



LIM COLLEGE

WHERE BUSINESS MEETS FASHION

# **MBA Program Catalog**

## **2011-2012**

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## **The LIM College MBA Program**

The goal of the LIM College MBA program is to provide a high quality educational program that will enhance the graduate student's ability to add value to the fashion industry, as well as society as a whole. More specifically, the program goals are:

- To provide a fundamental, deep and thorough understanding of the functional areas of business and their underlying disciplines, as well as a thorough understanding of the fashion industry and entrepreneurship
- To develop critical-thinking skills to address business challenges and opportunities
- To apply the role of values and ethics in organizational challenges and opportunities

### **The LIM College MBA program is:**

- Industry-Oriented – designed to serve and revolve around industry needs
- Substantial and Accredited – a 51-credit program that is accredited by the Middle States Commission on Higher Education and is a candidate for Association of Collegiate Business Schools and Programs (ACBSP) accreditation
- Interdisciplinary – including unique courses such as: *Managing Creative Minds*, *Fashion Supply Chain Management*, *New Product Development*, and *Project Management in Fashion*
- Practical - emphasizing an 11-week internship, a capstone project in Fashion Management and Entrepreneurship
- International - including an exchange program and an international student body
- Tailored and Personalized - based on the student's needs and previous experience
- Flexible - offered in part-time and full-time versions, with classes usually scheduled from 5:30 – 9:00 p.m. in the classroom or online
- Academically Well-Rounded - starting with preparation courses, then progressing to core courses and specializations and usually finishing with an internship or exchange program

## **The LIM College MBA Program Mission**

To prepare future managers, leaders and entrepreneurs to positively contribute to the world of fashion, with a quest for lifelong learning, self-improvement and commitment to achieving social and economic progress.

To create ideas that deepen and advance our understanding of the fashion industry and with those ideas to develop innovative, principled, and insightful leaders who change the industry.

To create a network of students and alumni who are committed to working in the fashion industry and to prepare them for a career in business within the fashion world, or in whatever field they choose, through the LIM College network as well as through partnering with others.

### **Our Core Values**

- Integrity and excellence
- Taking ownership of and responsibility for our actions
- Believing in the power of ideas
- Believing in the principles of full and equal opportunity for all
- Exhibiting compassion and respect for others

We achieve our mission through an interactive and creative approach that fosters understanding of the relevant issues facing the fashion industry and the global community.

### **The LIM College MBA Delivers:**

- Degree programs that center around industry needs
- Competencies to deal with global complexity, change, emerging technologies and social and cultural diversity
- Stimulation and a supportive environment that cultivates personal and academic growth
- Development of analytical, technological and communication skills, along with ethical awareness, designed to support the accomplishment of goals and foster intellectual curiosity

## **Accreditation**

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

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

The College is authorized by the United States Bureau of Citizenship and Immigration Services (USCIS) to enroll international students in academic programs as well as the required internships.

The information in this catalog is correct as of the date of publication. LIM College reserves the right to make any changes in the operation of the College and/or MBA program contents, tuition or fees without prior notice. Please refer to our website for updated information.

## **About LIM College**

### **History**

More than seven decades ago, Maxwell F. Marcuse, an authority and pioneer in the fields of education and fashion, was asked by leading retailers to create an educational institution for the business of fashion and merchandising. In 1939, Mr. Marcuse founded what was originally known as the Laboratory Institute of Merchandising (LIM) and is today LIM College.

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

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

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

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

### **The LIM Fashion Education Foundation**

The LIM Fashion Education Foundation was founded in 1977 and has as its primary purpose the provision of scholarship and grant aid to students who wish to attend LIM College. An independent, tax-exempt institution with a Board of Trustees that is separate and distinct from the College, the Foundation raises funds through individual and corporate contributions and special fundraising events. The Foundation also works to secure in-kind donations to enhance the educational capabilities of LIM College.

**The LIM College Campus**

LIM College is situated in four buildings in the heart of midtown Manhattan -- on East 45<sup>th</sup> St. (Maxwell Hall), East 53<sup>rd</sup> St. (The Townhouse), East 54th St. (The Center for Career Development), and on Fifth Ave. (Fifth Avenue), just steps from some of the world's most famous companies and retail stores. Our facilities include a comprehensive 5,000 square-foot library with more than 18,000 volumes, slides, films, software, videos, periodicals, and online databases; state-of-the-art computer labs; and brand-new learning centers, labs and studios.

## **Degree Requirements**

The MBA degree requires the completion of 51 credits with a minimum 3.00 grade point average (GPA) throughout the program. To complete graduation and degree requirements, students must successfully complete at least:

- 27 credits of core business administration coursework;
- 18 credits of specialized coursework (12 of which must be within a chosen specialization – if specialization is chosen); and
- 6 credits of either: (a) an approved internship; (b) additional specialized coursework; or (c) exchange studies.

Required core business administration courses include QUBM 601 - Quantitative Business Methods, MNGM 604 – Managing Creative Minds, MRKT 603 - Marketing and Sales Management, FINM 608 - Financial Management, and MNGM 612 – Competition and Strategy in Fashion. See pages 11- 19 for course descriptions.

Required courses for Entrepreneurship Specialization include ENPS 701 - Entrepreneurship in Fashion and ENPS 708 - Capstone Greenhouse.

Required courses for Fashion Management Specialization include FSMG 709 - Fashion Merchandising and FSMG 717 - Capstone Project.

Even though we strongly encourage students to undertake their required internship after completing all required 45 credits of coursework, students have the option to complete the internship during the closest available term in which internship is offered following completion of MNGM 612 - Competition and Strategy in Fashion..

Students must take a capstone course during the final term of the program. An exception may be made in cases when students plan to graduate the following term and the capstone course is not offered during that term. That option, however, must be pre-approved in writing by an academic advisor.

### **MBA in Fashion Management and Entrepreneurship with no specialization**

Students must complete a total of 18 credits of any mix of coursework within the Fashion Management and Entrepreneurship specializations. A mandatory capstone project – either ENPS 708 or FSMG 717 – must be successfully completed.

### **MBA in Fashion Management and Entrepreneurship with the Fashion Management specialization**

Students must complete a total of 18 credits of specialized coursework. 12 of those credits must be completed within the Fashion Management specialization, including two required courses: FSMG 709 and FSMG 717. The remaining 6 credits can include any combination of coursework within Fashion Management and/or Entrepreneurship specializations.

### **MBA in Fashion Management and Entrepreneurship with the Entrepreneurship specialization**

Students must complete a total of 18 credits of specialized coursework. 12 of those credits must be completed within the Entrepreneurship specialization, including two required courses: ENPS 701 and ENPS 708. The remaining 6 credits can include any combination of coursework within Fashion Management and/or Entrepreneurship specializations.

Note:

Students may not apply (exchange) specialization courses to fulfill core business administration requirements and vice-versa. No core business administration courses may be used to satisfy specialized coursework requirements to satisfy graduation requirements

Similarly, if a student chooses two additional specialized courses (in lieu of internship or exchange studies), core business administration courses cannot be substituted to satisfy the requirement.

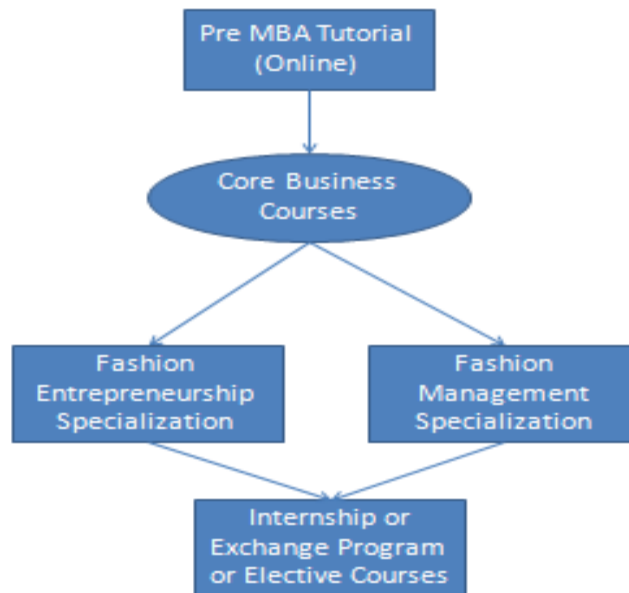
Participation in MBA program seminars is voluntary, not graded or eligible for credit, and free of charge to enrolled in the term students. Students will have these seminars noted in their transcripts if they attend and participate in at least 4 out of 6 sessions. The determination of students' eligibility for transcript notification will be at the sole discretion of the instructor.

## MBA Program Highlights

The program is preceded with pre-MBA seminars designed to introduce students to the basic knowledge needed to successfully start the program. These are non-credit seminars in mathematics, accounting, economics, and written and oral communication, and are offered entirely online. Even though they are remedial in nature, not mandatory not-for-credit, and not part of the program, to ensure an even start, and the best opportunity to the success in the MBA program all students are expected to complete them before the start of the first term of the program.

The LIM College MBA program offers focused coursework and in-depth study in two specializations: Fashion Management and Entrepreneurship. Both provide an excellent background for a professional world in which strong analytical and communication skills are essential. Students may elect to graduate with or without a specialization. In cases where students choose to specialize (Fashion Management or Entrepreneurship), they must complete at least 12 credits within the specialization, including the required courses. Students who meet this requirement successfully will be awarded the following degree: MBA in Fashion Management and Entrepreneurship with a Specialization in (either) Fashion Management (or) Entrepreneurship.

The program begins with core courses and business administration fundamentals, including *Supply Chain Management*, *Managing Creative Minds*, *Financial Management*, and *Marketing and Sales*. All courses are interdisciplinary and have recently been adopted by top business schools. The program follows with a choice of two specializations - Fashion Management or Entrepreneurship, and includes the core courses for these specializations. Ordinarily, the last term is dedicated to an 11-week internship, an exchange program, or 6 additional credits of specialized coursework in LIM College's MBA program.



## Class Schedule

LIM College MBA classes meet Monday through Thursday from 5:30 - 9:00 p.m. Non-credit classes and mandatory internship classes meet on Fridays from 5:00 – 8:00 p.m.

## LIM College MBA Program Curriculum

Course ID	MBA Courses	Credits	Prerequisite
	<b>CORE BUSINESS ADMINISTRATION</b>		
QUBM 601	Quantitative Business Methods *	3	
MNGM 602	Global Management and Leadership	3	
MRKT 603	Marketing and Sales Management *	3	
MNGM 604	Managing Creative Minds *	3	
MNGM 605	Supply Chain Management	3	QUBM 601
MNGM 606	Economics	3	
FINM 608	Financial Management *	3	QUBM 601
BULW 609	Business Law	3	
MNGM 610	Business Ethics	3	
ACCT 611	Accounting for Managers	3	
<b>MNGM 612</b>	<b>COMPETITION &amp; STRATEGY IN FASHION *</b>	<b>3</b>	MRKT 603 & MNGM 604 & FINM 608
	<b>ENTREPRENEURSHIP SPECIALIZATION</b>		
ENPS 701	Entrepreneurship in Fashion *	3	
ENPS 702	Launching New Ventures	3	
ENPS 703	Entrepreneurial Finance	3	FINM 608
ENPS 704	Investing in New Ventures	3	
ENPS 705	Intrapreneurship	3	
<b>ENPS 708</b>	<b>CAPSTONE GREENHOUSE *</b>	<b>3</b>	MNGM 612 & ENPS 701
	<b>FASHION MANAGEMENT SPECIALIZATION</b>		
FSMG 709	Fashion Merchandising *	3	
FSMG 719	Retail Merchandising, Planning, and Control	3	QUBM 601
FSMK 711	Brand Management	3	
FSMK 713	Consumer Behavior in Fashion	3	
FSMK 714	IMC in Fashion	3	
<b>FSMG 717</b>	<b>CAPSTONE PROJECT *</b>	<b>3</b>	MNGM 612 & FSMG 709
<b>INTR 718</b>	<b>INTERNSHIP</b>	<b>6</b>	

*\*Required Courses*

## **Course Descriptions**

### **QUBM 601 - Quantitative Business Methods - 3 credits**

This course provides students with the elementary quantitative tools needed for completion of the MBA program. The worlds of economics and business are becoming ever more quantitatively oriented and quantitative reporting and analyses provide precision and rigor to whatever discussion is at hand. This course attempts to highlight methods which are frequently used by many businesses and will introduce students to a collection of quantitative tools designed to enhance managerial decision-making. Topics covered include: Descriptive Statistics, Sampling and Probability Distribution, Hypothesis Testing and Linear Regression, Introduction to Mathematical Modeling, Data Reporting, Optimization, Decision-Making, Estimation and Forecasting, and Linear Programming.

### **MNGM 602 - Global Management and Leadership - 3 credits**

This course focuses on the challenges of contemporary management both domestically and internationally. Issues such as workplace diversity, the environment of management, planning, organizing, and leading and controlling are covered. Contemporary management theories are examined and tested in a hypothetical environment. This course focuses on the particular traits needed to develop a global perspective and bring together the necessary multicultural business alliances to lead an organization in the new century. Students will also explore various leadership theories and models, leadership across cultures, visionary leadership, leadership ethics and attributes, organizational change/development, and the role of the leader in establishing organizational culture and facilitating change.

### **MRKT 603 - Marketing and Sales Management - 3 credits**

The fundamental premise underlying market-driven strategy is that the market, and the customers who form the market, are the starting points in strategy formulation. In this course students will learn: how to develop a shared vision throughout the organization; opportunities for delivering superior value to customers; how to position the organization and its brands in the marketplace to obtain the best match between distinctive capabilities and value opportunities; how to recognize the potential benefits of partnering with customers, suppliers, distribution channel members, internal functions, and even competitors; and how to shape the design of the organization to implement and manage marketing strategy. This course also underlines the critical importance of sales. The ability to sell is the *single most critical success factor* of any enterprise, whether new or ongoing. This course approaches sales from a very practical and tactical point of view.

**MNGM 604 - Managing Creative Minds - 3 credits**

This course aims to provide MBA students with a thorough grounding in the theory and practice of the management of people in organizations, at both the strategic and operational levels. It also aims to develop an awareness of the major practical and theoretical dilemmas concerning business interactions among individuals, groups and organizations, and to place managerial practices into an historical and international perspective, highlighting both traditional and emerging issues and their importance to develop a sustainable competitive advantage. This course acknowledges the particularities of managing creative minds and managing diversity. Through cases studies, students will examine issues and challenges inherent in recruitment, placement and retention, growth and compensation, and international human resource management. The course also focuses on organizational design, strategies and performance.

**MNGM 605 - Supply Chain Management - 3 credits**

This course focuses on aspects of globalization and low-cost country sourcing, product design collaboration, demand planning and forecasting, inventory deployment, distribution system design, channel management, procurement, and logistics. The course explores order fulfillment strategies and the impact of the Internet on distribution and back-end supply chain processes and virtual chains. It involves the application of frameworks and mathematical modeling tools to supply chain management problems including the uncertainty matrix and its role in supply chain strategy development. The second part of the course focuses on understanding the strategic importance of operations and how operations can provide a competitive advantage in the marketplace. The link between operations and other business functions such as marketing, finance, accounting, and human resources will be emphasized. **Prerequisite: QUBM 601**

**MNGM 606 - Economics - 3 credits**

This course is an integrated, graduate-level introduction to the analysis of individual firms and markets, as well as aggregate economic variables. This course aims to introduce and develop knowledge of topics such as economic problems, demand and supply theory, production and cost analysis, theory of the firm, industrial organization, macroeconomic foundations, economic phenomena, inflation, unemployment, fiscal and monetary policy, international trade and finance, and economic growth.

**FINM 608 - Financial Management - 3 credits**

The continuity and growth of all organizations depends on their financial well-being and strength. This course presents the tools and frameworks to analyze business decisions based on principles of modern financial theory. The course focus is on valuation of the firm, financing, and dividend policy, asset management and financial strategies. Students explore the synthesis of financial policy into a grand strategy, which integrates organizational purpose and goals. This course also covers financial accounting issues such as preparation of worksheets, adjusting and closing entries, and financial statements. It includes the formation and use of current assets, working capital, and credit policy, as well as the understanding of long-term financing instruments and capital structure. **Prerequisite: QUBM 601**

**BULW 609 - Business Law - 3 credits**

This course introduces students to the legal issues and principles that frequently arise and impact the business environment domestically as well as internationally. Through case study and the application of legal reasoning, students will become familiar with disputes involving contracts, negligence, cyber crime, intellectual property, e-commerce, securities, property and insurance. In addition, students will be introduced to the formation of various business entities such as corporations, partnerships and limited liability companies. Ethics and social responsibility, as well as a host of preventive measures against liability-forming conduct, will also be explored.

**MNGM 610 - Business Ethics - 3 credits**

Values and ethics, as they relate to individuals and organizations, are defined from several different perspectives. This course aims to increase the awareness of ethical issues in organizations, moral philosophies that apply to organizational ethics, ethical decision-making frameworks, organizational culture and values that influence business ethics, and the development of ethics programs and policies, global ethics, and value-based leadership. Students will examine their own values in relation to ethical behavior and their responsibility to themselves and the organization in regard to different ethical situations. This course also examines ethics in relation to social responsibility and the importance of ethical decision-making in the context of the structure, relationships and long-standing practices and methods in the global textile and apparel business.

**ACCT 611 - Accounting for Managers – 3 credits**

This course is designed for the non-financial manager. As such it is oriented towards the use of accounting information as opposed to the creation of accounting information. Financial accounting topics include financial statement content and the effects of transactions on financial statements. The managerial accounting portion of the course includes such topics as breakeven analysis, strategic planning and budgeting, and behavioral aspects of accounting.

**MNGM 612 - Competition and Strategy in Fashion - 3 credits**

This course analyzes the strategies and tactics used by fashion firms in competitive environments, using frameworks developed from recent research in game theory and industrial organization. Students examine the formulation and implementation of organization goals and objectives with regard to the firm's financial position, marketing capabilities and human resources. As part of this analysis, the course examines how the legal system affects competition and is used as a competitive tool. This course is targeted at students who will be either designing or evaluating strategies in the fashion industry. Topics include creating barriers to entry, softening price competition, entry and exit strategies, strategic commitment, price discrimination and network effects. **Prerequisites: MRKT 603, MNGM 604 and FINM 608.**

**INTR 690 – Career Exploration Internship - 1 credit**

The intent of this one-credit Career Exploration Internship is to add to the student's exposure in the areas of the fashion and marketing industries beyond the MBA Internship INTR 718. The internship gives students an opportunity to evaluate, appraise, and relate actual job experience to work learned in the classroom and should be in an area relevant to the student's overall career goals and experience. At the end of the semester students submit a required time-sheet documenting attendance throughout the term. The student must intern with the sponsoring company for the duration of the registered term in order to pass and/or receive course credit. This internship is offered during all terms; can be taken for 0 or 1 credit; and does not count towards graduation requirements

**INDS 690 - Independent Studies: Special Topics - 3 credits**

An Independent study is a special course that requires an MBA student to complete a term-long project. The procedure for obtaining an INDS 690 course should be initiated by the student at least one term before registration for the planned term of work. The INDS 690 can be taken only once during the program and the value can range from 1 to 3 credit hours. The course cannot be used in substitution of the required courses. The application of INDS 690 is limited to students in their last term who have no other options from the courses offered during the following term but must finish the degree within that timeframe. The student must submit course study proposal and obtain approval from the MBA director at least 3 weeks before the beginning of the course. The study requires from 135-180 hours of work for a 3-credit course.

**ENPS 701 - Entrepreneurship in Fashion - 3 credits**

It has been widely argued that the entrepreneur is the driving element in any economy. Entrepreneurs not only introduce innovation, they also create jobs, wealth and economic growth by expanding or creating new markets. This course will focus on the entrepreneurial process from inception through expansion to exit. Topics covered include identifying and evaluating opportunities, entry strategies, marketing, financing and strategies for growth, traps, and identification of areas of danger and failure. Exploring the success factors and obstacles entrepreneurs traditionally have faced, examples will be drawn from innovators who have formed new ventures and will often explore the reasons they left positions with other firms to assume the challenges of business ownership. Students will hear guest entrepreneurs discuss their businesses from conception to the actual start, including how they have financed and managed the venture and any special issues they have faced. A primary goal of the course is to prepare students to develop a business plan.

**ENPS 702 - Launching New Ventures - 3 credits**

This course focuses on the evaluation, development and potential launch of a new business. For each business, five key issues are addressed: in-depth market analysis, product or service design, development of a sales and marketing campaign, assessment of human resource requirements and building a realistic financial forecast. This course will result in a written and oral presentation ready to seek funding and commence operations. Students are responsible for finding appropriate projects, which can be based upon their own ideas or other start-ups. This course also, through self-assessment, provides insights into the individual's managerial skill sets and deficits while focusing on the project management skills needed to initiate a new venture and for each

subsequent stage. Students will research current and past successful and unsuccessful fashion entrepreneurs in terms of the economic, legal, social and competitive environments that existed during the launch and growth stages of their businesses and how those who succeeded capitalized on the opportunities that existed. A strategic and theoretical framework for evaluating new businesses will be used as students initiate ideas that will carry forward into future courses and ultimately lay a foundation for the capstone, ready-to-launch business plan.

### **ENPS 703 - Entrepreneurial Finance - 3 credits**

Entrepreneurial Finance focuses on developing an understanding of the finance-related issues associated with an entrepreneurial setting such as: How much cash does my new venture require? Where can I get it? How much is my company worth? What are the key financial skills that any entrepreneur needs to have? The goal of this course is to educate future entrepreneurs about the tools and skills required to successfully manage the financial challenges of a venture. Applicable problems and cases cover aspects of entrepreneurial finance important to general and financial managers such as capital budgeting, funding sources and credit policy. Topics covered include: how to raise capital for a new venture (sources of capital available, pros and cons, negotiations with capital providers, exit strategies), how to maximize the value in a growing venture (valuation, structuring investments in an entrepreneurial setting, investment staging, minority and veto rights), how to forecast and manage financial performance and cash-flow (financial modeling, working capital, fixed versus variable costs, cash flow versus accounting), how to negotiate the practical financial challenges of a growing enterprise (cash shortfalls, bankruptcy and restructuring, cash management in a fast-growing enterprise) and the financial role of entrepreneurial managers in a new enterprise (leadership, vision, negotiating with capital providers and venture capitalists). **Prerequisites: FINM 608**

### **ENPS 704 - Investing in New Ventures - 3 credits**

Many of America's most successful entrepreneurial companies have been substantially influenced by professionally managed venture capital and other kinds of investors. This relationship is examined from the venture capitalist's and investor's perspective. From the point of view of the venture capitalist, the course considers how potential entrepreneurial investments are evaluated, valued, structured, and enhanced, how different venture capital strategies are deployed, and how venture capitalists raise and manage their own funds.

### **ENPS 705 - Intrapreneurship - 3 credits**

This course explores the nature of creativity in organizations and the role of managers in implementing a corporate mandate for innovative and entrepreneurial thinking among employees. Companies recognized for retaining talent and increasing job satisfaction through encouraging initiative from below are highlighted and used as examples of entrepreneurial ventures within a corporate environment. The role of managers and team members in nurturing and sustaining a creative enterprise is discussed and speakers from companies that have embarked on new strategic directions by actually forming additional business units serve as guest lecturers.

**ENPS 708 - Capstone Project – Greenhouse - 3 credits**

Students specializing in Entrepreneurship will end their program with the Greenhouse Capstone project. Students will apply their classroom knowledge through hands-on participation in entrepreneurial management, which will result in a fully-developed business plan. Students will consult with faculty members, venture capitalists and successful entrepreneurs in order to build business plans and financial models and structure deals in entrepreneurial finance. The business ideas students work on may come from the students themselves, from faculty members, or from any other kind of external organization interested in developing a business plan. The project must be approved by the faculty member. The final exam in this course will be a comprehensive program exam, which will test the knowledge that students have gained throughout the whole MBA program. **Prerequisites: MNGM 612 and ENPS 701**

**FSMG 709 - Fashion Merchandising - 3 credits**

This course is designed to prepare students for advanced-level management in one of the world's largest employers -- the fashion industry. The globalization of this industry necessitates that companies change the way they do business to keep abreast and ahead of competitive forces. This course will explore the global business of fashion, its interaction with allied industries and target consumers, and the merchandising of product from style development through line presentation. Students will gain experience with ideation, research, concept development, sales data, forecasting, budgeting, sourcing, purchasing, negotiating, pre-production, quality control, and the in-store visual merchandising of goods. Computer-based technologies in the fashion industry will also be analyzed and focus placed on the evolution and components of fashion with the ultimate goal of development of the final product.

**FSMK 711 - Brand Management - 3 credits**

This course emphasizes an understanding of psychological principles at the customer level that will improve managerial decision-making with respect to brands utilizing concepts relevant for any type of organization (public, private, large or small), particularly fashion organizations. Overall, the course is designed to improve students' marketing skills and understanding of specific marketing topics, as well as how various aspects of marketing fit together, all from a brand equity perspective. This course aims to increase understanding of the important issues in planning and evaluating brand strategies and to provide the appropriate theories, models, and other tools needed to make better branding decisions.

**FSMK 713 - Consumer Behavior in Fashion - 3 credits**

The goal of this course is to instill a deep understanding of consumer behavior and the interrelatedness and complexity of external influences and individual factors on purchase process and decisions. The discussion of how possessions impact an individual's self concept and society as a whole will be woven into discussions. Throughout the course students will assess how the components of consumer behavior impact marketing decisions and how to best use this knowledge to develop effective marketing programs. Students will learn psychographic and behavioral information pertaining to consumer behavior and how it relates to the marketing of fashion. Discussions concentrate on consumer research, segmentation, reference groups, and consumerism as influences.

**FSMK 714 - IMC in Fashion - 3 credits**

This course aims to provide students with marketing communication tools, techniques and media, giving special emphasis to integrated marketing communications (IMC) and its recent evolution, particularly in the fashion industry. Students will be provided with the tools to make successful marketing communications decisions and to understand the salient issues in planning and executing marketing communications campaigns. This course combines academic theories with practical applications and will enable students to assess advertising and marketing communications. Working in teams on the final project, students will apply the campaign planning process, build and evaluate the performance of the marketing communications plan, and allocate media budgets.

**FSMG 717 - Capstone Project - 3 credits**

This course will allow students to integrate knowledge gained from prior coursework. The class will revolve around real-world case study situations incorporating retailing and fashion merchandising along with financial, marketing and strategic plans. Students will be able to assimilate information to determine why some fashion industry companies are merchandising and marketing profitably while others are losing market share or may no longer be in business. The class will also include discussions with key industry executives on the state of fashion retailing today and career opportunities. The final project in this course will be marketing or merchandising plan that will be subject to peer and industry review. The final exam in this course will be a comprehensive program exam, which will test the knowledge that students have gained throughout the whole MBA program. **Prerequisites: MNGM 612 and FSMG 709**

**INTR718 - Graduate Internship - 6 credits**

An 11-week long internship will complement the theoretical knowledge gained in the classroom and enable students to obtain the perspective of a work environment. This internship will expose students to a part-time work experience in the fashion industry, broadening their skills in an area relevant to their career goals. In addition, students will attend a weekly development seminar which will strengthen their skills for seeking full-time employment upon graduation. The objective of this internship is to give students an opportunity to evaluate, appraise, and relate actual job experience to coursework learned in the classroom.

**FSMG 719 - Retail Merchandising, Planning, and Control – 3 credits**

The retailer is where the customer and product meet, the purchase decision is made and hopefully where the desired profit is earned. Retailing represents a significant portion of the United States and World economies. Currently, Retailing is undergoing a significant change in how the consumer shops. The increasing use of social media and the internet has influenced the consumer and how the Retailer needs to manage their business. With demographics and psychographics changing, Retailers need to understand how to reach their consumer thru a multi-channel approach. This course will reflect on current trends in the different Retail channels of distribution thru case studies and simulations. The students will learn how to plan sales and

inventory levels on a store, department and class basis in order to maximize profitability. Initial and markdown pricing strategies will be discussed and an understanding of how to measure the price that customers are willing to pay for a product creates the profit needed by different Retailers. Students will also use 'out date' and 'weeks of supply' strategies to determine product life. The course will include "what if" scenarios: Now that the product is in the stores, how would one increase sales and turnover and maximize gross margin? **Prerequisite: QUBM 601**

#### **Graduate Seminar: Business Communication - 0 credits**

Business leaders consistently report that communication skills are among the most essential for professional success. Employees must be able to write clearly, concisely, and directly to an intended audience in a variety of media to advance in their fields. The purpose of this seminar is to strengthen students' practical business writing skills, as well as to address academic writing issues pertinent to their graduate work. The seminar will be interactive and hands-on, with in-class exercises and practice to apply new knowledge and develop new skills. Students will focus on developing writing skills they need daily in their professional lives, such as for e-mail, correspondence, memos, and brief reports. Students will also work on developing academic skills, especially for incorporating and citing research sources (APA). Whenever possible, students will use their own writings to practice and improve in class.

#### **Graduate Seminar: Luxury Marketing - 0 credits**

This seminar provides the tools to address the idiosyncrasies of the luxury fashion industry by studying issues relevant to this field in the various aspects of the business, from production and management to distribution and promotion. The phenomenon of 'luxury products' reflects public opinion as the ultimate sign of personal success. As luxury companies try to answer the consumer's search for experiences, the industry is now regarded as a distinct product field that requires specific skills.

#### **Graduate Seminar: Data Management and Information System - 0 credits**

The objective of this seminar is to introduce the fundamentals of database design and management information systems with selected advanced topics, such as data warehousing, security and business intelligence. Businesses, regardless of their size, struggle to organize and manage this massive amount of data, which provides information to gain strategic advantages in emerging dynamic markets. This seminar explores the use of sophisticated data management tools including, but not limited to, customer relationship management, business performance management, and real-time decision making.

#### **Graduate Seminar: New Product Development in Fashion – 0 credits**

This seminar focuses on the new product development process in fashion corporations, from idea generation, screening, concept development, physical development, testing, and commercialization of new products through launch. Cross-functional relationships among departments/managers responsible for design, production, marketing and sales are examined. Particular emphasis is placed on Computer-Integrated Manufacturing (CIM) particularly as used for rapidly-changing areas such as textiles and fashion design. Special emphasis is placed on how product managers, designers and merchandisers are involved in the development of a line or collection of fashion products.

**Graduate Seminar: Project Management in Fashion – 0 credits**

This seminar explores the methodologies, technologies, and techniques for managing projects in the fashion industry environment. In recent years there has been a rapidly increasing emphasis on project management concepts, software, training, and expertise as more managers recognize that project management is synonymous with change management. Introducing new products, processes, or programs in a timely and cost-effective manner requires professional project management (PM). Specific topics include life cycle models, project teams, project selection, organizational issues, scheduling and budgeting, project risk, and monitoring and control.

**Graduate Seminar: Photoshop and Illustrator – 0 credits**

This seminar will serve as a general overview to using Photoshop and Illustrator software for use in fashion, Merchandising, Advertising, movies, interior design and digital presentations. Students will work hands on with the software in a lecture / workshop environment. Students will create a digital presentation, digital collages, advertising, texture boards, 3d rooms, logos, and drawings.

## Admission

### **Application Procedures**

To be considered for admission to the MBA program, students must submit:

1. The completed Application for Admission
2. A \$40 nonrefundable application fee
3. Candidates are required to hold a bachelor's degree from an accredited college or university in the U.S. or an equivalent degree from a foreign country. Official transcripts from all colleges/universities attended at the undergraduate and graduate level are required. If the undergraduate degree was completed outside of the United States, all transcripts must be evaluated by World Education Service ([www.wes.org](http://www.wes.org)), AACRAO International Education Services (<http://ies.aacrao.org>), or another evaluation agency approved by NACES ([www.naces.org/members.htm](http://www.naces.org/members.htm)). Foreign universities that are regionally accredited in the USA will be exempted from the evaluation requirement. A list of regional accreditation agencies can be found under the Admission Standards section of this catalog.
4. Official GMAT or GRE scores (Quick Codes - GMAT: ZXH-QV, GRE: DI 2380)
5. Two letters of recommendation: letters of recommendation may come from academic and professional sources.
6. Evidence of work experience (length and positions held are taken into consideration). A resume or CV that shows chronological work experience is required.
7. A personal interview is required. International students may be interviewed by phone or via Skype. Appointments can be made by sending an email to [mba@limcollege.edu](mailto:mba@limcollege.edu). Interviews may be completed at any point in the application process, including before the applicant has submitted the application.
8. International students, for whom English is not the primary language, must take the TOEFL exam and provide an official score report showing a minimum score of 550 on the paper-based test; 213 on the computer-based test; or 80 on the internet-based test prior to applying for admission. An official score report of the IELTS test may be provided that shows a minimum score of 6.5. All official scores must be less than two years old. TOEFL or IELTS score reports will not be required of applicants who have earned an associate's degree, bachelor's degree, master's degree, or doctoral degree from an accredited university in the United States. The TOEFL / IELTS requirement may also be waived for applicants who have earned a degree from an institution outside of the U.S. where instruction is in English.

### **Special Information for Transfer Students Applying to the LIM College MBA Program**

Each transfer student's record will be evaluated and interpreted individually for the course equivalencies. Only transfers from accredited graduate institutions will be taken into consideration. Students can apply to transfer a maximum of six credits, earned within five years from the date of application. Students can only transfer approved credits where the final grade received is B or better.

### **Admission Standards**

The graduate school at LIM College seeks to ensure that candidates for admission to the MBA program are properly prepared and have met the academic requirements for admission. The policy for admission of students who completed their undergraduate degrees in U.S. undergraduate institutions to the MBA program includes:

Candidates are required to hold a bachelor's degree from an accredited college or university in the United States. For admission purposes, each applicant's transcripts must certify the name of the institution from which they've earned their degree including the student's major, grades, dates of attendance, GPA and degree earned. Program administrators verify that the institution is accredited by one of the six regional accreditation agencies in the United States. The six regional agencies are:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Association of Accredited Schools
- Western Association of Schools and Colleges
- Southern Association of Colleges and School

The policy for admission of foreign students (those who completed their undergraduate degrees outside the United States) includes: If the undergraduate degree was completed outside of the United States, all transcripts must be evaluated by World Education Service ([www.wes.org](http://www.wes.org)), AACRAO International Education Services (<http://ies.aacrao.org>), or another evaluation agency approved by NACES ([www.naces.org/members.htm](http://www.naces.org/members.htm)). Foreign universities that are regionally accredited in the USA will be exempted from the evaluation requirement.

## **Academic and Professional Standards**

MBA students are solely responsible for managing their program of study (*i.e.*, timely registering for classes, ensuring completion of all graduation requirements and paperwork in a timely fashion).

LIM College students are expected to set and meet high standards in their academic work, ethics and professional behavior. Students are evaluated on their academic performance and participation in class. Attendance, punctuality, and dependability are fundamental to success in graduate study and business, and students are evaluated accordingly. All students are subject to the LIM College Graduate Student Code of Conduct, which can be found on the College's website and is available upon request in the Office of Graduate Studies.

### **Good Standing Requirements**

Good standing requires satisfactory progress toward a degree. In order to maintain full-time status, students must register for at least 9 credits per term, except for the last term of their study, which is usually dedicated to an internship or exchange program. Full-time students normally complete the MBA degree in 5 terms. Part-time students must register for at least 3 credits per term. All students must complete the MBA degree in no more than 60 months from the initial date of enrollment.

MBA students must maintain a cumulative GPA of 3.00 at all times during the duration of the program. If a student's GPA drops below 3.00, the student may be dismissed from the program. It is the policy of the MBA program to continuously monitor students' performance and provide written warnings to students who fail to meet the standards. It is the policy of MBA program to review the status of all students every two terms. It is our policy to include in the review both qualitative factors—such as students' GPA, and quantitative factors—such as length of studies, number of late withdrawals, grades of “Incomplete,” and the number of repeated courses. Students failing to meet the standards are informed with a written statement of the potential probation within 72 hours upon determination of their status. Students have 24 hours to respond in a written form (addressed to the Vice President for Graduate Studies) delineating the potentially mitigating circumstances that led to their substandard performance and intended steps to be taken to adjust their academic standing. A student will be put on probation immediately and lose his/her loan eligibility unless granted approval by the College.

Students who fail to register for a total of 4 terms (whether consecutive or nonconsecutive) will lose good standing status and will be academically dismissed from the College. Students who have been dismissed may apply for re-admission. Approval for readmission is at the sole discretion of LIM College. Students not in good standing will lose financial assistance until good standing is regained.

### **Grade Point Average**

Grades awarded and their point values are: A (4.00), A- (3.70), B+ (3.50), B (3.00), B- (2.70), C+ (2.50), C (2.00), and F (0.00). Grade point averages include all coursework for credits that appear on graduate transcripts, whether or not it actually fulfills program requirements.

To complete any course requirement, a grade of C or better is required. In addition, to graduate from the program, a minimum cumulative GPA of 3.00 must be maintained. If a student's cumulative GPA drops below 3.00, the student may be dismissed from the program.

Students who have registered prior to receiving the dismissal notice are withdrawn from their registered courses and given a refund of any tuition paid toward the upcoming semester.

### **Repeat Policy**

If a student earns less than a grade of C in any required course, he/she must successfully repeat the course the next time it is offered at LIM College. In any course in which the student's original grade is lower than a B, he/she may repeat the course once if pre-approved by the Vice President for Graduate Studies. Pre-approval is at the sole discretion of the Vice President. If the student successfully repeats the course, the original grade will remain on the student's transcript. However, only the repeated grade will be used in the calculation of the GPA. A maximum of three repeated courses will be allowed throughout the program. Students will not be allowed to repeat any individual course more than once unless granted special permission by the Vice President for Graduate Studies. Special permission is at the sole discretion of the Vice President for Graduate Studies and all repeated courses must be re-registered and fully paid for.

Retaking courses has financial aid availability implications for MBA students. A student who wishes to repeat an already passed course will qualify for financial aid availability only once. Financial aid will not be available to students who attempt to repeat an already passed course for the second time. However, failed courses currently have no such limitations.

### **Add/Drop Classes and Withdrawals**

Add/Drop Period ends on the last day of the second week of the term. If a student partially or fully withdraws after the end of the Add/Drop Period, but within the first 4 weeks of classes in a term, the student will receive a grade of "W" for each course from which he/she withdraws. In those cases, even though a "W" will remain on the student's transcript, it will not be calculated into the term or cumulative GPA. If withdrawal from a course occurs after the 4-week period has ended, the student will automatically receive a grade of "F" for that course. Medical withdrawals must be authorized by the Office of Counseling & Wellness Services. Additionally, students will be considered part-time (*i.e.*, registered for less than 9 credits in a term) if course withdrawals bring their total credits to below full-time status (*i.e.*, registered for 9 or more credits in a term).

Students should refer to the Tuition Liability for Withdrawal (page 26), for any financial consequences related to dropping a class, as this could affect financial aid.

### **Incomplete (I) Grades**

When circumstances prevent a student from completing grading requirements, the student may request from an instructor a grade of Incomplete (I). The request must be submitted by the student before the last day of regularly scheduled classes. An I grade must be resolved by the end of the following term, otherwise the officially recorded grade becomes an F. Instructors will define what the missing assignments are and the date when all the missing assignments are due. If a student misses the deadline and the instructor is not allowed sufficient amount of time to evaluate the missing work, the instructor may refuse to accept the submitted work, in which case, upon the end of the term, an 'I' grade will automatically turn into an F. A leave of absence does not put the 'I' clock on hold, and the incomplete work must be completed no later than the end of the following term. A "Request for a Grade of Incomplete" form, signed by the instructor, must be delivered by the student to the Office of Graduate Studies within 7 calendar days upon completion of the course. The granting of a grade of I is within the exclusive authority of the instructor.

### **Reasons for Dismissal**

At LIM College, we promote an atmosphere of mutual respect and support. The Graduate Student Code of Conduct has been established to maintain this environment. Abuse of College regulations, poor academic performance, disruptive conduct in or outside of the classroom, violating academic and integrity policies and standards, and engaging in illegal activities on campus or at school-related events, is considered a breach of the student's responsibility and can result in a disciplinary hearing, with consequences up to and including dismissal from the program. Specific standards of conduct may be found in the LIM College Graduate Student Code of Conduct, which is available on the College's website. All students are expected to review and be familiar with the Student Code of Conduct and abide by its provisions.

### **Campus Conduct**

In accordance with law, LIM College maintains a drug and substance abuse-free campus. Sexual and other harassment is not tolerated. Details on these policies and penalties for violations, as well as programs for awareness and prevention, are explained in the LIM College Graduate Student Code of Conduct, copies of which are available on the College's website and upon request in the Office of Graduate Studies. In addition, each student is required to sign a statement agreeing to abide by the Graduate Student Code of Conduct while attending LIM College.

### **Grievance Procedure**

A grievance is a complaint a student has when he/she believes that the treatment received from the College is grossly unfair. This includes both academic and nonacademic matters. Grievances and Appeals should be directed to the MBA Director or the Vice President for Graduate Studies, as described in the Graduate Student Code of Conduct.

### **Grade Disputes**

After attempting to resolve it with the instructor, grievances related to the grade received in a course should be directed to the MBA Director, in writing, within 14 calendar days of the posting of grades in SONIS. In his/her statement, a student is required to set forth in detail the perceived grievances and attach supporting materials such as specific emails, dates, assignments, and anything else relevant to the case. The MBA Director will, in turn, convey a student's written statement to the instructor and request his/her written response to every issue separately. After reviewing both parties' statements, and documentation, the MBA director will determine the matter and decide on the steps to be taken to resolve the issue. In case a student disagrees with the decision, he/she can appeal it to the Vice President for Graduate Studies. .

### **Attendance Policy**

The attendance of MBA students in each individual class sessions is mandatory and students are expected to attend every session. The unique nature of graduate education, based on active learning, participation in class discussions, case studies etc., make attendance of paramount importance. Since participation in class activities is essential for students' learning, missing classes is tantamount to students' failing to receive appropriate graduate-level education. For that reason, it is our policy not to differentiate between a grade of "F" and "FA" (failure because of attendance) – with a grade of "F" being the only option (even if lack of attendance was a significant part of the final grade determination). Ultimately, it is up to the instructor to determine the role class attendance and participation plays in determining students' final grades.

### **Immunization**

All students born on or after January 1, 1957 who register for 6 or more credits must submit proof of their immunity to measles, mumps, and rubella. A meningococcal vaccine is recommended, but not required, for college students. Students who are not in compliance will be restricted from attending classes. Please see the Graduate Coordinator for more information and/or forms.

### **Student Health Insurance**

Enrollment in a health insurance plan is required for all graduate students registered on a part-time or full-time basis. To ensure compliance, each LIM College student is automatically enrolled in, and billed for, the Student Accident and Sickness Insurance Plan offered through the College. If a student has comparable health insurance coverage, he/she may waive enrollment in the College plan upon providing satisfactory proof of comparable coverage. Please note that not all plans provide comparable coverage (such as out-of-state Medicaid plans and certain HMOs and managed care plans). Be sure to check with your health insurance company before waiving coverage. Non- U.S.-based international coverage and short-term coverage are not considered comparable insurance coverage.

### **Tuition Liability**

If a student withdraws from a course or the program within the first 4 weeks of a term (measured from the date classes start), the student will be charged an adjusted tuition amount based on a percentage of the original tuition amount and tied to the week in which he/she withdrew from the course and/or program. The 4-week tuition liability scale for full or partial withdrawal is listed below. There may be a time in which a student requests that a different date (typically an earlier date as a result of hospitalization, family emergency, etc.) is used for his/her final date of withdrawal. All requests of this nature must be submitted in writing to the Vice President for Graduate Studies with supporting documentation before the end of the term. The granting of a different date of withdrawal is within the sole discretion of LIM College.

### **Tuition Liability for Withdrawal**

During the 2nd week of the term	0%
During the 3rd week of the term	50%
During the 4th week of the term	75%
After 4 <sup>th</sup> week of the term	100%

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

### **Deadline for Graduation Application**

It is a sole responsibility of a student to apply for graduation in a timely fashion. A student must apply for graduation by the end of the second week of the term in which he/she expects to complete all degree requirements. In cases when students will have completed their programs by the end of term 4 and wish to attend a commencement ceremony in the same year, their graduation applications will be due by the end of the second week of the preceding term 3. The graduation application forms can be obtained from an MBA program coordinator.

## **How to Afford the LIM College MBA**

### **Tuition and Fees**

For the 2011-2012 academic year the tuition rate is \$790 per credit hour. LIM College requires that each applicant submit a non-refundable \$40 application fee. The application fee can be paid online as a one-time payment using LIM's e-cashier site from Nelnet Business Solutions. There is a \$2 fee for an immediate full payment. For more information and to pay the application fee, please visit [www.limcollege.edu/pay](http://www.limcollege.edu/pay). The application fee can also be paid with a check or money order made payable to LIM College.

### **Enrollment Deposit**

Upon acceptance, each student is required to submit a \$500 non-refundable enrollment deposit to be considered an enrolled student at LIM College. The enrollment deposit must be submitted with the Graduate Tuition Agreement. All enrolled students are responsible for their tuition. *Please also see "Tuition Liability" on the previous page.*

### **Graduation Audit Fee**

All graduating students are required to pay a \$250 Graduation Audit fee. This fee is designed to cover the cost of ensuring students have completed their graduation/degree requirements.

### **Matriculation Maintenance Fee**

Students who do not register for courses must pay a Matriculation Maintenance fee of \$100 per term to keep their status in good standing. This fee must be paid no later than 4 weeks after the beginning of each term.

### **Commencement Ceremony Eligibility**

To be eligible to attend and participate in the commencement ceremony in a given year, a student must have completed the entire program (51 credits) by the end of term 4 of that year. Students who complete the program after term 4 will be eligible to participate in the Commencement ceremony the following year.

## **Funding Your Education**

### **Private/Alternative Education Loans**

Students applying for admission may apply for credit-based private education loans to finance part or all of their MBA program costs. Depending on your student credit history, you may need a co-signer for approval. To determine which lenders offer the best terms and conditions for you, we recommend that you utilize the following comprehensive lender comparison sites:

[www.simpletuition.com](http://www.simpletuition.com)

[www.hescmarketplace.org](http://www.hescmarketplace.org)

### Federal Student Loans

Federal Direct Stafford Loans and Direct Graduate PLUS Loans are available to eligible U.S. citizens and resident non-citizens. To determine your eligibility, you must submit a Free Application for Federal Student Aid (FAFSA) form at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) by the priority deadline of June 1. The LIM College federal school code is 007466.

### Installment Payment Plan from Nelnet Business Solutions

To help meet your educational expenses LIM College offers an installment payment plan through Nelnet Business Solutions. Payments can be made using an Automatic Bank Payment (ACH) from a checking or savings account or by credit card (all major credit cards are accepted). The cost to budget your interest-free, flexible payment plan option is a \$25 per term non-refundable enrollment fee. There are no convenience fees charged for credit card payments. Visit [www.limcollege.edu/pay](http://www.limcollege.edu/pay) to enroll.

### Meeting LIM College's Costs

Financial aid is generally offered to meet the gap (financial need) between what a student can contribute (expected family contribution), and what it costs to attend LIM College (cost of attendance): Cost of Attending LIM College (COA) – Expected Family Contribution (EFC) = Financial Need. Students may use certain types of loans to finance their expected financial contribution (EFC).

The COA at LIM College is based on the estimated budget established by the College (*see below*). Your EFC is calculated from the information you provide on the FAFSA.

### Fall 2011 Estimated MBA Program Budget Full-Time Cost of Attendance at LIM College

Tuition - Five terms (51 credits)	\$40,290
Room (housing) - estimated at a minimum of \$800 per month for an off-campus apartment (15 months)	\$12,000
Board (meals) - estimated at \$1,350 per term	\$6,750
Transportation - estimated at \$400 per term	\$2,000
Personal Expenses - estimated at \$1,200 per term	\$6,000
Books and Supplies - estimated at \$320 per term	\$1,600
<b>TOTAL</b>	<b>\$68,640</b>

*Please note: The off-campus apartment budget assumes that most students will need a minimum of \$800 per month for rent based on the average amount that most pay in a shared apartment. Students in off-campus apartments are required to provide a copy of their lease to verify their monthly rent if they intend to use loan funds to cover their living expenses.*

## **Additional Tuition and Fee Information**

### **Enrollment Deposit (all students)**

This non-refundable **\$500** deposit is required to finalize enrollment for all accepted students and is applied towards tuition for the term in which the student will enroll. LIM College provides several payment options to students to pay for the enrollment deposit and tuition charges:

1. **In-Person Payment:** Payment may be made in person at the LIM College Office of Student Financial Services (12 East 53<sup>rd</sup> Street, 3rd floor) with a check, money order or cash. Checks or money orders should be made payable to LIM College.
2. **Mailing Payment:** Payment by mail can be made with a check or money order to: LIM College / 12 East 53<sup>rd</sup> Street / New York, NY 10022 / Attn: Office of Student Financial Services. Checks or money orders should be made payable to LIM College.
3. **Online E-Cashier Payments through Nelnet Business Solutions:** You can make a one-time or installment payment online with an ACH check/savings account or credit card (all major credit cards are accepted). Please visit [www.limcollege.edu/pay](http://www.limcollege.edu/pay).
4. **Wire Transfer:** For wire transfer to LIM College's Citibank account, please use the following information:

Routing Number: 021000089  
Account Number: 9971761997

Please include your full name and student ID # for reference. For international wire transfers, LIM College's swift code is Citius33.

If you have any questions regarding the payment options provided, please contact the Office of Student Financial Services at 212-752-1530 Ext. 389 or [sfs@limcollege.edu](mailto:sfs@limcollege.edu)

## **Right to Know**

### **Federal Student Disclosure Requirements—Student Consumer Information**

Federal regulations require that LIM College provide all prospective and enrolled students with information on subjects with which you should be familiar. This information includes:

- Student Financial Aid (description of aid programs available, eligibility criteria, how to apply, the method of award and distribution, satisfactory progress standards, loan terms, and deferrals)
- Tuition and other costs
- Refund and withdrawal policies
- Information about academic programs, personnel, and facilities
- Retention and graduation rates
- Annual Security Report
- Information regarding parent and student rights under the Family Educational Rights and Privacy Act (FERPA) with respect to access to and the release of student education records

### **Family Educational Rights and Privacy Act Information (FERPA)**

FERPA sets forth requirements designed to protect the privacy of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records. FERPA affords college-aged students (“eligible students”) certain rights with respect to their educational records. These rights include:

- The right to inspect and review the student’s education records. Students must submit a written FERPA form, available in the Office of Graduate Studies, to the Registrar that identifies, among other things, the record they wish to inspect.
- The right to request the amendment of the student’s education records that are inaccurate or misleading. Students must submit a FERPA form to the Registrar specifying the part of the record they want changed and why it is inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the US Department of Education concerning alleged failures by LIM College to comply with the requirements of FERPA. The Office’s address is: Family Policy Compliance Office / U.S. Department of Education / Washington, D.C. 20202–4605

### **Release of Student Information by LIM College**

In accordance with FERPA, LIM College has designated the following information about students as public (directory) information which may be released without the student's authorization or consent:

- Name
- Address (local and permanent)
- Email address and telephone listing
- Academic status (undergraduate, graduate, general studies)
- Dates of attendance
- Degrees completed
- Major/minor

Students have the right to have this directory information withheld from the public if they so desire. Each student who wants all directory information to be withheld must notify the Registrar in writing.

No education records protected by FERPA, unless subject to FERPA's exceptions, will be released without the written consent of the student. Consent forms may be obtained from the Graduate Studies Office.

No transcripts of a student's records will be released outside the College without the student's signed authorization and consent, unless subject to FERPA's exceptions. Authorization forms are located in the Registrar's Office.

### **Annual Security Report**

In compliance with the Student Right-to-Know and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), LIM College's Annual Security Report is now available on LIM College's website at <http://www.limcollege.edu/annualsecurityreport>. The report contains statistics for the previous three years concerning reported crimes; institutional policies concerning campus conduct; policies concerning alcohol and drug use; crime prevention; the reporting of crimes and sexual assault; and other information concerning security and safety at LIM. Current or prospective students and employees may request a hard copy of this information by sending a written request for the Report to: LIM College Registrar, 545 Fifth Avenue, New York, NY 10017 or by calling (646) 388-8405 and requesting a copy.

## **Administration**

### **Elizabeth S. Marcuse, President**

B.A. Simmons College. Former Director of Retail Planning, Donna Karan; Director of Retail Planning, Mamiye Brothers; Buyer, Macy's; Buyer, Lane Bryant; Buyer, Montgomery Ward

### **Dr. Jo-Ann Rolle, Senior Vice President for Academic and Student Affairs**

Ph.D. Howard University; M.A. Southern Illinois University at Edwardsville; B.B.A. University of Miami

### **Dr. Milan Milasinovic, Vice President for Graduate Studies**

Doctorate in Business Administration (D.B.A.) – Marketing, Nova Southeastern University; M.B.A. and B.S. in Economics, SDA Bocconi, Milan, (Italy) - University of Florida, Gainesville; Master (Graduate) Certificate in Information and Technology, New York University, B.S. in Economics, University of Osijek, Croatia.

### **Dr. Andrzej Wlodarczyk, MBA Director**

Ph.D. in Higher Education Administration , University of Nebraska–Lincoln; M.B.A. Lindenwood University, Missouri; M.Ed. in Educational Administration, Concordia University, Nebraska; B.A. in Education, Jagiellonian University, Krakow, Poland.

### **Susan Bauer, Graduate Career Services Coordinator**

M.S. in Education, Counseling and Personnel Services, Fordham University (expected completion 2012); B.S. in Human Resources, Clothing and Textile Merchandising, University of Delaware; A.A.S. in Fashion Merchandising, Fashion Institute of Technology;

### **Paul Mucciarone, Graduate Admission Coordinator**

MS Ed. in Higher Education Administration, Baruch College (expected graduation, 2013); MBA, Capital University (2005); BA in International Studies, Otterbein University (1999)..

### **LaToia L. Taylor, Associate Registrar**

M.S. in Organizational Change Management, Milano The New School for Management and Urban Policy, New York, NY. B.A. in Sociology, Boston College, Chestnut Hill, MA

### **Kelisha Jones, Executive Administrative Assistant**

B.A. in Sociology, University of Connecticut, Storrs, CT. Served as 2<sup>nd</sup> Vice National Chairperson on Founding board of the National Association of Black Female Entrepreneurs, Inc.

### **Tessie Scroggins, Assistant Director of Student Financial Services**

B.A. in Hispanic Studies, Vassar College, Poughkeepsie, New York 1990 Prior to LIM College, Director of Financial Aid *Columbia University School of Social Work*, Manager of Repayments Solutions at *Sallie Mae*

August 25, 2011