

**LIM**

**COLLEGE**

**STUDENT  
HANDBOOK**

**2024-2025**

# WELCOME TO LIM COLLEGE

Dear Students,

Welcome to LIM College!

Whether you are coming to college for the first time, transferring here from another institution, or entering the final phase of your educational journey as a graduate student, our faculty and staff are here to support you. We are committed to helping you grow, develop, and achieve your academic and personal goals.

Studying the business of fashion and lifestyle with us can be one of the most thrilling 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.

Our community is one of shared responsibility—and mutual support. As a student at LIM, you have a wide array of resources available to you. If you have questions or concerns about academics, financial aid, internships, extracurricular activities—or any other topic—you'll find dedicated professionals ready and willing to provide the answers and assistance you need.

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

Ron Marshall  
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.*

*Last Update: August 2024*

## TABLE OF CONTENTS

WELCOME TO LIM COLLEGE .....	1
ACCREDITATION.....	3
STUDENT CODE OF CONDUCT .....	5
SOCIAL MEDIA POLICY .....	17
STUDENT RIGHTS AND RESPONSIBILITIES.....	28
FIRE DRILLS, EMERGENCY RESPONSE AND NOTIFICATION.....	33
LOST AND FOUND.....	37
ACADEMIC ADVISING .....	39
LIM COLLEGE ACADEMIC RESOURCE CENTER.....	41
OFFICE OF THE REGISTRAR.....	42
OFFICE OF STUDENT FINANCIAL SERVICES.....	45
STUDENT HEALTH INSURANCE .....	53
THE ADRIAN G. MARCUSE LIBRARY.....	54
INFORMATION TECHNOLOGY DEPARTMENT.....	55
OFFICE OF STUDENT AFFAIRS.....	68
DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY.....	69
OFFICE OF HOUSING AND RESIDENCE LIFE.....	71
OFFICE OF COUNSELING SERVICES .....	72
IMMUNIZATION RECORDS AND REQUIREMENTS .....	74
OFFICE OF STUDENT LIFE.....	76
OFFICE OF INTERNATIONAL STUDENT SERVICES .....	78
STUDY ABROAD OFFICE .....	79
OFFICE OF CAREER AND INTERNSHIP SERVICES .....	80
FREQUENTLY ASKED QUESTIONS .....	83
LIM COLLEGE ALUMNI ASSOCIATION.....	86
ADDITIONAL INFORMATION.....	87

## 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 enforcement.

First Accredited Year: 1977

Latest Self Study: 2017 accreditation reaffirmed with a commendation to the institution for the quality of its self-study process and report

Next Self Study Visit: 2026

### Programmatic Accreditation



LIM College offers seven business degrees accredited by the Accreditation Council for Business Schools and Programs (ACBSP). Fashion Merchandising and Management (AAS), Fashion Merchandising (BPS), Fashion Merchandising (BBA), Fashion Marketing (BBA), Visual Studies (BBA), Management (BBA), International Business (BS). 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 degree of Bachelor of Science on graduates of the programs in Fashion Media and

International Business; and to confer the degree of Bachelor of Business Administration on graduates of the programs in Fashion Merchandising, Fashion Marketing, Management, The Business of Fashion, The Business of Cannabis, and Visual Studies; and to confer the degree of Bachelor of Professional Studies on graduates of the program in Fashion Merchandising; and to confer the degree of Associate in Applied Science on graduates of program in Fashion Merchandising & Management; and to confer the degree of Associate in Occupational Studies on graduates of the program in Fashion Merchandising; and to confer the degree of Master of Professional Studies on graduates of the programs in Fashion Merchandising & Retail Management, Fashion Marketing, The Business of Fashion, and Global Fashion Supply Chain Management.

### **New York State Division of Veterans Affairs**

LIM College is approved for the training of veterans by the New York State Division of Veterans Affairs.

### **U.S. Immigration and Naturalization Service**

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

*LIM College is an Equal Opportunity Employer. The College does not discriminate in its employment decisions based on race, color, religion, sex, gender, gender identity or expression, sexual orientation, age, national origin, disability, veteran status, unemployment status, or any other status protected by law.*

# **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 informal and 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 Vice President 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. Cannabis:** Students are prohibited from using, selling, sharing, or possessing cannabis on LIM College property or at LIM College events and activities. (*See section at end of document on the Amnesty Policy.*)
- 4. Illegal and Controlled Substances:** 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.
- 5. Drug Paraphernalia:** Students are prohibited from using, selling, sharing or possessing drug paraphernalia. Drug paraphernalia includes: hookahs, bonges, needles, or any device used to introduce a substance into the human body.
- 6. Smoking and Tobacco Use:** The smoking of tobacco or related products is prohibited on LIM College property, including the front entrances to College buildings 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.
- 7. 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. Vandalism, destruction, or misuse of property is prohibited. Vandalism occurs when a student causes damage or destruction to College property. Animals, with the exception of service animals approved by the Office of Student Affairs, are prohibited. Emotional support animals, if approved, are only permitted in the residential community; not in any other campus building. 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 Student Affairs. Additionally, all students are required to carry their LIM College identification at all times to prove identity and access campus buildings.



- 8. 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.
- 9. 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.
- 10. 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.
- 11. 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.
- 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. 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 Vice President of Student Affairs or a designee to post or otherwise distribute posters, flyers, brochures, or related materials on the LIM College campus. LIM College prohibits students from operating businesses and/or services with or without a professional services license.
- 16. Unauthorized or Inappropriate Use of LIM College Name:** Students are prohibited from the unauthorized or inappropriate use of the LIM College name, logo, and related LIM College property.
- 17. 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.

- 18. Misuse of Housing Services:** Students living in or visiting the FOUND Study Midtown East Residence Hall are bound by FOUND Study's housing policies and procedures; These various policies and procedures, as well as the Student Code of Conduct, will be used in investigating and adjudicating alleged violations.
- 19. 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.
- 20. Failure to Carry LIM College ID:** All students must carry their LIM College ID card at all times, while on LIM College property. LIM College Identification Cards (ID) are the property of LIM College and their use is governed by the College in its sole discretion. The ID card is nontransferable; lending the ID card to anyone for any purpose is prohibited and may result in disciplinary action. ID cards must be surrendered to College officials, including access control personnel, upon request; failure to comply may result in disciplinary action.
- 21. Student Clubs and Organizations Policy Violations:** LIM College approved clubs and organizations are fully expected to abide by the Student Code of Conduct. 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.
- 22. 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.
- 23. Inappropriate, Defamatory, or Disruptive Use of 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.
- 24. 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, gender identity, gender expression, 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.

- 25. Harassment:** Harassment is any verbal, physical, violent, unwanted, and/or threatening behavior, either a single incident or a series of incidents, including hazing.
- 26. Physical Misconduct:** Physical misconduct includes threats and acts of physical violence, including but not limited to acts of domestic and dating violence.
- 27. 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. Sexual Harassment as conduct on the basis of sex that satisfies one or more of the following: (i) An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); (ii) Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity; or (iii) Sexual assault (as defined in the Clery Act), or dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).
- 28. 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>.
- 29. 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.
- 30. 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>, for more detailed definitions and additional information.
- 31. Failure to Meet Terms of Sanctions and Mediation:** 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. Students who agree to the terms of a mediation and then violate those terms, will be in violation of the Student Code of Conduct.

#### **Section IV. Mediation**

Mediation is a confidential process for resolving disputes. The Vice President of Student Affairs, 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 Vice President of Student Affairs, 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 adjudicate 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 Vice President 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 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 Vice President of Student 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 Vice President of Student Affairs. The Vice President 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 Vice President 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 Vice President of Student Affairs, or a designee, may meet with the reporting party to review the complaint and request additional information. The Vice President 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 Vice President 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 Vice President 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 Vice President of Student Affairs or a designee. Upon meeting with the Vice President 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 Vice President of Student Affairs or Designee:*** The Vice President 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 Vice President 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 Vice President 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 Vice President 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 Vice President 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, unless the responding party in the matter options for an administrative determination, if given a choice. 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 her/his choice to the review, although this advisor may not actively participate 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 are entitled to review available evidence held in the College's possession prior to the hearing. 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:

- It can be clearly and specifically demonstrated that the student was denied a fair review;
- The sanctions imposed were disproportionate to the offense for which the student was found responsible; and/or
- 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.

**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 Vice President 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, cannabis, and/or other drug related violations.
- 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. 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 Sexual Misconduct and Violence Prevention resources available at: <https://www.limcollege.edu/academics/advising-support/policies-procedures/sexual-misconduct-and-violence-prevention>

Any member of the LIM College community who has questions or concerns regarding the LIM College Student Code of Conduct may contact the Vice President of Student Affairs.

## **SOCIAL MEDIA POLICY**

Many of LIM College's current and prospective students, faculty, staff, alumni, and industry partners now use social media platforms such as Instagram, Snapchat, Facebook, TikTok, 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.

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, clubs/organizations, groups, etc. must be pre-approved and pre-registered with the College via the Office of Marketing and Communications. This office should also be used as a resource for the College community for social media activities. Marketing and Communications 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 [marketingcommunications@limcollege.edu](mailto:marketingcommunications@limcollege.edu).

Marketing and Communications staff will make the final decision in any situation regarding the use of social media. They 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 Office of Marketing and Communications must be notified when a new administrator takes over an account and supplied with the necessary login information for each account, the Office of Marketing and

Communications must also be notified any time that login information changes.

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.

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 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 accounts.

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 accounts for any reason, including but not limited to, content that it deems offensive, 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 Code of Conduct and employment policies.

### **Timeliness and Accountability**

Cultivating an effective social media presence takes time and energy. If it is done poorly (e.g., 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 Office of Marketing and Communications for business continuity purposes.

### **Proofreading**

Colleges are held to a higher standard for grammar and spelling than other organizations which use 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 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**

Review comments to ensure that obscene, defamatory, copyright-infringing or otherwise illegal or inappropriate material is taken down immediately wherever possible.

### **Coordination With The Office Of Marketing and Communication**

Allow the Office of Marketing and Communications to consider giving your programs and activities extra visibility through the main College communication channels. The Office of Marketing and Communications 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 Platforms**

LIM College will consider the removal of content from its social media platforms 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. 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**

### **Beverage and Food 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.

### **Demonstrations/Protests**

LIM College is committed to maintaining an environment where open, vigorous debate and speech can occur. By its very nature, college is a place where ideas and opinions are formulated and exchanged.

LIM College upholds and defends the right to free expression, including the freedom to express assent or dissent, within the context of the law and personal responsibility. Freedom of expression is vital to the pursuit of knowledge.

Those choosing to demonstrate/protest do so with the understanding that demonstrations must be peaceful and non-obstructive. Demonstrations/protests are permitted as long as they do not:

1. Interfere with the normal operations of the College.
2. Prevent access to offices, buildings, or other campus facilities.
3. Pose a threat to the maintenance of public order.

Each member of the College community has a right to freely express their positions and to work for their acceptance whether they assent to or dissent from existing situations at the College or within society.

### **Recordings**

It is expected that community members respect the privacy of other individuals within the College's educational setting. At no time will secret recording (audio or video) of classes, meetings or other conversations, including telephone calls, be permitted. No individual will be permitted to record (audio or video) on campus without written approval.

Classes may be audio-recorded by the professor, or by a student in the class for personal use with the prior consent of only the professor. Class participants should generally be informed when a class may be recorded. However, professors should not disclose the identity of students recording classes under an accommodation. Class recordings by students may not be downloaded to any computer, uploaded to the internet, or otherwise shared, transmitted or published without the further, prior written consent of the professor.

Video recordings present additional privacy concerns, and potential concerns with copyright and intellectual property issues. Therefore, video recordings should only be allowed under conditions completely understood and approved in advance in writing by the professor. All students and other participants in a class or educational activity which will be video recorded must be informed of the recording. Video recordings shall not be publicly shared, such as on the internet or in public viewings, without the written consent of the professor and others being recorded.

Any individual found to have recorded (audio or video) without written permission will be in violation of the Code of Student Conduct and will be subject to sanctions up to and including suspension or expulsion from the College.

## **Security and Access**

### *Maxwell Hall*

- Access to the 14th floor is through the street level entry doors and up the elevator to the 14th floor. Once there, you must swipe your LIM College ID card to activate the swipe access system.
- Access to the 8th floor is through the street level entry doors and up the elevator to the 8th floor. Once there, you must swipe your LIM College ID card to activate the swipe access system or be buzzed in by the security guard on duty.
- Access to Lower Level, 1st floor, Mezzanine, 2nd floor, and 3rd floor is through the security area by the front doors on the 1st floor. You need your LIM College ID card to activate the swipe access security system. Then use the back door and down the stairs to the Lower Level or use the stairs behind the security desk to the Mezzanine, 2nd floor and 3rd floors.
- Access for people with limited mobility is available by contacting facilities staff or the security guard to either use LIM College elevators or building elevators, depending on your destination.

### *Fifth Avenue*

- Access to the 7th floor is at 545 Fifth Avenue through the 45th Street level entry doors and up the elevator. On the 7th floor you need your LIM College ID card to activate the swipe access security system to enter either of the glass doors.
- During the periods the buildings are closed, all access points are locked, and an internal security system is activated. This system is connected to a central office which calls the NYPD in the event of an intrusion.

### *FOUND Study – Midtown East*

- Access to all floors of the residence hall is through the main entrance located at 569 Lexington Ave, New York, NY 10022. The main entrance leads to a turnstile system with card access for residential students. All guests must be signed in at the security desk. Within the building, there are three elevators that access all common space and residential floors.

## **Contracted Security Personnel**

There are security personnel posted by the front entrance of Maxwell Hall on the 1<sup>st</sup> and 8<sup>th</sup> floors. Facilities staff make regular patrols of all buildings during the day.

Additionally, it is the practice of the College to have all students and employees be familiar with these policies, to be alert for 'strangers' in the buildings and to report their presence at once, by phone, through the College Operator (ext. #200), and facilities staff, or in person to any building and facilities staff. Internal house phones can be found:

### *Maxwell Hall*



- 8th Floor – Staff and Faculty Lounge
- 3rd Floor – Staff and Faculty Lounge
- 1st Floor – Student Lounge

#### *Fifth Avenue*

- 7th Floor - Student lounges

### **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, and at LIM College sponsored activities and events.

This ban also includes the use of tobacco, nicotine, and related products through means other than smoking, such as, but not limited to, the use of vaporizers, e-cigarettes, and chewing tobacco.

### **Cell Phones On Campus**

Please make sure to silence cell phones during classes, and College activities. Cell phones ringing and vibrating can be disruptive to the learning environment for others. It is not acceptable to utilize phones for calling and texting during classes.

### **Emergency Point Of Contact For Family And Friends**

Emergency communications (calls and emails) from family and friends should be directed to the Office of Student Affairs.

### **LIM College Email Account**

It is an expectation that all students check their LIM College email account at least once daily. All official College communications will be directed to your LIM College email account.

### **Visitors**

All LIM College locations will have a designated LIM College staff/security at the appropriate entrances during business hours. 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.

### **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.

### **Lactation Rooms**

Lactation rooms are available across campus to meet the needs of nursing mothers. Each room offers a clean, secure, and private space for faculty, staff and students to express breast milk during their time on campus. All lactation room users are expected to clean up after each

use of a room. In Maxwell Hall, Mother's rooms are located in the Mezzanine Conference Room and in 5th Ave they are located near the faculty offices. An appropriate space can be requested by contacting the Academic Affairs Office in Maxwell Hall or the Executive Suite in 5th Avenue.

### **Service Animals on Campus**

In accordance with the requirements of Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act (Section 504), LIM College will not discriminate against qualified individuals with disabilities based on disability; including employment, admission, treatment, or access to its programs or activities. LIM College supports the use of service animals as a reasonable accommodation for a disability in accordance with the ADA, Section 504, and the NY State Revised Code §35.104 and §36.104 . The presence of trained service animals to assist people with disabilities is welcome on campus in areas consistent with the Service Animals on Campus procedures and applicable law. Students, employees, and visitors who need a service animal's help on campus must adhere to the Service Animals on Campus Procedures. The procedures for Service Animals on campus can be found in the LIM Accessibility Services handbook, page 9. Here is the link.

### **Crime Awareness and Campus Security Act P.I. 101-542 and The Drug-Free Schools and Communities Amendment P.I. 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 Affairs. 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. 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. 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 two NYPD precincts which include the 17th Precinct and the Midtown South Precinct. NYPD Community Affairs Officers from each precinct are invited to quarterly training meetings 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 777 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.

# **FIRE DRILLS, EMERGENCY RESPONSE AND NOTIFICATION**

## **Fire Safety**

Each student, faculty, and staff member must familiarize themselves with the proper emergency procedures to be followed in the event of a fire alarm at each of the buildings that LIM College occupies. We use the term “alarm” rather than “drill”, because we must treat each fire alarm with the same level of awareness and response time for the successful evacuation of all building occupants. Emergency exit procedures are posted in each building.

At Maxwell Hall and Fifth Avenue facilities, regularly scheduled alarms are scheduled and conducted by a Certified Fire Safety Director and a Fire Protection Consultant in compliance with the New York City fire code.

The Facilities Management Department and a Fire Protection Consultant complete a ‘fire safety plan’ for Maxwell Hall and Fifth Avenue. The complete “Fire Safety Plan” is available from the Fire Safety Director.

## **Maxwell Hall**

The fire alarm consists of a loud whooping sound accompanied by strobe lights. After an alarm has sounded, remain quiet and listen for instructions from the Fire Safety Director. If the alarm has sounded and no announcement has been made right away, the designated Fire Warden on the floor is to call down to the fire command station via the fire warden phone for information. If the Fire Safety Director has not made an announcement within 2-5 minutes and no additional information has been provided via the Fire Warden, you should evacuate the floor. Keep in mind that the elevators will recall to the lobby; therefore, the evacuation stairs are the best route for emergency evacuation.

## **Fifth Avenue**

The fire alarm consists of a loud whooping sound accompanied by strobe lights. After an alarm has sounded, remain quiet and listen for instructions from the Fire Safety Director. When the fire alarm is tripped at Fifth Avenue, a rolling fire gate divides the floor between the two student lounge areas. After this gate comes down to divide the floor, the two buildings are treated independently by two Fire Safety Directors. If the alarm has sounded and no announcement has been made right away, the designated Fire Warden on the floor is to call down to the fire command station via the fire warden phone for information. If the Fire Safety Director has not made an announcement within 2-5 minutes and no additional information has been provided via the Fire Warden, you should evacuate the floor. Keep in mind that the elevators will recall to the lobby; therefore, the evacuation stairs are the best route for emergency evacuation.

## **FOUND Study Midtown East Residence Hall 569 Lexington Avenue, New York, NY 10022**

### *Familiarize Yourself*

- With information about fire drills in the residence hall
- With all fire exits and re-entry doors

- With Fire alarm pull stations throughout the residence hall and how to use them

#### *If You See Fire or Smoke*

1. Pull the alarm and call the Fire Department at 911.
2. Do not use the elevators.
3. Stay calm, do not panic. Stay low in smoke conditions. Close doors to confine fire and smoke.
4. Feel doors and do not open them if they are hot to the touch.

Emergency procedures for the residence hall can be found at FOUND Study Midtown East, 569 Lexington Avenue, New York, NY 10022 and on their website at [www.foundstudy.com/midtowneast](http://www.foundstudy.com/midtowneast).

#### **Fire Drills**

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

##### *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*

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 wait for instructions for the safest way to evacuate the building.

##### *FOUND Study Midtown East Residence Hall*

Students should locate & review the Evacuation Maps on their floor and familiarize themselves with the closest evacuation route.

The signal to evacuate a building for a fire, fire drill, or other emergency is a series of rings on the building's fire bells in the hallways accompanied by flashing lights. A voice may sound through all room speakers to advise of an emergency and the need to evacuate.

Evacuation of the facility is mandatory until the signal to re-enter has been given by appropriate personnel and the alarm bells have ceased ringing. The following procedures are to be followed any time a fire alarm sounds:

#### **Procedure**

1. Once the fire alarm has sounded everyone must evacuate the building. While an RCA and/or management staff may be present to help vacate the building, you should assist by knocking on your neighbor's door to the left and right of you.
2. Leave the building in an orderly manner by means of the closest safe stairway or exit. **DO NOT USE THE ELEVATORS.**
3. Once outside the building, you must remain clear of doorways and at least 300 feet from the building. Remain clear of roadways, as well.
4. Professional staff must investigate and determine the cause of the alarm. Upon completion, students will be given an "all-clear" by emergency services and/or building staff to re-enter the building. If at any point throughout the semester you are unable to walk down the stairs, inform your RCA and/or management staff immediately. Your

RCA and/or management staff will notify security and a log will be kept of who needs to be escorted down.

Anyone found in their room who had not evacuated during the sounding of the fire alarms will face disciplinary action.

## **Emergency Response**

LIM College, in partnership with Dolores Stafford & Associates, the College's emergency response consultants, has developed an Emergency Response Plan (ERP). The plan includes a set of protocols to be followed before, during and after emergency situations. The LIM College Emergency Response Committee is responsible for implementing and maintaining the plan and each LIM College facility has a designated Building-Level 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: 777 (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 Everbridge to implement the LIM College Emergency Notification System.

In the event of an emergency on campus or in New York City, LIM will be able to quickly communicate to all students, faculty and staff through the LIM College Emergency Notification System. All members of the LIM College community are automatically registered to receive emergency notification updates. In a matter of minutes, each registered contact will receive a communication alert from the College. This alert will be sent to each student or employee's communication devices and includes an email, text message, push notification, and/or voice

message. Contact information is provided by LIM College's student information system, SONIS, for students and by ADP for employees. Additional contact information may be added by students or employees at any time to ensure accuracy.

### **College Closing Due To Bad Weather**

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

1. An alert through the LIM College Emergency Notification System to your specified communication devices: email, cell phone, and text message.
2. Check your LIM College email account.
3. Check for postings on LIM College's website.

# LOST AND FOUND

## Purpose And Procedure

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

## 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:**

Fifth Avenue – Office of Marketing and Communications  
Maxwell Hall – Office of Student Affairs (Mezzanine Level)

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 Affairs, 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 FOUND Study Midtown East Residence Hall Office on the 1<sup>st</sup> floor)*
3. Cash will be treated as a "Found Item of Value."
4. The Office of Student Affairs will make every attempt to contact the owner if sufficient identification is on the item. Student Affairs 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 Affairs 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 Affairs.

*Please note: If you lose a bank card/credit card or any other identifying information that may expose you to identity fraud, you should contact your bank or credit card company immediately.*

## **ACADEMIC ADVISING**

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 are assigned an academic advisor.

### **Student Advising and Registration**

Academic advising is available to students throughout all semesters. Students are encouraged to meet with academic advisors early and often.

Undergraduate main campus students are required to meet with an advisor at least once during the fall and spring semesters. This meeting can be an individual appointment or attendance at an advising or registration event. Students will have a hold on their SONIS account that prevents course registration until they have satisfied this requirement. Academic advising appointments may be made via AdvisorTrac, which is located in the student's MyLIM portal. It is each student's responsibility to schedule an appointment or attend an event. 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, via Sonis.

Undergraduate and graduate online students will work very closely with their online academic advisor each session and semester to review their progress and plan their schedule. Online students are registered by their academic advisor after they have met.

### **Student Advisement Services**

A successful academic advisor/student relationship relies on shared responsibilities and open communication. Academic advisors and students work together toward 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

Main Campus 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 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. Withdrawal deadlines are also posted to the Undergraduate Academic Calendar.

### **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, which can be requested from the Office of the Registrar ([Registrar@limcollege.edu](mailto:Registrar@limcollege.edu)) or is available on the LIM website, and Registrar Services Canvas Course. Students are strongly encouraged to discuss the process for pre- approval with an academic advisor.

<https://www.limcollege.edu/academics/academic-resources/academic-advising>

## **LIM COLLEGE ACADEMIC RESOURCE CENTER**

The Academic Resource Center serves as a multi-functional resource and instructional support facility for all LIM College students. Through virtual and in-person peer tutoring sessions and study groups, the Academic Resource Center strives to assist students in fulfilling their academic potential and preparing them for successful careers. It also collaborates with all departments across the College to foster excellence in writing, speaking, reading, critical thinking, and quantitative skills. Math and Writing peer tutors complete an intensive tutoring training program certified by the College Reading and Learning Association (CRLA).

### **Writing Tutoring**

Tutoring is offered in writing, computer-aided design (CAD), and Adobe Creative Cloud. All tutoring sessions take place with peer tutors and last up to 50 minutes. Great writing comes from collaboration, and writing tutors are ready to collaborate with students who are at any stage of writing, from brainstorming ideas to polishing final drafts. Students are encouraged to make appointments as soon as assignments are given so they have ample time to revise drafts. Tutors help writers at all levels of experience and with various types of writing assignments and topics, including research papers, articles, cover letters, creative writing pieces, APA references, and other writing-related topics. Writing tutors also collaborate with the Arts & Sciences Department to publish LIM College's student magazine, The Lexington Line, which covers fashion, beauty, culture, and student life. Therefore, many of the tutors specialize in article writing and can assist students in composing articles and publishing them.

### **Math Tutoring**

The Academic Resource Center has a highly competent group of math peer tutors selected based on faculty recommendations and strong academic records. Math peer tutors work with students on specific course content based on their areas of expertise. Math tutors assist students in math, technology, and math-related courses such as Finance, Accounting, Economics, Marketing Analytics, and Retail Buying and Planning. Math peer tutors work with no more than two students during in-person tutoring sessions and with only one student during online sessions.

### **Location And Appointments**

All in-person tutoring sessions take place at the Academic Resource Center located on the third floor in Maxwell Hall. In-person walk-in tutoring assistance is available; however, priority is given to students with scheduled appointments. Students can make both virtual and in-person tutoring appointments online at <http://www.limcollege.mywconline.com> or by visiting the Academic Resource Center.

For additional questions, please send an email to [tutoring@limcollege.edu](mailto:tutoring@limcollege.edu).

## **OFFICE OF THE REGISTRAR**

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

The Office of the Registrar is located in the mezzanine area of the Maxwell Hall. All services are available electronically. The office is available in-person and also by phone, email and zoom appointment Mondays through Fridays 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). 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)

LIM College Online Transcript Request Service portal web address:

<https://www.parchment.com/u/registration/33237/account>

### **Full-Time and 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 Director of Academic Support Services 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. Complete certification of enrollment, including deferment forms, can be confirmed for a semester starting the first day of classes. We can also provide a letter of pre-registration before the semester starts. 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 an Alumni Change of Address form to the Office of the Registrar and indicate that on the form.

### **Medical Withdrawal Policy and Forms**

Students are encouraged to request a voluntary medical withdrawal when they believe their physical or mental health problems are preventing successful engagement in, and completion of, academic coursework; when safety is in question; or when the demands of college life are interfering with the ability to recover from, or adjust to a significant physical or mental health challenge.

Students interested in pursuing a voluntary medical withdrawal may wish to discuss this option with providers at the Counseling Center, or they may independently initiate the process through the Registrar's office. After the voluntary withdrawal is approved, the person is no longer considered a student and must immediately leave campus and, if applicable, officially check out of on-campus housing.

### **Special Accommodations for Students in the Military (Active duty or Reserve)**

Students who receive orders to deploy have the option to withdrawal from classes with a tuition refund, or complete within a year and a semester with an incomplete grade assigned, or a "final grade" dependent upon supportive documentation, class performance and time of request. The student will receive a full refund of tuition and fees paid to LIM College if the time of the request is prior to the last day to drop classes of that term.

The student will have a choice of three options if the request to withdraw is received after the last day to drop classes of that term:

1. If the student does not reach the  $\frac{3}{4}$  point of the term, they will be backdated out of the term and all Tuition Assistance paid will be reimbursed to the entity that paid it. OR;
2. If the student has completed at least 75% of the class, with the instructor's approval, a "Final Grade" for the course may be assigned. The decision to allow assignment of a "Final Grade" is solely the decision of the instructor for the course. OR;
3. If the student receives orders to deploy and reaches an agreement with the instructor(s) to assign an incomplete, the student will have up to one calendar year and 1 academic semester following the end of the semester that the incomplete was assigned to complete any coursework. An incomplete grade in a course allows students the right to

complete all coursework without further payment of tuition or fees.

### **Student Privacy Policy (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, also called the Buckley Amendment, is designed to protect the privacy of students' records and to establish rights for students to inspect and review their records. The act requires each educational institution to inform students of these rights. General information and procedures implemented by Clark State comply with the act. Students should be familiar with the act and with college procedures. The act and implementing rules involve both access to and release of information from student educational records.

DEFINITIONS: Educational records are all records maintained at the College containing information related to a student.

FERPA rights transfer from parent to student when a student reaches 18 or begins attending a post-secondary institution, regardless of age.

In compliance with FERPA, LIM College will only provide parents with access to a student's educational records when the student gives permission.

This permission must be:

- Signed and dated by the student
- Specific to what information is to be shared
- Specific as to who is giving permission

For the FERPA release form please contact the Office of the Registrar.

## OFFICE OF STUDENT FINANCIAL SERVICES

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

### **Undergraduate Students (On-Campus)**

#### *Semester Due Dates*

All balances are due and must be paid by July 25th for the fall semester, December 13th for the spring semester, and April 21<sup>st</sup> for the summer.

#### *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. We also accept all 529 and prepaid college plans and most VA tuition benefits.

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. The link to the payment site can be found on your billing page in SonisWeb.

International wire transfers can be made using Flywire at <https://www.limcollege.flywire.com>.

#### *Student Fees Collected with Tuition*

The Undergraduate Comprehensive Fee of \$860 is 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*

Tuition           \$16,322/semester (12 - 19 credits).

Each additional credit above 19 credits will cost \$1,088 per credit.



*Other Fees or Charges*

International Student Fee	\$500 (per semester)
Late Payment Fee	\$100
Part-Time Registration Fee	\$50
Late Registration Fee	\$50
Duplicate ID Card	\$10
Return Check Fee	\$25
Transcripts, each request	\$5
Additional credits (above normal full-time credit load, approval of the Office of Academic Advising required)	\$1,088 credit
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.)	\$1,088 credit
Make-up Fee for a failed Field Trip or Fashion Survey	\$100
Make-up Fee for a failed non-credit course	\$100
Housing Application Fee	\$25

*Other Expenses*

LIM College has a book voucher program that will allow 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.

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 student's account.
2. A student will not be permitted to register for the upcoming semester.
3. A student will not receive semester grades or degrees.
4. A student will be subject to administrative withdrawal for non-payment of semester charges.

### *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 College Catalog (under Additional Tuition and Fee Information). Withdrawal forms can be obtained from the Office of the Registrar by emailing [registrar@limcollege.edu](mailto:registrar@limcollege.edu).

All fees (including, but not limited to: Comprehensive Fee, Application Fee and Materials Fee) are non-refundable.

### **Undergraduate Students (Online)**

#### *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.

You can find a link to the payment portal in your billing screen in SonisWeb.

International wire transfers can be made using Flywire at <https://www.limcollege.flywire.com>.

### *Student Fees Collected with Tuition*

The Undergraduate Comprehensive Fee (\$110 per module) is mandatory and is part of the cost of attending LIM College.

### *Tuition and Mandatory Fees*

Tuition	\$678 per credit (\$1,088 per credit less a \$410 per credit discount Undergraduate
Comprehensive Fees	\$110 per module

### *Other Fees or Charges*

Late Payment Fee	\$100
Return Check Fee	\$25
Transcripts, each request	\$5

### *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.

### *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 Undergraduate Student Tuition Liability Schedule for each Module*

Each week ends at 12:00 p.m. Eastern Time on Monday Week 1: 0% tuition liability

Week 2: 25% tuition liability

Week 3: 50% tuition liability Thereafter, 100% tuition liability

### **Graduate Students (On-Campus)**

#### *Semester Due Dates*

All balances are due and must be paid by July 25th for the fall semester, and December 13th for the spring semester, and April 21<sup>st</sup> 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. You can find a link to the payment portal in the Billing screen in your SonisWeb account.

- International wire transfers can be made using Flywire at <https://www.limcollege.flywire.com>.

### *Student Fees Collected with Tuition*

The Graduate Comprehensive fee (\$220 per semester for full-time and \$110 per semester for part-time) is 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*

Tuition	\$1,179 per credit
---------	--------------------

#### *Other Fees or Charges*

International Student Fee	\$850 (per semester)
Late Payment Fee	\$350 (per semester)
Duplicate ID Card	\$10
Return Check Fee	\$25
Transcripts, each request	\$5
Housing Application Fee	\$25

All fees (including, but not limited to: Graduate Comprehensive 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 student's 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.

### *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, spring, or summer 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)**

### *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. You can find a link to the payment portal in the billing screen in SonisWeb.
- International wire transfers can be made using Flywire at <https://www.limcollege.flywire.com>.

### *Student Fees Collected with Tuition*

The Graduate Comprehensive Fee (\$110 per module) is mandatory and is part of the cost of attending LIM College.

### *Tuition and Mandatory Fees*

Tuition	\$1,179 per credit
Graduate Comprehensive fees	\$110 per module

### *Other Fees or Charges*

Late Payment Fee	\$100
Return Check Fee	\$25
Transcripts, each request	\$5

### *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.

### *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 12:00 p.m. Eastern Time on Monday  
Week 1: 0% tuition liability  
Week 2: 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 Direct Subsidized, Unsubsidized 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 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.

## **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 \$2,485 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, 2024. The deadline to waive coverage for spring (students entering in spring 2025 only) is January 31, 2025.

### **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 fall is September 30, 2024. The deadline to waiver coverage for spring (students entering in spring 2025 only) is January 31, 2025.

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.

### **Online Students**

Students enrolled in our online divisions are not eligible for the student health insurance plan at this time.



## **THE ADRIAN G. MARCUSE LIBRARY**

The Adrian G. Marcuse Library is your first stop for business and fashion research. We provide access to specialized academic and industry databases ranging from market research to fashion and trend forecasting. As well as books, magazines, and other electronic resources. Our librarians will help guide you through the entire research process.

### **Research Support**

Librarians are available for research help on campus or online. Research appointments with librarians can be reserved using WC Online. On campus or online appointments are available. Chat with the library on Ask-A-Librarian. Use our self-guided tutorials and kick start your research using our Research Guides. Find information in one of our specialized academic databases or e-books. Borrow materials like books, calculators, or laptops to support your research.

### **Library Space**

In addition to being a research center, the library is a social space and a place to unwind. Have a seat in our cozy student lounge. Flip through our many fashion and lifestyle magazines or find a book or graphic novel to leisurely read. Reserve a quiet study room using WC online. Use the open tables in our magazine lounge for individual work or group projects. Use our two open computer labs, scanner, or printers. Librarians and student workers are available to assist you using the library space. Help yourself to our upcycled materials for mood-boards or collages. Library databases and Research Guides are available online at any time. Find the library hours on our website at <https://lim.ent.sirsi.net/>.

### **Circulation Policy**

Circulating books can be borrowed for four weeks and can be renewed either online or in-person. Reference materials, including course reserve textbooks, may not be taken out of the library. Laptops circulate for one week and cannot be renewed. Graphing and scientific calculators circulate for three hours.

### **Lim College Archives**

The LIM College Archives includes the LIM College Records, special collections of industry professionals, rare books, forecasts, periodicals, and more. To visit the LIM College Archives please schedule an appointment at [library@limcollege.edu](mailto:library@limcollege.edu)

## INFORMATION TECHNOLOGY DEPARTMENT

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.

IT support issues can be reported to the Information Technology Department by emailing: [itsupport@limcollege.edu](mailto:itsupport@limcollege.edu); opening a Footprints support ticket from any web browser: <https://itsupport.limcollege.edu/footprints/servicedesk/portal/set/101>; calling (646) 218-2190 or extension 390 from any LIM College phone; or by visiting any Help Desk locations.

**After Hours BlackBeltHelp IT Help Desk Support** offers our students IT support beyond the hours of a typical school day, including when an on-campus Help Desk is not staffed on nights, weekends, holidays and during school closures. BlackBeltHelp provides **telephone, email and chat (via myLIM)**. To use the expanded IT support service, just continue to call the IT Support Line: 646.218.2190 and select option #2 for after-hours support.

### **BlackBeltHelp Support Hours**

245/7/365 - Monday – Sunday 12:00 am – 11:59 pm

\*\*Including weekends, all Holidays and College Closures.

\*For Canvas support call (646) 218-2190 and choose option #3

### **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 180 days. Please refrain from using the same passwords on personal email accounts and LIM accounts.

### **Computer Account Retention Policy**

Computer accounts are provided for students to use during their active attendance at LIM College. A student's account will remain active for all services - except for on campus printing - for a period of 6 months (180 days) after graduation. Students who withdraw or are dismissed will be deactivated.

### **Email**

All students are assigned a LIM College Email account in Microsoft Office 365 for Education. This is the primary source of communication on a day-to-day basis between faculty and students. Students can access emails from the web, any LIM College computer using Microsoft Outlook Web client 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](mailto:FirstName.LastName@limcollege.edu).

Example - [John.Smith@limcollege.edu](mailto:John.Smith@limcollege.edu)

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

### **OFFICE 365**

Microsoft Office 365 ("O365") allows the LIM community to leverage a cloud-based solution, which features – an improved office suite (word, excel, outlook, etc.), advanced personal productivity tools, communication mediums, collaborative abilities, new classroom applications and an emerging Microsoft ecosystem. This new environment includes a cutting-edge email system, instant messaging, group video, voice chat, an online document management system, and much more.

#### **Office 365 provides access to the following:**

- New: [Office 365 web portal](#)
- [Online Outlook email system](#) within the Office 365 portal, on myLIM and newly integrated with your LIM desktop Outlook application
- 100 Gigabit mailbox sizes – email mailbox sizes / storage limits should no longer be an issue
- Calendar and People – new way to view your LIM calendar and contacts

#### **Office 365 Training:**

- Watch a short [O365 two \(2\) minute video](#)
- Visit this [Microsoft web link](#) for more details
- [Microsoft O365 Video Training Center](#)

#### **Free Microsoft Office 365 Desktop Software:**

Students can download and install the Microsoft Office Suite (Word, Excel, PowerPoint, etc) onto five (5) personal devices **for free**, while enrolled as a student at LIM. This is the same version of Office installed on LIM computers. Please visit the myLIM portal IT Portal for simple instructions on how to download the software.

#### **myLIM Web Portal – Single Sign-On**

Students can access applications that require passwords without having to memorize multiple passwords. The MyLIM Web Portal, <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.

#### **MYLIM - Password Recovery**

myLIM makes it easier for you to change your LIM passwords by using your personal cell phone (text messaging) & personal email addresses (e. g.: Gmail, Yahoo, etc). For more information regarding myLIM Password Manager, please refer to the Footprints knowledge base article #KA- 50.

#### **Wi-Fi Access**

Wi-Fi access is available in every building on campus. The username and password is what

you use to log into the computers on campus or to check your email. Please refer to our knowledge base article KA-6 on connecting your PC or mac.

### **Printing**

Every LIM College computer lab is equipped with a black and 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.

### **Microsoft 365 and Documents Remotely**

Students can access their LIM College documents from any computer outside campus by using “Microsoft 365 – OneDrive and SharePoint Sites”.

### **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, 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://www.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 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: Microsoft 365, VPN, databases, Student Information System – SonisWeb, Canvas, Handshake, in-house software applications, all externally hosted software applications and the following site: [www.limcollege.edu](http://www.limcollege.edu) and any other [[http://www.limcollege.\\*](http://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 VPN, Microsoft 365, 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.
13. 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.
14. Contact the IT Department or an LIM College Administrator for more information.
15. Attempt to use computing or network resources for profit or commercial gain outside of official LIM College business;
16. Download and/or share copyrighted material for which you do not have the proper authorization;
17. 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;
18. 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.
19. Abuse email privileges – view email policy on the LIM College Website.
20. 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, 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.

### **Data Security Policy and Program**

LIM College has developed the Data Security Policy and Program to outline essential roles and responsibilities within the LIM College community for creating and maintaining an environment that safeguards systems and data from threats to personal, professional, and institutional interests, and to establish a comprehensive information security program in compliance with applicable law.

As a Title IV participating institution, under Federal and state laws and other authorities, financial services organizations, including institutions of higher education, are required to ensure the security and confidentiality of customer records and information. Applicable law includes, but is not limited to, the Higher Education Act, as amended (**HEA**); the Family Educational Rights and Privacy Act (**FERPA**); the Gramm-Leach-Bliley Act (**GLBA**); the Privacy Act of 1974, as amended; and the New York State - Stop Hacks and Improve Electronic Data Security Act (**SHIELD**).

### **Definitions:**

**Data Resource:** A Data Resource is a discrete body of information created, collected and stored in connection with the operation and management of the College, and used by members of the College having authorized access. Information Resources include electronic records and physical files.

**Information System:** An Information System is an integrated set of technologies used for collecting, storing, processing, and providing information (e.g. Sonis, Slate, Great Plains). An

Information System may contain one or more Data Resources.

**Data Security and Technology Framework:** Data Security and Technology Framework (DSTF) shall mean a written set of technical requirements, standards, related procedures and protocols designed to protect against risks to the security and integrity of data that is processed, stored, transmitted, or disposed of through the use of LIM College Information Systems and Data Resources.

**Information Security Officer (“ISO”):** An individual responsible for the implementation, oversight, coordination and monitoring of this Data Security Policy program.

**Data Security Working Group:** The Data Security Working Group (“DSWG”) shall be chaired by the Information Security Officer and shall consist of Data Security Managers also responsible for assisting with the implementation and management of LIM’s Data Security Policy and program.

**Users:** Users include all members of the LIM College community to the extent they have authorized access to LIM Data Resources and Information Systems, and may include students, faculty, staff, contractors, consultants and temporary employees.

**Data Security Breach:** A Data Security Breach is any unauthorized access, disclosure, misuse, alteration, destruction or other compromise of LIM information.

**Data Security Directive:** Data Security Directives shall be issued from time to time by the Information Security Officer or members of the Data Security Working Group to provide clarification of this policy, or to supplement this policy through more detailed procedures or specifications, or through action plans or timetables to aid in the implementation of specific security measures. All Data Security Directives issued by the DSWG shall be deemed incorporated herein. Publications shall be shared on applicable digital platforms (email, College website, intranet portal).

### **Policy Statements and Responsibilities:**

All members of the college community share the responsibility for protecting the security and confidentiality of LIM systems and data.

1. This policy is designed to establish the authority and responsibilities for ensuring proper administrative, technical and physical safeguards, protecting LIM College systems and its data.
2. It is the policy of the College that all Confidential, Restricted, and Public information be safeguarded from unauthorized access, use, modification or destruction. This policy applies to all information collected, stored or used on behalf of any operational unit, department and person within the LIM community. This also applies to all 3<sup>rd</sup> party providers – consultants, vendors, cloud (SAAS) service providers.
3. This policy assigns roles and duties of the Information Security Officer, the Data Security Working Group and LIM users.
4. This policy outlines LIM’s Data Security and Technology Framework (“DTSF”), a written set of technical requirements, standards, related procedures and protocols designed to



protect against risks to the security and integrity of LIM systems and data.

5. This policy outlines response procedures and requirements, in the event of a security breach.

### **Data Security and Technology Framework**

LIM College's Data Security Program is built within the Data Security and Technology Framework (DSTF), which includes a written set of technical requirements, standards, related procedures and protocols designed to protect against risks to the security and integrity of systems and data that is processed, stored, transmitted, or disposed of through the use of LIM College Information Systems and Data Resources. This includes security policies, controls, procedures, ongoing monitoring and management for the Information System(s) and Data Resources which support all operational aspects of the College.

DSTF shall include system, computer, network, physical, and paper security requirements that meet basic requirements, set forth in the guidelines and standards outlined by regulations of the Federal Trade Commission (FTC), and applicable federal and state laws, rules and regulations. The Data Security Policy shall establish minimum / basic data security standards and may elect to modify and / or include additional data security requirements, standards, and protocols at any given time.

This Data Security Policy and Program is built on the following Six (6) steps, and fourteen (14) requirements outlined in LIM's Data Security and Technology Framework.

#### **Six (6) Steps:**

1. Develop, implement, and maintain a written data security program;
2. Designate the employee(s) responsible for coordinating the data security program;
3. Identify and assess risks to customer information;
4. Design and implement an information safeguards program;
5. Select appropriate service providers that are capable of maintaining appropriate safeguards; and
6. Periodically evaluate and update the security program.

#### **Fourteen (14) Requirements:**

1. **Access Control** - Limit information system access to authorized users;
2. **Awareness and Training** - Ensure that system users are properly trained;
3. **Audit and Accountability** - Create information system audit records;
4. **Configuration Management** - Establish baseline configurations and inventories of systems;
5. **Identification and Authentication** - Identify and authenticate users appropriately;
6. **Incident Response** - Establish incident-handling capability;
7. **Maintenance** - Perform appropriate maintenance on information systems;
8. **Media Protection** - Protect media, both paper and digital, containing sensitive information;
9. **Personnel Security** - Screen individuals prior to authorizing access;
10. **Physical Protection** - Limit physical access to systems;
11. **Risk Assessment** - Conduct risk assessments;

12. **Security Assessment** - Assess security controls periodically and implement action plans;
13. **System and Communications Protection** - Monitor, control, and protect organizational communications;
14. **System and Information Integrity** - Identify, report, and correct information flaws in a timely manner.

Visit the LIM College website for additional information on the college's security breach response procedures, as well as an outline of key roles and responsibilities.

### **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.

### **Types Of Email Scams, Phishing, Spam**

#### *Job Offer or Money Scams*

Email Scammers know when and who to strike to make some easy money. They know that finding a job is tough, so they target college students looking for work or trying to make some spare cash.

Some Examples of Job Offer or Money Scams:

Note: Please be wary of any email that mentions mailing checks or wire transferring money.

- The email will say they have a relative in the area who needs a dog walker or pet sitter. This scammer will exchange information leading to a fake check being sent to have money sent back to the scammer before the check bounces
- The email recruits a job seeker to work as a "mystery shopper" to go undercover in retail stores and report on things like customer service. After completing the mystery shopping, the victim receives a check as payment. The victim is then instructed to forward a portion of the payment from his or her bank account back to the scammer.
- Some emails may impersonate an advisor, promising to help students locate and receive beneficial financial coverage packages in exchange for payment on student loans.
- An email may be sent during a roommate search. The also involves a fake check that is used to secure the renter's spot and tricked into sending money back before the check bounces.

See more information from Consumer Affairs on how these scams work.

See the Public Service Announcement from the FBI related to employment scams.

#### *Blackmail or Intimidation Scams*

Blackmail or Intimidation emails threaten you with harm to you.

Note: Please be wary of any email blackmailing you to send money to a Bitcoin (BTC) address

Some Examples of Blackmail Scams:

- The email claims to have a video of you in a compromising situation and mention a password you may have used once from an old data breach. These scams usually ask for ransom via a Bitcoin address.
- The email claims it's from the IRS or other government agency and threaten you with audits or prosecution. These emails may say you have to send money to someone especially by requesting gift cards.

See more information from Sophos Securities on how blackmail scams using a password works.

### *Spear Phishing*

Email phishing attacks are the practice of sending email that looks like it is from an institution such as a bank, the IRS, a college, the post office, UPS, FedEx, Amazon, eBay, PayPal or any social media. The emails are targeted and usually contain a link to a webpage that is impersonating a logon page of the service you use to steal your login/account information. Once a phisher has your login information, they can access your accounts for many reasons such as sending out large volumes of email or worse things such as identity and monetary theft. Attacks asking for your LIM College username and password can be used to send thousands of spam messages from your account.

Note: Please be wary of any email requesting personal information such as username and password, cell phone, bank account/credit card info, etc.

Some Examples of Phishing Types:

- The email says that your email account is over quota, that you must click a link to reactivate or update your account.
- The email says that you must provide your user information to keep your account active.
- The email says we are upgrading your mailbox to a new system, login to complete the upgrade.
- The email says a package is waiting and to click to claim it or get the tracking information.
- The email says there is a problem with your Apple or Google ID and ask you to login to keep active.
- One sign of a phishing attempt is that the message may end with a simple signature line such as "LIM Help Desk", "ITS Support", or "Tech Support".

See more information from the Federal Trade Commission on how to recognize and avoid phishing scams.

### *SPAM*

Spam is the email equivalent of junk, unsolicited and unwanted mail. These emails are usually harmless. To avoid receiving a lot of spam or junk email, please refrain from using your LIM College email address to sign up for goods and services.

Below are some tips to protect yourself and your email account:

- LIM College, your financial institutions, IRS, Apple, Amazon, etc. will never ask for your password. Not by email, phone, text message or in person!
- Do not share any passwords with anyone ever, even the LIM College IT Help Desk!

- Never send sensitive information including bank account or credit card numbers, social security number via unencrypted email or text message ever!
- Do not open or reply to spammers, phishers, or anyone you do not know via email.
- Never send an account password over email, spreadsheet, or into an unknown website.
- Financial institutions will always communicate with you via secure messaging.
- Do not purchase gift cards, cash cards, or wire money because an email directed you to do.
- This includes from people you may know; their accounts could be hacked.!
- Always verify through a second method such as a phone call, Skype or FaceTime, if the message seems to be from someone you know.
- Do not click any buttons, links, or images in emails especially those that say "unsubscribe" or "remove me from this mailing list". This could lead to installation of malware on your computer. At minimum, this will let the spammers know your email is active causing an increase in spam and scam attacks.

### **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](mailto: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 always to be kept confidential. Sharing or passing along any LIM College system usernames and/or password 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 password 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; LIm1939; Yankees1903.

### **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.

## **OFFICE OF STUDENT AFFAIRS**

The Office of Student Affairs provides services and programs (in-person and virtually) that are designed to complement formal classroom learning, enrich the collegiate experience, and promote student success. We do this by engaging students in active learning and through advocacy on behalf of student needs and interests.

Our mission includes the development of a learning community that is committed to diversity, inclusion, civil responsibility, sustainability, and responsible global citizenship.

Student Affairs staff coordinate and support the following programs, resources and services:

Student Life	New Student Orientation
Housing and Residence Life	Student Conduct & Community Standards
Counseling Services	Immunization Documentation
Accessibility Services	Service Learning and Civic Engagement
Diversity & Multicultural Programs	Weeks of Welcome
LGBTQ+ Programs & Resources	Title IX & Sexual Misconduct Resources
Clubs & Organizations	LIM College Concept Store
Leadership Development	Commencement Off-Campus Housing /
Commuter Services	Spiritual Life
LIM College Food Pantry	Parent & Family Programs
GoHealth Program	Compliance

## **DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY**

The College recognizes that we cannot be silent on matters of injustice and we are committed to ensuring the LIM community is one that not only understands diversity, equity, and inclusion, but one that values all that it brings. We understand the critical importance of taking strong and proactive measures to continually live and practice our core values and to improve our campus community.

LIM College values diversity, equity and inclusion (DEI) and implemented a DEI Strategic Plan in 2021. The following three pillars of action were identified to guide the College in our work over the coming years:

**Learning:** To prioritize learning as a lifelong practice and a critical pathway to living our values.

**Advocacy:** To empower community advocacy to create more just practices and opportunities.

**Belonging:** To foster a sense of belonging for all community members through proactive engagement.

To support the progress and accountability of the DEI Strategic Plan, the DEI Committee meets biweekly and includes students, faculty, and staff. This group is charged with leading DEI work across campus and providing resources, education, support, and updates to the College community.

### **Accessibility 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 they a disabling condition that may interfere with their ability to access and/or participate in the activities, coursework, testing and assessment, or other requirements of a course, they may be entitled to non-retroactive accommodations.

The accessibility services staff, within the Office of Student Affairs, offer academic and non-academic accommodations for students with disabilities. 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 they choose to disclose this information to the accessibility services staff and formally register for services. A student with a disability who is interested in receiving accommodation services is encouraged to contact the accessibility services staff as soon as possible upon enrolling at LIM College by emailing [accessibility@limcollege.edu](mailto:accessibility@limcollege.edu).

### **Obtaining Accessibility Services**

Registration for services includes the submission of a student's disability documentation to the Assistant Director of Diversity, Equity, Inclusion, and Accessibility, the review of documentation by accessibility services staff, and an in-person intake meeting with the student conducted by



the accessibility services staff. Students enrolled fully in an online program will have an intake that is conducted by phone or virtually, at the discretion of the accessibility services staff. Registration is not considered complete until all of these steps have taken place. Once a student registers with the accessibility services staff, the Assistant Director of Diversity, Equity, Inclusion, and Accessibility will create individual letters disclosing a student's non-retroactive accommodation plan to their professors. It is then the responsibility of the student to deliver these letters to their 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 their accommodation letters with their professors and retains the right to determine which accommodations they would like to apply to each class.

### **Accessibility 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) may not be acceptable. Documentation should also include other professional reports such as psychological evaluations, educational evaluations, neuropsychological exams, and/or physician reports and letters, if applicable.. Depending on the documentation provided, accessibility services staff may require further and/or more recent evaluative documents. In general, documentation should include at least the following:

- Evidence of current disability or medical condition;
- Exclusion of alternative diagnosis;
- Functional limitations affecting an important life skill, including academic functioning;
- History relevant to the current disability or medical condition;
- Functional impairment in one or more settings, including education, and summary and recommendations.

Please find more detailed information regarding LIM Colleges' policies and procedures relative to accessibility services and the LIM College Accessibility Services Handbook, located at: [www.limcollege.edu/academics/academic-resources/accessibility-services](http://www.limcollege.edu/academics/academic-resources/accessibility-services)

## **OFFICE OF HOUSING AND RESIDENCE LIFE**

LIM College offers student housing at FOUND Study L– Midtown East. This modern student residence is in the heart of Manhattan at Lexington Ave. and 51st St. -- a quick walk from both of our academic buildings and steps from multiple subway and bus lines.

Renovated in 2022, FOUND Study features standard and deluxe double rooms w/private bathrooms, a fitness center, 24hr security, laundry room, communal kitchen and dining room, as well as numerous co-living amenities. Deluxe double rooms include a kitchenette with a two- burner electric stove top, a sink, and countertop space. The building has 24/7 on-site security and access is managed by card swipes and turnstiles at all times.

LIM College provides a live-in, professional Residential Community Coordinator living on the premises as well as eight student Residential Community Advisors. These staff will support programming, outreach, and student support exclusively for LIM students in the building. FOUND Study has on-call professional and student staff as well, including a Residence Director, Resident Advisors, security, and maintenance staff.

Students can apply for housing in the spring and summer for the coming academic year and are assigned housing in the summer for the coming fall semester. All students sign a full academic year housing contract.

For questions about housing at FOUND Study – Midtown East, students may contact the Assistant Vice President of Student Affairs or the Residential Community Coordinator at [residencelife@limcollege.edu](mailto:residencelife@limcollege.edu) or visit the Student Affairs office suite on the mezzanine level of Maxwell Hall.

## **OFFICE OF COUNSELING SERVICES**

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

### **Counseling**

The Office of Counseling 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 urgent mental health situations during regular business hours, 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 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 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

### **GoHEALTH Partnership**

LIM College has partnered with Northwell Health-GoHealth Urgent Care to provide easy, convenient access to health care for students, staff and faculty. This includes preferred access to any of the 55 Northwell Health-GoHealth centers throughout New York and through their

Virtual Visits platform. All locations are open every day with evening and holiday hours.

**Our partnership includes:**

- Preferred access to appointments for Virtual Visits for care from the comfort of your home
- Preferred access to in-person appointments at GoHealth centers throughout New York, including Greenwich Village, E 81st, E 96th, W. 69th, Chelsea, W. 100th, and W. 103rd locations
- Seamless referrals to Northwell Health specialists, if needed
- Antigen, Molecular, and PCR COVID-19 testing
- Easy access to visit and test results through your patient portal
- Health and wellness events at LIM College by Northwell Health medical professionals
- View the full range of health services [here](#)

**Visit [gohealthuc.com/dte/northwell/lim](https://gohealthuc.com/dte/northwell/lim) for preferred access to appointments, additional information, and a full list of health services.**

If you have any questions or difficulty saving your spot online, please email [NewYorkDTE@gohealthuc.com](mailto:NewYorkDTE@gohealthuc.com) and someone from the Northwell Health-GoHealth team will be able to assist you. You can also contact the Office of Counseling Services ([counseling@limcollege.edu](mailto:counseling@limcollege.edu)) with additional questions about this partnership.

## **IMMUNIZATION RECORDS AND REQUIREMENTS**

The Office of Counseling 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 (2) doses of live measles vaccine. The first dose must have been received no more than 4 days prior to the student's first birthday and the second dose received at least 28 days after the first dose.; OR physician documented history of disease; OR serological evidence of immunity.

#### ***For Mumps:***

One (1) dose of live mumps vaccine received no more than 4 days prior to the student's first birthday; OR physician documented history of disease; OR serological evidence of immunity.

#### ***For Rubella (German measles):***

One (1) dose of live rubella vaccine received no more than 4 days prior to 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 of meningococcal ACWY vaccine within the last 5 years or two or three dose series of Meningitis B; 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. 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 Services no later than one week prior to the first day of classes. Records may be mailed, hand-delivered, or faxed to the Office of Counseling Services. Please retain a copy of all documents submitted.

**Exemptions:**

A student can be exempt from the Measles, Mumps and Rubella Immunization requirements if they were born before January 1, 1957.

Additional exemptions include valid medical contraindications, and religious beliefs. Please find more detailed information regarding immunization exemptions on our website at by clicking [Exemptions from LIM College Immunization Requirements](#).

*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.*

**Medical Withdrawals**

The Office of Counseling Services facilitates medical withdrawals for students who have a medical or mental health condition that necessitates a leave from school. Students seeking a medical withdrawal must submit supporting documentation from a licensed healthcare provider.

Please find more detailed information regarding LIM College's Medical Withdrawal Policy on our website located at <https://www.limcollege.edu/academics/student-services/counseling-services/medical-withdrawal-policy>.

## **OFFICE OF STUDENT LIFE**

The mission of the Office of Student Life is to provide an engaging environment and a wealth of involvement opportunities that cultivate student development; and offer co-curricular experiences in the areas of student clubs and organizations, student activities, 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, as well as faculty and staff. 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>.

### **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 contact the Office of Student Life to learn about the process.

### **Mentor Programs**

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. 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. There are numerous ways to get involved and be a mentor at LIM College.

### **Voter Registration**

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)

Every fall, LIM College and the Student Leadership Council participates in National Voter Registration Day (NVRD), a nationwide, nonpartisan day of coordinated field, technology, and media efforts to create awareness of voter registration opportunities. To register to vote on campus, contact the Office of Student Life or follow the links:

<https://register.rockthevote.com/registrants/new> or [NationalVoterRegistrationDay.org](http://NationalVoterRegistrationDay.org).

### **Service Opportunities**

Each year, LIM College students participate in several different community service activities including the New York City Relief, Housing Works, Making Strides Against Breast Cancer walk, and CityMeals on Wheels, amongst others inclusive of an alternative Spring Break service trip. 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.

### **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 students who have exemplified leadership on campus.

### **New Student Orientation**

Every fall and spring, we welcome our new students to LIM College through a series of New Student Orientation programs. We also offer a Graduate Student Orientation and an International Orientation specifically for those populations. Our New Student Orientation is required for all new entering students. The program is packed full of important information and opportunities to get to know the College, student resources and your student peers.



## **OFFICE OF INTERNATIONAL STUDENT SERVICES**

The Office of International Student Services provides a wide range of services and programs designed to meet the needs of international students (F-1 and 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; supporting international students' educational and career goals as well as academic progress; facilitating access to learning and professional resources available on and off campus; and administering workshops and orientation programs directly related to the needs of the international students. 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 the U.S. and foreign governmental 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](mailto:iss@limcollege.edu) or at (646) 388-8440. Additionally, students may schedule an appointment with the Manager, International Student Services via AdvisorTrac in MyLIM portal. Students are also encouraged to visit the International Student Services webpage at [www.limcollege.edu/iss](http://www.limcollege.edu/iss).

## **STUDY ABROAD OFFICE**

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

Students who have any questions regarding study abroad should contact the Office of Study Abroad at [studyabroad@limcollege.edu](mailto:studyabroad@limcollege.edu) or at (646) 218-7735

## **OFFICE OF CAREER AND INTERNSHIP SERVICES**

Your career awaits! The Office of Career and Internship Services (CIS) serves to educate and empower all students to design, launch and build a meaningful career. From the moment you arrive on campus, you will develop the skills and knowledge you need to find an internship and career that's right for you. Every class and experience will help you explore diverse career pathways in fashion and lifestyle, focus your interests, and build your personal awareness and accountability so that you can take that big leap and achieve your career goals.

The Office of Career and Internship Services acts as a support system for all students throughout their education at LIM College. We offer unlimited 1:1 career coaching and provide personalized support to help you find internships and jobs and grow as a future leader in the business of fashion and lifestyle. Contact us to get the help you want with your career education courses, jobs and internships. Here is just a quick overview of some of the services we offer:

- 1:1 Career Coaching Via Phone, Email, and Zoom
- Group Career Coaching
- Virtual Career Fairs on Handshake
- Internship & Job Search Support
- Career Education Courses & Planning
- Interview Preparation & Mock Interviews
- Resume, Cover Letter, or LinkedIn Reviews
- Exploratory Career Path Discussions
- Networking Strategies & Preparation
- Signature Events, Workshops & Industry Panels
- Post-Graduation Job Search Assistance
- Post-Graduation Lifelong Career Coaching

### **Search for Internships & Jobs**

Handshake is the #1 way LIM College students find jobs. Handshake is LIM's go-to resource for jobs, internships, events, and more! The mobile career management platform intuitively connects you to relevant opportunities based on your interests and search activity. Through Handshake, you can search for, save, and apply to remote, hybrid and in-person jobs and internships, build your network by connecting with employers and students, explore career paths, sign up for career fairs, events, and workshops all in one place. Message employers at companies where you want to intern or work, learn about other students' experiences with top internship companies, ask career-related questions and get the answers you seek. Let's get started! Schedule an appointment with a career coach on Handshake and start planning your career today.

### **Your Career Education and Internships**

Supporting your college to career success with academically engaging courses, relevant coaching and internship experiences is our top priority. CIS is here to help you learn everything you can, gain real-world experience, grow new skills and prepare for a meaningful career in the business of fashion and lifestyle.

Each undergraduate student at LIM College is required to complete Experiential Career Education and Internship courses (these courses are called CARE courses). Each level of the program is comprised of a classroom component and an internship component. The classroom components are focused on developing job search skills, networking, significant self-exploration, and professional development. As part of the classroom component, CIS has created signature events such as Pitch Night and the project-based experience, Fashion Forward LIVE, to assist students in developing their skills and gaining first-hand feedback from industry executives. The internship component is comprised of an industry experience coupled with weekly reflection classes.

### **Part I — Explore**

At this level, students engage in activities focused on personal awareness and the identification of career objectives. Through seminars, guest speaker engagements, panels, fieldtrips and more, students will learn about specific career paths, articulate their own career objectives as they align with their academic plans, develop their skills and abilities, leverage their talents, and grow.

**Internship Prep: Designing Your Career (2 credits)** – Students will begin designing their dream career by deeply exploring career paths that align with their academic plans, building their professional digital presence, making industry connections, and turning their passion into a plan with purpose. As part of the career exploration process, students will be exposed to and learn about career communities and emerging jobs. The first stop on their career journey at LIM College, students will define their personal brand, build their career toolkit, create their internship and college to career plan, and learn how to conduct a digital internship and job search.

### **Part II — Experience**

The Internship Prep: Designing Your Career class is followed by two subsequent internship courses. Find out if your dream job is something you really want to pursue by gaining first-hand information about potential career paths and work cultures. Along the way, get your questions answered and build professional connections with alumni and industry leaders in your area of interest. Students are required to follow all internship policies outlined in the Experience Record and Learning Agreement.

**Internship 1 (2 credits)** – Students will engage in an internship experience, and career coaching sessions to support their career development. Students will engage in their first professional learning experience for a minimum of 120 hours for 12-14 weeks and test out their ideal career before fully committing.

**Internship 2 (2 credits)** – Students will explore more deeply personally, professionally, and academically. Students will dive into a different area of interest or pursue their chosen specialty by taking on more significant responsibilities, more impactful projects, or even managerial responsibilities for a minimum of 120 hours for 12-14 weeks.

### **Part III — Empower**

At this level, students have already had several career education opportunities through their internships and are ready to emulate a full-time work experience through their Senior Co-op. Students are required to follow all Senior Co-op policies outlined in the Experience Record and Learning Agreement.

**Senior Co-op Prep: Launching Your Career (1 credit)** – By senior year, students have completed several internships and are ready to emulate an entry-level equivalent work experience. Before doing so, students must take this course in the semester prior to their cooperative education experience. Coursework will focus on leadership principles, taking initiative, and mastering the interview in preparation for Senior Co-op. Students will demonstrate their advanced ability to utilize job search strategies that will be the foundation for successfully seeking out and evaluating potential Co-op opportunities.

**Senior Co-op (6 credits)** – With clear career goals and a proven ability to be successful academically and professionally, students engage in an “entry-level equivalent” work opportunity for their senior year experience. This culminating experience is rigorous and significant. Over the course of the semester, students will complete a minimum of 400 hours of entry-level equivalent work for 12-14 weeks in their chosen field. The student, the college, and the employer will develop and document learning objectives and an individualized plan for the student, relevant to the student’s academic study and career goals. In the Fashion Forward track, students will participate in an industry focused, project-based internship. The goal of Senior Co-op is to help students become confident in their ability to launch a career and achieve the next step in their career development.

### **Elective Courses**

**Micro-Internship (1 credit)** – CARE 1890 is an optional internship course for students. Students often choose to register for this course because they have found an additional internship opportunity in between their required internships and their employer requires them to earn credit. This course is unrelated to the Internship 1, Internship 2, and Senior Co-op requirements. **Design Your Own Internship (3 credits)** – Looking for the ultimate internship? Don’t wait for the perfect internship to find you. Design an internship that’s uniquely right for you! Start by cultivating a positive mindset. Be proactive and create an internship at an organization that matches your academic interests. With networking and persistence, this one-of-a-kind internship can help you enhance your employability and advance your career goals. This course is unrelated to your Internship 1, Internship 2, and Senior Co-op requirements. Prerequisites: CARE 1300, CARE 1620, and CARE 2620.

### **Cannabis Industry Internship and Job Requirements**

LIM College welcomes licensed and legal employing organizations in the business of cannabis. LIM College understands that marijuana (medical and/or adult-use) is legal in New York and in many other states yet remains prohibited under federal law. Further, Hemp and certain CBD products are federally legal under the 2018 Farm Bill. The regulatory requirements related to employment in the cannabis industry vary from state to state and are rapidly changing. Employment and internship opportunities may be limited or restricted based on state regulation and the extent to which a state has legalized the sale of cannabis. Some states have implemented licensing or other approval requirements for employment at a

cannabis business. Students under age 21 may be restricted in their ability to work at a cannabis establishment and in accessing age restricted websites for employment information. A state may also require graduates or interns to undergo a criminal background check or other investigation prior to employment, the results of which could impact your ability to work in the cannabis industry. Age requirements and other employment stipulations may also vary by segments in the cannabis industry, such as ancillary, hemp, or CBD businesses. LIM College has not yet determined whether its cannabis business programs meet the cannabis employment licensing requirements of every state. As that information becomes available on a state-by-state basis, LIM College will update its disclosures appropriately.

## **FREQUENTLY ASKED QUESTIONS**

### **How does CIS support students with their internship or job search?**

The Office of Career and Internship Services provides comprehensive, free career development services for life, including unlimited individual career coaching services in-person, by phone, email or Zoom, virtual career fairs, resume development assistance, career skills workshops, and networking events and panel discussions with industry professionals and alumni.

### **How do I find an Internship, Senior Co-op, or job?**

Handshake is LIM's go-to resource for jobs, internships, events, and more! As an LIM student, you will receive an invitation from Handshake to activate your account. Follow the link in that email to register for your student account. All the jobs on Handshake are meant for students—in fact, Handshake has the most opportunities for students and new college grads of any job platform.

### **Are internships only in NYC?**

Internships can be completed within or outside of the NYC area! The format of the internship will likely depend on the employer's needs. When applying for positions, read through the job description to determine where the opportunity is located and the modality. In 2021, students interned in 27 states and 10 different countries, with many being completed remotely or in a hybrid in-person/remote format.

### **I am registered for an internship course (CARE 1620, CARE 2620, CARE 4820, CARE 4821, MPSB 608, MPSM 608, MPSR 659, MPSS 610). What do I need to do?**

All internship and Senior Co-op experiences must be approved by the Office of Career and Internship Services. To do this, students must submit their Experience Record on Handshake before the course start date. Students will not be permitted to intern or be eligible to receive internship course credit without an approved Experience Record.

### **I found an internship that requires academic credit, but I am not registered in an internship course. What do I do?**

Students can register for CARE 1890 - Micro-Internship (undergraduate) or MPSI 690 - Career Exploration Internship (graduate). Students must have an internship secured, complete an Experience Record, and meet with CIS to qualify for enrollment. Schedule a career coaching appointment on Handshake to learn more.

## **I am an international student, what do I need to complete for my Internship or Senior Co-op?**

After securing an Internship or Senior Co-op, students must submit an Experience Record with a completed offer letter on Handshake for approval by CIS. Following CIS approval, you must apply for CPT and receive a CPT authorization on your I-20 BEFORE the proposed internship start date. Beginning to intern without CPT authorization is a serious violation of F-1 status. Allow up to 7 business days for processing. If you need to apply for a Social Security Number, your start date may be delayed. Refer to the Internship CPT Guide in the CIS Canvas shell for more details.

## **Does LIM guarantee students will get internships or jobs?**

95% of the Class of 2021 were working in the business of fashion and related industries or continuing their education within six months of graduation. LIM graduates are making their mark doing everything from e-commerce and digital marketing to buying, retail analytics, merchandising, sourcing, and planning, sales and retail management, product development, event planning, social media, human resources, public relations and more. The Office of Career and Internship Services does not guarantee employment, salary level, or career advancement. Actual career outcomes vary based on different factors, including work experiences, geographic location, and other factors specific to the individual.

## **Can I use Handshake on my phone?**

Yes! Download the Handshake App from the App Store or Google Play. You will be notified when you receive a message from an employer, and can search and apply to jobs right from your phone in two clicks with Quick Apply.

## **Why do I need to fill out my Handshake profile?**

Your profile is the key to finding a job or internship on Handshake. Complete your profile to get personalized recommendations for jobs and internships that are right for you. A completed profile increases your chances of having a recruiter message you directly.

## **Which parts of my Handshake profile are most important to include?**

In addition to your major, Handshake uses your interests to recommend opportunities to you, including: (1) Job type: part-time job, full-time job, or internship. (2) Job location: the cities you'd like to live and work in. (3) Job roles: at least three positions of interest.

## **What are the top things employers search for?**

These are the most popular fields employers use to find and message students:

- **Work experiences:** Have you had a part-time job, internship, work study, research position or volunteered? Employers like to see that you've taken on responsibility, and that these experiences have helped you develop valuable skills.
- **Skills:** Add technical skills like SQL and soft skills like communication. The more skills you list, the better your chances are of showing up in an employer search.
- **Clubs and organizations:** These highlight your interests and campus involvement.

## **Why should I make my profile public?**

Employers can find and view your profile only when you make it visible to them. So, help employers find you! Make it public so you'll show up when they're searching for students to recruit for jobs and internships. You can also make your profile visible to other students, so you can connect with them for advice, or help them.



## **LIM COLLEGE ALUMNI ASSOCIATION**

The LIM College Alumni Association offers current students the opportunity 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
  - Virtual and on campus student/alumni programs
- 
- The LIM College Alumni Association mission is:
  - To build a strong, active student/alumni 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 find out more about the association, please contact the Office of External Relations & Alumni Affairs at [AlumniAffairs@limcollege.edu](mailto:AlumniAffairs@limcollege.edu)

## **ADDITIONAL INFORMATION**

### **History of LIM College**

This information is provided in the Academic Catalog at: <https://catalog.limcollege.edu>

### **The LIM College Campus**

This information is provided in the Academic Catalog at: <https://catalog.limcollege.edu>

### **Vision Statement, Mission Statement, And Core Values**

This information is provided in the Academic Catalog at: <https://catalog.limcollege.edu>

### **Lim College Policies and Reporting**

This information is provided in the Academic Catalog at: <https://catalog.limcollege.edu>

### **Undergraduate Academic Policies**

This information is provided in the Academic Catalog at: <https://catalog.limcollege.edu>

### **Graduate Academic Polices**

This information is provided in the Academic Catalog at: <https://catalog.limcollege.edu>

### **Sex Discrimination and Sex-Based Harassment Policy and Resolution Procedures**

This information is provided on the website at: <https://tinyurl.com/LIMTitleIX>

