

**Grades**

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

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

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

Students in any quarter with a minimum of 12 units and Extended Day students in any quarter with a minimum of 6 units who obtain a grade point average of 3.5 will be placed on the Honor Roll. If students in both of these indicated categories obtain a grade point average of 3.95 in any quarter, they will be placed on the President's Honor Roll.

**Incomplete Grades**

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

**Academic Freedom**

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

**Academic Disciplinary Procedures**

Students will be placed on Academic Warning if their quarterly GPA falls below 2.0 but their cumulative GPA remains 2.0 or higher. Students will be placed on Academic Probation if their cumulative GPA falls below 2.0. While on Academic Probation, failure to receive a 2.0 GPA will result in the student being placed on Academic Contract. While on Academic Contract, failure to receive a 2.0 GPA will result in dismissal from the college. If dismissed, a student may apply for reinstatement. To be reinstated, the student must submit a letter to the Education Department explaining his/her academic record and requesting readmission. A final decision will

be reached at an interview with the College Review Board. Disqualification from the college will result when a student obtains a quarterly and cumulative GPA below 2.0 in any quarter subsequent to reinstatement.

**Reinstatement Policy**

A student wishing to be reinstated to the college, who has not attended class for eight consecutive academic quarters or more, must complete a new application in the Student Advisement Department to re-enter the college. Graduation requirements will be determined from the catalog in effect on the date of acceptance for re-entry. Disqualified students are not eligible to be reinstated.

**STUDENT RIGHTS**

**Grade Appeal**

Students may appeal a final grade during the subsequent quarter. The student schedules a meeting with the instructor to discuss the final grade which is determined by the total points earned versus the total points possible. Absences are also taken into consideration. If no resolution is achieved, the student is to go to their Academic Advisor in the Education Department to fill out the Grade Appeal Petition form. The student's request will be reviewed and they will be notified of the petition results within weeks.

**Student Grievance**

The student grievance process aims to provide prompt and equitable resolution for any student who believes a college decision or action has adversely affected his or her status, rights, or privileges. The student must make a reasonable effort to resolve the issues on an informal basis. Within 30 days, the student must meet with the Department Chairperson or the Education Director 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 Vice President of Education, who will submit the statement to the Committee on Student Concerns. This committee acts as advisor to the Vice President of Education, 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 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.

**Student Records (Non-Directory Information)**

All FIDM student records are kept private in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) except when a student has been accused of committing acts of violence or, if younger than 21 years of age, has been caught drinking or using illegal drugs. FIDM keeps a record of the disclosure and provides it upon request to students who wish to know if their parents have been notified. Written consent from the student is required for release of records to outside parties, except for those agencies authorized by law. 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.

### Sexual Harassment Policy

It is the policy of the college to maintain a working and learning climate free from sexual harassment of its students, employees, or those who apply for student or employee status. By definition, sexual harassment emphasizes sexuality or sexual identity and includes any unwelcome verbal or physical conduct that has the intent or effect of unreasonably interfering with education and/or work performance. Violation of the sexual harassment policy will result in disciplinary action.

### Students with Disabilities

FIDM does not discriminate on the basis of a student's disability as defined in the Americans with Disabilities Act (ADA), either in the admissions process or after admission. Upon verification and consultation, reasonable accommodations will be provided to students upon matriculation to FIDM. Questions concerning FIDM's policy, procedure, and accommodations should be forwarded to a designated Education staff member. In order to verify a learning disability, students who have been diagnosed with a physical or mental impairment must provide certification by a licensed physician, psychologist, psychiatrist, audiologist, speech pathologist, rehabilitation counselor, physical or occupational therapist, or other professional health care provider who is qualified to diagnose the disability.

### Consumer Information

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

### Directory Information

The Fashion Institute of Design & Merchandising 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 purposes approved by the college administration. The student may request that directory information be withheld by notifying the Vice President of Education in writing.

### Within the Classroom

#### Class Hours for the Los Angeles, San Diego, and San Francisco campuses:

Class Begins	Class Breaks	Class Ends
<b>3-Unit Classes</b>		
8:30	9:30 - 9:45	11:15
12:00	1:15 - 1:30	2:45
3:00	4:00 - 4:15	5:45
*6:00	7:00 - 7:15	8:45
<b>6-Unit Classes</b>		
8:30	9:30 - 9:45	2:45
	11:15 - 12:00	
12:00	1:00 - 1:30	5:45
	4:00 - 4:30	

\*Evening classes are offered at the Los Angeles and San Francisco campuses.

#### Class Hours for the Orange County campus:

Class Begins	Class Breaks	Class Ends
<b>3-Unit Classes</b>		
9:30	10:30 - 10:45	12:15
1:15	2:30 - 2:45	4:00
4:15	5:30 - 5:45	7:00

### Housing

The Housing Department is committed to helping students with their housing transition by assisting them with finding the plan that best suits their needs. The Housing Department offers several services, including:

- Student Housing- FIDM has selected several apartment complexes to provide shared apartments for its students (Los Angeles, San Diego, and Orange County only). In order to ensure the comfort and security of living in a community situation, students are asked to sign a housing contract with the college.
- Independent Housing/Roommate Referrals- Roommate assistance is available to students including detailed information about independent apartment referrals, home-stay programs, residence halls, hostels, and local hotels.

### Special Facilities

#### The Loft

FIDM's Loft facility is located on the 12th floor of the Merchant Exchange Building at 719 Los Angeles Street, which is approximately six blocks from our main campus. The Loft is located in the heart of the Los Angeles garment district to introduce students to various aspects of the industry and provide them with hands-on experience while working in the proximity of LA's finest designers, manufacturers, and contractors. Students pursuing majors in Fashion Design, Textile Design, Apparel Manufacturing, Theater Costume, and Product Development take at least one class at the Loft facility. The Loft features a state-of-the-art, in-house, textile-testing laboratory in which students are taught to conduct commercial testing on fabrics used in the apparel industry. Several Pattern Drafting, Apparel Process, and Textile classes are conducted at the Loft.

#### The Annex

FIDM's Annex facility in the Standard Oil Building is located at 605 West Olympic Boulevard across the street from the main campus. In addition to conducting classes on the second and third floors, there is a Design Studio located on the first floor that offers the following services:

- Individual Development and Educational Assistance (I.D.E.A. Center)
- Programs in the areas of writing, mathematics, computer competency, study skills, research skills, and reading comprehension
- PC and Mac computer terminals with internet access
- Color and black and white copying and printing
- Variety of studio labs with qualified facilitators to assist with coursework

**Studios and Workshops**

Studios are offered every quarter to assist students with their assignments and projects. They also provide an opportunity for students to obtain expert advice and constructive critiquing appropriate to the subject matter. A schedule of open Studios by campus is posted quarterly on the Student Portal under Campus Resources.

Workshops are provided for students every quarter to demonstrate new information or techniques in various subjects. For specific days, times, topics, and presenters, see the campus Newsletter or Student Portal.

**Class Size and 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 will not affect the student's ability to fulfill all requirements. Every effort is made to keep a reasonable number of students in each class based on the subject matter and nature of activity in the course.

**Textbooks and Supplies**

Textbooks and supplies are issued during the first class meeting. Students must sign a class roster, which includes an itemized list of books and supplies received for each registered class. Students must verify that all items listed are received and in perfect condition before leaving the first class session. Students who drop a class must submit a signed Class Change Form to the Registrar. All unused books and/or supplies for each dropped class must be returned to the College Services Department by the end of the sixth week of class. Students will be charged for books and supplies that are not returned. Students who are absent when textbooks and supplies are issued are responsible for obtaining them from the Bookroom before the end of the second week of class. Bookroom hours are posted at each campus.

**Spray Mount**

All types of spray mount adhesive and spray paint are prohibited from being used on all FIDM campuses.

**Field Trips**

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

**Student Newsletter**

The FIDM Student Newsletter is published weekly at all campuses and is available online through the Student Portal. The information covered in the Newsletter is important to each student. Copies are available in the Student Lounge on each campus.

**Visitors**

The college restricts attendance in class sessions to those who are formally registered in the course. Visitors are not allowed on campus, unless for official business or when approved by an Administrator.

**Smoking, Eating, and Cellular Phones**

Eating, drinking, and cell phone (including camera function) use are not permitted in FIDM's classrooms, halls, Library, or elevators. FIDM is a non-smoking campus. In compliance with local ordinances, smoking is only permitted outside the buildings.

**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 purposes of the college. Students are prohibited from bringing firearms or illegal drugs onto any FIDM campus. FIDM reserves the right to suspend or dismiss any student at any time when the administration deems such action to be in the best interests of the student, the student body, or college. A Student Conduct Policy and Statement of Disciplinary Procedures is available from the Education Department. The Chief Academic Officer of each campus will, prior to the dismissal of any student, notify the appropriate law enforcement authorities of any acts of the student which may be in violation of ordinances of the state, county, or city.

**Alcohol and Substance-Free Environment**

FIDM is committed to providing a workplace and school environment free of illegal drugs, substance abuse, or paraphernalia used for these substances. Violation of this policy may result in immediate dismissal from academic programs or college-related employment. A substance abuse prevention program, as well as counseling and/or referrals, is available through the Education Department.

**Academic Honesty**

All academic work submitted by a student should be original work. Cheating, plagiarism, 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. Students who cheat will receive an "F" on the exam or project and will be subject to disciplinary action through the Education Department, which may result in dismissal from the college. 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.

**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, we have found it essential to implement new technology standards for email, Internet, and access to a computer.

**E-mail**

All students should have an email account that they use on a regular basis. It is necessary to have an email account not only for maintaining contact with instructors, but also to obtain access to the Student Portal.

**Access to a Computer**

We strongly recommend that each student buy or have access to a computer at home. Having easy access will supplement your education, and the more proficient and comfortable you are on a computer, the better prepared you will be 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, we strongly encourage all students to have access to the Internet from home, in addition to access available at FIDM.