Welcome to LIM College

Dear Students,

Welcome to LIM College. Whether this is your first semester of freshman year, or you are entering the final phase of your educational journey as a graduate student, our faculty and staff are here to ensure your success. We are committed to helping you grow, develop, and achieve your academic and personal goals.

Studying the business of fashion in New York City can be one of the greatest adventures of your life — and also one of the most challenging. Yet you are not alone. You are part of the LIM College community, which can be one of your most important tools for success.

As a student at LIM, you have a wide array of resources available to you. If you have questions or concerns about academics, housing, financial aid, career development, internships, studying abroad, extracurricular activities, or any other subject, you’ll find many dedicated professionals ready and willing to provide the answers and assistance you need.

I look forward to sharing a productive and exciting year with you.

Sincerely,

Elizabeth S. Marcuse
President

The purpose of this handbook is to serve as a guide for all students. It will act as a guide to the services, facilities, requirements, rules and regulations at LIM College. IT IS THE RESPONSIBILITY OF ALL STUDENTS TO KNOW AND UNDERSTAND THE INFORMATION THAT IS IN THE STUDENT HANDBOOK. The Administration, Faculty and Staff are here to maximize the benefits and experiences of all students at LIM College.

The information in this handbook is correct as of the date of publication. LIM College reserves the right to make any changes to policies, procedures, and content in the handbook without prior notice. Please refer to the college website for updated information, including the academic calendar and academic requirements.
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Office Locations

THE TOWNHOUSE | 12 E 53rd Street | New York, NY 10022

**LOWER LEVEL**
- Accounting Department
- Facilities Department
- I.T. Help Desk
- Purchasing Director

**FIRST FLOOR**
- Main Reception
- FashionOpolis
- The OVAL Cyber Cafe
- Security
- Computer Lab

**SECOND FLOOR**
- Office of Admissions (Undergraduate and Graduate)
- Executive Offices
- Executive Reception

**THIRD FLOOR**
- Office of Student Financial Services
- Office of Human Resources
- 5331 Classroom
- 5332 Classroom

**FOURTH FLOOR**
- 5341 Classroom
- 5342 Classroom
- 5343 Classroom
- 5344 Classroom
- 5345 Computer Lab

**FIFTH FLOOR**
- Faculty Lounge
- Conference Room
- Marketing, Management, & Finance Dept.
- Marketing, Management, & Finance Dept. Chair
- 5351 Classroom
- 5352 Classroom

**SIXTH FLOOR**
- Student Lounge
- 5361 Computer Lab
Office Locations

MAXWELL HALL | 216 E 45th Street | New York, NY 10017

LOWER LEVEL
The Office of Student Life
Facilities Department

FIRST FLOOR
Bookstore
Quiet Study Lounge
Pickler & Co. Café
Security Desk
Student Center

MEZZANINE LEVEL
4511 Visual Computer Lab & Visual
Photo Studio
4512 Visual Computer Lab
Commuter Lounge
Student Lounge
45M3 Classroom
45M4 Classroom
45L1 Classroom
45L2 Classroom

SECOND FLOOR
Adrian G. Marcuse Library
Training Room
Research Lab
Office of Academic Affairs
Information Technology (IT) Department
Student ID Center
Office of Assessment & Planning
Office Institutional Research
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 & Sciences Dept.
Arts & Sciences Dept. Chair
Office of Instructional Technology
Manager of Facilities
Math Center
Writing Center
### Office Locations

**MAXWELL HALL** | 216 E 45th Street | New York, NY 10017

#### EIGHTH FLOOR
- The Center for Graduate Studies
- Instructional Technology Studio (ITS)
- Department of Experiential Education & Career Management (EECM)
- Conference Room

#### FOURTEENTH FLOOR
- Office of Institutional Advancement
- Faculty Lounge
- Office of Counseling & Wellness Services
- LIM College Archives

#### FIFTH AVENUE | 545 Fifth Avenue | New York, NY 10017

#### SEVENTH FLOOR
- Faculty Lounge
- Fashion Merchandising Dept.
- 0501 Classroom
- Fashion Merchandising Dept. Chair
- 0502 Classroom
- Office of College Marketing
- 0503 Classroom
- Vice President for Student Development
- 0504 Classroom
- Vice President for Student Finance
- 0505 Computer Lab
- Chief Compliance Officer
- 0506 Classroom
- Conference Room
- 0507 Classroom
- Student Lounge with Computers
- 0508 Classroom
- Color & Materials Lab
- 0509 Visual Merchandising Studio
- Office of Student Affairs
- 0510 Fashion Merchandising Studio
- Office of Academic Advising
- 0511 Visual Merchandising Studio
- Office of the Registrar
- 0512 Classroom
- Associate Dean of Academic Affairs
- 0513 Fashion Merchandising Studio
- Office of International Student Services
- Visual Merchandising Dept.
- Office of the Vice President for Student Success
- Visual Merchandising Dept. Chair
- I.T. Help Desk

**1760 RESIDENCE HALL** | 1760 Third Avenue | New York, NY 10029

- Office of Housing & Residence Life
- First Floor Lounge/Classroom
- LIM College Computer Lab
<table>
<thead>
<tr>
<th>July-16</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, Jul. 1</td>
<td>College closed</td>
</tr>
<tr>
<td>Mon. – Tues., Jul. 4 - 5</td>
<td>July 4th extended holiday - College closed</td>
</tr>
<tr>
<td>Friday, July 8</td>
<td>College closed</td>
</tr>
<tr>
<td>Sunday, Jul. 10</td>
<td>Check in to the Residence Hall, from noon - 3:00PM, for Summer Session B and Summer Program students</td>
</tr>
<tr>
<td>Monday, Jul. 11</td>
<td>Summer Session B begins</td>
</tr>
<tr>
<td>Monday, Jul. 11</td>
<td>Last day to add/drop, by 4:00PM, a Summer Session B course</td>
</tr>
<tr>
<td>Thursday, Jul. 14</td>
<td>Last day to withdraw, by 4:00PM, from a Summer Session C class without incurring a failing grade</td>
</tr>
<tr>
<td>Friday, Jul. 15</td>
<td>College closed except for Summer High School program</td>
</tr>
<tr>
<td>Friday, Jul. 22</td>
<td>College closed except for Summer High School program</td>
</tr>
<tr>
<td>Thursday, Jul. 28</td>
<td>Last day to withdraw, by 4:00PM, from a Summer Session B course without incurring a failing grade</td>
</tr>
<tr>
<td>Thursday, Jul. 28</td>
<td>Fall 2016 tuition and fees payment deadline to avoid deregistration from fall 2016 courses. This includes all housing charges.</td>
</tr>
<tr>
<td>Friday, Jul. 29</td>
<td>College closed except for Summer High School program</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>August-16</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Friday, Aug. 5</td>
<td>College closed</td>
</tr>
<tr>
<td>Thursday, Aug. 11</td>
<td>Summer Session B and Summer Session C end</td>
</tr>
<tr>
<td>Thursday, Aug. 11</td>
<td>Check-out of the Residence Hall for LIM College summer semester students not living in housing for the fall 2016 semester</td>
</tr>
<tr>
<td>Thursday, Aug. 11</td>
<td>Last day to apply for EECM 1803 qualification for the fall 2016 semester</td>
</tr>
<tr>
<td>Friday, Aug. 12</td>
<td>College closed</td>
</tr>
<tr>
<td>Sunday, Aug. 14</td>
<td>Check in to the Residence Hall (noon - 3:00PM and 7:00PM - 11:00PM) for new fall 2016 undergraduate international students</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>----------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Wed. – Fri., Aug. 17 - 19</td>
<td>New fall 2016 undergraduate international student orientation</td>
</tr>
<tr>
<td>Tuesday, Aug. 23</td>
<td>Check in to the Residence Hall for new fall 2016 undergraduate domestic students</td>
</tr>
<tr>
<td>Wednesday, Aug. 24</td>
<td>New Undergraduate Student Convocation/Parent Orientation</td>
</tr>
<tr>
<td>Wednesday, Aug. 24</td>
<td>Emergency Response Training (6:00PM - 9:00PM) for all new students living in the Residence Hall. It is mandatory that resident students attend on either August 24th or August 25th.</td>
</tr>
<tr>
<td>Thursday, Aug. 25</td>
<td>New Student Emergency Response Training (4:30PM - 5:30PM). It is mandatory that all new students attend.</td>
</tr>
<tr>
<td>Thursday, Aug. 25</td>
<td>Emergency Response Training (6:00PM - 9:00PM) for all new students living in the Residence Hall. It is mandatory that resident students attend on either August 24th or August 25th.</td>
</tr>
<tr>
<td>Wed. – Sun., Aug. 24 - 28</td>
<td>New Undergraduate Student Orientation</td>
</tr>
<tr>
<td>Saturday, Aug. 27</td>
<td>Check-in to the Residence Hall, from noon - 5:00PM, for returning students</td>
</tr>
<tr>
<td>Sunday, Aug. 28</td>
<td>Annual Street Fair for students, staff &amp; faculty</td>
</tr>
<tr>
<td>Monday, Aug. 29</td>
<td>Fall 2016 semester begins</td>
</tr>
</tbody>
</table>

### September-16

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Fri. – Mon., Sep. 2 - 5</td>
<td>Labor Day weekend – College closed</td>
</tr>
<tr>
<td>Tuesday, Sep. 6</td>
<td>Last day, by 4:00PM, to add/drop a class for the fall 2016 semester</td>
</tr>
<tr>
<td>Wed. – Sat., Sep. 7 - 10</td>
<td>Retail Run</td>
</tr>
<tr>
<td>Thursday, Sep. 8</td>
<td>Last day to withdraw, by 4:00PM, from the Senior Co-op without incurring a failing grade</td>
</tr>
<tr>
<td>Wednesday, Sep. 14</td>
<td>Amazing Career Race</td>
</tr>
<tr>
<td>Friday, Sep. 30</td>
<td>Last day to register for EECM 1890 for the fall 2016 semester</td>
</tr>
<tr>
<td>Friday, Sep. 30</td>
<td>Student health insurance online waiver deadline</td>
</tr>
<tr>
<td>October-16</td>
<td>Event</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Monday, Oct. 3</td>
<td>Rosh Hashanah – College closed</td>
</tr>
<tr>
<td>Fri. – Sun.,</td>
<td>Family and Friends Weekend</td>
</tr>
<tr>
<td>Oct. 7 - 9</td>
<td></td>
</tr>
<tr>
<td>Monday, Oct. 10</td>
<td>Columbus Day - College closed</td>
</tr>
<tr>
<td>Tuesday, Oct. 11</td>
<td>Classes follow a Monday schedule</td>
</tr>
<tr>
<td>Wednesday,</td>
<td>Yom Kippur – College closed</td>
</tr>
<tr>
<td>Oct. 12</td>
<td></td>
</tr>
<tr>
<td>Thur. – Wed.,</td>
<td>Mid-semester examination period for non-Capstone courses</td>
</tr>
<tr>
<td>Oct. 13 - 19</td>
<td></td>
</tr>
<tr>
<td>Monday, Oct. 17</td>
<td>Administrative withdrawal of students for non-payment of semester</td>
</tr>
<tr>
<td></td>
<td>charges</td>
</tr>
<tr>
<td>Thur. – Sat.,</td>
<td>Fashion: Now &amp; Then Conference at LIM College</td>
</tr>
<tr>
<td>Oct. 20 - 22</td>
<td></td>
</tr>
<tr>
<td>Friday, Oct. 21</td>
<td>Deadline to withdraw from a course(s), by 4:00PM, with partial</td>
</tr>
<tr>
<td></td>
<td>tuition liability based on the LIM College Tuition Liability Schedule</td>
</tr>
<tr>
<td>Monday, Oct. 24</td>
<td>Registration begins for the spring 2017 semester</td>
</tr>
<tr>
<td>Tuesday, Oct. 25</td>
<td>Career Day- all classes cancelled</td>
</tr>
<tr>
<td>TBD</td>
<td>President’s Student Forum</td>
</tr>
<tr>
<td>TBD</td>
<td>President’s Student Forum</td>
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<table>
<thead>
<tr>
<th>November-16</th>
<th>Event</th>
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<tbody>
<tr>
<td>Friday, Nov. 11</td>
<td>Last day to withdraw, by 4:00PM, from a course(s) without incurring a</td>
</tr>
<tr>
<td></td>
<td>failing grade with 100% tuition liability</td>
</tr>
<tr>
<td>Friday, Nov. 18</td>
<td>Senior Luncheon - January undergraduates</td>
</tr>
<tr>
<td>Wed. – Sat.,</td>
<td>Thanksgiving weekend – College closed</td>
</tr>
<tr>
<td>Nov. 23 - 26</td>
<td></td>
</tr>
<tr>
<td>Monday, Nov. 28</td>
<td>Last day to register for the spring 2017 semester without incurring a</td>
</tr>
<tr>
<td></td>
<td>Late Registration fee</td>
</tr>
<tr>
<td>TBD</td>
<td>President’s Student Forum</td>
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</tbody>
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<table>
<thead>
<tr>
<th>December-16</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, Dec. 2</td>
<td>Classes end</td>
</tr>
<tr>
<td>Mon. – Fri.,</td>
<td>Make up and review days</td>
</tr>
<tr>
<td>Dec. 5 - 9</td>
<td></td>
</tr>
<tr>
<td>Friday, Dec. 9</td>
<td>Senior Co-op Journal presentations</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<td>-------------------</td>
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</tr>
<tr>
<td>Friday, Dec. 9</td>
<td>Last day to apply for EECM 1803 for the spring 2017 semester</td>
</tr>
<tr>
<td>Monday, Dec. 12</td>
<td>Spring 2017 tuition and fees payment deadline to avoid deregistration from spring 2017 courses. This includes all housing charges.</td>
</tr>
<tr>
<td>Mon. – Fri., Dec. 12 - 16</td>
<td>Final Examinations period</td>
</tr>
<tr>
<td>Mon. – Fri., Dec. 12 - 16</td>
<td>Check-out of the Residence Hall 24-hours after last exam and no later than 5:00pm on Friday, Dec 16th for resident students not registered for the spring 2017 semester</td>
</tr>
<tr>
<td>Friday, Dec. 16</td>
<td>Capstone Presentations</td>
</tr>
<tr>
<td>Mon. – Fri., Dec. 12 - 16</td>
<td>Winter Intersession</td>
</tr>
<tr>
<td>Thur. – Mon., Dec. 22 – Jan. 2</td>
<td>Winter Break – College closed</td>
</tr>
</tbody>
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### January-17

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Tuesday, Jan. 3</td>
<td>LIM College reopens</td>
</tr>
<tr>
<td>Thur. – Sun., Jan. 5 - 15</td>
<td>Cross Cultural Analysis Trip</td>
</tr>
<tr>
<td>Sunday, Jan. 8</td>
<td>Check in to the Residence Hall (noon - 3:00PM and 7:00PM - 11:00PM) for new spring 2017 undergraduate international students</td>
</tr>
<tr>
<td>Tues. – Wed., Jan. 10 - 11</td>
<td>New spring 2017 undergraduate international student orientation</td>
</tr>
<tr>
<td>Wednesday, Jan. 11</td>
<td>Check in to the Residence Hall for new spring 2017 undergraduate domestic students</td>
</tr>
<tr>
<td>Thursday, Jan. 12</td>
<td>New Undergraduate Student &amp; Parent Orientation</td>
</tr>
<tr>
<td>Monday, Jan. 16</td>
<td>Martin Luther King Jr. Day – College closed</td>
</tr>
<tr>
<td>Tuesday, Jan. 17</td>
<td>Spring 2017 semester begins</td>
</tr>
<tr>
<td>Monday, Jan. 23</td>
<td>Last day, by 4:00PM, to add/drop a class for the spring 2017 semester</td>
</tr>
<tr>
<td>Tuesday, Jan. 31</td>
<td>Student health insurance online waiver deadline (for spring only students – those not enrolled fall 2016)</td>
</tr>
<tr>
<td>Tuesday, Jan. 31</td>
<td>Last day to withdraw, by 4:00PM, from the Senior Co-op without incurring a failing grade</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
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<tr>
<td>----------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Priority Residence Hall room selection for returning students</td>
<td>Tues. – Fri., Feb. 14 – Mar. 3</td>
</tr>
<tr>
<td>Presidents’ weekend - College closed</td>
<td>Fri. – Mon., Feb. 17 - 20</td>
</tr>
<tr>
<td>Registration begins for the summer 2017 semester</td>
<td>Tuesday, Feb. 21</td>
</tr>
<tr>
<td>Last day to register for EECM 1890 for the spring 2017 semester</td>
<td>Friday, Feb. 24</td>
</tr>
<tr>
<td>President’s Student Forum</td>
<td>TBD</td>
</tr>
<tr>
<td>Priority FAFSA filing deadline for new &amp; continuing students for</td>
<td>Wednesday, Mar. 1</td>
</tr>
<tr>
<td>Academic Year 2017-2018 (applications still accepted after the</td>
<td></td>
</tr>
<tr>
<td>priority deadline, but availability of some funds will be limited)</td>
<td></td>
</tr>
<tr>
<td>Deadline to withdraw from a course(s), by 4:00PM, with partial</td>
<td>Friday, Mar. 3</td>
</tr>
<tr>
<td>tuition liability based on the LIM College Tuition Liability Schedule</td>
<td></td>
</tr>
<tr>
<td>Mid-semester examination period for non-Capstone courses</td>
<td>Mon. – Fri., Mar. 6 - 10</td>
</tr>
<tr>
<td>Administrative withdrawal of students for non-payment of semester</td>
<td>Tuesday, Mar. 7</td>
</tr>
<tr>
<td>charges</td>
<td></td>
</tr>
<tr>
<td>Spring Break - College closed</td>
<td>Mon. – Fri., Mar. 13 - 17</td>
</tr>
<tr>
<td>Registration begins for the Fall 2017 semester</td>
<td>Monday, Mar. 27</td>
</tr>
<tr>
<td>President’s List Honorees Dinner</td>
<td>Wednesday, Mar. 29</td>
</tr>
<tr>
<td>Senior Luncheon - May and August undergraduates</td>
<td>Friday, Mar. 31</td>
</tr>
<tr>
<td>President’s Student Forum</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day to withdraw from a course(s), by 4:00PM, without incurrring</td>
<td>Friday, Apr. 7</td>
</tr>
<tr>
<td>a failing grade with 100% tuition liability</td>
<td></td>
</tr>
<tr>
<td>Summer 2017 tuition and fees payment deadline to avoid deregistration</td>
<td>Thursday, Apr. 13</td>
</tr>
<tr>
<td>from summer 2017 courses. This includes all housing charges.</td>
<td></td>
</tr>
<tr>
<td>Good Friday - College Closed</td>
<td>Friday, Apr. 14</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<td>------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Wednesday, Apr. 19</td>
<td>Delta Mu Delta Honor Society Induction Ceremony</td>
</tr>
<tr>
<td>Thursday, Apr. 20</td>
<td>Career Fair - all classes cancelled</td>
</tr>
<tr>
<td>Friday, Apr. 28</td>
<td>Classes end</td>
</tr>
<tr>
<td>TBD</td>
<td>President's Student Forum</td>
</tr>
<tr>
<td>TBD</td>
<td>President's Student Forum</td>
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</tbody>
</table>

**May-17**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon. – Fri., May 1 - 5</td>
<td>Make up and review days</td>
</tr>
<tr>
<td>Friday, May 5</td>
<td>Last day to apply for EECM 1803 qualification for the summer 2017 semester</td>
</tr>
<tr>
<td>Friday, May 5</td>
<td>Senior Co-op Journal presentations</td>
</tr>
<tr>
<td>Mon. – Fri., May 8 - 12</td>
<td>Final examinations period</td>
</tr>
<tr>
<td>Mon. – Fri., May 8 - 12</td>
<td>Check-out of the Residence Hall for spring 2017 semester: 24-hours after last exam and no later than 5:00pm on Friday, May 12</td>
</tr>
<tr>
<td>Friday, May 12</td>
<td>Capstone Presentations</td>
</tr>
<tr>
<td>Friday, May 12</td>
<td>Graduate Toast: open to all graduating graduate and undergraduate students</td>
</tr>
<tr>
<td>Sunday, May 21</td>
<td>Check-in to the Residence Hall, noon - 3:00PM, for LIM College Summer Session A and Summer Session C students not already in housing</td>
</tr>
<tr>
<td>Monday, May 22</td>
<td>Summer Semester 2017 begins</td>
</tr>
<tr>
<td>Monday, May 22</td>
<td>Summer Session A and Summer Session C begin</td>
</tr>
<tr>
<td>Tuesday, May 23</td>
<td>Last day to add/drop, by 4:00PM, a Summer Session A and a Summer Session C course</td>
</tr>
<tr>
<td>Thursday, May 25</td>
<td>Commencement</td>
</tr>
<tr>
<td>Friday, May 26</td>
<td>Check - out of the Residence Hall, by 10:00AM, for graduated students</td>
</tr>
<tr>
<td>Fri. – Mon., May 26 - 29</td>
<td>Memorial Day Weekend – College closed</td>
</tr>
</tbody>
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**June-17**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, Jun. 2</td>
<td>College closed</td>
</tr>
<tr>
<td>Friday, Jun. 9</td>
<td>College closed</td>
</tr>
<tr>
<td>Wednesday, Jun. 14</td>
<td>Last day to register for the fall 2017 semester without incurring a Late Registration fee</td>
</tr>
<tr>
<td>Thursday, Jun. 15</td>
<td>Last day to withdraw, by 4:00PM, from a Summer Session A course without incurring a failing grade</td>
</tr>
<tr>
<td>Friday, Jun. 16</td>
<td>College closed</td>
</tr>
<tr>
<td>Thursday, Jun. 22</td>
<td>Summer Session A ends</td>
</tr>
<tr>
<td>Thursday, Jun. 22</td>
<td>Check out of the Residence Hall for students enrolled in Summer Session A only</td>
</tr>
<tr>
<td>Thursday, Jun. 22</td>
<td>Last day to register for EECM 1890 for the summer 2017 semester</td>
</tr>
<tr>
<td>Friday, Jun. 23</td>
<td>College Closed</td>
</tr>
<tr>
<td>Thur. – Tues., Jun. 29 – Jul. 4</td>
<td>July 4th extended holiday - College closed</td>
</tr>
</tbody>
</table>

### July-17

<table>
<thead>
<tr>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, Jul. 7</td>
</tr>
<tr>
<td>Sunday, Jul. 9</td>
</tr>
<tr>
<td>Monday, Jul. 10</td>
</tr>
<tr>
<td>Monday, Jul. 10</td>
</tr>
<tr>
<td>Thursday, Jul. 13</td>
</tr>
<tr>
<td>Friday, Jul. 14</td>
</tr>
<tr>
<td>Friday, Jul. 21</td>
</tr>
<tr>
<td>Thursday, Jul. 27</td>
</tr>
<tr>
<td>Thursday, Jul. 27</td>
</tr>
<tr>
<td>Friday, Jul. 28</td>
</tr>
</tbody>
</table>

### August-17

<table>
<thead>
<tr>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Friday, Aug. 4</td>
</tr>
<tr>
<td>Thursday, Aug. 10</td>
</tr>
<tr>
<td>Thursday, Aug. 10</td>
</tr>
<tr>
<td>Friday, Aug. 11</td>
</tr>
</tbody>
</table>

*revised 7-18-2016*
# LIM COLLEGE GRADUATE ON-CAMPUS
## ACADEMIC CALENDAR 2016-2017

<table>
<thead>
<tr>
<th>July-16</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, July 1</td>
<td>College closed</td>
</tr>
<tr>
<td>Mon - Tues, Jul 4 - 5</td>
<td>July 4th extended holiday - College closed</td>
</tr>
<tr>
<td>Friday, July 8</td>
<td>College closed</td>
</tr>
<tr>
<td>Friday, July 15</td>
<td>College closed except for Summer High School program</td>
</tr>
<tr>
<td>Friday, July 22</td>
<td>College closed except for Summer High School program</td>
</tr>
<tr>
<td>Thursday, July 28</td>
<td>Semester 1, 2016 tuition and fees payment deadline to avoid deregistration from Semester 1, 2016 courses. This includes all housing charges</td>
</tr>
<tr>
<td>Friday, July 29</td>
<td>College closed except for Summer High School program</td>
</tr>
<tr>
<td>Wednesday, July 20</td>
<td>CEO Speaker Series</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>August-16</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, Aug. 5</td>
<td>College closed</td>
</tr>
<tr>
<td>Mon – Fri., Aug. 8 - 19</td>
<td>Final Examinations period, at the discretion of instructor</td>
</tr>
<tr>
<td>Mon – Fri., Aug. 8 - 19</td>
<td>Capstone Presentation period, at the discretion of instructor</td>
</tr>
<tr>
<td>Friday, Aug. 12</td>
<td>College closed</td>
</tr>
<tr>
<td>Fri. – Sun., Aug. 12 - 14</td>
<td>Check in to residence hall for new Semester 1, 2016 MPS international students</td>
</tr>
<tr>
<td>Monday, Aug. 15</td>
<td>Internship Placement is due for Semester 1, 2016</td>
</tr>
<tr>
<td>Wed. – Fri., Aug. 17 - 19</td>
<td>New Semester 1, 2016 MPS international student orientation</td>
</tr>
<tr>
<td>Friday, Aug. 19</td>
<td>Last day of MPS Semester 3</td>
</tr>
<tr>
<td>Friday, Aug. 19</td>
<td>Check-out of residence hall, by 10:00AM, for MPS Semester 3, 2016 students not living in housing for Semester 1, 2016</td>
</tr>
<tr>
<td>Sunday, Aug. 21</td>
<td>Check-in to residence hall for new Semester 1, 2016 domestic students</td>
</tr>
<tr>
<td>Tues. – Fri., Aug 23 - 26</td>
<td>New Student Orientation/ Graduate Student Bootcamp</td>
</tr>
<tr>
<td>Wednesday, Aug. 24</td>
<td>Emergency Response Training, from 6:00-9:00PM, for all students living in the Residence Hall. It is mandatory that resident students attend on either August 24th or August 25th.</td>
</tr>
<tr>
<td>Thursday, Aug. 25</td>
<td>Emergency Response Training, from 6:00-9:00PM, for all students living in the Residence Hall. It is mandatory that resident students attend on either August 24th or August 25th.</td>
</tr>
<tr>
<td>Thursday, Aug. 25</td>
<td>New Student Emergency Response Training, from 4:30-5:30PM. It is mandatory that all new students attend this</td>
</tr>
<tr>
<td>Saturday, Aug. 27</td>
<td>Check-in to residence hall, from noon - 5:00PM, for returning students</td>
</tr>
<tr>
<td>Sunday, Aug. 28</td>
<td>Annual Street Fair for students, staff &amp; faculty</td>
</tr>
<tr>
<td>Monday, Aug. 29</td>
<td>Semester 1, 2016 begins; Add/Drop begins</td>
</tr>
<tr>
<td>Monday, Aug. 29</td>
<td>Students begin internship for MPS Semester 1, 2016</td>
</tr>
</tbody>
</table>

<p>| <strong>September-16</strong> | <strong>Event</strong> |
| Fri. – Mon., Sep. 2 - 5 | Labor Day weekend – College closed |
| Tuesday, Sep. 6 | Last day, by 4:00PM, to Add/Drop a class for Semester 1, 2016 |
| Wednesday, Sep. 7 | Semester 1 Withdrawal period begins; will receive a grade of &quot;W&quot; during the 2nd week of the semester |
| Wed. – Sat., Sep. 7 - 10 | Retail Run |
| Monday, Sep. 12 | Withdrawal period continues; will receive a grade of &quot;W&quot; &amp; tuition liability of 50% during the 3rd week of the semester |
| Wednesday, Sep. 14 | Amazing Career Race |
| Monday, Sep. 19 | Withdrawal period continues; will receive a grade of &quot;W&quot; &amp; tuition liability of 75% during the 4th week of the semester |
| Friday, Sep. 23 | Last day to withdraw, by 4:00PM, from course(s) without incurring a failing grade with 100% tuition liability |
| Friday, Sep. 30 | Student health insurance online waiver deadline |
| TBD | CEO Speaker Series |</p>
<table>
<thead>
<tr>
<th><strong>October-16</strong></th>
<th><strong>Event</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Oct. 3</td>
<td>Rosh Hashanah – College closed</td>
</tr>
<tr>
<td>Fri. – Sun., Oct. 7 - 9</td>
<td>Family &amp; Friends Weekend</td>
</tr>
<tr>
<td>Monday, Oct. 10</td>
<td>Columbus Day - College closed</td>
</tr>
<tr>
<td>Wednesday, Oct. 12</td>
<td>Yom Kippur - College closed</td>
</tr>
<tr>
<td>Monday, Oct. 17</td>
<td>Administrative withdrawal of students for non-payment of semester charges</td>
</tr>
<tr>
<td>Thur. – Sat., Oct. 20 - 22</td>
<td>Fashion: Now &amp; Then Conference at LIM College</td>
</tr>
<tr>
<td>Monday, Oct. 24</td>
<td>Registration begins for Semester 2, 2017</td>
</tr>
<tr>
<td>Tuesday, Oct. 25</td>
<td>Career Day - graduate classes in session</td>
</tr>
<tr>
<td>TBD</td>
<td>President's Student Forum</td>
</tr>
<tr>
<td>TBD</td>
<td>CEO Speaker Series</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th><strong>November-16</strong></th>
<th><strong>Event</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed. – Sat., Nov. 23 - 26</td>
<td>Thanksgiving weekend – College closed</td>
</tr>
<tr>
<td>TBD</td>
<td>CEO Speaker Series</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>December-16</strong></th>
<th><strong>Event</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon. – Fri., Dec. 5 - 16</td>
<td>Final Examination period, at the discretion of Instructor</td>
</tr>
<tr>
<td>Mon. – Fri., Dec 5 - 16</td>
<td>Capstone Presentation period, at the discretion of the instructor</td>
</tr>
<tr>
<td>Monday, Dec. 12</td>
<td>Semester 2, 2017 tuition and fees payment deadline to avoid deregistration from Semester 2, 2017 courses. This includes all housing charges.</td>
</tr>
<tr>
<td>Friday, Dec. 16</td>
<td>Semester 1, 2016 Classes end</td>
</tr>
<tr>
<td>Friday, Dec. 16</td>
<td>Check-out of residence hall 24-hours after last exam and no later than 5:00PM on Friday, Dec 16th for resident students not registered for Semester 2, 2017</td>
</tr>
<tr>
<td>Thur. – Mon., Dec. 22 – Jan. 2</td>
<td>Winter Break – College closed</td>
</tr>
<tr>
<td>January-17</td>
<td>Event</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Tuesday, Jan. 3</td>
<td>LIM College reopens</td>
</tr>
<tr>
<td>Thur. – Sun., Jan. 5 - 15</td>
<td>Cross Cultural Analysis Trip</td>
</tr>
<tr>
<td>Fri. – Sun., Jan. 6 - 8</td>
<td>Check-in to residence hall for new Semester 2, 2017 graduate international students</td>
</tr>
<tr>
<td>Sunday, Jan. 8</td>
<td>Check-in to residence hall for new Semester 2, 2017 graduate domestic students</td>
</tr>
<tr>
<td>Mon. – Thur., Jan. 9 - 12</td>
<td>New Student Orientation/ Graduate Student Bootcamp</td>
</tr>
<tr>
<td>Monday, Jan. 16</td>
<td>Martin Luther King Jr. Day – College closed</td>
</tr>
<tr>
<td>Tuesday, Jan. 17</td>
<td>Semester 2, 2017 semester begins; Add/drop begins</td>
</tr>
<tr>
<td>Monday, Jan. 23</td>
<td>Last day, by 4:00PM, to add/drop a class for Semester 2, 2017 semester</td>
</tr>
<tr>
<td>Tuesday, Jan. 24</td>
<td>Semester 2 Withdrawal period begins; will receive a grade of &quot;W&quot; during the 2nd week of the semester</td>
</tr>
<tr>
<td>Monday, Jan. 30</td>
<td>Semester 2 Withdrawal period continues; will receive a grade of &quot;W&quot; &amp; tuition liability of 50% during the 3rd week of the semester</td>
</tr>
<tr>
<td>Tuesday, Jan. 31</td>
<td>Student health insurance online waiver deadline (for Semester 2, 2017 only students – those not enrolled Semester 1, 2016)</td>
</tr>
<tr>
<td>TBD</td>
<td>CEO Speaker Series</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>February-17</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Feb. 6</td>
<td>Semester 2 Withdrawal period continues; will receive a grade of &quot;W&quot; &amp; tuition liability of 75% during the 4th week of the semester</td>
</tr>
<tr>
<td>Friday, Feb. 10</td>
<td>Last day to withdraw from a course(s), by 4:00PM, without incurring a failing grade with 100% tuition liability</td>
</tr>
<tr>
<td>Tues. – Fri., Feb. 14 – Mar. 3</td>
<td>Priority residence hall room selection for returning students</td>
</tr>
<tr>
<td>Fri. – Mon., Feb. 17 - 20</td>
<td>Presidents' weekend - College closed</td>
</tr>
<tr>
<td>TBD</td>
<td>CEO Speaker Series</td>
</tr>
<tr>
<td>March-17</td>
<td>Event</td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Wednesday, Mar. 1</td>
<td>Priority FAFSA filing deadline for new &amp; continuing students for Academic Year 2017-2018 (applications still accepted after the priority deadline, but availability of some funds will be limited)</td>
</tr>
<tr>
<td>Tuesday, March 7</td>
<td>Administrative withdrawal of students for non-payment of semester charges</td>
</tr>
<tr>
<td>Mon. – Fri., Mar. 13 - 17</td>
<td>Spring Break - College closed</td>
</tr>
<tr>
<td>Monday, Mar. 27</td>
<td>Registration begins for Semester 3, 2017</td>
</tr>
<tr>
<td>TBD</td>
<td>CEO Speaker Series</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>April-17</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, Apr. 13</td>
<td>Semester 3, 2017 tuition and fees payment deadline to avoid deregistration from Semester 3, 2017 courses. This includes all housing charges.</td>
</tr>
<tr>
<td>Friday, Apr. 14</td>
<td>Good Friday - College closed</td>
</tr>
<tr>
<td>Wednesday, Apr. 19</td>
<td>Delta Mu Delta Honor Society Induction Ceremony</td>
</tr>
<tr>
<td>Thursday, Apr. 20</td>
<td>Career Fair - graduate classes in session</td>
</tr>
<tr>
<td>TBD</td>
<td>President’s Student Forum</td>
</tr>
<tr>
<td>TBD</td>
<td>CEO Speaker Series</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>May-17</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon. – Fri., May 1 - 12</td>
<td>Final Examination Period, at the discretion of instructor</td>
</tr>
<tr>
<td>Monday, May 8</td>
<td>Placement for 3-credit internship due to Semester 3</td>
</tr>
<tr>
<td>Friday, May 12</td>
<td>Semester 2, 2017 Classes end</td>
</tr>
<tr>
<td>Friday, May 12</td>
<td>Graduation Toast</td>
</tr>
<tr>
<td>Saturday, May 13</td>
<td>Check-out of residence hall for Semester 2, 2017 24-hours after last exam and no later than 5:00PM on Saturday, May 13</td>
</tr>
<tr>
<td>Sunday, May 21</td>
<td>Check-in to residence hall, noon - 3:00PM, for LIM College Semester 3, 2017 students not already in housing</td>
</tr>
<tr>
<td>Monday, May 22</td>
<td>Semester 3, 2017 begins; Add/drop begins</td>
</tr>
<tr>
<td>Monday, May 22</td>
<td>Students begin 3-credit internship</td>
</tr>
<tr>
<td>Thursday, May 25</td>
<td>Commencement</td>
</tr>
</tbody>
</table>
### Friday, May 26
- Check-out of residence hall, by 10:00AM, for graduated students

### Fri. – Mon., May 26 - 29
- Memorial Day Weekend – College closed

### Tuesday, May 30
- Last day, by 4:00PM, to add/drop a class for the Semester 3, 2017

### Wednesday, May 31
- Semester 3 Withdrawal period begins; will receive a grade of "W" during the 2nd week of the semester

### June-17

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, Jun. 2</td>
<td>College closed</td>
</tr>
<tr>
<td>Monday, Jun. 5</td>
<td>Semester 3 Withdrawal period continues; will receive a grade of &quot;W&quot; &amp; tuition liability of 50% during the 3rd week of the semester</td>
</tr>
<tr>
<td>Friday, Jun. 9</td>
<td>College closed</td>
</tr>
<tr>
<td>Monday, Jun. 12</td>
<td>Semester 3 Withdrawal period continues; will receive a grade of &quot;W&quot; &amp; tuition liability of 75% during the 4th week of the semester</td>
</tr>
<tr>
<td>Thursday, Jun. 15</td>
<td>Last day to withdraw, by 4:00PM, from a Semester 3 course without incurring a failing grade with 100% tuition liability</td>
</tr>
<tr>
<td>Friday, Jun. 16</td>
<td>College closed</td>
</tr>
<tr>
<td>Monday, Jun. 19</td>
<td>Registration for Semester 1, 2017 begins</td>
</tr>
<tr>
<td>Friday, Jun. 23</td>
<td>College closed</td>
</tr>
<tr>
<td>Thur. – Tues., Jun. 29 – Jul. 4</td>
<td>July 4th extended holiday - College closed</td>
</tr>
<tr>
<td>TBD</td>
<td>CEO Speaker Series</td>
</tr>
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</table>

### July-17

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, Jul. 7</td>
<td>College closed</td>
</tr>
<tr>
<td>Friday, Jul. 14</td>
<td>College closed except for Summer High School program</td>
</tr>
<tr>
<td>Friday, Jul. 21</td>
<td>College closed except for Summer High School program</td>
</tr>
<tr>
<td>Thursday, Jul. 27</td>
<td>Semester 1, 2017 tuition and fees payment deadline to avoid deregistration from Semester 1, 2017 courses. This includes all housing charges.</td>
</tr>
<tr>
<td>Friday, Jul. 28</td>
<td>College closed except for Summer High School program</td>
</tr>
<tr>
<td>TBD</td>
<td>CEO Speaker Series</td>
</tr>
<tr>
<td><strong>August-17</strong></td>
<td><strong>Event</strong></td>
</tr>
<tr>
<td>----------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Friday, Aug. 4</td>
<td>College closed</td>
</tr>
<tr>
<td>Mon. - Fri., Aug. 7 - 18</td>
<td>Final Examination period, at the discretion of Instructor</td>
</tr>
<tr>
<td>Mon. – Fri., Aug. 7 - 18</td>
<td>Capstone Presentation period, at the discretion of the instructor</td>
</tr>
<tr>
<td>Friday, Aug. 11</td>
<td>College closed</td>
</tr>
<tr>
<td>Thursday, Aug. 18</td>
<td>Semester 3, 2017 ends</td>
</tr>
<tr>
<td>Thursday, Aug. 18</td>
<td>Check-out of residence hall for LIM College Semester 3, 2017 students not living in housing for Semester 1, 2017</td>
</tr>
<tr>
<td>Tues. – Thur., Aug. 22 - 24</td>
<td>New Student Orientation/Graduate Student Bootcamp</td>
</tr>
<tr>
<td>Monday, Aug. 28</td>
<td>Semester 1, 2017 begins</td>
</tr>
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<tr>
<th>August-16</th>
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<tbody>
<tr>
<td>Monday, Aug. 29</td>
<td>Semester 1 Module 1, 2016 begins; Add/Drop begins</td>
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<thead>
<tr>
<th>September-16</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Sunday, Sep. 4</td>
<td>Last day, by 11:59PM, to Add/Drop a class for Semester 1 Module 1, 2016</td>
</tr>
<tr>
<td>Monday, Sep. 5</td>
<td>Semester 1 Module 1, 2016 tuition and fees payment deadline to avoid deregistration from Semester 1 Module 1, 2016 courses</td>
</tr>
<tr>
<td>Monday, Sep. 5</td>
<td>Semester 1 Module 1, 2016 Withdrawal period begins; will receive a grade of &quot;W&quot; &amp; tuition liability of 25% during the 2nd week of the Module</td>
</tr>
<tr>
<td>Monday, Sep. 12</td>
<td>Semester 1 Module 1, 2016 Withdrawal period continues; will receive a grade of &quot;W&quot; &amp; tuition liability of 50% during the 3rd week of the Module</td>
</tr>
<tr>
<td>Sunday, Sep. 18</td>
<td>Last day to withdraw, by 11:59PM, from a course(s) without incurring a failing grade with 100% tuition liability</td>
</tr>
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<tr>
<th>October-16</th>
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<tbody>
<tr>
<td>Sunday, Oct. 23</td>
<td>End of Semester 1 Module 1, 2016</td>
</tr>
<tr>
<td>Monday, Oct. 24</td>
<td>Semester 1 Module 2, 2016 begins. Add/drop period begins</td>
</tr>
<tr>
<td>Sunday, Oct. 30</td>
<td>Last day, by 11:59PM, to add/drop a class for Semester 1 Module 2, 2016</td>
</tr>
<tr>
<td>Sunday, Oct. 30</td>
<td>Semester 1 Module 2, 2016 tuition and fees payment deadline to avoid deregistration from Semester 1 Module 1, 2016 courses</td>
</tr>
<tr>
<td>Monday, Oct. 31</td>
<td>Semester 1 Module 2 Withdrawal period begins; will receive a grade a &quot;W&quot; &amp; tuition liability of 25% during the 2nd week of the Module</td>
</tr>
<tr>
<td>November-16</td>
<td>Event</td>
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</tr>
<tr>
<td>Monday, Nov. 7</td>
<td>Semester 1 Module 2, 2016 Withdrawal period continues; will receive a grade of &quot;W&quot; &amp; tuition liability of 50% during the 3rd week of the Module</td>
</tr>
<tr>
<td>Sunday, Nov. 13</td>
<td>Last day to withdraw, by 11:59PM, from a course(s) without incurring a failing grade with 100% tuition liability</td>
</tr>
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<tr>
<th>December-16</th>
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</thead>
<tbody>
<tr>
<td>Sunday Dec. 18</td>
<td>End of Semester 1 Module 2, 2016</td>
</tr>
<tr>
<td>Thur. – Wed., Dec. 22 – Jan. 3</td>
<td>Christmas vacation – College closed</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>January-17</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, Jan. 3</td>
<td>LIM College reopens</td>
</tr>
<tr>
<td>Tues. – Fri., Jan. 3 – Jan. 6</td>
<td>Winter Intersession</td>
</tr>
<tr>
<td>Wed. – Sat., Jan. 4 – 14</td>
<td>Cross Cultural Analysis Trip</td>
</tr>
<tr>
<td>Monday, Jan. 9</td>
<td>Semester 2 Module 1, 2017 begins; Add/drop period begins</td>
</tr>
<tr>
<td>Sunday, Jan. 15</td>
<td>Last day, by 11:59PM, to add/drop a class for Semester 2 Module 1, 2017</td>
</tr>
<tr>
<td>Sunday, Jan. 15</td>
<td>Semester 2 Module 1, 2016 tuition and fees payment deadline to avoid deregistration from Semester 1 Module 1, 2016 courses</td>
</tr>
<tr>
<td>Monday, Jan. 16</td>
<td>Semester 2 Module 1, 2017 Withdrawal period begins; will receive a grade a &quot;W&quot; &amp; tuition liability of 25% during the 2nd week of the Module</td>
</tr>
<tr>
<td>Monday, Jan. 23</td>
<td>Semester 2 Module 1, 2016 Withdrawal period continues; will receive a grade of &quot;W&quot; &amp; tuition liability of 50% during the 3rd week of the Module</td>
</tr>
<tr>
<td>Thursday, Jan. 26</td>
<td>Student health insurance online waiver deadline (for Semester 2 only students – those not enrolled Semester 1, 2016)</td>
</tr>
<tr>
<td>Sunday, Jan. 29</td>
<td>Last day to withdraw from a course(s), by 11:59PM, without incurring a failing grade with 100% tuition liability</td>
</tr>
<tr>
<td>TBD</td>
<td>NYC Online Tour</td>
</tr>
<tr>
<td>March-17</td>
<td>Event</td>
</tr>
<tr>
<td>----------</td>
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</tr>
<tr>
<td>Wednesday, Mar. 1</td>
<td>Priority FAFSA filing deadline for new &amp; continuing students for Academic Year 2017-2018 (applications still accepted after the priority deadline, but availability of some funds will be limited)</td>
</tr>
<tr>
<td>Sunday, Mar. 5</td>
<td>End of Semester 2 Module 1, 2017</td>
</tr>
<tr>
<td>Monday, Mar. 6</td>
<td>Semester 2 Module 2, 2017 begins; Add/drop period begins</td>
</tr>
<tr>
<td>Sunday, Mar. 12</td>
<td>Last day, by 11:59PM, to add/drop a class for Semester 2 Module 2, 2017</td>
</tr>
<tr>
<td>Sunday, Mar. 12</td>
<td>Semester 2 Module 2, 2016 tuition and fees payment deadline to avoid deregistration from Semester 1 Module 1, 2016 courses</td>
</tr>
<tr>
<td>Monday, Mar. 13</td>
<td>Semester 2 Module 2, 2017 Withdrawal period begins; will receive a grade a &quot;W&quot; &amp; tuition liability of 25% during the 2nd week of the Module.</td>
</tr>
<tr>
<td>Monday, Mar. 20</td>
<td>Semester 2 Module 2, 2016 Withdrawal period continues; will receive a grade of &quot;W&quot; &amp; tuition liability of 50% during the 3rd week of the Module</td>
</tr>
<tr>
<td>Sunday, Mar. 26</td>
<td>Last day to withdraw from a course(s), by 11:59PM, without incurring a failing grade with 100% tuition liability</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>April-17</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Sunday, Apr. 30</td>
<td>End of Semester 2 Module 2, 2017</td>
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</table>

<table>
<thead>
<tr>
<th>May-17</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Monday, May 1</td>
<td>Semester 3 Module 1, 2017 begins; Add/drop period begins</td>
</tr>
<tr>
<td>Sunday, May 7</td>
<td>Last day, by 11:59PM, to add/drop a class for Semester 3 Module 1, 2017</td>
</tr>
<tr>
<td>Sunday, May 7</td>
<td>Semester 3 Module 1, 2016 tuition and fees payment deadline to avoid deregistration from Semester 1 Module 1, 2016 courses</td>
</tr>
<tr>
<td>Monday, May 8</td>
<td>Semester 3 Module 1, 2017 Withdrawal period begins; will receive a grade a &quot;W&quot; &amp; tuition liability of 25% during the 2nd week of the Module</td>
</tr>
<tr>
<td>Monday, May 15</td>
<td>Semester 3 Module 1, 2016 Withdrawal period continues; will receive a grade of &quot;W&quot; &amp; tuition liability of 50% during the 3rd week of the Module</td>
</tr>
</tbody>
</table>
Sunday, May 21 | Last day to withdraw from a course(s), by 11:59PM, without incurring a failing grade with 100% tuition liability
Thursday, May 25 | Commencement, 8pm

<table>
<thead>
<tr>
<th>June-17</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>TBD</td>
<td>NYC Online Tour</td>
</tr>
<tr>
<td>Sunday, Jun. 25</td>
<td>End of Semester 3 Module 1, 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>August-17</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Aug. 29</td>
<td>Semester 1 Module 1, 2017 begins; Add/drop period begins</td>
</tr>
</tbody>
</table>

revised 6/7/2016
History of LIM College

More than three quarters of a century 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 founded the Laboratory Institute of Merchandising (LIM) which would eventually become LIM College in 2009.

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 a unique combination of more than 25 years of retail and manufacturing industry experience and hands-on administrative expertise, President Marcuse has led LIM College's ascension to a graduate-level institution while presiding over a cycle of unprecedented strategic growth.

LIM College Today

Today, the College is moving forward into an exciting time of increased global awareness with a renewed commitment to excellence as it remains true to its original mission to educate and prepare students for successful careers in the fashion and related industries.

Undergraduate academic programs include bachelors and associate degrees in Fashion Merchandising, and bachelor’s degrees in Marketing, Management, Visual Merchandising, and International Business. At the graduate level, the College offers a Master of Business Administration degree, as well as four Master of Professional Studies (MPS) degree programs: Fashion Merchandising & Retail Management, Fashion Marketing, Global Fashion Supply Chain Management, and Visual
Merchandising. The MPS programs in Fashion Merchandising & Retail Management and Fashion Marketing are also available online. In addition, LIM offers summer and Saturday programs for high school students.

Enrollment for the Fall 2015 semester was 1,515 undergraduate and 185 graduate students. The student-to-faculty ratio is 8:1 on the undergraduate level and 6:1 on the graduate level. The average undergraduate class size is 17 and the average graduate class size is 13.

LIM College is located in three buildings in Midtown Manhattan: The Townhouse (at 12 East 53rd Street), Maxwell Hall (at 216 East 45th Street), and Fifth Avenue (at 545 Fifth Avenue). Student housing is located on Manhattan’s Upper East Side, at the 1760 Third Avenue Residence Hall.

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**Mission Statement**

LIM College educates students for success in the global business of fashion and its many related industries. As a pioneer in experiential education, LIM College fosters a unique connection between real-world experience and academic study in business principles. Developing students’ creative and critical thinking, as well as leadership skills, an LIM College education empowers students to become accomplished professionals in a highly competitive, dynamic business environment as well as responsible citizens of a global society.

In support of this mission, LIM College lives by these core values and is committed to the following goals:

**Core Values**

- **Academic Excellence:** challenge all to realize their full intellectual and professional potential
- **Collegiality:** embrace trust, diversity and respect
- **Ethical Behavior:** act with honesty, integrity and accountability
- **Student Focus:** place students at the center of everything that we do

**Goals**

**A Dynamic and Responsive Curriculum**

LIM College’s dedicated faculty share their professional knowledge and experience, challenging students to achieve academic excellence through dynamic and relevant programs that foster critical thinking and problem solving.
An Education through Experience
Located in New York City, LIM College partners with fashion and related businesses to provide a wide range of internships, professional development opportunities, and instruction in the latest industry processes and technologies. This national and international network deepens students’ analytic and communication skills and empowers students and alumni to pursue meaningful careers in a wide range of fashion-related businesses.

A Student-Centered Environment
LIM College recognizes and celebrates the uniqueness of each student, fostering a community of interaction and participation in a highly personal learning environment that inspires intellectual curiosity and creativity.

A Global Perspective
LIM College exposes students to a wide range of international resources and cultural experiences, focusing on the impact of globalization in students’ professional and personal endeavors. Students learn to value, appreciate and celebrate diversity in culture and business.

Accreditation

INSTITUTIONAL ACCREDITATION

Middle States Commission on Higher Education
3624 Market Street, Philadelphia, PA 19104
(267) 284-5000

The Middle States Commission, recognized by the United States Secretary of Education as an accreditor of degree-granting colleges and universities, accredits degree-granting colleges and universities in the Middle States region, which includes Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, the U.S. Virgin Islands, and several locations internationally. The Middle States Commission is a voluntary, non-governmental, membership association that is dedicated to quality assurance and improvement through accreditation via peer evaluation. Middle States accreditation instills public confidence in institutional mission, goals, performance, and resources through its rigorous accreditation standards and their enforcement.
First Accredited Year: 1977
Latest Self Study: 2007 accreditation reaffirmed with a commendation to the institution for the quality of its self-study process and report
Last Re-affirmed: 2012 through the Periodic Review Report, with a commendation for the quality of the report
Next Self Study: 2017

ACADEMIC ACCREDITATION

LIM College’s business programs (Associate of Applied Science, Bachelor of Business Administration, and the Bachelor of Professional Studies) are accredited by the Accreditation Council for Business Schools and Programs (ACBSP). LIM College’s new Bachelor of Science degree is considered to be in candidacy and will be eligible for ACBSP accreditation once it has been in existence for two years and has graduates from the program. ACBSP is dedicated to improving the quality of business schools and programs around the world, and ultimately to improving the practice of business in every industry around the world. ACBSP offers programs, services, and an accreditation process uniquely focused on teaching excellence and student learning outcomes.*

NEW YORK STATE BOARD OF REGENTS
LIM College has been authorized by the New York State Board of Regents to confer the degrees of Associate in Applied Science and Associate in Occupational Studies on graduates of two-year programs in Fashion Merchandising; and to confer the degree of Bachelor of Science on graduates of the four-year program in International Business; and to confer the degree Bachelor of Business Administration on graduates of four-year programs in Fashion Merchandising, Visual Merchandising, Marketing, and Management; and to confer the degree of Bachelor of Professional Studies on graduates of the four-year program in Fashion Merchandising; and to confer the degree of Master of Business Administration on graduates of the fifteen-month program with concentrations in Fashion Management and Entrepreneurship; and to confer the degree of Master of Professional Studies on graduates of the one-year programs in Fashion Merchandising & Retail Management, Fashion Marketing, Fashion Luxury Brand Management, Global Fashion Supply Chain Management, and Visual Merchandising.
LIM College is approved for the training of veterans by the New York State Division of Veterans Affairs.

LIM College is authorized by the United States Immigration and Naturalization Service to enroll international students in academic and exchange programs.

*LIM College’s Master of Professional Studies (MPS) degree programs do not require ACBSP accreditation.*
Academic Policies

Residency Requirement
For all associate degree students, a minimum of 33 credits must be completed at LIM College.

For BPS & BBA degree students, a minimum of 58 credits must be completed at LIM College.

For BS degree students, a minimum of 61 credits must be completed at LIM College.

For all graduate degree students, a minimum of 23 credits must be completed at LIM College.

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. The catalog can be found online at http://limcollege.edu/catalogs.

Associate Degree ................................................................. 67 credits
BPS Degree.................................................................................. 124 credits
BBA Degree.............................................................................. 124 credits
BS Degree.................................................................................. 127 credits
MPS.......................................................................................... 30 credits

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 (hospitalization, death of immediate family member, religious observance). In such cases, the student needs to contact the Associate Dean of Academic Affairs (undergraduate) or the Associate Director of Graduate Studies (graduate) 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 REQUIREMENTS
Undergraduate students must achieve a cumulative grade point average of 2.00 and satisfactorily complete all requirements for their degree and major.

Graduate students must achieve a cumulative grade point average of 3.00 and obtain a grade of C or better, in order to successfully complete any course leading to degree requirements.

<table>
<thead>
<tr>
<th>Letter Grades</th>
<th>Numeric Range</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.50</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.50</td>
</tr>
<tr>
<td>C</td>
<td>70-76</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>68-69</td>
<td>1.70</td>
</tr>
<tr>
<td>D</td>
<td>65-67</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>Below 65</td>
<td>0</td>
</tr>
</tbody>
</table>

Additional Grades Used on Transcripts (not calculated in the GPA)
F* Failure: in a non-credit course is below 70%
FA Failure due to lack of attendance
I Incomplete: temporary grade (see Incomplete statement)
IP Course in progress
NG No grade given
P* Passing: in a non-credit course is 70% or above
W Withdrawn from a course
Y Interim grade for yearlong course

* Indicates grade and credits not included in GPA.

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 a grade of Incomplete from the Associate Dean of Academic Affairs (undergraduate) or the Associate Director of Graduate Studies (graduate). Upon approval from the Associate Dean or the Associate Director of Graduate Studies, the instructor and the Registrar will be notified to issue an Incomplete 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 Associate Dean of Academic Affairs or the Associate Director of Graduate Studies. An instructor, at his or her discretion, may impose a penalty for assignments submitted late (students should consult their course syllabi 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. Students cannot be retroactively taken off academic probation or dismissal by repeating a course.

GRADE APPEAL PROCEDURES
It is the instructor’s prerogative to evaluate student work and assign grades in accordance with his or her academic and professional judgment. Grounds to appeal an assigned grade include but are not limited to: (a) the application of nonacademic criteria in the grading process, (b) evaluation of student work by criteria not directly reflective of performance relative to course requirements, and (c) a miscalculation of the grade according to information contained in the course syllabus or other posted or distributed course information. A student who wishes to appeal an assigned grade may avail themselves of the following process.

Step 1: Student-Initiated Discussion with Instructor
When a student is not satisfied with an assigned grade, the student should first confer with the instructor regarding the accuracy of the grade received. The instructor will provide an explanation for the grade and reference grading procedures for the assignment and course. If the grade was assigned in error, the instructor will correct the grade.
Step 2: Student-Initiated Discussion with Department Chair

If the student is not satisfied with the instructor’s decision, the student may request a meeting with the Department Chair (undergraduate students) or the Associate Director of Graduate Studies (graduate students). This request must be made in writing via LIM College email within seven days of the meeting between the student and the instructor. The request for an appointment must include a statement asserting the basis for the appeal and a summary of efforts made thus far to resolve the grade in question.

For Experiential Education courses, appeals should be submitted to the Senior Director of Experiential Education & Career Management. For First Year Experience courses, appeals should be submitted to the Assistant Vice President for Student Success. For courses in which the Department Chair is the instructor, students should proceed directly to Step 3.

Step 3: Student-Initiated Submission of Grade Appeal Form

A student may not move to Step 3 without having completed Steps 1 and 2, except when the instructor and department chair is the same person.

If upon completion of Steps 1 and 2 the student is not satisfied with the outcome, the student should submit a Grade Appeal Form to the Associate Dean of Academic Affairs (undergraduate students) or the Dean of Graduate Studies (graduate students) by February 15th for fall courses, July 15th for spring courses, and September 15th for summer courses. Supporting documentation and materials may be submitted with the grade appeal form.

Within 30 days of receipt of the Grade Appeal Form, the Associate Dean of Academic Affairs (undergraduate students) or the Dean of Graduate Studies (graduate students) will review all material submitted by the student, the instructor’s grading criteria, the instructor’s evaluation of the student’s work, and any other pertinent material. The Associate Dean of Academic Affairs (undergraduate students) or the Dean of Graduate Studies (graduate students) will then issue a final decision either upholding or changing the grade in question. The Associate Dean of Academic Affairs (undergraduate students) or the Dean of Graduate Studies (graduate students) will inform the instructor, the department chair, and the student in writing as to the decision. If the grade in question is to be changed, the Associate Dean of Academic Affairs (undergraduate students) or the Dean of Graduate Studies (graduate students) will submit a Change of Grade Form to the LIM College Registrar. The decision made by the Associate Dean of Academic Affairs or the Dean of Graduate Studies is final and there are no further options for appeal.

In cases where the Associate Dean of Academic Affairs is the instructor who assigned the grade in question, the Dean of Academic Affairs will facilitate the process outlined...
in Step 3. In cases where the Dean of Academic Affairs is the instructor who assigned the grade in question, the Provost & Executive Vice President will facilitate the process outlined in Step 3. In cases where the Dean of Graduate Studies is the instructor who assigned the grade in question, the Provost & Executive Vice President will facilitate the process outlined in Step 3.

**RELEASE OF GRADES**
Faculty and staff may not release final grades to students. Final grades may only be released, either electronically or in printed form, by the Office of the Registrar. Current students may check both mid-semester and final grades online through their SONIS account.

**ACADEMIC STANDING**
At LIM College, good standing is defined as making satisfactory progress towards a degree. For full-time undergraduate 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.

For graduate students, good academic standing is defined as making satisfactory progress towards a degree. All graduate students are required to maintain a cumulative GPA of 3.00 to be in good academic standing. Graduate students are required to obtain a grade of C or better, in order to successfully complete any course requirement.

**REMEDIAL COURSES**
Any undergraduate student required to take a remedial course(s) must do so successfully by the end of the fourth semester of attendance at LIM College. Students who fail to satisfy this requirement, regardless of cumulative GPA or credits earned, will be placed on academic probation.

**DEAN'S LIST/PRESIDENT'S LIST**
Outstanding achievement for matriculated undergraduate students is recognized by the Dean’s List and the President’s List. To determine eligibility, only courses which count towards the GPA are considered. This does not include remedial, pass/fail, study abroad, or interim graded classes. In any given fall or spring semester, a student must
earn at least twelve (12) eligible GPA credits. In addition, any student who fails a
course is not eligible for the Dean’s or President’s Lists.

To be placed on the President’s List, a student must earn an eligible full-time semester
GPA between 3.80 and 4.00. To be placed on the Dean’s List, a student must earn an
eligible full-time semester GPA between 3.50 and 3.79.

**Delta Mu Delta**

Delta Mu Delta is a business honor society that recognizes and encourages academic
excellence of students at qualifying colleges and universities to create a DMD
community that fosters the well-being of its individual members and the business
community through life-time membership

Delta Mu Delta was founded by the Dean from Harvard University and four professors
from Yale University and New York University in November, 1913. Delta Mu Delta, DMD, was incorporated in the Commonwealth of Pennsylvania in 1952. In 1963 DMD
was admitted to membership in the Association of College Honor Societies, ACHS, an
organization of nearly 70 member international honor societies whose objective is to
maintain high standards for the recognition and promotion of academic excellence in
higher education. In 1992 the Society established an affiliation with the Accreditation
Council for Business Schools and Programs, ACBSP. Delta Mu Delta is the
International Honor Society for business programs accredited by ACBSP at the
baccalaureate, graduate and doctoral levels.

Becoming a member of Delta Mu Delta is an honor indicative of earnest, intelligent
purpose and rewarding achievement. This should be a goal of every person pursuing a
degree in business administration. An invitation to join the LIM College Delta Mu
Delta chapter confirms that you have a proven track record of working hard to achieve
excellence in your studies. It shows that you have the knowledge and drive to succeed
in a business career. Membership in Delta Mu Delta is the highest international
recognition you can earn

Graduate MBA degree students with a GPA of 3.8 or higher, who have completed at
least half of their required credits, are eligible for membership. Undergraduate BBA
degree students with a GPA of 3.5 or higher, entering their Junior or Senior year, are
eligible for membership.

**Academic Probation**

Academic probation results when a student does not achieve a satisfactory grade point
average. 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
A student can perform effectively enough to achieve the necessary grades. A student placed on academic probation for two consecutive semesters must satisfy all the terms of probation by the end of the subsequent (third) semester. Any student who has not returned to good academic standing as described herein is subject to Academic Dismissal from LIM College. In an effort to help the student achieve academic success, he or she is limited to register for no more than 16 course hours per semester. Undergraduate students on Academic Probation may not register for online or hybrid courses.

Any undergraduate student required to take a remedial course(s) must do so successfully by the end of the student's fourth semester of attendance at LIM. Failure to satisfy this requirement, regardless of cumulative GPA or credits earned, will result in being placed on academic probation.

Graduate students whose cumulative GPA falls below 3.00 are placed on probation for one semester. During the probation period, the student must return to good academic standing by raising their cumulative GPA to 3.00 by the end of the probationary period. Students who fail to raise their overall GPA to a 3.00 or higher, by the end of the probationary period, are subject to academic dismissal.

ACADEMIC DISMISSAL
At the end of each fall and spring semester, the records of all undergraduate students are reviewed. A student placed on academic probation for two consecutive semesters must satisfy all the terms of probation by the end of the subsequent (third) semester. Any student who has not returned to good academic standing as described in the Satisfactory Academic Progress chart above is subject to dismissal from LIM College. In addition, certain Student Code of Conduct violations may lead to academic dismissal.

If an undergraduate 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 Associate Dean of Academic Affairs. In the event the petition is accepted, the student may continue at LIM College on conditional probation pursuant to guidelines set forth in the petition acceptance agreement. These guidelines may include but are not limited to: limited course loads, mandated academic support services, achieving minimum GPA and earned credit requirements, and other restrictions as determined appropriate. 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 Department of Experiential Education & Career Management is restricted. At the end of one semester, depending upon academic performance, the student will either be permitted to continue at the College or be dismissed.
Graduate students whose cumulative GPA is below a 3.00, the probationary period is
one semester, during which time the student must return to good academic standing by
raising their cumulative GPA to a 3.00 by the end of the probationary period. If
students do not raise their overall GPA to at least a 3.00 by the end of the probationary
period, they will be subject to dismissal. At the end of each semester the records of all
students are reviewed.

UNDERGRADUATE 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 POLICY
LIM College does not tolerate any act of academic dishonesty, intentional or
unintentional. A student who is involved in an academic dishonesty incident is subject
to a range of sanctions including but not limited to a failing grade for the assignment or
exam, a failing grade for the course, suspension, and expulsion. Any infractions of the
academic integrity policy will also result in lost eligibility for any graduation honors or
awards.

Academic dishonesty includes but is not limited to the following:

Plagiarism: Plagiarism refers to representing words or ideas of another as one’s own in
any academic exercise without providing proper documentation of source. Examples
include but are not limited to:

• Copying information from a source without using quotation marks and giving proper
citation
• Paraphrasing information from a source without giving proper citation
• Representing another’s intellectual work as one’s own, including but not limited to,
audio-visual and computer-based materials, slide presentations, computer files, artistic
compositions, graphic design, photographs, paintings, and/or drawings

It is the responsibility of the student to learn the correct APA method of documenting
sources, which allows the incorporation of the works of others into papers, reports, and
assignments. This information is available from the Adrian G. Marcuse Library and the
Writing Center.
Facilitation: Facilitation refers to assisting any person in the commission of an academic integrity violation. Examples include but are not limited to:

- Allowing another student to copy one’s answers during an examination
- Giving another student one’s assignment or paper
- Taking an examination or writing a paper for another student
- Signing an attendance sheet for a student who was not present in class
- Providing to another person an examination or portions of an examination prior or subsequent to the administration of the exam

Cheating: Cheating refers to intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples include but are not limited to:

- Copying from another student’s examination, homework assignment, computer program, report, or project
- Gaining or attempting to gain unauthorized access to examination materials
- Looking at another student’s exam before or during an examination
- Possessing and/or using an electronic device that contains unauthorized information
- Talking, whispering, or using a cell phone during an examination
- Submitting, without prior permission, any work submitted to fulfill another academic requirement at LIM College or any other institution
- Allowing another person to do one’s work and submitting it as one’s own
- Having or providing unauthorized outside help when completing online tests or assignments

Unauthorized Collaboration: Unauthorized collaboration is working with another student(s) without the instructor’s permission in the preparation of homework assignments, take-home exams, term papers, research projects, reports, or projects, or otherwise failing to abide by the instructor’s rules governing the academic exercise.

Fabrication and Misrepresentation: Fabrication refers to the falsification, misrepresentation or invention of any information, data, or citation in any academic exercise. Misrepresentation refers to misrepresenting or tampering with or attempting to tamper with any portion of one’s transcripts or academic record, either before or after coming to LIM College. Examples include but are not limited to:

- Forging a change of grade form
- Tampering with computer records
- Falsifying or omitting academic information on an application or resume
Special Note - Online Plagiarism: At LIM College, significant effort is made to maintain the integrity of online work including but not limited to exams, projects, and papers. Your online work must be your own and the following rules must be followed.

- Use of textbooks or class notes is not allowed unless the professor explicitly identifies the exam as open book or open notes.
- In certain instances a professor may allow students to use websites, books, or publications to complete or support all or part of an exam. In these instances, students must properly cite their sources in their answers.
- Unless allowed by the professor and clearly stated in the exam or project instructions, collaborating with other students on an online exam or project is strictly forbidden.
- Using a surrogate to complete online work such as papers and exams is strictly forbidden.

Academic Integrity Policy Violation Procedures
It is the instructor’s prerogative to evaluate student work and assign grades in accordance with his or her academic and professional judgment, as well as the Academic Integrity Policy.

An instructor who determines a student has committed academic dishonesty in the instructor’s course, will notify the student as to the nature of the violation and resulting sanctions. This notice to the student must be made in writing. For undergraduate students, all cases of academic dishonesty, including sanctions, will be reported to the department chair and the Associate Dean of Academic Affairs. For graduate students, all cases of academic dishonesty, including sanctions, will be reported to the Associate Director of Graduate Studies.

Students found in violation of the Academic Integrity Policy are subject to sanctions that can include but are not limited to: a failing grade on an assignment or exam; a failing grade in the course; loss of academic privileges such as study abroad or internship opportunities; and suspension or expulsion from LIM College.

In cases in which suspension or expulsion from LIM College is the recommended sanction, the Associate Dean of Academic Affairs (for undergraduate students) or the Associate Director of Graduate Studies (for graduate students) will refer the matter to the Academic Integrity Review Committee, which consists of three faculty members. The student and the instructor will be given the opportunity to present all relevant information to Associate Dean of Academic Affairs (for undergraduate students) or the Associate Director of Graduate Studies (for graduate students) who will provide that information to the committee. The committee’s proceedings are confidential.
All decisions rendered by the Academic Integrity Review Committee will be made in writing to the Associate Dean of Academic Affairs (for undergraduate students) or the Associate Director of Graduate Studies (for graduate students), who will inform the student in writing as to the committee’s decision. The Associate Dean of Academic Affairs (for undergraduate students) or the Associate Director of Graduate Studies (for graduate students) will also notify the instructor. Any relevant grade changes will be made by the Associate Dean of Academic Affairs (for undergraduate students) or the Associate Director of Graduate Studies (for graduate students) in conjunction with the LIM College Registrar.

Students found in violation of the Academic Integrity Policy may file an appeal with the Associate Dean of Academic Affairs (for undergraduate students) or the Associate Director of Graduate Studies (for graduate students). The appeal must be made in writing, using LIM College e-mail, within 10 days of receiving notice of the violation and any related sanctions. Appeals can only be made on one or both of the following grounds:

1. The student can provide support to show the student was denied the opportunity to present relevant information in support of the student’s position.

2. The student can provide support to show that there is a flagrant discrepancy between the violation and the sanctions.

The appeal must include the ground(s) for the appeal and any supporting materials.

The decision made by Associate Dean of Academic Affairs (for undergraduate students) or the Associate Director of Graduate Studies (for graduate students) is final and there are no further options for appeal.

In cases where the Associate Dean of Academic Affairs (for undergraduate students) or the Associate Director of Graduate Studies (for graduate students) is the instructor who initially found the student in violation of the Academic Integrity Policy, the Dean of Academic Affairs (undergraduate students) or the Dean of Graduate Studies (graduate students) will facilitate the above procedures. In cases where the Dean of Academic Affairs or the Dean of Graduate Studies is the instructor who initially found the student in violation of the Academic Integrity Policy, the Provost & Executive Vice President will facilitate the above procedures.

The one exception to the above procedures is in cases where a student has committed an act of academic dishonesty outside of a specific course (e.g., submitted false
information on an admissions’ application). Such cases will be brought to the attention of the Dean of Student Affairs, who will adjudicate the matter under the procedures outlined in the Student Code of Conduct, including the appeal procedures listed in the Student Code of Conduct.

If a student is found in violation of the Academic Integrity Policy, previous violations by the same student of the Academic Integrity Policy and the Student Code of Conduct, will be considered in determining relevant sanctions.

**ATTENDANCE POLICIES**

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.

For undergraduate students, each instructor is required to state in her/his syllabi expectations regarding class attendance and his/her policy on accepting late assignments. Each instructor will keep a permanent record of attendance for each class and this record will be maintained electronically in SONIS (the College’s administrative database). These records are subject to inspection by appropriate College officials; however, it is highly advisable that students also track their own attendance record through their SONIS account.

The attendance of graduate students in each individual class session is mandatory and students are expected to attend every session. The unique nature of graduate education, based on active learning, participation in class discussions, case studies, etc., make attendance of paramount importance. For that reason, students are allowed only two excused absences. Missing more than two classes will have a negative impact on the student’s grade as follows:

**For courses which meet on campus one time per week exclusively**: An absence is defined as not showing up for the on-campus class. After the second absence a student’s final grade will be reduced by one letter grade.

**For hybrid courses (one class on campus and one class online per week)**: An absence is defined as either not showing up for the on-campus class, or, for the online portion, not signing in and completing the week’s module. After the second absence a student’s final grade will be reduced by half a letter grade.
For online courses (no on-campus classes): An absence is defined as not signing in and completing the week’s module. After the second absence a student’s final grade will be reduced by half a letter grade.

Missed Exams
In the undergraduate program, 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 Associate Dean of Academic Affairs.

In the graduate program, work schedule conflicts, including business trips, are never a valid reason for missing a scheduled exam, quiz or project due date. If tardiness or lack of attendance results in missed work, students will receive no credit on the assignment, test, quiz, or exam. Requests for make-up opportunities are granted under extenuating circumstances and must be approved by the instructor and the Associate Director of Graduate Studies.

Permission to take a make-up final exam may only be given by the Associate Director of Graduate Studies. Such permission will only be given for cases of documented illness, death in the family or emergency. If permission is granted, expect the make-up exam to be more difficult than the regularly scheduled exam.

Permission to take a make-up quiz or midterm exam may be given by the professor; in this case, permission will be subject to the same standard of difficulty as is applied for final exams, as set out above. If a student misses a quiz, test or exam, they must notify their professor within 24 hours requesting a make-up. The date/time and place of the make-up are at the discretion of the professor. It is the student’s responsibility to make themselves available for the make-up. There are no second make-ups and failure to take a make-up will result in a zero grade for the quiz, test or exam.

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 a student identifies days he/she will miss due to a religious observance, he/she must inform the Associate Dean of Academic Affairs in advance. The Associate Dean of Academic Affairs will inform the instructors. 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 Associate Dean of Academic Affairs (undergraduate) or the Associate Director of Graduate Studies (graduate), 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.

**Withdrawal from a Course**

LIM College students may withdraw from a course up until 4 p.m. of the last day of the posted withdrawal period. Withdrawals can only be done by submitting a fully completed and signed Add/Drop/Withdrawal form to the Office of the Registrar. Emails, phone requests, or withdrawal attempts submitted to other offices or administrators are not acceptable.

Students should be aware that withdrawing from a course may affect their graduation plans and that withdrawing from enough courses to go below full-time or half-time status can affect eligibility for financial aid in both the current and upcoming semesters. Students who unsure of how a withdrawal will affect them, should speak with their academic advisor (undergraduate) or the Associate Director of Graduate Studies (graduate), as well as the Office of Student Financial Services prior to submitting the withdrawal paperwork. Please note that once submitted, a withdrawal from a course cannot be reversed. If a student is withdrawing from all remaining courses in a semester, it is considered a Withdrawal from the Institution.

**Medical Withdrawal/Leave**

A medical withdrawal/leave is granted to a student whose physical or mental/psychological health prevents successful study and must be taken for at least one semester, but no longer than five years, following the semester of approved leave, but no longer than five years, from the date of departure. To be granted a medical withdrawal/leave, a student must first consult the Senior Director of Counseling & Wellness Services to discuss the request. Students on a medical leave must be actively engaged in a course of treatment that leads to recovery. Proof of treatment will be required prior to approval for the student to return to the College. An approved medical withdrawal/leave does not relieve the student of his/her financial responsibilities to LIM College.

All requests for withdrawal/leave require thorough and credible documentation, which includes:
1. A written request for a medical withdrawal, from the student, which outlines the medical condition, the ways the condition has interfered with the student’s ability to be successful and the steps taken or intended, for addressing the condition.

2. A current letter, on letterhead paper, from a licensed M.D., D.O., Clinical Psychologist, Mental Health Counselor or Social Worker that includes: 1) a detailed diagnosis of the medical condition, including the diagnosis code, 2) a statement indicating it is medically necessary that the student withdraws from classes, and 3) the anticipated duration of the medical condition (when the student will be able to return to his/her regular course of study).

If approved, the Senior Director of Counseling & Wellness Services determines the effective date based on the documentation provided by the healthcare provider, as well as the last date of class attendance.

**Once a medical withdrawal/leave is approved by the Senior Director of Counseling & Wellness Services, a student must complete and sign the LIM College Withdrawal Form. This form can be obtained from the Office of the Registrar. The completed form must be submitted directly to the Registrar. A medical withdrawal/leave is not effective until the form is submitted and processed by the Registrar.**

Students taking a medical withdrawal/leave will be re-enrolled, upon their return, into the College at their last general academic standing, provided the leave lasts no more than five years. Any withdrawal/leave lasting longer than five years will require students to reapply and gain readmission to the College. Additionally, while a student is on medical leave, they are not permitted to take classes at other institutions, in hopes of transferring credit(s) back to LIM College, without prior approval from the Senior Director of Counseling & Wellness Services and the Associate Dean of Academic Affairs (undergraduate) or the Associate Director of Graduate Studies (graduate).

Please refer to the LIM College website for the full Medical Withdrawal Policy, as well as applicable procedures at [http://www.limcollege.edu/wellness](http://www.limcollege.edu/wellness)

**WITHDRAWAL FROM THE INSTITUTION**

It may become necessary for a student to interrupt or cease studies after the semester has already begun. In such cases, if it is prior to the institution’s official withdrawal deadline, a student should officially withdraw. Withdrawal from all classes, whether student-initiated or administratively initiated, is considered a withdrawal from LIM College for that semester.
A student initiated withdrawal from the institution can only be done by completing the appropriate form and submitting it to the Office of the Registrar. Emails, phone requests, or withdrawal attempts submitted to other offices or administrators are not acceptable. Withdrawal forms can be downloaded from the LIM College website or can be obtained from the Office of the Registrar, either in person, requested by emailing registrar@limcollege.edu, or by writing to LIM College, Office of the Registrar | 545 5th Avenue | New York, NY 10017. Please note that, once submitted, a Withdrawal from the Institution cannot be reversed.

TUITION LIABILITY
UNDERGRADUATE STUDENTS
If a student fully withdraws from the College within the first eight 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 eight week tuition liability scale for fully withdrawing students:

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

If a student partially withdraws from the College within the first eight 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 Housing & Residence Life at residencelife@limcollege.edu or (212) 752-1530 ext. 330.

GRADUATE STUDENTS (ON-CAMPUS)
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. Students who withdraw fully from the College or partially from one or more courses resulting in a change in enrollment status (e.g. below full-time) during the first four weeks of the fall (semester 1), spring (semester 2), or summer (semester 3) terms will be charged an adjusted tuition amount based on the week of withdrawal.
**On-campus Graduate Tuition Liability for Withdrawal:**

Week 1: 0% tuition liability  
Week 2: 25% tuition liability  
Week 3: 50% tuition liability  
Week 4: 75% tuition liability  
thereafter, 100% 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 Housing & Residence Life at residencelife@limcollege.edu or (212) 752-1530 ext. 330.

**Graduate Students (Online)**
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. Students who withdraw fully from the College or partially from one or more courses resulting in a change in enrollment status (e.g. below full-time) during the first three weeks of each module will be charged an adjusted tuition amount based on the week of withdrawal.

**Online Graduate Student Tuition Liability Schedule for each Module**

- Each week ends at 11:59 p.m. Eastern Time on Sunday  
- Week 1: 0% tuition liability  
- Week 2: 25% tuition liability  
- Week 3: 50% tuition liability  
- Thereafter, 100% tuition liability

**Graduation & Commencement**

**Undergraduate Students**
In order to be considered for graduation, all students must submit a current Application for Graduation during the last semester in which they are registered for classes or on matriculation maintenance. LIM College’s undergraduate division has three graduating classes per year: January, May and August. One Commencement ceremony is held in May for all graduating classes. August graduation is for students who have a maximum of twelve (12) course hours to complete during the summer in order to fulfill degree requirements. These course hours must be among LIM College’s summer offerings; any required course(s) that LIM College does not offer in the summer that must be taken in the fall disqualifies the student from August graduation. Students removed from the current graduation year list, must reapply for the next available graduation year and date.
Only students who have submitted a completed Application for Graduation to the Registrar’s Office by the due date will be guaranteed seating at the Commencement ceremony and inclusion in the Commencement program. Neither participation in the Commencement ceremony nor inclusion in the Commencement program guarantees that a student has completed the requirements for graduation. The Application for Graduation is sent from the Office of the Registrar via a student’s LIM College email account. Students are expected to check their LIM College email accounts frequently.

**GRADUATE STUDENTS**

In order to be considered for graduation, all students must submit a current Application for Graduation Audit during the last semester in which they are registered for classes or on matriculation maintenance. LIM College’s graduate division has three graduating classes per year: January, May and August. One Commencement ceremony is held in May for all graduating classes. August graduation is for students who have a maximum of two (2) courses to complete during Semester 3 in order to fulfill degree requirements. These course hours must be among LIM College’s Semester 3 offerings. Students removed from the current graduation year list, must reapply for the next available graduation year and date.

Only students who have submitted a completed Application for Graduation Audit to the Registrar’s Office by the due date will be guaranteed seating at the Commencement ceremony and inclusion in the Commencement program. Neither participation in the Commencement ceremony nor inclusion in the Commencement program guarantees that a student has completed the requirements for graduation. The Application for Graduation Audit is sent from the Office of the Registrar via a student’s LIM College email account. Students are expected to check their LIM College email accounts frequently.

**LIM COLLEGE COMMENCEMENT AWARDS**

*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.

*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

**Bachelor’s Degree Award for Dedicated Service to LIM College**
Awarded to the undergraduate student who has given time, energy and ability to LIM College as a volunteer.

**Undergraduate 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.

Only students who have submitted a completed Application for Graduation by the due date will be eligible for Commencement awards.

**Industry Awards**
Awards granted to undergraduate students for accomplishments in areas noted below:

- Fashion Merchandising
- Management
- Internship
- Marketing
- Senior Co-op
- Visual Merchandising

The awards are sponsored by companies in the fashion industry.

**MPS Outstanding Scholarship Award**
Purpose: To promote the value of academic achievement
All graduate faculty would be asked to select three students who best meet the following criteria:

1. Top academic performance (Grade of A)
2. Perfect attendance
3. Classroom leadership (class contributions)
4. Teamwork (effective collaboration and rapport with other team members; taking leadership role on team tasks etc.)
5. Appropriate courtesy shown to the instructor and fellow students
6. Exhibited respect and value of education
7. Going above and beyond (projects, assignments etc.)

The list of graduating students will be provided to the faculty. The top three choices of students will be ranked. The highest ranked student will receive five points; second three points; third one point. The student with highest amount of points will receive the award. In case of a tie, the procedure will be repeated with top scorers until the finalist emerges.
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; comply with the rules and regulations of LIM College; 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; not interfere with legitimate LIM College affairs; and be respectful at all times to members of the LIM College community, which includes but is not necessarily limited to students, faculty, staff, 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. The Student Code of Conduct 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, the Student Code of Conduct covers student behavior that is determined to interfere with LIM College's educational responsibilities, its subsidiary responsibilities, or with the health and/or the safety of members of the LIM College community. Violation of other LIM College policies and procedures are incorporated within the Student Code of Conduct, even if not specifically mentioned. For policies and procedures that have their own disciplinary procedures, LIM College, at its sole discretion, may choose to take action under either the Student Code of Conduct, the individual policy, or both.

LIM College believes in the open exchange of ideas through the appropriate use of speech. LIM College 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. The Student Code of Conduct is set forth to give students general notice of prohibited conduct and their rights and responsibilities. The Student Code of Conduct should not be regarded as an exhaustive list of prohibited conduct. Students are responsible for understanding and complying with both the letter and spirit of the Student Code of Conduct. The Student Code of Conduct applies to any student registered for classes at LIM College, whether physically attending or taking online classes.
The College reserves the right to make changes to this code, as necessary. Once changes are posted online, they are immediately in effect.

SECTION I. PROCEDURAL STANDARDS AND VIOLATIONS OF LAW

1. **Preponderance of the Evidence:** Burden of proof will be established by a preponderance of the evidence in all formal proceedings under the Student Code of Conduct. Preponderance of the evidence is 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.

2. **Disciplinary Procedures:** The disciplinary procedures for infractions of the Student Code of Conduct are intended to ensure fairness and consistency. Any student who is the subject of a complaint will be notified by LIM College as to the nature of the complaint and allowed a fair opportunity to respond to the complaint.

3. **Violations of Law:** A student may be held accountable for violations of law under LIM College’s disciplinary proceedings outlined in the Student Code of Conduct and also by law enforcement officials. If the violation of law occurs on LIM College property or at an LIM College sponsored program or event, LIM College may institute its own proceedings against the offender and, in addition, may refer the violation to the appropriate law enforcement authorities. If a student is the subject of a drug related arrest, regardless if the student's arrest was associated with the student’s LIM College attendance, the student must notify the College, in writing, within 48 hours.

SECTION II. JURISDICTION

Students and student organizations will be considered for disciplinary action under the Student Code of Conduct whenever it is alleged that their conduct may be in violation of the Student Code of Conduct. The Student Code of Conduct covers violations that occur on the LIM College campus and violations that occur off campus when LIM College reasonably decides that the off-campus conduct has an impact on LIM College. Disciplinary action may be taken by LIM College for any act constituting a violation of the federal, state or city law or other government 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 student organizations will be held responsible for the actions of their guests under the Student Code of Conduct. Approved constitutions or charters governing organizational behavior may be subject to dual action under the Student Code of Conduct and the constitution or charter of the organization, depending on the
alleged violation. The Dean of Student Affairs or a designee will make a determination as to which document to use, or both.

The College retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated, for any misconduct that occurred prior to the leave, withdrawal, or graduation. If sanctioned, a hold may be placed on the student’s account which will affect the individual’s ability to re-enroll and/or obtain official transcripts. All sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed by a graduate, while still enrolled but reported after graduation, the College may invoke procedures and should the former student/graduate be found responsible, the College may revoke the student’s degree.

SECTION III. STANDARDS & OFFENSES
All LIM College students are required to familiarize themselves with and conform to all LIM College rules and regulations governing personal conduct on and off campus. The following represents conduct that may lead to disciplinary action. This list is not exclusive.

1. Professionalism and Respect Towards Others: Students are in violation of this standard when they fail to act in a professional and respectful manner towards a member of the LIM College community.

2. Alcohol: Students are prohibited from using, selling, sharing, or possessing alcohol on LIM College property or at LIM College events and activities. The only exception to this rule is for students of legal drinking age in New York State at LIM College events where pre-approval for alcohol use has been granted. (See section at end of document on the Amnesty Policy.)

3. Illegal and Controlled Substances and Drug Paraphernalia: Students are prohibited from using, selling, sharing, or possessing illegal and controlled substances on LIM College property or at LIM College events and activities. Students are prohibited from abusing prescription medications and from giving those medications to others. Drug paraphernalia includes hookahs, bongs, needles, or any device used to introduce a substance into the human body.

4. Breach of Campus Safety: Students are in violation of this offense when LIM College reasonably determines there is a breach of campus safety and security; inappropriate and unauthorized use of equipment or services; unauthorized entry or use of college property; and/or obstruction of LIM College operations. Additionally, all students are required to carry their LIM College identification at all times to prove identity and access campus buildings.
5. **Theft:** Theft includes unauthorized use or possession of LIM College property or services, or the property or services of members of the LIM College community.

6. **LIM College Name:** Students are prohibited from the unauthorized or inappropriate use of the LIM College name, logo, and related LIM College property.

7. **College Clubs and Organizations:** LIM College approved clubs and organizations are fully expected to abide by the Student Code of Conduct. A failure to do so can result in disciplinary action against the club or organization as well as individual members. LIM College reserves the right to sanction clubs and organizations that are not officially recognized by the College.

8. **Complicity:** Complicity is defined as aiding, abetting, attempting, conspiring, hiring, willfully encouraging or being an accessory to any violation of the LIM College Student Code of Conduct, or any federal, state or local law.

9. **Improper Computer Use:** Improper computer use is any act involving LIM College computers and related systems that violates the LIM College Computer Use Policy and/or is otherwise deemed improper by LIM College.

10. **Disorderly Conduct and/or Disruptive Behavior:** Disorderly conduct or disruptive behavior is any activity that interferes with or obstructs LIM College activities, systems, or services, as well as activity that interferes with the rights of other members of the LIM College community.

11. **Dress and Appearance:** Students are expected to exercise good judgment in their dress and appearance in keeping with LIM College's professional standards. Students are expected to abide by any specific dress codes set for classes, internships, events, and trips associated with LIM College.

12. **Non-Compliance:** A student is found to be in violation of this offense when the student fails to comply with the directives of an LIM College official or those of federal, state, or local officials in the performance of their duties, or when a student ignores established health and safety procedures. This includes a failure to identify oneself and show proper identification upon request by an LIM College or government official.

13. **False Information:** Students are prohibited from providing false information to any member of the LIM College community or in relation to their studies at LIM College, as well as from forging or altering school related documents.
14. **Gambling:** Gambling, the wagering of money or items of value, is not permitted on LIM College property.

15. **Bullying and Cyberbullying:** Bullying and cyberbullying are repeated and/or aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression. Cyberbullying, specifically, is harassing behavior where 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 emails, instant messaging, social networking websites, and/or video.

16. **Discrimination:** Any act or failure to act that is based upon an individual or group’s actual or perceived status, which includes, but is not limited to sex, gender, age, race, color, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, sexual orientation, religion, or other protected status, that is sufficiently severe that it limits or denies the ability to participate in or benefit from LIM’s educational program or activities.

17. **Harassment:** Harassment is any verbal, physical, violent, unwanted, and/or threatening behavior, either a single incident or a series of incidents, including hazing.

18. **Physical Misconduct:** Physical misconduct includes threats and acts of physical violence, including but not limited to acts of domestic and dating violence.

19. **Sexual Harassment:** Sexual Harassment includes any unwelcome sexual threat, demand, advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature regardless of the sex of the person or who it originates from.

20. **Sexual Assault:** Sexual assault is any non-consensual sexual act. LIM College follows New York Education Law Article 129-B’s definition of affirmative consent which is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions, create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression. A detailed definition of consent, as well as additional information and resources related to sexual assault, are available in the LIM College Annual Security and Fire Safety Report located at: [http://www.limcollege.edu/safety](http://www.limcollege.edu/safety).
21. **Sexual Exploitation:** Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for personal gain. Sexual exploitation includes but is not limited to the non-consensual taking and/or sharing of sexual images or activity.

22. **Stalking:** Stalking is a course of persistent, unwanted conduct towards another. Stalking behavior includes but is not limited to unwanted phone calls, e-mails, and texts; showing up unwanted at someone’s home, school, or place of employment; and sending unwanted gifts, cards, or letters. See the LIM College Annual Security and Fire Safety Report, located at [http://www.limcollege.edu/safety](http://www.limcollege.edu/safety), for more detailed definitions and additional information.

23. **Infringement of Copyright or Trademark Laws:** The unauthorized reproduction and distribution of copyrighted material and trademarks is a violation of LIM College policy and puts the student at risk for violating the law. See LIM College’s Peer-to-Peer File Sharing Policy in the Information Technology Department section for more detailed information and restrictions.

24. **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; 1760 Realty and Educational Housing Services (EHS) housing policies and procedures; and the Housing and Residence Life Handbook. These various policies and procedures, as well as the Student Code of Conduct, will be used in investigating and adjudicating alleged violations.

25. **Possession of Weapons:** The possession or use of unauthorized firearms or other weapons at LIM College is prohibited. A weapon is broadly defined to include items such as, but not limited to, firearms, BB guns, knives, explosives, toys that resemble weapons, explosive fuels, dangerous chemicals, clubs, and fireworks. Any object that is intended to, or is used in such a manner that it could, hurt or harm a person or destroy property is considered a weapon.

26. **Solicitation:** LIM College prohibits the distribution or posting of advertisements, samples, and products, as well as any form of sales of goods or services, on LIM College property or at LIM College sponsored events or activities. Students and student organizations must obtain prior written authorization by the Dean of Student Affairs or a designee to post or otherwise distribute posters, flyers, brochures, or related materials on the LIM College campus.

27. **Business and Services:** LIM College prohibits students from operating businesses and/or services with or without a professional services license.
28. Social Media and Other Internet Based Communications: The inappropriate, defamatory, or disruptive use of social media or internet based communications, including but not limited to email, is a violation of the Student Code of Conduct.

29. Terms of Sanctions: A student found in violation of the Student Code of Conduct, who is sanctioned and then violates the terms of the sanctions, is in further violation of the Student Code of Conduct and faces additional disciplinary action.

30. Smoking and Tobacco Use: The smoking of tobacco or related products is prohibited on LIM College property, including the front entrances to College buildings, the 1760 Residence Hall, and at LIM College sponsored activities and events. This ban also includes the use of tobacco and related products through means other than smoking, such as, but not limited to, the use of vaporizers, e-cigarettes, and chewing tobacco.

31. Terms of Mediation: Students who agree to the terms of a mediation and then violate those terms, will be in violation of the Student Code of Conduct.

32. Animals: Animals, with the exception of animals approved by the Office of Counseling & Wellness Services are prohibited. Therapy animals, if approved, are only permitted in the residential community; not in any other campus building.

33. Wheeled Devices: Skateboards, rollerblades, roller-skates, bicycles, scooters and similar wheeled devices are not permitted inside buildings, with the exception of those approved by the Office of Counseling & Wellness Services.

34. Vandalism: Vandalism occurs when a student causes damage or destruction to College property.

SECTION IV. MEDIATION
Mediation is a confidential process for resolving disputes. The Dean of Student Affairs, the Vice President for Student Development, or their designee will appoint a mediator to assist students in finding a mutually acceptable solution to their dispute. Mediation can be required by the Dean of Student Affairs, Vice President for Student Development, or a designee when an incident report is generated. Any outcomes and agreements are binding for all parties involved. Mediation will not be used to adjudge or otherwise resolve complaints of sexual harassment, sexual assault, sexual exploitation, stalking, bullying, harassment, and acts of physical violence. LIM College reserves the right not to use mediation for resolving disputes when it is determined mediation is not in the best interest of either party or the LIM College community.
SECTION V. INTERIM SUSPENSION

LIM College reserves the right to suspend students on an interim basis from LIM College property, programs, and functions pending the outcome of a disciplinary review, where there is reasonable cause to believe the student's alleged behavior or continued presence at the institution poses a danger to the health, safety, or general welfare of the LIM College community. Further restrictions, including but not limited to not contacting other members of the LIM College community, can be added as part of the interim suspension. The student will be notified of the interim suspension and related terms in writing by the Dean of Student Affairs or a designee. Recognizing the impact an interim suspension has on a student, LIM College will make a reasonable effort to expedite the disciplinary review process. LIM College also reserves the right to suspend students on an interim basis from the 1760 Residence Hall as well as specific classes. Any student who poses a disruption to a class or program may be asked to leave that class or program immediately, pending further review by the Dean of Student Affairs in consultation with the Dean of Academic Affairs or a designee.

SECTION VI. DISCIPLINARY REVIEW PROCEDURES

1. **Reporting An Incident:** Any member of the LIM College community may report an alleged violation of the Student Code of Conduct, other college policy, or law with the Dean of Student Affairs. The Dean of Student Affairs or a designee may meet with the reporting party and may request the report be made in writing. The intentional filing of a false report will subject the person filing the report to disciplinary action.

2. **Definitions:** The person filing the report is referred to as the reporting party. The person alleged to have violated the Student Code of Conduct, other college policy, or law is referred to as the responding party.

3. **Preliminary Review:** Upon receiving a report or otherwise learning of an alleged violation of the Student Code of Conduct or other college policy, the Dean of Student Affairs or a designee will conduct a preliminary review of the complaint to determine if there is sufficient information or basis to conduct a disciplinary review.

4. **Meeting with Reporting Party:** The Dean of Student Affairs or a designee may meet with the reporting party to review the complaint and request additional information. The Dean of Student Affairs or a designee may also meet with other members of the LIM College community who may have information to share in relation to the complaint. The reporting party will be given a copy of LIM College’s Student Code of Conduct and and/or any other relevant policies and procedures.
5. **Dismissal of Complaint:** If the Dean of Student Affairs or a designee finds insufficient information or basis to support the complaint, they are authorized to dismiss the complaint.

6. **Notification to Responding Party:** If the Dean of Student Affairs or a designee determines there is sufficient information or basis to support the complaint, the responding party will be notified in writing as to the receipt of the complaint, the opportunity to respond to the complaint, and the need to meet with the Dean of Student Affairs or a designee. Upon meeting with the Dean of Student Affairs or a designee, the reporting party will be given access to LIM College’s Student Code of Conduct and/or any other relevant policies and procedures.

7. **Disciplinary Review by Dean of Student Affairs or Designee:** The Dean of Student Affairs or a designee will meet with the responding party to review the allegations. The responding party will be given the opportunity at this meeting to respond to the allegations. The Dean of Student Affairs or a designee may also meet with other members of the LIM College community who may have information to share in relation to the complaint. The Dean of Student Affairs or designee will determine at this meeting if the matter is to be referred to a Disciplinary Hearing Board (DHB). If the matter is not to be referred to the DHB, the Dean of Student Affairs or designee will make a determination after the disciplinary review meeting as to whether the student violated the Student Code of Conduct or other college policy, and if so, determine appropriate sanctions. The responding party will be notified as to this decision and related sanctions in writing. The responding party will have the right to appeal the decision and related sanctions under the appeal procedures listed in the Student Code of Conduct.

8. **Disciplinary Review by Disciplinary Hearing Board:** The Dean of Student Affairs or designee will determine what incidents are to be referred to the disciplinary hearing board (DHB) for review. Complaints of sexual harassment, sexual assault, sexual exploitation, stalking, bullying, harassment, and acts of physical violence will always be referred to the DHB. Both the reporting party and the responding party will be notified in writing as to the date, time, and location of the DHB review. The reporting and responding parties will not meet with the DHB at the same time. Both parties may bring an advisor of his or her choice to the review, although this advisor may not actively participate in the in the process. The advisor can be present to serve as support for the party, however, will not be permitted to ask or answer questions on the student’s behalf. Both parties may present testimony and evidence to the DHB for review. Both parties may review available evidence prior to the hearing, should the
DHB feel that this is appropriate. Parties will be required to submit a written request in order to review available evidence. The DHB will be comprised of, at least, three members. 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. 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 reporting party or the responding party fails to attend the disciplinary hearing, the DHB may choose to conduct the hearing or postpone the hearing at their sole discretion.

9. Notification of Outcome:

A. For violations concerning alleged sexual offenses, stalking, domestic violence, and dating violence, both the reporting party and the responding party will be notified in writing of the final outcome of the disciplinary hearing process as well as any sanctions and a rationale for the DHB’s decision. These notifications will occur at the same approximate time. Both the reporting party and the responding party have the right to appeal the decision and sanctions.

B. For all other violations, the responding party will be notified in writing of the final outcome of the disciplinary hearing process as well as any sanctions.

10. Appeals: For violations concerning alleged sexual offenses, stalking, domestic violence, and dating violence, both the reporting party and the responding party have the right to appeal. For all other violations, only the responding party has the right to appeal. Appeals may only be made on one or more of the following grounds:

A. It can be clearly and specifically demonstrated that the student was denied a fair review;

B. The sanctions imposed were disproportionate to the offense for which the student was found responsible; and/or

C. 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.
Appeals must be in writing and include the grounds for the appeal. Appeals must be made within 10 (ten) calendar days, not to include days LIM College is closed, of the date of the outcome letter. The appeal must be addressed to the college official indicated in the outcome letter as responsible for reviewing appeals. The party filing the appeal will be notified in writing as to the outcome of the appeal. For violations concerning alleged sexual offenses, stalking, domestic violence, and dating violence, both the reporting party and the responding party will be notified. These notifications will be sent at the same approximate time. Any and all appeal decisions are final.

Note: Students who reside outside of the New York City tristate area and/or who are completing 100% of their classes, in any given semester, online, will be required to participate in the conduct process virtually.

SECTION VII. SANCTIONS ADMINISTERED BY A JUDICIAL BODY FOR VIOLATIONS OF THE CODE OF CONDUCT AND OTHER COLLEGE POLICIES

1. **Written Reprimand:** The responding party is issued a written reprimand to be placed in the student’s disciplinary file. (*This sanction may not be used for cases of sexual offenses, stalking, domestic violence, and dating violence.*)

2. **Disciplinary Probation:** The responding party is issued a written reprimand with the added condition that if the student is found responsible for a future violation of the Student Code of Conduct during a specified period of time, LIM College may, within its discretion, suspend or expel the student.

3. **Disciplinary Suspension:** The responding party is suspended from LIM College for a specified period of time. Approval to return to LIM College after the suspension is at the discretion of the Dean of Student Affairs or a designee.

4. **Financial Restitution:** The responding party is charged for loss or damage to property of LIM College. The responding party may also be held accountable for reimbursing the reporting party for damage caused to property. This is not a fine but, a repayment for property destroyed, damaged, consumed or stolen.

5. **Restrictions and Loss of Privileges:** The responding party is subject to specific restrictions and loss of privileges including but not limited to removal from college property. LIM College reserves the right to change a student’s housing and class schedule prior to the outcome of a hearing when it is determined that such actions are in the best interest of the LIM College community.

6. **Expulsion:** The responding party is permanently removed from LIM College.
7. **Fines**: Reasonable fines may be imposed for specified violations, which include smoking, alcohol and/or other drug related activities.

8. **Confiscation of Prohibited Property**: Item(s) in violation of policy will be confiscated and will become the property of the College. Prohibited items confiscated will not be returned.

9. **Behavioral Requirement Contract**: The responding party will be required to adhere to certain standards of behavior while on campus and/or participating in College sponsored activities. Additional requirements may be put into place to include academic counseling, substance abuse screening, etc.

10. **Educational Program**: The responding party may be required to attend, present, or participate in a program related to the violation.

11. **Restriction of Visitation/Guest Privileges**: The responding party may be prohibited from bringing guests on campus and/or to any LIM College leased building.

12. **Residence Life/Housing Probation**: The responding party is issued a written reprimand with the condition that if the student is found responsible for a future residence life/housing violation during a specified period of time, LIM College may, at its discretion, suspend or expel the student from housing. If a student is suspended for a period of time, space will be offered, pending availability at the conclusion of the suspension. Students expelled from housing are not permitted to return.

13. **Residence Life/Housing Expulsion**: The responding party will lose the privilege of LIM College sponsored housing. In this instance, the student’s access, whether as a resident or guest, is revoked indefinitely.

14. **Other Sanctions**: Additional or alternate sanctions may be created, designed and imposed as deemed appropriate to the offense.

*Note: Any time a student is found responsible for committing a violent act, including but not limited to sexual misconduct, Education Law Article 129-B requires a notation be made on the student’s transcript. The notation may read, “suspended after finding of responsibility for a code of conduct violation” or “expelled after a finding of responsibility for a code of conduct violation.” If a student withdraws from the institution while conduct charges are pending, and declines to complete the disciplinary process, as outlined above, a notation will be made on the transcript indicating the student “withdrew with conduct charges pending.”*
SECTION VIII. THE STUDENT’S BILL OF RIGHTS

The following student’s Bill of Rights lists the rights students can expect when reporting sexual offenses and relationship violence to LIM College.

All students have the right to:

- Make a report to the College
- Be protected by the College from retaliation for reporting an incident
- Receive assistance and resources from the College
- Make a report to local law enforcement, and/or the state police
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations
- Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident
- Be protected from retaliation by the institution, any student, the accused, and/or the respondent, and/or their friends, family, and acquaintances, within the jurisdiction of the institution
- Access at least one level of appeal of a determination
- Be accompanied by an advisor of choice who can serve as support for a reporting individual, accused, or respondent throughout the conduct process, however is unable to actively participate in the process by asking or answering questions on the student’s behalf
- Have the institution’s judicial/student conduct process run concurrently with any criminal justice investigations and proceedings
- Be presumed to be not responsible until a determination is reached
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution
SECTION IX. AMNESTY POLICY

The health and safety of the LIM College community is of utmost importance. LIM College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs, may be hesitant to report such incidents due to fear of potential consequences for their own conduct. LIM College strongly encourages students to report domestic violence, dating violence, stalking or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith who discloses any incident of domestic violence, dating violence, stalking, or sexual assault to LIM College officials or law enforcement will not be subject to LIM College’s Code of Conduct section for violation of alcohol and/or drug use policies occurring at or near the time of the commission of domestic violence, dating violence, stalking, or sexual assault.

For additional information, please see LIM College’s Annual Security & Fire Safety Report available at www.limcollege.edu/safety.

Any member of the LIM College community who has questions or concerns regarding the LIM College Student Code of Conduct may contact the Dean of Student Affairs.
LIM COLLEGE SOCIAL MEDIA POLICY AND GUIDELINES

Many of LIM College’s current and prospective students, faculty, staff, alumni, and industry partners now use social media platforms such as Facebook, Twitter, LinkedIn, and YouTube, among others, to communicate, and stay connected and informed. Maintaining a social media presence enhances the College’s ability to disseminate information about our programs and activities and interact with our various constituencies as well as the general public. LIM College has therefore developed this social media policy to ensure that any and all interactions using LIM College hosted or sponsored social media platforms, and/or pages/profiles created to represent LIM College, represent the College’s best interests.

Employees and students of LIM College should be aware that material posted on social media platforms is immediately available and permanent. Accordingly, anything that is placed on LIM College’s social media platforms should be carefully considered before being posted or sent.

The guidelines provided here are broad in nature to accommodate differences in online platforms while maintaining a universal code of conduct. Because the technology that drives online communication changes rapidly, the College’s Social Media Policy may be adjusted to reflect issues that arise in the management and implementation of social media accounts, or for any other reason that the College deems necessary.

LIM COLLEGE SOCIAL MEDIA ACCOUNTS

Social media accounts/pages created to represent LIM College departments, programs, groups, etc. must be pre-registered with the College via the Office of College Marketing (CM). This office should also be used as a resource for the College community for social media activities. CM staff can advise interested parties as to what social media platforms will best meet their individual needs and help develop effective strategies to meet those needs. Please direct all inquiries about social media accounts to Laura Cioffi, Director of College Marketing, at laura.cioffi@limcollege.edu.

CM staff will make the final decision in any situation regarding the use of social media. The CM Office may also periodically review pages to ensure College policies are followed and that accounts are being maintained in accordance with the best interests of the College. LIM College reserves the right to remove or take down any material posted on any LIM College hosted or sponsored site/page/profile, and to request the discontinuation of accounts, removal of posts and/or the blockage of users if they violate College policies.
ACCOUNT ADMINISTRATORS
All social media accounts officially recognized by LIM College must have an LIM College faculty or staff member acting as an administrator at all times. A backup administrator must also be designated and given account access rights, in the event of the primary administrator’s unexpected absence or inability to attend to the site. The CM Office must be notified when a new administrator takes over an account and supplied with the necessary login information for each account.

Account administrators are responsible for managing and monitoring the content of their officially recognized accounts. Administrators are also responsible for removing content that may violate College policies, as described below.

Understand that the College may monitor student and employee compliance with this policy to the extent allowed by law. The College may access private accounts and any information created, transmitted, downloaded, uploaded or exchanged on any social media hosted on or utilizing LIM College hardware, software, or services.

CONTENT
Be Respectful. You may not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or entity using any social media, particularly when using social media with the College’s technology. Further, while we respect your right to privacy, we also ask that you exercise discretion and good judgment in whatever you may post using non-College technology, particularly if you may be associated with the College as a result of such postings. The College reserves the right to delete any posting or comment it finds offensive from the College’s social media platforms.

LIM College employees and students are expected to use good judgment about content and to respect individuals’ personal privacy as well as privacy laws. Posting confidential information about the College, its staff, or its students is not permitted. You may not post content or conduct any activity that fails to conform to any and all applicable state, federal and local laws and regulation. The unauthorized use, installation, copying, receipt or distribution of copyrighted, trademarked, or patented material is prohibited.

You also may not post any content that is threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal. Representation of your personal opinions as being endorsed by the College or any of its organizations is prohibited. You may not represent that you are communicating the views of LIM College. You may not use the LIM College name to promote any opinion, product, service, cause, or political candidate.
By posting content to any social media site, you agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information, and that you hold the College harmless for any claims resulting from the content.

LIM College has the right to remove any content from its social media platforms for any reason, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal. In addition, LIM College reserves the right to block or remove the content of any post that violates campus policies, including, but not limited to, harassing, threatening, or profane language which is aimed at creating, or might create a hostile or intimidating environment. Content may be removed at any time without prior notice for any reason deemed to be in the College’s best interests.

This policy is intended to supplement the College’s other guidelines and policies. Policies on confidentiality, personal use of College technology and equipment, professionalism in the workplace, interactions with other employees and students, publication or articles, intellectual property, harassment, and other rules are not affected by this policy. All LIM College employees and students and their use of College resources to use social media platforms are subject to the College’s Student Code of Conduct or employment policies.

**TIMELINESS AND ACCOUNTABILITY**
Cultivating an effective social media presence takes time and energy. If it is done poorly (i.e. if it is not updated regularly, if it is not responsive to contact from audience members, etc.), it can do more harm than good. Think carefully about your ability to commit time to social media before establishing a presence on a platform. You are accountable to your audiences, which means making updates on a frequent/regular basis, being accurate in all information you provide, and responding promptly to inquiries when appropriate. This may include admitting error, correcting misinformation, or taking action on a commenter’s behalf.

**SITE MONITORING**
Social media sites should be carefully checked at least once a day and any third-party content that is inappropriate or undesirable should be removed. Account administrators must also make sure a colleague also has access rights, so that monitoring and uploading of content can be maintained if the account administrator is not available. Account usernames and passwords must be maintained in a log in the department and provided to the CM Office for business continuity purposes.
PROOFREADING
Higher education institutions are held to a higher standard for grammar and spelling than other organizations using social media. Correct grammar and spelling are extremely important. All content should be carefully proofread before being published.

ACCURACY AND CONSISTENCY
All content published by the College must be accurate and consistent. As such, information distributed via social media must match the information distributed through our print materials and website. It’s important that communications describing the College’s activities and programs are coordinated to ensure that conflicting messages are not being distributed. Coordinate your social media activities with your colleagues and clear your plans with your supervisor/department head.

ACCOUNT SETTINGS
The College strongly encourages the use of restrictive privacy settings and refraining from making private information available to the general public. The College discourages users of social media from connecting with people that they know or believe are in violation of a social media page’s Terms of Use (e.g. Facebook’s Statement of Rights and Responsibilities).

Social media platforms change their account settings frequently. Review account settings carefully to ensure you are comfortable with the privacy and posting rights for the site. It is recommended that you review your settings on at least a bi-weekly basis.

PUBLIC COMMENTS
If you plan to allow the public to post comments to an account affiliated with the College, you must be mindful of content and conduct standards. Review comments before posting to ensure that obscene, defamatory, copyright-infringing or otherwise illegal or inappropriate material is not posted. If so, ensure such posts are taken down immediately.

COORDINATION WITH THE OFFICE OF COLLEGE MARKETING
Allow the Office of College Marketing to consider giving your programs and activities extra visibility through the main College communication channels. The Office of College Marketing manages the College’s official website and social media presences and can collaborate with you on both general opportunities and specific campaigns.

REQUESTS TO REMOVE INFORMATION FROM LIM COLLEGE SOCIAL MEDIA PRESENCES
LIM College will consider the removal of content from its social media presences by request of individuals affected by that content if it compromises their privacy, is
inaccurate, or compromises their ability to learn in some other way. Note that the College can make no guarantees that the content will not be cached and preserved online by a third party such as Google.

**STUDENT ORGANIZATIONS AND COURSE-SPECIFIC ACCOUNTS**
Social media pages maintained by official LIM College departments, student clubs and organizations, or by faculty members for an individual course or College project, must adhere to College social media policies as outlined above. As stated above, be aware that all content and posts are bound by the social media site’s Terms of Use, the LIM College Student Code of Conduct, and LIM College Information Technology policies. Since the membership of student organizations changes on a regular basis, provisions must be made to either transition responsibility for ongoing maintenance of any social media accounts to a new administrator, or the accounts should be terminated at the conclusion of the academic year. Faculty who create social media accounts to facilitate the teaching of courses or completion of College projects should also terminate accounts if/when those courses or projects are completed and/or the account is no longer active.

**PERSONAL SOCIAL MEDIA**
Social media sites are highly public forums that can be accessed by students, colleagues, and the community. In your personal social media activities you should respect the interests and privacy of your colleagues and students online. Unless you have pre-approval to do so, you may not speak or purport to speak as a representative of the College or represent any views as those of the College. You also may not use logos, trademarks or any other images (including photos taken/owned by LIM College) from the College without the College’s pre-approval.

Representation of your personal opinions as being endorsed by the College or any of its organizations is prohibited. You may not represent that you are communicating the views of LIM College. You may not use the LIM College name to promote any opinion, product, service, cause, or political candidate. If you identify yourself as an LIM College student or employee online, it should be clear that any views you express are not those of the institution. In the event that opposing views arise on a social media feed, exercise professional judgment. LIM College does not tolerate content from students or employees that is defamatory, harassing, illegal, libelous or inhospitable to a reasonable academic/work environment. Social media may be used to investigate student or employee behavior. It is your responsibility to refrain from using information and conducting activities that may violate any LIM College policies, or that may violate local, state, or federal laws and regulations.
Student Rights and Responsibilities

**Dress Code**
LIM College expects students to be appropriately dressed for the various occasions that students participate, 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.

**Tobacco Use and Smoking**
LIM College is a tobacco free College. The use of any tobacco product on campus is prohibited.

The smoking of tobacco or related products is prohibited on LIM College property, including the front entrances to College buildings, the 1760 Residence Hall, and at LIM College sponsored activities and events.

This ban also includes the use of tobacco and related products through means other than smoking, such as, but not limited to, the use of vaporizers, e-cigarettes, and chewing tobacco.
RECEIVING MESSAGES
EMERGENCY phone calls from family members should be made to the Dean of Student Affairs.

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. (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 answer phones during class.

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. This must be kept with the visitor for the entire day. Guests are only allowed to wait in the student lounges and are not allowed to attend 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 http://www.limcollege.edu/for information on how and where to file an appeal or grievance.

VETERAN 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 College Registrar, who is also the campus Veterans Affairs representative for further details.

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 formal written 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 defined as “Directory Information” under FERPA, including, but not limited to: name, address (local, permanent, and LIM College electronic mail), LIM College student ID number, academic status, dates of attendance, degrees completed, major/concentration, awards and honors.

Such Directory Information 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.

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 written consent must:

1. 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

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. Note that this does not include grade, attendance, or other course grading related disputes.

For undergraduate students, the Provost & Executive Vice President, Dean of Academic Affairs, and College Registrar 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 College Registrar.

For graduate students, the Dean of Graduate Studies, Associate Director of Graduate Studies, and College Registrar 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 College Registrar.

The College will prepare a written decision based solely on the evidence presented to the individuals named above. The decision will include a summary of the evidence presented and the reasons for the decision.

If the student is not satisfied with the College’s decision regarding the correction of records, she/he 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 Directors; 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.

STATEMENT OF INTELLECTUAL PROPERTY RIGHTS OF STUDENTS
LIM College does not assert any ownership or other interest in any “Works” (including any artwork, writing, research, animation, film, video, design, software, application or other works that may be protected by copyright, patent or trademark) created by a student while enrolled at, and arising out of and in the course of his/her studies at the College (including co-op and internship programs), unless the student agrees otherwise in writing, except that LIM College has a limited right to use the student’s works for promotional, educational and accreditation purposes.

The office in the U.S. Department of Education that administers FERPA is:

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

TITLE IX NOTIFICATION
It is the policy of LIM College to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, including, but not limited to, sexual harassment and sexual violence, in the College’s educational programs and activities. Title IX also prohibits intimidation, coercion or retaliation against individuals for engaging in activities protected by Title IX including asserting claims of sex discrimination.
Title IX Coordinator for Students
Michael Richards
Dean of Student Affairs
545 Fifth Avenue
New York, NY 10017
(646) 388-8432 or x241
michael.richards@limcollege.edu

Title IX Coordinator for Employees
Andrea L. Granville
Director of Human Resources
12 East 53rd Street – 3rd Floor
New York, NY 10022
(212) 310-0628 or x310
andrea.granville@limcollege.edu

Title IX complaints, grievances or inquiries concerning Title IX may be directed to the appropriate Title IX Coordinator. A person may also file a written complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 1-800-421-3481.

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

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

A. Any criminal activities observed by any student, faculty, or staff member at or in the immediate vicinity of LIM College must be reported immediately to the Manager 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 of the Title IX Coordinators, 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 a senior administrator to the New York City Police Department (NYPD), fire department (FDNY) 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. Entrance is restricted by the use of a College ID swipe card security system. All people entering College premises must also 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 7:00 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 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 guard is stationed at the main entrance in Maxwell Hall and on the eighth floor at the entrance to the Center for Graduate Studies.

C. LIM College has a close working relationship with the New York City Police Department (NYPD). The LIM College facilities are located in 4 NYPD precincts which include the 18th Precinct, 17th Precinct, Midtown South Precinct and the 23rd Precinct. NYPD Community Affairs Officers from each precinct attend quarterly training meeting at the College and an annual meeting, during which current issues and crime trends are discussed. LIM College staff members also attend regularly scheduled precinct community meetings and report findings back to the College. Students are trained to report crimes and emergencies by calling 911 to alert emergency responders and by dialing 711 from internal LIM College lines or (212) 310-0660 from outside lines or cell phones to alert LIM College officials. For non-emergencies, students are instructed to notify any faculty or staff member, all of whom are trained on reporting procedures.

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. Students are also informed that they have a 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 member.

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 Manager of Facilities, or a member of the Compliance Committee will provide, upon request, all campus crime statistics as reported to the United States Department of Education. These statistics are available at http://ope.ed.gov/campussafety/#/ and on the LIM College website at http://www.limcollege.edu/safety. Requests for a hardcopy of the Annual Security and Fire Safety Report can be directed to Office of Registrar │ 545 5th Avenue – 7th Floor │ New York, NY 10017 │ Phone: (646) 388-8405.

**Fire Drills, Emergency Response and Notification**

**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-classroom area with no faculty or administrators available, such as a student 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 5344, 5345, 5351 and 5352

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 door in the classroom and have the students exit onto the fire escape, proceeding immediately by the outside fire stairs to the courtyard and then through the fire exit door back into the building,
through FashionOpolis and exit through the door to the outside. 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.

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 should it be necessary to vacate 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 instructions 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 the 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 ADRM Inc., 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, office suites, 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 DUE TO BAD WEATHER

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 http://newyork.cbslocal.com and click on the "School Closings" link in the left column.
6. Listen to 1010WINS AM on the radio.
Lost And Found

Purpose of Procedures
The Lost and Found Procedures give instructions for handling and tracking items found and turned in to the Office of Student Life.

Procedure for Found Items

1. All found items should be turned in to the drop off point for the building it was found in; the list of drop off locations is below. When each item is turned in, the person’s name who found the item will be recorded along with the date, time, description of item, and where the item was found.

   **Drop-off Locations per Building:**
   A: 5th Avenue – Office of Student Affairs
   B: The Townhouse – Office of Human Resources (3rd Floor)
   C: Maxwell Hall – IT Helpdesk (2nd Floor)
   D: 1760 Residence Hall – LIM College Office of Housing & Residence Life

2. Items should be turned in within 24-hours of finding them. Misappropriation of such items may be treated as unauthorized use or possession under College policies. All items will be sent to the Office of Student Life, where the staff will record items of value such as wallets, purses, keys, backpacks, and electronic devices on the log sheet titled “Found Items of Value,” at the time they are turned in. Information requested in the logbook will help to ensure items are accounted for and returned to the rightful owners.

   *(Items found at the residence hall will be secured and maintained in the LIM College Office of Housing & Residence Life)*

3. Cash will be treated as a “Found Item of Value.”

4. The Office of Student Life will make every attempt to contact the owner if sufficient identification is on the item. Student Life will check the “Lost Items” list to see if the item has been reported lost.

5. Items of value will be kept in a secure location.

6. In order to claim a found item, the owner must describe the item as closely as possible. After ownership is established, as well as possible, the owner needs to present a LIM College ID and sign for the item.
7. Items in the Lost and Found which are not claimed by the end of each semester will be disbursed. Non-reusable items will be disposed of. All reusable items will be appropriately donated. All bank/credit cards that are not claimed before the end of the semester will be destroyed.

Procedure for Lost Items
A log sheet will be made available in The Office of Student Life for students, faculty and staff who report missing items. A person may list a lost item along with their name, email and/or phone number. A staff member will contact the person if the item is turned in to the Office of Student Life. If you lost your item at the 1760 Residence Hall, you must report that to the LIM College Office of Housing & Residence Life.

Please note: If you lose a bank card/credit card or any other identifying information that may expose you to identity fraud, you must inform the Office of Student Life immediately.
Academic Advisory

545 5th Avenue | 7th Floor | New York, NY 10017 | Phone: (212) 752-1530 | Email: Advising@limcollege.edu

Graduate Studies
Maxwell Hall | 216 E 45th St. | 8th Floor | New York, NY 10022 | Phone: (646) 218-6047 | Email: graduateadvising@limcollege.edu

Academic advisors assist students with understanding the curriculum, graduation requirements, college policies and procedures, course registration, schedule changes, transfer credits, and general academic questions. All students at LIM College will have an academic advisor assigned to them; however, students may meet with any available advisor.

STUDENT ADVISING & REGISTRATION
Academic advising is available to students throughout the fall, spring, and summer semesters. Students are encouraged to meet with an academic advisor early and often. It is each student’s responsibility to schedule an appointment. Students do not need to be financially cleared in order to discuss their educational goals or course selections for the upcoming semester. Continuing students (cleared of holds) will self-register for classes online.

STUDENT ADVISEMENT SERVICES
A successful academic advisor/student relationship relies on shared responsibilities and open communication. Academic advisors and students work together towards achieving academic success.

Academic Advisors are available to:

- Discuss educational goals
- Create graduation plans
- Discuss academic progress
- Review course selections
- Discuss degree, major, or concentration options
- Discuss credits transferred from another institution
- Make referrals to other appropriate departments, staff, and faculty
Graduate students receive academic advising services from the Graduate Studies department. The purpose of this advising is to discuss academic progress, class schedules and/or to discuss any matters pertaining to academic performance at LIM College.

**Schedule Changes**

Students may make adjustments to their semester schedule via Sonis prior to the add/drop deadline (as posted in the Undergraduate Academic Calendar). Students are encouraged to meet with an academic advisor before deciding to make adjustments to their schedule or withdrawing from a course.

**Transferring Credits to LIM College**

Current students who want to transfer a course(s) to LIM College from another institution must complete an electronic transfer credit pre-approval form. Students are strongly encouraged to discuss the process for pre-approval with an academic advisor.

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**LIM College Learning Centers**

**The Writing Center**
Maxwell Hall | 216 E 45th Street | 3rd Floor | New York, NY 10022 |
Email: writing.center@limcollege.edu |

Open for tutoring:
Monday – Friday: 9:00 am – 7:00 pm

The LIM College Writing Center prepares students for academic and career success by offering one-on-one tutoring and providing opportunities for students to publish their work. It also collaborates with all departments across the College to foster excellence in writing, speaking, reading and critical thinking.

To schedule an appointment, go to [http://limcollege.mywconline.com](http://limcollege.mywconline.com). Tutoring is offered in both writing and computer-aided design (CAD). The Writing Center now offers online writing tutoring as well; Students can access this option at the same URL. All tutoring sessions last up to 50 minutes, and students can make appointments with faculty or staff tutors depending on your preference. Great writing always comes from collaboration, so consider coming early and often—schedule an appointment as soon as an assignment is given. Develop a plan, then come back once a draft is developed. This consistent focus allows students to develop a piece of writing and structure a process during what will inevitably be a very busy semester. The Learning Center aims to help writers with all levels of experience at every stage of the process, whether they are
working on a paper, an article, a cover letter, APA documentation, or something else entirely.

**The Lexington Line – Student Magazine**
The Writing Center also publishes LIM College’s student magazine, *The Lexington Line*, which covers fashion, beauty, culture, and student life. Students write, edit and lay out all of the content; style the photo shoots; take the pictures; serve as models; and oversee every aspect of production. In addition to the regularly updated online publication, there is a print edition produced each semester. The goal of *The Lexington Line* is to provide students a chance to publish their original writing and photography while engaging with New York City and the fashion industry at large. Students are presented with opportunities to meet and interview industry professionals, review products, get experience with social media marketing, learn how to edit and lay out articles both online and in print, develop writing and reporting skills, style fashion editorial spreads, and learn the process of creating a fashion magazine from the start to the finish. Students at LIM College can submit original writing or photography by e-mailing lexingtonline@limcollege.edu and writing “Submission” in the subject line. Students with questions about the magazine, or joining the magazine staff should contact Faculty Advisor Prof. John Deming (john.deming@limcollege.edu).

**The Math Center**
Maxwell Hall | 216 E 45th Street | 3rd Floor | New York, NY 10022 |
Email: mathcenter@limcollege.edu |

Monday – Thursday: 9:00 am – 5:00 pm
Friday: 10:00 am – 2:00 pm

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, 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 provides a competent group of peer tutors selected on the basis of recommendation by faculty and strong academic record. 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.
Priority is given to 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, on Mondays and Wednesdays, all tutoring sessions are done on a walk-in basis. Students are required to bring their class notes to all tutoring sessions.

Students can make tutoring appointments online at limcollege.mywconline.com or by vising the Math Center. For additional questions, please send an email to mathtutor@limcollege.edu.

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**Office of the Registrar**

**Office of the Registrar**
545 Fifth Avenue | 7th Floor | New York, NY 10017 |
Phone: (646) 388-8405 | Email: registrar@limcollege.edu |

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 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 9:00 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 copies only. Current students may download an unofficial copy from their SONIS account. All official requests must be made online through the College’s Online Transcript Request Service (through Parchment). There is a $5.00 fee for each copy requested. Please allow 2-3 working days for processing.

LIM College offers the following types of transcripts.

- eTranscripts - Delivered electronically to a third party or yourself by email as a secured PDF file
• Paper transcripts - An official copy of your transcript that is sent by mail (multiple mailing options are available for additional fees)
• Pick up – An Official paper transcript is available for pick-up at the Office of the Registrar (545 5th Avenue, 7th Floor, New York, NY 10017). Students will be notified when transcripts are ready. Note that students will need to bring a government issued photo ID in order to pick up a transcript.

**Note that in order to obtain a transcript, your account must be cleared of any financial holds.

LIM College Online Transcript Request Service portal web address: https://www.limcollege.edu/transcripts

FULL-TIME/PART-TIME STATUS
An undergraduate student registered for 12 or more credits per semester is considered a full-time student. All full-time undergraduate 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 Associate Dean of Academic Affairs and will be charged on a per-credit basis for all credits above 19. An undergraduate 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.

A graduate student registered for 9 or more graduate level credits per semester is considered a full-time student. It is important to note however that the standard full-time load for graduate students is 12 graduate credits. All graduate students, whether full-time or part-time (less than full-time) are responsible for per-credit tuition costs and 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 a current mailing address and telephone number for all students. Students can change their primary mailing address and phone number online through their SONIS account. If a student’s billing address is different than their general mailing address (i.e., they prefer their tuition bill be sent to a parent or guardian’s address), they must submit a Change of Address form to the Office of the Registrar and indicate that on the form.
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 students and their families to help finance their college education at LIM College.

**UNDERGRADUATE STUDENTS**

**STUDENT ACCOUNTS**

**Semester Due Dates**
All balances are due and must be paid by July 28th for the fall semester, and December 12th 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 Business Solutions (NBS) Payment Plan options. Payment can be made via automatic bank transfer (ACH) or via credit/debit card. For further information, please visit www.limcollege.edu/pay.

International wire transfers can be made using flywire by peerTransfer at https://limcollege.peertransfer.com

**Student Fees Collected with Tuition**
These monies, which include the student activity fee ($325), technology fee ($450), and graduation audit fee ($225, paid in the year student will graduates), 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**: $12,475/semester (12 - 19 credits). Each additional credit above 19 credits will cost $830 per credit.
- **Housing**: $8,175 Fall Semester/ $8,175 Spring Semester (standard room)  
  $7,175 Fall Semester/ $7,175 Spring Semester (compact room) limited availability

### Other Fees or Charges

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Student Visa Maintenance Fee</td>
<td>$500 (per semester)</td>
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<tr>
<td>Non-Refundable Registration Deposit</td>
<td>$100</td>
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<tr>
<td>Late Payment Fee</td>
<td>$100</td>
</tr>
<tr>
<td>Part-Time Registration Fee</td>
<td>$50</td>
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<tr>
<td>Late Registration Fee</td>
<td>$50</td>
</tr>
<tr>
<td>Duplicate ID Card</td>
<td>$20</td>
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<tr>
<td>Return Check Fee</td>
<td>$25</td>
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<tr>
<td>Transcripts, each request (no transcript will be issued with an outstanding account balance)</td>
<td>$5</td>
</tr>
<tr>
<td>Additional credits (above normal full-time credit load, approval of the Office of Academic Advising required)</td>
<td>$830/credit</td>
</tr>
<tr>
<td>Independent Study courses (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.)</td>
<td>$830/credit</td>
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<tr>
<td>Zero credit course for part-time students</td>
<td>$650/course</td>
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<tr>
<td>Make-up Fee for a failed Field Trip or Fashion Survey</td>
<td>$100</td>
</tr>
<tr>
<td>Make-up Fee for a failed non-credit course</td>
<td>$100</td>
</tr>
<tr>
<td>Housing Application Fee</td>
<td>$25</td>
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</tbody>
</table>

### Other Expenses

LIM College has a book voucher program that will allow students to buy their textbooks and certain course materials using a credit on their student account. Students may use up to $450 of the available credit on their 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 ranging from $25 to $50 will be applied to those accounts.

Transportation to field trips may require bus, subway, train or car fare.

**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 payable to the student (or parent, if aid from a parent loan creates a credit balance) 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 a refund. 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 the students 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 Tuition Liability & 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. Students who withdraw fully from the College or partially from one or more courses resulting in a change in enrollment status (e.g. below full-time) during the first eight weeks of the fall or spring semester will be charged an adjusted tuition amount based on the week of withdrawal. The rate schedule applied to tuition in the case of a withdrawal can be found in the Undergraduate Catalog (under Additional Tuition and Fee Information). Withdrawal forms can be obtained from the Office of the Registrar by emailing registrar@limcollege.edu.

All fees (including, but not limited to: Technology Fee, Student Activity Fee, Graduation Audit Fee, Application Fee and Materials Fee) are non-refundable.

**GRADUATE STUDENTS (ON-CAMPUS)**
**STUDENT ACCOUNTS**
**Semester Due Dates**
All balances are due and must be paid by July 28th for the fall semester, and December 12th for the spring semester, and April 13 for the summer 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 Business Solutions (NBS) Payment Plan options. Payment can be made via automatic bank transfer (ACH) or via credit/debit card. For further information, please visit [www.limcollege.edu/gradpay](http://www.limcollege.edu/gradpay).

International wire transfers can be made using flywire by peerTransfer at [https://limcollege.peertransfer.com](https://limcollege.peertransfer.com).

**Student Fees Collected with Tuition**
These monies, which include the Graduate Comprehensive Fee ($75 per semester for part-time and $150 per semester for full-time) and graduation audit fee ($250, paid in the year student 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 $900 per credit
Housing $8,175 Fall Semester/ $8,175 Spring Semester (standard room)  
$7,175 Fall Semester/ $7,175 Spring Semester (compact room) limited availability

**Other Fees or Charges**
<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Student Visa Maintenance Fee</td>
<td>$500 (per semester)</td>
</tr>
<tr>
<td>International Graduate Student Fee</td>
<td>$350 (per semester)</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>$100</td>
</tr>
<tr>
<td>Duplicate ID Card</td>
<td>$20</td>
</tr>
<tr>
<td>Return Check Fee</td>
<td>$25</td>
</tr>
</tbody>
</table>
| Transcripts, each request (no transcript will be issued with an outstanding account balance) | $5
| Housing Application Fee                  | $25               |
All fees (including, but not limited to: Graduate Comprehensive Fee, Graduation Audit Fee, Application Fee and Materials Fee) are non-refundable.

**Other Expenses**
LIM College has a book voucher program that will allow students to buy their textbooks and certain course materials using a credit on their student account.

Transportation to field trips may require bus, subway, train or car fare.

**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 payable to the student (or parent, if aid from a parent loan creates a credit balance) 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 a refund. 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 the students 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 Tuition Liability & 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. Students who withdraw fully from the College or partially from one or more courses resulting in a change in enrollment status (e.g. below full-time) during the first four weeks of the fall (semester 1), spring (semester 2), or summer (semester 3) terms will be charged an adjusted tuition amount based on the week of withdrawal.

**On-Campus Graduate Student Tuition Liability Schedule**
- Week 1: 0% tuition liability
- Week 2: 25% tuition liability
- Week 3: 50% tuition liability
- Week 4: 75% tuition liability
- Thereafter, 100% tuition liability
GRADUATE STUDENTS (ONLINE)

STUDENT ACCOUNTS

Semester Due Dates
All balances are due in full by the end of the first week of each module.

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

Online installment payments or one-time electronic payments can be made using Nelnet Business Solutions (NBS) Payment Plan options. Payment can be made via automatic bank transfer (ACH) or via credit/debit card. For further information, please visit www.limcollege.edu/gradpay.

International wire transfers can be made using flywire by peerTransfer at https://limcollege.peertransfer.com.

Student Fees Collected with Tuition
These monies, which include the Graduate Comprehensive Fee ($75 per module) and graduation audit fee ($250, paid in the year student will graduate) are mandatory and are part of the cost of attending LIM College.

Tuition and Mandatory Fees
- Tuition: $900 per credit
- Graduate Comprehensive fees: $75 per module

Other Fees or Charges
- Late Payment Fee: $100
- Return Check Fee: $25
- Transcripts, each request: $5 (no transcript will be issued with an outstanding account balance)

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 payable to the student (or parent, if aid from a parent loan creates a credit balance) 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 a refund. Refunded monies are to be used to cover additional educational expenses.
**LIM College’s Tuition Liability & 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. Students who withdraw fully from the College or partially from one or more courses resulting in a change in enrollment status (e.g. below full-time) during the first three weeks of each module will be charged an adjusted tuition amount based on the week of withdrawal.

**Online Graduate Student Tuition Liability Schedule for each Module**

- Each week ends at 11:59 p.m. Eastern Time on Sunday
- Week 1: 0% tuition liability
- Week 2: 25% tuition liability
- Week 3: 50% tuition liability
- Thereafter, 100% tuition liability

**FINANCIAL AID (UNDERGRADUATE AND GRADUATE STUDENTS)**

The Office of Student Financial Services’ goal is to make students aware of all the financing options available (based on 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 Work Study
- New York State Tuition Assistance Program (TAP)
- Outside Scholarships

All eligible 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](http://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, their awards will automatically be renewed for the next academic year as long as they meet the
required GPA criteria (based on your cumulative GPA at the end of the spring semester), full time enrollment, 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 federal financial aid each year. The Office of Student Financial Services reviews SAP annually after finalization of spring or Semester 2 grades in conjunction with the undergraduate and graduate academic departments. Undergraduate Students are notified by the Office of Academic Affairs and graduate students are notified by the Department of Graduate Studies if they are not meeting Satisfactory Academic Progress (SAP) requirements. Students will then be advised of their right to submit a written appeal to request probationary status. The student’s appeal will be reviewed by the respective academic department in conjunction with the Office of Student Financial Services and the decision will be communicated in writing. If approved, the student will be provided with a specific academic plan and a probationary period of federal financial aid eligibility.

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 (for more information see the Undergraduate Catalog: “Additional Tuition and Fee Information”). Additionally, students who make changes to their enrollment status (i.e. full-time to part-time) will likely need to have adjustments made to their financial aid. Students should consult with the Office of Student Financial Services before changing their enrollment or withdrawing completely in order to determine the impact on their aid eligibility and their tuition liability to LIM College.

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

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**Student Health Insurance**

LIM College is pleased to provide all full-time undergraduate students and all part-time and full-time graduate students with an affordable student health insurance plan. The cost of this plan is $1,736 for 12 months of coverage. Plan highlights include:

- Access to a comprehensive network of doctors, specialists and hospitals close to campus and home.
• Coverage for hospital room and board, inpatient and outpatient surgical procedures, labs and x-rays, inpatient and outpatient mental health services, physician office visits and prescription drugs.

• Worldwide travel assistance coverage while studying and traveling abroad.

• Access to discounts for dental, eyewear and fitness services.

**Undergraduate students**
All full-time undergraduate students are automatically enrolled unless proof of comparable health insurance coverage is provided. Students can waive coverage by submitting an Online Waiver Form. Before waiving, you should review your current policy to be sure that it provides comparable coverage. The deadline to waive coverage for the Fall semester is September 30, 2016. The deadline to waive coverage for spring (students entering in spring 2017 only) is January 31, 2017.

**Graduate students**
All full-time and part-time graduate students are automatically enrolled unless proof of comparable health insurance coverage is provided. Students can waive coverage by submitting an Online Waiver Form. Before waiving, you should review your current policy to be sure that it provides comparable coverage. The deadline to waive coverage for Semester 1 is September 30, 2016. The deadline to waiver coverage for semester 2 (students entering in semester 2 only) is January 31, 2017.

To complete an online waiver form visit [www.gallagherstudent.com/lim](http://www.gallagherstudent.com/lim). For general information on the benefits, contact Gallagher at (877) 220-2401.

This plan is administered by Gallagher Student Health and Special Risk and underwritten by National Union Fire Insurance Company of Pittsburgh, Pa., with its principal place of business in New York, NY. Gallagher also offers individual Personal Property, Study Abroad Medical Insurance, International Student & Scholar Medical Insurance and Short Term Medical Insurance plans on a voluntary basis.
In the library collection includes books, scholarly journals, magazines and DVDs that can help students with their research. The library has a large collection of fashion, business, and marketing books. The subscription databases located on the LIM College web page are available 24/7, on-or-off-campus. The library also loans calculators and passes to the Museum of Modern Art. The dedicated library staff, comprised of professional full-and part-time librarians and student assistants, is available to assist students with their research needs. The library also has 40 CAD-enabled computers, a scanner, and copiers and printers, both black-and-white and color. It is also a great place to unwind, work on group projects, take out DVDs, or browse through magazines such as WWD, Vogue, GQ, Details, and Harper’s Bazaar.

**BORROWING MATERIALS**
Circulating books can be borrowed for four weeks and can be renewed online. Reference materials, including course reserved materials, may not be taken out of the library. DVDs circulate for one-week and can be renewed online. Laptops circulate for one-week and must be renewed in person in the library.

**OVERDUE FEES**
Books: $0.10 cents per day; DVDs: $1.00 per day; calculators: $1.00 per hour; course reserves: $10.00 per hour. A monetary fine and processing fee will be added for lost or damaged materials.

Please note that because reference materials and journals cannot leave the library. A scanner and two copy machines are available in the library. The use of the scanner is free. To use the library copiers, a copy card needs to be purchased. It costs $1.00 to purchase and then needs to have money added in $1.00 increments. Black and white copies cost $0.10 a page and color copies cost $0.20 a page.
Information Technology Department

Information Technology Department
Maxwell Hall | 216 East 45th Street | 2nd Floor | New York, NY 10017 |
Phone: (646) 218-2190 | Email: HelpDeskTechnicians@limcollege.edu |

Help Desk Locations:

Maxwell Help Desk 5th Avenue Help Desk Townhouse Help Desk
2nd Floor

Monday-Thursday Monday-Friday Monday-Friday
8:30 am – 8:00 pm 9:00 am – 5:00 pm 8:00 am – 4:00 pm
Friday
9:00 am – 5:00 pm

All LIM College students are provided a LIM College computer, email, and other technology related accounts upon registration. All students are responsible for adhering to the LIM College’s Computer and Network Use Policy included in this handbook and available on the College website.

Account-related issues can be reported to the Information Technology Department by emailing: HelpDeskTechnicians@limcollege.edu; opening a Footprints support ticket from any web browser: https://footprints.limcollege.edu; calling (646) 218-2190 or extension 390 from any LIM College phone; or by visiting any Help Desk locations.

COMPUTER ACCOUNT
Each student is issued a network login to be used to login to the computers at LIM. Your username is First Name.Last Name (Example John.Smith). Your password must be at least seven characters long and contain the following- (one capital letter, one lower case letter and a number.) You cannot use your name in your password. Passwords expire every 420 Days.

EMAIL
All students are assigned an LIM College Email account. This is the primary source of communication on a day-to-day basis between faculty and students. Students are able to access emails from the web, any LIM College computer using Microsoft Outlook and from mobile devices. It is recommended that students continuously check their email for up-to-date information. Email Address is your FirstName.LastName@limcollege.edu. Example - John.Smith@limcollege.edu
• **Message Size Limits:** Individual Email Messages are limited to **15MB** each. 
  
• Student Mailbox Size will issue warnings at **220 MB** and prohibit both the sending and receiving of email at **256 MB**. Deleted items are permanently deleted from the mailbox after **14 days**.  
  
• All folders count against your mailbox size, so please be mindful of emails with large attachments that may fill up your mailbox quickly. You will receive an email from our system when you are over 90 percent capacity. Please take immediate action if you start to receive these messages. If you go over your mailbox limit, you will not be able to send or receive emails until you get below the mailbox threshold.

The comprehensive LIM College’s Electronic Mail “Email” Policy & Procedures is included in this handbook and available on the College website.

**MYLIM WEB PORTAL – SINGLE SIGN-ON**

Students have the ability to access applications that require passwords without having to memorize multiple passwords. The MyLIM Web Portal, [https://mylim.limcollege.edu](https://mylim.limcollege.edu), will ask you for your username and password at initial login, and from then on, the web portal will remember your username and password so you do not have to memorize and keep entering it in every time you want to access an application.

**WI-FI ACCESS**

Wi-Fi access is available in every building on campus. The username and password is your own username and password (what you use to log into the computers on campus or to check your email.) Please refer to our knowledge base article #726 on connecting your PC or mac.

**PRINTING**

Every LIM College computer lab is equipped with a black & white and a color printer. Students automatically have the closest LIM College printer set up and accessible upon each computer login. Students start each academic semester with $25.00 dedicated for color printing. To add additional funds to your color printing account, please visit the IT Helpdesk.

**CITRIX-DESKTOP AND DOCUMENTS REMOTELY**

Students can access their LIM College desktop and documents from any computer outside campus by using Citrix. Citrix provides the ability to use certain common applications from home, work or any location with internet access. Note, certain applications such as the Adobe Creative Suite and Visual Retailing are not available on Citrix. For more information regarding accessing Citrix, please refer to the Footprints ticketing systems knowledge base article #18573.
DISCOUNTS – SOFTWARE AND HARDWARE
The entire LIM College community is eligible for various discounts through strategic partnerships and agreements made by the College. These include: Verizon Wireless, Microsoft, Adobe, Dell, and Gov. Connection. Through LIM College’s partnerships, educational discounts as high as 75% off software and miscellaneous hardware discounts are available. Stop by any IT Help Desk for more information. Access the LIM College Web Store at: http://limcollege.onthehub.com

COMPUTER AND NETWORK USE POLICY
LIM College has developed the Computer and Network Use Policy to guide individuals in the acceptable use of computers, information systems, and networks owned, leased or used by LIM College. All such systems and networks are considered LIM College property for purposes of this policy. This policy is also intended to describe best practices to ensure availability, integrity, reliability, privacy, and confidentiality of the College’s computers, information systems, data, and networks. LIM College makes computing and network resources available to faculty, staff, students, and, to some extent the general public, to support the educational, scholarship, research, and service mission of the College.

This policy supplements other LIM College policies and procedures, including, but not limited to, the E-Mail Policy, Peer-to-Peer File Sharing Policy, Social Media Policy, and Connecting Devices to the LIM College Network Policy, and should be read together with those policies.

The College reserves the right to amend this policy at its discretion with or without notice. In case of amendments to the policy, LIM College will make efforts to inform users of changes. The most current Computer and Network Use Policy can also be found on the LIM College website.

LIM College’s computing and network resources and services are limited and should be used wisely and carefully with consideration for the needs of others. By using the College’s computers, information systems, and networks, “you” – user of College computing resources, assume personal responsibility for acceptable use in conformity with this policy, other applicable LIM College policies, and with applicable federal, state, and local laws and regulations.

All communications and information transmitted by or through, received by or from, or stored in these systems are LIM College records and property of LIM College. You have no right of personal privacy in any matter stored in, created, received, or sent over LIM College computers, storage devices, email, internet, or voicemail systems. This includes and is not limited to: Citrix, databases, Student Information System –
SonisWeb, Blackboard, Simplicity, in-house software applications, all externally hosted software applications and the following site: www.limcollege.edu and any other www.limcollege.* web domain name.

Be aware that even deleted or erased computer, e-mail and voicemail messages may remain stored in LIM College computer servers or telephone systems. By placing information on LIM College’s computer systems or servers, or using any LIM College equipment, you have consented to LIM College’s right to capture, edit, delete, copy, republish and distribute such information.

The LIM College Student Code of Conduct and LIM College policies related to confidential information apply to all forms of communication including written, e-mail and voicemail.

LIM College provides access to Internet services such as web-browsing. Use of the College’s internet services are only for educational use. This restriction includes any Internet service which is accessed on or from LIM College’s premises using LIM College’s computer equipment or via LIM College-paid access methods and/or used in a manner that identifies you with LIM College. This also includes remote access such as Citrix and the MyLIM portal.

The following is a non-exclusive list of prohibited use of LIM College technology resources. In a constantly changing world of information technology, it is impossible to enumerate all non-acceptable uses of LIM College computers, information systems, and networks. LIM College reserves the right to prohibit any use of its computing facilities by any person(s) if and when such use appears to be inconsistent with this policy, other computer use policies, the mission of the College, or any applicable federal, state or local law.

**PROHIBITED USES**
All users may not:

1. Attempt to use technology resources without proper authorization;
2. Attempt to obtain privileges or access for which you are not authorized;
3. Attempt to learn another user's password(s) or personal information;
4. Attempt to alter or obscure your identity or your computer's identity, including but not limited to IP Address and email address, while communicating on any network, system or application;
5. Attempt to access, modify and/or delete another user's files, configuration or application without the expressed agreement of the owner or by an LIM College Administrator;
6. Share confidential computer, system, application, or network password with any other person;
7. Attempt to interfere with or disrupt computer or network accounts, services or equipment of others including, but not limited to, consumption of excessive IT resources, (e.g. local area network or Internet bandwidth) through the propagation of worms, Trojans, or viruses;
8. Attempt to “crash” any College computing facilities, including any so-called “denial of service attack”;
9. Attempt to monitor, intercept, analyze or modify network traffic or transactions;
10. Attempt to alter or reconfigure any LIM College IT resources, (e.g. network infrastructure, servers, wireless);
11. Attempt to use unauthorized devices when connecting to the LIM College network – view device policy on the LIM College Website - “Policy for Connecting Devices to the LIM College Network”;
12. Attempt to remove, duplicate or export confidential or sensitive LIM College data in any digital format, outside of LIM College systems and network, without prior written consent by an LIM College administrator. This includes any/all data stored: on-premise and/or externally hosted third party provider.
   - Examples of confidential/sensitive information include, and are not limited to: social security numbers; financial account information; Family Education Rights and Privacy Act (FERPA) protected records, Health Insurance Portability and Accountability Act protected records; employee records; and accounting records.
   - Contact the IT Department or an LIM College Administrator for more information.
13. Attempt to use computing or network resources for profit or commercial gain outside of official LIM College business;
14. Download and/or share copyrighted material for which you do not have the proper authorization;
15. Attempt to copy software or any intellectual property in a manner that appears to violate copyright law, or otherwise infringing on any intellectual property rights of others;
16. Compose, transmit, or access data containing content that could be considered discriminatory, offensive, pornographic, obscene, threatening, harassing, intimidating, or disruptive to any other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, color, religion, creed, sex, gender, gender identification, sexual orientation, ethnicity, national origin, ancestry, age, disability (including HIV-AIDS status), marital status, military status, citizenship status, predisposing genetic characteristics, or any other characteristic protected by law.
17. Abuse email privileges – view email policy on the LIM College Website
18. Consume any food or drink in any LIM College computer lab.

FEDERAL, STATE AND LOCAL LAWS
All computer and network users are bound by applicable federal, state, and local laws relating to harassment, copyright, security, and privacy relating to digital media. The IT Department will cooperate fully with any local, state or federal law enforcement officials investigating any illegal use of LIM College information technology resources. View laws on the LIM College Website – “Technology – Federal, State, and Local Laws – LIM College.”

IT DEPARTMENT RESPONSIBILITIES
Beyond controlling access and protecting against unauthorized access and computer or network threats, the IT Department plays a proactive role in developing, implementing and enforcing security or network procedures. Using hardware infrastructure and software tools, utilities and applications, the IT Department will maintain a network and computing environment enabling authorized campus users secure, reliable access to internal and external networking resources and applications. The IT Department will also respect and strive to ensure users' privacy and intellectual property while managing the computing and network infrastructure and information application transactions and data.

At times, the IT Department may need to reconfigure network and/or computing resources. These actions include, but are not limited to, temporarily disabling access to an individual system and temporarily disabling access to/from a specific segment of the LIM College Local Area Network. Though rare and short in duration, these steps are necessary to isolate problems and threats, enable quick resolution, as well as for periodic system maintenance/upgrades.

POLICY ENFORCEMENT
LIM College at all times retains the right, without notice, to search all directories, indices, data storage devices of any type, files, databases, e-mail messages, voicemail messages, Internet access logs and any other electronic transmissions contained in or used in conjunction with LIM College’s computer, e-mail, voicemail and Internet access systems and equipment.

IT Department senior staff and administrators will investigate alleged violations of this policy in order to ensure compliance. The IT Department may restrict individuals from the use of computers and networks where violations of this policy or federal, state, or local laws is suspected and/or found. Violations of this policy by a student may result in disciplinary action.
**Electronic Mail (‘email’) Policy and Procedures**

LIM College has developed the Electronic Mail (”email”) Policy and Procedures to ensure proper use of the LIM College email system and make authorized users aware of what LIM College deems as acceptable and unacceptable use.

The College reserves the right to amend this policy at its discretion with or without notice. In case of revisions to the policy, LIM College will make efforts to inform users of changes. The most current email policy and procedures can also be found on the LIM College website.

**Policy and User Responsibility**

Email is a primary communication tool among college students and users are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than other written communication, the use of LIM College’s email system is subject to this and other applicable computer use policies. All messages received or sent via the College’s email system are considered LIM College property.

The following is a non-exclusive list of prohibited use of LIM College email resources. In a constantly changing world of information technology, it is impossible to enumerate all non-acceptable uses of LIM College computers, information systems, networks and email. LIM College reserves the right to prohibit any use of its computing facilities by any person(s) if and when such use appears to be inconsistent with this policy, other computer use policies, the mission of the College, or any applicable federal, state or local laws.

**Prohibited Uses**

- Sending and/or forwarding emails with any slanderous, defamatory, offensive, racist or obscene remarks including any email communication that would violate other LIM College policies, such as those prohibiting harassment or bullying;
- Transmitting, copying, creating or storing obscene material;
- Any attempt to access an email account belonging to another user, whether through the email system, desktop, mobile device or any other method;
- Sharing of any username, ID and/or password or otherwise granting access to College email resources to any other person;
  - This includes “Phishing attacks” – an email requesting any form of confidential information, i.e. username, password, date of birth, address, etc.
  - This also includes using the username, ID and/or password of another user.
• Intentional introduction of any virus, worm, or other similar type of program or file into any College email resources or computing facilities;
• Forwarding of chain letters, junk mail, and spam emails. Forward all spam emails you receive on College email to: spam@limcollege.edu.
• Sending and/or forwarding emails to LIM College distribution groups, i.e.: student, graduate student, faculty and staff

Violation of this policy by a student may result in disciplinary action.

CONFIDENTIAL INFORMATION
Confidential messages such as student financial information or social security numbers should never be sent via email. If you are in doubt or have questions whether to send certain information via email, contact your IT Help Desk.

PASSWORDS
Passwords are to be kept confidential at all times. Sharing or passing along any LIM College system user names and/or passwords is strictly prohibited. No LIM College employee or Technology Staff members will ask for a password via email. If you are asked for your password by email, assume this is an attempted Phishing attack. Immediately notify the Help Desk or anyone in the Information Technology Department.

The use of passwords to gain access to a computer system or to secure specific files or email does not provide the user with an expectation of privacy in the respective system or document.

Passwords must be a minimum of 7 characters long, complex, changed every 420 days (14 months). Warning emails to change your password will be sent at least fourteen (14) days prior to password expiring. i.e.: Maurice1996; L!m1939; Yankees1903.

EMAIL RETENTION
All student, staff, and faculty emails are subject to an email retention purging policy and procedure. The email mailbox retention policy can be found in LIM College’s Footprints ticketing system via knowledge base number “8856”. It is highly encouraged that all users maintain good email habits of storing important emails in personal folders within their Inbox. Emails not stored in folders will be subject to the Retention Purging Policy and procedures. A warning message will be sent to any user exceeding his/her applicable email limit.

VIRUSES
Local, wireless, and remote users of the LIM College email system must have in place, and use, appropriate antivirus software. Users detected sending messages or
attachments with viruses will have their email account suspended until further notice by the Information Technology Department. It is the responsibility of students to have proper means of virus protection on their personal and home computers if accessing the LIM College email system whether by sending or receiving emails through the College system. Please contact the Help Desk for any questions regarding viruses and the use of anti-virus software.

**LIM College System Property**
Users of email services through LIM College computers, and LIM College email expressly waive any right of privacy in anything created, stored, sent or received on LIM College computer systems and servers. LIM College reserves the right to monitor emails without prior notification.

IT Department senior staff and administrators will investigate alleged violations of this policy in order to ensure compliance. The IT Department may restrict individuals from the use of LIM College email, computers and networks where violations of this policy or federal, state, or local laws is suspected and/or found. Violations of this policy by a student may result in disciplinary action.

**Peer-to-Peer (P2P) 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.
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 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 who wish 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 Programming
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.

The Office of Counseling & Wellness 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:
Yoga classes
Self-defense training
Sexual assault awareness and violence prevention
Nutrition and healthy body image
Time management and study skills

**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 a student believes that he/she has a disabling condition that may interfere with his/her ability to access and/or participate in the activities, coursework, testing and assessment, or other requirements of a course, he/she may be entitled to non-retroactive accommodations.

The disability services staff, within the Office of Counseling & Wellness Services, offer academic and non-academic accommodations for a qualified student with a disability. Some examples of accommodations include, but are not limited to: extended time on tests, testing in an alternate location, copies of class notes, access to specialized computer software, and books in alternate formats. A student will not be able to receive accommodations for a disability at LIM College unless he/she chooses to disclose this information to the disability services staff and formally register for services. A student with a disability who is interested in receiving accommodation services is encouraged to contact the disability services staff as soon as possible upon enrolling at LIM College.

**Accessing Disability Services**
Registration for services includes the submission of a student’s disability documentation to the Office of Counseling & Wellness Services, the review of documentation by disability services staff, and an in-person intake interview with the student conducted by the disability services staff. Students enrolled fully in an online program will have an in-take that is conducted by phone or virtually, at the discretion of the disability services staff. Registration is not considered complete until all of these activities have taken place. Once a student registers with the disability services staff, the Office of Counseling & Wellness Services will create individual letters disclosing a student’s non-retroactive accommodation plan to his/her professors. It is then the responsibility of the student to deliver these letters to his/her professors. Faculty are only required to comply with assigned academic accommodations once they receive an accommodation letter. A student retains the right to choose not to share his/her accommodation letters with his/her professors and retains the right to determine which accommodations he/she would like to apply to each class.
**Disability Documentation**

Formal documentation must be from a licensed medical and/or mental health provider and/or a qualified evaluator who is currently treating or who has assessed the student with a disability. Documentation should be current, generally no more than three years old. 504 Plans and Individualized Education Programs (IEPs) are acceptable, but documentation should also include other professional reports such as psychological evaluations, educational evaluations, neuropsychological exams, and/or physician reports and letters whenever possible. Depending on the documentation provided, disability services staff may require further and/or more recent evaluative documents. In general, documentation should include at least the following:

- Signed consent for release of medical and/or mental health records and information
- Psychoeducational assessment, IEP/504 plan, and/or a medical report from a licensed medical and/or mental health provider and/or qualified evaluator detailing learning or other disabilities
- The specific diagnosis or diagnoses constituting the disability/disabilities
- The medical and/or educational history related to the disability/disabilities
- The level of severity of the condition and anticipated changes to the condition, including any functional limitations and expected duration of the condition, etc., if applicable
- The date of the initial disability diagnosis and any changes in the condition since initial diagnosis
- Any current medications and treatment
- Recommended academic and/or non-academic accommodations

Please find more detailed information regarding LIM College’s policies and procedures relative to disability services and the LIM College Disability Services Handbook, located at [www.limcollege.edu/disabilityserviceshandbook](http://www.limcollege.edu/disabilityserviceshandbook).

**Immunization Records and Requirements**

The Office of Counseling & Wellness Services collects and maintains student immunization records. New York State Public Health Laws § 2165 and § 2167 require all college students registered to physically attend six or more credit hours per semester to provide written proof of:

1. **Immunization against Measles, Mumps and Rubella (MMR):**
   Two doses of the Measles, Mumps, and Rubella (MMR) vaccine.
   If the vaccinations are given individually, the following is required:
**For Measles:**
Two 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 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 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.

2. **Meningococcal Meningitis Vaccination Response**
One dose live vaccine administered; OR signed meningococcal vaccination response section of the LIM College Immunization Record Form. Signing this section verifies that a student has received information about Meningococcal disease and has made an informed decision about whether or not to receive immunization against the disease.

Immunization requirements can be met in either of the following ways:

- Submission of a completed LIM College Immunization Record Form signed and stamped by a licensed healthcare provider
- Submission of dates of immunizations on official (stamped) government or school letterhead or immunization form. Examples include childhood immunization card and records from a former high school, college, or university. If records do not include a meningitis vaccine, part one of the LIM College Immunization Record Form must also be completed.

Please note all immunization records must be translated into English prior to submission. **In accordance with the law, no student will be permitted to attend classes at LIM College without a current certificate of immunization on file.** All immunization requirements must be met prior to coming to LIM College's campus. The forms must be submitted directly to the Office of Counseling & Wellness Services no later than one week prior to the date a student registers for classes. Records may be mailed, hand-delivered, or faxed to the Office of Counseling & Wellness Services. Please retain a copy of all documents submitted.
A student may only be exempt from the immunization requirements by providing proof of valid medical contraindications or sincere and genuine religious objections to immunizations.

**Regardless of class standing, a student who fails to provide proof prior to 30 days after classes start, will be administratively withdrawn from classes and required to vacate campus.**

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**Office of Housing & Residence Life**

**Housing and Residence Life – LIM College**

1760 Third Avenue │ New York, NY 10029 │ Phone: (646) 388-8408 │ Email: residenccelife@limcollege.edu

Priority for student housing is given to students who maintain full-time matriculation status. Vacancies may be filled with other students participating in LIM College programs and other eligible persons within the sole discretion of LIM College. Students can apply for housing through the Residence system located on the MyLIM student portal or via [https://limcollege-residence.symplicity.com](https://limcollege-residence.symplicity.com). Rooms are limited and are assigned on a first-come, first-served basis, and are not guaranteed. Students are strongly encouraged to apply for housing early.

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 400 of whom are from LIM College. This 19-story, 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
- Large Communal Kitchen
**Room Amenities:**
Private Bathroom (shared with roommates)
Free Local/Long Distance Phone Service and Voicemail
LCD 26-Inch Flat Screen Color TV
More than 100 Digital Cable Stations High-Speed Internet Service
Refrigerator/Freezer
Microwave
Custom Designed Furniture

**RESIDENT ADVISORS**
The Resident Advisors (RA’s) are full-time students at LIM College who act as a direct liaison between the administration and the students who reside at the residence hall. They are trained staff members hired for their high level of maturity, social skills, enthusiasm, and desire to serve the campus community. RA’s establish one-on-one relationships with each member of their 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’s provide all these services through a series of community building and educational development programs.

**Qualifications for the RA Position:**
- Must have a cumulative G.P.A. of 2.5 or higher
- Must have sophomore standing or higher at the start of the academic year of employment
- Preferably has lived in LIM College housing or another College/University residence for at least one full academic year
- Must be creative, enthusiastic, motivating, and friendly!

**HEAD RESIDENT ADVISOR (HRA)**
The Head Resident Advisor (HRA) is a member of the Office of the Housing & Residence Life staff reporting directly to the Resident Director (RD). The HRA serves as an administrative liaison between the RD and the Resident Advisor staff.

The HRA along with the RAs promotes and maintains a positive residence hall living environment which is conducive to academic achievement, personal growth, and maintains respect for the rights of all residents. The HRA oversees program and community building activities and assists with various administrative tasks in support of the RD. Head Resident Advisors must be enrolled in an academic program at LIM College and are expected to maintain an overall academic GPA of
3.00. Any exception of GPA or academic course loads greater than 16 credits must be approved by the Director of Housing & Residence Life in consultation with the Resident Director.

**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.

SCAs 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.
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 with club advisors who are experienced in the field and can help students connect with key people in the industry. Students can meet friends, build a resume, and make the most of their college experience by joining a student club. A list of current student organizations can be found at [http://www.limcollege.edu/life-at-lim/involvement](http://www.limcollege.edu/life-at-lim/involvement).

**FORMING NEW STUDENT ORGANIZATIONS**

The Office of Student Life encourages students to organize new student organizations. Student organizations can be formed to fit the 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.

**DIVERSITY SERIES**

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.
**Speaker Series**

*LIM Fashion Insiders* brings leaders from across the businesses of fashion to share their professional and personal insights with our students in the hope to inspire and stimulate their career path.

*LIM Global speak* offers students a chance to experience the world via panel discussions, book signings, and film screenings. Topics are meant to offer a global prospective and introduce issues ranging from the economy, the environment, and socio-political.

**Mentor Program**

As a Mentor, students will develop their own career possibilities, help other students achieve their potential, and assist in making LIM College reach new heights overall.

In every field the most influential and respected leaders are those who know how to guide and assist others—inspiring leaders who are role-models as well as successes. At LIM College we take special care to nurture such leaders, and becoming a Mentor is a step forward on that path.

If you have considered becoming a Mentor in the past, but not gotten around to it, now is the time. An increasing number of students each semester come to us to launch their industry and academic careers at LIM College. Mentoring them will give you back as much as you give, in leadership, teaching, and collaborative skills. Finally, mentoring is also a great way to build satisfying relationships and have fun.

**First Year Experience (FYE) Mentors**

FYE Student Mentors are an invaluable resource to freshmen at LIM College. FYE student mentors will attend their assigned First Year Experience Seminar (FYES-100) class each week (approximately 12-13 weeks) and support students as they integrate into the LIM College Community. FYE Student Mentors will assist freshmen by answering a wide range of questions about the College, provide appropriate advice, and meet with students individually to discuss the process of adjustment to college. FYE Student Mentors should be available to mentored students in-person, by email, or text message throughout the freshman students’ first year.

**International Student Mentor/Ambassador**

The International Student Ambassador program is designed to meet the needs of the first year international students before classes start. Ambassadors work with international students in small groups and guide them through their transition at LIM
College. Ambassadors also help in staffing events and leading discussions with incoming international students. The goal of this program is to assist international students as they transition from life in their home country to life on campus and within the surrounding community, ensuring a full and enriching educational experience.

**Orientation Leaders (OLs)**
A crucial role of Orientation Leaders is to effectively communicate critical information about LIM College and NYC to incoming students and their families. The OL staff will be trained to answer questions about academic adjustment, student services and campus life. Candidates need to possess a high energy level, a positive attitude and strong commitment to the orientation program and the LIM College Community. Please note that the OL position is a year-long commitment with special emphasis on the Orientation programs in August and January as well as Welcome Week, the Student Leadership Conference, and the Mentor Retreat. There are also opportunities for participation in additional activities throughout the year.

**Peer Advising Leader (PAL)**
A PAL is an advanced leadership position within the Office of Academic Advising, a department that reports to the Assistant Vice President for Student Success. PAL’s promote the office’s mission and purpose, communicate the services available within the Academic Advising Office and serve as an academic resource and mentor for new and current LIM College students. PAL’s are an integral part of the advising team and often serve as the first point of contact for the office.

**SALT Ambassador (SA)**
SALT™ is a program that helps give students money skills for life. SALT helps students track and manage student loans, get free financial advice, find scholarships, jobs, and internships, and plenty more. LIM College has partnered with SALT to offer its services free to all students. Students who are interested in learning more about SALT, and who would be interested in becoming SALT ambassadors, should contact the Office of Student Life.
VOTER REGISTRATION
Register to Vote - It's Your Right!

Exercise your civic duty and register to vote!

LIM College has made voter registration easier by offering it right here on campus or from the ease of your own computer. All new students, please consider changing your registration to New York after you have lived here a minimum of 30 days.

To register to vote in the City of New York, you must:

- Be a citizen of the United States
- Be a New York City resident for at least 30 days
- Be 18 years of age before the next election
- Not be serving a jail sentence or be on parole for a felony conviction
- Not be adjudged mentally incompetent by a court
- Not claim the right to vote elsewhere (outside the City of New York)

To register to vote on campus, contact the Office of Student Life at Maxwell Hall located at 216 East 45th Street in the Lower Level for forms and additional information, or just follow the link: https://register.rockthevote.com/registrants/new.

LEADERSHIP CONFERENCE
Every fall semester, the Annual Leadership Conference is a unique opportunity for students, practitioners and industry professionals to engage in meaningful dialogue on the leadership process. The conference features a day of keynote speakers and breakout sessions and is open to all LIM students.

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.nycare.org
Tunnel To Towers: tunnel2towers.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

**STUDENT RECOGNITION AWARDS**
Each year LIM College presents awards to students for leadership, co-curricular accomplishments, and noteworthy achievement to the LIM community at the Student Recognition Awards Ceremony. Awards are presented across multiple categories and Certificates for Leadership Excellence are awarded to student mentors. The award categories are as follows:

*Advisor of the Year*
*Outstanding Graduate Student Leader Award*
*Outstanding Undergraduate Student Leader Award*
*Outstanding New Graduate Student Leader Award*
*Outstanding New Undergraduate Student Leader Award*
*New Student Group of the Year Award*
*Outstanding Student Group Award*
*Resident Advisor (RA) of the Year Award*
*Resident Student of the Year*
*Service Learning/Civic Engagement Award*
*Silent Inspiration Award*
*The Spirit of LIM Award*
The Office of International Student Services provides a wide range of services and programs designed to meet the needs of international students (F-1, J-1) on campus. Services include comprehensive international student advising and the communication of relevant information required for students to maintain legal student status in the U.S.; the processing of required international student forms and documents; assistance with non-immigrant regulations governing enrollment, employment and travel; and administering to students and staff through workshops and orientation programs. The office conducts an orientation program, a mandatory check-in for all new international students, coordinates a variety of cross-cultural programs, and acts as liaison between students and other College offices, student groups, and U.S. and foreign government agencies.

International students are encouraged to visit the office and take advantage of the services and programs provided. Students are also encouraged to read the International Student Services handbook, provided to all incoming international students.

Students who have any questions regarding international student matters should contact the Office of International Student Services at iss@limcollege.edu or at (646) 388-8440.

The Office of Study Abroad provides a wide range of short- and long-term programs and services designed to assist students throughout the process of studying abroad as well as to welcome foreign exchange students on campus. Services include advising on available programs, requirements, and the application process; assistance with pre-departure matters including acquiring a visa, finding housing overseas, and course selection; support while abroad and following return; and developing new programs and partnerships abroad. The office conducts an
An orientation program for all incoming and outgoing exchange students, coordinates a variety of cross-cultural programs, and acts as liaison between students and other college offices.

LIM College students who travel with any College travel study program, have access to International SOS (ISOS) free of charge. ISOS is a service that can assist with pre-departure planning, as well as during the group or individual’s time abroad. Prior to departure, students are able to reach out to ISOS with questions regarding the current security situation at their destination, health precautions that they should take, how to bring medication into the destination country safely and legally, and any other health- or safety-related questions. While students are abroad, they can contact ISOS for health, safety, or security advice; to speak with a doctor or travel security specialist; to be connected with a local doctor or other provider; for assistance with securing supplies of medication or equipment; or in the case of loss of travel documents. In an emergency, ISOS can arrange medical transportation or care; provide advice; assist with arranging evacuation; and contact family members and LIM College staff to update them on the student’s situation. ISOS is not health insurance; all travel study participants must have valid health insurance before traveling abroad and are responsible for the cost of any healthcare that they receive, including evacuation and/or repatriation.

Prior to departure, participants will receive an ISOS membership card from the Study Abroad Coordinator or their program leader. This card provides the LIM College membership number, which in turn allows participants to contact ISOS by phone, online, and through the ISOS Assistance App.

Students who have any questions regarding study abroad should contact the Office of Study Abroad at studyabroad@limcollege.edu or at (646) 218-7723.
The Department of Experiential Education & Career Management (EECM) exists to ensure that students are well prepared and successful in launching careers after graduation. The department works with students to ensure that they make effective career decisions by building their self-awareness and self-efficacy while adding hands-on components complimenting the academic curriculum. The department offers developmental seminars focused on building skills and knowledge about careers in the fashion and related industries while providing students with the personal awareness tools to help them develop and achieve their career objectives. In addition, the department manages both required and elective internship programs where students have the opportunity to explore their career interests and build their professional skills.

The Career Management component of the department is focused on assisting students in identifying and achieving their professional goals. While LIM College cannot guarantee a job upon graduation, our Career Management program is focused on making students employable and giving them support and direction in securing a position upon graduation. All students entering LIM College are assigned Career Advisors who work with the students in classes and through individual advising focused on helping them develop their career decision making self-efficacy so that they can make career choices that maximize their likelihood of employment both at graduation and for many years to come.

**EXPERIENTIAL EDUCATION PROGRAMS**

Each student at LIM College is required to complete 12 credits of Experiential Education courses. While the experiential philosophy permeates much of what makes the LIM College academic program unique, in order to ensure that students are building their professional strategies, they go through three basic levels of experiential education. Each level of the program is comprised of a classroom component and an internship component. The classroom components or seminars are focused on developing job search skills, significant self-exploration and professional development, and the creation of a professional portfolio that includes a career development plan and strategy.
**Level I - Industry Exploration Program**

At this level, students engage in activities including seminars, guest speakers, field trips and internships that are designed to develop a broad understanding of opportunities in the Fashion Industry. Programs are focused on students defining the industry, exploring employment possibilities, career and professional trends in the industry as well as gaining an understanding of the professional requirements and demands of different potential careers.

The Industry Exploration Seminar (1 credit) introduces students to a variety of fundamental job search skills such as resume writing, interview techniques and job search strategies while also providing opportunities to explore different and varied dimensions and directions within the fashion and related industries. The Industry Exploration Seminar class is followed by either Industry Exploration Internship: Retail or Industry Exploration Internship: Corporate. The latter can be applied to if a student meets certain prior retail experience requirements.

The Industry Exploration Internship: Retail (2 credits) requires students to spend 10–15 hours per week in a retail-based setting that provides a hands-on work experience to improve understanding of the nature of the fashion industry and how the different dimensions of the fashion industry interact.

The Industry Exploration Internship: Corporate (2 credits) requires students to spend 10–15 hours per week in a corporate setting that provides a hands-on experiential experience to improve understanding of the nature of the fashion industry and how the different dimensions of the fashion industry interact.

**Level II - Career Building Program**

At this level, students engage in activities focused on the identification of career objectives. Through seminars, guest speaker engagements, field trips, internships, shadowing programs, etc., students gain insight into specific career paths and articulate their own career objectives as they align with their academic plans. Students focus on developing the skills and abilities to leveraging their strengths and addressing their challenges. The Career Building Program enables students to have a meaningful work experience related to career goals while aiding them in finding their way to a future in fashion.

The Career Building Seminar (1 credit) expands on the fundamental skills developed in the Industry Exploration Seminar with an increased focus on developing a personalized career plan. Through a range of experiential activities (including guest lectures, field trips, shadowing programs, reverse mentoring and informational interviews) and in conjunction with their academic field of study and
academic plans, students will learn how their personal skills and interests can lead to fulfilling careers and gain further insight into the steps needed to launch a career.

The Career Building Internship (2 credits) requires students to spend 10-15 hours per week in a managerial setting that provides the opportunity to experience the demands and dimensions of their expected career path. Further, through the internship, students will gain experience with the skills needed to succeed in a professional environment and identify directions they may consider in making academic choices.

**Level III - Senior Coop Program**
At this level, students participate in Senior Coop-Prep, a yearlong experience both preparing them for an intense, semester-long internship that is designed to represent an entree into their expected career path, as well as the completion of the Senior Coop itself (6 credits). Having spent several years exploring their choices, the Senior Coop is an opportunity to put their foot in the water in the professional world. While they hone their workplace skills, they are also developing a better understanding of the daily demands of their chosen career path. Through the Coop experience, students are working closely with their workplace supervisor and Coop instructor to better understand the reality of the workplace as a participant rather than observer.

The Senior Coop experience requires a minimum of 28 hours per week at the internship site. In preparation for this experience, students work with their Senior Coop instructor to develop learning objectives to be included in a learning journal that illustrates progress towards their objectives. Their experience culminates with a series of self-reflection assignments and assessments that provide a platform from which the students illustrate their readiness for employment.

**FAQ**
*What services does the Department of Experiential Education & Career Management provide?*

The Department of Experiential Education & Career Management acts as a support system for all students throughout their education at LIM College. It offers unlimited one-on-one career advising to all students, in addition to group workshops throughout the year that cover topics such as resume writing, interviewing skills and professionalism. The Department of Experiential Education & Career Management also sponsors on-campus job and internship fairs, assists students with securing corporate internship positions throughout the year, coordinates volunteer opportunities in the fashion industry, and assists students and alumni with all of their post-graduation employment needs.
**How do students and alumni secure internships or permanent employment?**

Securing permanent jobs and internships is a cooperative process. The Department of Experiential Education & Career Management actively mentors and offers both group and one-on-one career advising sessions throughout the year in order to provide the support, advice, and guidance necessary for individuals to hone their professional skills and pursue their career goals. Additionally, the Department of Experiential Education & Career Management hosts on-campus job fairs, publishes available industry opportunities, and acts as continual advocates for our students and alumni as the primary liaison to the fashion industry companies and opportunities they seek. However, the Department of Experiential Education & Career Management cannot require anyone to take advantage of the help it offers and cannot guarantee that any interview will result in an offer of employment.

**Can the Department of Experiential Education & Career Management help students secure internships or permanent employment outside of the New York City area?**

Yes, internships can be completed within or outside of the NYC area, though more research will be required on the part of students if they are seeking these type of opportunities. Please also note that students may be required to interview in person for out-of-state positions and should allow time in their schedule to do so. The Department will also assist qualified students in their search for permanent positions after graduation, wherever they desire to live. Any student or qualified graduate who would like to be employed outside of the NYC area should expect, and allow for, a longer job search. One thing to remember is that NYC is the fashion capital of the United States and opportunities are most abundant in this area.
The LIM College Alumni Association offers current students opportunities to connect with recent LIM graduates, and is dedicated to enhancing the students/alumni experience. The Association works to develop and support an array of initiatives that integrate students and alumni across the LIM College community.

Various opportunities that support the student experience include:

- FYE mentoring
- Student/Alumni mentoring program
- Speaking in classrooms to connect with students
- Panel discussions to highlight career opportunities after graduation
- On campus student/alumni programs

The mission of LIM College’s Alumni Association is:

- To build a strong, active community interested in promoting pride in LIM College and in increasing its visibility within the business, fashion and higher education communities.
- To serve as a forum for professional advancement by offering members opportunities to interact with fashion luminaries, to share experiences with one another, and to network for the purpose of broadening and expanding their careers.
- To heighten alumni interest and support through programs and events which will generate contributions and gifts toward scholarships for the LIM Fashion Education Foundation.

To find out more about the association, please contact the Department of Alumni Affairs at AlumniAffairs@limcollege.edu.