
LIM College

UNDERGRADUATE STUDENT HANDBOOK

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Name: _____

Address: _____

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Welcome To LIM College

The President of LIM College, Vice Presidents, Faculty, Administration and Staff are here to help you derive the maximum benefit from the many hours you will spend with us. All are dedicated to helping you grow, develop and achieve your educational goals. The purpose of this handbook is to serve as a guide for undergraduate students only. It will provide you with information you need to know and explain our services, facilities, requirements, rules and regulations. Please read it. IT IS YOUR RESPONSIBILITY TO KNOW AND UNDERSTAND THE INFORMATION THAT IS IN THE UNDERGRADUATE STUDENT HANDBOOK. Whether you are a new or returning student our goal is to help you have a successful experience at LIM College.

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Office

THE TOWNHOUSE 12 E 53RD STREET

LOWER LEVEL

Accounting
Facilities
IT Help Desk
Purchasing Agent

FIRST FLOOR

Main Reception
FashionOpolis
The OVAL Cyber Cafe
Security
Computer Lab

SECOND FLOOR

Admissions
Executive Reception
Executive Offices
Associate Dean of Recruitment and Institutional Research

THIRD FLOOR

Student Financial Services
Human Resources
5331 Classroom
5332 Classroom

FOURTH FLOOR

5341 Classroom
5342 Classroom
5343 Classroom
5344 Computer Lab
5345 Classroom

FIFTH FLOOR

Conference Room
Faculty Lounge
5351 Classroom
5352 Classroom
Marketing & Management Dept
Marketing & Management Dept Chair

SIXTH FLOOR

Student Lounge
5361 Computer Lab

MAXWELL HALL 216 E 45TH STREET

LOWER LEVEL

Multipurpose Room
Facilities

FIRST FLOOR

Bookstore
Quiet Study Lounge
Jittery Joe's Coffee Bar
Security Desk

MEZZANINE LEVEL

4511 Visual Computer Lab & Visual Photo Studio
4512 Visual Computer Lab

SECOND FLOOR

Adrian G. Marcuse Library
Academic Affairs
IT Department & Help Desk
Student ID Center
Training Lab
Research Lab
Math, Finance & Technology Dept
Math, Finance & Technology Chair

Locations

4521 Visual Computer Lab
4522 Classroom

THIRD FLOOR

4531 Classroom
4532 Classroom
4533 Classroom
4534 Computer Lab
4535 Classroom
4536 Classroom
4537 Classroom
4538 Classroom
Conference Room
Faculty Lounge
Arts & Communications Dept
Arts & Communications Chair
Director of the Senior Semester
Director of Facilities
Math Center
Writing Center

EIGHTH FLOOR

The Center for Graduate Studies & Continuing Education

FOURTEENTH FLOOR

Institutional Advancement
Counseling & Wellness Services
Faculty Lounge
LIM College Archives

CENTER FOR CAREER DEVELOPMENT 226 E 54TH STREET

SECOND FLOOR

Center for Career Development

FIFTH AVENUE 545 FIFTH AVENUE

SEVENTH FLOOR

Faculty Lounge
0501 Classroom
0502 Classroom
0503 Classroom
0504 Classroom
0505 Computer Lab
0506 Classroom
0507 Classroom
0508 Classroom
0509 Classroom
0510 Classroom
0511 Classroom
0512 Classroom
0513 Classroom
Visual Merchandising Dept
Visual Merchandising Chair
Conference Room
Student Life
Student Lounge with Computers
Visual Merchandising Studios
Fashion Merchandising Studios
Color and Materials Lab
Office of Student Affairs
Academic Advising
Registrar
IT Help Desk
Fashion Merchandising Dept
Fashion Merchandising Chair

1760 RESIDENCE HALL 1760 THIRD AVENUE

Office of Housing & Residence Life
First Floor Lounge/Classroom

DAY, DATE	EVENT
Friday, August 19	Senior Capstone begins
Monday, August 22	Fall 2011 semester begins (excluding Senior Capstone)
Monday, August 22	Senior Co-op begins
Friday, August 26	Last day to add/drop a class
v Tuesday, August 30	Fall Internship Fair
Wednesday, August 31	Student health insurance online waiver deadline
Thursday, September 1	Last day to withdraw from the Senior Co-op without incurring a failing grade
Fri-Mon, Sept 2-5	Labor Day weekend – College closed
Friday, September 16	Last day to withdraw from MFTC095A without incurring a failing grade (with 100% tuition liability)
Monday, September 26	Junior Work Project Internship begins
Mon-Fri, Sept 26-Oct 7	Mid-semester period for non-Capstone courses
Thursday, September 29	Rosh Hashanah – College closed
Monday, October 3	Early start date for Work Project 1 and Work Project 11 with approval
Saturday, October 8	Yom Kippur – College closed
Friday, October 14	Deadline to withdraw from a course(s) with partial tuition liability (based on the LIM College Tuition Liability Schedule)
Monday, October 17	Administrative withdrawal of students for non-payment of semester charges
Tues-Wed, Oct. 25-Oct.26	Career Day for graduating students and Senior Co-op - all Upper Division classes cancelled
Friday, October 28	Last day to withdraw from a course(s) without incurring a failing grade (with 100% tuition liability)
Friday, November 11	Classes end for lower division courses
Mon-Fri, Nov 14-18	Final exams for lower division courses
Monday, November 21	Work Projects I & II begin
Tuesday, November 22	Classes end for upper division non-Capstone courses
Wed-Sat, Nov 23-26	Thanksgiving weekend – College closed
Mon-Tues, Nov 28-29	Upper Division make up and review days
Wed-Tues, Nov 30- Dec 6	Final exams for Upper Division non-Capstone courses
Thursday, December 1	Payment due date for spring 2012 tuition, fees, & housing charges
Friday, December 2	Senior Orals/Senior Capstone Projects due
Mon-Fri, Dec 5 - Jan 20	Vacation for juniors and non-Capstone/Co-op seniors
Wednesday, December 7	Check-out of residence hall 24-hours after last exam and no later than 5:00pm on Wed, Dec 7th for resident students not registered for the spring 2012 semester:
Friday, December 9	Senior Co-op journal presentations
Friday, December 9	Senior Capstone ends
Thursday, December 15	Senior Co-op ends
Mon-Sun, Dec 19 - Jan 2	Christmas vacation – College closed
Friday, December 24	Work Projects I & II end
Mon-Mon, Dec 27-Jan 16	Vacation for freshmen & sophomores
Saturday, December 31	Last day to register for the spring 2012 semester without incurring a Late Registration fee
Tuesday, January 3	LIM College reopens
Tues-Fri, Jan 3 - Jan 20	Winter Intersession
Monday, January 9	Senior Co-op begins
Friday, January 13	Senior Capstone begins
Monday, January 16	Martin Luther King Jr. Day – College closed
Tues-Fri, Jan 17-20	Oral Presentations for WP I, Work Project II and Junior Work Project
Monday, January 23	Spring 2012 semester begins
Friday, January 27	Last day to add/drop a class

DAY, DATE	EVENT
Friday, January 27	Oral Presentations for WP I, Work Project II and Junior Work Project for out of town students
Tuesday, January 31	Student health insurance online waiver deadline (for spring only students – those not enrolled fall 2011)
Monday, January 30	Last day to withdraw from the Senior Co-op without incurring a failing grade
Thursday, February 2	Summer Internship Fair
Tues-Fri, Feb 14 - Mar 9	Priority residence hall room selection for returning students
Thursday, February 16	Last day to withdraw from MFTC095A without incurring a failing grade (with 100% tuition liability)
Fri-Mon, Feb 17-20	Presidents' weekend - College closed
Thursday, March 1	Priority FAFSA filing deadline for new & continuing students for Academic Year 2012-2013 (applications still accepted after the priority deadline, but availability of some funds will be limited)
Mon-Fri, Mar 5-9	Mid-semester exam period
Friday, March 9	Classes end for MFTC-095A
Mon-Fri, Mar 12 - Mar 16	Spring vacation - no classes
Friday, March 16	Deadline to withdraw from a course(s) with partial tuition liability (based on the LIM College Tuition Liability Schedule)
Monday, March 19	Classes begin for MFTC-095A , MFTC-095A and MFTC-095B
Tuesday, March 20	Administrative withdrawal of students for non-payment of semester charges
Friday, April 6	Good Friday – College closed
Friday, April 13	Last day to withdraw from a course(s) without incurring a failing grade (with 100% tuition liability)
Thursday, April 12	Career Day for graduating students - no upper division classes
Friday , May 4	Senior Orals/Senior Capstone Projects due
Friday, May 4	Classes end
Monday, May 7	Payment due date for Summer Session I tuition, fees and housing charges
Mon-Fri, May 7-11	Make up and review days
Thursday, May 10	Senior Co-op ends
Friday, May 11	Senior Co-op journal presentations
Mon-Fri, May 14-18	Final exam period
Mon-Fri, May 14-18	Check-out of residence hall for spring 2012 semester: 24-hours after last exam and no later than 5:00pm on Friday, May 18
Fri-Mon, May 25 -28	Memorial Day Weekend – College closed
Monday, May 28	Check-in to residence hall for LIM College Summer Session I students not already in housing
Tues-Fri, May 29-Jun 29	Summer Session I
Tuesday, May 29	Last day to add/drop a Summer Session I class
Wednesday, May 30	Last day to add/drop a class that spans both summer sessions
Tuesday, May 31, 2011	Commencement – no Summer Session
Friday, June 22	Last day to withdraw from a Summer Session I course without incurring a failing grade
Monday, June 25	Payment due for Summer Session II tuition, fees and housing charges
Mon-Wed, Jul 2-4	July 4th extended holiday - College Closed
Monday, July 9	Last day to add/drop a Summer Session II class
Mon, Jul 9-Fri, Aug 10	Summer Session II
Friday, July 20	Last day to withdraw from a course that spans both summer sessions without incurring a failing grade
Friday, August 3	Last day to withdraw from a Summer Session II course without incurring a failing grade
Friday, August 10	Check-out of residence hall for summer students

History of LIM College

Seven decades ago, Maxwell F. Marcuse, an authority and pioneer in the fields of education and fashion, was asked by leading retailers to create an educational institution for the business of fashion and merchandising. In 1939 Mr. Marcuse, in association with two colleagues from the fashion industry, founded what was originally known as the Laboratory Institute of Merchandising (LIM) and as of August 2009 became LIM College.

Mr. Marcuse brought a wealth of experience and knowledge to establishing LIM College. In addition to holding several advertising positions with prominent retailers such as R.H. Macy's, Mr. Marcuse lectured on retail advertising, sales promotion, and fashion merchandising. He was also the author of several books on retailing. Mr. Marcuse's background was instrumental in incorporating hands-on training and practical work experience as the foundation of LIM College's mission.

Maxwell F. Marcuse's son, Adrian G. Marcuse, joined LIM College in 1962 and assumed the presidency 10 years later. In his 40 years at the College, he kept alive the vision created by his father and successfully took it from an institution that granted certificates for a one-year program to a Middle States-accredited, four-year college that granted baccalaureate degrees.

LIM College's current President, Elizabeth S. Marcuse, is the third generation of the founding family to hold this position. With nearly 20 years of experience in the fashion industry, President Marcuse's background and expertise bring fresh insight to LIM College's mission. Under her leadership the College has experienced significant strategic growth and greatly expanded its physical plant and academic offerings, most notably with the addition in 2009 of a Master of Business Administration (MBA) degree program with concentrations in Fashion Management and Entrepreneurship.

President Marcuse's vision for the future is to continue to keep LIM College in the vanguard among students and industry executives as the leader in fashion-related education through the integration of academic excellence and experiential learning. And as the College grows and evolves, it remains true to its mission of keeping class sizes small and personal. LIM College will always be committed to providing the best resources available to educate students for rewarding careers in the business of fashion.

Mission Statement

LIM College educates and prepares students in the businesses of fashion, marketing, management, and visual merchandising through an integrated, experiential and creative approach utilizing the classroom, internships, and the fashion industry at large.

LIM College fosters understanding of the relevant issues facing industry and the global community, engaging students in a concentrated professional program, while simultaneously providing them with a solid foundation in liberal arts.

In support of this mission, the goals of LIM College are:

1. To maintain dynamic and responsive curricula by creating courses and degree programs that reflect the changing needs of industry
2. To foster student creativity and achievement through innovative methods in a highly personal learning environment
3. To develop our students' analytical and communication skills to inspire intellectual curiosity and help them achieve their maximum potential
4. To equip students with the technological training and informational skills necessary to succeed in a dynamic business world

5. To provide LIM College students with a wide range of work experiences, professional development and life-long career placement through partnerships with fashion and related industries
6. To encourage ethical behavior and leadership among all members of the College community
7. To promote diversity among faculty, staff, and students for an enriched educational experience
8. To provide a supportive social environment and a wealth of cultural opportunities that cultivate personal and academic growth.

Accreditation

LIM College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, 215-662-5606 and its programs are registered by the New York State Education Department. The Commission of Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council on Higher Education Accreditation.

LIM College was granted initial accreditation by IACBE (International Assembly for Collegiate Business Education) in September 2001. As an accrediting body for Business degree programs, IACBE promotes and supports quality Business/Management education worldwide through accreditation and outcomes assessment.

LIM College is a candidate for Accreditation by the Association of Collegiate Business Schools and Programs. LIM College is approved for the training of veterans by the New York State Division of Veteran Affairs.

The College is authorized by the United States Immigration and Naturalization Service to enroll international students in academic programs as well as required work projects.

Academic Advising

The Office of Academic Advising provides students with academic guidance and mentoring. The team of trained Academic Advisors is available Monday through Friday from 9:00 am - 6:00 pm to help students with understanding the curriculum, graduation requirements, college policies, and procedures. The Academic Advisors also assist students with course registration, schedule changes, transfer credits, and general academic questions.

CONTINUING STUDENT ADVISING & SCHEDULING

Advisement for each upcoming semester takes place during the previous semester at a time to be announced by the Office of Academic Advising. Students meet with their Academic Advisor for a pre-registration advising appointment each semester. Select students may be offered an email option as determined by the Office of Academic Advising. Students must be financially cleared by Student Financial Services and have paid the registration deposit in order to register for the upcoming semester. All continuing students register for classes online.

STUDENT CURRICULUM ADVISEMENT

Each student is provided with a curriculum grid which outlines individual degree requirements for the student's particular major. Students may see his/her advisor at any time during the semester to discuss programs of study and educational goals.

SCHEDULE CHANGES

If students need to change their schedule, add or drop a class, or have any other scheduling related issues, they are welcome to see an Academic Advisor. Students will not be admitted to a class

section, other than the one for which they are registered. Courses can be added/dropped during the first five days of the Fall and Spring semesters or during the first day of Summer Sessions. Withdrawal from courses at LIM College is allowed during a set time period. Please check the academic calendar for the exact start and end dates.

TRANSFERRING CREDITS TO LIM COLLEGE

Students who transfer to LIM College from another college will have their transcripts analyzed by the Office of Academic Advising.

Please refer to the 2011-2012 LIM College catalog for transfer credit guidelines.

It is the student's responsibility to ensure that all official transcripts from other colleges are received. Students should verify through SONIS that the appropriate transfer credit has been posted.

SUMMER COURSES

Students are limited to enrolling in three summer courses at LIM College or at any other college, with no more than two courses in any session. Students enrolling in more than three courses at another college over the summer will be granted transfer credit for a total of three courses only. Current students who want to transfer course credit to LIM College from another institution must complete a transfer credit pre-approval form, and submit it to their Academic Advisor before enrolling in the course.

Registrar

The Office of the Registrar provides academic and enrollment services for LIM College students, faculty and administration. The primary functions of the Registrar include, but are not limited to, maintaining a record of student academic studies, grades and degrees awarded. Other services include providing transcripts of student academic work, grade reports and certification of student enrollment. Students may also come to the Office of the Registrar to effect name changes and address changes.

The Office of the Registrar is located on the seventh floor of the 5th Avenue building and is open Monday through Friday during the hours of 8:00 am - 5:00 pm with the exception of College holidays.

TRANSCRIPT REQUESTS

Transcripts of academic work performed at LIM College may be requested from the Office of the Registrar. Requests may be made for official (sealed and stamped) copies only. Unofficial copies may be downloaded by current students from their SONIS account. All official requests must be made in writing and accompanied by a \$5.00 fee for each copy requested. If paid in person, the fee must be submitted to the Office of Student Financial Services prior to the processing of the request. If submitted by mail, please include only a check or money order made payable to LIM College. You should allow 5 to 10 working days for processing.

CREDITS

Each successfully completed course, except for required non-credit courses, earns a specific number of credits. The catalog indicates the number of credits each course carries in the course description section. A credit is one hour (50 minutes) of class once a week for a minimum of 15 weeks plus two hours of outside work for each hour of class.

FULL-TIME/PART-TIME STATUS

A student registered for 12 or more credits per semester is considered a full-time student. All full-time students are responsible for full-time tuition and applicable fees. Extra credits above the standard full-time course load (12 to 19 credits) must be approved by the Assistant Dean of Student Academic Affairs and will be charged on a per-credit basis for all credits above 19.

A student registered for less than 12 credits is considered a part-time student. All part-time students are responsible for tuition based on the per credit rate as well as all applicable fees.

LETTERS OF CERTIFICATION

Letters verifying enrollment at LIM College must be requested in writing and are free of charge. Certification of enrollment can only be confirmed for a particular semester AFTER the end of the add/drop period. Please allow 5-10 working days for processing.

CHANGE OF ADDRESS

It is very important that LIM College has your current mailing address and telephone number. You should fill out a Change of Address Form as soon as possible if there is any change in your contact information and submit it to the Office of the Registrar. You may also change your primary mailing address and phone number online through your SONIS account. If your billing address is different than your general mailing address (i.e., you prefer your tuition bill be sent to your parent or sponsor's address) you must submit a Change of Address form to the Office of the Registrar indicate that on the form.

Academic Policies

PLACEMENT TESTING

The College administers placement tests for assessment purposes to determine Math and English capabilities. This information is used when planning a student's academic program for their first semester. Specific assessment criteria are on file with the Director of Academic Advising.

RESIDENCY REQUIREMENT

The last consecutive 33 credits of an associate degree or the last consecutive 46 credits of a bachelor's degree must be completed at LIM College in order to fulfill the residency requirement.

DEGREE REQUIREMENTS

Core courses are required of all students. In addition, each degree and major carries specific course requirements. Degree requirements are specified in the LIM College catalog and on the Associate degree and Bachelor degree Checklists.

Checklists are available in the Office of Academic Advising.

Associate Degree	68 credits
One Year Access	34 credits
Bachelor's Degree	127 credits
Bachelor's Degree (Visual Merchandising)	130 credits

ACCESS STUDENTS

ACCESS students earn the Associate of Applied Science degree in Fashion Merchandising by completing 34 credits in two semesters. ACCESS students benefit most from LIM College by building a strong relationship with the Center for Career Development. A career counselor will help place each Access student in the most productive Work Project and connect students to other part-time internship opportunities to prepare students for permanent career placement. Degree requirements are specified in the LIM College catalog and on the ACCESS degree Checklist.

FINAL EXAMS

It is the policy of LIM College that all final exams are given on their scheduled exam day. No Final exam will be given early (before the actual exam date during final exam week). Students who miss exams will receive an F for that portion of their grade, unless otherwise noted on the course syllabus.

Make-up exams are for students who miss a final exam due to a documented extreme emergency. In such cases, the student needs to contact the Assistant Dean of Student Academic Affairs to discuss a make-up exam.

Make-up exams for quizzes and midterms are generally given by the course instructor at his/her discretion.

GRADING AND DEGREE REQUIREMENTS

Students must achieve a cumulative grade point average of 2.00 and satisfactorily complete all requirements for their degree and major.

Letter Grades	Numeric Range	Quality Points
A	94-100	4.00
A-	90-93	3.70
B+	87-89	3.50
B	83-86	3.00
B-	80-82	2.70
C+	77-79	2.30
C	70-76	2.00
C-	68-69	1.70
D	65-67	1.00
F	Below 65	0

Additional Grades Used on Transcripts (not calculated in the GPA)

I Incomplete; temporary grade (See Incomplete statement)

If Incomplete; temporary grade for Work Project courses; it will be replaced with a regular grade once these courses are completed.

Y Interim; interim grade for year-long courses.

P* Passing in a non-credit course is 70% or above.

F* Failing; awarded for non-credit courses.

W* Withdrawal from a course.

WP Withdrawal passing.

WF Withdrawal failing. Will be calculated into the semester and cumulative GPA.

** Where you see a ** on a transcript, it indicates transfer credits; not calculated in grade point average; credits are added to cumulative credit totals.

GPA

The cumulative grade point average (GPA) is an average of all grades received in LIM College credit-bearing courses. It is obtained by multiplying the point value of each grade by the number of credits for the course. Add those totals and then divide that sum by the total number of credits attempted. Semester GPAs and cumulative GPAs are calculated at the end of each semester.

INCOMPLETES

A final grade of Incomplete will only be given in rare instances for very compelling reasons that cause a student to not complete a course. Students must request an Incomplete grade from the Assistant Dean of Student Academic Affairs. Upon approval from the Assistant Dean, the instructor and the Registrar will be notified to issue an Incomplete grade for the course. Students are responsible for contacting their instructors in order to complete work to change an Incomplete to a course grade. **A STUDENT HAS FOUR WEEKS FROM THE LAST DAY OF THE SEMESTER TO COMPLETE THE COURSE AND RECEIVE A GRADE.** Incompletes become failures ("F") after the fourth week unless a student has made special arrangements with the Assistant Dean of Student Academic Affairs. For purposes of calculating a student's grade point average, Incompletes are treated as failures until a course is

completed. An instructor, at his or her discretion, may impose a penalty for assignments submitted late. (Consult your course syllabus for policies and procedures regarding late assignments)

FAILURES

If the course a student failed is a required course, the student must repeat the course in order to graduate. If it is not a required course, the student can take it again or the student can take a different course in the same category with the same number of credits. For a repeated course, both the original failed grade and the repeat grade will be shown on the transcript. The failed grade will still be computed in the grade point average. By repeating a course, students cannot be retroactively taken off academic probation or dismissal.

GRADE DISPUTES

A student has five weeks from the end of the semester in which a grade was given to dispute the grade. The student should first speak with the professor who taught the course. If the appeal is not resolved, the student may submit a written request for the grade change with supporting documentation to the Department Chair of the course in question for further investigation.

RELEASE OF GRADES

Faculty and staff may not release final grades to students. Final grades may only be released, either electronically or printed, by the Office of the Registrar.

ACADEMIC STANDING

At LIM College, good standing is defined as making satisfactory progress towards a degree. For full-time students this is the ability to complete the Bachelor's degree in no more than 10 semesters, or the Associate's degree in six semesters. Part-time students must complete the Bachelor's degree in 20 semesters, the Associate's degree in no more than 12 semesters. A student must have a GPA of 2.00 or higher to graduate. Access students cannot fall below a 2.00 in any semester.

DEAN'S LIST/ PRESIDENT'S LIST

Outstanding achievement is recognized by a Dean's List, for which a full-time semester GPA is 3.50 to 3.79. The President's List recognizes a full-time semester GPA of 3.80 to 4.00. A student who fails a course is not eligible for the Dean's or President's List.

ACADEMIC PROBATION

Academic probation results when a student fails two or more developmental courses in a semester or does not meet the minimum established academic requirements listed below:

Semester	Semester GPA*	Gum. GPA	Credits Earned
1	0.00	0.00	0
2	1.60	1.60	6
3	1.80	1.65	15
4	1.85	1.85	27
5	1.90	2.00	39
6	1.90	2.00	54
7	1.90	2.00	70
8	1.90	2.00	84
9	1.90	2.00	99
10	1.90	2.00	112

*Work Project grades will not be used in the calculation.

For purposes of evaluation, Access students are considered as entering their third term (first semester sophomores) at LIM College when they first enter the College. Most transfer students entering the Upper Division will be considered fifth semester (first semester juniors) students when they first enter LIM College.

Academic probation is not considered punitive, rather it alerts the student of the need to put more effort into his/her work and implies that the College believes the student can perform effectively enough to achieve the necessary grades. A student on academic probation is still considered to be in good standing. However, he/she can lose that status by remaining on academic probation for two successive terms or for a total of three terms. In an effort to assist the student achieve academic success he or she is limited to register for no more than 16 course hours.

ACADEMIC DISMISSAL

Good standing is forfeited and the student will be academically dismissed from the College in any of the following cases:

1. GPA below 1.00 in any one term
2. Academic probation for two successive terms, or three total terms
3. Failure to complete Work Projects or the Co-op semester
4. Cumulative grade point average below that specified on the chart of academic progress
5. Possible Code of Conduct Violations

If a student has been academically dismissed from the College as a result of losing good academic standing, the student may petition to return for a probationary semester by submitting a written appeal to the Assistant Dean of Student Academic Affairs. In the event the petition is accepted, the student may continue at LIM College with a course load of twelve course hours for the following fall or spring semester. While in this part-time status, the student must maintain a semester GPA of 3.00, pass all non-credit courses and successfully participate in the PASS Program. To assist the student in focusing on her/his academic performance, participation in credited and non-credited internships as well as volunteer opportunities through the Center for Career Development is restricted. At the end of one semester the student will either be re-instated to full-time status or be dismissed.

Commitments made by the student to any internships or other special project, must be honored. Withdrawal from the commitment can also result in a failing grade or possible academic dismissal.

Students who do not meet the minimum Satisfactory Academic Progress (SAP) requirements to continue receiving financial aid and who have experienced extreme or extenuating circumstances may submit a letter of appeal with supporting documentation to the Dean of Student Financial Services for consideration of a one-time waiver.

PASS PROGRAM

PASS (Probationary Assistance for Student Success) is a carefully designed program that addresses educational and/or personal issues that hinder academic success. Completing PASS requirements is mandatory for all dismissed students who have been re-admitted. In the past, students who actively participated tended to achieve better grades and continued on to successful college careers.

ACADEMIC INTEGRITY

Academic Integrity includes, but is not limited to, cheating, plagiarizing (including electronic plagiarism), or aiding and abetting another person in cheating or plagiarizing. Academic Integrity is covered under the LIM College Academic Integrity Policy. The Academic Integrity Policy including procedures for violation of the policy and sanctions can be found at www.limcollege.edu.

ATTENDANCE POLICY

Student-instructor and student-student interaction is vital to the mission of LIM College, which supports a dynamic and responsive curriculum in a highly personal learning environment. In accordance with this mission, attendance to all class sessions is expected and is considered critical to a student's academic success and personal enrichment.

Instructors are required to state in their syllabi their expectations regarding class attendance and make-up policies. In some cases this will be a policy mandated by the academic department; in other cases, it will be the policy of an individual instructor. Each instructor will keep a permanent record of attendance for each class. These records are subject to inspection by appropriate College officials.

Missed Exams

In several courses/sections, make-up exams are not given. If you are in a course/section which allows for make-ups, please refer to your syllabus regarding the policies and procedures for requesting a make-up exam.

Permission to take a make-up exam for a final exam may only be granted by the Assistant Dean of Student Academic Affairs.

Religious Holiday Observances

Although LIM College does not close for all religious holidays, the right of any member of the community to observe these holidays is respected. Faculty will allow students to make up the work missed because of such observance. If after reviewing the class syllabus students identify days they will miss due to a religious holiday, they must inform their instructors at least two weeks in advance. The students must arrange with each faculty member when they will be turning in any assignments that may be due on these days. If students have any quizzes and/or exams scheduled on those days arrangements will be made.

Long-Term Absence

Students who must be absent for more than three classes in a row due to serious illness or family emergency must contact the Assistant Dean of Student Academic Affairs as well as their instructors. Recommendations regarding the student's enrollment status (withdrawal with WP, incomplete, excused absence) will be made on a case by case basis. In setting attendance policy, it is recognized that final grades will be based on exams, projects and evidence of the student's performance, including attendance and class participation in so far as this has been announced as a basis for the grade. Excessive absences could be a legitimate reason for demanding extra work or for a lowered grade and even failure in a course. Please refer to the Medical Withdrawal Policy.

WITHDRAWING FROM THE COLLEGE

The Official LIM College Withdrawal Policy can be viewed in the Office of Academic Advising, on the College's website, or the College Catalog.

TUITION LIABILITY

If a student fully withdraws from the College within the first 8 weeks of a semester, the student will be charged an adjusted tuition amount based on a percentage of the original tuition amount and tied to the week in which he/she withdrew. \$100 of tuition paid in a semester is non-refundable and will be charged as a non-refundable fee.

The following chart represents the 8 week tuition liability scale for fully withdrawing students:

<u>FT Liability</u>	<u>FT Liability</u>
During the 1st Week 10%	During the 5th Week 70%
During the 2nd Week 30%	During the 6th Week 75%
During the 3rd Week 50%	During the 7th Week 75%
During the 4th Week 60%	During the 8th Week 80%

If a student partially withdraws from the College within the first 8 weeks of classes in a semester and drops below full-time status (maintains less than 12 credits excluding withdrawn courses), the student will be charged a portion of his/her full-time tuition liability and a portion of his/her part-time tuition liability.

Housing charges and associated fees are subject to the terms and conditions of the housing contract. For further information please contact the Office of Student Life.

LIM COLLEGE SCHOLARSHIPS & GRANTS

Students who withdraw and are receiving LIM College grants or scholarships can retain a prorated portion or their entire award based on the week in the semester in which the student withdraws and their assessed tuition liability. A complete listing of this policy, including examples, may be obtained from the Office of Student Financial Services.

GRADUATION & COMMENCEMENT

LIM College has three graduating classes per year: January, May and August. One commencement ceremony is held for all three graduating classes in May. August graduation is for students who have a maximum of three classes to complete during the summer in order to fulfill degree requirements. Students with more than three classes to complete will be moved to the following January graduates list.

Only students who have submitted a completed Application for Graduation by the due date will be guaranteed seating at the Commencement ceremony and inclusion in the Commencement program. The Application for Graduation is sent from the Office of the Registrar via a student's LIM College email account. Specific due dates will be included in the Application for Graduation. Students are expected to check their LIM College email accounts frequently to ensure they do not miss the deadlines.

LIM COLLEGE COMMENCEMENT AWARDS

Bachelor's Degree Award for Outstanding Scholarship/Valedictorian

Awarded to the Bachelor's degree graduate with the highest GPA who has earned a minimum of 70% of his/her credits at LIM College and has completed the degree program within the prescribed timeframe. In cases where there is more than one candidate with the highest GPA within these criteria, the following additional criteria will be analyzed in choosing the final candidate:

- Highest number of credits earned at LIM College
- Service to LIM College
- Service to the industry
- Student's willingness to serve as valedictorian

Award for Dedicated Service to LIM College

Awarded to the student who has given time, energy and ability to LIM College as a volunteer.

Associate Degree Award for Outstanding Scholarship

Awarded to the Associate Degree graduate with the highest GPA who has completed his/her program within the prescribed time frame.

Access Degree Award for Outstanding Achievement

Awarded to the Access graduate with the highest GPA who has completed his/her program within the prescribed time frame.

Industry Awards

Awards granted to students for accomplishments in areas noted below. The awards are sponsored by companies in the fashion industry.

Fashion Merchandising	Management
Work Project	Marketing
Senior Co-op	Visual Merchandising

Honors

- Summa Cum Laude: 3.85 cumulative GPA and higher
- Magna Cum Laude: 3.70 to 3.84 cumulative GPA
- Cum Laude: 3.50 to 3.69 cumulative GPA

A student who was involved in an academic dishonesty incident is not eligible for any graduation honor or award.

Final determination of honors is only available after a student's last semester final grades have been certified.

LIM College Learning Centers

THE WRITING CENTER

Our mission is to help LIM College students achieve excellence in all forms of expression.

Basic Information

- The Writing Center is located in Maxwell Hall (216 E 45th St., between 2nd and 3rd Avenues) on the third floor.
- The Center is open from 8:00 am to 5:00 pm Monday to Friday.
- To become involved in LIM College's student magazine *Fashion Sense*, or to blog on the LIM College website, email writingcenter@limcollege.edu.
- To make an appointment with the Writing Center, email writingCenter@limcollege.edu.

Tutoring Services

- Tutoring supports the writing component of all LIM College courses, for example English, Public Speaking, Professional Communications, and Liberal Arts courses, and strengthens communication skills in Fashion, Business, Professional and Junior and Senior courses. Tutors also assist students in CAD for Merchandising and computer-related Visual Arts courses.

Fashion Sense

- *Fashion Sense* is LIM College's student magazine. The publication is managed, edited, and written by students. Print copies are distributed to the LIM College community and the LIM College website makes it available to readers everywhere. Students seeking careers in journalism, communications, or public relations receive practical experience writing, editing, designing and managing a magazine. The magazine features photoshoots in which the models, creative directors, and apparel are all from LIM College.

Workshops and Special Events

- Workshops for students and faculty are held regularly in the Center. Past workshops have included APA Publications Style, Scholarship Essay Writing, Meet New York Writers, Resumes, Journalism & Fashion in India, Fiction and Poetry by faculty and many other topics.

Print and Media Resources

- Students have access to more than 30 databases offering electronic versions of journals as well as financial reports, statistics and biographical information. Some examples: Fashion Snoops, LexisNexis, and MergentOnline.
- Two printers are available for student use; color copies cost \$0.25, black and white copies are free. The \$0.25 charge is automatically deducted from a student's semester allotment.
- In addition to these resources, there are 15 computers available for student use within the Writing Center, 4 computers dedicated to the study and tutoring of CAD, and computers for editing video in the Center.

THE MATH CENTER

The Math Center serves as a multi-functional resource and instructional support facility for all LIM College students. Through peer tutoring, mandatory tutoring, study groups, and one-on-one sessions with professionals, the Math Center strives to assist students in fulfilling their academic potential. The Math Center provides students with a supportive and motivating environment for cooperative learning and student-teacher interaction.

The Math Center is located in Maxwell Hall at 216 E. 45th Street, on the third floor.

Math Center hours are 8:00 am to 5:00 pm, Monday through Friday.

The Math Center provides a competent group of peer tutors selected on the basis of recommendations by faculty and on strong academic records. Peer tutors work with students on specific course content based on their area of expertise.

In addition, the Math Center offers faculty-led review sessions, enabling faculty to meet with students in groups or individually to review course content. The Math Center also offers study groups and seminars, organized according to students and/or instructors request. Topics and times vary based on need.

Priority is given to those students with scheduled appointments. All math tutors work with no more than four students at a time. Students who are required to complete mandatory tutoring can only complete one hour per day. A 48 hour advance notice is required to book a tutoring session. During the common lunch period, all tutoring sessions are done on a walk-in basis. Walk-ins are always welcome, appointments are strongly suggested. Students are required to bring their class notes to all tutoring sessions.

To schedule an appointment: Call/email/visit Prof. Johnson
Assistant Director of the Math Center
ojohnson@limcollege.edu
(212) 752-1530 Ext. 322

Counseling & Wellness Services

We all experience times of stress, change, and transition during our lives. College is a particularly challenging period when students are faced with many tasks. To help with these tasks, LIM College provides a variety of free and confidential services for students.

COUNSELING

The Office of Counseling & Wellness Services at LIM College offers short-term individual counseling, group counseling, couples counseling, and family counseling for a wide range of personal issues. Personal counseling provides an opportunity to learn how to resolve personal issues that are confusing or distressing, and talk with someone who is not involved in your everyday life, is professionally trained, and can give feedback from a different perspective. It is an opportunity to learn new skills and different ways of looking at things.

Referrals

Outside referrals can be made for students needing specialized treatment, psychiatric care, medical care, or want to see a therapist off campus. More detailed information regarding resources can be found on our website.

Crisis Intervention

In an emergency, counselors will provide immediate crisis intervention, when possible, to assist with the management of the situation. However, in a medical or psychological emergency, safety comes first and you should not hesitate to contact help for yourself or another person. In extreme situations (i.e., that represent a threat to the health or safety of oneself or others) call 911 or go to the nearest emergency room.

Consultation and Outreach

The Office of Counseling & Wellness Services provides a number of consultative and educational services to the LIM College community. Consultations can be helpful for individuals who are worried about someone. Counseling staff are available to consult with concerned family members, friends, or roommates of students experiencing emotional distress.

Counseling Services presents programs and workshops designed to enhance personal growth, skill development, and a sense of community.

The staff regularly conducts workshops on a variety of topics such as:

- Body Image and Nutrition
- Stress Management
- Yoga Classes
- Time Management
- Study Skills

Immunization Requirements

New York State Public Health Laws § 2165 and § 2167 requires all college students enrolled for at least six (6) semester hours per semester or equivalent to provide written proof of:

1. Immunization against Measles, Mumps and Rubella (MMR)
2. Meningococcal Meningitis Vaccination Response

In accordance with the law, no student will be permitted to attend classes at LIM College without a current certificate of immunization on file. Students must complete all immunization requirements prior to coming to LIM College's campus. The forms must be submitted directly to the Office of Counseling & Wellness Services as soon as possible but **no later than one week prior to the first day of classes** to avoid a **medical hold** and any unnecessary delays in their registration. In addition, PLEASE NOTE, students will not be permitted to take a placement exam unless the required immunization documentation has been submitted. If this documentation is not submitted, tuition liability will be assessed under the "Tuition Liability" section of this handbook. Students may mail the completed forms to the Office of Counseling & Wellness Services or hand deliver the forms to the office. Students should retain a copy of all documents submitted to the Office of Counseling & Wellness Services.

Description of Requirements

1. Measles, Mumps, and Rubella (MMR)

For Measles:

Two (2) doses of live vaccine administered on or after the student's first birthday and after 1967; OR physician documented history of disease; OR Serological evidence of immunity.

For Mumps:

One (1) dose live vaccine administered on or after the student's first birthday; OR physician documented history of disease; OR Serological evidence of immunity.

For Rubella (German Measles):

One (1) dose live vaccine administered on or after the student's first birthday; OR Serological evidence of immunity. NOTE: Previous diagnosis of Rubella is not acceptable proof.

If students need to be immunized, they can go to the Department of Health in the county they reside or can call the Office of Counseling & Wellness Services for a list of walk-in clinics in the New York City area that provide immunization.

2. Meningococcal Meningitis Response

All students must verify by their signature on the LIM College Immunization Record Form that they have received information about Meningococcal disease and have made an informed decision about whether or not to receive immunization against Meningococcal disease. Students can comply with this requirement by reading information about the meningococcal disease and completing the meningococcal vaccination response section of the LIM College Immunization Record Form.

DISABILITY SERVICES

Under the Americans with Disabilities Act of 1990 and Section 504 of the Vocational Rehabilitation Act of 1973, all students, with or without disabilities, are entitled to equal access to the programs

and activities of LIM College. If you believe that you have a disabling condition that may interfere with your ability to access and/or participate in the activities, coursework, testing and assessment, or other requirements of a course, you may be entitled to non-retroactive accommodations.

Disability Services within the Office of Counseling & Wellness Services offers academic accommodations for qualified students with disabilities. Some examples of academic accommodations include, but are not limited to: extended time on tests, copies of class notes, access to computers/word processing and specialized software, etc. However, students will not be able to receive accommodations for a disability at LIM College unless they themselves choose to disclose this information to the Disability Services Specialist and formally register for services.

Accessing Disability Services

Students with disabilities are encouraged to self-identify as soon as they enroll at LIM College.

Students seeking accommodations must:

- Meet with the Disability Services Specialist to discuss their disability needs
- Provide all requested documentation regarding the disability/condition (see below for further documentation information)
- Sign a consent form allowing the Disability Services Specialist (or other designee) to inform professors and administration of the student's needs, to obtain further medical and/or mental health records, and to discuss your medical and/or mental health history with your medical/mental health providers as needed.

Documentation Needed

Acceptable documentation must be from a licensed medical/mental health provider and/or a qualified evaluator (e.g. a psychologist) who is treating or has assessed the student. LIM College will accept an IEP and/or a 504 plan, but these are not considered to contain the preferred formal, evaluative, information so some of the accommodations contained in those documents may not be provided. Moreover, we may require more recent or different evaluative documents. Students will be asked to submit at least the following:

- Signed consent for release of medical and/or mental health records and information
- Disability Verification form completed by a licensed and qualified medical/mental health provider
- Psychoeducational Assessment, IEP and/or 504 plan, and/or a medical report from a provider regarding learning disabilities
- Documentation must be current (no more than 3 years old)
- The specific diagnosis or diagnoses constituting the disability(ies)
- The medical and/or educational history related to the disability(ies)
- The level of severity of the condition including a description of the range for the disability in general
- The length of time the student has had and been diagnosed with the disability(ies) and any changes in severity since initial diagnosis
- Any current medications and treatment
- Any functional limitations due to the disability(ies)
- Recommended academic and/or physical accommodations
- Anticipated length of disability

Because students are encouraged to be their own advocate, Disability Services does not send students' disability accommodation plans directly to their professors. It is solely the responsibility of the student to show their accommodation plans to each of their professors in order to receive their entitlements. Accommodations are not retro-active—professors are only obligated to comply with the accommodations in a student's plan from the time the student provides the plan to their professors. Students have the right to keep their medical and/or mental health history confidential. For a detailed description of LIM College's philosophies, policies, and procedures, relative to Disability Services, please refer to the Disability Services Handbook on LIM College's website. Please note that Disability Services does not offer disability evaluation or testing, personal expenses, or attendants.

Referrals for testing sites and medical/mental health doctors can be provided upon request.

If you have any questions about disability services, accommodations, or accessibility, or if you would like to make an appointment to speak confidentially to the Disability Services Specialist, please contact the Office of Counseling & Wellness Services.

MAKING APPOINTMENTS

Please contact William Kellogg, Counseling & Wellness Services Assistant, at wkellogg@limcollege.edu or at 212.752-1530, ext 315 to make an appointment for counseling and/or disability services. You will be assigned a therapist to meet with. The Office of Counseling & Wellness Services also has an open door policy. If any of the therapists has their door open, and are available, you may walk in. If the therapist is in a meeting, an appointment will be scheduled. The Offices of Counseling & Wellness Services and Disability Services is located in Maxwell Hall on the 14th Floor.

Adrian G. Marcuse Library

The 5,000 square foot Adrian G. Marcuse library is located in Maxwell Hall at 216 E 45th Street, on the second floor.

In the library you can find books, scholarly journals, magazines, and DVDs that can help you with your research. There is a large collection of fashion, business, and marketing books, as well as subscriptions to over twenty-five databases that are available 24/7, on-campus and off.

When you come to the library, you will find a dedicated staff of full- and part-time librarians and student assistants who are here to help you with your research questions and library service needs.

The library is also a great place to unwind, find a fun novel to read, take out the latest movie or TV series on DVD, and browse through magazines such as Vogue, GQ, Details, and Harper's Bazaar. The library also has forty computers, two black-and-white printers, a color printer, and both a black-and-white and a color copier.

LIBRARY HOURS

The library is open Monday through Thursday from 8:00 a.m. to 9:00 p.m. and Fridays from 8:00 a.m. to 5:30 p.m.

BORROWING MATERIALS

Most books circulate and can be borrowed for at least two weeks. Reference and course-reserve materials, however, may not be taken out of the library. VHS tapes and DVDs may be borrowed for three days.

1. Overdue fees are as follows:
Books: .20 cents per day; DVDs: \$1.00 per day; and cameras \$5.00 per day.
2. There will be a monetary fine and a processing fee for replacement of materials that are lost or damaged.
3. Borrowing privileges may be suspended when library material is damaged. Please note that because reference and course-reserve materials do not circulate, copy machines are available in the library. Copy cards are \$1.00 (value added in \$1 increments), and can be used at all copy machines at LIM College.

Information Technology

All LIM College students will be provided with LIM College computer accounts upon registration. You are responsible for adhering to the LIM College Acceptable Computer Usage Policy, as outlined below, and for ensuring that your account works properly. Account-related problems can be reported to helpdesk@limcollege.edu by calling (212) 752-1530 ext. 390 or directly at 646-218-2190, or by visiting an Information Technology Help Desk at Maxwell Hall (45th Street), The Townhouse (53rd Street) or Fifth Avenue (5th Avenue).

STUDENT EMAIL

All students will be provided with an LIM College email account. Email addresses will adhere to the following format: first.name.last.name@limcollege.edu. As an example, a student named Herman Melville would have the email address of herman.melville@limcollege.edu.

LIM College encourages, but does not require, the exclusive use of the LIM College email system. However, all students are still required to check their email at least once upon every school visit. Password-related email problems can be reported to the LIM College Department of Information Technology in person, or by contacting the help desk at extension 390 (proper identification is required).

LIM COLLEGE ACCEPTABLE COMPUTER USAGE POLICY

As LIM College policy, students are not permitted to modify the LIM College computer system or its computers in any way. This includes, but is not limited to, changing system settings, deleting system files, installing applications, bypassing existing security measures or knowingly introducing computer viruses, Trojan horses or back doors.

Due to system architecture and the proliferation of computer viruses, all LIM College student-accessible computers will not accept floppy disks. Students requiring access to their files contained on LIM College's computer system can either transfer them via email (as an email attachment), or by logging into our computer system remotely. LIM College's email system, however, will not accept any file attachment marked with an executable or suspect file extension (e.g., .vbs, .bat, .exe, .ink, etc).

Account passwords are required to be at least seven characters in length, contain both upper and lower case letters, and contain at least one numeral or punctuation mark. Passwords cannot contain a student's username or real name. These restrictions are enforced on a system-wide basis. Mandatory password changes will occur approximately every 120 days. Users are not permitted to share computer accounts, wireless accounts, or passwords with any persons whatsoever.

Violation of the above policy will result in loss of computer privileges and possible disciplinary action.

As policy, LIM College reserves the right to monitor all computer sessions, transactions and traffic originating from or destined to any of its associated networks: limcollege.edu, limcollege.com and fashioncollege.info.

LIM College is a 100% peer to peer free environment.

STUDENT ID CARDS

ID cards can be acquired the week before classes begin and during the first week of classes from the LIM College Department of Information Technology. Students are REQUIRED to keep ID cards on them at all times, and will need them to enter the 53rd, 54th, 45th Street and Fifth Avenue locations. Replacement cards can be reissued at a cost of \$20 at the Office of Student Financial Services and picked up at the 45th Street Help Desk Station.

PEER-TO-PEER FILE SHARING POLICY

LIM College does not allow the reproduction and distribution of copyrighted material. LIM College expects each member of the community to use LIM's information technology resources responsibly, ethically, and in compliance with this and other LIM policies, relevant laws, and all contractual

obligations to third parties. The holders of copyright possess the exclusive right to authorize reproduction and distribution to which all faculty, students, and employees must adhere, except as provided under the Fair Use Doctrine.

The use of LIM College's information technology resources is a privilege. If a member of the community fails to comply with this Policy or relevant laws and contractual obligations, that member's privilege to access and use LIM's information technology resources may be revoked without notice.

LIM College will attempt to enforce this policy by utilizing next-generation technologies and firewalls as a means of enhanced security through application, network, and system visibility and access control. (A list of these technologies are outlined in "Appendix - LIM P2P Policy 2010")

Housing & Residence Life

Priority for student housing is given to students who maintain full-time matriculation status. Vacancies may be filled with other student's participating in LIM College programs and other eligible persons within the sole discretion of LIM College. Applications for housing can be requested from the Office of Housing & Residence Life or found on the LIM College website. Rooms are limited and are assigned on a first-come first-serve basis, and are not guaranteed. Students are strongly encouraged to apply for housing early.

The Office of Housing & Residence Life and Residence Hall Address:
1760 Third Avenue
New York, NY 10029

More than a place to live, the 1760 Third Avenue Residence (at 97th Street) is on the exciting Upper East Side of Manhattan and is a home away from home for 1,100 students, more than 300 of whom are from LIM College. This 19-story, newly-renovated residence features high-quality amenities, state-of-the-art technology and designer interiors. It is just minutes away from fantastic restaurants and shopping, as well as the remarkable sights and sounds of Museum Mile and Central Park. It is also only one block away from the 96th Street station on the Lexington Avenue 6 subway line and M96, M101, M102 and M103 crosstown buses.

This state-of-the-art building offers plentiful amenities, including:

Building Amenities:

24-Hour manned Security
Fitness Center
LIM College Computer Lab
with unlimited
black/white printing
Game Room
Quiet Study Lounges
Package/Mail Center
Laundry Facilities
Bike Storage Facility
Communal Kitchens

Room Amenities:

Private Bathrooms
Free Local/Long Distance Phone
Service and Voicemail
LCD 26-inch Flat Screen Color
TV/DVD Player
More than 100 Digital Cable
Stations
High-Speed Internet Service
Refrigerator/Freezer
Microwave
Custom Designed Furniture

RESIDENT ADVISOR

The Resident Advisor (RA) is a full-time student at LIM College who acts as a direct liaison between the administration and the students who reside at the residence hall. She/he is a trained staff member hired for a high level of maturity, social skills, enthusiasm, and desire to serve the campus

community. The RA will establish a one-on-one relationship with each member of his/her community, and maintain an open door atmosphere that encourages students who are having difficulty adapting to college life to come in and discuss their problems. They also serve as a neighborhood resource, school advisor, mentor, mediator, peer leader, and friend. The RA will provide all these services through a series of community building and educational development programs.

Qualifications for the R.A. Position:

- Must have a cumulative G.P.A of 3.00 or better
- Must have sophomore standing or higher at the start of the academic year of employment
- Preferably has lived in LIM College housing or other College / University residence for at least one full academic year
- Be creative, enthusiastic, motivating, and friendly!

SUMMER CONFERENCE ASSISTANT

Summer Conference Assistants (SCAs) provide service and assistance to all summer housing residents and assume responsibilities for the daily operation of the residence halls. SCAs perform regular administrative tasks related to managing the halls and must be knowledgeable of and able to implement college policies as well as serve as a resource regarding inquiries related to the campus and local community.

The SCA must reside in the on campus room to which they are assigned. The work commitment is typically 20-25 hours per week, including evening and weekend work as required. There may be limited times when additional work hours are necessary to complete a task and/or respond to an emergency situation. It is understood that the demands of summer programs cannot easily be translated into hours worked per day or week because of the unique nature of the responsibilities and circumstances. The SCA position requires a genuine personal commitment and a good understanding of the tenuous nature of the actual time involved.

Office of Student Life

The Mission of the Office of Student Life is to provide an engaging environment and a wealth of involvement opportunities that cultivate student development; and offer co-curricular experiences in the areas of student activities, diversity programs, leadership development and new student programs.

STUDENT ORGANIZATIONS

Student Life is a resource in the development and achievement of student organizations. Student involvement in co-curricular and extra-curricular activities is important and will aid students academically and provide skills for the future.

Student organizations, and activities are a fun and informal way to get involved and interact with fellow students and faculty. Many clubs are professionally oriented; club advisors are experienced in the field and can help you connect with key people in the industry. You can meet friends, build a resume, and make the most of your college experience by joining a student club.

Forming New Organizations

The Office of Student Life encourages students to organize new student organizations. Student organizations can be formed to fit many needs of current students if they are not already being served by another organization. Students who wish to form a new club, should develop interest, complete an application, receive approval from the Office of Student Life, and complete the formal recognition process.

Sigma Beta Delta

Sigma Beta Delta is an internationally recognized Honor Society for students majoring in areas of business, management and administration. The purpose of the Society is to encourage and recognize scholarship and achievement among students, and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to mankind. Seniors and juniors achieving a cumulative GPA of 3.50 or above and who are in good academic standing are eligible for membership in the LIM College chapter. Inductions are held each spring.

Diversity Programs

Student Life is committed to fostering a social, cultural, and intellectual campus environment which empowers all students to achieve their educational and individual goals. Student Life offers programs and services which address diversity and multicultural topics. These programs are designed to raise student awareness and encourage students to contribute to the global community.

Peer Mentor Program

Peer Mentors serve as group leaders, departmental contacts, academic counselors, peer educators, and positive role models. The following Peer Mentor opportunities are available: Orientation Leader Program, which trains current students to work with incoming students at the College's New Student Orientation; First Year Experience Mentor Program, which is a yearlong program including a one credit seminar which meets once a week and focuses on a variety of topics that affect college students and includes mentoring first year students; and Career Mentor Program, designed for students to mentor students in career development and basic job search skills. Peer Mentors are dedicated students who possess strong leadership, communication and team building skills and who take great pride in LIM College! Being a Peer Mentor is a great way to become involved, build your resume, and make new friends in the process!

Voter Registration

Student Life annually distributes voter registration information to all students via E-mail. In addition, New York State forms are available in the Office of Student Life.

SERVICE OPPORTUNITIES

Each year, LIM College students participate in several different community service activities including the Bottomless Closet Drive, New York Cares Day, and the Annual LIM College Blood Drive. We hope that you will take part in these important events which impact peoples' lives. For additional resources and information on service opportunities, please contact the Office of Student Life. If you would like more information about getting involved, contact one of our community service partners:

- Bottomless Closet: www.bottomlessclosetnyc.org
- New York Cares: www.nycares.org
- Big Brothers Big Sisters of NYC: www.bigsnyc.org/
- United Way of NYC: www.unitedwaynyc.org
- One Brick: www.onebrick.org
- City Harvest: www.cityharvest.org/
- Gay Men Health Center (GMHC): www.gmhc.org/
- Housing Works: www.housingworks.org
- New York Blood Center: www.nybloodcenter.org
- American Red Cross: www.redcross.org

LOST AND FOUND

If you find something in a building which is not yours, please bring it to the Office of Student Life. If you lose a valuable item, please check the Office of Student Life. Student Life does not send emails about lost or found items. Unclaimed items will be discarded after thirty days.

Career Development

The Center for Career Development offers you assistance and guidance in your job search. LIM College cannot “guarantee” you a job but we are very proud of our placement record. Getting a job is achieved through a combination of persistence, professionalism, and enthusiasm. Services are available only to currently enrolled students and LIM College graduates who are in good standing. We offer many programs designed to expose students to the industry and its many career paths. Brief descriptions of each of our programs are provided below:

FASHION SURVEY

This is our Guest Lecturer course, where once a week a different executive makes a presentation to freshmen and sophomores about his/her experiences in the fashion industry.

FIELD TRIP

This weekly course offers freshmen, sophomores and transfer students the opportunity to visit various fashion-related companies in New York City and get a first-hand view of how they operate.

Work Project I

Work Project I introduces freshmen to a career in the fashion industry by providing them with basic retail store experience while working full-time. Work Project I class seminars occur several times throughout the semester, and this full-time internship experience begins mid-November and lasts through December 24th. Interns gain experience in retail sales, customer service and store management while earning three credits. (Please refer to the Work Project I handbook for a detailed explanation of the rules and regulations of the program.)

Work Project II

In Work Project II sophomores continue to develop retail experience at a managerial level, or may choose to work in a corporate environment in order to further explore aspects of the fashion industry that interest them. Work Project II class seminars occur several times throughout the semester, and this full-time experience internship experience begins mid- November and lasts through December 24th. (Please refer to the Work Project II handbook for a detailed explanation of the rules and regulations of the program.)

Junior Work Project

Junior Work Project exposes Junior Transfer students to areas of the fashion and marketing industries prior to their Senior Co-op program. Students will gain experience in areas such as retail management, marketing, promotion, wholesale sales, publications, merchandising, buying, production and product development. This internship requires part-time hours through the entire semester, and is three credits. A seminar series in the classroom also takes place several times per semester.

Senior Co-op

This six-credit internship is designed to provide students with a significant, full-semester work experience in the fashion industry, ideally in an area relevant to the student's career goals and experience. Not only does this experience allow students to gain knowledge about a specific area of the industry, but it often results in full-time employment upon graduation. Co-op takes place during a Senior's final semester. (Please refer to the Senior Co-op handbook for a detailed explanation of the rules and regulations of the program)

Career Exploration Internship

The intent of this course is to add to the student's exposure to areas of the fashion and marketing industries in addition to required programs. The internship must be in an area relevant to the students overall career goals and experience. Students will have exposure to the non-retailing business aspects of the industry, generally in areas such as marketing, sales, publications,

merchandising, buying, and product development. This course is one credit.

Volunteer and other Extra-Curricular Opportunities

In addition to our required internship programs, LIM College students offer valuable support to the fashion industry through volunteering and other extra-curricular opportunities. Students may also have the opportunity to attend networking seminars, tapings of TV shows, or various other career related events. Students can help out with fashion shows, market week, or other short term projects that require a few hours or days of their time. Students are never permitted to miss class for any opportunity. Volunteering is a privilege and failure to honor commitments could result in the loss of these privileges. Students are not permitted to drink any alcoholic beverages when they are volunteering at events and shows. Violations of this policy will result in a loss of volunteer privileges.

Permanent Job Placement

LIM College offers graduates and alumni lifetime career placement services, including resume review, mock interviews, and one-on-one counseling. Also, students can utilize the Center for Career Development to get part-time and full-time placement throughout the year in a variety of areas in the industry. When interviewing for any internship position, whether as part of a credited program or for extracurricular experience, please adhere to the following steps to ensure a smooth and efficient job search.

Professionalism and Business Etiquette

In addition to the variety of programs offered, the Center for Career Development provides a wide variety of services in all areas of career development. This includes one-on-one for career development needs, resume, cover letter and thank you letter review, mock interviews, and seminars on professionalism and business etiquette.

Communication

It is important that you keep in constant communication with the Center for Career Development regarding each stage of your job search, which companies you've heard from or contacted, the dates and times of your interviews, your reaction to the interviews, and finally your job choice and acceptance.

Appointments

All students MUST meet with the Center for Career Development for introduction and to discuss job and geography preferences. The personal interview is to learn about your interests and preferences.

Job Fairs

Please check your LIM College Email on a daily basis as well as Axis TV and the Center for Career Development Bulletin Boards at Maxwell Hall, the Townhouse, and Fifth Avenue. Spend time with as many companies that interest you. Be sure to ask them about locations, work hours and end dates. Please remember to dress professionally on those days.

Contact with Companies

Should a company representative call you, it is your responsibility to contact the individual personally. Please note: leaving a message does not mean that you have returned the phone call. Keep calling until you have made contact with the individual.

Interview Appointment

Please let the Center for Career Development know in advance when and where you are going on interviews. Also, remember to dress professionally for all interviews.

After the Interview

Immediately after the interview, you must call the Center for Career Development and let them know the results of the interview. It is helpful for the Office to get your feedback and level of interest in the job and company before they hear the company's viewpoint. You are required to send a thank you note to every person you interviewed with.

Forms/Contracts

In order to officially enroll in one of our credited internship programs, all the information on the Internship Registration Form must be complete. You must sign a contract which indicates that you understand the program guidelines. If you do not submit a completed form and a signed contract by the due date, you will forfeit your internship enrollment for the semester. Optional internships also require a signed Internship Agreement to be submitted to the Center for Career Development. Without the required form students will not be eligible to apply for optional internships opportunities.

CRITERIA IN SELECTING APPROVED COMPANIES

At LIM College every student is given the opportunity to become an active participant in the “real world” of the fashion industry through the required Work Projects and Senior Co-op periods. Please follow the procedures listed below for your job search. Not following the procedures may cause delays in getting a job.

1. No family owned businesses
When students work at a business owned by a member of their family or by a close family friend, it causes a conflict of interest and evaluations may not be as objective as they should be.
2. No duplications
It is preferable that each Work Project experience and Senior Co-op take place at different companies. It not only enhances the student's resume by having more companies listed, but also gives students the opportunity of having varied experiences at a time when they can afford to be experimental.
3. One company at a time
Students must be employed at just ONE company and working for ONE supervisor during the entire full-time internship period. Two or more jobs at the same time cannot be used to accrue hours for internship requirements. It is important that students gain longevity at a company, displaying commitment in time and becoming a part of the team.
4. The company should be fashion or marketing related
Though it may be part of any related industry (accessories, home furnishings, children's wear, men's wear, cosmetics, etc.) and any area of the industry (public relations, retail, marketing, merchandising, showroom, magazines and publications, etc.)– the focus should be on a product and how it relates to a customer's needs. (Types of businesses that are NOT acceptable: waitressing or hostessing in a restaurant, working in a doctor's office, or a beauty parlor, etc.).
If you already have a job that you want to keep for the internship, please bring all information about the job with you to your interview with the Center for Career Development. Include company, business address, website address (if available), your title, salary if applicable, telephone number, fax, and name and title of your supervisor. A business card from your supervisor is preferred. The Center for Career Development must contact the company before the placement is approved. Also, the Director of the Center for Career Development may decide to conduct an on-site visit of the offices and/or stores before a student is allowed to intern or work at the company. All new companies will need to be approved one month prior to each of the internships placement deadlines. Please refer to your handbook for actual dates.

Freshman, Sophomore and Junior Work Projects:

- All students must complete a five week, full-time on the job assignment in their freshman and sophomore years. Three credits are earned for each Work Project.
- All transfer junior and ACCESS students must complete a full semester, part-time, Junior Work Project internship. This can be completed any semester prior to the Senior Semester. This Work Project is three credits.
- Work Project I and II occur during the period between Thanksgiving and Christmas or during the summer months.
- As part of the final Work Project I and II grades, students must write a paper and give an oral presentation based on their experience.
- Work Project I must be in retailing. Work Project II and Junior Work Project may be in any area of the industry that relates to your career goals.

Student Financial Services

The Office of Student Financial Services is comprised of Financial Aid and Student Accounts staff whose mission is to provide comprehensive and exemplary assistance, counseling, and advice to you and your family to help finance your college education at LIM College.

STUDENT ACCOUNTS

Tuition Payments

- A \$100 registration deposit is required of all students each semester; due no later than April first for the fall semester, and October first for the spring semester. Students may be able to register for classes before these dates, but they may not schedule an appointment to meet with an academic advisor (or register for classes) until their deposit is paid (and all prior obligations to the College are fulfilled).

Semester Due Dates

- All balances are due and must be paid by July 15th for the fall semester, and December first for the spring semester.

Forms of Payment

Listed are LIM College's accepted forms of payment for tuition (in addition to Financial Aid):

- Payment in full by check, money order or cash of balance due (less any financial aid) by the fall or spring semester due date.
- Online installment payments or one-time electronic payments can be made using Nelnet's Automatic Payment Plan (formerly FACTS Management Company). Payment can be made via automatic bank transfer (ACH) or via credit/debit card. For further information please visit www.limcollege.edu/pay and click on the e-cashier link.

Student Fees Collected With Tuition

These monies, which include the student activity fee (\$275), technology fee (\$300), and graduation audit fee (\$225, paid in the year you will graduate), are used for various services and programs available to every student. Among such services are the cost of ID/Security Cards, printed materials used in classes that are not available in textbook form, and certain field trip admissions. These fees are mandatory. They are part of the cost of attending LIM College.

Tuition and Housing

Tuition	\$10,825/Semester (12 – 19 credits). Each additional credit above 19 credits will cost \$720 per credit.
Housing	\$8,175 Fall Semester/ \$8,175 Spring Semester

Other Fees or Charges

Late Payment Fee	\$100
Late Registration Fee	\$ 50
Duplicate ID Card	\$ 20
Return Check Fee	\$ 25
Transcripts, each request	\$ 5
(no transcript will be issued with an outstanding account balance)	
Additional credits	\$720/credit
(above normal full-time credit load, approval of the Office of Academic Advising required)	
Independent Study courses	\$720
(Students will be exempt from this fee if the Independent Study is taken during a student's last semester at LIM College and it is taken to meet a graduation requirement. The fee is applicable to both credit and non-credit courses.)	
Zero credit course for part-time students	\$675/course
Make-up Fee for a failed Field Trip or Fashion Survey	\$100
Make-up Fee for a failed non-credit course	\$100
Housing Application Fee	\$ 25

Other Expenses

- LIM College has a book voucher program that will allow you to buy your textbooks and certain course materials using a credit on your student account. You may use up to \$550 of the available credit on your account. For more information please contact the Office of Student Financial Services.
- Visual Merchandising courses require the purchase of materials and consumable supplies. A course fee will be applied to your tuition statement ranging from \$25 to \$40.
- Transportation to field trips may require bus, subway, train or car fare.
- “Independent” field trip students will be charged entrance fees at museums and other educational places of interest.

Refunds

Refunds from a student’s account occur when all payments in addition to all financial aid exceed the amount owed to LIM College. These refunds will be made out to the student (or the parent if there is aid from a parent loan) once the funds are processed and received by LIM College. Please allow 7-10 business days from the time that the funds are processed and disbursed to receive your refund check. Refunded monies are to be used to cover additional educational expenses.

Penalties For Delinquent Accounts

1. A late payment fee of \$100 will be charged if payment is not received by the due date. An accounts receivable hold will be placed on student account.
2. A student will not be permitted to register for the upcoming semester.
3. A student will not receive semester grades, transcripts or degrees.
4. A student will be subject to administrative withdrawal for non-payment of semester charges.

LIM College’s Refund Policy For Withdrawal

- LIM College utilizes a refund policy that applies a specific percentage to a student’s tuition costs based on weeks enrolled from the first day of classes each semester. The rate schedule applied to tuition in the case of a withdrawal can be found in the Student Handbook. Please be advised that notices of withdrawal must be submitted to the Office of Academic Advising.
- All fees (including, but not limited to: Technology Fee, Student Activity Fee, Graduation Audit Fee, Application Fee and Materials Fee) are non-refundable.
- Tuition will be refunded in accordance with the schedule published in the LIM College Catalog.

FINANCIAL AID

Our goal is to make you aware of all the financing options available to you (based on your individual eligibility) in the form of grants, scholarships, loans, and/or work study. These include:

- LIM College Scholarships and Grants – A complete listing of these awards and eligibility criteria are in the LIM College Catalog and on the College website.
- Federal Grants
- Federal and Private Loans for students and parents
- Federal College Work Study
- New York State Tuition Assistance Program (TAP)
- Outside Scholarships

All students are strongly encouraged to apply for financial aid every year by submitting the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov by the priority deadline date of March 1 each year. Students can still apply for financial aid after this date, but some forms of financial aid may not be available. Detailed information on federal and state aid eligibility and terms and conditions for Federal Stafford and PLUS loan funds is available on the College website.

The Office of Student Financial Services is authorized to exercise discretion in reviewing extenuating financial circumstances that our students and parents may experience that include involuntary loss of employment as well as certain expenses: unreimbursed medical expenses, funeral expenses, child care costs, and adult dependent care (including nursing home costs).

For students who have an ongoing scholarship or grant from LIM College your award will automatically be renewed for the next academic year as long as you meet the required GPA criteria

(based on your cumulative GPA at the end of the spring semester) and any other requirements stipulated in your scholarship letter and/or the LIM College Catalog.

Please note that all students are required to meet minimum Satisfactory Academic Progress (SAP) criteria, as outlined in the College Catalog, to continue to be eligible for financial aid each year. Students who do not meet the minimum SAP requirements and who have experienced extreme and extenuating circumstances may submit a letter of appeal with supporting documentation to the Dean of Student Financial Services or Associate Director of Student Financial Services for consideration of a waiver.

Please be aware that students who withdraw from all classes prior to completing 60% of the semester may be required to repay all or a portion of their federal (and possibly NY State) aid that has been paid to LIM College (see the College website for the return of funds policy). Additionally, students who make changes to their enrollment status (i.e. full-time to part-time) will most likely need to have adjustments made to their financial aid, so we require that you consult with the Office of Student Financial Services before you change your enrollment or withdraw completely in order to determine the impact on your aid eligibility and your tuition liability to LIM College.

Please note: All students who borrow any federal loan are required to complete mandatory loan entrance requirements upon enrollment and loan exit requirements upon graduation or withdrawal from LIM College.

Policies and Procedures

DRESS CODE

LIM College expects students to be appropriately dressed for the various occasions that students participate in, including, but not limited to Field Trips, Career Fairs, and other networking events. Attire must always look professional. No clothing should be cut, patched, frayed, ripped, or torn. No tank tops, tube tops, bare midriffs, low cut tops, short shorts or any revealing clothing may be worn to the College.

Interviews require a formal business wardrobe consisting of a suit with a jacket and skirt or pants, usually dark in color. Men should wear a suit and a tie. Being well groomed is important. Makeup and jewelry should be kept to a minimum. It is always more appropriate to be conservative in one’s interview attire rather than trying to be too trendy.

Field Trips/Industry Visits may allow students to be more trendy using color and accessories. It is also acceptable to be business casual and not as formal as when on an interview. Casual slacks, sweaters, tops, and jackets with casual shoes are acceptable and appropriate. Jeans and sneakers are not appropriate.

Classroom attire may be the most casual, but it cannot be sloppy or classified as weekend wear. It is acceptable to wear jeans and sneakers and casual t- shirts.

Food and Beverage Consumption

Eating and/or drinking is not allowed in classrooms during class time. In addition, eating and/or drinking is not allowed in computer labs or near any computer at any time.

Smoking

Smoking is not allowed anywhere in the buildings, including the front entrances. If you are smoking outside of the buildings, please be considerate and do not stand directly in front of neighboring businesses. Please be aware that New York City officials have been known to fine smokers for loitering.

FIRE DRILLS

All fire drills should be taken seriously. No use of cell phones or talking should occur.

53rd Street Location (The Townhouse)

The fire alarm consists of a loud horn blaring continuously. If in a classroom, follow the instructor's directions. If in a non-class area with no faculty or administrators available, such as the bathroom or lounge, follow the posted instructions without waiting for a faculty or staff member. In order to exit the building promptly and in an orderly fashion, the following procedures should be followed in each of these areas:

Exit up via Main Stairwell from Lower Level:

Lower Level Offices

Exit via Main Stairwell (center of building):

Classrooms 5331, 5332, 5333, 5341, 5342, 5343, 5361, Faculty Offices and Executive Offices

Exit via Fire Escape:

Admissions, Student Financial Services, Human Resources, Student Lounge, Classrooms 5351, 5352, 5344 and 5345

You must leave classrooms at a brisk walk and proceed immediately by the stairs to the lobby. The elevator should not be used under any circumstances. Your instructors will follow the last students, closing the stairwell doors behind them. There should be no sauntering and no conversation.

If in a room that has a fire escape, instructors will open the fire doors at the front of the classrooms and have the students exit onto the fire escape, proceeding immediately by the outside fire stairs to the courtyard and then through fire exit door back into building, through the hallway to the lobby. The instructors should follow the last students, closing the exit doors behind them.

Everyone should proceed from the lobby to the street walking as far down the block either left or right in order to make room for everyone to exit the building. No one should stop in any area for any reason. The Fire Safety Director will notify you when you are able to re-enter the building.

54th Street Location (Center for Career Development)

The fire alarm consists of a cyclical chirping sound. You must exit in an orderly fashion quickly through the main stairwell. Once out of the building, please make sure that you walk as far down the street as possible in order to allow everyone to exit the building.

45th Street Location (Maxwell Hall)

The fire alarm consists of a loud whooping sound. At the sound of the alarm, please remain quiet and listen for instructions. The designated fire warden on each floor will call the Fire Safety Director from the fire warden callbox. An announcement will be made over the public announcement system notifying occupants of which exit to use when vacating the building.

Fifth Avenue Location (Fifth Avenue)

Scenario # 1 Once the fire alarm sounds, the building Fire Safety Director will make an announcement through the PA system providing instructions. Staff, faculty and students will follow the instructions. In case there is no announcement made, the fire warden or deputy fire warden should call the fire command station to be given instruction by the building Fire Safety Director. In case of an evacuation the Fire Safety Director will outline any special instructions.

Scenario #2 If there is a visible fire or smoke on our floor and the alarm did not sound, anyone can pull the fire alarm device located by the emergency exits. Everyone should then await for instructions for the safest way to evacuate the building.

EMERGENCY RESPONSE

LIM College, in partnership with Applied Risk Management, has developed an All-Hazards

Emergency Response Plan (ERP). The plan includes a set of protocols to be followed before, during and after emergency situations. The LIM College ERP Committee is responsible for implementing and maintaining the plan and each LIM College facility has a designated Building-Level Safety and Emergency Response Team. A copy of the plan and emergency response kits are located within each LIM College facility. Emergency response training is provided annually to students, faculty and staff.

In the event of an emergency remember to stay calm, call 911 and then call the LIM College Emergency Phone Number: 711 (internal phones) or 212-310-0660 (external phones). General emergency response instructions are posted in all classrooms, conference rooms and lounges throughout the College.

LIM COLLEGE EMERGENCY NOTIFICATION SYSTEM

LIM College is committed to protecting our students, faculty and staff in the event of an emergency on campus or in New York City. To this end, we have partnered with Twenty First Century Communications to implement the LIM College Emergency Notification System.

In the event of an emergency on campus or in New York City, College authorities will be able to quickly communicate to all students, faculty and administrative staff who have registered online with the LIM College Emergency Notification System.

In a matter of minutes, each registered contact point will receive a communication alert from College authorities. The alert will be sent to each of the communication devices that a student specifies during their initial registration, including e-mail accounts, cell phones, land lines and text messaging devices. Additional contact information may be added at any time.

COLLEGE CLOSINGS

If you are not certain that the College will be open because of bad weather, you have six ways to find the answer.

1. An alert through the LIM College Emergency Notification System to your specified communication devices: e-mail, cell phone, land line and text message.
2. Call LIM College after 5 a.m. to hear an updated voice mail message indicating the status of classes for the day.
3. Check your LIM College email account.
4. Check for postings on LIM College's website under Student News.
5. Listen to 880 WCBS AM on the radio or watch CBS on Channel 2 or log onto the WCBS website at www.wcbs880.com and click on the "School Closings" link in the left column.
6. Listen to 1010WINS AM on the radio or log onto the website at www.1010wins.com and click on the "School Closings" link in the right column.

POSTING FLYERS ON SCHOOL BOARDS

If you have any information that you would like to have posted on one of the student boards (e.g. apartment listing, books for sale, club information), please be sure to bring your flyer to the Office of Student Life for approval prior to hanging it. Items not pre-approved will be removed from student bulletin boards. Student bulletin boards are conveniently located in all four buildings.

RECEIVING MESSAGES

EMERGENCY phone calls should be made to the Associate Dean of Student Affairs. NO PERSONAL CALLS!!!

If a faculty member, Dean, or other College administrator wishes to contact you, the message will be emailed on your LIM College account.

If a field trip is changed or canceled, or a class is canceled, the information is sent to your LIM College email and posted on AXIS TVs throughout the College. IT IS IMPORTANT TO CHECK LIM COLLEGE EMAIL DAILY!

CELL PHONES

Please make sure that cell phone ringers are turned off when on campus, as they are disturbing to

professors, classmates and administrators. We ask that in case of emergency, phones be placed on vibrate to indicate incoming calls. It is not acceptable to be answering phones during class time.

VISITORS

All LIM College locations will have a designated LIM College staff/security at the appropriate entrances for the entire day. All guests brought by LIM College students must show a valid picture I.D. The staff/security will then issue a one day visitors pass. Each visitor pass will be color coded and dated for each day of the week. This must be kept with the visitor for the entire day. Guests will only be allowed to wait in the student lounge and will not be allowed to attend any classes.

STUDENT APPEALS AND GRIEVANCES

Students wishing to file an appeal or grievance concerning LIM College policy decisions regarding ADA (American with Disabilities Act), Title IX, Student Code of Conduct, Grades, Academic Integrity Policy, Housing, etc. should refer to be www.limcollege.edu/studentappeal for information on how and where to file an appeal or grievance.

VETERAN'S RIGHTS

LIM College is approved for the training of veterans by the New York State Division of Veterans Affairs. In addition, LIM College adheres to the HEOA regulations governing readmission requirements for service members. Please see the campus Veterans Affairs representative for further details.

Student Rights

ACADEMIC RECORDS

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974 as amended, known as FERPA, is a federal law designed to protect the privacy of a student's education records. Education records are those records, files and documents – directly related to education – from which the student can be individually or personally identified.

FERPA grants students the right to inspect and review their education records within 45 days of the day LIM College receives a student's request to do so. It also provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Certain categories of student's information are not education records under FERPA, including, but not limited to:

- (a) Category I: Name, address, telephone number, dates of attendance, class; and
- (b) Category II: Previous institution(s) attended, major field of study, awards, honors (including Dean's List), degree(s) conferred (including dates).

Such information is considered Directory Information and may be disclosed by the College for any purpose at its discretion.

Currently enrolled students may request that Directory Information be withheld from disclosure. To withhold disclosure, written notification must be received in the Office of the Registrar.

Forms requesting the withholding of Directory Information are available in the Office of the Registrar. Note, however, that disclosure of student records and Directory Information may be made by LIM College to certain categories of entities and individuals without consent. See "Disclosure of Records without Student Consent" below.

LIM College assumes that failure on the part of any student to specifically request the withholding of categories of Directory Information indicates individual approval for disclosure.

1. The written consent must specify the records that may be disclosed.
2. State the purpose of the disclosure.
3. Identify the party or class of parties to whom the disclosure may be made.

In an effort to protect the privacy of a student's education records, LIM College requires a student's signed and dated written consent before it discloses any such records or personally identifiable information from the students' education records.

The College will disclose information from a student's education records to parents of a student if a student completes a release form with the Registrar's Office. Written proof of this claim must be submitted to the College in advance of any such disclosures.

INSPECTION OF RECORDS

Students may obtain access to their education records for purposes of inspection and review by submitting a written request to the Office of the Registrar. The Registrar will make the needed arrangement for access as promptly as possible. When a record contains information about more than one student, the student may inspect and review only the records which relate to her/him. The records must be reviewed in the Office of the Registrar. Unlike the right to examine records, there is no absolute right to obtain copies. Copies need only be made available when failure to do so would effectively prevent the student from exercising the right to examine the records.

CORRECTION OF RECORDS

A student must submit a written request to the Office of the Registrar to amend a record. In so doing, the student should identify the part of the record he/she wants changed and specify why he/she believes it is inaccurate, misleading or incomplete.

The President, Associate Vice President for Academic Affairs, and Registrar of the College will decide within a reasonable period of time whether corrective action consistent with the student's request will be taken. The student will be notified of the decision by the Associate Dean of Student Affairs.

If their decision is negative, that is, if the education records are not changed or amended, the Office of the Registrar must inform the student of his/her right to a hearing and provide him/her with the form for requesting such a hearing.

The hearing will be conducted by the Vice President for Student Development, with a panel to include the Associate Vice President for Academic Affairs, Assistant Dean of Student Academic Affairs, Associate Dean of Student Affairs, Director of Student Life and two faculty members, one of which may be chosen by the student. The student shall be afforded the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. Attorneys are not permitted to participate.

The College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

If the student is not satisfied with the results of such a hearing, he/ she may place a statement in the education records in question, commenting on the information in it and/or setting forth any reason for disagreement with the institutional decision not to correct or amend the record. Such a statement shall become a part of the information contained in the education record and will be disclosed with it together with LIM College's written decision.

DISCLOSURE OF RECORDS WITHOUT STUDENT CONSENT

LIM College may disclose student education records without student consent to authorized governmental agencies and to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Additionally, LIM College may disclose education records without student consent to other schools to which the student is transferring, LIM College's accrediting agency and appropriate parties in connection with Financial Aid to the student. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

THE OFFICE IN THE U.S. DEPARTMENT OF EDUCATION THAT ADMINISTERS FERPA

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202 - 4605

TITLE IX NOTIFICATION

In compliance with the requirements of Title IX of the 1972 Education Amendments to eliminate discrimination, the Associate Vice President for Student Affairs is designated as the Title IX Compliance Officer. LIM College does not discriminate in recruitment, admissions, educational programs, placement, employment or general treatment against any student or other person on the basis of race, age, sex, religion, national origin, sexual orientation or disability as those terms are defined by federal, state or local law. Students with questions concerning Title IV should contact the Title IV Compliance Officer. Students who believe their rights under Title IV have been violated should refer to the "Student Appeals and Grievance" section of this handbook.

STUDENTS WITH DISABILITIES

Under the Americans with Disabilities Act of 1990 and Section 504 of the Vocational Rehabilitation Act of 1973, all students, with or without disabilities, are entitled to equal access to the programs and activities of LIM College. If you believe that you have a disabling condition that may interfere with your ability to access and/or participate in the activities, coursework, testing and assessment, or other requirements of a course, you may be entitled to non-retroactive accommodations.

Disability Services within the Office of Counseling & Wellness Services offers academic accommodations for qualified students with disabilities. Some examples of academic accommodations include, but are not limited to: extended time on tests, copies of class notes, access to computers/word processing and specialized software, etc. However, students will not be able to receive accommodations for a disability at LIM College unless they themselves choose to disclose this information to the Disability Services Specialist and formally register for services.

According to Section 504 of the Rehabilitation Act of 1973, "substantially limiting" is defined as being unable to perform a major life activity or being significantly restricted as to the condition, manner, or duration under which a major life activity can be performed, in comparison to the average person or most people. A major life activity includes such things as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Students with disabilities are expected to attend regular College classes and must meet the standards of their course requirements in their degree programs to ensure the level of the quality education expected of all graduates of LIM College. Students must be able to function independently and are responsible for informing the College of their needs. Though parents may want to advocate for their children, students who are 18 years or older are legally recognized as adults. Hence, the student is responsible for her/his own accommodation requests and disability-related decisions. However, students are encouraged to have an open dialogue with their parents and to utilize parental support.

Crime Awareness And Campus Security Act P.L. 101-542 and The Drug-Free Schools And Communities Amendment P.L. 101-226

LIM College's policy statements, procedures and reports follow:

- A. Any criminal activities observed by any student or staff member at or in the immediate vicinity of LIM College must be reported immediately to the Director of Facilities, who is the chief campus security officer. Emergencies other than criminal activities (injury, fire, flood as examples) must also be reported

immediately to this same person. If the incident is sexual assault, abuse or harassment, it must be reported to either the Title IX Officer or the Vice President for Student Development. If neither of these officers are available, students and staff must report any incident to any senior administrative person. Reports, where appropriate, of any instances of crime or other emergencies on College premises will be made promptly by the College security officer to the New York City Police Department (NYPD), fire department and other appropriate external agencies.

- B. It is the policy of the College to deny access to the premises to all unauthorized personnel and to restrict occupancy by our College community to those times during which the buildings are open and security practices can be followed. At 53rd Street (The Townhouse), entrance can only be made through the main front door and all people entering College premises must pass the front desk security guard. Unauthorized entrants are challenged at this point and barred from proceeding beyond. Corridors are patrolled at random by the building superintendent. Emergency exits are locked, operable only by internal panic bars. After regular business hours, a security guard is on duty at the main entrance until 9:00 p.m., at which time the building is secured - no staff or students are permitted to remain thereafter. A motion sensor alarm system is activated at that time. At 54th Street (The Center for Career Development), entrance can only be made through the main front door and all people entering must pass the lobby attendant. Unauthorized entrants are challenged at this point and barred from proceeding beyond. Elevator and stairwell access is restricted by the use of a College ID swipe card security system. At 45th Street (Maxwell Hall) and the Fifth Avenue campus, entrance can only be made through an LIM College community doorway. Entrance is restricted by the use of a College ID swipe card security system. A security guards is stationed at the entrance in Maxwell Hall.
- C. Given the small size of the College, the nature of the NYPD, and the fact that no major crimes have occurred at LIM College, the College does not have an ongoing relationship with the police. This same small size, with an atmosphere of personal relationships between students and staff, fosters reporting of all problems to appropriate people. Indeed, even reporting to someone other than the right person will help ensure immediate action.
- D. During orientation for new students, students are informed of proper procedures and instructions as to precautions they should take both on campus (such as not leaving a purse unattended) as well as traveling to and from the College. They also have had explained to them their personal responsibility for their own security and the security of others. Students are encouraged to report the presence of any stranger in the buildings to any faculty or administrative staff.
- E. Crime prevention is handled as described above on security procedures.
- F. In compliance with the Student Right-to-Know and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, LIM College's Annual Security and Fire Safety Report provides statistics for the previous three years concerning reported crimes. Crimes are reported that occurred on campus; in property owned or controlled by the College; and on public property within, or immediately adjacent to and accessible from, the campus. In addition to the above, institutional policies concerning campus conduct, policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, fire and safety information and statistics, and other matters are distributed to all current students and employees.

Individuals may gain access to this information in a number of ways. The Advisory Committee on Campus Safety will provide, upon request, all campus crime statistics as reported to the United States Department of Education. These statistics are available at <http://www.ope.ed.gov/security/> and on the LIM College website at <http://www.limcollege.edu/5442.aspx>. Requests for a hardcopy of the Annual Security and Fire Safety Report can be directed to:

LIM College Office of Institutional Research
12 E 53rd Street
New York, NY 10022
Phone: 212.752.1530

Criminal Offenses	On-Campus			College Residence		
	2007	2008	2009	2007	2008	2009
Murder/Non-Negligent Homicide	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0

- G. Since LIM College has no off-campus student organizations, we do not monitor local police agencies for incidents of off-campus crime.
- H. There have been no arrests of the LIM College Drug-Free Campus and Alcohol Abuse Policy on LIM College's main campus (This does not include LIM College Housing and Residence Life statistics, which are available in the Residence Life Handbook) in the past three years (as in F preceding) for any of the following crimes:
- | | |
|--------------------------------------|---------|
| Crime | Arrests |
| I. liquor law violations | 0 |
| II. drug abuse violations, and | 0 |
| III. weapons possession | 0 |
- I. Possession, use, and sale of alcoholic beverages and drugs of any kind (other than prescription medication) are governed by the Student Code of Conduct.

Undergraduate Student Code of Conduct

PREAMBLE

Admission to LIM College carries with it the expectation that students will conduct themselves as responsible members of the LIM College community and in a professional manner while representing LIM College. This includes an expectation that students will obey all applicable laws; will comply with rules and regulations of LIM College; will maintain a high standard of integrity and honesty; will respect the rights, privileges and property of LIM College and members of the LIM College community. Students will not interfere with legitimate LIM College affairs and are expected to be respectful at all times to members of the LIM College community, guests and vendors of LIM College.

LIM College may take appropriate disciplinary action as outlined in this policy when a student's conduct violates any section of the Student Code of Conduct or other LIM College policies. This Code covers inappropriate or unprofessional behavior at LIM College sponsored events and programs, in the classroom, on the internet, in LIM College facilities, in LIM College student housing, or while participating in internships, study abroad or exchange programs. Further, this Code covers student behavior that is determined to interfere with the College's educational responsibilities, its subsidiary responsibilities, or with the health and/or the safety of members of the LIM College community, guests or vendors.

The responsibility and commitment to secure and to respect general conditions conducive to the freedom to learn and self-development is shared by the students, faculty and staff at LIM College. LIM College believes in the open exchange of ideas through the appropriate use of speech, and

strongly discourages the quashing of student speech both in and out of the classroom, when that speech furthers the educational purpose and mission of the institution and is presented in an appropriate and respectful manner.

PURPOSE

The Student Code of Conduct provides a framework of standard acceptable behavior for students at LIM College. It is set forth to give students general notice of prohibited conduct and their rights and responsibilities where a violation of this Code has been committed. This Code should not be regarded as an exhaustive definition of misconduct. Students are responsible for understanding and complying with both the letter and spirit of this Code.

PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS

- Preponderance of the Evidence:**
Burden of proof will be established by preponderance of the evidence under this Code in all formal proceedings except appeals.
- Discipline:**
Discipline for infractions of the Code of Conduct is intended to ensure procedural fairness to an accused student. Disciplinary procedures may vary in formality depending on the severity of the offense and the potential sanctions that may be imposed. LIM College will adhere to procedural fairness by requiring that in all situations the student be informed of the nature of the complaint against him or her, and that he or she be given a fair opportunity to refute them.
- Violations of Law:**
A student may be accountable under the College's disciplinary proceedings described here and also by law enforcement authorities. If a student is the subject of a drug related arrest, regardless if the student's arrest was associated with their LIM College attendance, he/she must notify the College, in writing, within 48 hours. If the violation of law occurs on LIM College property or at an LIM College sponsored program or event, the College may institute its own proceedings against the offender and, in addition, may refer the violation to the appropriate law enforcement authorities for disposition.

SECTION I. DEFINITIONS

- LIM College:**
LIM College may be referred to as the College, LIM, or Laboratory Institute of Merchandising.
- LIM College Community:**
The term LIM College community includes, but is not limited to, any person who is a faculty, staff, student or any person employed or contracted by LIM College or visiting the College. LIM College community also includes those associated in LIM College sponsored internships, study abroad, work projects, and other placements.
- Appellate Body –** The term "appellate body" means any person, persons, or committee authorized by the President or designee to consider an appeal from a judicial body's determination that a student or organization has violated the Student Code of Conduct or from the sanctions imposed by the judicial body.
- Clear and Convincing:**
Conforming to or being the standard of proof which must show that the truth of the allegations is highly probable.
- Code:**
Refers to the Student Code of Conduct, and may also be referred to as the LIM College Student Code of Conduct, or the LIM College Student Code, or the Student Code. LIM College's Academic Integrity Policy, housing policies and procedures, and Computer Use Policy are also incorporated into the Code.

6. **College Official:**
Refers to any administrator, instructor, faculty (full-time or adjunct), staff member or other LIM College employee or agent with authority to act on behalf of the College.
7. **College Premises or College Campus:**
Includes all building, land, facilities, vehicles, and other property in possession of or used by LIM College, meaning all areas, owned, used, leased, or controlled by LIM College, including certain adjacent streets, sidewalks and floors, including The 1760 Third Avenue Residence, and the location at which any College sponsored event takes place domestic or abroad.
8. **Complainant:**
A person, persons, or organizations filing a complaint or incident report in which an alleged violation of the Code has occurred.
9. **College Sponsored Activity:**
Any activity on or off College premises which is initiated, funded, rented, aided, authorized or supervised by LIM College. This includes, but is not limited to, Co-ops, Work Projects, internships, study abroad and exchange programs, and events taking place in The 1760 Third Avenue Residence.
10. **Disciplinary File:**
A file held by the College containing formal written records of a student disciplinary record while at LIM College. With the exception of cases of expulsion, the file will be destroyed seven (7) years after the student has severed his/her relationship with LIM College.
11. **Judicial Hearing Body:**
Refers to the judicial hearing officer or Disciplinary Hearing Board (DHB).
12. **Judicial Hearing Officer or Hearing Officer:**
Refers to anyone who has been designated by the College to hear, adjudicate or mediate student disciplinary cases. This includes, but is not limited to, the Senior Vice President for Academic and Student Affairs, Vice President for Student Development, Associate Vice President for Student Affairs, Associate Dean of Student Affairs, Associate Dean of Student Academic Affairs, Director of Housing & Residence Life and their designees.
13. **Preponderance of the Evidence:**
The standard of proof that the evidence is more credible and convincing than that presented by the other party or which shows that the fact to be proven is more probable than not.
14. **Respondent:**
Refers to the person, persons or organizations who are responding to a complaint or incident report that an alleged violation of the Code has occurred.
15. **Student:**
The term "student" includes any person who: 1) has accepted and registered as a student of LIM College, but has not yet graduated or officially transferred to another institution; or 2) is taking courses at the institution whether full-time or part-time, pursuing undergraduate, professional, or distance learning courses whether matriculated or not. This Code of Conduct does not cover the LIM College graduate school and continuing education students. Graduate and continuing education students are covered under a separate Code of Conduct.
16. **Student Organization:**
The term "student organization" means any number of persons or group who are currently registered or recognized by an official LIM College department, program or office, including, but not limited to student clubs, sports clubs, honor societies, intramural teams, and Greek letter organizations.
17. **Expulsion:**
The permanent separation of a student from LIM College. Students expelled from LIM College are not permitted to register for classes or be on the College premises at any time, for any reason

- without expressed written permission by the Chief Student Affairs or Chief Academic Affairs officer or their designee. Students who are expelled from the College are not eligible for re-admission to any LIM College program or school.
18. **Illegal and Controlled Substances:**
As defined in New York Public Health Law §3306.
19. **Reprimand:**
A formal oral or written finding explaining the violation(s) and expectations regarding future behavior, which is placed in the student's judicial file. A reprimand may be included in either the formal or informal processes as described in this Code.
20. **Residential Suspension or Expulsion:**
An action that excludes (separates) a student from College sponsored housing permanently or for the period of the residential suspension.
21. **Suspension:**
An action that excludes (separates) a student from the College and/or College sponsored activities for a specified period of time. Suspended students are not permitted to register for classes or be on College premises or participate in College activities on or off campus for the period of the suspension. Conditions for the student's return may be established by the Disciplinary Hearing Board, Administrative Hearing Officer or College President as they deem appropriate. Any student or former student who has not officially completed a course of study at LIM College, who is convicted of a felony in a Court of Law, can be subject to suspension or expulsion from LIM College pending a formal disciplinary hearing as per this Code.

SECTION II. JURISDICTION

This Code covers violations that occur on the LIM College campus. This code also covers violations that do not occur on the LIM College campus when the conduct adversely affects the LIM College community or the LIM College reputation. For violations that do not occur on LIM College property, action will be considered if College Officials decide that institutional interests are involved. Disciplinary action may be taken by LIM College for any act constituting a violation of the federal, state or city law or regulations when the act is believed to be contrary to LIM College's interests, including acts that threaten the lives, health, safety, property reputation or academic success of the LIM College community. LIM College students and/or student organizations will be held responsible for the actions of their guests under this Code. Approved constitutions or charters governing organizational behavior may be subject to dual action under this Code and the constitution or charter of the organization, depending on the alleged violation. The Chief Student Affairs Officer of the institution (or their designee) will make a determination which document prevails. Students and student organizations will be considered for disciplinary action under this Code whenever it is alleged that their conduct may be in violation of the Student Code of Conduct.

SECTION III. STANDARDS & OFFENSES

All LIM College students are required to familiarize themselves with, as well as to conform to, College rules and regulations governing personal conduct on campus. The following represents conduct that may lead to disciplinary action. This list is not exclusive.

1. **Academic Integrity:**
Includes, but is not limited to, cheating, plagiarizing (including electronic plagiarism), or aiding and abetting another person in cheating or plagiarizing. Academic Integrity is covered under the LIM College Academic Integrity Policy. The Academic Integrity Policy including procedures for violation of the policy and sanctions can be found at http://www.limcollege.edu/academics/3902.aspx#Academic_Probation.
2. **Professionalism and Respect Towards Others:**
Students must refer to all faculty and staff by their appropriate title followed by their last name.

Examples of such titles are President, Vice President, Dean, Dr., Professor, Mr. and Ms. Students should not refer to any staff or faculty member by his/her first name unless specifically requested by the individual staff or faculty member. In addition, failing to act in a professional and respectful manner to a member or members of the LIM College community is a violation of this Code.

3. **Alcoholic Beverages, Illegal and Controlled Substances:**
Using, selling, sharing or possessing alcoholic beverages, or illegal or controlled substances or being under the influence of alcohol or illegal or controlled substances on College premises or at College sponsored activities is prohibited.
Alcohol consumption is allowed by students of legal age at LIM College sponsored events and College sponsored activities where pre-approved by the College. However, inappropriate or excessive alcohol consumption is not acceptable and the College, at its discretion for students of any age, may enforce a "no alcohol for students" policy at any given event without advance notice or warning.
4. **Breach of Campus Safety:**
Refers to a breach of campus safety and security, inappropriate equipment use, and obstruction of College operations. This includes any unauthorized taking, use of, or entry onto College property, premises, equipment or services.
5. **Unauthorized use or possession of any member of the LIM College community's property.**
6. **Unauthorized use or of the LIM College name.**
7. **College Clubs and Organizations:**
Any College approved or unapproved organization or club violating College regulations concerning student organizations and clubs, the misuse of College facilities, name, supplies, materials, or the time, place and manner of public expression including, but not limited to, membership, participation in, or support of student organizations explicitly prohibited by the College are in violation of this Code.
8. **Complicity:**
Defined as aiding, abetting, attempting, conspiring, hiring, willfully encouraging or being an accessory to any violation of the LIM College Code of Conduct, or any federal, state or local law or regulation.
9. **Computer Use:**
Any violation of the LIM College Computer Use Policy. The LIM College Computer Use Policy and associated sanctions for violations may be found in the Student Handbook. Students found in violation of the LIM College Computer Use Policy may be adjudicated under this Code, the Computer Use Policy or both.
10. **Disorderly Conduct:**
Activity that interferes with or obstructs the College's academic or non-academic activities, systems, or services.
11. **Dress and Appearance:**
Students are expected to be neat and clean and to exercise good judgment in their appearance pursuant to the College's professional setting. For some classes, internships, trips, etc., specific dress codes may be instituted, and failure to abide by those dress codes and expectations is a violation of the Code.
12. **Failure to Comply with the directives of a College Official or to the health or safety procedures or directives by an LIM College, Federal, State or Local official.**
13. **False Information:**
Furnishing false information, forging, unauthorized altering or misusing of any document, record or instrument of identification, or withholding information from the College; deliberate disobedience or resistance, including failing to identify oneself upon request to College Officials;

failing to show proper identification upon request, and falsely claiming to represent the College or a student organization or club.

14. **Gambling:**
Wagering on College premises for money or other things of value, except where permitted by law, is prohibited.
15. **Harassment (non-sexual) and Bullying (except Cyber Bullying):**
Any verbal, physical, violent, unwanted, ongoing and/or threatening behavior, that may be a single incident or ongoing, including hazing. Harassment includes but is not limited to, personally belittling another person on the basis of age, sex, race, color, disability, religion, sexual orientation, gender identification, national/ethnic origin or economic status. In addition, actions that do, or intend to, intimidate, harass, stalk, coerce, or interfere with the rights of other members of the College community also constitute harassment and bullying.
16. **Cyber Bullying:**
Cyber Bullying is bullying or harassing behavior when the means of communication is not carried out face-to-face, but takes place via any electronic or cyber technology. This includes, but is not limited to, internet or cell phone e-mails, instant messaging, social networking websites, video, etc. Cyber Bullying may be found even where the communicator does not know his/her intended target.
17. **Sexual Harassment:**
Any unwelcome sexual threat, demand, advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature regardless of the sex of the person or who it originates from.
18. **Infringement of Copyright or Trademark Laws.**
19. **Misuse of Housing Services:**
Students living in or visiting LIM College housing facilities are bound by the rules and regulations outlined in the annual housing agreement, Educational Housing Services (EHS) housing policies and procedures, and the Housing and Residence Life Handbook.
20. **Non-compliance:**
Violation of other College policies and procedures are incorporated within this Code even if not specifically mentioned. For policies and procedures that have their own disciplinary procedures, the College, at its sole discretion, may choose to take action under either or both the Code and the individual policy or procedure.
21. **Possession of Weapons:**
Possessing or using unauthorized firearms or other weapons on College controlled property. "Weapon" is broadly defined to include, but is not limited to, all firearms, including BB guns, knives, explosives, toys that resemble weapons, explosive fuels, dangerous chemicals, billy clubs and fireworks or any object that is intended to or is used in such a manner that it could hurt or harm a person or destroy property.
22. **Solicitation:**
Distributing advertisements, samples and engaging in direct sales or donations on College property or at College sponsored events without prior written authorization by the appropriate College Official or posting or littering the College with posters, flyers, or brochures on campus. Credit Card and loan solicitation is prohibited on the LIM College campus at all times. Solicitation of other banking information must be pre-approved in writing by the College.
23. **Social Media and Other Internet Based Communications:**
Inappropriate, defamatory, or disruptive uses of social media or internet communications
24. **Terms of Sanctions:**
Violating the terms of the sanctions imposed for prior Code offense.

25. Tobacco Products:

Smoking is not allowed anywhere on the College premises, including the front entrances or at any College sponsored activities.

SECTION IV. IMMEDIATE & INTERIM DISCIPLINE

1. Interim and Emergency Suspension:

In situations where there is reasonable cause to believe a student's alleged behavior, conduct and/or continued presence at the institution poses a danger to the health, safety, or general welfare of him/herself, others, the campus community, property, or continuation of normal LIM College functions, the Associate Vice President for Student Affairs or Vice President for Student Development or their designees, in concurrence with the Senior Vice President for Academic and Student Affairs or their designees, may temporarily restrict a student from specific LIM College facilities including residence halls, buildings and classrooms or temporarily suspend the student from LIM College for an interim period of time pending disciplinary proceedings.

A student under interim suspension is not allowed on any LIM College Campus or property nor may he/she contact any LIM College student, faculty, administrator or employee without express permission of the Associate Vice President for Student Affairs or the Vice President for Student Development or their designee. The student is entitled to an expedited disciplinary hearing as set forth in this Code to be commenced within five (5) calendar (excluding LIM holidays) days of the interim suspension. The student may request an extension at the time of the hearing for good cause shown, but he/she will remain on interim suspension until a decision is rendered.

2. Removal from Classroom:

Immediate exclusion from the classroom may be invoked by the instructor or LIM College Official when the presence of the student in the class poses an immediate threat of harm to the student, to others, or to the continuation of normal classroom functions. Depending on the gravity of the violation, other agencies including law enforcement may be notified. Incidents must be reported to the Associate Vice President for Student Affairs, the Vice President for Student Development and/or the Assistant Dean of Student Academic Affairs as violations of the Student Code of Conduct.

SECTION V. INFORMAL & FORMAL DISCIPLINARY PROCEDURES

1. Reports of Violation with no incident report:

Upon receiving a complaint, report or learning of an alleged violation of the Student Code of Conduct or inappropriate behavior, a judicial hearing officer may choose to resolve the incident immediately or, where appropriate may request or create an incident report with regards to the incident. The resolution will be discussed between the administrator and student. If no incident report is created, no formal documentation of the incident will be created.

2. Report of Violation in which an incident report has been generated:

a. Informal Resolution When Student Admits to Violation of the Code:

The hearing officer, with the agreement of the student, may choose to resolve the issue informally when the student has admitted responsibility for a violation of the Code. Upon concluding the investigation, and with agreement of the student, the hearing officer will create a written sanction letter. At discretion of the administrator the letter may or may not be placed in the student's disciplinary file. The hearing officer has the right to refer the violation of the Code to the DHB anytime prior to presenting the written sanction letter to the student.

b. Informal Resolution by Hearing Officer when Student Denies the Allegations

If the student denies the allegations, and depending upon the severity of the allegations, the student may choose to have a hearing in front of the judicial hearing officer. The judicial hearing officer, depending upon the severity and nature of the violation, may require the student to have the alleged violation adjudicated by the DHB, however the judicial hearing officer may not require the student have the alleged violation adjudicated by the "Informal

Resolution by Hearing Officer when Student Denies the Allegations" process. The Informal Resolution may not be used to adjudicate alleged sex offences.

i. Procedures for Informal Resolution by Hearing Officer when Student Denies the Allegations:

1. The Hearing Officer will establish a time to conduct the informal resolution meeting.
2. The student may bring written or visual evidence in support of his/her case.
3. The student will have the right to review (but not reproduce) all evidence in his/her disciplinary file pertaining to the alleged violation of the Code and all evidence the College intends to introduce.
4. The student will be given the right to present his/her case to the Judicial Hearing Officer.
5. The student may not be represented by counsel, an advisor, or any person. A student with an approved LIM College accommodation under the ADA, may be accompanied by that individual to the hearing, but they may not represent the student.
6. No witnesses may be called.
7. A formal decision letter will be sent within 14 calendar days of completion of the informal resolution process.
8. If the student is found responsible, the student will have the right to appeal the decision as outlined in the "Appeal" section of this Code.
3. Formal Resolution by Disciplinary Hearing Board (DHB). The following is the procedure for a Formal Resolution by the DHB:
 - a. Presentation of Code of Conduct Violations to the DHB:
 - i. A student who has allegedly violated the Code (the Respondent) and has been referred to the DHB shall have the right to:
 1. Receive written notification of the alleged violations within fourteen (14) calendar days of the referral of the alleged violation to the DHB.
 2. The Respondent will be informed by the College of the date, time, and place of the hearing.
 3. The Respondent will have the right to call witnesses to testify on his/her behalf (see section 5 below).
 4. The Respondent will have the right to review the witness list to be called by the Complainant.
 5. The Respondent is responsible for notifying and ensuring that any and all their witnesses are present at the hearing. The failure to give timely notification may result in preclusion of the witness or witness's testimony.
 6. The Respondent must inform the DHB of any and all witnesses he/she intends to introduce at the hearing seven (7) calendar days before the hearing.
 7. The Respondent has the right to be advised by one advisor.
 - a. The advisor may not be an attorney.
 - b. The advisor may not speak on behalf of the Respondent.
 - c. The advisor may not question witnesses.
 8. The Respondent will have the right to question witnesses and review, but may not reproduce written, visual or oral evidence in the case.
 9. A written decision will be made within fourteen (14) calendar days (excluding school holidays) following the conclusion of the hearing.

10. A right to appeal the decision is set forth in the Appeal section of this Code should the Respondent be found responsible of violating the Code.
- ii. A student who has alleged a violation of the Code (the Complainant) shall have the right to call witnesses in support of the Complaint (see number 4 below):
 1. Be informed of the date, time, and place of the hearing proceedings.
 2. Have the right to call witnesses to testify on his/her behalf.
 3. The Complainant is responsible for notifying and ensuring that any and all of their witnesses are present at the hearing.
 4. The Complainant must inform the DHB of any and all witnesses he/she intends to introduce at the hearing at least seven (7) calendar days before the hearing.
 5. The Complainant will have the right to review the witness list to be called by the Respondent.
 6. The Complainant has the right to be advised by one advisor.
 - a. The advisor may not be an attorney.
 - b. The advisor may not speak on behalf of the student.
 - c. The advisor may not question witnesses.
 7. The Complainant has the right to be informed of the outcome of the hearing (but not the sanction if the Respondent is found responsible) if a written request is presented to the Judicial Hearing Officer no more than fourteen (14) calendar days after the hearing date.

For violations concerning alleged sexual offences, both the Complainant and Respondent have a right to be informed of the final outcome of the Disciplinary Hearing Process. LIM College will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the next of kin of such victim shall be treated as the alleged victim.

4. Hearing before the DHB:
The DHB is composed of a minimum of one LIM College Staff member, one LIM College student, and one LIM College Faculty member. A chair will be chosen at the time the board is convened. Hearings are closed to the public and all deliberations of the DHB are confidential. The DHB may limit the time of the hearing and the number of witnesses. Character witnesses are not allowed; only witnesses with direct knowledge of the incident in question may be called. The DHB may call its own witnesses, request additional information from any source, or postpone the hearing, at any time prior to their official written decision being rendered.
If the Respondent and/or Complainant fails to attend the disciplinary hearing, the DHB may choose to conduct the hearing or postpone the hearing at their sole discretion.
5. Appeals:
If a Respondent is found responsible of a Code of Conduct violation by the judicial body, he/she may appeal the decision only on one or more of the following grounds:
 - (1) The judicial hearing body violated the procedures for the conduct of the hearing;
 - (2) The sanctions imposed were disproportionate to the offense for which the student was found responsible; or
 - (3) New information, that was not available and could not have been available at the time of the hearing has surfaced, the consideration of which would likely have resulted in a different conclusion or sanction.

A Complainant does not have a right of appeal.

- a. Burden of Proof:
The burden of proof at the appellate level rests with the Respondent to show by clear and convincing evidence that an error has occurred during the disciplinary process or that new compelling information exists that did not exist at the time of the hearing.
- b. Time Line for Appeals:
Appeals, including a written statement of the reasons for the basis of the appeal, must be submitted to the appeals hearing officer noted in the decision letter no later than ten (10) calendar days of the date of the written decision of the judicial body. If the judicial body's decision is not appealed within that time frame, that decision of the judicial body becomes final.
- c. The Appellate Body has wide discretion to review the appeal and any issues it may think is relevant to the case, the appeal, or the student's success at LIM College. This discretion includes but is not limited to, requesting additional information, question the student or witnesses, review the students disciplinary or academic file, review information that has come forward since the decision for the judicial hearing body, call for a new hearing, or change the sanctions or decision of the judicial hearing body.
- d. The deliberations of the Appellate Body are confidential.
- e. The decision of the Appellate Body will be final.

SECTION VI. SANCTIONS ADMINISTERED BY A JUDICIAL BODY FOR VIOLATIONS OF THE STUDENT CODE OF CONDUCT (EXCEPT SEXUAL OFFENCES)

1. Oral Reprimand:
A reprimand without the student having a right to a disciplinary hearing or appeal. Future violations of the Code may result in more severe disciplinary action.
2. Written Reprimand:
The student/respondent is issued a formal written reprimand of his/her violation of the Student Code of Conduct. The written reprimand will be placed in the student disciplinary file at the discretion of the judicial hearing officer.
3. Disciplinary Probation:
A reprimand with the added condition that, if the student is found responsible for a future violation of the College's Code of Conduct during a specified probationary period or while enrolled as a student at LIM College, the College may, within its discretion, suspend or expel the student.
4. Disciplinary Suspension:
Suspension from the College for a specified period of time. Upon completion of the period of suspension, the student will be considered for re-admittance in accordance with the academic admission standards that are in effect.
5. Academic Suspension:
Academic Suspension is available for violations of the College's Policy on Academic Integrity
6. Financial Restitution:
Compensation for loss, damages, or injury to, or misappropriation of College property or the property of members or of visitors to the College.
7. Alternative Sanctions:
Additional or alternate sanctions, including, but not limited to, restrictions on participation or granted privileges in certain College activities, oral or written apologies, attendance at counseling sessions, participation in College or community service, etc.
8. Psychological Assessment by the LIM College Counseling & Wellness Services Office.

9. Expulsion:
Permanent removal from LIM College.

SECTION VII. SANCTIONS ADMINISTERED BY A JUDICIAL BODY FOR A STUDENT FOUND RESPONSIBLE OF VIOLATING THE STUDENT CODE OF CONDUCT FOR A SEXUAL OFFENCE

1. Disciplinary Probation:
A reprimand with the added condition that, if the student is found responsible for a future violation of the College's Code of Conduct during a specified probationary period or while enrolled as a student at LIM College, the College may, within its discretion, suspend or expel the student.
2. Disciplinary Suspension:
Suspension from the College for a specified period of time. Upon completion of the period of suspension, the student will be considered for re-admittance in accordance with the academic admission standards that are in effect.
3. Financial Restitution:
Compensation for loss, damages, or injury to, or misappropriation of College property or the property of members or of visitors to the College.
4. Alternative Sanctions:
Additional or alternate sanctions, including, but not limited to, restrictions on participation or granted privileges in certain College activities, oral or written apologies, attendance at counseling sessions, participation in College or community service, etc.
5. Psychological Assessment by the LIM College Counseling & Wellness Services Office.
6. Students who have been found responsible for Crimes of Violence as defined under the United States Code Section 16 title 18 or of a sexual offence may have their academic or LIM College living situation changed at the request of the victim and if the change is reasonable.
7. Expulsion:
Permanent removal from LIM College.

The LIM College Alumni Association is for current students as well as graduates.

It's not too soon to join the fun:

- Professional Development Workshops and mentoring
- Networking opportunities with LIM College graduates
- Fun and exciting social events

Contact
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