



# BEVERLY HILLS DESIGN INSTITUTE

July 1<sup>st</sup> 2017 – June 30<sup>th</sup> 2018

C A T A L O G

[www.bhdi.edu](http://www.bhdi.edu)

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# Welcome Letter from the President

Dearest Future Life Designers,

The seeds of success in any field include the following components: Imagination, Inspiration, Creation, and Transformation.

Congratulations on your decision to seek a life career of creativity and achievement in the rewarding, yet challenging world of Design. I believe that a commitment to a higher education reflects a commitment to a higher purpose.

When in doubt or at a crossroads in my life, I have always turned to my faith in a higher power to find the wisdom to choose the right life path.

I went through such challenging time at the beginning of my career as a Fashion Designer. Upon graduation with a degree in fashion, I found myself with neither the practical training needed, nor the support necessary to secure a promising position in the fashion industry. It took me several years of higher education and a succession of unrewarding positions, to become a successful designer.

Through this long and difficult journey, I learned what it takes to be a life-long expert professional in the Fashion Industry.

Now that I have realized my primary goal and had the opportunity for many years to prepare future successful designers, I set mission to share with you my vision of fashion education and business in order to ease your path to success.

Through your journey at Beverly Hills Design Institute, you will find, not only the opportunity to acquire the skills and knowledge necessary for a freshly graduated professional to be recognized as exceptional, but also to translate rapidly your creativity, talent and dedication into a successful career.

Be assured that we are not only committed to guide you during your preparation at BHDl, and your first steps in the industry, but also for your entire career development in the professional world.

Your success is our success.

With care,

Sonia Été





# Assets

*Where quality education translates into rewarding career opportunities*

Beverly Hills Design Institute was founded as a higher institution of learning to teach the principles and techniques of fashion that go above and beyond those ordinarily taught in the United States, by providing instruction combining European Haute Couture and American fashion. Unique to American fashion education, BHDl teaches Pattern Design and Fashion Design separately.

Located at the heart of one of the Fashion and Entertainment centers of the World, in the prestigious Flynt Building in Beverly Hills, the Beverly Hills Design Institute offers innovative, challenging, and flexible fashion education programs that prepare a diverse student population for professional excellence in design, fashion, and business.

## Institutional Vision

To provide an education of excellence that transforms unique creators into life-long professionals who design the world with the essence of Haute Couture.

## Mission Statement

Beverly Hills Design Institute has set mission to serve employers, and their communities by preparing a diverse and qualified student population to become responsible professionals committed to lifelong learning and equipped with a firm academic foundation and career-specific competencies.

Beverly Hills Design Institute offers innovative, challenging, and flexible fashion education programs to enrich the community through creations that raise the level of originality, aesthetic, quality, intelligence and sophistication.

To achieve this goal, Beverly Hills Design Institute follows, conveys, and promotes the essence, principles, and concept of Haute Couture translated by the research of Beauty, Harmony, Elegance, Perfection, and Uniqueness.

The market place is becoming more diversified, specific, personalized, and fostering micro-markets that target individually clients with a growing need for products fitting better their unique personality.

Beverly Hills Design Institute responds to this demand by preparing exceptionally talented individuals to become highly specialized experts and life-long enterprising professionals, who are capable of critical thinking, problem solving, market analysis, and the business acumen to serve not only companies, at any level of their industry, but also to create their own brand, and develop the niche market that fits perfectly their unique creativity.

Beverly Hills Design Institute nurtures professionals with student-centered programs and innovative teaching techniques focusing on student learning outcomes that develop confidence, sense of belonging and purpose.

As the result, Beverly Hills Design Institute constitutes a family of artists, designers, creators and leaders empowering each other, and dedicated to bring quality, values and prosperity to the community.

## Values

SEED: We believe that everyone is a seed with a unique purpose that reveals itself through passion and dreams. When listened to and followed, they make us a messenger on a mission, who travels an amazing journey leading to a fulfilling life of achievement.

PLANT: Since a seed needs fertile soil to grow into a beautiful tree bearing exceptional fruits, we are proud to offer a rich nurturing environment that fosters innovation, imagination and exciting discoveries that transform this uniqueness into a life passion.

TREE: If passion is the energy and motivation that leads to creativity, we encourage professionalism, commitment, accountability and dedication as the solid roots for this creativity to become reality.

FLOWERS: We praise ethic, loyalty, honesty, integrity, generosity, gentleness, compassion, wisdom, and respect, as the beautiful values and qualities necessary to interact, attract fruitful partnerships and develop the key element of success: REPUTATION.

FRUITS: We honor the noble positive and constructive attitude of serving others with LOVE to fill the needs of the community, and contributing to its happiness while being rewarded with pride, self-esteem, sense of belonging and deserved recognition.

SEEDS: Above all, we recommend seeking the ultimate satisfaction of planting the seeds for the future, bringing innovative solutions to the world, and building our LEGACY which translates into a deep feeling of mission accomplished.

SEED - PLANT - TREE - FLOWERS - FRUITS – SEEDS

"Make a tree good and its fruit will be good, or make a tree bad and its fruit will be bad, for a tree is recognized by its fruit." *Matthew 12:33*

## Goal

The ultimate goal of BHDl is to be recognized as the reputable source of choice for employers of the fashion industry who search for exceptional professionals.

## Objectives

In order to achieve its goal, Beverly Hills Design Institute is committed to attain the following objectives:

1. To provide student-centered curriculum and instruction focused on developing relevant skills, knowledge, and experience in accordance with current market reality by:
  - Developing career programs that specialize students to the specific needs of the industry;
  - Encouraging and monitoring uniqueness and creativity as necessary for original and attractive production; and
  - Assessing student academic progress and learning outcomes.
2. To support effective teaching and learning through appropriate facilities, equipment, and faculty services by:
  - Providing faculty development consistent with new curriculum, materials and best practices;
  - Providing hardware and courseware to support and facilitate instruction;
  - Developing and maintaining facilities and services appropriate to a population of students from diverse backgrounds; and
  - Striving to promote a culture of teaching. BHDl actively pursues teaching as a core institutional value and promotes a positive culture of teaching. Such an optimal teaching culture would include supportive institutional policies; opportunities for instruction in pedagogy; ongoing formative and summative evaluation of teaching methods and teaching programs; assessment of student learning; and a coherent infrastructure that supports teaching, encourages BHDl's belief in entrepreneurship, and builds community through collaboration.
3. To support and advance student retention by:

- Monitoring indicators of academic performance related to retention;
  - Providing a teaching methodology that is practical, participative, relevant to the career prepared, keep the level of interest and encourage creativity, independent learning, and critical thinking skills;
  - Providing advising to keep students focused in attaining their professional goals; and
  - Providing opportunities for students to develop leadership, communication, teamwork skills and to teach to the community.
4. To support and advance student career services and graduate satisfaction by:
- Providing career service assistance that match the unique talents and skills of the graduate with the right employer;
  - Offering tools and events that give employers access to future graduates portfolios; and
  - Surveying current and former students.
5. To provide activities that support and advance employer satisfaction by:
- Soliciting the input of the school's Advisory Board
  - Providing to future employers specialized professionals immediately operational;
  - Raising the financial and ethical responsibilities and accountability of the future professionals; and
  - Conducting outreach to and obtaining feedback from actual and local potential employers.

## History of Beverly Hills Design Institute

To address a growing global need for specialization in fashion education, Sonia Été founded Beverly Hills Design Institute in 2005. Prior to its establishment, Beverly Hills Design Institute, under the name ESAM (École Supérieure des Arts de la Mode), served 10 years in the

U.S. as a preparatory course for ESMOD International Fashion University Group and Studio Berçot in Paris.

The mission of ESAM was to prepare undergraduate American designers to be considered for direct admission to the third year level of these two schools of Haute Couture in Paris. During this one-year intensive preparatory program, candidates rigorously studied the techniques taught in Paris during the first two years of the affiliate schools degree programs, along with the French language and the metric system.

The appeal for American candidates was to benefit from the European fashion education that trained specifically to industry professions and, thus, to the highest of technical creativity, fit, and elegance.

In the fashion industry, worldwide, a fashion designer is a stylist specialized in the art of illustration and collection development. Likewise, a pattern designer is a modelist specialized in the art of tailoring, made-to-measure pattern making, custom dressmaking, and draping. Therefore, students of ESAM trained heavily in French techniques according to their career goals and prepared the necessary requirements for admissions such as a portfolio or garments. For final review, students interviewed in Paris and, upon acceptance, had the unique opportunity to proceed with upper level studies.

ESAM was about to become the first ESMOD USA until changes had been made in the program towards generalized fashion education. Sonia Été, having found herself limited through her own experience of combined fashion/pattern education, abandoned the will to bring ESMOD to the U.S.

Instead, she decided to create Beverly Hills Design Institute, an American fashion school teaching the very distinctive careers of Fashion Design and Pattern Design separately with French techniques revised and modernized for American and International production.

Now emerging talent in fashion can access high level of expertise along with a practical professional mindset without the costly time and investment of learning by trial and error on the job or of traveling around the world to access these techniques. As a result, emerging fashion professionals bring more efficient, upper level techniques as

well as marketable creativity that sustain successful careers and promote business growth.

Beverly Hills Design Institute prepares Associates degree graduates to be immediately operational in the industry.

Beverly Hills Design Institute fosters vision-driven, personalized creative design for strong design identities, and professional business focus so that Bachelor degree graduates are confident to launch their own line.

With the cutting-edge techniques and personalized creative instruction, Beverly Hills Design Institute is at the forefront of fashion education to revolutionize the fashion industry and to inspire creativity and design excellence in the community.

## Campus Area

Beverly Hills Design Institute is located at the crossroads of fashion and entertainment in the Luxury Capital of the World, Beverly Hills, United States.

The campus is located near the Los Angeles County Museum of Art.

The campus is also at short distance from one of the world's most elegant shopping avenues, Rodeo Drive in Beverly Hills, which packs in enough glitz to qualify it as one of the most glamorous and expensive shopping stretches in the world. The luminaries of style are all represented, including Chanel, Valentino, Gucci, Versace, Dior, Cartier, Louis Vuiton, Prada, Escada, Tiffany, Van Cleef and Arpels, Bottega Veneta, Armani, Bally, Ralph Lauren, among others.

Nearby are fashion temples for the rich and famous; comfortable and luxurious department stores, like Neiman Marcus, Saks 5th Avenue or Barneys New York, which offer an unforgettable shopping experience.

From art galleries to architectural tours to the Paley Center for Media, Beverly Hills is also home to art and culture and the scene of a great

variety of events, festivals and prestigious ceremonies like the Oscars, the Emmy Award and the Grammy's.

## Instructional Facilities

Beverly Hills Design Institute is conveniently located in the prestigious Flynt Building, at 8484 Wilshire Boulevard, Suite 730, Beverly Hills, CA 90211.

The facility has been designed to stimulate creativity, passion and professionalism and is wheelchair accessible.

Classrooms have been dedicated to their specific functions. Pattern Design, Fashion Design, Mac Lab for Digital Pattern and Digital Design, Lectures Rooms, and an ESL Skills Lab, all have been prepared to welcome small intimate classes to foster Learning Outcomes.

Computer network and wireless internet access are available to BHDl community.

## Library

BHDl maintains a Library with relevant books, periodicals, software tutorials and other pertinent publications to enhance the academic journey at BHDl. Unreserved books may be checked out overnight with the approval of the Student Services Director. Reserved and reference books may not be removed from the Library.

## Institutional Accreditation

**Beverly Hills Design Institute is accredited by the Accrediting Council for Independent Colleges and Schools to award associate degrees, bachelor's degrees and Intensive English Language Certificates.**

The following programs are accredited by ACICS:

- Associate of Arts Degree in Fashion Design
- Bachelor of Arts Degree in Fashion Design
- Associate of Arts Degree in Pattern Design
- Bachelor of Science Degree in Pattern Design
- Intensive English Language Program

### **Certificate programs are NOT accredited by ACICS.**

The Accrediting Council for Independent Colleges and Schools is recognized by the Council for Higher Education Accreditation.

ACICS  
750 First Street, NE, Suite 980  
Washington, DC . 20002-4241  
Ph 202.336.6780  
Fax 202.842.2593  
Web site: [www.acics.org](http://www.acics.org)  
E-mail: [acics@acics.org](mailto:acics@acics.org)

## State Licensing

Beverly Hills Design Institute is a private institution that is approved to operate by the California Bureau for Private Post-Secondary Education (BPPE). Approval to operate means compliance with state standards as set forth in the Chapter 8 of the California Education Code, Title 3, Division 10, Part 59.

The following programs are approved by the BPPE:

- Associate of Arts Degree in Fashion Design
- Bachelor of Arts Degree in Fashion Design
- Associate of Arts Degree in Pattern Design
- Bachelor of Science Degree in Pattern Design
- Professional Fashion Design Laboratory Certificate
- Creative Fashion Design Laboratory Certificate
- Professional Pattern Design Laboratory Certificate

- Creative Pattern Design Laboratory Certificate
- Intensive English Language Program

Any questions a student may have regarding this catalog, that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education  
Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833.

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818  
Phone Number: (916) 431-6959  
Toll Free: (888) 370-7589  
Fax Number: (916) 263-1897  
Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll Free: (888) 370-7589, or by completing a complaint form, which can be obtained on the bureau's internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## Title IV Institution

Beverly Hills Design Institute is approved to Participate in State and Federal Student Financial Aid Programs.

**BHDI School Code: 041855**

## SEVP Certification

Beverly Hills Design Institute is authorized under Federal law to enroll nonimmigrant alien students.

## Veteran's Education Approval

BHDI is approved by the California State Approving Agency for Veteran Affairs to train students under the Veteran's Bill of Rights.

Beverly Hills Design Institute is committed to assisting Veterans, their dependents, and reservists in obtaining their VA educational benefits and in achieving their educational and career goals.

In order to determine your program eligibility, you will need to contact BHDI's Veterans Affairs Certifying Official:

Robert McNeil RICE II  
310 360 8888

For more information on VA educational benefits: [www.gibill.va.gov](http://www.gibill.va.gov)

## BHDI Administrative Address

Beverly Hills Design Institute  
8484 Wilshire Blvd, Suite 730  
Beverly Hills, CA 90211  
Tel. 310 360 8888  
Tel. 310 857 7875  
Fax 310 857 6974  
[www.bhdi.edu](http://www.bhdi.edu)

## Hours of Operations

Administration and School Hours: 8:30 a.m. – 7:00 p.m., Monday-Friday

## Disclosures

### Financial Independence

Beverly Hills Design Institute has no pending petition in bankruptcy, it is not operating as a debtor in possession, and has never filed a petition in the preceding five years or before, and has never had a petition in bankruptcy filed against it within the preceding five years or before that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. sec. 1101 et seq.).





# Admissions

Beverly Hills Design Institute is a private institution that prepares students for careers in the creative design and fashion industries.

Demonstrated talent, professionalism, academic accomplishments, and other achievements that indicate success on a college level are factors that the Admissions Committee considers when evaluating applications.

Overall grade point average is considered when evaluating transfer applications.

## APPLYING TO BHDI

### Undergraduate Degrees and Certificate Programs

**Beverly Hills Design Institute is accredited by the Accrediting Council for Independent Colleges and Schools to award associate degrees and bachelor's degrees.**

The following programs are accredited by ACICS:

- Associate of Arts Degree in Fashion Design
- Bachelor of Arts Degree in Fashion Design
- Associate of Arts Degree in Pattern Design
- Bachelor of Science Degree in Pattern Design
- Intensive English Language Program

**Certificate programs are NOT accredited by ACICS.**

All programs are approved by the California Bureau for Private Post-secondary Education (BPPE)

### Application Deadline, Form and Fee

To apply to the Beverly Hills Design Institute, you must first submit your online application form and fee accessible from the home webpage:

[www.bhdi.edu/application](http://www.bhdi.edu/application)

An email will be sent providing login information to your admission online account where you will be asked to upload your admission documents.

You can work on your admission documents online and save without submitting. You may submit individual admission documents as they are completed by clicking submit on the admission component. A gray check will appear next to all submitted documents. A green check indicates that an admissions representative has received the document.

Your completed Application Package should be uploaded and submitted to your admission online account no later than:

Enrolling Quarter	Due Date*
Summer Quarter	July 1st
Fall Quarter	October 1st
Winter Quarter	January 1st
Spring Quarter	April 1st

*\* If you cannot meet (or found you have missed) the deadline for your planned quarter start, you may appeal for an extension with the admissions office*

A 40.00 USD non-refundable application fee per program (160.00 USD for international students; 10.00 USD for veterans) must accompany the application form (please see the refund policy for further details).

The application and application fee are required in order to be given login information to your admission online account.

Prospective and current students who wish to double major at BHDl must submit an application form including the second major and pay the application fee for each program.

If you prefer not to pay your application fee by credit card online, you may mail a check made out to Beverly Hills Design Institute to:

Beverly Hills Design Institute  
ATTN: Admissions  
8484 Wilshire Boulevard, Suite 730  
Beverly Hills, CA 90211

Do not forget to include the applicant name and date of birth on the check.

Please note that changing programs or majors while enrolled will require reapplying.

### Admission Online Account Login

Your application and application fee, will give you access to the admission online web portal where you will be guided step by step to submit your application components.

### Personal Essay

Submit online a one-page essay focusing on your vision and mission statements. It is important to focus on your current passion in life, what makes you unique, what you would love to bring professionally to the community, what you plan to change, and how you envision doing it successfully.

You may upload word document files or type your essay directly into the available text box under the online essay component in your admission online account.

### Portfolio and Mood Board

The Portfolio is requested only to assess what you love and not your technical skills.

It should contain a mood board of all the subjects that inspire you, and sketches that you would love to see realized.

If you do not have any art work, please provide pictures of what you consider are the best products of the industry corresponding to your major.

You may upload JPEG, PDF, and PowerPoint files under the online portfolio component in your admission online account.

In addition to the mood board upload, you have up to seven places to upload your portfolio. You are not required to complete all seven.

If you include your mood board and portfolio in one document, please upload this to the mood board upload under the portfolio component.

If you are having trouble uploading your documents, please contact the Office of Admissions. You may also submit your electronic portfolio files by email to your admissions representative.

### Entrance Interview Online Questionnaire

Through your admission online account you can access the Entrance Interview Questionnaire Form.

The online interview is requested to assess what you are born for and what you would love to bring to the world.

The online interview may be helpful in preparing your essay.

### Financial Interview Online Questionnaire

The online Financial Interview is required for complete submission of your application package.

The financial interview is requested to assess how we can assist you in financially preparing for studies.

### Final Oral Interview

Once your online file has been fully completed and submitted for admissions review, you may be contacted by your admissions representative within the week after, to schedule a final oral interview with a member of the BHDl Admissions Committee.

### SAT – ACT Placement Tests

SAT, ACT and other placement tests are not required for an admission decision review.

SAT and ACT scores may be provided in lieu of the Beverly Hills Design Institute enrollment placement test. For exemption and other information see the section “Enrolling at BHDl Placement Test”.

### Transcripts and Conditional Acceptance

An applicant may receive a conditional acceptance before submitting the required transcripts for enrollment.

Beverly Hills Design Institute accepted applicants may enroll provided they can demonstrate they have either of the following:

- A high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
- The recognized equivalent of a high school diploma, such as a general education development or GED certificate; or
- Completed homeschooling at the secondary level;

In case of a high school graduation under the compulsory age of school attendance (18), a parent, legal guardian or spouse of legal age is required to co-sign the enrollment agreement.

In lieu of submitting any of the above documents you may submit an official transcript showing evidence of the following:

- Earned credits at an accredited higher education institution recognized by the US Department of Education
- Earned credits at a foreign institution recognized by the federal government of that nation with U.S. academic evaluation (see section International Transcripts).

All official transcripts must be submitted unopened and officially sealed by the institution issuing the credentials, to:

Beverly Hills Design Institute  
ATTN: Admissions  
8484 Wilshire Boulevard, Suite 730  
Beverly Hills, CA 90211

For secondary education transcripts, send one of the following:

- an official sealed transcript from your high school showing evidence of graduation
- a copy of your high school diploma
- a General Educational Development (GED) Certificate
- a high school equivalency certificate such as the California High School Proficiency Examination (CHSPE)

Home-schooled applicants shall submit documentation that outlines the curriculum studied. This may be in the form of course syllabi or transcript from a recognized home-schooling agency. If documentation is not possible, GED or CHSPE scores must be submitted.

Exceptionally, a prospective student who is beyond the age of compulsory school attendance and cannot demonstrate graduation from high school or its equivalent may be considered for acceptance providing he/she passes an Accuplacer test for Native or Non-Native of English Speaker. Please contact the Admissions Department for details on taking the test.

## International Transcripts

Foreign-educated applicants may have to present an evaluation of all required academic documents compiled by an independent academic credential evaluation provider except if their courses were taken in English.

You do not need to have these documents sent from your international institution to Beverly Hills Design Institute.

Beverly Hills Design Institute recommends that all applicants use Academic Credentials Evaluation Institute (ACEI), a member of the Association of International Credential Evaluators, Inc. (AICE):

Academic Credentials Evaluation Institute  
9461 Charleville Blvd., Box #188  
Beverly Hills, California 90212  
U.S.A.  
Phone: 1.800.234.1597  
Fax: 1.310.275.3528  
Email: [acei@acei-global.org](mailto:acei@acei-global.org)  
<http://www.acei-global.org>

If you are requesting evaluation from ACEI, send your documents directly to ACEI and do not forget to request a copy of your evaluation to be sent to BHDI on the ACEI application form.

For High School diploma evaluation, please request the **Basic Report** of your credentials.

For Higher education transcripts evaluation, you must request the **Comprehensive Report** of your credentials.

## Transfer of Credit Consideration

Please reference the Admission section "Enrolling at BHDI – Transferring Credit".

## Additional Requirements for Certificate Programs

Applicants for the Creative Fashion or Pattern Design Laboratory Certificate Programs should also provide proof of a recognized degree in fashion, and professional experience in design or pattern making.

Applicants for the Professional Fashion or Pattern Design Laboratory Certificate Programs should also provide proof of at least 5 years work experience or ownership in a related field.

## Acceptance Notification

After review by the BHDI Admissions Committee, a representative will notify you by email of the committee decision.

To confirm attendance and to reserve a place early in the entering class, complete the Letter of Intention to Register (LIR) and pay the non-refundable \$150 tuition deposit applicable toward registration fee, first-quarter tuition and other charges. You will then receive registration and orientation information when released.

High school seniors are encouraged to submit the LIR before May 1. If you are delayed, please contact your admissions representative for accommodations.

An acceptance at BHDI is valid for two quarters from the date of acceptance.

A deferred applicant may be reevaluated in the next admission deadline. A denied applicant may reapply. It is recommended to consult with an admissions representative before resubmitting an admission package.

International students should reference the section [Acceptance and Visa for International Students](#) to know more about deposits and other important time sensitive information following acceptance.

## ENROLLING AT BHDl

### Placement Test

#### Placement Test for Native Speakers of English

Beverly Hills Design Institute may require a placement test to assess an applicant level of entrance into studies within its degree programs.

For placement test exemptions visit the section "Enrolling at BHDl Placement Test Exemptions". Beverly Hills Design Institute reserves the rights to require testing even if the exempting qualifications apply.

Native Speakers of English taking the test, must schedule a time with an admissions representative to take the Accuplacer Placement test which consists of the following parts:

- Sentence Skills
- Reading Comprehension
- Written Essay
- Arithmetic Test

Dictionaries and calculators are not permitted when taking the Accuplacer Placement test.

You will be required to take one or more courses in the BHDl Intensive English Language Program and/or a remedial Mathematics course, if your score is under the following:

ACCUPLACER Test	SCORE	PLACEMENT
Sentence Skills	< 60	IELP 1420 Academic Listening and Speaking
Reading Comprehension	< 55	IELP 1430 Academic Reading and Vocabulary
Written Essay	< 4	IELP 1410 Academic Composition
Arithmetic Test	< 34	MATH 0001 Basic Mathematics

#### Placement Test and Academic Recommendation

Beverly Hills Design Institute may require remedial course work, even if placement scores are above the minimum level to enter the degree program, in the case that a 2/3<sup>rd</sup> vote between two professors and the Chief Academic Officer recommends such.

#### Placement Test Exemptions

You may be exempt from taking the Accuplacer placement test or part of the test if either of the following applies:

- Achieved SAT official scores with a minimum of the following: Critical Reading 350, Writing 350, Math 350, Essay 4;
- Achieved ACT official scores with a minimum of the following: Reading 18, English 18, Math 18, Essay 3;
- Achieved AP official scores with a minimum of 3 in English and/or Math-related subjects;
- Achieved CLEP official scores with a minimum of 50 in English and/or Math-related subjects;
- Achieved SAT subject test official scores with a minimum of 500 in English and/or Math-related subjects;
- Achieved A-Level official scores with a minimum of C+ in English and/or Math-related subjects;
- Achieved IB official scores with a minimum of 4 in English and/or Math-related subjects;
- Completed a college-level (not developmental) English and/or mathematics course with a C or better at an accredited U.S. college or university;
- Completed a college-level (not developmental) English and/or mathematics course with a C or better at a foreign higher education institution recognized by the federal government of that nation only if your program of education was provided in English;
- Earned a higher education degree at a U.S. accredited institution recognized by the US Department of Education;
- Earned a higher education degree at a foreign institution recognized by the federal government of that nation only if your program of education was provided in English.
- Achieved within two years a passing TOEFL/IELTS/ACCUPLACER score or completed a level

equivalent to the TOEFL/IELTS passing score at an BHDl affiliated English program or institution.

### English Language Proficiency for Non-Native English Speakers

Because all instruction at BHDl occurs in English, applicants whose primary language is not English must have sufficient command of English to benefit from instruction at BHDl. To demonstrate this proficiency, all applicants from countries where English is not the primary language, must submit, before arrival, the official score results of either the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), the ACCUPLACER ESL Level of English Proficiency (LOEP), or completion of a level equivalent to TOEFL/IELTS passing score from an affiliated institution. Results should be within the past two years.

To demonstrate sufficient English proficiency for acceptance in BHDl **degree programs**, applicants must obtain either:

- A minimum TOEFL internet based score of 60 (or a paper-based score of 500, or a computer-based score of 173);
- A minimum IELTS band score of 5.0 or higher;
- A minimum ACCUPLACER ESL (LOEP) score of 60 Sentence Meaning, 57 Reading Skills, 4 WritePlacer ESL, 50 Listening, 55 Language Use;
- Completion of a level equivalent to the TOEFL/IELTS passing score at an BHDl affiliated English program or institution.

To demonstrate sufficient English proficiency for acceptance in BHDl **certificate programs** focusing more on hands-on learning than academic learning, applicants must obtain either:

- A minimum TOEFL internet based score of 53 (or a paper-based score of 477, or computer-based score of 153);
- A minimum IELTS band score of 4.5 or higher;

- A minimum ACCUPLACER ESL (LOEP) score of 53 Sentence Meaning, 49 Reading Skills, 3 WritePlacer ESL, 42 Listening, 47 Language Use;
- Completion of a level equivalent to the TOEFL/IELTS passing score at an BHDl affiliated English program or institution.

To demonstrate sufficient English proficiency for acceptance in BHDl **Intensive English Language Program**, applicants must obtain either:

- A minimum TOEFL internet based score of 9 (or a paper-based score of 310, or a computer-based score of 33);
- A minimum IELTS band score of 1.0 or higher;
- A minimum ACCUPLACER ESL (LOEP) placement test score of the following: Sentence Meaning, Reading Skills, Listening, and Language Use scores of 9 and/or WritePlacer ESL score of 0.

Applicants can make arrangements for the TOEFL test by writing to TOEFUTSE Service, P.O. Box 6151, Princeton, NJ 08541-6151, USA. Information is also available on the Internet at [www.toefl.org](http://www.toefl.org). Beverly Hills Design Institute TOEFL code is: 2916

Applicants can make arrangements for the IELTS test by consulting the Internet at [www.ielts.org](http://www.ielts.org).

Applicants can make arrangements for the ACCUPLACER ESL (LOEP) by consulting College Board by email at

[accuplacer@collegeboard.org](mailto:accuplacer@collegeboard.org)

or calling the U.S. toll free number at 1 888 607 5223.

Applicants can also complete a level equivalent to TOEFL/IELTS passing score in one of the following affiliated institution:

- Beverly Hills Design Institute Intensive English Language Program: Level 4

- American English College: ESL Level 6 or TOEFL with a minimum grade of "B" or better
- ELS Language Centers:
  - Associate degree: ESL Level 109 intensive program
  - Bachelor degree: ESL Level 112 intensive program
- FLS International: Level 7

Test scores must be sent directly to BHDl Admission's Office at the following address:

Beverly Hills Design Institute  
 ATTN: Admissions  
 8484 Wilshire Boulevard, Suite 730  
 Beverly Hills, CA 90211, USA

Transferring students from a secondary or higher education US Institution or English language based foreign institution recognized by the federal government of that nation, will have opportunity to demonstrate sufficient English proficiency during the entrance and/or final interview as well as evaluation of their transcripts and may be exempt from providing test scores or level of completion equivalent to an BHDl affiliated English program or institution.

### Placement Test for Non-Native Speakers of English

Beverly Hills Design Institute may require a placement test to assess an applicant level of entrance into studies within its degree programs.

For placement test exemptions visit the section "Enrolling at BHDl Placement Test Exemptions". Beverly Hills Design Institute reserves the right to require testing even if the exempting qualifications apply.

Non-Native Speakers of English taking the test, must schedule a time with an admissions representative to take the ESL Accuplacer (LOEP) and Arithmetic Placement Tests which consist of the following parts:

- ACCUPLACER ESL Sentence Meaning
- ACCUPLACER ESL Reading Skills

- ACCUPLACER WritePlacer ESL
- ACCUPLACER ESL Listening
- ACCUPLACER ESL Language Use
- ACCUPLACER Arithmetic Test

Dictionaries and calculators are not permitted when taking the ESL Accuplacer (LOEP) and Arithmetic Placement Tests

You will be required to take one or more courses in the BHDl Intensive English Language Program and/or a remedial Mathematics course, if your score is under the followings:

ACCUPLACER ESL Test	SCORE	PLACEMENT
ACCUPLACER ESL Sentence Meaning	< 60	IELP 1420 Academic Listening and Speaking
ACCUPLACER ESL Reading Skills	< 55	IELP 1430 Academic Reading and Vocabulary
ACCUPLACER ESL WritePlacer ESL	< 4	IELP 1410 Academic Composition
ACCUPLACER ESL Listening	< 50	IELP 1420 Academic Listening and Speaking
ACCUPLACER ESL Language Use	< 55	IELP 1420 Academic Listening and Speaking
ACCUPLACER Arithmetic Test	< 34	MATH 0001 Basic Mathematics

### Placement Test and Academic Recommendation

Beverly Hills Design Institute may require remedial course work, even if placement scores are above the minimum level to enter the degree program, in the case that a 2/3<sup>rd</sup> vote between two professors and the Chief Academic Officer recommends such.



## Transcripts

Proof of high school graduation or its equivalent is required for enrolling into the Beverly Hills Design Institute.

For a list of documents eligible for proof see section "Applying to BHDl Transcripts".

## Transferring Credits

### Requirements for Transfer of Credit Consideration

All credits submitted for transfer to BHDl must have been completed prior to matriculation. There is no accommodation for concurrent enrollment. Provisions may be made for students who enrolled prior to Fall Quarter 2008.

Academic work completed at another institution can be considered for credit if it meets the following conditions:

- It is submitted prior to matriculation
- It is completed at an accredited institution.
- It is substantially similar to BHDl courses.
- It is completed with a grade of C (2.0) or better.

The Registrar must verify that all transfer credits are from an accredited institution and acceptable for the program. Monitored by the CAO, COO and CEO, the final decision regarding the acceptance of credits rests with the CAO.

The following represent acceptable institutions:

- An accredited community college,
- A four-year regionally-accredited college or university.
- A public or private institution of higher learning accredited by an accrediting association recognized by the United States Department of Education.

- A foreign institution of higher learning recognized by the country's Ministry of Education.

### Procedures for the Transfer of Credit Evaluation

Once a student formally applies for transfer credit, the procedures are as follows:

A student may be required to provide the Registrar with the following information for courses they wish to have considered for transfer credit toward their degree:

- The exact course title and number;
- An official transcript showing the credit for the course.

The Registrar verifies that the transfer credit comes from an accredited institution.

International transfer credit transcripts may have to be evaluated by an independent academic credential evaluation provider except in the case courses were taken in English. See the [International Transcripts](#) section of the catalog.

The Office of the Registrar is ultimately responsible for the transfer evaluation, although individual evaluations may be delegated to faculty members or academic staff.

### Maximum Transfer of Credit

Students who have earned credits at an accredited higher education institution recognized by the US Department of Education or at a foreign institution recognized by the federal government of that nation may submit their transcripts for evaluation.

Maximum transfer credits from an outside institution cannot exceed 45% of the entire quarter credit hours needed for graduation from Beverly Hills Design Institute:

- 1 year certificate program: 45% of 48 quarter credit hours = 21.60 transfer credits.

- 2 year degree program (A.A.): 45% of 96 quarter credit hours = 43.20 transfer credits;
- 4 year degree program (B.A./B.S.): 45% of 192 quarter credit hours = 86.4 transfer credits.

### Semester Credits Conversion

When evaluating transcripts, all semester credit hours will be converted into quarter credit hours using the following conversion formula:

Semester credit hours achieved x 1.5 = quarter credit hours.

### Advanced Placement Program® (AP)

Applicants who submit a minimum exam score of 3 for AP courses in the following subjects, may be considered for credit transfer:

- Biology
- Calculus AB
- Calculus BC
- Macroeconomics
- Microeconomics
- English Language
- English Literature
- Environmental Science
- European History
- Psychology
- Studio Art
- U.S. History
- World History

### College-Level Examinations Program® (CLEP)

Applicants who submit a minimum exam score of 50 for CLEP courses in the following subjects, may be considered for credit transfer:

- American Literature

- Analyzing and Interpreting Literature
- College Composition and College Composition Modular
- English Literature
- Humanities
- Human Growth and Development
- Introduction to Educational Psychology
- Introductory Psychology
- Introductory Sociology
- Principles of Macroeconomics
- Principles of Microeconomics
- Social Sciences and History
- History of the United States I: Early Colonization to 1877
- History of the United States II: 1865 to the Present
- Western Civilization I: Ancient Near East to 1648
- Western Civilization II: 1648 to the Present
- Biology
- Calculus
- College Algebra
- College Mathematics
- Natural Sciences
- Precalculus

### SAT Subject Tests

Applicants who submit a minimum exam score of 500 for SAT subject test courses in the following subjects, may be considered for credit transfer:

- Literature
- World History
- Mathematics
- Biology
- French

### International Baccalaureate (IB)

Applicants who submit a minimum exam score of 4 for IB courses in the following subjects may be considered for credit transfer:

- Biology HL

- Economics HL
- History HL
- Maths SL
- Psychology HL
- Social and Cultural Anthropology HL
- Visual Arts HL

### Advanced Level (A-Levels)

Applicants who submit a minimum exam score of C+ for A-Level courses in the following subjects, may be considered for credit transfer:

- Ancient History
- Art and Design
- Biology
- Economics
- English Language
- English Language and Literature
- English Literature
- Language and Literature in English
- Economics
- Environmental Science
- History
- Mathematics
- Psychology

### Transfer of Credit for Previous Experience

BHDI does not award credit for prior experiential learning in its degree programs.

All transfer credits must be approved by the Department Chairperson and must be consistent with the course requirements.

### Transfer of Credit for Veterans

Students who wish to receive veteran benefits MUST submit a statement of previous training to the school for consideration. If the evaluation determines that credit can be allowed, then, the student and the DVA shall be notified. Any credit granted shall be indicated on the Enrollment Certification (VA Form 22-1999) and the Enrollment Agreement.

### Articulation Agreements

Beverly Hills Design Institute participates in an articulation agreement with the following institutions recognized by the US Department of Education, to facilitate mutual credit evaluation:

- Aspen University ([www.aspen.edu](http://www.aspen.edu))
- Career College Consultants, Inc. ([www.sticcc.com](http://www.sticcc.com))

### Enrollment Agreement

You will need to make an appointment no later than two (2) weeks before the start of the quarter of enrollment to sign your enrollment agreement.

Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. They are also encouraged to review the School Performance Fact Sheet, which must be provided to them prior to signing an enrollment agreement.

### New Student Orientation

Participation in New Student Orientation is required.

Students unable to attend orientation must notify the admission department prior to the scheduled orientation date to make

alternate arrangements. Consult the academic calendar for orientation dates.

All International Students are required to attend orientation. Upon acceptance to the school, your admissions representative will give you information on when your scheduled orientation day is. At orientation you will find out information about the school as well as information about maintaining your status as an F-1 student.

## Acceptance and Visa for International Students

In addition to the other required documents for admission as an international student, you will need to fill out the International Student Visa Document Request Form accessible on your online admission account. You must fill out the form completely; failure to do so will delay the visa process and ultimately your enrollment in BHDl.

Financial documentation is required for an appointment with the U.S. Embassy in your country. You do not need to have these documents for an admissions review.

Included in the International Visa Document Request Form:

- Biographical Information. Please fill out completely. Must be notarized.
- Dependent Information. Please fill out completely, if required. Must be notarized.
- Declaration of Finances. All international students who apply for an F-1 visa are required to provide evidence of adequate financial support. Therefore, we require that all international students and their sponsor provide evidence of the ability to pay for tuition and cost of living expenses for at least one academic year. One academic year of tuition and living expenses for 2013 is estimated to be \$50,000 (U.S. Dollars). You must provide evidence that you have enough liquid assets to cover at least this amount. Must be notarized.

- Affidavit of Support for the student must be notarized and submitted by a parent/guardian or sponsor who is willing to vouch for financial support for the program. We will need a current bank statement (must not be over 45 days old) and a conversion report attested by the bank for verification of funds in the bank.
- If the student will reside with friends or family, a document attesting the same must be notarized and submitted. This document must state the residential address and the telephone numbers along with three emergency contacts in the United States.
- If the student changes their residence a change of address letter with the new address must be submitted to the BHDl Admission Office immediately.

Acceptable forms of financial documentation are bank documents or loan information which proves that you or your sponsor has sufficient funds to provide for your educational and living expenses for one full year. All forms must be notarized.

As soon as you receive an Acceptance Notice by email, you have ten (10) calendar days from the date of issuance, to wire an initial deposit of \$5,000.00.

As soon as BHDl receives the \$5,000.00 wire transfer, your admissions representative will send you the original form I-20A-B signed by the BHDl Registrar officer, along with a hard copy of your LETTER OF ACCEPTANCE and a receipt of your deposit, to be able to make an appointment with the U.S. Embassy or Consulate and apply for a student visa.

If you are getting your visa through another institution, you will receive only an OFFICIAL CONDITIONAL LETTER OF ACCEPTANCE and are not require making a deposit.

In case of an F-1 visa application denied and upon submission of the notice of denial, Beverly Hills Design Institute agrees to refund within 45 days, the amount wired less a \$300 administrative fee. If the F-1 visa application is approved and you decide not to enroll, Beverly Hills

Design Institute reserves the right to keep the initial deposit of \$5,000.00.

In case of an F-1 visa application approval, you will have to wire transfer the balance remaining on your online account for attendance at BHDI, no later than one (1) month before the start of the quarter of enrollment. Failure to do so may result in a request for termination of your SEVIS record. You may apply for an exceptional circumstances payment plan. Please contact your admission representative to appeal for alternative payment arrangements.

### Applying for a Student Visa

As part of the visa application process, an interview at the embassy consular section is required for visa applicants from age 14 through 79, with few exceptions. Persons age 13 and younger, and age 80 and older, generally do not require an interview, unless requested by embassy or consulate. The waiting time for an interview appointment for applicants can vary, so early visa application is strongly encouraged. Visa wait times for interview appointments and visa processing time information for each U.S. Embassy or Consulate worldwide is available at [www.travel.state.gov](http://www.travel.state.gov), and on most embassy websites.

During the visa application process, usually at the interview, an ink-free, digital fingerprint scan will be quickly taken. Some visa applications require further administrative processing, which takes additional time after the visa applicant's interview by a Consular Officer. Also, because each student's personal and academic situation is different; two students applying for same visa may be asked different questions and be required to submit different additional documents.

### Required Documentation

Each applicant for a student visa must submit these forms and documentation during their interview at the embassy consular section:

- Form I-20A-B, Certificate of Eligibility for Nonimmigrant (F-1) Student Status-For Academic and Language Students. You will need to submit a SEVIS generated Form, I-20, which was provided to you by Beverly Hills Design Institute and signed by the BHDI registrar officer.
- A completed application, Nonimmigrant Visa Applicant, Form DS-156, together with a Form DS-158. Both forms must be completed and signed. Some applicants will also be required to complete and sign Form DS-157. A separate form is needed for children, even if they are included in a parent's passport. The DS-156 must be the March 2006 date, electronic "e-form application. Important Notice : At certain U.S. Embassies and Consulates abroad, nonimmigrant visa applicants are now required to apply for their visa using the new DS-160 Online Nonimmigrant Visa Electronic Application, instead of the nonimmigrant application forms DS-156, 157, 158, and other related forms. Learn more and find out which Embassies have converted to the DS-160 Online process through the [www.travel.state.gov](http://www.travel.state.gov).
- A passport valid for travel to the United States and with a validity date at least six months beyond the applicant's intended period of stay in the United States (unless country-specific agreements provide exemptions). If more than one person is included in the passport, each person desiring a visa must complete an application.
- One (1) 2x2 photograph.
- The nonimmigrant visa application processing fee receipt. You will need to provide a MRV receipt showing the visa application processing fee has been paid, when you come for your visa interview.
- The Visa issuance fee (SEVIS I-901 fee) receipt. SEVIS, the Student and Exchange Visitor Information System, is the U.S. government's tracking system that allows various U.S. agencies (overseas U.S. Consulates, border patrol agents at the U.S. borders and airports, the Department of Homeland Security, and others) to see up-to-date information about international students and scholars in F, J, and M visa status,

their academic activities, and their accompanying family members. As of October 27, 2008 all foreign citizens applying to become F or M students must pay a \$200 fee. Each SEVIS fee payment must be accompanied by a completed Form I-901, which is available on the SEVIS fee payment web site. The fee payment must be associated with a Form I-901 so that the payment can be linked to a specific nonimmigrant record in SEVIS. Once you have received your I-20, you may access the I-901 form and pay your SEVIS fee at [www.fmjfee.com](http://www.fmjfee.com).

All applicants should be prepared to provide:

- Transcripts and diplomas from previous institutions attended;
- Scores from standardized tests required by the educational institution such as the TOEFL, SAT, GRE, GMAT, etc.;
- Financial evidence that shows you or your parents who are sponsoring you have sufficient funds to cover your tuition and living expenses during the period of your intended study. For example, if you or your sponsor is a salaried employee, please bring income tax documents and original bank books and/or statements. If you or your sponsor owns a business, please bring business registration, licenses, etc., and tax documents, as well as original bank books and/or statements.

Applicants with dependents must also provide:

- Proof of the student's relationship to his/her spouse and/or children (e.g., marriage and birth certificates.);
- It is preferred that families apply for F-1 and F-2 visas at the same time, but if the spouse and children must apply separately at a later time, they should bring a copy of the student visa holder's passport and visa, along with all other required documents.

## Transferring into BHDl as an International Student

If you have applied and been accepted to BHDl and are currently enrolled in or have recently graduated from another U.S. school, or you are finishing Optional Practical Training you must notify your current school of your desire to attend BHDl and request that your current school transfer your SEVIS record to BHDl.

Your SEVIS transfer to BHDl must be completed within 60 days of the program end date on your I-20 Form or within 60 days of the Optional Practical Training end date.

To initiate the transfer you must complete Part A of the Transfer Verification Form (which you can request from your admissions representative) and have your current International Office complete Part B of the BHDl International Student Transfer Clearance Form. Once completed, return the BHDl International Student Transfer Clearance Form and the International Student Visa Document Request Form to your admissions representative. You will then complete the enrollment process.

## Entering the U.S. - Port of Entry

A visa allows a foreign citizen coming from abroad, to travel to the United States port-of entry and request permission to enter the U.S.

Applicants should be aware that a visa does not guarantee entry into the United States. The Department of Homeland Security, U.S. Customs and Border Protection (CBP) officials have authority to permit or deny admission to the United States.

Documents **you should carry** on your person:

- Passport (including attached envelope of immigration documents) with nonimmigrant visa;
- SEVIS Form I-20AB, I-20MN, or DS-2019;
- Visa exempt nationals presenting a SEVIS Form I-20AB, I-20MN or DS-2019 issued on or after September 1, 2004, who are

entering the United States for the first time should have a Form I-797, Receipt Notice or Internet Receipt verifying SEVIS Fee payment.

- Evidence of financial resources.
- Evidence of Student/Exchange Visitor status (recent tuition receipts, transcripts);
- Name and contact information for Designated School Official (DSO) or Responsible Officer (RO) at your intended school or program;
- Writing instrument (pen).

If you are traveling by aircraft, the flight attendants on board will distribute CF-6059 Customs Declaration Forms and Form I-94, Arrival-Departure Record for immigration, before you land at your initial point-of-entry in the U.S. Complete these forms while you are on the aircraft and submit them to the appropriate Customs and Border Protection Officer upon your arrival. **If you do not understand a form, ask the flight attendant for assistance.**

Upon arrival at the port-of-entry, proceed to the terminal area for arriving passengers for inspection. As you approach the inspection station, **ensure that you have:**

- Passport,
- SEVIS Form I-20 or DS-2019;
- completed Form I-94 Arrival-Departure Record;
- CF-6059 Customs Declaration Form available for presentation to the CBP Officer.

The Form I-94 should reflect the address where you will reside (**not the address of the school or program sponsor**).

If you are entering through a land or designated seaport, the Customs and Border Protection Officer will provide the necessary CF-6059, Customs Declaration Form and Form I-94, Arrival-Departure Record at the port-of-entry. If you do not understand a form, ask the CBP Officer for assistance.

Like all entering visitors, you will be asked to state the reason you wish to enter the United States. You will also be asked to provide information about your final destination. **It is important that you tell the CBP Officer that you will be a student or exchange visitor.** Be prepared to provide the name and address of the school or exchange visitor program where you will enroll/participate.

### Checking in with the Office of the Registrar

Students are advised of the Department of Homeland Security regulation which requires that all initial or beginning students enter the U.S. 30 days or less in advance of the course of study start/report date as shown on the Form I-20. Please consider this date carefully when making travel plans to the U.S.

All International students are required to check in with the Office of the Registrar before the 1st day of classes. You will not be registered for classes until you check in with the Office of the Registrar.

When you meet with the Senior Registrar you should have the following documents with you:

- Your passport
- Your I-20 Form issued by BHDI
- Your I-94 Form which you received at the Port of Entry
- Any other visa paperwork
- Proof of Health Insurance coverage

The registrar will update your SEVIS record to indicate that you have arrived at BHDI.

### Mandatory Health Insurance

All international students are required to have Health Insurance coverage during their stay at BHDI.

BHDI has contracted with International Student Organization to offer the recommended COMPASS Platinum plan allowing international

students to afford excellent medical facilities in the vicinity of the school.

You can enroll through [www.isoa.org/acawh.aspx](http://www.isoa.org/acawh.aspx).

You will need to provide evidence of Health Insurance coverage to be able to study at BHDl.

### Staying Beyond Your Authorized Stay in the U.S. and Being Out of Status

It is important that you depart the U.S. on or before the last day you are authorized to be in the U.S. on any given trip, based on the specified end date on your Arrival-Departure Record, Form I-94.

Information on successfully maintaining your immigration status while a student or exchange visitor can be found on the Immigration and Customs Enforcement (ICE) website [www.ice.gov](http://www.ice.gov).

Staying beyond the period of time authorized by the US Department of Homeland Security causes you to be out-of-status in the United States, which is a violation of U.S. immigration laws. This may cause you to be ineligible for a visa in the future for return travel to the U.S.

Staying unlawfully in the United States beyond the date Customs and Border Protection (CBP) officials have authorized, even by one day, results in your visa being automatically voided, in accordance with immigration law, INA 222(g). In this situation, you are required to reapply for a new nonimmigrant visa, generally in your country of nationality.

### What Items Do Returning Students Need?

All applicants applying for renewals must submit:

- All items listed in the Required Documentation section and;
- A new I-20 or an I-20 that has been endorsed on the back by a school official within the past 12 months.

### Students Away from Classes More Than Five Months

Students in or outside the U.S., who have been away from classes for more than five months, will likely need a new visa to enter the U.S.

### How long may I stay on my F-1 student visa?

When you enter the United States on a student visa, you will usually be admitted for the duration of your student status. That means you may stay as long as you are a full time student, even if the F-1 visa in your passport expires while you are in America. For a student who has **completed the course of studies** shown on the I-20, and any authorized practical training, the student is allowed an additional 60 days, to prepare for departure from the U.S. or to transfer to another school.

As an example regarding duration of status, if you have a visa that is valid for five years that will expire on January 1, 2009, and you are admitted into the U.S. for the duration of your studies (often abbreviated in your passport or on your I-94 card as "D/S"), you may stay in the U.S. as long as you are a full time student. Even if January 1, 2009 passes and your visa expires while in America, you will still be in legal student status. However, if you depart the U.S. with an expired visa, you will need to obtain a new one, applying at an Embassy abroad, before being able to return to America and resume your studies.

### Optional Practical Training

Students who are authorized for Optional Practical Training (OPT) must have an I-20 endorsed for OPT, and provide a USCIS-issued Employment Authorization Document (EAD). When authorized, Optional Practical Training (OPT) is temporary employment that is directly related to the eligible F-1 student's area of study. To learn more about OPT, please visit the USCIS Website at [www.uscis.gov](http://www.uscis.gov) and the ICE international Students webpage at [www.ice.gov](http://www.ice.gov).



## IELP Admission Requirements

**Beverly Hills Design Institute is accredited by the Accrediting Council for Independent Colleges and Schools to award associate degrees and bachelor's degrees.**

The following programs are accredited by ACICS:

- Associate of Arts Degree in Fashion Design
- Bachelor of Arts Degree in Fashion Design
- Associate of Arts Degree in Pattern Design
- Bachelor of Science Degree in Pattern Design
- Intensive English Language Program

**Certificate programs are NOT accredited by ACICS.**

All programs are approved by the California Bureau for Private Post-secondary Education (BPPE).

### Who May Attend

The Beverly Hills Design Institute Intensive English Language Program is designed to assist non-native and native English speakers in improving their command and use of English in both conversational and academic environments.

Applicants and students to the BHDI degree programs as well as those who are interested in improving their English abilities are welcome to apply.

BHDI's Intensive English Language Program is an educational service approved by the Department of Homeland Security, United States Immigration and Customs Enforcement (USICE) to provide English instruction to international students for a designated period of study in the United States.

## Application Deadline, Form and Fee

To apply to the Intensive English Language Program you must first submit your online application form and fee accessible from the home webpage:

[www.bhdi.edu](http://www.bhdi.edu)

Under Admissions/Application/Application Form

An email will be sent providing login information to your admission online account where you will be asked to upload your admission documents.

You can work on your admission documents online and save without submitting. You may submit individual admission documents as they are completed by clicking submit on the admission component. A gray check will appear next to all submitted documents. A green check indicates that an admissions representative has received the document.

Your completed Application Package should be uploaded and submitted to your admission online account no later than:

Quarter Enrollment	Due Date*
Summer Quarter	July 1st
Fall Quarter	October 1st
Winter Quarter	January 1st
Spring Quarter	April 1st

*\* If you cannot meet (or found you have missed) the deadline for your planned quarter start, you may appeal for an extension with the admissions office.*

A 40.00 USD non-refundable application fee per program (160.00 USD for international students; 10.00 USD for veterans) must accompany the application form (please see the refund policy for further details). The application and application fee are required in order to be given login information to your admission online account.

Prospective and current students who wish to apply in both the Intensive English Language Program and an BHDl degree program must submit an application form including the second program and pay the application fee for each program.

If you prefer not to pay your application fee by credit card online, you may mail a check made out to Beverly Hills Design Institute to:

Beverly Hills Design Institute  
ATTN: Admissions  
8484 Wilshire Boulevard, Suite 730  
Beverly Hills, CA 90211

Do not forget to include the applicant name and date of birth on the check.

Please note that changing programs or majors while enrolled will require reapplying.

### Financial Interview Online Questionnaire

The online Financial Interview is required for complete submission of your application package.

The financial interview is requested to assess how we can assist you in financially preparing for studies.

### Transcripts

An applicant may receive a conditional acceptance before submitting the required transcripts for enrollment.

Beverly Hills Design Institute accepted applicants may enroll provided they can demonstrate they have either of the following:

- A high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
- The recognized equivalent of a high school diploma, such as a general education development or GED certificate; or

- Completed homeschooling at the secondary level;

In case of a high school graduation under the compulsory age of school attendance (18), a parent, legal guardian or spouse of legal age is required to co-sign the enrollment agreement.

In lieu of submitting any of the above documents you may submit an official transcript showing evidence of the following:

- Earned credits at an accredited higher education institution recognized by the US Department of Education
- Earned credits at a foreign institution recognized by the federal government of that nation with U.S. academic evaluation (see section International Transcripts).

All official transcripts must be submitted unopened and officially sealed by the institution issuing the credentials, to:

Beverly Hills Design Institute  
ATTN: Admissions  
8484 Wilshire Boulevard, Suite 730  
Beverly Hills, CA 90211

For secondary education transcripts, send one of the following:

- an official sealed transcript from your high school showing evidence of graduation
- a copy of your high school diploma
- a General Educational Development (GED) Certificate
- a high school equivalency certificate such as the California High School Proficiency Examination (CHSPE)

Home-schooled applicants shall submit documentation that outlines the curriculum studied. This may be in the form of course syllabi or transcript from a recognized home-schooling agency. If documentation is not possible, GED or CHSPE scores must be submitted.

## International Transcripts

Foreign-educated applicants may be required to present an evaluation of all necessary academic documents compiled by an independent academic credential evaluation provider.

You do not need to have these documents sent from your international institution to Beverly Hills Design Institute.

Beverly Hills Design Institute recommends that all applicants use Academic Credentials Evaluation Institute (ACEI), a member of the Association of International Credential Evaluators, Inc. (AICE):

Academic Credentials Evaluation Institute  
P.O. Box 6908  
Beverly Hills  
CA 90212  
USA  
Phone: (310) 275-3530  
Fax: (310) 275-3528  
email: [acei@acei1.com](mailto:acei@acei1.com)  
[www.acei1.com](http://www.acei1.com)

If you are requesting evaluation from ACEI, send your documents directly to ACEI and do not forget to request a copy of your evaluation to be sent to BHDl on the ACEI application form.

For High School diploma evaluation, please request the **Basic Report** of your credentials.

For Higher education transcripts evaluation, you must request the **Comprehensive Report** of your credentials.

## IELP Evaluation Test

The ACCUPLACER and ACCUPLACER ESL (LOEP) evaluation tests are to assess the English ability of native English speakers to perform in a college setting and Non-native English speakers to perform in an English speaking environment and academic setting.

ACCUPLACER ESL (LOEP) scores below the degree program requirements for entrance into college level program studies will be considered for evaluation and placement into Beginner, Intermediate, or Advanced.

TOEFL or IELTS scores presented in lieu of the ACCUPLACER ESL (LOEP) will be considered at the appropriate skill level.

ACCUPLACER scores below the degree program requirements for entrance into college level program studies will be considered for remedial placement at the appropriate skill level.

## Open College

IELP students may access select foundation courses offered in the BHDl degree programs under the BHDl Open College.

Open College courses are non-credit courses that may be eligible to receive credit upon enrollment in an BHDl degree program.

Participation in Open College courses will be subject to the same standards and grading as in the credit courses.

The following courses are accessible in Open College:

ARTS 1001	MODÈLE VIVANT I
ARTS 1002	MODÈLE VIVANT II
ARTS 1010	COLOR LABORATORY
FASH 1011	FASHION ART & DESIGN I
PATT 1001	INTRODUCTION TO CONSTRUCTION TECHNIQUES I
PATT 1002	INTRODUCTION TO CONSTRUCTION TECHNIQUES II
PATT 1011	MOULAGE I
PATT 1021	PATTERN DESIGN I
PATT 1031	PATTERN STUDIO I

## Disclosure

### Non-Discrimination Policy

Beverly Hills Design Institute does not discriminate in admissions, advising, training, placement, employment, or in any activity on the basis of factors including but not limited to: sex, age, race, color, national origin, creed, religion, gender, ancestry, marital status, sexual orientation, veteran status, political affiliation, disability or a handicap which would not prohibit employment.

This nondiscrimination policy covers admissions, access, and treatment in College programs and activities.



# Academics

## General Information

### BHDI Pedagogical Purpose

To be successful in Design requires both generalized and highly specific knowledge.

The ability to work independently and as part of a team are encouraged through small classes, and lab time.

Programs are formulated to foster:

- Creativity,
- Critical thinking and effective communications skills,
- Job-related and basic research skills,
- Technical vocabulary knowledge,
- Problem-solving techniques appropriate to the workplace,
- Career focus, and
- Global perspective.

### Definition of an Academic Year

One academic year at BHDI is approximately thirty three (33) weeks.

Each academic year is comprised of three (3) quarters and 36 credits.

Each quarter at BHDI consists of approximately eleven (11) weeks.

Classes begin in January, April, July and October.

## Definition of Quarter Credit Hours and Clock Hours

All course work at the school is measured in quarter credit hours.

One quarter credit hour is rewarded for every:

- Ten (10) clock hours of lecture classroom contact,
- Twenty (20) clock hours of laboratory classroom contact,
- Thirty (30) clock hours of supervised practicum.
- One hour of instruction is defined as 50 minutes of instruction in a 60 minute period.

The formula for calculating the number of quarter credit hours for each course is: (clock hours of lecture/10) + (hours of lab/20) + (hours of practicum/30); and an hourly schedule defining an hour as 50 minutes.

### BHDI Program Length

The Certificate is a 48 quarter credit hour program of study, which should be completed within the normal program length of 4 quarters within 1.33 academic years of study, and no more than 6 quarters within 2 academic years for a full time student.

The Associate of Arts Degree is a 96 quarter credit hour program of study, including 24 general education quarter credit hours, which should be completed within the normal program length of 8 quarters within 2.66 academic years of study, and no more than 12 quarters within 4 academic years for a full time student.

The Bachelor of Arts/Science Degree is a 192 quarter credit hour program of study, including 54 general education quarter credit hours, which should be completed within the normal length of 16 quarters within 5.33 academic years of study, and no more than 24 quarters within 8 academic years for a full time student.

The maximum time frame of completion for all BHDI programs does not exceed 150% of the normal program length.

## Academic and Registration Calendar

Some dates may be subject to change. Consult the events calendar at [www.bhdi.edu/academic/calendar](http://www.bhdi.edu/academic/calendar) for updates during the year.

### SUMMER Quarter 2017

Orientation	July 3
<b>Summer Quarter Begins</b>	<b>July 3</b>
Add/Drop Period Last Day	July 3
Last Day to Withdraw without a 'W'	July 3
Last Day to Withdraw without a 'F'	Prior to 8 <sup>th</sup> session
<b>Labor Day Holiday*</b>	<b>September 4</b>
Payment Last Day for Fall 2017 Quarter	September 1
<b>End of Quarter</b>	<b>September 15</b>

### WINTER Quarter 2018

Orientation	January 3
<b>Winter Quarter Begins</b>	<b>January 4</b>
Add/Drop Period Last Day	January 4
Last Day to Withdraw without a 'W'	January 4
<b>President's Day Holiday*</b>	<b>February 19</b>
Last Day to Withdraw without a 'F'	Prior to 8 <sup>th</sup> session
Payment Last Day for Spring 2017 Quarter	March 1
<b>End of Quarter</b>	<b>March 21</b>

### FALL Quarter 2017

Orientation	September 29
<b>Fall Quarter Begins</b>	<b>October 2</b>
Add/Drop Period Last Day	October 2
Last Day to Withdraw without a 'W'	October 2
Last Day to Withdraw without a 'F'	Prior to 8 <sup>th</sup> session
<b>Thanksgiving Day*</b>	<b>November 23</b>
Payment Last Day for Winter 2017 Quarter	December 1
<b>End of Quarter</b>	<b>December 15</b>

### SPRING Quarter 2018

Orientation	April 4
<b>Spring Quarter Begins</b>	<b>April 5</b>
Add/Drop Period Last Day	April 5
Last Day to Withdraw without a 'W'	April 5
Last Day to Withdraw without a 'F'	Prior to 8 <sup>th</sup> session
<b>Memorial Day Holiday*</b>	<b>May 28</b>
Payment Last Day for Summer 2017 Quarter	June 1
<b>End of Quarter</b>	<b>June 20</b>

\* Campus Closed – no access to building, computer labs, library, etc.  
No classes in session.

## BHDI Programs

To give a maximum chance to its graduates for accessing challenging and rewarding career opportunities, BHDI chose to teach Pattern Design and Fashion Design separately as it is taught in Europe.

The fashion industry requires highly specialized professionals expert in their field. Therefore BHDI offers its students an advanced education in each specialization and prepare them to become respected professionals in fashion design, accessories, patternmaking, apparel and haute couture education.

Located at the heart of one of the Fashion and Entertainment centers of the World, in the prestigious Flynt Building in Beverly Hills, and designed as a Paris Couture House to stimulate creativity and passion, BHDI offers complete academic programs combining the French tradition of Haute Couture techniques with the fast-paced challenging global fashion market.

Our philosophy:

***"Learning the highest to perform at any level."***

BHDI's professional faculty carefully selected to provide each student with the mandatory 3 tools to become a successful "Life Professional":

1. A solid Portfolio, with marketable creations to present to a future employer.
2. Confidence and vision combined with competence, advanced skills and techniques necessary to perform immediately in the fashion world.
3. The desire to serve the community.

Beyond beauty, "Couture" is a concept of perfection we used for designing our Curricula and our student-centered teaching techniques specially adapted for small classes.



## Fashion Design Programs

### Professional Fashion Design Laboratory Certificate

**Certificate programs in this catalog are NOT accredited by ACICS.**

To qualify for admission in the Professional Fashion or Pattern Design Laboratory Certificate Programs, candidates should justify of at least 5 years work experience or ownership in a related field.

#### Objectives

The Professional Fashion Design Laboratory Certificate is designed to offer qualified students a refined fashion industry related professionals' skill set in order to bring updated creative high fashion concepts to advance in current careers as well as to develop a technical foundation and creative source for beginning a career as a fashion designer, product development personnel, stylist and accessories designer.

Students will complete a series of fundamental manual and digital couture fashion illustration and sketching art techniques that communicate unique fit, finish, construction, details, fabric properties, and attitude of designer that assists in creating elegant, unique collections. Emphasis is placed on sharpening the aesthetic eye for fine line, silhouette, body proportions, and elegance of the fashion body.

#### Curriculum for the Professional Fashion Design Laboratory Certificate

Course #	Course Title	Hours	Credits
ARTS 1010	Color Laboratory	33	2
BUSI 2000	Business Realities	33	3
BUSI 4010	Small Business Administration	33	3

ECON 2000	General Economics	33	3
FASH 1011	Fashion Art & Design I	33	2
FASH 1012	Fashion Art & Design II	33	2
FASH 1013	Fashion Art & Design III	33	2
FASH 3070	Industrial Digital Fashion Studio	33	2
MANU 2010	Cell Manufacturing	33	3
MANU 3030	Analysis of Haute Couture Garment Design	33	3
MANU 4040	Design Interpretation and Images	33	3
MARK 1001	Trends I	33	2
MARK 1002	Trends II	33	2
MARK 2040	Couture French	33	3
PATT 2071	Model Events I	22	1
PATT 2082	Fashion Show Preparation II	66	4
TEXT 1000	Textile Science	33	3
TEXT 2011	Embellishment I	33	2
TEXT 3030	International Textiles & Apparel	33	3

<b>TOTALS</b>		<b>649</b>	<b>48</b>
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NB: Students are not required to follow the prerequisites of any course of this program.

#### Graduation Requirements

- A total of 48 quarter credit hour program of study, which should be completed within the normal program length of 4 quarters within 1.33 academic years of study, and no more than 6 quarters within 2 academic years for a full time student.
- A passing grade in all courses and a minimum cumulated grade point average of C (2.0) upon completion of the program.

## Creative Fashion Design Laboratory Certificate

**Certificate programs in this catalog are NOT accredited by ACICS.**

To qualify for admission in the Creative Fashion or Pattern Design Laboratory Certificate Programs, candidates should provide proof of a recognized degree in fashion, and professional experience in design or pattern making.

### Objectives

The Creative Fashion Design Laboratory Certificate program is designed to offer qualified students preparation for research skills and conceptual design criteria techniques required to create balanced complex collections ranging from junior lines to the level of haute couture reflecting unlimited creativity in the careers as a fashion designer, product development personnel, stylist and accessories designer.. Emphasis is placed on innovative design solutions that reach beyond popular forecasts through analysis of different eras, daily social lives, and historical parallels to bridge the gap from imagination to experience thus presenting appropriate clothing for many events of creativity.

A series of creative manual and digital collections will be developed. Serious focus is on sustaining source of creativity, trend forecasting, creative textile enhancement, developing creative collections with accessories, and fashion show production reflecting the high fashion aesthetics of fine line, silhouette, body proportions, and elegance.

### Curriculum for the Creative Fashion Design Laboratory Certificate

Course #	Course Title	Hours	Credits
BUSI 2000	Business Realities	33	3
BUSI 4010	Small Business Administration	33	3
ECON 2000	General Economics	33	3
FASH 3061	Creative Fashion Design Collection I	33	2

FASH 3062	Creative Fashion Design Collection II	33	2
FASH 3063	Creative Fashion Design Collection III	33	2
FASH 4101	Creative Digital Design I	33	2
FASH 4102	Creative Digital Design II	33	2
MANU 2010	Cell Manufacturing	33	3
MANU 3030	Analysis of Haute Couture Garment Design	33	3
MANU 4040	Design Interpretation and Images	33	3
MARK 2040	Couture French	33	3
MARK 3031	Trends & Prevision I	33	2
MARK 3032	Trends & Prevision II	33	2
PATT 2071	Model Events I	22	1
PATT 2082	Fashion Show Preparation II	66	4
TEXT 2011	Embellishment I	33	2
TEXT 3021	Textile Engineering I	33	3
TEXT 3022	Textile Engineering II	33	3

<b>TOTALS</b>		<b>649</b>	<b>48</b>
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NB: Students are not required to follow the prerequisites of any course of this program.

### Graduation Requirements

- A total of 48 quarter credit hour program of study, which should be completed within the normal program length of 4 quarters within 1.33 academic years of study, and no more than 6 quarters within 2 academic years for a full time student.
- A passing grade in all courses and a minimum cumulated grade point average of C (2.0) upon completion of the program.

## Associate of Arts Degree in Fashion Design

**Associate and Bachelor degree programs in this catalog ARE accredited by ACICS.**

Beverly Hills Design Institute offers a specialized degree in Fashion Design. As fashion is inspired by the unlimited creativity and high fashion design techniques of Haute Couture, so should fashion design education.

The Associate of Arts Degree in Fashion Design program provides a strong foundation in high fashion design aesthetics and techniques centered on developing a refined eye for elegant fine line, balance, body proportions, sophisticated silhouette and high fashion figure attitude. A wealth of European art techniques are stressed as basis for the fashion figure and rendering of fabrics and garments. Serious focus is placed on the mind behind designing and the in/direct expression of designers' attitude in creating elegant, unique collections. Students will create collections ranging from swimwear to evening wear. Working knowledge of the production process and fashion show preparation is carried out through close collaborations with pattern designers. Two garments are presented in final fashion show for introduction to the industry. Graduates possess sophisticated immediately operational skills.

Beverly Hills Design Institute understands that highly specialized techniques bring successful design careers when design identities and creativity are nourished into a unique brand.

### Objectives

The Associate of Arts Degree in Fashion Design program is designed to offer qualified students preparation for careers in fashion design, product development, style and as accessories designer. The Associate of Arts Degree in Fashion Design produces outstanding entry-level professionals in the field of Fashion Design who are immediately operational and bring unique concepts to the design table. Students will develop:

- Professional Portfolio
- High Fashion Industry-specific technical expertise
- Foster creativity
- Career focus
- Effective oral and written communication skills
- Critical Thinking
- Computer Literacy
- Ability to work independently and as part of a team
- A global perspective

### Curriculum for the Associate of Arts Degree in Fashion Design

#### CORE COURSES LOWER DIVISION AA IN FASHION DESIGN

Course #	Course Title	Hours	Credits
ARTS 1001	Modèle Vivant I	33	2
ARTS 1002	Modèle Vivant II	33	2
ARTS 1010	Color Laboratory	33	2
BUSI 2000	Business Realities	33	3
COST 1001	Costume History I	33	3
COST 1002	Costume History II	33	3
COST 2003	Costume History III	33	3
FASH 1000	Introduction to Fashion Industry	33	3
FASH 1011	Fashion Art & Design I	33	2
FASH 1012	Fashion Art & Design II	33	2
FASH 1013	Fashion Art & Design III	33	2
FASH 2021	Advanced Design Studio I	33	2
FASH 2022	Advanced Design Studio II	33	2
FASH 2023	Advanced Design Studio III	33	2
FASH 2031	Digital Fashion Design I	33	2
FASH 2032	Digital Fashion Design II	33	2
FASH 2040	Fashion Show Portfolio	33	2
MANU 1001	Components I	33	3

MANU 2010	Cell Manufacturing	33	3
MARK 1001	Trends I	33	2
MARK 1002	Trends II	33	2
MARK 2011	Trends & Cycles I	33	2
MARK 2012	Trends & Cycles II	33	2
MARK 2040	Couture French	33	3
PATT 1001	Introduction to Construction Techniques I	33	2
PATT 1021	Shape Pattern Design	33	2
PATT 2071	Model Events I	22	1
PATT 2081	Fashion Show Preparation I	33	2
PATT 2082	Fashion Show Preparation II	66	4
TEXT 1000	Textile Science	33	3
TEXT 2011	Embellishment I	33	2

<b>TOTALS</b>		<b>1045</b>	<b>72</b>
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### GENERAL STUDY COURSES LOWER DIVISION

Course #	Course Title	Hours	Credits
BIOL 1000	Human Structure and Function	33	3
COMM 2000	Public Speaking	33	3
ECON 2000	General Economics	33	3
ENGL 1000	English Composition	33	3
HIST 1000	World History and Civilizations to 1500	33	3
MATH 1000	Survey of College Mathematics	33	3
PSYC 2000	Introductory Psychology	33	3
SOCI 2000	Culture and Society	33	3

<b>TOTALS</b>		<b>264</b>	<b>24</b>
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### TOTALS FOR THE AA IN FASHION DESIGN PROGRAM

<b>TOTALS</b>	<b>1309</b>	<b>96</b>
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#### Graduation Requirements

- A total of 96 quarter credit hour program of study, including 24 general education quarter credit hours, which should be completed within the normal program length of 8 quarters within 2.66 academic years of study, and no more than 12 quarters within 4 academic years for a full time student.
- A passing grade in all courses and a minimum cumulated grade point average of C (2.0) upon completion of the program.

## Bachelor of Arts Degree in Fashion Design

**Associate and Bachelor degree programs in this catalog ARE accredited by ACICS.**

Beverly Hills Design Institute offers a specialized degree in Fashion Design. As fashion is inspired by the unlimited creativity and high fashion design techniques of Haute Couture, so should fashion design education.

The Bachelor of Arts Degree in Fashion Design program develops research skills and conceptual design criteria techniques required to create balanced complex collections ranging from junior lines to the level of haute couture reflecting unlimited creativity. Emphasis is placed on innovative design solutions that reach beyond popular forecasts through analysis of different eras, daily social lives, and historical parallels to bridge the gap from imagination to experience thus presenting appropriate clothing for many events of creativity. A series of creative manual and digital collections will be developed. Emphasis is placed on sustaining source of creativity, trend forecasting, creative textile enhancement, developing creative collections with accessories and fashion show production reflecting the high fashion aesthetics of fine line, silhouette, body proportions, and elegance. Graduates possess immediately operational skills.

Beverly Hills Design Institute understands that highly specialized techniques bring successful design careers when strong design identities and creativity are nourished into a unique brand.

### Objectives

The Bachelor of Arts Degree in Fashion Design program is designed to offer qualified students the opportunity to prepare for professional positions as fashion designers, assistant designers, technical designers, stylists, fashion executives and haute couture educators. The Bachelor of Arts Degree in Fashion Design program draws from an unlimited source of creativity and brings a range of high fashion design techniques to build collections and lines. Students will develop:

- Professional Portfolio
- High Fashion Industry-specific technical expertise
- Foster creativity
- Career focus
- Effective oral and written communication skills
- Critical Thinking
- Computer Literacy
- Ability to work independently and as part of a team
- A global perspective

### Curriculum for the Bachelor of Arts Degree in Fashion Design

In addition to the curriculum of the Associate of Arts Degree in Fashion Design, students will have to pass the following courses for the Bachelor graduation.

#### CORE COURSES UPPER DIVISION BA IN FASHION DESIGN

Course #	Course Title	Hours	Credits
BUSI 4010	Small Business Administration	33	3
FASH 3050	Corset Design	33	2
FASH 3061	Creative Fashion Design Collection I	33	2
FASH 3062	Creative Fashion Design Collection II	33	2
FASH 3063	Creative Fashion Design Collection III	33	2
FASH 3070	Industrial Digital Fashion Studio	33	2
FASH 3080	Fashion Accessories	33	2
FASH 4091	Senior Creative Design Laboratory I	33	2
FASH 4092	Senior Creative Design Laboratory II	33	2
FASH 4101	Creative Digital Design I	33	2
FASH 4102	Creative Digital Design II	33	2
FASH 4110	Grand Fashion Show Portfolio	33	2
MANU 3002	Components II	33	3
MANU 3020	Intermediate Manufacturing	33	2

MANU 3030	Analysis of Haute Couture Garment Design	33	3
MANU 4040	Design Interpretation and Images	33	3
MANU 4050	Analysis of Haute Couture Accessories	33	2
MARK 3031	Trends & Prevision I	33	2
MARK 3032	Trends & Prevision II	33	2
MERC 4010	Clothing Merchandising and Society	33	2
PATT 4072	Model Events II	22	1
PATT 4163	Fashion Show Preparation III	33	2
PATT 4164	Fashion Show Preparation IV	66	4
PATT 4165	Fashion Show Preparation V	66	4
TEXT 3012	Embellishments II	33	2
TEXT 3021	Textile Engineering I	33	3
TEXT 3022	Textile Engineering II	33	3
TEXT 3030	International Textiles & Apparel	33	3

<b>TOTALS</b>		<b>979</b>	<b>66</b>
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### TOTALS FOR THE CORE COURSES BA IN FASHION DESIGN

<b>TOTALS</b>		<b>2024</b>	<b>138</b>
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### GENERAL STUDY COURSES UPPER DIVISION

Course #	Course Title	Hours	Credits
ANTH 4000	Visual Anthropology	33	3
BIOL 3010	Environmental Biology	33	3
COMM 4010	Leadership and Group Communication	33	3
ECON 4010	International Economics	33	3
ENGL 3010	Advanced Composition & Critical Thinking	33	3
ENGL 4020	World Literature	33	3

HIST 3010	World History & Civilizations from 1500 to 1900	33	3
HIST 4020	Encounters in the Modern & Post-Modern Era	33	3
PSYC 3010	Learning, Motivation and Creativity	33	3
SOCI 3010	Ethics and Society	33	3

<b>TOTALS</b>		<b>330</b>	<b>30</b>
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### TOTALS FOR THE GENERAL STUDIES LOWER & UPPER DIVISIONS

<b>TOTALS</b>		<b>594</b>	<b>54</b>
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### TOTALS FOR THE BA IN FASHION DESIGN PROGRAM

<b>TOTALS</b>		<b>2618</b>	<b>192</b>
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### Graduation Requirements

- A total of 192 quarter credit hour program of study, including 54 general education quarter credit hours, which should be completed within the normal length of 16 quarters within 5.33 academic years of study, and no more than 24 quarters within 8 academic years for a full time student.
- A passing grade in all courses and a minimum cumulated grade point average of C (2.0) upon completion of the program.

## Pattern Design Programs

### Professional Pattern Design Laboratory Certificate

**Certificate programs in this catalog are NOT accredited by ACICS.**

To qualify for admission in the Professional Fashion or Pattern Design Laboratory Certificate Programs, candidates should justify of at least 5 years work experience or ownership in a related field.

#### Objectives

The Professional Pattern Design Laboratory Certificate program prepares students to use detailed body measurements to draft master flat patterns utilized in today's production operations for advancement in current careers as patternmakers of apparel and accessories and to develop technical foundations for beginning or advancing a career in Pattern Design.

Techniques to be used in the program include French couture tailoring and French couture draping to create impeccable fit master patterns immediately operational and efficient in industry production. Emphasis is placed on unique body shapes and practical body proportions. Manual drafting and fashion show production will be stressed.

#### Curriculum for the Professional Pattern Design Laboratory Certificate

Course #	Course Title	Hours	Credits
BUSI 2000	Business Realities	33	3
BUSI 4010	Small Business Administration	33	3
ECON 2000	General Economics	33	3
MANU 2010	Cell Manufacturing	33	3

MANU 3030	Analysis of Haute Couture Garment Design	33	3
MANU 4040	Design Interpretation and Images	33	3
MARK 2040	Couture French	33	3
PATT 1011	Moulage I	33	2
PATT 1021	Shape Pattern Design	33	2
PATT 1022	Contour Pattern Design	33	2
PATT 1031	Shape Pattern Studio	33	2
PATT 1032	Contour Pattern Studio	33	2
PATT 2041	Extension Pattern Design	33	2
PATT 2051	Extension Pattern Studio	33	2
PATT 2071	Model Events I	22	1
PATT 2082	Fashion Show Preparation II	66	4
TEXT 1000	Textile Science	33	3
TEXT 2011	Embellishment I	33	2
TEXT 3030	International Textiles & Apparel	33	3

<b>TOTALS</b>		<b>649</b>	<b>48</b>
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NB: Students are not required to follow the prerequisites of any course of this program.

#### Graduation Requirements

- A total of 48 quarter credit hour program of study, which should be completed within the normal program length of 4 quarters within 1.33 academic years of study, and no more than 6 quarters within 2 academic years for a full time student.
- A passing grade in all courses and a minimum cumulated grade point average of C (2.0) upon completion of the program.

## Creative Pattern Design Laboratory Certificate

**Certificate programs in this catalog are NOT accredited by ACICS.**

To qualify for admission in the Creative Fashion or Pattern Design Laboratory Certificate Programs, candidates should provide proof of a recognized degree in fashion, and professional experience in design or pattern making.

### Objectives

The Creative Pattern Design Laboratory Certificate program is designed to elevate current pattern making techniques in order to be prepared for careers in patternmaking of apparel and accessories that display perfect anatomical fit and efficient manual and digital production of couture tailored flat pattern and three dimensional draping master pattern drafting.

Students will display high level of creativity in the production process with focus on creating master patterns that do not compromise fashion designers' creativity in the production process. Emphasis is placed on conceptual and balanced pattern design collection techniques of advanced tailored designs. Stress is placed on sharpening aesthetic eye to the fine line and silhouette of the elegant fashion body.

### Curriculum for the Creative Pattern Design Laboratory Certificate

Course #	Course Title	Hours	Credits
BUSI 2000	Business Realities	33	3
BUSI 4010	Small Business Administration	33	3
ECON 2000	General Economics	33	3
MANU 2010	Cell Manufacturing	33	3
MANU 3030	Analysis of Haute Couture Garment Design	33	3
MANU 4040	Design Interpretation and Images	33	3

MARK 2040	Couture French	33	3
PATT 1012	Moulage II	33	2
PATT 2071	Model Events I	22	1
PATT 2082	Fashion Show Preparation II	66	4
PATT 3101	Variety Form Pattern Design	33	2
PATT 3102	Unique Pattern Design	33	2
PATT 3103	Conceptual Pattern Design	33	2
PATT 3111	Variety Form Pattern Studio	33	2
PATT 3112	Unique Pattern Studio	33	2
PATT 3113	Conceptual Pattern Studio	33	2
TEXT 2011	Embellishment I	33	2
TEXT 3021	Textile Engineering I	33	3
TEXT 3022	Textile Engineering II	33	3

<b>TOTALS</b>		<b>649</b>	<b>48</b>
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NB: Students are not required to follow the prerequisites of any course of this program.

### Graduation Requirements

- A total of 48 quarter credit hour program of study, which should be completed within the normal program length of 4 quarters within 1.33 academic years of study, and no more than 6 quarters within 2 academic years for a full time student.
- A passing grade in all courses and a minimum cumulated grade point average of C (2.0) upon completion of the program.



## Associate of Arts Degree in Pattern Design

**Associate and Bachelor degree programs in this catalog ARE accredited by ACICS.**

Beverly Hills Design Institute offers a specialized degree in Pattern Design. As fashion is inspired by the unlimited creativity and high fashion design techniques of Haute Couture, so should fashion design education.

The Associate of Arts Degree in Pattern Design program prepares students to use detailed body measurements to draft master flat patterns utilized in today's production operations. Techniques to be used in the program include French couture tailoring and French couture draping. Students will perform a series of exercises and applications that include measuring, cutting, sewing, fitting, styling, and more advanced construction techniques utilized in garment production. Emphasis is placed on impeccable fit for any body shape, a refined eye for silhouette, and practical body proportions. Manual drafting and fashion show production will be stressed. Graduates possess immediately operational skills.

Beverly Hills Design Institute understands that highly specialized techniques bring successful design careers when design identities, impeccable fit production techniques, and unlimited creativity are nourished into a unique brand.

### Objectives

The Associate of Arts Degree in Pattern Design program offers qualified students preparation for careers in the field of Pattern Design as patternmakers of apparel and accessories. The Associate of Arts Degree in Pattern Design brings elegant and highly efficient production techniques to the design table. Students will develop:

- Professional Portfolio
- Foster creativity
- Effective oral and written communication skills

- Critical Thinking
- Computer Literacy
- Fashion Industry-specific technical expertise
- Career focus
- Ability to work independently and as part of a team
- A global perspective

### Curriculum for the Associate of Arts Degree in Pattern Design

#### CORE COURSES LOWER DIVISION AA IN PATTERN DESIGN

Course #	Course Title	Hours	Credits
ARTS 1001	Modèle Vivant I	33	2
BUSI 2000	Business Realities	33	3
COST 1001	Costume History I	33	3
COST 1002	Costume History II	33	3
COST 2003	Costume History III	33	3
FASH 1000	Introduction to Fashion Industry	33	3
FASH 2040	Fashion Show Portfolio	33	2
MANU 1001	Components I	33	3
MANU 2010	Cell Manufacturing	33	3
MARK 2040	Couture French	33	3
PATT 1001	Introduction to Construction Techniques I	33	2
PATT 1002	Introduction to Construction Techniques II	33	2
PATT 1011	Moulage I	33	2
PATT 1012	Moulage II	33	2
PATT 1021	Shape Pattern Design	33	2
PATT 1022	Contour Pattern Design	33	2
PATT 1031	Shape Pattern Studio	33	2
PATT 1032	Contour Pattern Studio	33	2
PATT 2041	Extension Pattern Design	33	2
PATT 2042	Frame Pattern Design	33	2

PATT 2043	Form Pattern Design	33	2
PATT 2051	Extension Pattern Studio	33	2
PATT 2052	Frame Pattern Studio	33	2
PATT 2053	Form Pattern Studio	33	2
PATT 2061	Digital Pattern Studio I	33	2
PATT 2062	Digital Pattern Studio II	33	2
PATT 2071	Model Events I	22	1
PATT 2081	Fashion Show Preparation I	33	2
PATT 2082	Fashion Show Preparation II	66	4
TEXT 1000	Textile Science	33	3
TEXT 2011	Embellishment I	33	2

<b>TOTALS</b>		<b>1045</b>	<b>72</b>
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### GENERAL STUDY COURSES LOWER DIVISION

Course #	Course Title	Hours	Credits
BIOL 1000	Human Structure and Function	33	3
COMM 2000	Public Speaking	33	3
ECON 2000	General Economics	33	3
ENGL 1000	English Composition	33	3
HIST 1000	World History and Civilizations to 1500	33	3
MATH 1000	Survey of College Mathematics	33	3
PSYC 2000	Introductory Psychology	33	3
SOCI 2000	Culture and Society	33	3

<b>TOTALS</b>		<b>264</b>	<b>24</b>
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### TOTALS FOR THE AA IN PATTERN DESIGN PROGRAM

<b>TOTALS</b>	<b>1309</b>	<b>96</b>
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### Graduation Requirements

- A total of 96 quarter credit hour program of study, including 24 general education quarter credit hours, which should be completed within the normal program length of 8 quarters within 2.66 academic years of study, and no more than 12 quarters within 4 academic years for a full time student.
- A passing grade in all courses and a minimum cumulated grade point average of C (2.0) upon completion of the program.

## Bachelor of Science Degree in Pattern Design

**Associate and Bachelor degree programs in this catalog ARE accredited by ACICS.**

Beverly Hills Design Institute offers a specialized degree in Pattern Design. As fashion is inspired by the unlimited creativity and high fashion design techniques of Haute Couture, so should fashion design education.

The Bachelor of Science in Pattern Design program elevates fundamental pattern making techniques to display perfect anatomical fit and efficient manual and digital production of advanced tailored flat pattern and three dimensional draping master pattern drafting. Students will display high level of creativity in the production process with focus on creating master patterns that do not compromise fashion designers' creativity in the production process. Emphasis is placed on developing students' ability to follow the energy and minds of future fashion designers. Students will produce conceptual and balanced pattern design collections of advanced tailored designs. Stress is placed on sharpening aesthetic eye to the fine line and silhouette of the elegant fashion body. Graduates possess immediately operational skills.

Beverly Hills Design Institute understands that highly specialized techniques bring successful design careers when design identities, impeccable fit production techniques, and unlimited creativity are nourished into a unique brand.

### Objectives

The Bachelor of Science Degree in Pattern Design program offers qualified students the opportunity to be outstanding professionals in the career field of Pattern Design as patternmakers of apparel and accessories and as haute couture educators who offer elegant production techniques and carry out fashion designs accurately without compromising design aesthetics. Students will develop:

- Professional Portfolio

- Foster creativity
- Effective oral and written communication skills
- Critical Thinking
- Computer Literacy
- Fashion Industry-specific technical expertise
- Career focus
- Ability to work independently and as part of a team
- A global perspective

### Curriculum for the Bachelor of Science Degree in Pattern Design

In addition to the curriculum of the Associate of Arts Degree in Pattern Design, students will have to pass the following courses for the Bachelor graduation.

#### CORE COURSES UPPER DIVISION BS IN PATTERN DESIGN

Course #	Course Title	Hours	Credits
BUSI 4010	Small Business Administration	33	3
FASH 4110	Grand Fashion Show Portfolio	33	2
MANU 3002	Components II	33	3
MANU 3020	Intermediate Manufacturing	33	2
MANU 3030	Analysis of Haute Couture Garment Design	33	3
MANU 4040	Design Interpretation and Images	33	3
PATT 3090	Corset Pattern Design	33	2
PATT 3101	Variety Form Pattern Design	33	2
PATT 3102	Unique Pattern Design	33	2
PATT 3103	Conceptual Pattern Design	33	2
PATT 3111	Variety Form Pattern Studio	33	2
PATT 3112	Unique Pattern Studio	33	2
PATT 3113	Conceptual Pattern Studio	33	2
PATT 3120	Fashion Accessories and Production	33	2
PATT 4072	Model Events II	22	1

PATT 4131	Complex Pattern Laboratory	33	2
PATT 4132	Explore Pattern Laboratory	33	2
PATT 4141	Complex Pattern Studio	33	2
PATT 4142	Explore Pattern Studio	33	2
PATT 4151	Intelligent Digital Pattern Design I	33	2
PATT 4152	Intelligent Digital Pattern Design II	33	2
PATT 4163	Fashion Show Preparation III	33	2
PATT 4164	Fashion Show Preparation IV	66	4
PATT 4165	Fashion Show Preparation V	66	4
TEXT 3012	Embellishments II	33	2
TEXT 3021	Textile Engineering I	33	3
TEXT 3022	Textile Engineering II	33	3
TEXT 3030	International Textiles & Apparel	33	3

<b>TOTALS</b>		<b>979</b>	<b>66</b>
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### TOTALS FOR THE CORE COURSES BS IN PATTERN DESIGN

<b>TOTALS</b>		<b>2024</b>	<b>138</b>
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### GENERAL STUDY COURSES UPPER DIVISION

Course #	Course Title	Hours	Credits
ANTH 4000	Visual Anthropology	33	3
BIOL 3010	Environmental Biology	33	3
COMM 4010	Leadership and Group Communication	33	3
ECON 4010	International Economics	33	3
ENGL 3010	Advanced Composition & Critical Thinking	33	3
ENGL 4020	World Literature	33	3
HIST 3010	World History & Civilizations from 1500 to 1900	33	3

HIST 4020	Encounters in the Modern & Post-Modern Era	33	3
PSYC 3010	Learning, Motivation and Creativity	33	3
SOCI 3010	Ethics and Society	33	3

<b>TOTALS</b>		<b>330</b>	<b>30</b>
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### TOTALS FOR THE GENERAL STUDIES LOWER & UPPER DIVISIONS

<b>TOTALS</b>		<b>594</b>	<b>54</b>
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### TOTALS FOR THE BS IN PATTERN DESIGN PROGRAM

<b>TOTALS</b>		<b>2618</b>	<b>192</b>
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### Graduation Requirements

- A total of 192 quarter credit hour program of study, including 54 general education quarter credit hours, which should be completed within the normal length of 16 quarters within 5.33 academic years of study, and no more than 24 quarters within 8 academic years for a full time student.
- A passing grade in all courses and a minimum cumulated grade point average of C (2.0) upon completion of the program.

## Intensive English Language Program

### Introduction to the IELP

The Beverly Hills Design Institute Intensive English Language Program is designed to assist non-native and native English speakers in improving their command and use of English in both conversational and academic environments.

Applicants and students to the BHDl degree programs as well as those who are interested in improving their English abilities are welcome to apply.

The philosophy of the Intensive English Language Program (IELP) at BHDl is that English is best learned when written and oral skills are combined. All classes are taught in a communicative and interactive way incorporating as much cultural content as possible. Thus the student is learning not only the skills needed to achieve the goal of mastering English, but also the appropriate context in which to use them while living in the United States.

IELP offers intensive, academic-based English Language (ESL) classes for International students who want to attend college or university in the USA, or will be admitted to an BHDl certificate or degree-granting fashion program. Students receive instruction 5 hours per day, 4 days a week for 11 weeks per level of instruction. Courses include Listening and Speaking, Reading and Composition, and Grammar. Section 4 classes include TOEFL Preparation, Academic Writing and English for Special Purposes (ESP).

All students are pre-tested and placed in the Beginner, Intermediate, or Advanced level appropriate to their proficiency in English. A Certificate of Completion is awarded to each student at the end of each 11 week quarter.

### IELP Program Description

IELP is here to fast track you into a college or university. Our courses are designed to give you the English Language skills you need in order to begin your academic studies as soon as possible.

**Sections 1- 3 (Courses 11xx to13xx):** Classes in listening and speaking, reading and vocabulary, composition and grammar.

**Section 4 (Courses 14xx):** Classes in listening and speaking, reading and vocabulary, composition (i.e., academic writing) and grammar, as well as TOEFL Preparation.

Section	Course #	Course Title	Hours
SECTION 1	IELP 1110	Basic Grammar and Composition	66
	IELP 1120	Basic Listening and Speaking	66
	IELP 1130	Basic Reading and Vocabulary	88
TOTAL			220
SECTION 2	IELP 1210	Intermediate Grammar and Composition	66
	IELP 1220	Intermediate Oral Communication	66
	IELP 1230	Intermediate Reading and Vocabulary	88
TOTAL			220
SECTION 3	IELP 1310	Advanced Grammar and Composition	66
	IELP 1320	Advanced Oral Communication	66
	IELP 1330	Advanced Reading and Vocabulary	88
TOTAL			220
SECTION 4	IELP 1410	Academic Composition	66
	IELP 1420	Academic Listening and Speaking	66
	IELP 1430	Academic Reading and Vocabulary	88
TOTAL			220

## IELP Course Descriptions

IELP SECTION 1: Listening and speaking, reading and vocabulary, composition and grammar (11 weeks).

### IELP 1110 – Basic Grammar and Composition

The focus of this course is on understanding and using grammatical forms and writing simple and compound sentences, using correct word forms, word order, spelling and punctuation.

44 LECTURE HOURS / 22 LAB HOURS

### IELP 1120 – Basic Listening and Speaking

In this course, students receive guidance and extensive practice in distinguishing words, phrases and sentences. Listening focuses on comprehension of verbal instructions and questions in a series, of vocabulary in context, of main ideas and details in sentences, monologues, dialogues, and short sentences and paragraphs. Speaking focuses on the clear pronunciation of common words and phrases and the development of basic English pronunciation patterns of stress and intonation. This course includes 2 hours per week of listening lab work.

44 LECTURE HOURS / 22 LAB HOURS

### IELP 1130 – Basic Reading and Vocabulary

This course focuses on vocabulary development and reading comprehension of ideas written in Standard English. Materials and class activities are designed to increase knowledge of American culture necessary for understanding concepts and texts in English. The goal of this course is to improve comprehension of ideas in short readings and paragraph-length readings, and increase vocabulary. This class includes 2 hours per week in the IELP Skills Lab for computer-assisted learning.

44 LECTURE HOURS / 44 LAB HOURS

IELP SECTION 2: Listening and speaking, reading and vocabulary, composition and grammar (11 weeks).

### IELP 1210 – Intermediate Grammar and Composition

This course develops the ability to write varied, complex sentences and effective paragraphs in standard written English. Focus is on the study and practice of complex sentence constructions, prewriting techniques, including outlining and rhetorical patterns.

44 LECTURE HOURS / 22 LAB HOURS

### IELP 1220 – Intermediate Oral Communication

In this course, students receive guidance and extensive practice in effective oral communication in a variety of social and vocational situations. Students express ideas in conversational settings using current vocabulary, knowledge of grammar, new idiomatic expressions and appropriate verbal and nonverbal behavior. This course emphasizes the development of oral fluency in one-on-one and small group communication. This course includes 2 hours per week of listening lab work.

44 LECTURE HOURS / 22 LAB HOURS

### IELP 1230 – Intermediate Reading and Vocabulary

Students work on understanding phrases rather than individual words, reading longer, more complex paragraphs and using the library.

44 LECTURE HOURS / 44 LAB HOURS

IELP SECTION 3: Listening and speaking, reading and vocabulary, composition and grammar, and TOEFL Preparation (11 weeks).

### IELP 1310 – Advanced Grammar and Composition

This course develops the ability to write varied, complex sentences and effective paragraphs in standard written English. Focus is on the study and practice of complex sentence structures, prewriting techniques, including outlining, and basic rhetorical skills.

44 LECTURE HOURS / 22 LAB HOURS

### IELP 1320 – Advanced Oral Communication

This course develops students' oral communication skills in a variety of social, business, and academic situations. Students continue to learn and practice appropriate verbal and nonverbal behavior. Emphasis is on the development of oral fluency and the appropriate use of

conversational strategies and management techniques. This course includes 2 hours per week of listening lab work.

44 LECTURE HOURS / 22 LAB HOURS

### **IELP 1330 – Advanced Reading and Vocabulary**

This course continues the development of vocabulary and reading skills including paraphrasing, summarizing, and simple analysis of articles and stories to identify main ideas and distinguish fact from opinion.

44 LECTURE HOURS / 44 LAB HOURS

**IELP SECTION 4: College Preparation listening and speaking, reading and vocabulary, composition and grammar, TOEFL Preparation, and ESP classes (11 weeks).**

### **IELP 1410 – Academic Composition**

This course develops fluency in writing expository paragraphs in standard written English and introduces essay structure. The focus is on the study and practice of topic sentences and thesis statement, rhetorical patterns, organization of the paragraph and short essay, coherence and writing techniques. This class includes 2 hours per week on individualized grammar and writing work in the IELP Skills Lab.

44 LECTURE HOURS / 22 LAB HOURS

### **IELP 1420 – Academic Listening and Speaking**

IELP students receive guidance and extensive practice in listening and speaking in academic and professional settings. Listening focuses on understanding spoken English in formats, such as college lectures and news broadcasts. Students are exposed to various styles and accents of speakers. Note-taking tasks reinforce oral comprehension and focuses on recognizing organizational patterns and outline main ideas and supporting details through audio taped, videotaped, and live presentations. Speaking focuses on increased fluency and communicative strategies used by native speakers in academic and professional settings. This course includes 2 hours per week of listening lab work.

44 LECTURE HOURS / 22 LAB HOURS

### **IELP 1430 – Academic Reading and Vocabulary**

Students read articles and stories that are long and complex. This course introduces critical thinking and reasoning skills. The emphasis of

this course is on paraphrasing, summarizing and analyzing reading selections to make abstract inferences and recognize propaganda and fallacies in reasoning.

44 LECTURE HOURS / 44 LAB HOURS

### **Method of Instruction**

All classes are taught in a communicative and interactive way that not only emphasize basic critical thinking and problem solving skills but also incorporate as much cultural material as possible.

Students learn a language more quickly and efficiently when they are exposed to the language in a more natural, communicative way. Thus, instructors use “real world” language along with “textbook” language in the classroom. Videos, newspapers, computers, use of blackboard, and personal reading materials provide students with stimulating and realistic learning tools. Method of instruction also includes brief lectures, class discussion, peer evaluation, instructor mentoring and tutoring, group discussions.

Language skills build on each other in a natural way. Listening is a basic skill needed for developing the others; thus, it is taught first. From listening, the student develops speaking skills and then progresses to focus on reading, because the comprehension and discussion of reading materials depends on the student's ability to listen and to speak. Next, drawing from the rich source of reading materials and vocabulary that has been mastered; the student goes on to perfect his or her writing skills. In this way, students acquire language progressively by building on solidly acquired skills. The goal of the IELP program is twofold: to study real-world English and to prepare for an academic future.

The IELP Skills Lab, part of the Success Center, is available to and required for all students. This program provides assistance to students who need help in grammar, vocabulary, listening comprehension, spelling, reading, and writing in English. Computer-assisted learning, workbooks, textbooks, and audiotapes allow students to progress at their own pace. IELP instructors and aides will also be available to help ensure student success.

### IELP Skills Lab

The IELP Skills Lab is available for all IELP students. This program provides assistance to students who need help in grammar, vocabulary, listening comprehension, spelling, reading, and writing in English. Computer-assisted learning, workbooks, textbooks, and audiotapes allow students to progress at their own pace.

IELP instructors and aides will also be available to help ensure student success.

### IELP Certificate of Completion of Section

A Certificate of Completion will be issued at the end of each 11 week quarter to students who attend 90% of all courses, achieve a passing grade in each course, and complete the entire section with a cumulative grade point average of 2.0 or higher.

In addition, a written evaluation of progress based on student attendance, academic progress, class participation, class assignments and test results is provided to the student at the end of each period of study.

### IELP Certificate of Achievement

A Certificate of Achievement will be issued for completion of the full program with passing grades in all courses and a cumulative grade point average of 2.0 or higher.

Upon completion of the program, each student will be required to take the ACCUPLACER ESL (LOEP) exit exam.

In addition, a written evaluation of progress based on student attendance, academic progress, class participation, class assignments and test results is provided to the student at the end of the program.

It should be noted that completion of the program does not provide BHDH credit nor does it assure automatic acceptance to a college or university program of study.

### IELP Class Time and Sample Schedule

The IELP class time is 5 hours a day, Monday through Thursday from 9 am to 3 pm. Please note that specific class schedule and classes may change or be different from those listed below.

9:00 -10:30 AM	MTWTh Grammar/Composition
10:30-12:00 AM	MTWTh Listening/Speaking
1:00-3:00 PM	MTWTh Reading/Vocabulary



## BHDI Degree and Certificate Courses

### Course Length and Class Time

All courses at BHDI are 11 weeks in length. Each course scheduled takes 3 hours of class time per week except for the fashion show or event preparation courses.

### Registration for Courses

All students at BHDI are registered for courses within their program of study by the Office of the Registrar based on a predetermined course sequence. General Studies take precedence over the scheduling of core classes. For more on scheduling regarding part-time, general study rule, fashion show and other policies reference BHDI Academic Policies – Scheduling and Policy.

### Assignment Load per Unit of a Course

One unit of course work is generally equivalent to 2 hours minimum of homework and/or preparation per week if you wish to receive a passing grade. For example, if you are taking 12 credit hours, then that would translate to 24 hours minimum of homework per week.

### Courses Codes and Prerequisites

Beverly Hills Design Institute designates the following numbering system:

The course subject is indicated by the first four letters of the subject. (Ex.: BIOL for Biology, ECON for economy, etc...). The three first digits of the course number represent the division:

Lower Division	1000 through 2999
Freshman	1000 through 1999
Sophomore	2000 through 2999
Upper Division	3000 through 4999
Junior	3000 through 3999
Senior	4000 through 4999

The last digit of the course number represents the number of the course in the same series. (Ex.: ARTS 1001, Model Vivant I; ARTS 1002, Model Vivant II).

**Technical courses** of the same topic have in general several levels and therefore are subject to prerequisites.

**General study courses** with the same subjects and taught at lower and higher division level have prerequisites if necessary for the understanding of the higher course material.

## Courses Description

### ARTS

#### **ARTS 1001** MODÈLE VIVANT I

Prerequisite: None

Fundamental to an artist's education and training is the ability to observe and to develop the skill of translating observations into visual expression. Students will develop their power of observation and strengthen their ability to think and express themselves visually on paper. They will acquire techniques for working from the human figure, forms in nature, landscapes, interior spaces and still-life setups. Traditional and nontraditional materials are used throughout to investigate line, value, form, proportion and composition. Emphasis is on developing a basic understanding of and familiarity with perspective as a means of organizing space and defining a point of view.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

#### **ARTS 1002** MODÈLE VIVANT II

Prerequisite: None

This course is an introduction to drawing from the human figure and live model. Students will work with draped and nude model, as well as advanced still life. Students will understand the elements of human figure and render a three-dimensional figure on a two-dimensional surface. Focus is on human head, hands and feet in all variations, proportions, gesture, rhythm, and anatomy. Included is attention to psychology of movement, dynamic wrinkles and drapery, and solutions for drawing the clothed figure.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

#### **ARTS 1010** COLOR LABORATORY

Prerequisite: None

Basic understanding of color theory, color combinations, and the use of color in art and life. Projects include development of color wheels with creative shapes in mind, analysis of color schemes, and special use of intensity, value, and hue, focusing on color theory as developed in the Western oil painting tradition (from the Middle Ages through the Renaissance to the present).

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

### BUSINESS (BUSI)

#### **BUSI 2000** BUSINESS REALITIES

Prerequisite: None

"Business Realities" is an interdisciplinary social science course that concentrates on the transition each graduate encounters as they transform from a student to a business professional. The class emphasizes freelance issues such as self-marketing, pricing, copyright law, starting a business and financial considerations. The class also includes resume, portfolio preparation, job interviewing, salary negotiation and other important job search skills.

**3 CREDITS:** 33 LECTURE HOURS

#### **BUSI 4010** SMALL BUSINESS ADMINISTRATION

Prerequisite: BUSI 2000 OR FASH 1000 OR MANU 2010

This course is designed for students who ultimately are going to open and run their own businesses, with an emphasis on the fashion industry. The course will take the student from the basics of choosing a legal business form, through accounting for Management, Financial Planning, Basics of Income Tax, Investment Management and Wealth Building, Branding and Trademarks, Marketing and Sales, and a wealth of information on the process of developing effective business habits that lead to success. We will examine the entire process of Motivation, Discipline, Time Management, Goal Setting, Proven Success Strategies, and other like subjects.

**3 CREDITS:** 33 LECTURE HOURS

### COSTUME DESIGN (COST)

#### **COST 1001** COSTUME HISTORY I

Prerequisite: None

This general survey course traces the differences and evolution of clothing in the Western World from pre-historic man to the Late Middle Ages (c1500). The nature and purposes of dress and some of the specific social, ideological, political, economic, geographic and technological factors that influence it are discussed. Various period elements and key styles are described and used as a springboard for today's fashion ideas. The cut and construction of men's and women's garments are analyzed using Powerpoint presentations of slides of paintings, drawings, sculpture and historic costume, as well discussion and some 3-dimensional models.

**3 CREDITS:** 33 LECTURE HOURS

#### **COST 1002** COSTUME HISTORY II

Prerequisite: None

This general survey course traces the differences and evolution of clothing from the Renaissance to the middle of the 19th century, including a brief introduction to Asian and Indian clothing and influences. The course discusses some of the specific social, ideological, political, economic, geographic and technological factors that influenced the development of fashion. Various period elements, key styles and pattern lay outs are described and used as inspiration for today's fashion ideas. The cut and construction of men's and women's garments are analyzed using slides of paintings, drawings, sculpture and historic costume, as well as 3-dimensional models provided from time to time.

**3 CREDITS:** 33 LECTURE HOURS

#### **COST 2003** COSTUME HISTORY III

Prerequisite: None

This general survey course traces the differences and evolution of clothing from the mid 19<sup>th</sup> century to the present era. The course discusses some of the specific social, ideological, political, economic, geographic and technological factors that influenced the development of fashion. Various period elements, key styles and pattern lay outs are described and used as inspiration for today's fashion ideas. The cut and construction of men's and women's garments are analyzed using slides of paintings, drawings, sculpture and historic costume, as well as 3-dimensional models provided from time to time.

**3 CREDITS:** 33 LECTURE HOURS

## FASHION DESIGN (FASH)

### **FASH 0001** STUDY TOUR IN EUROPE

During this one-week optional tour, students are invited to see the world of fashion through a visit to important industry and cultural events in Europe. The ability to judge significant factors of fashion and to analyze potential trends is developed. Students take field trips to major fashion houses, trade shows, and similar function. Special invitations to opera performances, art galleries, and museum exhibitions broaden creativity. The preparation of reports develops critical judgment. Prominent members of the fashion world lecture and give presentations as part of the course. Students will also turn in a research paper on a selected topic.

### **FASH 0002** FASHION ART AND DESIGN LABORATORY

This no-credit class is open to all students who need additional help in drawing and rendering.

### **FASH 0003** DESIGN STUDIO LABORATORY

This no-credit class is open to all students who need additional help in fashion design.

### **FASH 1000** INTRODUCTION TO THE FASHION INDUSTRY

Prerequisite: None

This course is an introduction to the apparel industry. Students will learn how the industry operates with regard to the creation, production and marketing of apparel.

**3 CREDITS:** 33 LECTURE HOURS

### **FASH 1011** FASHION ART & DESIGN I

Prerequisite: None

Students learn the most fundamental technique of design centered on the development of line focusing on pressure and release points. Using an elegant line is a crucial part of the training needed to create croquis. The recipe for elegant design is developing the proper use of one's arm and wrist joints. The outcome is the mastery of sketching techniques as a foundation for years of experience from an artistic point of view in all aspects of design. Furthermore, students learn how to render fashion figures according to the human body's anatomical shape (8-9 head vs. 9-12 head), which is crucial for elegant, precise, and efficient garment production.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

### **FASH 1012** FASHION ART & DESIGN II

Prerequisite: FASH 1011 OR ARTS 1001 OR ARTS 1002

An intermediate fashion sketching class emphasizing mixed media. It focuses on the development of technical drawing and the rendering of various fabric textures, weights, and patterns seen in garment details. Research is emphasized. Students will sharpen their aesthetic eye for fine line, silhouette, and elegance of the fashion body.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

### **FASH 1013** FASHION ART & DESIGN III

Prerequisite: FASH 1011 OR ARTS 1001 OR ARTS 1002

Fashion and Art III is an advanced fashion sketching class that refines students' personal sketching styles and perfects fashion figure poses. Students explore the development of the croquis (quick sketch). The professor will provide students with sample sketches and drawings as templates to use for drawing/painting prints, textures, and colors with an artistic eye. This course will specifically explore the rendering of fabric, drape, texture, color, mood, and attitude by further refining drawing skills. Fashion proportions will be

highlighted and held to industry standards. The development and rendering of fashion illustrations that communicate the one-of-a-kind fit, finish, construction, details, fabric properties and attitude of the fashion designer will be emphasized.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

### **FASH 2021** ADVANCED DESIGN STUDIO I

Prerequisite: FASH 1011

This course provides a foundation in fashion and the basics of designing separates and casual apparel for the sportswear market. Students work through carefully selected projects aimed at developing research skills, interpreting and developing ideas, creating concept designs, and communicating ideas fluently and quickly in rough paper form. Students will develop a theme name, mood, and color boards to produce a mini collection. Students gain confidence in their work through critique and oral presentation.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

### **FASH 2022** ADVANCED DESIGN STUDIO II

Prerequisite: FASH 1011

The continued study of significant design ideas comes from a concept. Students will learn how to create a theme, name, and mood incorporating color with a different focus on a time period or location. Students create an index book with theme names. Students utilize price points, culture, lifestyle, and artistic background of a particular location to create indirect and direct design moods. Students will be able to express their personal views and deliver their particular message on the lifestyles of the location. Guidance focuses on refining the message and point of view conveyed in designs to reach the market with added value, rather than comprising design aesthetics.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

### **FASH 2023** ADVANCED DESIGN STUDIO III

Prerequisite: FASH 1011

Students will analyze and develop individual design strengths concentrating on evening wear. Students will learn the different fabrics and their qualities related to evening wear. An excellent preparatory course for the Fashion Show, students will gain an introduction to the development of a collection for a mini Debut Fashion Show. Working alongside with pattern designers, students will present an evening wear collection.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

### **FASH 2031** DIGITAL FASHION DESIGN I

Prerequisite: None

An introduction to basic computer language and practices, employing Macintosh computer and related digital devices: scanners, printers, and internet use. Students use Adobe Photoshop and Adobe Illustrator to create repeat patterns and a dynamic collection of storyboards.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

### **FASH 2032** DIGITAL FASHION DESIGN II

Prerequisite: FASH 2031

An intermediate class that offers students hands-on experience in drawing flat technical sketches and crating accurate garment details. Continuing their use of digital knowledge, students combine Adobe Photoshop, Illustrator and Streamline.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**FASH 2040 FASHION SHOW PORTFOLIO**

Prerequisite: FASH 1011 or PATT 1021

Students will create a personalized portfolio and presentation binder to be able to collect their best work and a mini collection developed during their studies at the Associates level.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**FASH 3050 CORSET DESIGN**

Prerequisite: FASH 1013

A practical study of corset design referencing a bountiful source of historical facts applied in a sophisticated manner to develop a modernized corset design.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**FASH 3061 CREATIVE FASHION DESIGN COLLECTION I**

Prerequisite: FASH 1013

Students learn the importance of how a balanced collection is developed through meetings and discussions with experienced designers. A study of ancient 4th to 13th, 14th, 15th, and 16th century fashion is examined. Students utilize the resources and research techniques necessary to keep pace with changing fashion trends, and to differentiate the levels of fashion, ranging from Junior lines to Haute Couture. Emphasis is placed on eco-friendly and recyclable fashion collections.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**FASH 3062 CREATIVE FASHION DESIGN COLLECTION II**

Prerequisite: FASH 1013

As an advanced course, it develops student strategies, research skills, as well as conceptual and design criteria techniques required creating a fashion collection. Students will explore historical fashion from the 17th and 18th centuries and learn to adapt it to a modern collection. Fashion sketches are presented in design groups emphasizing detail, silhouette, fabrication, and color. This course is a prerequisite for the Gallery Fashion Show class.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**FASH 3063 CREATIVE FASHION DESIGN COLLECTION III**

Prerequisite: FASH 1013

An excellent preparatory course for the Grand Fashion Show where students will display unlimited creativity in establishing the most complex fashion design collection as well as Three Dimensional draping. Students will research iconic fashion from the 20's and 30's and adapt it to modern fashion. Various reputable designers will also come to work with the students individually or within a group setting.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**FASH 3070 INDUSTRIAL DIGITAL FASHION STUDIO**

Prerequisite: FASH 2031

An advanced class that offers students hands-on experience in preparing fabric and print concepts, story boards, and color presentations using Adobe Photoshop and Illustrator.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**FASH 3080 FASHION ACCESSORIES**

Prerequisite: None

A course that emphasizes the importance of accessorizing to fashion by incorporating beauty through the creation of buttons, buckles, corsages, brooches, and more.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**FASH 4091 SENIOR CREATIVE DESIGN LABORATORY I**

Prerequisite: FASH 2021

Students are offered an intensive learning environment that draws on their creative impulses and cultural influences to present innovative design solutions that reach beyond popular forecasts. Students will work intensively on creating a collection of sportswear by utilizing resources from museum collections, fashion publications, retailers, and forecasting services with an emphasis on the 40's, 50's, 60's, and 70's fashion eras, and forward.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**FASH 4092 SENIOR CREATIVE DESIGN LABORATORY II**

Prerequisite: FASH 2021

This course reviews the collaboration process among designers, suppliers, merchandisers, and business partners in the creation of a fashion collection. The course teaches this process from both an analytical and a creative approach, covering the areas of research, concept, planning, style development, assortment, balance, item development and final presentation. Furthermore, students will participate in the development of an active wear collection. This course emphasizes original design sketches of full fashion collections and explores the components that form the cohesiveness of a collection as well as elements that introduce individual creativity and diversity. Students will develop both trade sketch and storyboard techniques with a flow from a modern to futuristic outlook on apparel design.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**FASH 4101 CREATIVE DIGITAL DESIGN I**

Prerequisite: FASH 2031

This course is designed to develop cognitive, creative and problem-solving skills in relation to design development. Emphasis on understanding and evaluating information, developing research skills, and creating a symbolic language for concept-based design solutions.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**FASH 4102 CREATIVE DIGITAL DESIGN II**

Prerequisite: FASH 2031

An advanced course that explores the use of digital design tools for developing sophisticated imagery for visual communication. Assignments develop mastery of existing professional design solutions and demonstration of an understanding of typographic, layout and design nuances; then students design and execute original projects.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**FASH 4110 GRAND FASHION SHOW PORTFOLIO**

Prerequisite: None

Students will create a personalized portfolio and presentation binder to be able to collect their best work and a mini collection developed during their studies at the Bachelor level.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

## GENERAL STUDIES

### **ANTH 4000 VISUAL ANTHROPOLOGY**

Prerequisite: None

This course of visual anthropology will be a convergence of studies and practices from the interrelated fields of cultural anthropology, cultural studies and film/media studies. Visual Anthropology includes all cultural anthropological studies of the visual world as well as the transmission of anthropological knowledge by visual means. We will analyze the history, philosophy, ethics, production and consumption of ethnographic and non-ethnographic film and photography, visual culture products, and computer technology within both established institutions and the broader popular culture. Visual anthropology is concerned with the documentation of culture, social institutions and everyday human visual media. It can be used as a tool for ethnographic research, media analysis, studies of material culture, critical engagement with the arts and other forms of cultural display.

**3 CREDITS:** 33 LECTURE HOURS

### **BIOL 1000 HUMAN STRUCTURE AND FUNCTION**

Prerequisite: None

The Human Structure & Function course is a multidisciplinary approach that fully integrates the disciplines of Anatomy, Embryology, Histology, Physiology, Chronobiology and Evolution of the human body, and its organ systems.

**3 CREDITS:** 33 LECTURE HOURS

### **BIOL 3010 ENVIRONMENTAL BIOLOGY**

Prerequisite: BIOL 1000

An interdisciplinary approach to the study of the environment. The course provides the scientific basis for understanding how environmental systems work. Topics include the basic concepts of ecology, geography and the importance of scientific information, current environmental concerns, ethics, resource use, sustainable development, and conservation, discussion of the economic impact and consequences of the disruptions of natural systems, the importance of public policy, and how environmental issues are linked to our everyday life.

**3 CREDITS:** 33 LECTURE HOURS

### **COMM 2000 PUBLIC SPEAKING**

Prerequisite: None

A course in public speaking featuring narrative, persuasive, informational problem-solving and extemporaneous speeches presented to the class. The emphasis is on organization and use of supporting detail, clarity of content, and professional presentation techniques. This includes the quality of confidence, facility or delivery, and adeptness in using visual aids.

**3 CREDITS:** 33 LECTURE HOURS

### **COMM 4010 LEADERSHIP AND GROUP COMMUNICATION**

Prerequisite: COMM 2000

This course explores communication variables involved when leaders attempt to influence members to achieve a goal. Topics include power, credibility, motivation, research on leader traits, styles, and situations, and current models of leadership such as transactional, transformational, charismatic, and functional approaches. The different leadership challenges posed by community and institutional settings will also be explored.

**3 CREDITS:** 33 LECTURE HOURS

### **ECON 2000 GENERAL ECONOMICS**

Prerequisite: None

The course is aimed to introduce concepts and tools of basic economic analysis at both micro and macro levels. It will provide instruction in the nature and function of product markets (supply and demand), economic decision making, types of economic systems, national income accounting, economic growth, recession and inflation, and fiscal and monetary policies. Additionally, the course will incorporate principles of business practices.

**3 CREDITS:** 33 LECTURE HOURS

### **ECON 4010 INTERNATIONAL ECONOMICS**

Prerequisite: ECON 2000

Reviews the origins of modern international economic theory and discusses present patterns of trade and finance, including the balance of payments and its economic effects, exchange rates, international commodity agreements, and tariff policies. Includes an analysis of the relationship between international economics and current U.S. economic problems.

**3 CREDITS:** 33 LECTURE HOURS

### **ENGL 1000 ENGLISH COMPOSITION**

Prerequisite: None

Fundamental course in expository writing. The course is designed to help students improve their writing processes, to improve students' critical thinking skills, to increase the organizational effectiveness of students' writing, and to develop students' awareness of the importance of context in writing.

**3 CREDITS:** 33 LECTURE HOURS

### **ENGL 3010 ADVANCED COMPOSITION AND CRITICAL THINKING**

Prerequisite: ENGL 1000

Principles of critical thinking applied to writing and reading arguments on complex current moral issues and enduring questions; inductive and deductive reasoning; persuasion; introduction to fallacies; analysis and evaluation of appropriate prose models, including those employing methods of argument unique to specific disciplines; selective use of citation and documentation; writing of research papers. Students will also apply conceptual thinking to fashion design blending their creative impulses and cultural influences to present innovative design solutions to reach beyond popular forecasts.

**3 CREDITS:** 33 LECTURE HOURS

### **ENGL 4020 WORLD LITERATURE**

Prerequisite: ENGL 1000

Examines literary works of Western and non-Western civilizations from the 19TH Century through the modern era, works that are important to subsequent writing and thought. This course will enable you to read and respond to masterpieces of world literature both in class (with help from your instructor and other students) and in writing projects prepared outside of class. You will learn to examine the relevance of these texts for contemporary readers; you will learn ways to get helpful research about the texts, and to analyze the texts with an interpretation that can be justified by examples in that text. The classroom activities will help you to understand the historical and culture contexts of the reading assignments.

**3 CREDITS:** 33 LECTURE HOURS

### **HIST 1000 WORLD HISTORY AND CIVILIZATIONS TO 1500**

Prerequisite: None

This course takes students through the formation, construction, development, evolution, and survival of civilizations across the globe up to 1500 ACE. The course will begin with a discussion of "pre-History" and then provide vignettes looking at imperative moments in world history, events that introduced: ideas, culture, religions, foods, styles, and languages from one region to the next. The class will introduce students to Empires, Kingdoms, populations, and migrants that have influenced the course of history. Students completing this course will gain a better appreciation for the development of global connectedness, the influence of imperial and cultural expansionism, and processes paving the way for European expansion into the "New World."

**3 CREDITS:** 33 LECTURE HOURS

### **HIST 3010** WORLD HISTORY AND CIVILIZATIONS FROM 1500 TO 1900

Prerequisite: HIST 1000

This course takes students through an assessment of some of the most crucial events impacting the course of world history from 1500-1900. The class begins with the Columbian exchange and the influence of military, political, religious, and economic colonization on different parts of the globe, namely the Western Hemisphere, the African continent, and Asia. The course traces different actors and actresses that wrought forth a vision of a new world based on scientific inquiry, religious freedom, individual freedoms, and the subjugation of questionable populations. Students in this course will witness the evolution of monarchical ruling to that of an elected representative: a global politic that divorces itself from "God given powers" to powers attained, challenged, and preserved through democratic ideals.

**3 CREDITS:** 33 LECTURE HOURS

### **HIST 4020** ENCOUNTERS IN THE MODERN AND POST-MODERN ERA

Prerequisite: HIST 1000

This course takes students through an assessment of some of the most crucial events impacting the course of world history from 1900 to the present. The course looks at actors and actresses that helped shape the changing politics of global history. Students in this course will be exposed to social and economic revolutions that have further divided the global wealth and served as a catalyst for anti-colonial movements. Special attention will be paid to race, class, gender, and environment.

**3 CREDITS:** 33 LECTURE HOURS

### **MATH 0001** BASIC MATHEMATICS

Prerequisite: None

Covers fractions, decimals, ratios, rates, proportions, percents, basic statistics, U.S. and Metric units of measurement, perimeter, area, volume, graphs, operations on signed numbers, and basic algebraic expressions and equations.

**0 CREDITS:** 33 LECTURE HOURS

### **MATH 1000** SURVEY OF COLLEGE MATHEMATICS

Prerequisite: None

This course is designed to satisfy the mathematics requirement for students in non-science fields. Course content includes units on sets, logic, numeration and mathematical systems, whole numbers, integers, rational numbers, irrational numbers, statistics, basic algebra, basic geometry and elements of number theory.

**3 CREDITS:** 33 LECTURE HOURS

### **PSYC 2000** INTRODUCTORY PSYCHOLOGY

Prerequisite: None

Principles of human behavior; physiological foundations, influence of heredity and environment; sense-perception, attention, capacities and abilities; learning; emotion and

motivation; special emphasis on personality development and adjustment. Special emphasis on states of consciousness: language, memory, learning and their relationship to the arts. Introduction to the theories of Freud and Jung; Behavioral and Humanist Psychology. This course uses critical thinking to explore the basic principles of psychology and how they relate to human behavior in everyday life. Students will understand personality development, learning, consciousness, motivation, physical development, psychological health and the self in a social context. Students will be able to apply this insight to themselves and the fashion industry.

**3 CREDITS:** 33 LECTURE HOURS

### **PSYC 3010** LEARNING, MOTIVATION AND CREATIVITY

Prerequisite: PSYC 2000

The purpose of Educational Psychology is to enable you to develop effective learning skills, tools, goals and strategies. The course includes a balance between theory and the experiential application of the material. You will have opportunities to transfer and apply these skills and strategies across your academic program and your life.

**3 CREDITS:** 33 LECTURE HOURS

### **SOCI 2000** CULTURE AND SOCIETY

Prerequisite: None

This course relies on a variety of sociological perspectives to examine the role of culture in everyday life, with a particular emphasis on the organization of the mass media industry, the relationship between cultural consumption and social status, and the social and cultural constructions of beauty. Specific course topics will include socialization, culture, inequality, race and ethnic relations, gender, global economy and urbanization.

**3 CREDITS:** 33 LECTURE HOURS

### **SOCI 3010** ETHICS AND SOCIETY

Prerequisite: SOCI 2000

How do our social structures and relationships shed light on modern ethical problems? We will look at the intersection of ethics and sociology by discussing how ethical decision making is informed by our values and society at large. This course includes an overview of major philosophical contributions to the field of ethics.

**3 CREDITS:** 33 LECTURE HOURS

## MANUFACTURING (MANU)

### **MANU 1001** COMPONENTS I

Prerequisite: None

Students will gain a better understanding and develop the techniques required to create the necessary design components that are directly involved in the design of fashion garments. They will discover the many materials, processes and technologies used in the industry today as well as their historic origins. Upon completion of this class the student will be able to clarify and employ appropriate terminology in working with other designers and manufacturers, as well as taking their original artwork from concept to creation.

**3 CREDITS:** 33 LECTURE HOURS

### **MANU 2010** CELL MANUFACTURING

Prerequisite: None

This course is an introduction to the apparel industry, consisting of creation, production, and marketing apparel. Students will gain knowledge of the synergy between pattern

design and fashion design, with emphasis on terms and methods of the industry. Students will work as a team to experience the inception of ideas to delivery of finished goods. Sample-room practices will be incorporated.

**3 CREDITS:** 33 LECTURE HOURS

#### **MANU 3002 COMPONENTS II**

Prerequisite: MANU 1001

Components II will allow students to use the knowledge and techniques learned in Components I to further develop their skills with additional materials used as the components of fashion. These materials will include leather, fur, feathers, straw, gems metals and closures. Students will gain a better understanding and develop the techniques required to create the necessary design components that are directly involved in the design of fashion garments. They will discover the many materials, processes and technologies used in the industry today as well as their historic origins. Upon completion of this class, the student will be able to clarify and employ appropriate terminology in working with other designers and manufacturers, as well as taking their original artwork from concept to creation.

**3 CREDITS:** 33 LECTURE HOURS

#### **MANU 3020 INTERMEDIATE MANUFACTURING**

Prerequisite: MANU 2010 OR FASH 1013 OR PATT 1022

An intermediate course that explores the world of apparel manufacturing, including production, sourcing, control, planning, costing, resources, allocation and feasibility. Projects including following a product from concept to production and delivery of the product to the retailer.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

#### **MANU 3030 ANALYSIS OF HAUTE COUTURE GARMENT DESIGN**

Prerequisite: MANU 2010 OR FASH 1013 OR PATT 1022

This course is a survey and examination of the various elements that make up the finished design in haute couture sewing as well as fashion in general. From collars and necklines to sleeves, pants and skirts, various elements will be the weekly focus for our discussion. It is a seminar class in which the students will be required to participate by bringing in materials and drawings for discussion.

**3 CREDITS:** 33 LECTURE HOURS

#### **MANU 4040 DESIGN INTERPRETATION & IMAGES**

Prerequisite: MANU 2010 OR FASH 1013 OR PATT 1022

This unique course set up by the President of the Beverly Hills Design Institute explores the symbiotic relationship between pattern design and fashion design while further exploring the comprehensive approach to design requiring experimentation as well as analysis, rambunctiousness, and creativeness along with the diligence and fortitude to produce compelling work. This course is designed as an exercise for upcoming industry experience.

**3 CREDITS:** 33 LECTURE HOURS

#### **MANU 4050 ANALYSIS OF HAUTE COUTURE ACCESSORIES**

Prerequisite: MANU 2010 OR FASH 1013 OR PATT 1022

This course is a survey and examination of some of the peripheral elements that are a part of haute couture: the accessories that compliment clothing but often make their own fashion statement. From shoes and handbags to jewelry and hats, various accessory items will be the weekly focus for our discussions. This is a seminar class in which the students will be required to participate by bringing in materials (photographs, actual garments or accessories, and drawings) to share for discussion.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

## MARKETING (MARK)

#### **MARK 1001 TRENDS I**

Prerequisite: None

A study of trends in the 20th century with a focus on major trendsetters. Designers, Socio-economic events and fashion shifts will be examined. This course has two goals: 1) to develop a basic awareness of the fundamentals of all aspects of the business of fashion; and 2) to study of the flow of European and American Haute Couture to Prêt-a-porter. This course introduces students to famous designers; students then research 4- 5 designers followed by a presentation of their life story.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

#### **MARK 1002 TRENDS II**

Prerequisite: None

Continuation of trends throughout the 20th century with a focus on more contemporary fashion. Studies will emphasize the past 30 years.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

#### **MARK 2011 TRENDS & CYCLES I**

Prerequisite: MARK 1001 OR MARK 1002 OR ANY FASH COURSE

Introduction to cycles in fashion. Theoretical methods and practical applications of fashion cycles and behavior from 20th century linear approach to 21st century multi dimensional platforms will be reviewed. This will also include case studies of micro environments. Trend analysis and Trend methodologies will be reviewed.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

#### **MARK 2012 TRENDS & CYCLES II**

Prerequisite: MARK 1001 OR MARK 1002 OR ANY FASH COURSE

A study of the history of fashion that examines the trends and cycles of fashion in Europe and the United States in the 19<sup>th</sup> and the 20<sup>th</sup> century and their application to current fashion.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

#### **MARK 2040 COUTURE FRENCH**

Prerequisite: None

From Tokyo to New York, French is the recognized language of marketing couture. For any designer who wishes to convey his or her high level of knowledge and sophistication of haute couture and market his or her product effectively, it is imperative to have a basic grasp of French. With an emphasis on the vocabulary of the apparel, accessories and couture industry, this course will introduce the students to the basic structure of reading, writing and speaking French.

**3 CREDITS:** 33 LECTURE HOURS

#### **MARK 3031 TRENDS & PREVISION I**

Prerequisite: MARK 1001 OR MARK 1002 OR ANY FASH COURSE

A course bases on known trend methodologies and design models to prepare students in predicting upcoming fashion and design trends by developing cognitive and visual skills under the supervision of a professional designer. Student will apply analysis of society's mutations, market shifts and consumer behavior evolvment to develop a strategy, find solutions adapted to the objectives. This course will examine each of these steps in detail, encouraging students to develop their own concepts.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**MARK 3032 TRENDS & PREVISION II**

Prerequisite: MARK 1001 OR MARK 1002 OR ANY FASH COURSE

A course designed to help students develop creative and prediction skills domestically and internationally. In conjunction with events throughout the world, this course emphasizes the movement of social, political, and cultural aspects of art and entertainment. Field trips and guest speakers.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS**MERCHANDISING (MERC)****MERC 4010 CLOTHING MERCHANDIZING AND SOCIETY**

Prerequisite: None

This Course examines the development of dress, adornment, and appearance as a nonverbal mode of communication and explores the meaning of clothing in our global fashion market place. The course takes an interdisciplinary approach to the study of clothing and society. We will be using tools from the fields of anthropology, sociology, psychology, history and cultural studies to aid us in our examination and criticism of clothing and society. We will be looking in particular at fashion as it relates to social identity, modern history, politics, economy and aesthetics. Lecture and discussions will be key components of the class.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS**PATTERN DESIGN (PATT)****PATT 0001 STUDY TOUR IN ASIA**

During this optional one-week tour, students are invited to see the world of fashion through a visit to important industry and cultural events in Asia. The ability to judge significant factors of fashion and to analyze potential trends is developed. Students take field trips to major fashion houses, trade shows, and similar function. Special invitations to opera performances, art galleries, and museum exhibitions broaden creativity. The preparation of reports develops critical judgment. Prominent members of the fashion world lecture and give presentations as part of the course. Students will also turn in a research paper on a selected topic.

**PATT 1001 INTRODUCTION TO CONSTRUCTION TECHNIQUES I**

Prerequisite: None

This class introduces students to a variety of dressmaker and couture detail construction techniques for clothing, which details will be found in high-end fashion, custom, couture, prêt-a-porter, and beyond. Some processes use the sewing machine, and some use hand-sewing. Emphasis will be placed on single needle sewing machine proficiency and refining pressing skills.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS**PATT 1002 INTRODUCTION TO CONSTRUCTION TECHNIQUES II**

Prerequisite: PATT 1001

This class continues from the processes and techniques learned in PATT 1001. Students will continue to learn a variety of detailed construction techniques for clothing which details are found in high-end fashion, custom, couture, prêt-a-porter, and beyond. Some

processes use the sewing machine, and some use hand-sewing. Students will review a variety of machine feet and functions, fabric manipulation techniques, decorative hand stitching, use of lace trim, piping, hand appliqué, and more.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS**PATT 1011 MOULAGE I**

Prerequisite: None

Introduces principles of pattern design through the manipulation of fabric draping directly on the dress form. The focus is on the relationship between two and three-dimensional shapes, precise measurements taken from the fabric on the dress form, and the transformation of design concepts into working patterns.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS**PATT 1012 MOULAGE II**

Prerequisite: PATT 1011

Students understand dynamic and advanced three-dimensional draping techniques with an emphasis on designer's creative expression. This course incorporates different elements of fabric selection and construction, including various styling structures and finishing.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS**PATT 1021 SHAPE PATTERN DESIGN**

Prerequisite: None

Basic understanding of fundamental flat pattern making, detailed body measurements adapted to building skirt blocks on dotted paper. Each human body is unique. Thus, students will learn the theory of body form and the mastery of fitting different human bodies through the scientific application of measuring techniques. Class includes use of the master pattern skirt block to learn variations of styling skirts; including pleated, pegged, gored, wrap, circled, etc. through closing/opening darts, adding fullness, and dividing. Course recommended for fashion design students.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS**PATT 1022 CONTOUR PATTERN DESIGN**

Prerequisite: None

Contour Pattern Design is an intermediate construction course, focusing on advanced use of the master pattern to create structures, including the torso body, princess body, and midriff body styling for industry size 8. Student will also learn the fundamentals of dart manipulation. Before study of dart manipulation students must go through fitting and creating the three basic body pattern master blocks on manila paper.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS**PATT 1031 SHAPE PATTERN STUDIO**

Prerequisite: None

This course introduces students to basic sewing techniques with the ultimate goal of producing sample pieces. Importance of development of skills with industrial power sewing machine is emphasized. Students will also complete sewing of the basic skirt and variations of the skirt.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS**PATT 1032 CONTOUR PATTERN STUDIO**

Prerequisite: None

This class is an intermediate sewing construction course, focusing on advanced use of the master pattern to create sewn structures, including princess body, torso body and midriff body styling for industry size 8. Because the Torso Body pattern is so complex to draft and finalize, construction of the Torso Body will continue in this class. More advanced sewing



techniques and garment production are introduced, aimed at the fashion industry. Emphasis is placed on torso and midriff bodies fitting processes and the function of garment construction which are critical to the development of skills. Students will also learn the basics of sewing different darts and curved seams.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**PATT 2041** EXTENSION PATTERN DESIGN

Prerequisite: PATT 1021

Students will learn BHDl's uniquely revised basic sleeve (easy to sew in bodice with a smooth cap), using the master pattern to learn variations of styling sleeves; including tailor, bishop, raglan, lantern, cowl, and more. In this course, the student will also work with pattern development that involves more advanced work. Style and fittings will be incorporated, as well as more advanced construction techniques utilized in garment production.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**PATT 2042** FRAME PATTERN DESIGN

Prerequisite: None

This course provides a foundation in flat pattern making for collars and necklines and allows for variations such as mandarin, shirt collar, peter-pan, different types of built-up neck lines (dart manipulation or added fullness), raised neck line, variations of cowl neck, and more.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**PATT 2043** FORM PATTERN DESIGN

Prerequisite: None

Students will learn BHDl's unique style of basic pants with only two darts in the back and a variety of pant styles such as pull-on pant, pant with different leg widths, baggy pant, pleated cowl-draped pant and more. Student will study pant derivatives, from Shorty-short to Capri pant. Through peer critiques, students will have access to different perspectives and adapt the input into their own unique style of pattern designs.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**PATT 2051** EXTENSION PATTERN STUDIO

Prerequisite: None

Students will learn how to sew BHDl's uniquely revised basic sleeve and learn to sew variations of sleeve styles, including tailor, bishop, raglan, and more. In this course, the student will also work with sewing developments that involves more advanced work. Emphasis on hands-on sewing techniques of sleeve varieties and different type of fabrication from finest to heavy fabric. We will also work with intensive prints, lace, and more. This course will also introduce how to do hand stitches.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**PATT 2052** FRAME PATTERN STUDIO

Prerequisite: None

This course provides a foundation of sewing variations of collars such as mandarin, shirt collar, peter-pan, different types of built-up neck lines (dart manipulation or added fullness), raised neck line, variation of cowl neck, and more. Emphasis is on variations in fabric materials and weight for developing sewing techniques.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**PATT 2053** FORM PATTERN STUDIO

Prerequisite: None

Students will learn more advanced sewing techniques for BHDl's unique style of various pant styles, using a variety of fabric weights and types. Through peer critiques, during sewing construction, students will have access to different perspectives and adapt the input into their own unique style of sewing construction.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**PATT 2061** DIGITAL PATTERN STUDIO I

Prerequisite: Any Pattern Course

Class defines use of computerized tools for pattern making. By the end of the 22 class meetings of level I and II, students will be able to make patterns on computer as easily as making patterns on the table manually. The course includes on use of a CD-ROM Tutorial to assist the student get through exercises to speed up the knowledge and use of the computerized tools. The class requires completion of 13 styles tutored on the CD-Rom and completion of a collection of a 12 piece line using 3 fabrics.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**PATT 2062** DIGITAL PATTERN STUDIO II

Prerequisite: PATT 2061

Focus of this class is to learn the Production Cycle of a Collection of Styles from Creation, to choosing various Graded/Sizing choices. After this the making of the Marker is the middle exercise to achieve a Fabric Yield/Consumption to arrive at a Cost of the Styles in the Collection. The Styles will also have available the Made-to-Measure function to make One size per Individual person.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**PATT 2071** MODEL EVENTS I

Prerequisite: None

A course designed to develop the student's ability to fit garments properly to a live model by identifying and examine the different types of managerial models used among apparel companies.

**1 UNIT:** 22 LAB HOURS

**PATT 2081** FASHION SHOW PREPARATION I

Prerequisite: None

Working with a fashion designer and a self-prepared fit model, the student completes two finished garments of a mini collection. Family members are invited to luncheon followed by the Fashion Show.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**PATT 2082** FASHION SHOW PREPARATION II

Prerequisite: None

Applies only Associate of Arts and advised by a Professional Advisory Board Member and an Executive Member of BHDl, the student will work with a fashion designer as a co-partner to perfect the debut collection, including accessories to present a complete fashion collection.

**4 CREDITS:** 22 LECTURE HOURS / 44 LAB HOURS

**PATT 3090** CORSET PATTERN DESIGN

Prerequisite: PATT 1022

Students will learn the different tools and components related to the corset pattern design and construction process. Emphasis will be placed on understanding historical corset designs and transforming this into modernized versions. Students will also partake in the

construction of bustiers and corsets through various methods of attaching boning to garments.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**PATT 3101 VARIETY FORM PATTERN DESIGN**

Prerequisite: None

Continue study of several pant styles such as jump suits, high-waist pant, hip hugger, contour pant with crease line flare, tiered culottes, palazzo (with wide-sweeping hemline), harem, jean with back yoke, and more. Manila blocks for the basic jumpsuit and tight pull-on pant (for knits and stretch) will be created. Students are encouraged to analyze the work of fashion designer student's collection for their 2<sup>nd</sup> year fashion show preparation. Emphasis is on development of student's ability to follow the energy and mind of future fashion designers. This course will incorporate draping and flat pattern skills.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**PATT 3102 UNIQUE PATTERN DESIGN**

Prerequisite: PATT 1021

Students learn the importance of a balanced collection of tailored suit design variations, BHDl's uniquely developed kimono swing coat with gusset, cape, different style of hood, and more. Student will learn fundamentals of knit fabric's stretch terms and jargon, and develop the ability to create any changes to size specifications that the target market requires. Emphasis is on development of student's ability to follow the energy and minds of future fashion designers. Through hands-on training, students will sharpen their aesthetic eye for the fine line and silhouette of the elegant fashion body. This course will incorporate draping and flat pattern skills.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**PATT 3103 CONCEPTUAL PATTERN DESIGN**

Prerequisite: PATT 1021

An advanced course that develops conceptual and pattern design collection techniques required to create student's own pattern design collection; including intensive pattern making detail, and more. Unlimited creativity is developed in establishing the most complex collection of flat patternmaking as well as three dimensional draping. Various reputable designers will also come to work with the students individually or within a group setting.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**PATT 3111 VARIETY FORM PATTERN STUDIO**

Prerequisite: PATT 1021

Students will gain sewing advanced techniques regarding the creative line, and familiarity with their qualities related to putting together pant styles. By analyzing the work of fashion design students' collections, students will learn the importance of a balanced collection. Through hands-on training, students will sharpen their aesthetic eye. Students will gain technical sewing skills in different fabrics and their qualities related to style while putting together construction.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**PATT 3112 UNIQUE PATTERN STUDIO**

Prerequisite: PATT 1021

Students learn how to sew tailored suit design variations, the kimono swing coat, and more, continued from Creative Pattern Design II. Students will learn to sew various knit fabrics. Emphasis is on learning to use sewing construction techniques and development of student's ability to follow the energy and minds of future fashion designers. Students

learn the importance a balanced collection of pattern sewing. All skills learned emphasize improvement of sewing ability.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**PATT 3113 CONCEPTUAL PATTERN STUDIO**

Prerequisite: PATT 1021

An advanced course that develops sewing skills for pattern styles developed in Creative Pattern Design Collection III, involving the use of delicate fabric construction, and more. Unlimited sewing creativity is developed for the most complex collection of patterns.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**PATT 3120 FASHION ACCESSORIES AND PRODUCTION**

Prerequisite: PATT 1021

Examines Couture and expensive accessories using special techniques and fabric characteristic of high end market accessories, including handbags, belts, scarves, shoes, and more. Students will design and create pieces.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**PATT 4072 MODEL EVENTS II**

Prerequisite: None

A course designed to develop the student's ability to fit garments properly to a live model by identifying and examining the different types of managerial models used among apparel companies.

**1 CREDIT:** 22 LAB HOURS

**PATT 4131 COMPLEX PATTERN LABORATORY**

Prerequisite: PATT 2042

Students will learn how to design complex styles of jackets and coats including various stylized pockets. Student will how to design patterns for various dress categories, tent foundation, and panel dress foundation. Students will display unlimited creativity in establishing the most complex collection of flat patternmaking as well as three dimensional draping constructions. Various reputable designers will also come to work with the students individually or within a group setting.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**PATT 4132 EXPLORE PATTERN LABORATORY**

Prerequisite: PATT 2042

In this course, students will explore the components that form the cohesiveness of a pattern design collection, as well as elements that introduce individual creativity and diversity in one-of-a-kind pattern making techniques. An excellent preparatory course for the Grand Fashion Show where students will display unlimited creativity in establishing the most complex collection of flat patternmaking as well as three dimensional draping. Various reputable designers will also come to work with the students individually or within a group setting.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**PATT 4141 COMPLEX PATTERN STUDIO**

Prerequisite: PATT 2052

Students will learn complex sewing techniques to construct the various patterns designed in Complex Pattern Laboratory, utilizing both machine sewing and hand-sewing. Special finishing and handling of these styles will be emphasized. Perfect fitting and sewing solutions will be learned in various ways.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**PATT 4142 EXPLORE PATTERN STUDIO**

Prerequisite: PATT 2052

A rigorous preparatory course for the construction of a Grand Fashion Show where students will display unlimited creativity in sewing the most complex collection of flat patternmaking as well as three dimensional draping. Students will have access to different perspectives and adapt their input into their own unique style of sewing techniques.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**PATT 4151 INTELLIGENT DIGITAL PATTERN DESIGN I**

Prerequisite: PATT 2041

Based on the master pattern program, this course is designed to bring the creative aspect into the digital pattern design department. Computer knowledge: understanding of the keyboard, pull-downs and feel of the computer to draw and create. Emphasis on The Skirt Variations including Basic fitted Skirt, Tulip, Pleated, Pocketed Skirt, Skirt with a Yoke, intelligent pleat, dart and shirring characteristic, extensive pattern design development, as flexible as manual pattern design, and much more.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**PATT 4152 INTELLIGENT DIGITAL PATTERN DESIGN II**

Prerequisite: PATT 2041

Students study of Torso and Midriff Bodies using PAD System in Master Pattern Design; Different Dart manipulation including Dart Rotate and Redistribution for different styles. Understanding use of Clone Feature which provides the power of piece change of many fabrics related to Main Pattern Piece; Main Fabric, Lining, Facing and Fusing. This cutting edge technology eliminates many steps of pattern modification to boost pattern designer's productivity.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**PATT 4163 FASHION SHOW PREPARATION III**

Prerequisite: PATT 2042 OR FASH 2022

Applies only Bachelor of Arts and advised by a Professional Advisory Board Member and an Executive Member of BHDI, the student will work with a fashion designer as a co-partner to perfect the debut collection, including accessories to present a complete fashion collection.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**PATT 4164 FASHION SHOW PREPARATION IV**

Prerequisite: Any Fashion or Pattern Course

Applies only to Bachelor of Arts candidates. A cutting edge, intensive course that culminates with the presentation of the final collection. Supported and advised by a Professional Advisory Board Member and an Executive Member of BHDI, the student will work with a fashion designer as a co-partner to perfect the debut collection, including accessories to present a complete fashion collection.

**4 CREDITS:** 22 LECTURE HOURS / 44 LAB HOURS

**PATT 4165 FASHION SHOW PREPARATION V**

Prerequisite: PATT 2042 OR FASH 2022

Applies only to Bachelor of Arts candidates. A cutting edge, intensive course that culminates with the presentation of the final collection. Supported and advised by a Professional Advisory Board Member and an Executive Member of BHDI, the student will work with a fashion designer as a co-partner to perfect the debut collection, including accessories to present a complete fashion collection.

**4 CREDITS:** 22 LECTURE HOURS / 44 LAB HOURS

**TEXTILE DESIGN (TEXT)****TEXT 1000 TEXTILE SCIENCE**

Prerequisite: None

Students are introduced to the basic properties of textiles in a comprehensive and non-technical style. Focus is placed on the identification of woven and non-woven fabrics, natural and synthetic fibers and new developments in sustainable and recycled textile products. The course includes hands-on analysis of fabric swatches and the creation of a personalized swatch book created by the student. Students also gain practical experience in dye processes, burn testing and the suitability of fabrics for the design process. It is hoped that this information will enable students to gain an appreciation of the beauty and practical applications of a wide range of textiles.

**3 CREDITS:** 33 LECTURE HOURS

**TEXT 2011 EMBELLISHMENT I**

Prerequisite: None

Application of design principles to the embellishment of garments and accessories with emphasis on techniques, creation of original designs, and fashion trends. Embellishment includes embroidery, silks screening, crystal and nail head, appliqué, etc. Techniques are developed through hands-on experimentation, as well as finishes and hand-printing or computer processing.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**TEXT 3012 EMBELLISHMENT II**

Prerequisite: None

Students will work with mixed media and different textures to transform inexpensive fabrics into creative luxurious designs involving embroidery, beadings, etc. Students will also have the opportunity to work with couture fabric mills individually or within a group. This course will provide full comprehension and knowledge on fabric and assist in preparing for the Grand Fashion Show.

**2 CREDITS:** 11 LECTURE HOURS / 22 LAB HOURS

**TEXT 3021 TEXTILE ENGINEERING I**

Prerequisite: TEXT 1000

Students will further their understanding of fabric and printing in order to produce fabric from their own original artwork. Students will also be taught various advanced surface treatments on cloth including dyeing and burnout.

**3 CREDITS:** 33 LECTURE HOURS

**TEXT 3022 TEXTILE ENGINEERING II**

Prerequisite: TEXT 1000

Student will further build on their technical skills and broaden their knowledge of printing. Concentration on the compatibility of fabrics to match performance guidelines and their marketability.

**3 CREDITS:** 33 LECTURE HOURS

**TEXT 3030 INTERNATIONAL TEXTILES & APPAREL**

Prerequisite: TEXT 1000

Study on textile material with an emphasis on the factors that produce a successful apparel fabric from international markets. Fabric characteristics such as appearance, draping, hand, and performance, as well as sorting of fabrics for different levels of design markets are studied. Students will explore techniques for utilizing computers as a research and design tool. **3 CREDITS:** 33 LECTURE HOURS

## BHDI Academic Policies

### Scheduling Policy

Beverly Hills Design Institute schedules and registers student in the required classes necessary for program completion. You are encouraged to review your schedule and consult with an academic advisor.

Failure to pay does not withdraw you from all classes. Should you decide not to attend a scheduled term or certain classes, you must notify the Office of the Registrar in writing prior to the first day of classes.

There is no automatic cancellation of your registration for nonpayment or not attending. If you do not request in writing that your registration be canceled, or that you desire to drop or withdraw from a class, you risk receiving a grade of F in your course.

If you do not take action you will remain registered in your classes and you will be responsible for all course fees, plus any applicable late fees, up to the time of your official date of withdrawal. You will owe all or a portion of the fees if your withdrawal is processed after the 100% refund period.

BHDI reserves the right to modify or change course sequences as necessary to ensure student and institutional goals are met.

BHDI does not currently offer any electives.

BHDI does not accept transfer credits for courses that are taken in an other institution, at the same time that you are enrolled at BHDI.

### Single Major Scheduling Policy

Students enrolled in a single major must take a minimum of one general study (three quarter credits) per quarter. Part-time students must take a minimum of six credits per quarter.

### Double Major Scheduling Policy

Students enrolled in double majors are expected to attend a minimum of sixteen (16) credits each quarter in order to graduate on time.

### Fashion Show Preparation Scheduling Policy

If a full-time schedule includes fashion show preparation classes and you decide to go below full-time, you may lose your fashion show preparation classes first.

## Attendance Policy

### Class Attendance

Beverly Hills Design Institute is committed to provide job skills training which best prepares students for the work place.

Students are encouraged to develop a professional and serving attitude, with a business mind. Beside their class schedule, they are invited to consider school as their office and train themselves by coming to BHDI during open hours as they will in an employment situation to perform their homework as well as developing their creativity through personal business oriented researches and productivity.

Students are required to also understand that Class attendance is vitally important for learning professional skills.

Being on time for the beginning of a Class should be considered as honoring and respecting a client appointment, and will be certainly appreciated by a future employer or business partner.

A student who is habitually absent or arrives late will miss the heart of the course and will not develop acceptable work habits.

Work Ethic, Responsibility and Accountability are keys for a successful career in any field.

Students are therefore expected to have 80% attendance in all their classes.

Members of the faculty are expected to make the attendance policy clear, in writing, at the beginning of the term and stress the following:

- A student will be considered tardy if not in attendance during the first thirty minutes of the class.
- Attendance is taken at the beginning, and may be taken at the end of each class.
- If a student is not present at the end-of-class roll call, the student may be marked absent for the entire class.
- Three tardies count as one absence.
- Four (4) absences in any class and a student may receive an "F" as their final grade.

Students who must miss a class session, be late or leave early should notify the instructor and arrange to make up any missed work as soon as possible.

A student who anticipates an extended absence must immediately inform the Office of the Registrar and explain any extenuating circumstances in writing. Advance approval for an extended absence is required to ensure successful completion of the course.

### Exempted Absences

A student may qualify for exempted absences under the following verifiable conditions:

- Pre-approved job interviews,

- Orientations, and exams for jobs related to the vocational program,
- Pre-approved agency appointments.
- Medical emergency
- Jury Duty or Military Duty

### Add Course Policy

Students who wish to add a class after the first day of instruction must obtain written permission from the Office of the Registrar.

Enrolling late in a course in session will not give you any reduction on the price of the course and may involve private tutoring to catch up with the course learning outcomes at the discretion of the instructor.

### Drop Course Policy

Student wishing to drop a course will have until midnight of the first day of the quarter to request permission by email to the Office of the Registrar, and will have no grade or notation appearing on their record as well as no charge for the course.

Students dropping a course after midnight of the first day of the quarter must request permission by email to the Registrar.

Students withdrawing from a course before the eight (8th) session will have a "W" appearing on their academic transcript.

The "W" will not be used in the computation of the student's grade point average but for the Maximum Time Frame.

Students who withdraw after the seventh (7th) session will receive a grade of "F" for the course.

Students dropping before the deadline or receiving a "W" or an "F" will also be required to repeat the course (see the Repeating a Course Policy).

A student wishing to withdraw from all courses must withdraw from BHDl and will be subject to the Program Withdrawal Policy.

### Leave of Absence

If a "Leave of Absence" (LOA) is required, a student must submit in writing to the Office of the Registrar, the basis of the request, expected return date and the initial date of request with the student's signature.

A leave of absence request will be accepted only for students in good financial standing.

A Leave of Absence may be limited to a specified amount of days (NOT TO EXCEED 180 DAYS). Only one Leave of Absence will be granted for a student during any twelve (12) month enrollment period.

The number of days in a leave of absence is counted beginning with the first day of the student's initial leave of absence in a 12-month period.

If the student's leave of absence is NOT approved and the student takes it, the student will be considered to have withdrawn from the school at the date that the student began the leave of absence.

If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence and resume training.

Upon the student's return from the leave of absence, the student is permitted to complete the coursework he or she began prior to the leave of absence.

A student who does not resume attendance at or before the end of a leave of absence will be considered withdrawn and the withdrawal date will be the estimated date of return on the LOA request (not to exceed 180 days).

Prior to have a leave of absence granted, a student who is a Title IV aid recipient must acknowledge the fact that they will be considered withdrawn for Title IV Aid purposes and therefore that the "Treatment

of Title IV Aid When a Student Withdraws" section of this catalog will apply.

### Program Withdrawal

A student has the right to withdraw from a program of instruction at any time.

Your official withdrawal takes effect when you give Notice of Withdrawal to Beverly Hills Design Institute.

You can do this by telephone, orally in person, mail, email, hand delivery or telegram to the attention of the Registrar.

If a student chooses to notify the school by telephone or orally in person, BHDl may request confirmation in writing.

### Program Withdrawal Official Date

The date you are deemed by BHDl to have withdrawn from the school shall be:

- The date, as determined by BHDl, that the student provided official notification to the institution, in writing or orally (a signed confirmation will be requested), of his or her intent to withdraw).
- The date, as determined by BHDl, that the student began the withdrawal process prescribed by BHDl.
- If the student ceases attendance without providing official notification to BHDl of his or her withdrawal, the mid-point of the payment period.
- If BHDl determines that a student did not begin the institution's withdrawal process or otherwise provide official notification (including notice from an individual acting on the student's behalf) to BHDl of his or her intent to withdraw because of illness, accident, grievous personal loss, or other such

circumstances beyond the student's control, the date that BHDl determines is related to that circumstance;

- If a student does not return from an approved leave of absence, the estimated date of return on the LOA request.
- If a student takes an unapproved leave of absence, the date that the student began the leave of absence.
- If a student both begins the withdrawal process prescribed by BHDl and otherwise provides official notification of his or her intent to withdraw, the student's withdrawal date is the earlier date unless a later date is determined as followed:
  - The date a student's last date of attendance at an academically-related activity provided that BHDl documents that the activity is academically related and documents the student's attendance at the activity. An "academically-related activity" includes, but is not limited to, an exam, a tutorial, computer-assisted instruction, academic counseling, academic advisement, turning in a class assignment or attending a study group that is assigned by BHDl.
- If a student rescinds his or her official notification to withdraw by filing a written statement that he or she is continuing to participate in academically-related activities and intends to complete the payment period or period of enrollment and the student subsequently ceases to attend BHDl prior to the end of the payment period or period of enrollment, the student's rescission is negated and the withdrawal date is the student's original date, unless a later date is determined (last date of attendance at an academically-related activity).

### Program Withdrawal Date of Determination

The date of BHDl's determination that a student withdrew varies depending on the type of withdrawal. For example, if a student begins the official withdrawal process or provides official notification to BHDl of his or her intent to withdraw, the date of BHDl's determination that the student withdrew would be the date the

student began the official withdrawal process, or the date of the student's notification, whichever is later.

If a student did not begin the official withdrawal process or provide notification of his or her intent to withdraw, the date of BHDl's determination that the student withdrew would be the date that BHDl becomes aware that the student ceased attendance.

BHDl may not know that a student has dropped out (unofficially withdrawn) until BHDl checks its records at the end of an academic period. However, BHDl must determine the withdrawal date no later than 30 days after the end of the payment period.

### Re-enrollment after Program Withdrawal

If a student has withdrawn from a program and wishes to return to school the student must re-enroll. To apply for re-enrollment the former student must contact the Office of the Registrar. Please note that if re-enrollment is approved the earliest that the former student may re-enroll is the beginning of what would be a new quarter for that former student.

Those re-enrolling in the school will be subject to the tuition in effect at the time of re-enrollment.

## BHDI Grading Policies

### Academic Grading System

The grading system incorporates letter grades and codes that have the following numeric equivalence and definitions:

Letter	Achievement	Grade Points	Percentage
A+	Honor Roll	4.0	97-100
A	Superior	4.0	93-96
A-	Outstanding	3.67	90-92
B+	Very Good	3.33	87-89
B	Good	3.0	83-86
B-	Quite Good	2.67	80-82
C+	Above Average	2.33	77-79
C	Average	2.0	73-76
C-	Below Average	1.67	70-72
D+	Unsatisfactory	1.33	67-69
D	Poor	1	63-66
D-	Unprepared	0.67	60-62
F	Fail	0	<60

#### Additional Letter Codes

AU = Audit  
I = Incomplete  
IP = In Progress  
R = Repeated, Not Counted  
W = Withdrawal

### Advancing to the Next Course

Students may advance to the next course when a cumulative grade point average of 0.67 (D-) or higher is attained; however, students are subject to the Satisfactory Academic Progress Policy.

### Incomplete Policy

Incomplete(s) are at the discretion of the Professor.

A grade of "I" must be completed with a final grade submission within no more than hundred eighty (180) days of the end of the quarter during which the "I" was received. Failure to complete the class will result in the "I" being converted to an "F" which will be included in the satisfactory academic progress evaluation.

The student will also be required to repeat the course (see the Repeating a Course Policy).

In case of official and unofficial withdrawal from the college, all incomplete courses will receive an "F".

### Make-up Time/Work Accountability

Make-up time/work must be arranged with your professor to assure proper credit. Students must make up time/ work for proper credit towards graduation. Make-up classroom time must be completed on the school premises. Make-up assignments and/or test will be given for those who need to make up for academic grade/ quarter credit hours.

All make-up hours must be accounted for and signed on a missed day make-up sheet also signed by the professor.

### Repeating a Course Policy

A student may retake any course on his or her transcript, regardless of grade earned, and have the original grade, for completed courses only, replaced by the notation "R" (repeated course).

When the grade for the second enrollment in the course has been reported, the credits and grade points for the second course count in the cumulative grade point average in place of the grade and credits for the first enrollment in the course.



All courses for which a student received a "W" or an "F" grade/code must be repeated and completed with a passing grade before the student will be eligible for graduation (please see Graduation Requirements).

A grade of "W" will not be included in the maximum allowable time frame and incremental completion rate requirements in attempted hours and will not be included in cumulative GPA calculations.

A grade of "F" will be included in the maximum allowable time frame, incremental completion rate requirements, and the cumulative GPA calculation.

### Auditing a Course

Students and graduates who wish to audit a course must fill a Permission to Audit form from the Office of the Registrar, obtain a signature from the instructor of the course and return the form to the Registrar by the first week of instruction, in able to audit a course.

Only courses which have previously been passed may be audited.

Auditing is on a space available basis only.

Audited courses are not graded and therefore, are not included in cumulative GPA calculations.

Courses that have closed (filled) may not be audited. Auditing courses is considered "unofficial" and students:

- Do not take examinations in those courses, and
- Do not write papers or create projects for those courses.

Audited courses do not appear on the student's transcript.

The cost of an audited course is half of its current tuition rate.

### Change of Grade

When a final course grade has been entered into the student record it may only be changed by the Registrar at the request of the instructor of record. Changes to final course grades will not be accepted beyond five weeks from the close of the block in which the contested grade was given.

### Graduation Requirements

In order to be qualified to graduate a student must:

- Successfully complete all required course work with a minimum passing grade or credit of 60% (D-) or better
- Earn the minimum required quarter credit hours for the program
- Achieve a minimum cumulative grade point average of 2.0 (C)
- Satisfy all financial obligations to BHDl
- Complete an exit interview with the Career Center
- Complete an exit interview with Financial Aid

### Graduation Documents Awarded

Upon graduation, BHDl awards Associate of Arts, Bachelor of Arts, and Bachelor of Science degrees to students who successfully complete the graduation requirements in Fashion Designs and Pattern Designs programs.

### Honors Designation

A student is placed on a Dean's List when the quarterly GPA is 3.5 or higher. All honor designations appear on the student's transcript.

To graduate with honor a student needs to obtain the following:

- Cum Laude: 3.50 to 3.69
- Magna Cum Laude: 3.70 to 3.89
- Summa Cum Laude: 3.90 to 4.0

## Satisfactory Academic Progress Policies

To maintain satisfactory academic progress, you must:

- Complete your degree or certificate program within a maximum timeframe, which may vary according to your enrollment status and program.
- Successfully complete a required percentage of all the credits you attempted. This component is referred to as your credit completion ratio.
- Maintain a minimum acceptable cumulative grade point average.

### Maximum Allowable Time Frame to graduate

The maximum allowable time frame is calculated as a period of time during which a student attempts 1.5 times the number of credit hours required to complete the program. In other words, you cannot attempt in order to earn them more than 1.5 times the number of credits needed to graduate from your program.

Program	Credits	Maximum Time Frame
Certificate	48	72
Associate of Arts	96	144
Bachelor of Arts/Science	192	288
Double Major Associates	124	186
Double Major Bachelors	248	372

Students enrolled in double major need to be full time only and take a minimum of 16 credits per term. Therefore the number of quarters to complete the program remains the same than the one for single majors (see next section).

Students receiving a "W" for a course will have that course used for the computation of the Maximum Time Frame to graduate.

## Enrollment Status and Maximum Time Frame

Enrollment status	Minimum number of credit hours you must attempt each quarter	Minimum number of quarters to complete the program		
		Certificate	AA	BA/BS
Full-time	12	4	8	16
¾-time	9	6	11	22
½-time	6	8	16	32
¼-time	3	16	32	64

Enrollment status	Minimum number of credit hours you must earn each quarter	Maximum number of quarters to complete the program		
		Certificate	AA	BA/BS
Full-time	8	6	12	24
¾-time	6	8	16	32
½-time	4	12	24	48
¼-time	2	24	48	96

All enrollment periods will be included in the calculation of incremental completion rate and cumulative GPA.

### Incremental Evaluation Periods and Credit Completion Ratio

Your credit completion ratio is calculated by dividing the total number of credit hours successfully completed (passed/units earned) by the total number of credit hours actually attempted.

- **Total Hours Earned/Completed** = all course work with a grade of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-
- **Total Hours Attempted** = **Total Hours Earned/ Completed** PLUS all course work with a grade of F, W, I, Retake, and In Process.

The credit completion ration is evaluated every quarter, and should be a minimum of:

Incremental Evaluation period	Percentage of all credit hours attempted successfully completed
-------------------------------	---

Every quarter 66.67%

Except as provided in paragraphs "SAP Warning Status" and "SAP Probation Status" of this section, at the time of each evaluation, a student who is not successfully completing his or her educational program at the required pace, is no longer eligible to receive financial aid assistance under the title IV, HEA programs.

### Incremental Evaluation Periods and Cumulative GPA

Your Cumulative Grade Point Average (average of all your grades) is evaluated every quarter and should be a minimum of:

Incremental Evaluation period	Cumulative GPA
End of 1 <sup>st</sup> and 2 <sup>nd</sup> quarter	1.5
End of 1 <sup>st</sup> Academic Year (3 <sup>rd</sup> quarter)	1.8
End of 4 <sup>th</sup> and 5 <sup>th</sup> quarter	1.8
End of 2 <sup>nd</sup> Academic Year (6 <sup>th</sup> quarter) and beyond	2.0

Except as provided in paragraphs "SAP Warning Status" and "SAP Probation Status" of this section, at the time of each evaluation, a student who has not achieved the required GPA, is no longer eligible to receive financial aid assistance under the title IV, HEA programs.

Students receiving a "W" for a course will not have that course used for the computation of the Cumulative GPA.

### Students Receiving Veterans' Benefits

Any student receiving veterans' benefits must maintain a 2.0 cumulative GPA. Veterans failing to meet the 2.0 GPA as evaluated at the end of each quarter will be placed on academic probation.

Failure to raise the cumulative GPA to 2.0 or higher by the end of two quarter academic probation periods will result in loss of veteran's benefits, loss of Title IV funding and dismissal from the school.

The U.S. Department of Veterans Affairs will be notified of the veteran's failure to maintain satisfactory academic progress and any academic dismissal in compliance with C.F.R. 38.

### Transfer credits and Satisfactory Academic Progress

Applicable Transfer credits earned during prior education shall not be transferred with the grade.

Transfer credits do not count towards the cumulative grade point average calculations.

If students retake a transferred course, the grade earned for that retaken course shall count toward cumulative grade point average calculation.

Transfer credits count towards the Credit Completion Ratio calculation. The number of transfer credits is included in the number of attempted credits and the number of earned credits used to calculate the Credit Completion Ratio.

Transfer credits count towards the Maximum Timeframe calculation. The number of transfer credits is included in the number of attempted credits and the number of earned credits used to calculate the Maximum Timeframe.

### Change of major and Earned Credits Policy

Students will be allowed only one change of major.

To change a major, students are required to file a change of major form with the registrar office.

Changing from a day program to an evening program of the same major is not considered a change of major. Changing from an

associate program to a bachelor's program for the same major is not considered a change of major.

Courses taken in one major applicable to the second major shall be transferred with the grade.

If students have taken a course more than once, only the best grade earned for that course shall apply to the second major.

Grades earned in the original major shall count towards the cumulative grade point average calculation.

The maximum allowable timeframe shall be calculated as the total number of credits necessary to complete the new program X 150%.

The maximum attempted and earned credits calculation will be done with the total number of credit attempted and earned only for the new major.

### Change and/or Addition of Degrees

All students who would like to earn additional degrees are required to meet with their academic advisors to review their academic situations and to formulate or review and revise as needed their plans of study.

All students who would like to change or enroll in another program must sign with the registrar an enrollment agreement for that program.

### Academic Progress Self-Monitoring Online

BHDI Student Information System gives you access to a detailed look at your progress toward the completion of your degree requirements. It itemizes completed and in-progress BHDI coursework, accepted transfer coursework, and test credit information and shows requirements that have been completed and those that have not yet been satisfied. It will show your major, minor, and double-major requirements.

Use BHDI Student Information System:

- To check your grades
- To check the requirements that you still need to satisfy
- To see which requirements are fulfilled by your completed, in-progress or transfer courses
- To prepare to see your advisor
- To see your class schedule and required textbooks and material per course
- To see your financial statement
- To print unofficial transcripts

### SAP Warning Status

SAP Warning is a status assigned to a student who fails to make SAP at the end of a payment period.

The student may continue to receive Title IV aid during the Warning period and no appeal is necessary for this status.

If at the end of the Warning period the student is still not making SAP, then the student loses Title IV aid eligibility.

All students on SAP Warning Status must meet with their academic advisor. See the Timely Advising Requirement.

Students who obtain a cumulative GPA of:

Incremental Evaluation period	Cumulative GPA
End of 1 <sup>st</sup> and 2 <sup>nd</sup> quarter	1.5
End of 1 <sup>st</sup> Academic Year (3 <sup>rd</sup> quarter)	1.8
End of 4 <sup>th</sup> and 5 <sup>th</sup> quarter	1.8
End of 2 <sup>nd</sup> Academic Year (6 <sup>th</sup> quarter) and beyond	2.0

And whose credit completion ratio is equal or more than 66.67%, will have their SAP Warning status removed and their Title IV eligibility reinstated. SAP Warning Status is not recorded on academic transcripts.

## SAP Probation Status

SAP Probation is a status assigned by the school to a student who fails to make SAP at the end of the SAP Warning period during which the student becomes ineligible to receive federal aid.

In order for the student to receive federal student aid in this status (Probation), the student needs to file an appeal based on an injury or illness, the death of a relative, or other special circumstances, and have it approved by the institution's Chief Academic Officer (see section "[Satisfactory Academic Progress Appeal Process](#)"). Only once his/her appeal is approved may the student have his/her Title IV reinstated for during its Probation payment period only.

A student on probation is considered to be making satisfactory academic progress.

However, all students on SAP Probation Status must meet with their academic advisor. See the Timely Advising Requirement.

While in SAP Probation Status, students will have opportunity to correct failed grades from the previous quarter by submitting additional course work in agreement with their professor.

Students who obtain a cumulative GPA of:

Incremental Evaluation period	Cumulative GPA
End of 1 <sup>st</sup> Academic Year (3 <sup>rd</sup> quarter)	1.8
End of 4 <sup>th</sup> and 5 <sup>th</sup> quarter	1.8
End of 2 <sup>nd</sup> Academic Year (6 <sup>th</sup> quarter) and beyond	2.0

And whose credit completion ratio is equal or more than 67%, will have their SAP Probation status removed and their Title IV eligibility reinstated.

SAP Probation Status is recorded on academic transcripts for the duration of Probation.

Students who do not meet SAP requirements at the end of the probation period will be immediately dismissed from BHDl.

## Timely Advising Requirement

All students on Academic Warning Status or Academic Probation Status are required to meet with their academic advisors during the first four weeks of classes in regular quarters to review their academic situations and to formulate or review and revise as needed their plans of study.

Any student in either of these statuses who does not comply with this requirement will not be allowed to register and continue enrollment at BHDl during subsequent quarters unless the cumulative GPA of the student is 2.00 or greater at the end of the quarter in which the requirement was not met.

## Academic Suspension Status

Academic Suspension Status is assigned immediately at the end of any quarter (except the first quarter of study), to:

- Students who have received final grades for at least 12 quarter credit hours at BHDl and have earned a cumulative GPA of less than 1.0.
- Students, who are on probation for two (2) quarters in the row

Also, Beverly Hills Design Institute reserves the right to suspend any student who is not meeting satisfactory academic progress or whose attendance, academic grades, financial standing, or personal behavior does not comply with the school standards, regulations, and rules.

## Academic Dismissal

Beverly Hills Design Institute reserves the right to dismiss any student who is not meeting satisfactory academic progress or whose attendance, academic grades, financial standing, or personal behavior and conduct does not comply with the school standards, regulations, and rules.

In conjunction with this policy, Beverly Hills Design Institute will have to ensure that students receive and are aware of its code of conduct, its academic policy, and its attendance policy.

Prior to expulsion, depending on the severity and nature of the situation, Beverly Hills Design Institute may take intermediate steps at its discretion including:

1. Verbal warning
2. Written warning
3. Probation
4. Suspension
5. Expulsion

### Satisfactory Academic Progress Appeal Process

Students who have been placed in probation, suspended or dismissed can submit an appeal in writing using the school's appeal form, which can be obtained from the Office of the Registrar and explaining mitigating circumstances well documented.

The appeal file should be addressed to the Chief Academic Officer within five (5) days from the date of notification of probation, suspension or dismissal. Failure to appeal in writing within the designated 5-day time frame will void the student's right to appeal.

The appeal form should state the mitigating circumstances that contributed to the student's failure to progress and include an explanation of how the circumstances have been rectified to allow the student to be successful.

Mitigating circumstances are generally defined as events that are beyond the control of the student and are unavoidable.

The Chief Academic Officer along with the Chief Executive Officer and the Chief Operating Officer will chair a Satisfactory Academic Progress Committee hearing and meeting.

In addition, all persons involved with the appeal must be present at the time of the hearing. The committee hears all sides, and will

immediately meet in the absence of those involved to review the information and evidence, and vote on a decision. The decision of the committee will be communicated immediately to the student and confirmed in writing, either by email with delivery and reading notification, or by registered mail with return receipt.

When appeals for satisfactory academic progress are reviewed, the committee considers the effect of all course incompletes, withdrawals, repetitions, and noncredit remedial courses on the student's academic performance.

If the decision reverse the disciplinary status of the appealing student, the student will be reinstated in a normal course of study and have her/his failing grades reviewed case by case, to attempt to match satisfactory academic progress requirement and correct his/her transcripts accordingly.

Students may be reinstated with a probation status, to have the opportunity to correct failed grades from the previous quarter, by submitting additional course work in agreement with their professor.

If the decision does not reverse the disciplinary status and is unacceptable to the complainant, the complainant must re-appeal, within five (5) days of the hearing, and send copies of all documents explaining why the decision is unacceptable to the Chief Operating Officer, following the BHDl Grievance Policy and Procedures. See the Student Affairs section of this Catalog.

### Reinstatement after Suspension

Students who are suspended from school for unsatisfactory academic progress, unsatisfactory attendance, conduct violations, or failure to meet financial obligations may be granted the right to resume their studies at BHDl, no earlier than three months from the date of suspension.

To request reinstatement, the suspended student must submit a letter to the Chief Academic Officer.

The letter should state the mitigating circumstances that contributed to the student's failure to progress and include an explanation of how

the circumstances have been rectified or planned to be, to allow the student to be successful.

The Chief Academic Officer will review the student record and bring the request to the Satisfactory Academic Progress Committee. A final decision will be rendered, within seven days of the committee meeting.

If a request for reinstatement is granted, students suspended due to failure to maintain satisfactory academic progress will resume their studies under Academic Probation and will have two quarters to raise their cumulative GPA to no less than 2.0. Failure to do so will result in dismissal from the school.

The Timely Advising Requirement applies to students on Academic Probation Status.

BHDI's Satisfactory Academic Progress Committee may prescribe additional requirements as a condition of reinstatement.

Students that have reinstatement granted must re-enter the school during one of the next three start dates following the reinstatement notice date. Failure to re-enter within this timeframe will nullify the acceptance of the reinstatement request.

### Re-enrollment after Dismissal

Students who are dismissed from school for unsatisfactory academic progress, unsatisfactory attendance, conduct violations, or failure to meet financial obligations may request to re-enroll in BHDI no earlier than one year from the date of dismissal.

To request re-enrollment, the former student must submit a letter to the Office of the Registrar. The Registrar will review the student record and bring the request to the Admissions Committee which will review the request for re-enrollment and render a decision within seven days of the committee meeting.

If a request for re-enrollment is granted, all applicable credits/grades from previous enrollments will be transferred to the new enrollment.

Those who were dismissed due to failure to maintain satisfactory academic progress will enter under Academic Probation and will have two quarters to raise their cumulative GPA to no less than 2.0. Failure to do so will result in dismissal from the school. The Timely Advising Requirement applies to students on Academic Probation Status. BHDI's Admissions Committee may prescribe additional requirements as a condition of re-admission.

Students who were dismissed for failure to meet financial obligations will have to be in good financial standing with BHDI to be considered for re-enrollment.

Students that have re-enrollment granted must re-enter the school during one of the next three start dates following acceptance for re-enrollment. Failure to re-enter within this timeframe will nullify the acceptance of the re-enrollment request. Those re-enrolling in the school will be subject to the tuition in effect at the time of re-enrollment.

## Disclosures

Any changes in tuition will not affect those students already enrolled.

### Transferability of Credits

The transferability of credits you earn at BHDl is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in our programs, is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending BHDl to determine if your (credits or degree, diploma or certificate) will transfer.

### Changes and Additions to Catalog

While BHDl will make every effort to offer the courses as listed in the catalog, BHDl reserves the right to:

- Cancel any class because minimum enrollment has not been met.
- Change professor.
- Change the time and/or place of any course.

Also, Beverly Hills Design Institute reserves the right to make program changes and/or adjustments including curriculum, name, equipment, teaching materials and books necessary to remain current with regulatory bodies, industry standards and advancements in technology.

All students currently enrolled at BHDl are required to abide by the academic and institutional policies written in the most current BHDl catalog.





# Student Affairs

## Student Services

### Career Development/Employment Assistance

Even if the final step before employment passes by the Career Center, the whole process to prepare you to your dream career is ongoing throughout your education and included in each subject or module.

This specific instruction is designed to give you that edge in successfully gaining the employment for which you are training.

Instruction may include areas such as:

- Proper Grooming for Successful Interviews,
- Resume writing,
- Successful Interviewing Techniques,
- Mock Interviews,
- Employment applications.

Instruction through Career development leads many students to eye opening approaches to job searching and ultimately, successful employment.

**BEVERLY HILLS DESIGN INSTITUTE CANNOT AND DOES NOT GUARANTEE EMPLOYMENT.**

Only the employer can make that final decision. Beverly Hills Design Institute Career Center provides direct assistance as students near their completion date and beyond graduation.

Graduating students are strongly encouraged to meet with their designated Career Assistance Coordinator, submit a typed resume and perform a mock up interview with portfolio presentation.

**BEVERLY HILLS DESIGN INSTITUTE OFFERS CAREER SERVICE ASSISTANCE TO ALL PROGRAM GRADUATES.**

Beverly Hills Design Institute maintains a Career Center to assist graduates in contacting companies in order to secure employment.

The Career Center may act as a liaison between the graduate and the employment community.

Information on job search techniques is provided to soon-to-graduate students and graduates based on current needs of local businesses and industries.

Students are strongly encouraged to meet with and utilize the services offered by the Career Center.

The Career Center Assistance Coordinator helps graduates develop and/or locate positions which best match the student's capabilities and experiences. The Career Center Assistance Coordinator is always available to assist in future years when the graduate is ready for career service or with Alumnus who contemplate a change in employment. Graduates of Beverly Hills Design Institute School are priority for Career Center assistance from Beverly Hills Design Institute.

In order to effectively utilize the services of the Career Center, the soon-to-graduate or graduate must agree, at a minimum, to the following policies regarding Career Center assistance:

1. An initial meeting with the Career Center Coordinator.
2. Completion and submission of the Employment Questionnaire to the Career Center Coordinator.
3. Completion and submission of a typed resume to the Career Center Coordinator in an acceptable format.
4. Weekly communication with the Career Center Coordinator. If an appointment with an employer or with the Career Center Coordinator cannot be kept, prior to the

appointment, a call must be made to the Career Center and/or employer to reschedule.

5. In order to enhance the employment potential of each graduate, the Career Center should be notified immediately of the results of each interview and when a job is offered and/or accepted.
6. Graduates must have the legal right to accept employment in the United States (Graduates who are not citizens must produce proof of eligibility to obtain employment, i.e. a Green Card, Work Permit, or letter from the INS showing a valid "A" number.)
7. Graduates must keep the Career Center advised on any changes in name (in case of marriage), address, telephone number, temporary absence from the area, and of course, employment status.
8. When meeting with the Career Center and/or an employer, always DRESS FOR SUCCESS.
9. Completion of internship.

The amount of effort put forth by the student is the most critical factor. Cooperation in the process will assure a more positive result.

Beverly Hills Design Institute's primary objectives are to provide the student training and educate each student as well as assist them with employment in their chosen field. Beverly Hills Design Institute does not offer employment as an incentive to enrollment.

### Extracurricular Internships

Our curriculum is designed with your professional exposure in mind. Fashion Show Preparation courses are required to develop your collection in Fashion Designer and Pattern Designer real-world collaboration. Regular fashion shows allow for immediate exposure to our strong industry network solidifying internship and career opportunities.

Even if internships are not required to graduate at BHDl and to not build credits toward graduation, they are regarded as a valuable contribution to the preparation of the future professionals of the fashion industry.

The Dream Team program is hand-picked by the college President to prepare for entrepreneurial roles and business development. Start-ups, organizations, and clothing lines are among projects established through this team.

The President Mentorship Program honors students recognized for being career driven, focused on production, and eager to learn. Hand-picked students receive opportunity to work one-on-one with the College President to develop specific garments and fashion products for elite clients. This program allows highly motivated students access to refined design aesthetics that further advance coursework and career oriented results.

Extracurricular internships offer students opportunity to experience the fashion industry hands-on. Pace and organization of fashion companies are observed through on-site tasks in the students' field of study. Candidates must display consistency and reliability in coursework. One year of study or more is typically required and requests for extracurricular internship must be approved by the President.

## Academic Resources

### Library

The library is located on the BHDl campus. Its mission is to support the unique fashion design curricula offered by BHDl and to ensure that students and faculty are effective users of ideas and information.

The primary focus of the library is to provide reference and resource materials that supplement and support the curricula at BHDl.

Because of the nature of most of the curricula taught at BHDl, both the currency and the breadth of the materials and resources offered by the library are of paramount importance.

The library aggressively develops its core collection in all domains of fashion but also other area of design like interior architecture, architecture, and graphic design.

At the time of this catalog's publication, the collection includes over 2000 volumes, DVD titles, and an important collection of magazines that directly support both the core subjects (Fashion design and illustration, Pattern Design, Trends, Digital Design, and Art) as well as the general education curricula.

All currently enrolled students of BHDl are entitled to use the library.

All BHDl students are also advised to obtain a Los Angeles Public Library card.

Information can be found at: [www.lapl.org](http://www.lapl.org).

The library collection is accessible, with student ID, Monday through Friday, 08:30AM–7PM.

The library collection at Beverly Hills Design Institute is predominately a closed reference collection. Non-fiction books, journals, magazines, DVDs, trend books, and other ephemera in the collection, not set aside in a specific circulating area, cannot be checked out by students. Students will be able to browse the collection during the regular posted library hours and scan or photocopy most materials. Trend books, and other materials that are copyrighted, such as privately published design books and graphic design manuals cannot be scanned, photographed, or photocopied in any manner. Any questions regarding copyrighting issues must be immediately presented to the librarian.

Any literature and/or fiction in the collection is allocated a separate and clearly marked section of the library, and available to be checkout out for a maximum period of 14 days.

## Student Success Center

The Student Success Center, under the authority of the Chief Academic Officer has set mission to facilitate the academic experience and learning outcomes of the student body by offering and organizing different academic and counseling services and activities.

### Free Tutoring Services

BHDI is convinced that is by teaching the “teachers” that students profit from the learning outcomes of the program. Teaching gives the opportunity to students to review their knowledge and structure their skills. Therefore, students are encouraged to tutor each other.

Through the Student Success Center, senior students willing to engage in free tutoring activities, are available to meet with students in need, to help them prepare for tests and midterms, give input and feedback on projects, and aid them on their overall comprehension of the course material.

It is strictly prohibited for BHDI students to teach active or former BHDI students, or outsiders, techniques and knowledge learned at BHDI without proper authorization of the BHDI administration.

For Free Tutors contacts students are invited to make a request to the Student Success Center.

### Private Tutors

Students in need of academic help can also hire a private tutor. Private tutors are professors of BHDI. The exact amount charged is determined by the tutor and is paid directly to the tutor by the student. Private tutoring sessions are not paid for by BHDI.

For Private Tutors contacts students are invited to make a request to the Student Success Center.

## Study Groups

BHDI encourages students to form study groups in order to share knowledge and achieve academic success.

Students may contact the Student Success Center for help in organizing a study group.

## Academic Advising

All BHDI students have access to academic advisors.

Students should plan to meet with their advisor at least once a quarter, which ensures proper academic planning over their course of study at BHDI.

BHDI invites students to seek academic advice from faculty members, Division Chairs and Department Chairs.

Some instances may require mandatory meetings with an advisor to review academic situations and formulate or review and revise as needed plans of study (please check the Academic Probation Policy).

## Additional Support

Additional academic assistance, including information about Time Management, Study Skills, Test Anxiety, Note Taking Skills, and other areas that have a bearing on academic success, can be obtained by contacting the Student Success Center.

## Peer Mentor Program

Peer mentoring is a voluntary program run by the Chief Academic Officer in which Professors and Senior Students provide guidance and support to incoming students who are new to the BHDI community.

A mentor can provide answers to questions about the school, particular programs, classes, and more.

If you would like to either request a mentor or become one, contact the Chief Academic Officer.

## Student Services Center

### Orientation Services

The Student Services Center organizes the reception and the orientation of all new students at BHDl, where they learn how to use BHDl for success.

In addition, and because we believe in the importance of the uniqueness of each artist that enter our community as being a component of a rich economy, students are encouraged to meet with their advisor each quarter to compare their observation, awareness and the self-realization of their uniqueness while comparing with the ones of the BHDl community.

Furthermore, students are advised to keep track of their progresses by posting their work on social services like, Instagram or twitter.

Through this process, students understand and stay focus on their productivity, their products, the mission they carry, and the niche market they best fit in.

### Guidance and Counseling

Students are encouraged to seek help and advice from the Director of Student Services.

The Office of Student Services staff can provide support and guidance for both school and non-school matters that cause stress, anxiety, or worry.

Whether it is a one-time meeting or regular check-ins, we recommend students seek out the advice and support needed to be successful.

Should students have issues or concerns with a fellow student, a staff person, or faculty member, the Office of Student Services is there to provide guidance on how to handle the matter.

For official complaints and grievances please see the Grievance Policy and the Satisfactory Academic Progress sections of this catalog.

In addition to one-on-one meetings, the Office of Student Services can also provide referrals and recommendations to individuals and organizations in the community who can provide additional help.

### Housing Assistance

BHDl does not have dormitory facilities under its control at this time; however, there are different available housing solutions located reasonably near BHDl and in the range of \$900 - \$1300 for a single bedroom apartment.

For housing and transportation assistance, roommate and ride exchange, students should contact the Director of Admissions.

### Student Senate

The purpose of the Student Senate is to coordinate and regulate activities and issues of concern to the BHDl student.

The Student Senate represents the BHDl students' voice as the official student government association on campus. The Senate meets monthly to discuss campus concerns, regulate campus activities, review or create procedures involving student organizations and activities, and respond to campus regulations that affect the student body as a whole.

## Cafeteria

The Cafeteria is the social hub of BHDl. It is a convenient place to grab a cup of coffee or a sandwich, chat with friends, and relax between classes. School announcements, updates, and important information are often posted on the bulletin boards in the Cafeteria area. The bulletin boards also provide information on school activities, campus organizations, and community events.

## Campus Clubs

Students are encouraged to join an existing club or organize a new club.

To propose the creation of a new club, a student should make a Club proposal to the Student Services Center.

Clubs that have been approved are posted on the BHDl Student Information Site, Populi.

## Student Events

The Office of Student Services arranges many events for students throughout the year. Information about upcoming events is posted throughout the campus and can be obtained from the Office of Student Services.

## Health Services for US Resident and Citizen Students

Although BHDl does not assume responsibility for a student's medical fees, the College does maintain a list of qualified doctors to whom students are referred. The administration is attentive to student needs and assists the student in securing appropriate medical attention when it becomes necessary.

Medical facilities in Los Angeles are excellent, and hospitals and health centers are located within a few miles of the campus.

## Health Services for International Students

All international students are required to have Health Insurance coverage during their stay at BHDl.

BHDl has contracted with International Student Organization to offer the recommended COMPASS Platinum plan allowing international students to afford excellent medical facilities in the vicinity of the school.

You can enroll through [www.isoa.org](http://www.isoa.org). (When asked for the school choice, select **Academy of Couture Art**).

## Drug and Alcohol Abuse Prevention Program

Beverly Hills Design Institute is committed to providing a drug free environment to its students and employees.

To reach this goal, BHDl invites each member of its community to develop awareness of the risks and consequences of drug abuse and campaign around them.

## Self Respect, Self Esteem and Self Confidence

Self-respect is directly linked to self-esteem and leads to self-confidence. It is by having the opportunity to perform, produce, achieve goals, fulfill missions and make a difference in the community that one develops self-esteem and self-confidence.

Because repression is not the solution to treat addiction, the community of BHDl encourages different activities and services nurturing mental and physical health, goal and mission achievement, self-realization and personal recognition that offer the opportunity to embrace life and find the path of productivity, enlightenment, self-respect and self-confidence.

See the section Student Services Center of this catalog.

## Health Risks

A myriad of health risks is associated with drug and alcohol abuse.

Risks include but are not limited to: malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, mental illness, death, low birth-weight babies, and babies with drug addictions. Personal relationships, family dynamics, ability to work and study are also at risk.

For more information on drug use risks, consult:

[www.drugabuse.gov](http://www.drugabuse.gov)

## Legal Sanctions

Penalty for possession and/or use of controlled substances and alcohol abuse vary with specific jurisdictions and are at the discretion of the judge in specific cases. For first time convictions of the use of a controlled substance or alcohol abuse, offenders will be referred to a rehabilitation/education program. However, state and/or federal law provide penalty guidelines for drug trafficking or selling/providing alcohol to anyone under 21 are as follows:

Substance Crime and Penalties Chemically treated/manufactured drugs Felony, up to 10 years in prison and \$4 million Marijuana Felony, up to 20 years in prison and \$4 - \$10 million Selling/Providing alcohol to minors felony or Misdemeanor, discretion of the judge.

## Code of Conduct

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school or as a part of any College activity is strictly prohibited.

## College Disciplinary Actions

The College will impose penalties against students who violate the above Code of Conduct. Violators will be subject to disciplinary actions. The sanctions include, but are not limited to, probation, suspension or expulsion from the college or probation, suspension or termination of employment.

Persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by BHDl.

While in suspension or probation, BHDl will require such employee or student to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, enforcement, or other appropriate agency.

## Awareness and Rehabilitation Programs

Following is a list of drug-free awareness programs that also provide detailed information regarding:

- Dangers of Drug and Alcohol Abuse
- Assistance with drug and Alcohol Abuse Counseling
- Penalties for the Abuse of Alcohol or Drugs
- Rehabilitation Programs

The following are local and national agencies that provide assistance to employees, students, and their families:

Drug and Alcohol Information Hot Lines:

National Institute on Drug Abuse  
(800) 662-HELP  
(800) 843-4971  
[www.drugabuse.gov](http://www.drugabuse.gov)

Narcotics Anonymous  
Main Office



PO Box 9999  
Van Nuys, California 91409 USA  
Telephone (818) 773-9999  
Fax (818) 700-0700  
www.na.org

Alcoholics Anonymous  
L.A. Central Office  
4311 Wilshire Blvd. #104  
Los Angeles, CA 90010  
Tel (323) 936-4343  
www.lacoaa.org

For further information, contact the BHDl Student Service Center.

## Campus Policies and Procedures

### Student Rights

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

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. BHDl is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. BHDl may charge a fee for copies.

Parents or eligible students have the right to request that BHDl correct records which they believe to be inaccurate or misleading. If BHDl decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if BHDl still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, BHDl must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows BHDl to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest; ("School officials" are BHDI employees in administrative, supervisory, academic or support staff positions; BHDI trustees; individuals and companies with whom BHDI has contracted, such as attorneys, auditors, or collection agencies; and individuals assisting school officials in performing their tasks. School officials have a "legitimate educational interest" if they need to review an education record in order to fulfill their professional responsibilities.);
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena (after making a reasonable effort to notify the student in advance of compliance so that the student can take protective action, except in cases where the university is legally required not to disclose the existence of the subpoena);
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Parents of dependent students (as defined in section 152 of the Internal Revenue Service Code);
- Parents or legal guardians of students under 21 years of age (information regarding violations of university drug and alcohol policies);

BHDI may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, BHDI will tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that BHDI not disclose directory information about them.

BHDI will notify parents and eligible students annually of their rights under FERPA through the catalog.

For additional information or technical assistance, you may contact the Family Policy Compliance Office following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

### Freedom of Association

Students are free to organize and participate in associations or organizations of their choosing, given that the associations or organizations are not discriminatory towards any members of the College community and are not operated in a manner which jeopardizes the academic community or the rights of others.

Freedom of association may not be forbidden because of the philosophical or political objectives of the association or organization.

Campus groups, organizations or clubs may not represent the actions or views of the group, organization, or club as those of the College.

### Recognized Campus Groups

Recognized Campus groups are those that are organized by BHDI students for a stated purpose and have official recognition from BHDI. Affiliation with an external organization may not disqualify a student group from official College recognition, or use of facilities; however, BHDI reserves the right to institute provisions deemed necessary to ensure the autonomy of campus groups.

### Freedom of Speech and Assembly

Students and/or campus groups may support causes in orderly and peaceful assembly, which does not infringe upon the rights of others.

Student and/or campus groups shall make it known that the views expressed by the student and/or campus group are those of the

student and/or campus group and do not represent the views of the College.

Students or campus groups may hold events on campus, but are subject to the College's policies and procedures for holding events. It shall also be made known that sponsorship of events or a guest speaker does not imply endorsement or approval by the College of the views expressed.

### Freedom in the Classroom

While faculty members are awarded Academic Freedom in the classroom under the Academic Freedom Policy, it is also the College's philosophy that the primary focus of the classroom is for study and understanding of described subject matter for which the faculty member has professional responsibility and accountability.

Control of the classroom, order and direction of class, as well as the scope of the subject matter rests on the individual faculty member.

Faculty members should protect students in the classroom from disruption by students or others who may be in disagreement with the manner in which the faculty member demonstrates his or her responsibilities.

Students have the following rights in the classroom:

- The right to be informed at the beginning of each class about the nature of the course, the course expectations, evaluation standards, and the grading system used.
- The right to disagree with or take reasonable exception to information or views offered in the classroom.
- The right of protection against improper disclosure of information concerning grades, views, beliefs, or character that an instructor acquires through the student/teacher relationship.
- The right to appeal many decisions made by the institution.

### Non-Discrimination Policy

Beverly Hills Design Institute does not discriminate in admissions, advising, training, career assistance, employment, or in any activity on the basis of factors including but not limited to: sex, age, race, color, national origin, creed, religion, gender, age, ancestry, marital status, sexual orientation, veteran status, political affiliation, creed, religion, disability or a handicap which would not prohibit employment.

This nondiscrimination policy covers admissions, access, and treatment in College programs and activities.

### Equal Protection

BHDI has an obligation to apply its rules and policies equally to all students who are similarly situated. If in violation of any rules or policies, the College will adhere to procedural fairness.

### Disability Accommodations

BHDI is committed to providing qualified students with disabilities under Section 504 of the Rehabilitation Act of 1973 an equal opportunity to achieve success.

Students who have been diagnosed with learning, emotional, and/or physical disabilities are entitled to certain accommodations in the classroom upon submission of the appropriate documentation.

Students are not required to disclose their disabilities to the school, however disability accommodations will not be automatically provided unless the student (or his/her legal guardian) requests that such provisions be arranged. Requests for disability accommodations must be made through the Admissions Office.

In order to determine if accommodations are appropriate we require that the student provide documentation prepared by an appropriate professional, such as a medical doctor, psychologist or other qualified diagnostician.

The required documentation should include:

- A diagnosis of your current disability;
- The date of the diagnosis;
- How the diagnosis was reached;
- The credentials of the professional;
- How your disability affects a major life activity;
- A clear statement of the functional limitations emanating from the disability which are known to impact academic performance.

The documentation should provide enough information for BHDl to decide what an appropriate accommodation is.

Although an individualized education program (IEP) or Section 504 plan, if you have one, may help identify services that have been effective for you, it may not be sufficient documentation. This is because postsecondary education presents different demands than high school education, and what you need to meet these new demands may be different. Also in some cases, the nature of a disability may change.

Accommodations may include:

- A separate testing area with minimal distractions
- An extended exam period (1.5 times the normally allotted period)

Clarification on test items:

- The option of substituting a verbal exam for a written exam, or a written exam for a verbal exam
- The option of having exam questions presented in written or oral form

Supervised breaks:

Additional or alternative provisions may be arranged if the requested accommodations are appropriate and reasonable for the documented disability, do not jeopardize the student's learning experience, and do not provide the student with an unfair advantage over other students in the class.

In providing an academic adjustment, BHDl is not required to lower or effect substantial modifications to essential requirements. For example, although BHDl may be required to provide extended testing time, it is not required to change the substantive content of the test. In addition, BHDl does not have to make modifications that would fundamentally alter the nature of a service, program or activity or would result in undue burdens. BHDl is not required to provide personal attendants or other devices or services of a personal nature.

## Student Responsibilities

It is the responsibility of every student to maintain academic integrity, respect the rights and differences of others, and assume responsibility for reading, understanding and adhering to all college policies. Furthermore, it is the responsibility of every student to abide by local, state and federal laws.

Students shall at all time when on the school premises conduct themselves in an orderly and considerate manner and shall appear for classes in a sober and receptive condition.

### ID Cards

All members of the BHDl community are issued a non-transferable ID Card.

### Smoking

BHDl provides a smoke-free environment. Smoking is permitted outside only in designated smoking areas.

## Food and Drink

Students are prohibited from bringing Food and/or Drink into the following areas:

- Studios
- Classrooms
- Carpeted rooms
- Hallways

The following exceptions apply:

- Bottled water is permitted in all areas of the school
- Food and Drink are allowed in the Cafeteria

## Dress Code and Grooming

Because BHDl recognizes that your choice of clothing and your manner of grooming are your own prerogatives, the college does not publish dress codes or standards.

However, since fashion is our world, the college does request that you dress appropriately and groom properly in a professional manner to respect our community and reflects favorably on the public image that BHDl endeavors to maintain.

## Use of Electronic Devices in Classrooms

While it is understood that laptops and other electronic devices may be necessary for some classroom environments, electronic devices including, but not limited to, beepers, cell phones, PDA's, cameras, laptops, and MP3 players are allowed in class only at the discretion of the professor.

If disruptive, these devices may be confiscated, until the end of class. If used on test days or without approval from the professor, the student may be charged with cheating.

Headphones are allowed in classes only at the discretion of the professor. Additionally, students may not use electronic devices in class for purposes which disrupt the learning environment including, but not limited to surfing the internet, chatting online, and text messaging, unless given the expressed permission by the professor.

## Student Conduct Policies

### Jurisdiction

As members of the BHDl community students are expected to abide by the Standards of the Student Conduct Policies while on the main campus or any offsite classroom, and during any BHDl sponsored field trip, special event, or convention.

### Types of Misconduct

Students may be disciplined for the types of misconduct set out in the section below. Discipline may be imposed whether or not such misconduct also violates the law and whether or not proceedings are, have been, or may be brought in the courts involving the same acts. Because of this, students may be involved in College disciplinary proceedings before, after, or during court proceedings.

The standards of conduct apply to students as the term "student" is defined as someone who:

- is enrolled in or registered with an academic program of the College;
- has completed the immediately preceding term and is eligible for reenrollment, including the recess periods between academic terms;
- is on an approved educational leave or other approved leave status.

- is an applicant who become student, for offenses committed as part of the application process;
- is an applicant who become student, for offenses committed on campus and/or while participating in College-related events or activities that take place following a student's submittal of the application through his or her official enrollment;
- is a former students for offenses committed while students.

Students may be disciplined for violations or attempted violations (including aiding, abetting, or participating in the planning of an act that would be in violation of these Policies, whether or not the individual who carries out that act is a student). Violations include the following types of misconduct:

### Academic Dishonesty

All forms of academic misconduct, including, but not limited to, cheating, fabrication, plagiarism, multiple submissions or facilitating academic misconduct. A student may receive a "Fail" in a course if found guilty of academic misconduct at the discretion of the instructor. For the purposes of the BHD Student Conduct Policies, the following definitions apply:

#### Cheating

Cheating includes, but is not limited to, the use of unauthorized materials, information, or study aids in any academic exercise; or the failure to observe the expressed procedures or instructions of an academic exercise (e.g., examination instructions regarding alternate seating or conversation during an examination).

#### Fabrication

Fabrication includes, but is not limited to, falsification or invention of any information or citation in an academic exercise.

#### Plagiarism

Plagiarism includes, but is not limited to, the use of another's words or ideas as if they were one's own, including, but not limited to, representing, either with the intent to deceive or by the omission of the true source, part of or an entire work produced by someone other than the student, obtained by purchase or otherwise, as the student's original work or representing the identifiable but altered ideas, data, or writing of another person as if those ideas, data, or writing were the student's original work.

#### Multiple Submissions

Multiple submissions includes, but is not limited to, the resubmission by a student of any work which has been previously submitted for credit in identical or similar form in one course to fulfill the requirements of a second course, without the informed permission/consent of the professor of the second course; or the submission by a student of any work submitted for credit in identical or similar form in one course to fulfill the requirements of a concurrent course, without the permission/consent of the professors of both courses.

#### Facilitating Academic Dishonesty

Facilitating academic dishonesty includes, but is not limited to, knowingly helping another student commit an act of academic misconduct (e.g., cheating, fabrication, plagiarism, multiple submissions).

#### Coercion for Grading or Evaluation of Coursework

Threatening personal or professional repercussions or discipline against a professor to coerce the professor to change a grade or otherwise evaluate the student's work by criteria not directly reflective of coursework.

## Other Forms of Dishonesty

Other forms of dishonesty, include, but not limited to, fabricating information or knowingly furnishing false information or reporting a false emergency to the College.

## Falsification of College Records

Willful falsification of official records or documents, or the omission of information with the intent to deceive the College is strictly prohibited.

This includes, but is not limited to, forgery, alteration, misuse or tampering of official records, any College document, ID cards, parking permits, Financial Aid forms, Admissions forms, keys, electronic device, or identification.

## Theft/Destruction/Damage of Property

Theft of, conversion of, misappropriation of, or damage to or destruction of any property of the College or property of others while on College premises or at official College functions; or possession of any property when the student had knowledge or reasonably should have had knowledge that it was stolen.

## Computers

Theft or abuse of College computers or other College electronic resources such as computer and electronic communications facilities, systems, and services. Abuses include, but are not limited to, unauthorized entry, use, transfer, or tampering with the communications of others; interference with the work of others or with the operation of computer or electronic communications facilities, systems, or services; or violations of copyright laws, whether by theft, unauthorized sharing or other misuse of copyrighted materials such as songs, movies, software, photos or text.

Violation of the Term and Conditions of the BHD Student Information System website Populi, will also be considered a violation of Section "Computers".

## Unauthorized Use of College Resources or Name

Unauthorized entry to, possession of, receipt of, or use of any College services, equipment, resources, or properties, including the College's name, insignia, or seal.

## College Housing and Parking

### College Housing

Violation of policies, regulations, or rules governing College-owned, -operated, or -leased housing facilities or other housing facilities located on College property.

### Parking

Violation of policies, regulations, or rules governing College parking services or College-owned or College-operated parking facilities.

## Physical Abuse

Physical abuse includes physical assault, sexual assault, sexual misconduct, sex offenses; threats of violence; or other conduct that threatens the health or safety of any person.

Sexual assault occurs when a person knowingly causes another person to engage in a sexual act by:

1. physical force, violence, threat, intimidation, and/or coercion;

2. ignoring the objections of the other person;
3. causing the other's intoxication or impairment through the use of drugs or alcohol; or
4. taking advantage of the other person's incapacitation, state of intimidation, helplessness, or other inability to consent. Situations involving physical force, violence, threat, intimidation, and/or coercion fall under the definition of Sexual Assault.

Sexual misconduct occurs when a person, having failed to take appropriate steps to gain effective consent, engages in a sexual act with another under the unreasonable belief that effective consent had been obtained.

Sex offenses include, but are not limited to, sexual assault upon a child, incest, and consensual sexual intercourse with an individual under the age of consent (18 years of age in California).

NOTE: For the purpose of this regulation, the following apply:

- "Effective consent" referenced in the terms above means words or actions that show a voluntary agreement to engage in a mutually agreed-upon sexual activity.
- "Sexual act" referenced in the terms above includes but is not limited to sexual intercourse, sodomy, oral-genital contact, or sexual penetration with a foreign object (including a finger), the touching of a person's intimate parts (defined as genitalia, groin, breast or buttocks, or clothing covering them), or compelling a person to touch his or her own or another person's intimate parts without effective consent.
- Intoxication of the accused will not diminish his or her responsibility for any violations of this Section.

## Sexual Harassment

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects

a person's employment or education, unreasonably interferes with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment. In the interest of preventing sexual harassment, the College will respond to reports of any such conduct.

## Stalking

Stalking behavior in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the College to seriously alarm, torment, or terrorize the person; and where the threat is additionally determined by the College to serve no legitimate purpose.

## Harassment

For the purposes of this section, harassment:

1. is the use, display, or other demonstration of words, gestures, imagery, or physical materials, or the engagement in any form of bodily conduct, on the basis of race, color, national or ethnic origin, alienage, sex, religion, age, sexual orientation, or physical or mental disability, that has the effect of creating a hostile and intimidating environment sufficiently severe or pervasive to substantially impair a reasonable person's participation in College programs or activities, or use of College facilities;
2. must target a specific person or persons; and
3. must be addressed directly to that person or persons.

NOTE: The Office of the President has issued the following guidance on interpretation and application of this section (Harassment):



"Prior to applying this provision of policy to any student conduct, the Grievance Committee will be consulted regarding its proper interpretation and application in light of the specific circumstances."

### Hazing

Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person.

### Obstruction or Disruption

Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities.

### Lewd, Indecent, or Disorderly Conduct

Conduct including, but not limited to actions which are indecent, vulgar, obscene, profane, offensive, showing a lack of consideration for others, threatening to others, obstructive or riotous, or verbally abusive are strictly prohibited.

### Disturbing the Peace

Participation in a disturbance of the peace or unlawful assembly.

### Failure to Comply

Failure to identify oneself to, or comply with directions of, a College official or other public official acting in the performance of his or her duties while on College property or at official College functions, or resisting or obstructing such College or other public officials in the performance of or the attempt to perform their duties.

### Controlled Substances

Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of, controlled substances, identified in Federal or State law or regulations.

### Alcohol

Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of, alcohol which is unlawful or otherwise prohibited by, or not in compliance with, College policy or campus regulations.

### Dangerous/Deadly Weapons or Devices

The possession or use of a firearm or other dangerous weapon, incendiary device, or explosive is strictly prohibited on College owned or controlled premises or property.

### Violation of Disciplinary Conditions

Violation of the conditions contained in the terms of a disciplinary action imposed under the BHD Student Conduct Policies.

### Unauthorized Use or Sale of College Materials

Except as provided herein, no student will give, sell, or otherwise distribute to others or publish any recording made during any course presentation without the written consent of the College and the professor/presenter. This policy is applicable to any recording in any medium, including handwritten or typed notes.

Any distribution of a recording of a course presentation at BHDl that captures the actual sounds and/or images of that course presentation, in any medium, must consider not only the rights of the professor and the College, but also those of other parties. Examples include the privacy rights of students enrolled in the course, the rights of guest lecturers, and the copyright interests in materials authored by others that are displayed or presented during the course presentation.

In addition to the consent of the College and the professor/presenter, it may be necessary to secure permission from these other parties before any recording, distribution, publication, or communication is legally permitted.

### Selling Course Notes

Selling, preparing, or distributing for any commercial purpose course lecture notes or video or audio recordings of any course unless authorized by the College in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of the BHDl Student Conduct Policies whether or not it was the student or someone else who prepared the notes or recordings. This policy is applicable to any recording in any medium, including handwritten or typed notes.

### Copying Course Notes

Copying for any commercial purpose handouts, readers, or other course materials provided by a professor as part of an BHDl course

unless authorized by the College in advance and explicitly permitted by the course instructor and the copyright holder in writing (if the instructor is not the copyright holder).

Students currently enrolled in a course may provide a copy of their own notes or recordings to other currently enrolled students for non-commercial purposes reasonably arising from participation in the course, including individual or group study.

### Content of Assignments

While BHDl does allow for freedom in the classroom, assignments cannot include content which is provocative, threatening, violent, pornographic, or sexually harassing.

Assignments which are to be published, broadcast, webcast, or otherwise displayed for the public are to meet the approval of the professor and/or the administration.

Material that does not meet the approval of the professor and/or the administration will not be distributed for public display.

### Copyright Infringement and Software Piracy

In commitment to academic integrity and to abiding by legal requirements, BHDl will adhere to the provisions of the United States copyright law (Title 17, United States Code).

Members of the academic community should familiarize themselves with this law and must comply with the requirements.

All members of the community will respect the proprietary rights of owners of copyrights and refrain from actions that infringe upon those rights.

Individuals who willfully disregard copyright law place themselves at risk of civil and criminal legal action. BHDI will strictly enforce copyright laws of the United States.

Please do not copy software from computers in labs or allow any person to copy software from you.

### Commencement Tickets

Selling Commencement tickets.

### Unlawful Activities

Organizing or carrying out unlawful activity on College properties in violation of Federal, State, or local laws.

### Repeated Misconduct

Repeated misconduct will not be tolerated. A second violation of the Student Conduct Policies may result in dismissal from the institution. A third infraction will result in immediate dismissal from the institution.

### Termination Policy

#### Grounds for Disciplinary Action

Beverly Hills Design Institute is committed to taking all reasonable steps to ensure the students have the opportunity to successfully complete their programs.

Beverly Hills Design Institute has a commitment to ensure that within this general framework that all students are treated fairly and equitably.

Students who do not support the academic and ethical goals of the College for themselves and their fellow students may be subject to penalties, up to and including expulsion.

In general, Beverly Hills Design Institute will attempt to resolve a situation without expulsion. Verbal warning, written warnings and suspension may precede this final and most serious of actions.

Where the integrity, safety or well-being of Beverly Hills Design Institute students, staff, clients, visitors and other guests are in danger, then expulsion may be applied at Beverly Hills Design Institute's discretion at any point in the process.

In conjunction with this policy, Beverly Hills Design Institute will have to ensure that students receive and are aware of its code of conduct, its academic policy, and its attendance policy.

The following outlines the conditions under which a student may be expelled with cause:

1. Unsatisfactory Academic performance.
2. Unsatisfactory Attendance.
3. Unprofessional Behavior and/or conduct that reflects unfavorably upon the school and/or its students.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
5. Failure to meet Financial Requirements.
6. Inappropriate professional clothing worn during training.
7. Failure to abide by the Rules and Regulations of the school.
8. Failure to pay tuition (or any other charges) when due.

9. Breach of school enrollment agreement.
10. Cheating.
11. Falsifying school records.
12. Carrying a canceled or potentially dangerous weapon.
13. Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
14. Instigation and/or participation in rebellious activities against the school and/or its student(s).
15. Solicitation, which reflects unfavorably upon the school and/or its students.
16. Vandalism of school property.
17. Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
18. Fighting (physical or verbal)
19. Verbal confrontation with any employee and or student

Where Beverly Hills Design Institute has specific policy in these areas, they may reference them. Where no specific policy exists, BHDl will provide sufficient detail to allow the student to comprehend the conditions that will result in expulsion.

Prior to expulsion, depending on the severity and nature of the situation, Beverly Hills Design Institute may take intermediate steps at its discretion including:

1. Verbal warning
2. Written warning
3. Probation
4. Suspension
5. Expulsion

### Expulsion Notification

Students who are subject to expulsion for any reason will be notified in writing, either by email with delivery and reading notification, hand delivered or by registered mail with return receipt.

Beverly Hills Design Institute is not responsible for non-delivery by registered mail if the student has not provided a valid home address where the student currently resides.

The notification will contain a description of the basis for expulsion and the effective date.

### Fees

A student who is expelled by Beverly Hills Design Institute will be considered withdrawn from their program on the effective date of the expulsion. Beverly Hills Design Institute will officially withdraw the student and settlement of the student's account will be completed under Beverly Hills Design Institute's Fee Refund Policy.

### Return of Property

A student who is expelled is responsible for the return of any College property in his/her own possession within 10 days and will be held financially responsible for any property not returned in good condition or as outlined in the student contract. Beverly Hills Design Institute may deduct from a student's fee refund any amount owing by the student with respect to such property.

### Expulsion Appeals

Expelled students who dispute the facts of the expulsion must appeal the decision within five (5) days of the expulsion notification.

Students expelled for Academic Failure or attendance, may file an appeal through the Chief Academic Officer and follow the Satisfactory Academic Progress Appeal Process described in the Academic Section of this catalog.

Appeals for all other reasons, may be filed through the BHDl Grievance Policy and Procedures, and be made in writing using the school's appeal form, which can be obtained from the Office of the Registrar.

Students who file an appeal and are unsuccessful are considered withdrawn from Beverly Hills Design Institute.

## BHDl Grievance Policy and Procedures

Faculty, staff, and students are encouraged to, first, attempt to resolve amicably any grievance they may have, directly with the party concerned and not with a third party.

In case of no resolution, they may file a grievance against any member of the BHDl community for violation of the Student Conduct Policies (applicable to students only) or other BHDl policies.

Student may re-appeal a decision rendered through the Satisfactory Academic Progress Appeal Process.

A written grievance, addressed to the Chief Operating Officer, must be received within five (5) days after the incident occurs. A Complaint Form can be obtained from the Office of the Registrar.

All complaints should state the basis for the assertion being made as well as all relevant information such as date, time, contact information, a detailed summary of events, and the resolution you are seeking, although your desired resolution is not guaranteed.

All documentation must be submitted with the report, which is to be signed and dated by the complainant.

After reception of the complaint report within five (5) days of the incident occurrence, the Chief Operating Officer will verify that the complainant has made a verbal attempt to resolve the concern with the different parties involved. If the complainant has followed the above steps, the Chief Operating Officer will call a Grievance Committee Hearing and meeting within eight (8) days of receipt of this report.

The Chief Operating Officer will chair a Grievance Committee hearing and meeting which will consist of not less than 3 members.

In addition, all persons involved with the incident must be present at the time of the hearing. The committee hears all sides, and will immediately meet in the absence of those involved to review the information and evidence, and vote on a decision. The decision of the committee will be communicated immediately to all parties and confirmed in writing, either by email with delivery and reading notification, or by registered mail with return receipt.

In case of re-appeal from a decision rendered through the Satisfactory Academic Progress Appeal Process, the decision of the Grievance Committee is FINAL.

For all other cases, if the decision is unacceptable to the complainant, the complainant must appeal, within five (5) days of the hearing, and send copies of all documents explaining why the decision is unacceptable.

Failure to appeal in writing within the designated 5-day time frame will void the student's right to appeal.

The Chief Operating Officer will chair a new Grievance Committee hearing and meeting which will consist of not less than 3 members.

In addition, all persons involved with the incident must be present at the time of the hearing. The committee hears all sides, and will immediately meet in the absence of those involved to review the information and evidence, and vote on a decision. The decision of the committee will be FINAL and communicated immediately to all parties and confirmed in writing, either by email with delivery and reading notification, or by registered mail with return receipt.

All complaint decision appeals will be attempted to be resolved within 30 days from the receipt date of the original complaint report.

Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education (BPPE)  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Telephone: (916) 431-6924  
FAX: (916) 263-1897  
Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

And/or:

Accrediting Council for Independent Colleges and Schools (ACICS)  
750 First Street, NE, Suite 980  
Washington, DC. 20002-4241  
Ph 202.336.6780  
Fax 202.842.2593  
Web site: [www.acics.org](http://www.acics.org)  
E-mail: [acics@acics.org](mailto:acics@acics.org)

### Unresolved Complaints for Veterans Only

Complaints against this school may also be handled by the San Diego VA regional office. Please utilize the toll free VA phone number at 1-888-442-4551, or write to:

Department of Veteran Affairs  
C/O Educational Liaison Officer  
California Center for Education Services  
8810 Rio San Diego Drive  
San Diego, CA 92108-1622

## Official Transcripts and Records

### Transcripts

Official transcripts are available to students who request them from the Office of the Registrar. There is a fee per transcript. Unofficial transcripts may be requested free of charge at any time.

A transcript can only be requested by a student, previous student, graduate, or authorized parent/guardian. Parents seeking transcripts must have student authorization. Authorization for transcripts can be accommodated via a signed letter stating authorization from the student or via a signed Transcript Form available from the Office of the Registrar.

### Records Retention Policy

Transcripts are maintained indefinitely; all other records are maintained for a period of not less than five years at its principal place of business in California; all records are immediately available during normal business hours for inspection and copying by the council or the Attorney General and showing all of the following:

1. The name and addresses, both local and home, of each of its students.
2. The programs of study offered by the institution.
3. The names and addresses of its faculty, together with a record of the educational qualifications of each.
4. The degrees or diplomas and honorary degrees and diplomas granted, the date of granting, together with the curricula upon which the diplomas and degrees were based.

Current records also include records required by the regulations adopted by the council for students who are attending the institution,

who graduated or withdrew from the institution within the preceding one year, or for whom a refund is owed.

The student records comprise a file for each student who enrolls in the institution whether or not the student completes the educational service, containing all of the following applicable information:

- 1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:
  - a. Evidence of high school completion or equivalency or other documentation establishing the student's ability to do college level work.
  - b. Records documenting credits earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program.
  - c. Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes.
  - d. All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit.
- 2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student.
- 3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid.
- 4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation.
- 5) A transcript showing all of the following:
  - a. The classes and courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal.
  - b. The final grades or evaluations given to the student.
  - c. Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit.
  - d. Credit for courses earned at other institutions.
  - e. Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes.
  - f. Degrees and diplomas awarded the student.
- 6) The dissertations, theses, and other student projects submitted by graduate students if applicable.
- 7) A copy of documents relating to student financial aid required to be maintained by law or by a loan guarantee agency.
- 8) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received.
- 9) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.
- 10) Copies of any official advisory notices or warnings regarding the student's progress.
- 11) Complaints received from the student.

Current records are maintained in either printed form and/or on computer disk, and are available for inspection.

BHDI maintain a second digital copy set of all academic and financial records at a different location. The original records are maintained in a manner secure from damage or loss in fire resistant cabinets. All records required to maintain by the regulations are made immediately available by BHDI for inspection and copying

during normal business hours by the Council and any entity authorized to conduct investigations under Section 94339 of the Code.

If BHDl closes, the institution and its owners will arrange for the storage and safekeeping in California of all records required to be maintained by the regulations for as long as those records must be maintained. The repository of the records will make these records immediately available for inspection and copying, at a rate not to exceed ten cents (\$.10) per page, during normal business hours by any entity authorized by law to inspect and copy records.



## Disclosures

### Electronic data accessing and monitoring

Beverly Hills Design Institute reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content.

Student, Staff and Faculty must be aware that the electronic mail messages sent and received using Beverly Hills Design Institute equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by BHDl officials at all times.

Beverly Hills Design Institute has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws.

No student may access another student's computer, computer files, or electronic mail messages without prior authorization from either the student or an appropriate BHDl official.

Email is used by BHDl as an official means of communication regarding your academic progress, so you must check your email regularly. Copies of official academic information can be sent to your mailing address upon request.

### Student Works Retention and Use

Beverly Hills Design Institute reserves the right to retain student works in any form, for the purpose of demonstrating compliance with accreditation body requirements for program courses.

Beverly Hills Design Institute reserves the right to retain original pieces of student work for inclusion in the BHDl Collection, and to be used for educational, promotional, and exhibition purposes.

Beverly Hills Design Institute reserves the right to use student name, address (city and state), photograph, voice, student works in any form, performance and/or other likeness for advertising, and promotional purposes without further compensation, in all media now known or hereafter discovered, worldwide, and on the Internet and world wide web, in perpetuity, without notice or review or approval.

Students who do not wish to have their work or likeness released, should send a formal request in writing to the BHDl Office of the Registrar.



# Finances

## Tuition Policies

## Financial Aid

Beverly Hills Design Institute participates in Federal, California State and Veterans Financial Aid programs and offers scholarship opportunities.

Certificates and IELP programs are not eligible for Title IV aid.

There are several types of financial aid available, including the need-based aid such as scholarships, grants, work-study program, and federal subsidized direct loans. Other loan programs such as the federal unsubsidized direct loans and private loans are considered non-need aid awards.

It is very important to understand your rights and responsibilities when participating in USDOE (United States Department of Education) Financial Aid programs. Brochure copies of "Student Gateway to the U.S. Government", "Direct Loan Basics for Students" and "Direct Loan Basics for Parents" can be found at your Financial Aid office.

Accepted students in need of financial aid solutions must contact BHDl Financial Aid Officer for available options and fill up their FAFSA application at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (**BHDl School Code: 041855**)

### Federal, State, Local and Institutional Assistance Available

- Beverly Hills Design Institute Scholarship Program
- Federal PELL Grant
- California State Grant

- Federal Supplemental Educational Opportunity Grant
- Federal Direct Subsidized loans
- Federal Direct Unsubsidized loans
- Federal Parent PLUS loan
- Federal Work Study

The **Beverly Hills Design Institute Scholarship** is a conditional scholarship that may only be awarded once per student.

Applicants are required to present, in person or through video, a collection with three (3) groups of seven (7) pieces each including swatches. You must send your collection by email or DVD to your admissions representative. Please do not send the original.

Successful recipients display strong professionalism in presentation, career focused vision, either a High school or Higher Education transcript with a Cumulative GPA of at least 3.0., or at least two recommendations from either High School or Higher Education institution in addition to the professional judgment of the Scholarship Committee.

BHDl scholarships awards are conditional scholarships. The amount awarded is disbursed by increments of \$1,000 every four quarters of attendance under the condition of maintaining a cumulative GPA of 3.0. The award can be applied only to cover owed tuition and never be the object of cash refund to the student awarded. BHDl does not award more than one scholarship per student.

Application deadline is no later than 4 weeks prior the start of the enrollment. You will receive an interview date with the Scholarship Committee from your admissions representative.

Program	Scholarship
Certificate	\$1,000
A.A.	\$2,000
A.A. Double Major	\$2,500
B.A./B.S.	\$3,000
B.A./B.S. Double Major	\$4,000

The **Beverly Hills Design Institute Need Based Scholarship** is a conditional scholarship based on needs for students experiencing severe economic hardship. Students experiencing severe economic hardship may appeal at any time to the Scholarship Committee to request the BHDI need based scholarship by contacting the Financial Aid Office.

Academic performance, evidence of severe economic hardship based on unforeseen circumstance, consistency and accountability as well as need are considered in the award and disbursement decision.

A maximum amount of \$4,000.00 could be awarded per student.

Only one (1) award will be permitted to each qualifying candidate per lifetime.

The decision of the Scholarship Committee will be final.

BHDI scholarships awards are conditional scholarships. The amount awarded is disbursed by increments of \$1,000 every four quarters of attendance under the condition of maintaining a cumulative GPA of 3.0. The award can be applied only to cover owed tuition and never be the object of cash refund to the student awarded. BHDI does not award more than one scholarship per student.

The **Federal Pell Grant** program is considered a need based program with a maximum award amount of \$5550 per Pell award year. Eligibility is determined by EFC (Estimated Family Contribution), Cost of Attendance, whether a student is enrolled in a full-time or part-time program and whether a student will attend a full academic year or less. A student may only receive one Pell grant per Pell fiscal year (July-June) and may not receive Pell from more than one school at a time. Students who have already earned their first Bachelor's degree are not eligible to receive Pell. Graduate students are not eligible to receive Pell. Federal Pell funds do not have to be repaid unless, for example, the student is awarded incorrectly.

BHDI participates in the **California State Grant** program which is also considered a need based grant. This money does not need to be repaid and may be awarded to those who are a graduating high school senior or recent graduate, meet academic, financial and

eligibility requirements and submit two forms by the Cal Grand Deadline. Submit the FAFSA between January 1 and September 2 and submit a GPS Verification form found at: [www.csac.ca.gov](http://www.csac.ca.gov) (September 2nd Cal Grant GPS Verification Form).

**Federal Supplemental Equal Opportunity Grant (FSEOG)** is a need based program that awards students with exceptional financial need. A student's demonstrated financial need as well as the amount of other aid a student may receive and the availability of funds at the institution determines the amount of FSEOG awarded. Students who have previously received a degree are not eligible to receive FSEOG. FSEOG does not have to be repaid unless, for example, the student is awarded incorrectly.

**Federal Direct Subsidized loans** are awarded to students who demonstrate financial need and this type of loan amount may not exceed financial need. Loan limits depend on the grade level the student is in according to credits earned. Loan disbursements are released once enrollment and satisfactory academic progress is verified. Origination and guarantee fees are deducted from each disbursement then disbursed to the school via EFT. The interest on direct subsidized loans is paid by the USDOE when a student is in school at least half-time, and during grace or deferment periods. Repayment for direct subsidized loans generally starts six months after the last date of attendance or if a student is taking less than half-time.

To receive a **Federal Direct Unsubsidized loan** one does not need to demonstrate financial need as family income does not affect eligibility for this type of loan. Loan disbursements are released once enrollment and satisfactory academic progress is verified. Origination and guarantee fees are deducted from each disbursement then disbursed to the school via EFT. The interest on direct unsubsidized loans is not paid by the USDOE and incurs interest while a student is in school. Repayment for direct subsidized loans generally starts six months after the last date of attendance or if a student is taking less than half-time, however, the student is responsible for the interest from the time the loan is disbursed until the loan is paid in full.

**Direct PLUS loans** are loans for parents of dependent students and for graduate or professional degree students. Direct PLUS loans enable parents to borrow the cost of education minus any other aid awarded to the student. You must be the biological or adoptive

parent (or, in some cases, the stepparent) of the student for whom you are borrowing. PLUS loans are limited to parents with favorable credit history (a credit check will be done). Also, you and your child must be U.S. citizens or eligible noncitizens, must not be in default on any federal education loans or owe an overpayment on federal education grants, and must meet other general eligibility requirements for the Federal Student Aid programs.

**Federal Work Study** is a program that provides job opportunities for qualifying students who earn funds for their educational expenses. Eligible students are paid by the hour and salary wages are generally based off the current minimum wage set by the federal government. There are a limited number of jobs available and the hours a student may work is based upon financial need, the number of hours, and funds available at the institution. For more information, please contact your Financial Aid Office.

### Initial Loan Counseling for Student Borrowers

Prior to first disbursements, all first time Federal Direct Stafford Loan borrowers must complete Entrance Counseling. The entrance counseling sessions include information on the following:

- Understanding of how to borrow wisely
- Explanation of Subsidized and Unsubsidized loans
- Repayment / Master Promissory Note
- Use of Financial Aid Funds
- Disbursement of funds (Paid Out)
- Subsidized, Unsubsidized and Direct PLUS loan limits
- Loan Interest Rates
- Loans Fees
- Half-time Enrollment
- Reporting changes in enrollment
- Borrower's Rights and Responsibilities

### Exit Counseling for Student Borrowers

Shortly before the student borrower of a Federal Direct Stafford Loan or Federal Direct PLUS Loan ceases at least half-time study, the

student is required to complete Exit Counseling. The exit counseling sessions include information on the following:

- Average anticipated monthly repayment amounts
- Repayment plan options
- Repayment Incentives
- Debt management strategies
- Options for not being able to make payments on borrowed loans
- Default Consequences
- Consolidation
- Conditions for Canceling All or Part of your loans
- Tax benefits for borrowers
- Reporting to NSLDS

More information including Entrance and Exit Counseling can also be found online at

[www.studentloans.gov](http://www.studentloans.gov).

For more general information on Financial Aid programs:

[www.studentaid.ed.gov](http://www.studentaid.ed.gov)

### Financial Aid Disbursement Policy

For students attending Beverly Hills Design Institute, financial aid is disbursed electronically into their student account in three equal disbursements within an academic year. An academic year is considered to be three quarters at the Beverly Hills Design Institute.

Cal Grant B Access awards will be applied towards the student tuition unless the student requests otherwise in writing.

## Tuition Payment

### Per Course Basis

Students are not required to pay more than one quarter in advance at a time.

Therefore, tuition is calculated for the courses of the quarter ahead, by multiplying the number of quarter credit hours of instruction with the tuition quarter credit hour rate of the program enrolled and adding the quarter fees (see the "Cost of Attendance" section of this catalog).

The limitations above shall not apply to any funds received by BHDI through federal and state student financial aid grant and loan programs, or through any other federal or state programs.

At the student's option, BHDI may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.

You may appeal for a monthly payment plan to pay your tuition. If you are approved to pay monthly, a \$20 processing fee will be applied each month.

### Tuition Payment for International Students

International Students are expected to deposit a reserve fund equivalent to 48 credits in advance for a single major and 64 credits for a double major and renew their reserve as soon as they used it.

As soon as an international student receives a letter of acceptance, he/she has 10 (ten) calendar days from the date of issuance, to wire transfer a first deposit of \$5,000. Then, as soon as he/she obtain a visa, the international student has to wire the rest of the reserve fund.

In case of an F-1 visa application denied and upon submission of the notice of denial, Beverly Hills Design Institute agrees to refund within 45 days, the amount wired less a \$300 administrative fee. If the F-1 visa application is approved and you decide not to enroll, Beverly Hills Design Institute reserves the right to keep the initial deposit of \$5,000.00.

In case of an F-1 visa application approval, you will have to wire transfer a reserve fund amount equivalent to 48 credits for a single major, 64 credits for a double major, less the \$5,000.00 initial deposit, no later than two (2) months before the start of the quarter of enrollment. Failure to do so may result in a request for termination of your SEVIS record. You may apply for an exceptional circumstances payment plan. Please contact your admissions representative to appeal for alternative payment arrangements.

### Payment Deadlines

Students must either pay tuition and applicable fees or have other financial arrangements in place one month prior to the start of each term.

Students who anticipate difficulty adhering to these deadlines should contact the bursar's office immediately.

Payment Due	Due Date
Payment Due for Summer Quarter	June 1st
Payment Due for Fall Quarter	September 1st
Payment Due for Winter Quarter	December 1st
Payment Due for Spring Quarter	March 1st

Students who are not current on their payment plan or per course basis prior to the first day of instruction may not register for courses.

Additional late fees may incur.

### Methods of Payment

Students can pay their tuition by check or Credit Cards.

If paid by Credit Card, a credit card fee will apply. See the Non-Refundable and Special Fees section of this catalog.

## Tuition Billing

Students with a valid e-mail address receive monthly courtesy e-mail reminders prior to payment deadlines.

## Returned Check Policy

The returned check fee is \$25.

## Cash-Only Policy for Returned Check Writers

Any person who has more than two checks returned unpaid to the school is placed on a cash-only basis (i.e., cash, credit card, cashier's check, or money order) for all future transactions.

A letter will be mailed to the current mailing/billing address on file if this threshold is met, and no future checks will be accepted. The Office of the Bursar is not responsible for delivery of mail or the accuracy of the address on file.

## Cost of Attendance

### Tuition and Fees for US Citizen and Resident Students

#### Single Major

Enrolling US Citizen and Resident students will have their tuition charged as follows:

Undergraduate Programs (Associates and Bachelors)			
Enrollment Status	Full time	¾ time	½ time
Number of credits per quarter	12	9	6
Tuition per credit	\$ 645	\$ 645	\$ 645
Tuition per quarter	\$ 7,740	\$ 5,805	\$ 3,870
Quarters per academic year	3	3	3
Tuition per academic year	\$ 23,220	\$ 17,415	\$ 11,610
Calendar years to graduate Associates*	2	2.6	4
Calendar years to graduate Bachelor*	4	5.3	8
Associates number of credits	96	96	96
Total Tuition for Associates Programs	\$ 61,920	\$ 61,920	\$ 61,920
Bachelors number of credits	192	192	192
Total Tuition for Bachelor Programs	\$ 123,840	\$ 123,840	\$ 123,840
Registration Fee	\$ 100	\$ 100	\$ 100
Total charge for Associate Programs**	\$ 62,020	\$ 62,020	\$ 62,020
Total charge for Bachelor Programs**	\$ 123,940	\$ 123,940	\$ 123,940

\*A calendar year has 4 quarters.

\*\*This amount does not reflect leaving costs, placement tests, courses retaken or audited, tutoring fees, private lessons, textbooks, tools, materials, noncredit and other extracurricular activity fees.

#### Double Major

Enrolling US Citizen and Resident students who wish to double major will have their two majors' tuition charged as follows:

Undergraduate Programs (Associates and Bachelors)	
Enrollment Status	Full time
Number of credits per quarter	16
Tuition per credit	\$ 645
Tuition per quarter	\$ 10,320
Quarters per academic year	3
Tuition per academic year	\$ 30,960
Calendar years to graduate Associates*	2
Calendar years to graduate Bachelor*	4
Double Associates number of credits	124
Total Tuition for Associates Programs	\$ 82,560
Double Bachelors number of credits	248
Total Tuition for Bachelor Programs	\$ 165,120
Registration Fee	\$ 100
Total charge for Associate Programs**	\$ 82,660
Total charge for Bachelor Programs**	\$ 165,220

\*A calendar year has 4 quarters.

\*\*This amount does not reflect leaving costs, placement tests, courses retaken or audited, tutoring fees, private lessons, textbooks, tools, materials, noncredit and other extracurricular activity fees.



## Tuition and Fees for International Students

### Single Major

Enrolling International students will have their tuition charged as follows:

Undergraduate Programs (Associates and Bachelors)	
Enrollment Status	Full time
Number of credits per quarter	12
Tuition per credit	\$ 729
Tuition per quarter	\$ 8,748
Quarters per academic year	3
Tuition per academic year	\$ 26,244
Calendar years to graduate Associates*	2
Calendar years to graduate Bachelor*	4
Associates number of credits	96
Total Tuition for Associates Programs	\$ 69,984
Bachelors number of credits	192
Total Tuition for Bachelor Programs	\$ 139,968
Registration Fee	\$ 140
Total charge for Associate Programs**	\$ 70,124
Total charge for Bachelor Programs**	\$ 140,108

\*A calendar year has 4 quarters.

\*\*This amount does not reflect leaving costs, placement tests, courses retaken or audited, tutoring fees, private lessons, textbooks, tools, materials, noncredit and other extracurricular activity fees.

### Double Major

Enrolling International students who wish to double major will have their two majors' tuition charged as follows:

Undergraduate Programs (Associates and Bachelors)	
Enrollment Status	Full time
Number of credits per quarter	16
Tuition per credit	\$ 729
Tuition per quarter	\$ 11,664
Quarters per academic year	3
Tuition per academic year	\$ 34,992
Calendar years to graduate Associates*	2
Calendar years to graduate Bachelor*	4
Double Associates number of credits	124
Total Tuition for Associates Programs	\$ 93,312
Total Tuition for Bachelor Programs	248
Total Tuition for Bachelor Programs	\$ 186,624
Registration Fee	\$ 140
Total charge for Associate Programs**	\$ 93,452
Total charge for Bachelor Programs**	\$ 186,764

\*A calendar year has 4 quarters.

\*\*This amount does not reflect leaving costs, placement tests, courses retaken or audited, tutoring fees, private lessons, textbooks, tools, materials, noncredit and other extracurricular activity fees.

## Intensive English Language Program

ESL enrolling students will have their tuition charged as follows:

ESL	
Enrollment Status	Full time
Number of hours per week	20
Tuition per hour	\$ 13
Tuition per quarter (11 weeks / 220 hours)	\$ 2,860
Quarters per calendar year	4
Tuition per year (880 hours)	\$ 11,440
Registration Fee	\$ 140
Total charge for ESL Program*	\$ 11,600

*\*This amount does not reflect leaving costs, placement tests, courses retaken or audited, tutoring fees, private lessons, textbooks, tools, materials, noncredit and other extracurricular activity fees.*

## Non-Refundable and Special Fees

Non Refundable One-Time Fees (USD)	
US Citizen and Resident Application Fee	\$50
US Citizen and Resident Degree Programs Registration Fee	\$100
International Students Application Fee	\$160
International Students Registration Fee	\$140
Veterans Registration Fee	\$10
Special Fees (USD)	
Graduation Fee Certificate and Associate	\$200
Graduation Fee Bachelor	\$400
Transcripts and copies of official documents from the Registrar	\$20
Monthly Payment Processing Fee	\$20
Credit Card Convenience Fee	3%
Return Check Fee	\$25
Late Payment Fee	\$45

Placement/Evaluation Test (ACCUPLACER) Per Section Fee	\$15
IELP Exit Exam Fee	\$75
IELP Books and Supplies	\$400
International Students Additional Fees (USD)	
Wire Transfer Fee	\$60
I-20 Shipping Fee	\$100
Academic Evaluation Assistance Service Fee	\$50

## Fee Disclaimer

Fees shown represent the amounts currently estimated for this quarter and do not include tools, supplies and textbooks. Every effort will be made to keep fees at this level for the term.

However, given continuing budget uncertainties, circumstances may require an adjustment in these amounts during the term.

## Additional Academic Personal Expenses

As a reminder, tools, supplies and textbooks are not included in the tuition and fees. The following is an estimate of these costs.

Expenditure	Cost	Basis
Textbooks	\$800	Academic Year (9 months)
Supplies	\$1,000	Academic Year (9 months)

## Estimated Cost of Living

In order to better prepare for your expenses while studying at BHDl, we estimated the following expenditures during an Academic Year:

Living with Parents (based on 1 Academic Year = 9 months)			
Room and Board	Personal Expenses	Transportation	Total Cost of Living
\$4,854	\$1,800	\$900	\$7,554

Living Off Campus (on your own) (based on 1 Academic Year = 9 months)			
Room and Board	Personal Expenses	Transportation	Total Cost of Living
\$12,951	\$1,800	\$900	\$15,651

## Bursar Hold

After the start of a term, students who have an unpaid balance may have a hold placed on their records and course work at the sole discretion of BHDl.

At the conclusion of a term, students who have an unpaid balance may have a hold placed on their records and course work at the sole discretion of BHDl.

Bursar hold prevents a student from registering for any future term until the outstanding balance is paid; the hold does not remove the student from current classes.

If a student with a bursar hold has withdrawn, and then seeks readmission to BHDl, the hold must be satisfied prior to readmission.

Once the outstanding balance is paid, the hold can be removed by contacting the bursar's office.

Methods of payment include all approved payment arrangements, payment plans, guaranteed financial aid, and third-party sponsorship.

Failure to settle financial obligations with BHDl could affect registration, enrollment, financial aid, campus services, and release of academic transcripts.

## Financial Suspension

Students failing to pay tuition and applicable fees greater than \$350 within 60 calendar days past the due date may be financially suspended from the program.

Financial suspension results in the loss of all academic and student services, as the student is effectively withdrawn from BHDl.

Students who have been financially suspended and want to be reinstated in the same term must contact the bursar and arrange for payment by the last business day of the term.

Students who have been financially suspended and do not reinstate during the same term must follow the Reinstatement Policy found in the Academic section of this catalog.

## BHDl Refund Policy

### Student's Right to Cancel

You have the right to cancel your Enrollment Agreement with BHDl and obtain a refund of charges paid including any unused equipment or other goods and services included in the Agreement, until midnight of the first day of class, or the seventh calendar day after enrollment, whichever is later.

Cancellation shall occur only when you give written notice of cancellation to Beverly Hills Design Institute at the address shown on the top of the first page of the Enrollment Agreement. You can do this by mail, email, hand delivery or telegram to the attention of the Registrar.

If the Notice of Cancellation is sent by mail, it becomes effective as of the postmark, if properly addressed with proper postage.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by the Agreement. You can request a cancellation form through the BHDl Registrar office, however you can use any written notice that you wish.

If the school has given you any equipment or supplies, you shall return it to the Administration office in unused condition, within ten (10) days following the date of your notice of cancellation. If you fail to return this equipment or supplies within the 10-day period, the school may deduct its documented cost for the equipment or supplies from any refund that may be due to you. Once you pay for the equipment or supplies, it is yours to keep without further obligation.

If you cancel this Agreement, the school will refund any money that you paid, less any deduction for unused equipment or supplies not timely returned and non-refundable application and registration fees, within 45 days after your notice of cancellation is received.

### Student's Right to Withdraw

After the period of cancellation which is until midnight of the first day of class, or the seventh calendar day after enrollment, whichever is later, you have the right to withdraw from a course of instruction at any time.

Your official withdrawal takes effect when you give Notice of Withdrawal to Beverly Hills Design Institute.

You can do this by telephone, orally in person, mail, email, hand delivery or telegram to the attention of the Registrar.

If a student chooses to notify the school by telephone or orally in person, BHDl may request a signed confirmation in writing.

The date you are deemed by BHDl to have withdrawn from the school shall be:

- The date, as determined by BHDl, that the student provided official notification to the institution, in writing or orally (a signed confirmation will be requested), of his or her intent to withdraw.
- The date, as determined by BHDl, that the student began the withdrawal process prescribed by BHDl.
- If the student ceases attendance without providing official notification to BHDl of his or her withdrawal, the mid-point of the payment period.
- If BHDl determines that a student did not begin the institution's withdrawal process or otherwise provide official notification (including notice from an individual acting on the student's behalf) to BHDl of his or her intent to withdraw because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control, the date that BHDl determines is related to that circumstance;
- If a student does not return from an approved leave of absence, the estimated date of return on the LOA request.
- If a student takes an unapproved leave of absence, the date that the student began the leave of absence.
- If a student both begins the withdrawal process prescribed by BHDl and otherwise provides official notification of his or her intent to withdraw, the student's withdrawal date is the earlier date unless a later date is determined as followed:
  - The date a student's last date of attendance at an academically-related activity provided that BHDl documents that the activity is academically related and documents the student's attendance at the activity. An "academically-related activity" includes, but is not limited to, an exam, a tutorial, computer-assisted instruction, academic counseling, academic advisement, turning in a class assignment or attending a study group that is assigned by BHDl.

- If a student rescinds his or her official notification to withdraw by filing a written statement that he or she is continuing to participate in academically-related activities and intends to complete the payment period or period of enrollment and the student subsequently ceases to attend BHDl prior to the end of the payment period or period of enrollment, the student's rescission is negated and the withdrawal date is the student's original date, unless a later date is determined (last date of attendance at an academically-related activity).

The date of BHDl's determination that a student withdrew varies depending on the type of withdrawal. For example, if a student begins the official withdrawal process or provides official notification to BHDl of his or her intent to withdraw, the date of BHDl's determination that the student withdrew would be the date the student began the official withdrawal process, or the date of the student's notification, whichever is later.

If a student did not begin the official withdrawal process or provide notification of his or her intent to withdraw, the date of BHDl's determination that the student withdrew would be the date that BHDl becomes aware that the student ceased attendance.

BHDl may not know that a student has dropped out (unofficially withdrawn) until BHDl checks its records at the end of an academic period. However, BHDl will determine the withdrawal date no later than 30 days after the end of the payment period.

### Pro-rata Refund Policy

For students withdrawing after the period of cancellation which is until midnight of the first day of class, or the seventh calendar day after enrollment, whichever is later, Beverly Hills Design Institute applies the same refund standards, regardless of whether or not they are federal/state financial aid recipients and full-time or part-time students.

Beverly Hills Design Institute provides a pro-rata refund of money paid for institutional charges to students who have completed 60 percent or less of the payment period.

A payment period at BHDl is an academic term (a quarter).

The method used to calculate if a refund is due is the following one:

Once the student's withdrawal date is identified, BHDl counts the number of calendar days completed from the first day of the payment period through the day the student withdrew.

Calendar days include all days within the payment period. If there is a scheduled break of at least five consecutive days, the days that fall within that break are excluded from the count. When determining the number of calendar days completed, BHDl does not count those days on which the student was on an approved leave of absence.

Next, BHDl divides the calendar days that the student completed, by the total number of calendar days in the payment period and multiplies by 100.

The result is the percentage of the period completed by the student.

$$\frac{\text{Days Completed}}{\text{Total Days in Payment Period}} \times 100 = \text{Percentage completed}$$

If the percentage of completion of the payment period is 60% or less, BHDl applies the percentage to the money that have been paid for the payment period, and refunds the balance less any deduction for unused equipment or supplies not timely returned and non-refundable application and registration fees, within 45 days after the date of determination.

If any portion of the tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan. Any remaining amount of refund will first be used to repay student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to the student.

Students who withdraw after the 60 percent point are not entitled to a refund. Rounding is not used to determine whether a student has passed the 60 percent point.

**IF THE AMOUNT THE STUDENT HAS PAID IS MORE THAN THE AMOUNT THAT HE/SHE OWE FOR THE TIME HE/SHE ATTENDED, THEN A REFUND WILL BE MADE WITHIN FORTY-FIVE DAYS OF WITHDRAWAL. IF THE AMOUNT THAT HE/SHE OWES IS MORE THAN THE AMOUNT THAT HE/SHE HAS ALREADY PAID, THEN THE STUDENT WILL HAVE TO MAKE ARRANGEMENTS TO PAY FOR IT.**

**If a student obtains a loan to pay for an educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.**

**Students whose entire tuition and fees are paid by a third party organization are not eligible for a refund.**

### Hypothetical Refund Example

Mary is enrolled full time in an associate degree program at BHDl.

She paid upon enrollment:

- \$40 Application Fee
- \$100 Registration Fee
- \$7,112.75 Tuition and Fees for her current quarter of instruction as a full time student.

Mary paid all of her tuition with her own funds.

A quarter at BHDl is 11 weeks, or 77 calendar days. The quarter she is enrolled in, started January 4 and end in March 21.

For personal reasons, Mary withdrew on January 24 after completing 21 calendar days of the quarter.

Mary completed 27.28 percent (21 divided by 77 and multiplied by 100) of the payment period. Since it is 60% or less of the payment period, Mary is entitled to a pro-rata refund.

Because the application Fee and the Registration Fee are not refundable, only the cost of instruction for the quarter is used to calculate the refund.

Mary used only \$1,940.36 of the tuition paid ( $\$7,112.75 \times 27.28\%$ ) and therefore receives a refund of \$5,172.39 ( $\$7,112.75 - \$1,940.36$ ).

### Treatment of Title IV Aid When a Student Withdraws

When a recipient of title IV grant or loan assistance withdraws from BHDl during a payment period in which the recipient began attendance, BHDl must determine the amount of title IV grant or loan assistance that the student earned as of the student's withdrawal.

The amount of title IV grant or loan assistance that is earned by the student is calculated by:

1. Determining the percentage of title IV grant or loan assistance that has been earned by the student; and
2. Applying this percentage to the total amount of title IV grant or loan assistance that was disbursed and that could have been disbursed to the student, or on the student's behalf, for the payment period as of the student's withdrawal date.

The percentage of title IV grant or loan assistance that has been earned by the student is:

- Equal to the percentage of the payment period that the student completed, by dividing the total number of calendar days in the payment period into the number of calendar days completed in that period as of the student's withdrawal date, if this date occurs on or before completion of 60 percent of the payment period; or
- Equal to 100 percent, if the student's withdrawal date occurs after completion of 60 percent of the payment period.

The total number of calendar days in a payment period includes all days within the period, except that scheduled breaks of at least five

consecutive days are excluded from the total number of calendar days in a payment period and the number of calendar days completed in that period.

The unearned amount of title IV assistance to be returned is calculated by subtracting the amount of title IV assistance earned by the student from the amount of title IV aid that was disbursed to the student as of the date of the institution's determination that the student withdrew.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, BHDl must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. BHDl may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). BHDl needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow BHDl to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any FFEL or Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or BHDl or parent receives on your behalf) excess Title IV program funds that must be returned, BHDl must return a portion of the excess equal to the lesser of:

- your institutional charges multiplied by the unearned percentage of your funds, or
- the entire amount of excess funds.

BHDl must return this amount even if it didn't keep this amount of your Title IV program funds.

If BHDl is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less.

You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that BHDl may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges.

BHDl may also charge you for any Title IV program funds that BHDl was required to return. If you don't already know what BHDl's refund policy is, you can ask BHDl for a copy or consult the "BHDl Refund Policy" section of this catalog. BHDl can also provide you with the requirements and procedures for officially withdrawing from school (see "Program Withdrawal" in the Academic section of this catalog).

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### Order of Return of Title IV Funds

First, unearned funds returned by BHDl or the student, as appropriate must be credited to outstanding balances on title IV loans made to the student or on behalf of the student for the payment period for which a return of funds is required. Those funds must be credited to outstanding balances for the payment period for which a return of funds is required in the following order:

1. Unsubsidized Federal Direct Stafford loans.
2. Subsidized Federal Direct Stafford loans.
3. Federal Direct PLUS received on behalf of the student.

Then, if unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess must be credited to any amount awarded for the payment period for which a return of funds is required in the following order:

1. Federal Pell Grants.
2. FSEOG Program aid.
3. Other federal, state, private and/or institutional sources of aid; and
4. The student.

BHDI must return unearned funds for which it is responsible as soon as possible, but no later than 45 days from the date of determination of a student's withdrawal.

BHDI will be considered to have returned funds timely if BHDI does one of the following as soon as possible, but no later than 45 days after the date it determines that the student withdrew:

- Deposits or transfers the funds into the school's federal funds bank account;
- Initiates an electronic funds transfer (EFT) to an account belonging to the student;
- Initiates an electronic transaction that informs the FFEL or ED, in the case of a Direct Loan, to adjust the borrower's loan account for the amount returned; or
- Issues a check and the date on the cancelled check shows that the bank endorsed that check no more than 60 days after the date the school determined that the student withdrew.

If as a result of a Return calculation BHDI returns Stafford funds to a lender, BHDI will notify the student that the funds have been returned on his or her behalf.

## Refund Policy for Veterans Only

The refund of the unused portion of tuition, fees, and other charges for Veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.



## Students Rights under the Student Tuition Recovery Fund (STRF)

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

For the purpose of this section, "California resident" means a person who resides in California at the time the enrollment agreement is signed or when the person receives lessons at a California mailing address from an approved institution offering distance education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The school closed before the course of instruction was completed.
- The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- You are not a California resident, or are not enrolled in a residency program, or
- Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833.

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Phone Number: (916) 431-6959

Toll Free: (888) 370-7589

Fax Number: (916) 263-1897

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

## Notice of Student's Rights

1. You have the right to cancel your Enrollment Agreement with BHDl, including any unused equipment or other goods and services included in the Agreement, until midnight of the first day of class, or the seventh calendar day after enrollment, whichever is later as described in the Notice of Cancellation form that will be given to you at enrollment. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in this contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Council for Private Postsecondary and Vocational Education at the address and telephone number printed below for information.
4. If you have any complaints, questions, or problems that you cannot work out with the school, write or call the Council for Private and Postsecondary Education:

Bureau for Private Postsecondary Education  
Physical Address: 2535 Capitol Oaks Drive, Suite 400,  
Sacramento, CA 95833.  
Mailing Address: P.O. Box 980818, West Sacramento, CA  
95798-0818  
Phone Number: (916) 431-6959  
Toll Free: (888) 370-7589  
Fax Number: (916) 263-1897  
Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

And/or:

Accrediting Council for Independent Colleges and Schools  
(ACICS)  
750 First Street, NE, Suite 980  
Washington, DC. 20002-4241  
Ph 202.336.6780  
Fax 202.842.2593  
Web site: [www.acics.org](http://www.acics.org)  
E-mail: [acics@acics.org](mailto:acics@acics.org)

## Notice of Cancellation

\_\_\_\_\_  
[Enter date of first class]

You may cancel this contract for school, without any penalty of obligation by the date stated below.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 45 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 10 days of the date you signed a cancellation notice. If you do not return the equipment within this 10-day period, the school may keep an amount out of what you paid that equals the cost of equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

**BHDI Registrar's Office  
Beverly Hills Design Institute  
8484 Wilshire Boulevard, Suite 730  
Beverly Hills, CA 90211**

NOT LATER THAN \_\_\_\_\_

[Enter midnight of the first day of class, or the seventh calendar day after enrollment, whichever is later]

I cancel the contract for school,

\_\_\_\_\_  
(Student's signature)

\_\_\_\_\_  
(Date)

**REMEMBER, YOU MUST CANCEL IN WRITING.** You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions, or problems which you cannot work out with the school, write or call the Council for Private Postsecondary and Vocational Education:

Bureau for Private Postsecondary Education  
Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833.  
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818  
Phone Number: (916) 431-6959  
Toll Free: (888) 370-7589  
Fax Number: (916) 263-1897  
Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

And/or:

Accrediting Council for Independent Colleges and Schools (ACICS)  
750 First Street, NE, Suite 980  
Washington, DC. 20002-4241  
Ph 202.336.6780  
Fax 202.842.2593  
Web site: [www.acics.org](http://www.acics.org)  
E-mail: [acics@acics.org](mailto:acics@acics.org)

## Notice of Withdrawal

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Program: \_\_\_\_\_

### Withdrawal Policy

After the period of cancellation which is until midnight of the first day of class, or the seventh calendar day after enrollment, whichever is later, you have the right to withdraw from a course of instruction at any time.

Your official withdrawal takes effect when you give Notice of Withdrawal to Beverly Hills Design Institute.

You can do this by telephone, orally in person, mail, email, hand delivery or telegram to the attention of the Registrar.

If a student chooses to notify the school by telephone or orally in person, BHDl may request a signed confirmation in writing.

Mail your Notice of Withdrawal to:

**BHDl Office of the Registrar  
Beverly Hills Design Institute  
8484 Wilshire Boulevard, Suite 730  
Beverly Hills, CA 90211**

The date you are deemed by BHDl to have withdrawn from the school shall be:

- The date, as determined by BHDl, that the student provided official notification to the institution, in writing or orally (a signed confirmation will be requested), of his or her intent to withdraw.
- The date, as determined by BHDl, that the student began the withdrawal process prescribed by BHDl.

- If the student ceases attendance without providing official notification to BHDl of his or her withdrawal, the mid-point of the payment period.
- If BHDl determines that a student did not begin the institution's withdrawal process or otherwise provide official notification (including notice from an individual acting on the student's behalf) to BHDl of his or her intent to withdraw because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control, the date that BHDl determines is related to that circumstance;
- If a student does not return from an approved leave of absence, the estimated date of return on the LOA request.
- If a student takes an unapproved leave of absence, the date that the student began the leave of absence.
- If a student both begins the withdrawal process prescribed by BHDl and otherwise provides official notification of his or her intent to withdraw, the student's withdrawal date is the earlier date unless a later date is determined as followed:
  - The date a student's last date of attendance at an academically-related activity provided that BHDl documents that the activity is academically related and documents the student's attendance at the activity. An "academically-related activity" includes, but is not limited to, an exam, a tutorial, computer-assisted instruction, academic counseling, academic advisement, turning in a class assignment or attending a study group that is assigned by BHDl.
- If a student rescinds his or her official notification to withdraw by filing a written statement that he or she is continuing to participate in academically-related activities and intends to complete the payment period or period of enrollment and the student subsequently ceases to attend BHDl prior to the end of the payment period or period of enrollment, the student's rescission is negated and the withdrawal date is the student's original date, unless a later date is determined (last date of attendance at an academically-related activity).

Student Signature: \_\_\_\_\_

Registrar Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Disclosures

### Tuition Obligations

Beverly Hills Design Institute will not allow any student to be graduated, nor be awarded any Degree, grades, transcript or letter of recommendation until all unpaid financial accounts, current or delinquent, have been satisfied.

A leave of absence request will be accepted only for students in good financial standing.

Non-payment of tuition, housing fees and/or other charges due to Beverly Hills Design Institute will result in being obligated for additional costs, collection agency costs and legal costs.

Beverly Hills Design Institute reserves the right to report failure to pay amounts owed to one or more national credit bureau organizations.

### Loan Repayment Default

Students need to be aware that if they are eligible for a loan guaranteed by the federal or state government and they default on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against them, including applying any income tax refund to which they are entitled to reduce the balance owed on the loan.
2. They may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.



# Community

Beverly Hills Design Institute is a Corporation formed under the State of California law, since February 14, 2005 and controlled by its owners Sonia and Thierry ÉTÉ.

## Governing Board

Member	Position
Sonia ÉTÉ	President / Chief Executive Officer
Thierry ÉTÉ	Chief Operating Officer / Chief Financial Officer / Director of HR

## Administration

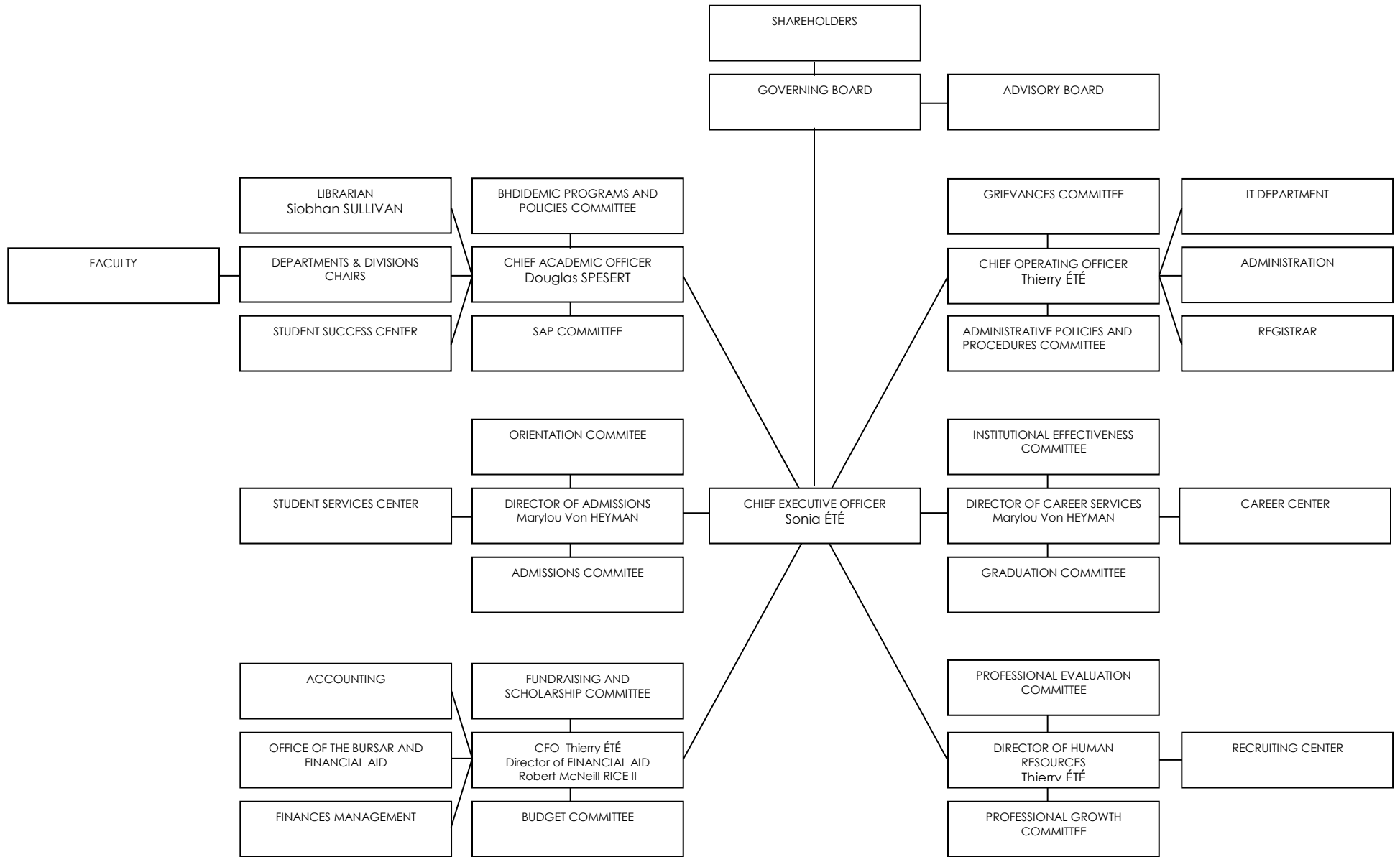
Member	Position
Sonia ÉTÉ	Chief Executive Officer
Douglas SPESERT	Chief Academic Officer
Thierry ÉTÉ	Chief Operating Officer / Chief Financial Officer / Director of HR
Marylou Von HEYMAN	Director of Admissions / Director of Career Services
Robert McNeill RICE II	Director of Financial Aid
Sonia ÉTÉ	Fashion Design Department Chairperson
Katherine ENYART	Pattern Design Division Chairperson
Nathalie FAUSTY	Trends Division Chairperson
Kristine GLOVIK	Digital Pattern Division Chairperson
Siobhan SULLIVAN	Director of the Library

## Directory

IF YOU HAVE QUESTIONS REGARDING	CONTACT	TELEPHONE
<b>ACADEMICS</b> ADVICE AND SUPPORT   STUDY GROUPS   TUTORS AND MENTORS   MAKEUP COURSEWORK   COURSE AUDIT   INCOMPLETE COURSEWORK   COURSES   GRADES   LIBRARY SERVICES   STUDENT DISABILITIES   STUDENT CONDUCT   FACULTY RELATIONS   BHDIDEMIC GRIEVANCES	STUDENT SUCCESS CENTER CEO: Sonia ÉTÉ COO: Thierry ÉTÉ CAO: Douglas SPESERT LIBRARIAN: Siobhan SULLIVAN	310-360-8888 310-857-7875
<b>PERSONAL COUNSELING</b> ORIENTATION (QUARTERLY FEEDBACKS)   PERSONAL COUNSELING   HOUSING ASSISTANCE   HEALTH SERVICES   DRUG AND ALCOHOL   ABUSE PREVENTION PROGRAM	STUDENT SERVICES CENTER CEO: Sonia ÉTÉ COO: Thierry ÉTÉ Director of Admissions: Marylou Von HEYMAN	310-360-8888 310-857-7875
<b>STUDENT ACTIVITIES</b> STUDENT SENATE   CREATE OR JOIN CAMPUS CLUBS   CREATE OR JOIN STUDENT EVENTS	STUDENT SERVICES CENTER CEO: Sonia ÉTÉ COO: Thierry ÉTÉ Director of Admissions: Marylou Von HEYMAN	310-360-8888 310-857-7875
<b>ADMISSION</b> ENROLLMENT CERTIFICATION REGISTRATION   VETERAN'S ADMINISTRATION	Director of Admissions: Marylou Von HEYMAN	310-360-8888 310-857-7875
<b>REGISTRAR</b> ADD   DROP   WITHDRAWL FROM COURSE   NOTICES OF ABSENCE OR TARDY   REPEAT A COURSE CHANGE OF GRADE   BHDIDEMIC PROGRESS REPORT   CREDIT TRANSFER TO/FROM ANOTHER COLLEGE   CHANGE OF ADDRESS,ETC   STUDENT IDS/REQUEST TRANSCRIPTS AND COPIES OF DIPLOMA   LEAVE-OF-ABSENCE   NOTICE OF CANCELATION OR PROGRAM WITHDRAWL   OTHER GRIEVANCES	COO: Thierry ÉTÉ	310-360-8888 310-857-7875
<b>FINANCIALS</b> TUITION PAYMENTS AND GUIDANCE   PAYMENT SCHEDULE   MATERIAL FEE PAYMENTS AND GUIDANCE   VETERAN'S FINANCIALS   BHDI SCHOLARSHIP PROGRAM   GRADUATION EXIT INTERVIEW   REFUNDS   BURSAR HOLD   FINANCIAL AID	COO: Thierry ÉTÉ Director of Financial Aid: Robert McNeill RICE II	310-360-8888 310-857-7875
<b>IT SERVICES</b> EPORTFOLIO GUIDANCE   COMPUTER AND PRINTING SERVICES   FACILITY ASSISTANCE	COO: Thierry ÉTÉ	310-360-8888 310-857-7875
<b>CAREER SERVICES</b> GRADUATION EXIT INTERVIEW   GRADUATE CAREER COUNSELING   GRADUATE RESUME   INTERVIEW AND PORTFOLIO GUIDANCE	CAREER CENTER CEO: Sonia ÉTÉ COO: Thierry ÉTÉ Director of Career Services: Marylou Von HEYMAN	310-360-8888 310-857-7875
<b>INTERNATIONAL STUDENTS</b> VISA   FOREIGN STUDENT COUNCELING   EXCHANGE PROGRAM   STUDENT STUDY TOURS	CEO: Sonia ÉTÉ COO: Thierry ÉTÉ Director of Admissions: Marylou Von HEYMAN	310-360-8888 310-857-7875



# Organization Chart



## Faculty

The fashion industry is an ever evolving field of creativity and skills. Beverly Hills Design Institute understands that having faculty specialized in their domain of expertise is an integral part of ensuring an education that is not only relevant now but also savvy in navigating the industry of tomorrow. BHDl instructors are selected for their leadership roles, knowledge, and active participation in the community.

## Core Classes

Instructor Name and Academic Credentials	Teaching Specialization
<p><b>Wynn ARMSTRONG</b> M.Ed. Instructional Technology, American InterContinental University B.F.A. Visual Communications, American InterContinental University Professional Designation Program, Certification Degree in Digital Imaging, University of California, Los Angeles</p> <p>Related industry experience: Contributor, "The NEW Fashion Design Drawing Course" Caroline Tatham and Julian Seaman, Barron's; Co-author, "From Pencil to Pen Tool: Understanding and Creating the Digital Fashion Image" Fairchild Publications; Graphic Designer, Koziac Productions including Nieman Marcus &amp; Barney's</p>	<i>Digital Design</i>
<p><b>Akinaw BULCHA</b> M.B.A., unfinished, California Lutheran University Thousand Oaks, CA M.A. Theological Studies, Fuller Theological Seminary Pasadena, CA B.A. Communication Studies, California State University, Northridge, CA</p>	<i>Business</i>

Related industry experience: Founder, President, Strategy Financial Corp; Founder, Managing Director, Summit Management, LLC; Managing Director, C&H Property Holdings

### Sonia ÉTÉ

Diplôme ESMOD, Vêtements Haute Couture, École Supérieure des Arts et Techniques de la Mode, Paris, France

A.A.A. Fashion Design, FIDM, Los Angeles, CA  
A.A. Fashion Design, FIDM, Los Angeles, CA  
SAGA International Design, Denmark

*Fashion Design*

*Pattern Design*

Related industry experience: Maison Lesage, Paris; Intern Design Assistant, Christian Lacroix, Paris; Intern Design Assistant, Azzedine Alaïa, Paris; Designer, Pattern Maker, London Underground; Head Pattern Maker, 7<sup>th</sup> Annual Monaco Charity Film Festival; Head Pattern Maker, Playboy Mansion Midsummer's Night Dream Event; Designer, Pattern Maker, Pam McMahan, Inc.; Jewelry Designer, Harry Winston; Designer, Harley Davidson; Handbag Designer, Guess Handbag; Accessory Designer, Theodore & William; Accessory Designer, Tandem, Inc; Designer, Karl Kani; Designer, Buyer, Silvex International; Owner, Verdi Design, Inc; Owner, Gold Heat; Movie Wardrobe Design, Pattern Maker, "Shall We Dance"; TV Costume Design, "Summer Land"; Wardrobe Design, "Next Big Star"; Costume Designer, Pattern Maker, Figure Skater Lucinda Ruh; Designer for various celebrities

### Katherine ENYART

B.S. Pattern Design, Beverly Hills Design Institute  
A.A. Pattern Design, Beverly Hills Design Institute  
A.A. Liberal Arts, Shasta College

*Sewing and Construction*

*Pattern Design*

Related industry experience: Freelance Pattern Maker; Freelance Fine Sewing Instructor; Co-Pattern Maker, 7<sup>th</sup> Annual Monaco Charity Film Festival; Co-Costume Pattern Maker, Playboy Mansion Midsummer's Night Dream Event; Pre-production Coordinator, Post-production Supervisor, Perpetual Motion Films

### Nathalie FAUSTY

Museum Studies, École du Louvre, Paris, France  
Architecture Studies, École des Beaux Arts, Paris,

*Trends*

France

Related industry experience: Global Trend Consultant; Global Account Manager, Ideal Fastener Corp; Director West Coast and Hawaii, Promostyl Trend Office; District Sales Manager, Swarovski North America; Production Manager, Tarina Tarantino; Internal Studio Manager, Electric Lady Studios

**Kristine GLOVIAK**

B.F.A. Graphic Design, Kansas City Art Institute

Related industry experience: Vice President, Sales, Marketing & Implementation, PAD System Technologies; VMS Research Manager, Video Measurement System, Inc; Software Implementation & Training, Investronica; Pattern Grade Approval Operator, Gerber, Cole of California; Art Director, Lead Designer, Falcone Design Group

**Gilbert HUNG**

B.F.A. Illustration, Art Center College of Design, Los Angeles

B.F.A. Graphic Design, University of Hawaii, Manoa

Related industry experience: Published Illustrator, Review & Herald Publishing Association, RGA Publishing Group; Toy Designer, Maxx Marketing, Inc; Assistant Illustrator, Hamagami, Carrol, & Assoc.; Freelance Staff Illustrator, Willardson & Associates; Graphic Designer, State of Hawaii, Office of Media Development

**Dhona SPACINSKY**

Pursuing M.A. Arts and Letters, Fashion and Textiles California State University, Los Angeles

B.A. Arts and Letters

California State University, Los Angeles

A.A. Liberal Arts and Science

Los Angeles Trade-Technical College

Related industry experience: Published Fashion Editor, "Marilyn in Fashion: The enduring influence of Marilyn Monroe"; Owner, Designer, donajean, Inc; International Textile Designer; Fashion Business Consultant; Executive Sales Rep, Los Angeles Fashion Week, NY Fashion Week, Los Vegas Fashion Week, San

*Digital Pattern Design*

*Arts*

*Textile Design*

Francisco Fashion Week; Freelance Costume Designer, Renaissance Repertoire Company; Music Video Costumer, Designer for various celebrities

**Douglas SPESERT**

M.F.A. Theatre Arts, Costume Design, UCLA

A.B. History, University of California, Santa Cruz

Related industry experience: Owner, Chief Designer, Make Believe, Inc; Costume Designer, William Inge Theatre Festival, LA Opera, Los Angeles Repertory Company, LA Public Theater, Rim of the World Productions, Chanticleer Productions; Wardrobe Supervisor, Lionel Ritchie Productions; Designer, Pattern Maker, Bal Mer Designs; Sketch Artist, Chief Designer, International Costumes

*Costume History*

**General Study**

Instructor Name and Academic Credentials	Teaching Specialization
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**Dr. Yana BERNATAVICHUTE**

PhD Molecular Biology

University of California, Los Angeles

B.S. Microbiology, Immunology & Molecular Genetics

University of California, Los Angeles

Related industry experience: Analyzed scientific literature to develop and effectively apply a new protocol for DNA-protein isolation.

Extensively studied behavior of proteins and effects of mutations in plants and bacteria; characterized positioning of DNA-binding proteins and their modifications; studied protein behavior in various bacteria growth stages and media.

Initiated, designed, documented and completed research projects, resulting in a number of publications.

**Dr. Susana DE LA PENA**

Ph.D., English Education, University of Arizona, Tucson

B.A. English, University of Arizona, Tucson

*Biology*

*English*

Related industry experience: Presenter, Title V "Best Practice" Conference, CSUN Faculty Literary Symposium, NM Public Library, Napa Valley Writer's Conference; Panel Guest, Multi-Ethnic Literature of the United States; Reading Consultant, Bedford/St. Martin's Press; Editor, Mexican American Business & Professional Women of Austin

**Daniel FRANZEN**

M.S. Interdisciplinary Studies: Mathematics Education  
California State University, Chico  
B.S. Mathematics, California State University, Chico  
Related industry experience: Presenter, California Mathematics Council

**Angela HAMEZOPOULOS**

M.A. Social Science, University of Rochester,  
Rochester, NY  
B.A. in Anthropology, University of Rochester,  
Rochester, NY

**Dr. Giovanni HORTUA VARGAS**

PhD in Twentieth-Century Latin American and United States History  
University of California, Irvine, CA  
M.A. in Twentieth-Century Latin American and United States History  
University of California, Irvine, CA  
M.A. Coursework in U.S. and Latin American History  
California State University Long Beach, Long Beach, CA  
B.A. in Philosophy  
California State University Long Beach, Long Beach, CA

**Sarey TORRES**

M.A. Economics, California State University, Long Beach, CA  
B.A. Economics, California State University, Dominguez Hills, CA

Presenter, "Ethnic Wage Inequality in Peru," Seminar Presentation, CSU-Long Beach, CA, December 2011  
American Economic Association/Omicron Delta Epsilon (Honor Society in Economics)  
President, Society of the Economist (CSUDH)

*Mathematics*

*Sociology*  
*Anthropology*

*History*

*Economics*

**Dr. Raymond NOURMAND**

Doctor of Psychology, Clinical Psychology,  
California School of Professional Psychology,  
Alhambra, CA.  
M.A., Clinical Psychology,  
California School of Professional Psychology,  
Alhambra, CA.  
B.A. in Psychology  
University of California, Los Angeles, CA.

Related industry experience: Dr. Nourmand is a contributor for The Scribe Magazine and Love Magazine, where he writes on the root causes of different behavioral, social, psychological, and emotional phenomena. He has special experience working with people struggling with: addictions, anger, anxiety, depression, loss and grief, learning differences, relationship issues, & persistent low self-esteem, social discomfort, and unhappiness.

*Psychology*

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