

### Federal Unsubsidized Stafford Loan

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

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

### Federal PLUS Loans

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

## California State Aid Programs

The following programs require California state residency:

### Cal Grant A

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

### Cal Grant B

This grant provides assistance for access and tuition & fees to disadvantaged and low-income students. Eligibility is based on financial need and academic qualifications.

### Cal Grant C

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

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

### California State Work-Study

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

Financial aid, other than earnings from work-study employment, is disbursed quarterly. Federal- and State-funded programs are based on legislative action, and funding and eligibility requirements are subject to change. For current financial aid eligibility requirements and additional information regarding program availability, applicants should request a copy of the FIDM Student Consumer Handbook from the Office of Student Financial Services. If a student has financial aid that exceeds the cost of their tuition and fees, the student will receive a payment from FIDM after all these costs have been paid.

### Frequently Asked Questions

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

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

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

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

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

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

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

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

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

**A:** Students are strongly encouraged to review and follow the Satisfactory Academic Progress guidance in the Student Consumer Information Handbook (available from the Office of Student Financial Services). A Student Financial Services Counselor can answer questions about changes or new requirements.

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

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

## ACADEMIC INFORMATION & POLICIES

### Orientation

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

### Financial Clearance

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

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

### New Student Registration

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

### Continuing Student Registration

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

### Success Seminar Program

The program gives first quarter students the opportunity to participate in academic skill-building workshops in the following areas: study skills, time management, stress management, and online research skills.

### S.T.E.P. (Student Transitional Enrichment Program)

The S.T.E.P. program combines a series of presentations and activities that provide first-time college students the necessary support to assist them with their transition to college.

### Attendance

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

### Student Curriculum Advisement

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

### Program Course Sequence/Advisement Sheets

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

### Prerequisites

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

### Student Academic Load

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

### Additional Courses

Any student wishing or required to take additional courses must see a Student Advisor for an additional contract before registering for the course(s). Tuition for each course is subject to the tuition for the specific major plus books and supplies. Additional charges are applied when the student exceeds the number of contracted units. Students who change majors and complete courses that do not apply to the new major are required to complete an additional contract for the extra units.

### Adding and Dropping a Class

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

### Independent Study

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

### Credit for Academically Relevant Experience (CARE)

Students may challenge courses by participating in the Credit for Academically Relevant Experience (CARE) program. Information and application forms are available to students from the Education Department at each campus. Substantial documentation of skills, employment, or subject matter expertise is essential. Approval from the Dean of Academic Development or the Vice President of Education is required before credit (15 units maximum) can be awarded. There is a \$250.00 fee for each 3-unit course challenged through the CARE program.

### Internships and Apprenticeships

Internships and Apprenticeships blend theory and practice. Students combine academic training with employment in fields related to their course of study. In addition, students apply classroom theory to "real life" situations and explore various career options while in school. Second-year students who are interested should see an Education Department representative for eligibility requirements.

### Transfer of Coursework

Coursework taken at another accredited college will be considered towards an Associate degree only if there is an equivalent course at FIDM that is required for a specific major and the grade on a course already completed elsewhere is a "C" or better. Students must request a transfer credit evaluation from the Education Department before or during the first quarter of attendance at FIDM. Applicants for Veteran's benefits must be evaluated prior to attending the first class. All documentation of transferred work must be submitted and evaluated prior to the start of the student's second quarter so the student can be placed in the correct classes. Transcripts must be official (stamped and signed by the Registrar of the college previously attended). They become a part of the student's academic file and are not returned or copied for distribution. Students currently registered in a class for which the prerequisite course was waived or equivalent units were transferred from another institution must go to the College Services Department to receive necessary books distributed in the prerequisite course. Corresponding equipment and/or supplies may be purchased in the FIDM Bookstore. FIDM has a 45-unit residency requirement for two-year degrees. Students seeking a professional designation degree may transfer a maximum of 15 units.

### Transfer to Other Colleges

FIDM courses numbered 1000 or above are certified to be baccalaureate level. Students who wish to explore their transfer options should consult FIDM's Articulation Officer on the Los Angeles campus for assistance. Students graduating from FIDM must complete the graduation requirements for their specific degree. FIDM requirements, however, do not necessarily meet all lower division or general education requirements for other colleges. FIDM currently maintains articulation agreements with selected colleges with the intent of enhancing a student's transfer opportunities. FIDM offers a transfer option to:

- Arizona State University, Williams Campus
- California College of the Arts
- California State University, Dominguez Hills, School of Management
- California State University, San Marcos
- Golden Gate University
- Laboratory Institute of Merchandising
- Mount Ida College
- Savannah School of Arts & Design
- University of La Verne
- University of Phoenix
- University of San Francisco
- Vanguard University
- Woodbury University

**Grades**

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

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