

CATALOG ADDENDUM

Catalog 2015-2016

Effective January 4, 2016

1. Revision to Fashion Design pre-requisites
2. Revision to SAP policy
3. Additions to Faculty and Staff Listing

**Revision to Fashion Design pre-requisites on page 16 and 17 of the catalog:**

FD122 Fashion Design II – Blouse Design and Pattern Making ....... 6 credits

*Prerequisite:* FD121 and 2nd quarter requirements of a 12 credit hour minimum

Expands on skills taught in FD 121 and helps students acquire an understanding of design principles. Students learn to draft basic bodice and sleeve blocks, dart manipulation, along with simple sleeve and collar theories.

FD123 Fashion Design III – Dress Design and Pattern Making ........ 6 credits

*Prerequisite:* FD122, B128 and 3rd quarter requirements of a 24 credit hour minimum

A continuation of FD 121 and FD 122, with further development of more complex sleeves and collars. The course emphasizes dress variations such as bias tiers, halter styles and princess lines.

FD124 Fashion Design IV – Sportswear Design and Pattern Making ... 6 credits

*Prerequisite:* FD123, B129 and 4th quarter requirements of a 36 credit hour minimum

Combines the design fundamentals learned in previous quarters with concepts used to construct menswear, slacks, jeans, culottes, jumpsuits, and active-wear.

FD130 Fashion Design V – Tailored Garment Design and Pattern Making 6 credits

*Prerequisite:* FD124, FD198 and 5th quarter requirements of a 48 credit hour minimum

Involves an advanced level of design where flat pattern techniques are used to draft a variety of suits, coats, and capes. Traditional hand stitching and pressing procedures for tailored collars, lapels, pockets, and vents are also introduced.

FD201 Fashion Design – Draping I ............................................ 3 credits

*Prerequisite:* FD130, FD204 and 6th quarter requirements of a 60 credit hour minimum

Fundamentals such as fabric preparation, grain line placements, draping procedures, and trueing the pattern are covered. Techniques for draping, determined by the fabric’s structure, texture, weight, and hand, are applied to previously drafted styles.

FD202 Fashion Design – Draping II ........................................... 3 credits

*Prerequisite:* FD201 and 7th quarter requirements of a 72 credit hour minimum

Enhancing the skills learned in Draping I, students will learn time- honored techniques from the ateliers of Paris. Fabric will be applied directly to mannequin while draping a complicated interpretive copy.

FD219 Collections ................................................................. 3 credits

*Prerequisite:* All Fashion Design and Pattern Making courses, FD222 and 8th quarter requirements of an 84 credit hour minimum

Students construct a five- piece grouping of garment designs (a collection). They will flat pattern or drape their designs and fit them to their models. The design process includes developing a customer profile, specification sheets and cost sheets. The collection will be selected from one of the groupings illustrated in FD222 Digital Portfolio Preparation.

**Revision to Financial Aid Satisfactory Academic Progress Policy on page 39 and 40 of the catalog:**

**Financial Aid Satisfactory Academic Progress Policy**

Various federal and state regulations governing student financial assistance require that an institution develop standards to measure academic progress toward a degree. SAP will be reviewed at the end of each term/payment period. Minimum standards, including qualitative and quantitative measures of progress, must be achieved by the end of each payment period at VMCAD to remain in good financial aid and academic standing. These standards apply to all students enrolled in a degree granting program, during all terms of enrollment, including Summer Quarter, whether or not financial aid is awarded or received.

**Qualitative Requirements of Satisfactory Academic Progress-Grade Point Average**

A minimum 2.0 cumulative grade point average is required to graduate from all degree granting programs at VMCAD. A 2.0 CGPA is also required at the end of each payment period as a necessity to meet Financial Aid Satisfactory Academic Progress standards.

**Quantitative Requirements of Satisfactory Academic Progress-Pace of Progression**

Students must successfully complete at least 67% of the cumulative attempted credit hours. Attempted hours include repeated, failed, incomplete, withdrawn from, and transfer credit hours.

Pace of Progression is measured by dividing the cumulative number of hours successfully completed by the cumulative number of hours attempted as shown below:

Pace = Cumulative # of hours successfully completed ÷ Cumulative # of hours attempted

**Maximum Time Frame**

Federal regulations require an institution to establish a maximum number of credit hours to complete a degree or certification while also remaining eligible for federal financial assistance. Consideration of eligibility includes all terms of enrollment, whether or not federal, state or institutional aid is received. Students cannot exceed 150% of the required course credit hours. For example, students in a 108 credit hour program must graduate by the time they will have attempted 162 credits.

All classes required in a student’s program (excluding remedial courses) will apply toward maximum time frame/pace. These include:

* Courses with grades of “W” (Withdrawal), including when a student withdraws completely from a term.
* Courses with grades of “I” (Incomplete). Grades do not stay in an incomplete status. SAP will be re-calculated after an incomplete is finalized.
* Transfer credit accepted toward completion of a student’s program must be counted as both hours attempted and hours completed.
* Test outs
* If a student switches majors within VMCAD, all courses that apply to both majors will be counted as both hours attempted and hours completed in the new major.
* If a student pursues a second degree after the first is completed, all courses that apply to both majors will be counted as both hours attempted and hours completed in the new major.
* A student that withdraws and returns more than a year after their last date of attendance will be considered a new start. All courses that apply from the prior enrollment will be transferred to the new enrollment and will be counted as both hours attempted and hours completed.
* Repeated Coursework-Per Federal Regulation, a student is eligible for Title IV (federal) Financial Aid for one repeat of a passed course.

Example:  Student took G101 in Fall 2010 and earned a C. The student can retake the course once and receive Financial Aid for that course in an attempt to improve their grade. If the student attempts to retake the course again, no federal Financial Aid funds can be used to pay for the class. The grade received from the second attempt will not replace the first grade. Both grades will be counted in quantitative and qualitative calculations.

Financial Aid Academic Warning

* The first time a student fails to meet the qualitative or quantitative SAP requirements, they will be put in this status. A student may still receive Financial Aid while in this status for one payment period.

**Financial Aid Probation**

* If a student fails to meet SAP during the payment period immediately following their Financial Aid Academic Warning period, they are required to submit an appeal in order to be placed on Financial Aid Probation. See below for details on the appeal process.
* If the appeal is granted, Financial Aid may be awarded for one additional payment period. The student must meet Financial Aid SAP standards at the end of the Financial Aid Probation period or submit another appeal with additional mitigating circumstances.
* A student will not be automatically placed in a Financial Aid Probation status. If an appeal is not submitted or if the appeal is denied, the student will be dismissed from the College. See below for details on the appeal process.

**Academic Plan**

* It may be determined during the appeal process that a student cannot meet SAP requirements by the end of one payment period. In this situation, the student will meet with an academic advisor and will be required to sign an academic plan. The student will remain on Financial Aid Probation and will remain eligible for Financial Aid during the length of the academic plan as long as they meet the terms of the plan.
* If a student fails to meet the terms of their academic plan, they will be dismissed from the College. See below for details on the appeal process.

**Dismissal**

* A student will be dismissed from the College if they fail to submit a letter of appeal for Financial Aid Probation, or, if the appeal is denied or, if they fail to meet the terms of their academic plan.
* Students may submit a new appeal requesting re-admittance to the College after a minimum one term suspension.

Students are notified of their SAP status on their report card. If a student fails to meet SAP standards, an additional notification will be mailed with the report card.

**Financial Aid Satisfactory Academic Progress Appeal Process**

If a student fails to meet Financial Aid Satisfactory Academic Progress standards, they may submit a typed letter of appeal. The letter of appeal must be submitted to the Dean of Academic Affairs with supporting documentation and an explanation of the extenuating circumstances that caused a failure to meet SAP standards. The appeal should also include an explanation that addresses a resolution to the adverse situation so as to allow a successful completion of SAP requirements upon the next review. This appeal must be submitted within 5 days of the college’s notification of grades or academic standing.

Extenuating circumstances include:

* Serious injury of the student and/or the student's immediate family
* Serious extended illness of the student and/or the student's immediate family
* Death of the student's relative
* Unanticipated legal or military obligations beyond the control of the student

After the Appeals Committee reviews the appeal, the decision will be mailed to the student address on file 1-2 weeks after the appeal was submitted.

**Additions to Faculty and Staff listing on page 46 of the catalog:**

**Board of Directors**

Members: Dr. Barry Berkowitz, Dr. Dennis Trinkle, Dr. Milan Milasinovic (President) and Ms. Virginia Veith

Corporate Officers: Ms. Dorothea Kingsbury-Secretary, Mr. Larry Horwitz-Treasurer, Dr. Milan Milasinovic-President

Executive: Dr. Milan Milasinovic-President

**Faculty and Staff**

Vikki Gamier - *Adjunct Faculty* Bachelor of Business Administration – Cleveland State University

Amanda Leininger – *Adjunct Faculty* Master of Science in Interior Design – Eastern Michigan University

Cynthia Lundeen – *Adjunct Faculty* Bachelor of Science in Business – Lake Erie College

Janet Simonovich - *Adjunct Faculty* Master of Education in Literacy Curriculum Development & Instruction – Cleveland State University

Kelley Somerville – *Adjunct Faculty* Bachelor of Arts in Interior Design – University of Akron

Mercedes Wallack – *Adjunct Faculty* Associate of Applied Business in Fashion Design – Virginia Marti College