her 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; 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 his/her last or second-to-last quarter of his/her 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 his/her 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
STUDENTS: Please see the Designated Student Officer (DSO) at your campus for a complete employment policy form. Refer to the FIDM Portal for more information regarding International F-1 students.

Campus & Personal Safety

PERSONAL SAFETY & CRIME PREVENTION ON CAMPUS
FIDM is dedicated to providing an environment that is conducive to learning and to working. While Campus Security plays a role in ensuring that campuses remain as safe as possible, the responsibility for crime prevention and personal safety rests with each individual. Therefore, each individual must take personal responsibility for their own safety, as well as for the safety of others.

FIDM also strives to provide timely warnings to the campus community about crimes that pose an ongoing threat to students and employees as well as providing 24-hour security. Working together, FIDM will continue to be one of the safest urban colleges in the country.

TO REPORT A CRIME OR EMERGENCY
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 Campus Security.

Los Angeles Campus: 213.624.1200 x2020
Orange County Campus: 949.851.6200
San Diego Campus: 619.235.2049
San Francisco Campus: 415.675.5200

PREPARING ANNUAL DISCLOSURE OF CRIME STATISTICS
To ensure the safety and well-being of the campus community and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), the Clery Act, FIDM publishes and distributes the Annual Security Report disclosing campus security policies and three years’ worth of specified Clery Act crimes and arrest statistics, and schedules seminars on crime prevention, substance abuse prevention, and campus safety on all campuses. Campus crime reports and surveys are made readily available to the general public on our website FIDM.edu. The reports include statistical information about criminal offenses, hate offenses, disciplinary actions/judicial referrals, and arrests — whether reported by local and state police or occurring on-campus, at non-campus buildings, or on public property. The preparation of the Annual Security Report is an ongoing process. The Title IX Coordinator makes every effort to ensure that the report is complete and accurate. The process includes gathering crime statistics from Campus Security Authorities and local law enforcement agencies, as well as verifying current policies for Federal compliance with the Department of Education. After collecting crime statistics from all sources, the Title IX Coordinator reconciles them to ensure no incident has been double counted and that the report is accurate. Upon completion of the Annual Security Report the crime statistics are submitted to the Department of Education Campus Crime and Security website and can be viewed by the public at https://ope.ed.gov/campussafety/#/. FIDM will provide a paper copy of campus crime report information upon request. Each year, an email notification is made to all enrolled students, current staff, and faculty who provide web addresses to access the full report.

DAILY CRIME LOG
The Daily Crime Log records all alleged crimes reported to a campus security authority on each campus. It is organized by the date of the report and includes the date of the crime, in addition to the nature, location, and disposition of each crime. Each campus has the Daily Crime Log available at the front desk of San Francisco, Orange County, and San Diego; and the Security Desk at the Los Angeles campus. The crime log for the most recent 60-day period is open for public inspection, upon request, during normal business hours. Any portion of the log that is older than 60 days must be made available within two business days of a request for public inspection. Crime logs must be kept for three years following the publication of the last annual security report to which they apply (in effect, seven years).

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 (via FIDM Portal) and respond to Test FIDM Alerts to be sure he/she receives timely communication in the event of a real emergency. Phone calls and text messages are subject to the conditions and rates of the student’s particular cellular carrier and FIDM is not held responsible for connectivity issues or any charges billed by cell phone providers in efforts to relay emergency information.
General Information

STUDENT PHOTO IDENTIFICATION CARDS
All current students must display their FIDM Student Photo ID along with their valid quarter sticker while on campus. This card is required for access to any FIDM campus and it allows students to check out books in the Library, pick up books and supplies from the Bookroom, and receive student discounts around town. The fee for a lost FIDM Student Photo ID is $10.

FIDMPRINTS
Color and black/white printing and copying is available to students using printers and multi-function copiers in the Library and computer labs. Use of the FIDM Student Photo ID card is required in order to print or copy. There is a fee for using multi-function copiers in the libraries and to use the Copy Center services in the Design Studio at the Los Angeles campus. Students can add funds to their FIDMPrints account online with a credit card or by using the cash-only pay stations located in the FIDM Library on all campuses. FIDMPrints balances on student accounts are non-refundable.

TRANSPORTATION
All FIDM campuses are located in key cities 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 on their campus.

PARKING INFORMATION
Students should contact the Student Activities Office or see the FIDM Portal for parking information for their campus and surrounding community.

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 store hours are posted on each campus. The website is theFIDMstore.com.

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:

The FIDM Scholarship Store, located on the corner of 9th Street and Grand Avenue on the LA campus, sells merchandise donated by top fashion companies. All prices are below wholesale and proceeds from store sales generate scholarships for current FIDM Students.

The FIDM Scholarship Foundation provides information about scholarships from organizations outside of FIDM. An up-to-date list, including links to applications can be found online at FIDMscholarshipfoundation.org. The site is updated weekly so check back often; over 70 scholarships are currently posted.

FIDM MUSEUM & GALLERIES
The FIDM Museum & Galleries 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 Los Angeles campus, the 15,000 piece collection represents over 300 years of fashion history, including haute couture and ready-to-wear, non-western dress, film costumes, accessories, jewelry, textiles, fragrance, and ephemera. Two major archives — Rudi Gernreich and Gianni Versace Menswear — are the only collections of their kind. The Annette Green Fragrance Collection is housed and displayed on the second floor. On permanent loan is the Hollywood Costume Collection from the City of Los Angeles Department of Recreation & Parks.

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. The Study Collection is divided among the four FIDM campuses: Los Angeles, San Francisco, Orange County, and San Diego. The collections are constantly researched, exhibited, and published nationally and internationally.

The Galleries offer 8,000 square feet of exhibition space. The FIDM Museum mounts two major shows each year, in addition to smaller installations and conferences. At the entrance to the galleries is the popular Museum Shop, with an online site FIDMmuseumshop.org. The volunteer FIDM Museum Fashion Council supports educational endeavors through fundraising and outreach. The FIDM Museum & Galleries is committed to the development of educational exhibitions that explore the limitless relationships of fashion with the arts, history, society, and technology. Additional satellite galleries are located on the San Francisco and Orange County campuses. FIDMmuseum.org / blog.FIDMmuseum.org.

FIDM MUSEUM SHOP
The FIDM Museum Shop, located on the Los Angeles campus, features unique jewelry, accessories, home décor, and books. Many of these distinctive pieces are designed by FIDM Faculty, Alumni, and LA designers. Contact the Los Angeles campus for shop hours. Check the FIDM Museum website FIDMmuseum.org for upcoming book signings and guest speakers. Shop online at FIDMmuseumshop.org.

STUDENT LOUNGE
Each FIDM campus has a Student Lounge. This 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 is published at all campuses and is available in the Student Activities Office, the Student Lounge on each campus, or online through the FIDM Portal. All FIDM departments make important announcements for students in the Newsletter.

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.

LOST & FOUND
Each campus has a Lost & Found. Students should see the receptionist on their campus.

HEALTH INFORMATION
Although FIDM does not have a health office or nurse’s center, each campus does provide minor first-aid supplies. Students should see their campus receptionist for the specific location of the minor first aid supplies. FIDM does not require vaccinations of staff or students. Students needing information regarding vaccinations should contact a health care professional. Links to health insurance options are available on the FIDM Portal. Students may also see the Student Activities Office or the Personal Counseling Office for health insurance brochures and other health information. Health resources are not affiliated with FIDM.

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. Current FIDM Students can learn about upcoming events through the Student Activities Office, the Student Newsletter, or campus Facebook pages.

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

STUDENT ORGANIZATIONS

ALUMNI ASSOCIATION
The FIDM Alumni Association keeps FIDM Grads connected and provides up-to-the-minute alumni news and information. Currently there are 25 FIDM alumni chapters 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 LiveWire, a monthly eNewsletter. Alumni social media groups, Facebook, and LinkedIn support members by enhancing the exchange of ideas and networking across industries and around the world.

Membership in the FIDM Alumni Association is free upon graduation. Contact the Alumni Relations office at the FIDM Los Angeles campus for more information.

AMERICAN SOCIETY OF INTERIOR DESIGNERS (ASID)

STUDENT CHAPTER
ASID is the largest multi-disciplinary professional organization for Interior Designers in the United States and Canada. 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.

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 and campuses may participate.

THE INDUSTRY CLUB

The Industry Club offers opportunities for students of all majors to network with peers, hear industry speakers, and participate in field trips and round table discussions about hot topics of interest in the apparel industry.

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 honors, leadership, service, and fellowship programming. Currently enrolled students who have completed 12 units with a minimum grade point average of 3.0 are eligible to apply for membership. Interested students should attend a scheduled meeting. All meetings are advertised in the Student Newsletter and on Instagram @FIDMStudentActivities. Formal induction is offered bi-annually.

SET DECORATORS SOCIETY OF AMERICA (SDSA)

The Set Decorators Society of America is the only national nonprofit professional organization dedicated to the support of the past, present, and future of set decorators in motion pictures, television, commercials, and music videos. Students at the Los Angeles campus may join the SDSA Student Chapter as a non-voting member. Students are mentored by professionals, attend discussions by set decorator/industry partners, tour film/TV sets, prop houses, and participate in networking opportunities.

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. All meetings are advertised in the Student Newsletter.

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. The SVA helps students use their veteran benefits to achieve academic goals and find meaningful employment, as well as involvement in community service.

Please note: Not all student organizations are offered at each campus, every quarter.

STUDENT INVOLVEMENT

BACHELOR STUDENTS THESIS EXHIBITION

FIDM Students graduating from the Bachelor’s level programs have the opportunity to exhibit their work in the FIDM Museum.

COTTON UNIVERSITY™

The mission of Cotton University™ 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 Cotton University™ 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 attend the DEBUT Runway Show, which is held in Los Angeles each winter quarter. DEBUT showcases the work of graduating students in FIDM’s Advanced Study Fashion Design and Theatre Costume Design programs, as well as the work of Interior Design and Textile Design students.

DEVELOPMENTAL WORKSHOPS

Each quarter, Student Activities offers a variety of leadership, personal, professional, and career development workshops that help to enhance the students 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.

NATIONAL RETAIL FEDERATION STUDENT ASSOCIATION (NRFSA)

FIDM is one of 60 colleges and universities who have joined the non-profit organization NRF Foundation as partners through a program that provides educators and students exclusive access to retail industry research, educational events, industry networking opportunities,
Graduation Checklist found on the FIDM Portal prior to leaving campus. Students are encouraged to complete the graduation checklist regardless of whether a student participates in the graduation ceremony. A 2.0 grade point average is required for graduation. A tentative graduation check is done to ensure that all course requirements have been met. A tentative graduation list is posted, based upon applications that are reviewed by a panel of college staff and faculty. One student is chosen to represent the class based on an oral and written presentation of the proposed speech. The submitted speeches are reviewed by a panel of college staff and faculty. One speech is chosen to represent the class on an oral and written presentation of the proposed speech. 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 graduates’ responsibility to complete the online application for their degree in order for their diploma to be sent to the appropriate address.

Graduation

Graduation Commencement Exercises
Grades of the summer, fall, winter, and spring quarters are encouraged to attend the formal graduation ceremony held in June in Los Angeles and San Francisco. With the exception of the Bachelor’s degree programs, a $250 non-refundable cap and gown and graduation fee is applicable upon matriculation regardless of whether a student participates in the ceremony or not.

Graduation Check
Los Angeles, San Francisco, and San Diego campuses
Prior to registering for the last quarter, students are responsible for completing the “Apply for Degree” request. This link is found on the FIDM Portal. A final graduation check is done to ensure that all course requirements have been met. A tentative graduation list is posted, based upon applications that are received. A 2.0 grade point average is required for graduation. Students are encouraged to complete the Graduation Checklist found on the FIDM Portal prior to leaving campus.

Commitment 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 graduates’ 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 and faculty. One speech is chosen to represent the class based on an oral and written presentation of the proposed speech.

Graduation Awards—FIDM Los Angeles & San Diego
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, professional attitude, creativity, leadership capabilities, managerial skills, industry experience, and community involvement.

Bachelor of Arts in Design Award
The Bachelor of Arts in Design Award recognizes an outstanding graduate in the Bachelor of Arts degree program. The recipient is chosen by the faculty and the chairperson based on a cumulative grade point average of 3.7 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 degree program. The award is presented for outstanding achievement, and is chosen by the faculty and the chairperson based on a cumulative grade point average of 3.5 or above, 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 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 the chairperson based on a cumulative grade point average of 3.7 or above, professionalism, creativity, and technical skills.

**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 nominees based on graduates who have attained a cumulative grade point average of 3.8 or above. Finalists submit a portfolio and are interviewed by a panel composed of faculty and fashion design industry professionals.

**BACHELOR OF ARTS IN INTERIOR DESIGN AWARD**
The Interior Design Award is presented to a graduate for outstanding achievement in the Bachelor of Arts in Interior Design program. The recipient is selected by the Interior Design faculty based on a cumulative grade point average of 3.7 or above, exceptional technical skills, demonstrated creativity, and professionalism.

**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 and the chairperson. Criteria for the award is based on a cumulative grade point average of 3.8 or above, leadership capabilities, professionalism, and industry involvement.

**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 skills in research, critical thinking, and professionalism.

**JEWELRY DESIGN AWARD**
The Jewelry Design Award recognizes the graduate who exhibits an understanding of the creative and technical process of designing jewelry. The Jewelry Design faculty determine the recipient from a list of graduates who have attained a cumulative grade point average of 3.5 or above.

**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 capabilities, professionalism, and industry experience.

**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, exceptional technical skills, professionalism, leadership capabilities, and industry involvement.

**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 capabilities, professionalism, and industry involvement.

**BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT AWARD**
The Business Management Award recognizes an outstanding graduate in the Bachelor of Science degree program. Candidates are determined based on a cumulative grade point average of 3.7 or above and a faculty nomination. Final candidates are interviewed by an industry panel who selects the recipient based on aptitude for understanding management concepts along with professional and personal leadership behaviors.

**SOCIAL MEDIA AWARD**
The Social Media Award is presented to a graduate for outstanding achievement in the Social Media program. Faculty choose the recipient based on a cumulative grade point average of 3.8 or above including the criteria of professional attitude, leadership capabilities, creativity, industry experience, and involvement.

**BACHELOR OF SCIENCE IN GRAPHIC DESIGN AWARD**
The Graphic Design Award is presented to a graduate for outstanding achievement in the Bachelor of Arts degree program. The recipient is selected by the Graphic Design faculty and the chairperson based on a cumulative grade point average of 3.7 or above, professionalism, creativity, and technical skills.

**BACHELOR OF SCIENCE IN INTERIOR DESIGN AWARD**
The Interior Design Award is presented to a graduate for outstanding achievement in the Bachelor of Arts in Interior Design program. The recipient is selected by the Interior Design faculty based on a cumulative grade point average of 3.7 or above, exceptional technical skills, demonstrated creativity, and professionalism.

**BACHELOR OF SCIENCE 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 skills 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, exceptional technical skills, professionalism, leadership capabilities, and industry involvement.

**BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT AWARD**
The Business Management Award recognizes an outstanding graduate in the Bachelor of Science degree program. Candidates are determined based on a cumulative grade point average of 3.7 or above and a faculty nomination. Final candidates are interviewed by an industry panel who selects the recipient based on aptitude for understanding management concepts along with professional and personal leadership behaviors.

**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 3.8 or above, professionalism, leadership capabilities, industry experience, and creativity.

**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.
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 3.8 or above, creativity, craftsmanship skills, professional attitude, and industry involvement.

GRADUATION AWARDS—FIDM SAN FRANCISCO

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 demonstrated an innovative and critical approach to the creative and technical processes of design. The Bachelor of Arts in Design faculty select a recipient based on a cumulative grade point average of 3.7 or above, professionalism, creativity, and technical skills. Finalists submit a website or electronic portfolio for faculty review.

BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT AWARD
The Business Management Award recognizes an outstanding graduate in this Bachelor of Science program. Candidates are determined based on a cumulative grade point average of 3.7 or above and a faculty nomination. Final candidates are interviewed by an industry panel who selects the recipient based on aptitude for understanding management concepts along with professional and personal leadership behaviors.

CYRIL MAGNIN AWARD
The Cyril Magnin Award is given to a Merchandising & Marketing graduate who demonstrates outstanding promise in the field of merchandising and marketing, and best exemplifies the entrepreneurial spirit of one of FIDM’s founding Advisory Board members, Mr. Cyril Magnin. Nominees are selected based on a cumulative grade point average of 3.7 or above in conjunction with a nomination by department faculty. Ellen Magnin interviews the finalists and selects the winner.

GRAPHIC DESIGN AWARD
The Graphic Design Award is awarded to one graduate for outstanding achievement in the field of Graphic Design. Graduates qualify for the award by achieving a cumulative grade point average of 3.7 or above. A panel of graphic design faculty and industry professionals interview candidates. The award recipient is determined based on presentation of professional skills relating to creativity and craftsmanship.

HENRY ADAMS AWARD
The Henry Adams Award is awarded to an outstanding Interior Design graduate who exhibits exceptional design creativity and imagination, combined with exemplary technical skills and dedication to the pursuit of excellence in interior design. Nominees are selected based on a cumulative grade point average of 3.7 or above and are voted on by the department faculty. Candidates are interviewed and a winner selected by a panel of industry professionals.

LEVI STRAUSS AWARD
The Levi Strauss Award is presented for outstanding achievement in Fashion Design. This award recognizes a student who exhibits an exceptional understanding of the creative and practical process of developing and producing an apparel collection. The Fashion Design faculty, from a circulated list of graduates who have attained a cumulative grade point average of 3.7 or above, select the finalists. A panel of industry professionals interviews all finalists and selects the award recipient.

ROBERT J. MAHONEY AWARD
The Robert J. Mahoney Award recognizes the achievements of an outstanding Visual Communications graduate who exhibits exceptional creativity and technical skills from concept to project execution in the area of visual presentation. Nominees are selected based on a cumulative grade point average of 3.7 or above and are voted on by the department faculty. The award recipient is selected following interviews with San Francisco visual communications professionals.

WILKES BASHFORD AWARD
The Wilkes Bashford Award is awarded to a Merchandise Product Development graduate for excellence in the field. Nominees who have attained a 3.7 or above cumulative grade point average are voted on by the department faculty. The award recognizes a graduate who possesses exceptional skills in understanding the product cycle as well as demonstrates expertise in the technical aspects of product development. Nominees are interviewed by executives from the Wilkes Bashford store who select the recipient.