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Graduate

SCHOOL OF GRADUATE STUDIES

CATALOG 2015-2016

Fashion Institute of Technology
State University of New York

Master of Arts
Master of Fine Arts
Master of Professional Studies

Requests for Admissions Information

gradinfofitnyc.edu

fitnyc.edu/gradstudies

Bursar's Office 212 217.3680
Financial Aid 212 217.3560
Registrar 212 217.3820
Residential Life 212 217.3900
General Information 212 217.7999

Welcome

At the Fashion Institute of Technology's School of Graduate Studies, you will become part of a rich mix of innovative achievers, out-of-the-box thinkers, and industry pioneers. Over its 70-year history, FIT has emerged as an internationally recognized creative hub, fostering interdisciplinary initiatives, promoting advanced study and research, partnering in professional education, providing leadership in technology, and nurturing the work of students and faculty.

We continue to expand our programs and our local and international partnerships to keep students abreast of emerging trends.

FIT's distinguished and dedicated graduate faculty provides our students with intellectual challenges balanced by real-world industry experience. Our exclusive, rigorous Master of Arts, Master of Fine Arts, and Master of Professional Studies programs ensure that each student receives the focused, individual attention that is a hallmark of a superior graduate education.

FIT and New York City set the pace in the fields of design, fashion, advertising, communications, and the arts. The city's galleries, museums, and auction houses are internationally acclaimed, as is its impact on global commerce. FIT puts you in the center of these creative industries as no other graduate school can.

Our students have access to the State University of New York's extensive resources, as well as FIT's campus offerings. The Gladys Marcus Library features a well-selected collection that supports the college's instructional programs, as well as archives and specialized materials not often found in conventional academic libraries. The world-renowned Museum at FIT, the only museum in New York City dedicated solely to fashion, offers award-winning exhibitions, public programming, and research opportunities.

Students come to FIT with a broad array of experiences and backgrounds and leave with a network of professional relationships that will inform and support their careers for many years. The School of Graduate Studies turns ambition into achievement and can help you reach your professional goals. We look forward to having you join us.

The College

Known worldwide as the premier institution of fashion education, the Fashion Institute of Technology (FIT) is also an internationally renowned State University of New York college of art and design, business and technology. Offering nearly 50 programs leading to the AAS, BFA, BS, MA, MFA, and MPS degrees, FIT is committed to blending an academic experience with a career-focused curriculum. Our graduates leave with professional skills and a broad-based knowledge, enabling them to achieve notable success.

The college's faculty is drawn from New York City's industry experts, at the forefront of their respective fields, who infuse a hands-on teaching approach with real-world expertise. FIT's faculty helps to ensure that our schools and programs evolve and adapt apace with industry.

New York City is FIT's campus, playground, and muse. World capital of fashion, business, design, and the arts, the city provides students with unlimited exposure to these industries, and FIT nurtures these connections through guest lectures, industry partnerships, and field studies. Located in the Chelsea neighborhood of Manhattan, the college offers easy access to major museums, galleries, auction houses, design studios, and the retail industry. FIT's multi-building complex comprises a full city block, and the campus is easily accessible by subway, bus, and commuter rail lines.

As FIT defines its future educational goals, it continues to reflect on its original mission. In setting out to create "the MIT for the fashion industries," FIT's founders were clear on the college's purpose, and the institution remains unique in its history and in its educational offerings. Just seven years after its 1944 founding, FIT became one of the first community colleges under the State University of New York empowered to grant the Associate in Applied Science degree.

As the curricula expanded beyond fashion and its more broadly defined industries, including design, business, and communications, changes in FIT's degree program offerings were also made. In 1975, an amendment to the education law of New York State was approved, permitting the college to confer Bachelor of Fine Arts and Bachelor of Science degrees. Four years later, another amendment was approved, authorizing the granting of master's degrees. The first Master of Arts programs were introduced in 1985, the first Master of Professional Studies degree was added in 2000, and the first Master of Fine Arts degree was introduced in 2010. Today, there are more than 10,000 students at FIT, including 200 graduate students, attending classes day and evening, year-round, in New York City, online, and in the college's international programs. With each new program, whether professional certificate, associate, bachelor's, or master's, FIT continues to serve the needs of students seeking advanced education in specific fields of study.

FIT is a public institution, receiving its principal financial support from the State and City of New York. The college is governed by its own Board of Trustees, all of whom are active professionals committed to the development of talent and the advancement of industry. The college's local sponsorship comes from the New York City Department of Education in cooperation with the FIT Foundation. It is accredited by the Middle States Commission on Higher Education, the National Association of Schools of Art and Design, and the Council for Interior Design Accreditation.

THE FIT MISSION

The Fashion Institute of Technology prepares students for professional excellence in design and business through rigorous and adaptable academic programs, experiential learning and innovative partnerships. A premier public institution in New York City, FIT fosters creativity, career focus, and a global perspective and educates its students to embrace inclusiveness, sustainability and a sense of community.

Alumni of FIT

FIT graduates continue to be active participants in the college's educational objectives in a variety of ways, including the FIT Alumni Association and alumni advisory groups. Alumni are able to share their expertise with students and exchange ideas with emerging professionals in their fields.

THE FIT ALUMNI ASSOCIATION

Every FIT alumnus is welcome to become a member of the association. This group works closely with the college and the FIT Foundation to stimulate interest among professional industry leaders, to assist with curriculum development, and to contribute annually to the library, scholarship, and student housing funds. Members nurture professional and social affiliations begun in their years at FIT while striving to establish educational and professional rapport with current students. The association presents the Mortimer C. Ritter Award and the Marvin Feldman Award to outstanding alumni with at least five years of professional excellence.

Campus and Facilities

FIT's nine-building campus is located in the Chelsea neighborhood of Manhattan, an area filled with galleries, shops, cafes, museums, restaurants, and theaters catering to New York's eclectic cultural scene. The campus comprises numerous computer labs, design and production studios, athletic facilities, the Gladys Marcus Library, and The Museum at FIT, which houses one of the world's most important collections of costumes and textiles. FIT has four residence halls—three on campus and one close by on West 31st Street—offering single-, double-, triple-, and quad-occupancy rooms and apartments.

SHIRLEY GOODMAN RESOURCE CENTER

School of Graduate Studies

fitnyc.edu/gradstudies

The school is primarily located on the third, fourth, and sixth floors of the Shirley Goodman Resource Center. Graduate Studies facilities located in the Goodman Center include:

- meeting facilities for student use;
- a fully equipped conservation laboratory;
- a multipurpose laboratory for conservation projects and the dressing of mannequins;
- specialized storage facilities for costume and textile materials;
- a graduate student library reading room with computers, reference materials, and copies of past classes' qualifying papers;
- specialized wireless classrooms, model stands, easels, and drafting tables.

The graduate programs also use the special facilities and collections of the Gladys Marcus Library and The Museum at FIT to enrich their offerings.

Gladys Marcus Library

fitnyc.edu/library

Located on the fourth, fifth, and sixth floors of the Shirley Goodman Resource Center, the library provides a collection of more than 300,000 print, non-print, and digital resources. The newspaper and periodical collection includes over 500 current subscriptions, with a specialization in international design and trade publications, and the Digital Library contains more than 90 searchable databases hosted by FIT, the New York State Library, and SUNYConnect. Most of these databases are available remotely, via login, and available 24 hours a day. The library also offers specialized resources supporting the college's educational offerings, such as clipping files, fashion and trend forecasting services, runway show DVDs, and sketch collections.

The library's fourth floor contains a library instruction classroom, Research and Instructional Services, and Special Collections. The fifth floor serves as the principal book collection of the library, and also houses a graduate reading room, a Mac lab, PC workstations, and a scanning

center. The sixth floor holds designer and fashion files, forecasting services, “look books,” microfilm, the newspaper and periodical collection, and a “Smart” classroom for information literacy instruction. Mac and PC computer workstations, printers, scanners, and self-service copiers are located throughout the library.

Special Collections houses rare books and materials, including all titles in the library’s collection that predate 1860, and selected titles dating from 1860 to the present, singled out for their aesthetic qualities, fragile condition, rarity, or value. Special Collections covers such subjects as architecture, art, decoration and ornament, dressmaking, fashion, interior decoration, regional costume, tailoring, textile design, the textile industry, and textile science. It also includes archives, original fashion sketches, photographs, portfolios of plates, and scrapbooks containing biographical material on designers and companies. Special Collections is accessible by appointment only, including evenings and weekends.

Some highlights of Special Collections include:

- corporate and personal archives, including B.H. Wragge, Inc., David Dubinsky, *Esquire*, and an FIT historical collection;
- Fashion for America!, which includes reproductions of 4,500 original fashion sketches, representing more than 50 designers and houses;
- periodicals such as *Gazette du Bon Ton* (1912-25), *Harper’s Bazaar* (1867-1939), *Les Idées Nouvelles de la Mode* (1922-32), and *Vogue* (1916-39);
- sketches by/from Bergdorf Goodman, Berley Studio, Cardinal Fashion Studios, Davidow, Lady Duff-Gordon (known as Lucile, c.1908-19), the Frances Needy Fashion Illustrations Collection, Sophie Gimbel, Bill and Hazel Haire, Joseph Love, Inc., Muriel King (c.1932-45, including costumes designed for Katharine Hepburn, Ginger Rogers, and Margaret Sullavan), Harriet Meserole, Max Meyer, Frederick Milton, Florence Schatken, and Whittingham and Humphreys (1888-1914);
- WPA scrapbooks of picture sources.

The Museum at FIT

fitnyc.edu/museum

The Museum at FIT is a specialized fashion museum, dedicated to advancing knowledge of fashion through exhibitions, publications, and public programs. To achieve its mission, the museum collects, conserves, documents, exhibits, and interprets fashion. Founded in 1969, the museum was installed in the current building in 1974, and exhibitions began to be presented in 1975. Its permanent collection now encompasses some 50,000 garments and accessories from the 18th century to the present. Important designers such as Adrian, Balenciaga, Chanel, and Dior are represented. The collecting policy of the museum focuses on aesthetically and historically significant “directional” clothing, accessories, textiles, and visual materials, with an emphasis on contemporary avant-garde fashion. A fully equipped conservation laboratory assures specialized care and preservation of the collection, as well as innovative methods of presentation. A photographic studio provides documentation of the collection, as does the collections management database. Hundreds of specialized classes and tours utilize the museum’s collection every year, as do many designers and scholars.

The museum is best known for its innovative and award-winning exhibitions, such as *Dance and Fashion*, *Daphne Guinness*, *Ivy Style*, *Shoe Obsession*, and *Yves Saint Laurent and Halston: Fashioning the 70’s*. Major exhibitions are presented in the Special Exhibitions Gallery on the lower level. In addition, every six months, a new selection of objects from the permanent collection is put on display in the Fashion and Textile History Gallery, the only such venue in the United States. Each exhibition in this gallery surveys approximately 250 years of fashion by focusing on topics such as fashion and politics, eco-fashion, and seduction. The museum’s third exhibition venue, Gallery FIT, is devoted to student and faculty shows, including an annual collaboration between the museum

and FIT's MA program in Fashion and Textile Studies. Every year, approximately 100,000 visitors come to the museum, which is free and open to the public Tuesday through Friday, noon to 8 pm, and Saturdays from 10 am to 5 pm.

The museum's Fashion Culture program presents numerous lectures, conversations, tours, and other events. In addition, it presents an annual Fashion Symposium, which brings together internationally known scholars, curators, and fashion professionals.

DAVID DUBINSKY STUDENT CENTER

Throughout the eight-story David Dubinsky Student Center are lounges, a game room, the student radio station, the Style Shop (the student boutique on the first floor), student government and club offices, arts and crafts studios, a comprehensive health center, the Lari and Barbara Stanton Fitness Center, a counseling center, and an outdoor sitting area. Financial Aid Services, Educational Opportunity Programs, and Disability Support Services/FIT-ABLE offices are also located here. In addition, the student center houses 50,000 square feet of laboratories and studios, including the Annette Green Fragrance Foundation Studio, a professionally equipped fragrance lab that is the only one of its kind on a college campus, and provides an environment for fragrance development. A 17,000-square-foot, street-level dining hall features a variety of food stations and a wide range of menu options, as well as a full-service Starbucks. The 8,000-square-foot Barnes & Noble at FIT bookstore is located on the lower level. Students are encouraged to take advantage of the full range of services and activities offered by the Department of Student Life, located on the seventh floor.

FRED P. POMERANTZ ART AND DESIGN CENTER

The Fred P. Pomerantz Art and Design Center houses photography studios and darkrooms, painting and printmaking rooms, a sculpture studio, a graphics laboratory, and a model-making workshop. Specially equipped studios provide creative work areas for students in the fine and applied arts. The graphics laboratory, Print/FX Graphics Lab, provides a controlled and calibrated computer environment in which students can prepare digital files for printed output. The laboratory includes high-resolution, large-format printers to accommodate photography, presentation graphics, overlays and specialty graphics, banners, posters, displays, fine art, textile proofs, and CAD prints. The laboratory is also equipped with slide duplication, scanning, wire bending, and laminating capabilities. Also located within the center is the 277-seat Katie Murphy Amphitheatre, used for both student presentations and industry events.

MARVIN FELDMAN CENTER AND THE BUSINESS AND LIBERAL ARTS CENTER

These two buildings house academic and specialized classrooms, laboratories, design studios, and the 775-seat Morris W. and Fannie B. Haft Auditorium.

These buildings also house the academic and administrative offices for the School of Art and Design, the School of Liberal Arts, and the Jay and Patty Baker School of Business and Technology. The Feldman Center is home to the Registration Center, the Registrar, Admissions, the Academic Advisement Center, the Writing Studio, and the Office of International Student Services.

Peter G. Scotese Computer-Aided Design and Communications Center

Students have access to Mac and PC labs with specialized peripheral equipment. Software applications include Adobe Creative Suite (Photoshop, Illustrator, InDesign, GoLive, and Acrobat). In addition, internet access and web applications are supported by Macromedia Studio MX (consisting of Dreamweaver, Flash, Fireworks, Freehand, and Cold Fusion), Macromedia Director, and Shockwave Studio. Proprietary software from such industry leaders as Gerber (AccuMark) and Lectra (U4ia, Modaris, PrimaVision, Kaledo) is used by students, in addition to NedGraphics Fashion Studio, Colour Matters, and Pointcarré. AutoCAD, Final Cut Studio Pro, Rhino, Solidworks, 3D Studio Max, and others. Open labs are available to support instruction on these systems and programs. The Peter G. Scotese Center is also open to industry members for computer training and industry-specific workshops.

The state-of-the-art facilities in this center allow art and design students to explore technology and its integration in the design of textiles, toys, interiors, fashion, advertising, graphics, and packaging, as well as photography and computer graphics. Various computer laboratories are used for liberal arts coursework in English, educational skills, science, social sciences, and mathematics. Students also use these labs for the study of textile development, patternmaking, and marker making.

Design/Research Lighting Laboratory

This educational and professional development facility provides the opportunity to study lighting design through experimentation and firsthand observation using a computer-programmable light-control system. Students in the graduate school's Exhibition Design and Sustainable Interior Environments programs make use of this facility, along with several undergraduate majors.

Fabrics and Findings Laboratory

A facility of the School of Art and Design, this laboratory replicates the resources and current methods used by professional fashion designers. It provides students with a hands-on experience that employs the same techniques used by working designers who create fashion collections. Lab materials are updated seasonally.

CONFERENCE CENTER AT FIT

The Conference Center at FIT, home to the Center for Continuing and Professional Studies, features state-of-the-art conference and training rooms for industry seminars and workshops. The Conference Center, which opened in 2004, also houses the John E. Reeves Great Hall, a nearly 6,400-square-foot venue for fashion shows, lectures, exhibitions, trade shows, and other large events.

FIT and New York City

FIT's location places its students at the heart of the fashion, advertising, visual arts, design, business, and communications industries. FIT views New York City as a laboratory for learning and living, and the college makes use of the city's unparalleled cultural and commercial resources to enrich its programs and enhance each student's opportunity for personal and professional growth. Frequent visits by students to design studios, museums and galleries, production and distribution centers, and retail establishments complement the regular visits to FIT's campus by business leaders who discuss current trends, new developments, and technological changes. Class projects take students to the city's numerous museums, libraries, galleries, studios, workrooms, and showrooms.

Industry research and development, seminars, job placements, workshops, executive forums, and many other activities are enhanced by their location in New York City. FIT's extensive internship program provides students with vital professional experience.

School of Graduate Studies

Providing an advanced course of study in disciplines closely tied to the creative and business industries, the School of Graduate Studies offers four Master of Arts (MA) programs, one Master of Fine Arts (MFA) program, and two Master of Professional Studies (MPS) programs. Highly focused and professionally oriented, FIT's graduate programs provide students with the opportunity to develop critical thinking capability, eloquent and effective communication skills, creative business acumen, and technical expertise.

Our graduates are highly sought after in their fields. The majority of MA and MFA program graduates are currently employed in creative professions. Working as curators, registrars, educators, conservators, auction house and art gallery staff, and corporate curators and advisors, graduates in Art Market: Principles and Practices, and Fashion and Textile Studies: History, Theory, Museum Practice have found positions at the Guggenheim Museum, Christie's, Seoul Auction

House, the Metropolitan Museum of Art, The Museum of Modern Art, Asia Society, and the Smithsonian Institution. Those enrolled in the studio-intensive programs of Exhibition Design and Illustration graduate with a highly competitive portfolio, a strong network of industry contacts, and relevant experience. Students in the Sustainable Interior Environments program gain highly marketable expertise that enables them to advance in their current employment, as well as assume leadership positions in the design industry, educational institutions, and research centers. Students in the Global Fashion Management and the Cosmetics and Fragrance Marketing and Management MPS programs are already established in their fields and maintain full-time employment in the industry while working toward their degree, which provides the basis for advancement to positions of greater managerial responsibility.

School of Graduate Studies Mission Statement

The School of Graduate Studies:

- provides accessible, student-centered graduate education in the specialized fields of art, design, business, and technology;
- instills in its students the expertise and confidence to make significant, creative contributions to their professional environments;
- fosters leadership and innovative thinking through scholarship, research, and professional development;
- facilitates cross-disciplinary opportunities for its students and faculty;
- acts as an interdisciplinary center of academic and creative excellence that anticipates the evolving needs of the communities, industries, and institutions it serves;
- strengthens global educational partnerships by way of curricular innovation and faculty and student exchange.

Teaching and Learning

FIT FACULTY

FIT's approach to teaching combines theory and practice in all the disciplines; students are provided with a curriculum that blends critical thinking and creative problem-solving challenges with a hands-on, real-world-based education. Faculty are required to have extensive experience in diverse fields, enabling them to integrate their continuing professional activity into their teaching. They contribute to the development of the design and business professions through their participation in conferences, exhibitions, and publications, and are often sought by the media as experts in their fields. In addition to regular faculty, working professionals also serve as advisors, visiting critics, and guest lecturers.

The college is committed to faculty development through its Center for Excellence in Teaching and the Teaching Institute, which support faculty research and professional development. These facilities provide instructional support to faculty as they work to develop innovative teaching methodologies and integrate developing technologies into their curricula. Regular mentoring programs bring together faculty for discussions on effective teaching and learning.

ADVISORY GROUPS

Many of the college's programs are supported by an advisory group of professionals in the field, often drawn from the college's well-placed alumni. Using their work experience as the basis for consultation, group members work with faculty to ensure that the curricula remain current. They arrange for student field work and help students identify internship and career possibilities. Advisory groups also plan seminars on the latest technological and theoretical advancements and work to maintain close ties between industry and the college.

FIT's location places its students at the heart of the fashion, advertising, visual arts, design, business, and communications industries. FIT views New York City as a laboratory for learning

and living, and the college makes use of the city's unparalleled cultural and commercial resources to enrich its programs and enhance each student's opportunity for personal and professional growth. Frequent visits by students to design studios, museums and galleries, production and distribution centers, and retail establishments complement the regular visits to FIT's campus by business leaders who discuss current trends, new developments, and technological changes. Class projects take students to the city's numerous museums, libraries, galleries, studios, workrooms, and showrooms.

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Admissions

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International Students

Students educated outside the U.S. should click herefor detailed information about transcript requirements.

Students from countries where English is not the official language must provide an official Test of English as a Foreign Language (TOEFL) score, a minimum of 550 on the paper test, 213 on the computer test, or 80 on the internet test, directly from ETS, or an Interactive/English Language Testing (IELTS) score of 6.5 or higher. Scores should be sent directly to FIT. The FIT Graduate School College code is 2257-5199.

STUDENT VISAS

In accordance with federal regulations, FIT only issues I-20 forms (Certificates of Eligibility for Nonimmigrant [F-1] Student Status) to students who have been admitted to a full-time program of study leading to a degree. Students who wish to apply for an F-1 student visa or who hold F-1 student status must obtain an I-20 from FIT. To obtain an I-20, students must submit an International Student Financial Statement (ISFS) to FIT after being admitted to the college. The U.S. Citizenship and Immigration Services require verification of the student's ability to finance studies in the United States. An estimate of expenses based on current tuition, fees, and living and personal expenses appears on the ISFS.

After notification of acceptance, a tuition deposit is required. Once the tuition deposit and the International Student Financial Statement are received, an I-20 will be issued. The I-20 is necessary to apply for a visa at a U.S. consulate in order to enter the United States to study. Those students holding F-1 status from another U.S. college must transfer their F-1 status to FIT; instructions for transfer of their SEVIS record to FIT will be sent upon receipt of the tuition deposit and the ISFS. An FIT-issued I-20 is necessary to maintain F-1 status while at FIT. To download the ISFS and for more information about applying for a visa and the terms and conditions of F-1 status, visit the FIT Office of International Student Services website at fitnyc.edu/iss.

All international students must attend a mandatory orientation during their first semester of attendance. Orientation information will be sent with the I-20 and is available online.

Notification

Students whose completed applications have been received by **February 15** will be notified by letter of their acceptance status. Students applying to the Cosmetics and Fragrance Marketing and Management Program may submit applications until March 15.

Letters of acceptance will include forms pertaining to the student's residency, housing applications, and financial aid information. Failure to meet the deadline stated in the supplemental admissions information may result in cancellation of the student's admission.

Selection of Applicants

For general admission questions, please contact carole_desantis@fitnyc.edu.

1. A completed application may be submitted exclusively online from September 15 - February 15; there are no spring admissions. Applications submitted will receive a response within 4-6 weeks following the February 15 priority deadline. Applications accepted after February 15 will receive a reply as space permits. Applications will not be reviewed until all necessary elements are received.

2. Resume and Essay

In a brief essay, discuss your choice of program and reasons for interest, including pertinent work and travel experience. Also include your future professional objectives.

3. Transcripts

Applicants must hold a baccalaureate degree in an appropriate major from an accredited college or university with a cumulative GPA of 3.0 or greater. Transcripts may be uploaded with your application; however, you must submit an official transcript in its original sealed envelope. These can be mailed to:

School of Graduate Studies, Room E315
Fashion Institute of Technology
227 W. 27th Street, New York, NY 10001-5992

FIT will accept electronic transcripts from the following approved vendors:

Parchment
Naviance by Hobson

Guidelines for International Student Credentials

All applicants educated outside the U.S. are required to have their credentials from those schools evaluated by World Education Services (WES).

To ensure that your evaluation includes all of the information that FIT requires, please note:

FIT's requirements may differ from WES's country-specific requirements.

All schools listed on FIT's application and resume/CV must all be listed on WES's application as well.

For FIT's instructions and requirements go to: wes.org/fitgrad/. For questions or problems regarding document submission, please email WES at FIT@wes.org.

ATTENTION: WES evaluations constitute non-binding advisory opinions only. Where FIT's assessment of any credential(s) differs from that of WES, FIT makes all final determinations regarding course/grade/credit/GPA equivalencies and degree equivalencies.

Applicants with three-year bachelor's degrees:

Regardless of the outcome of the WES evaluation, FIT does not recognize the three-year bachelor's degree (from India, for example) as equivalent to a U.S. bachelor's degree.

4. Testing Requirements

5. Letters of Recommendation

6. Interview

7. Program-Specific Requirements

Art Market

Applicants must present the Graduate Record Examination (GRE). Forward scores to the School of Graduate Studies (code 2257-5199).

Minimum of four college-level courses in art history.

Minimum of two years of college coursework in a foreign language appropriate to the chosen field of study. If you do not meet the Foreign Language requirement, you may be granted conditional acceptance requiring fulfillment of the coursework by the end of the second semester of study.

Fashion and Textile Studies

Applicants must present the Graduate Record Examination (GRE). Forward scores to the School of Graduate Studies (code 2257-5199).

Minimum of four college-level courses in art history or related disciplines.

Minimum of two years of college coursework in a foreign language appropriate to the chosen field of study.

For those selecting the conservation emphasis, one semester of college chemistry is required before advanced conservation courses can be taken in the second year.

Sustainable Interior Environments

Preference will be given to candidates with a bachelor's degree and professional or educational experience in interior design, architecture, exhibition design, industrial design, or other professions related to the built environment.

Completed applications may be submitted September 15 through March 15.

Exhibition Design

Portfolio Requirements:

Submission of 20 pieces of design work to include: Samples of drafting in AutoCad or Vectorworks; proficiency in Creative Suite programs including Illustrator, InDesign, and Photoshop; 3D digital rendering in 3D Studio Max, Sketchup, or other programs. Additional work in sketching, hand rendering, other software applications a plus. If you have examples of other forms of artistic pursuits such as photography, painting, sculpture, or media, please include samples in your portfolio. Creative expression, looseness, and playfulness are very appreciated in the candidate. Submit your portfolio here.

Illustration

Applicants must have three years of industry-related work experience after earning a bachelor's degree in illustration or a related field.

Proficiency in Adobe Photoshop, Illustrator, and Microsoft Word.

Portfolio Requirements:

Submission of 15-20 pieces. Life drawings and drawings from observation **MUST** be included for consideration. Submit images as LOW-RES files (72 dpi). Please submit using the format: Lastname_ jpeg (number each illustration sequentially). Submissions improperly prepared will not be considered. No slides, original work, nor direction to a website are accepted.

All portfolio submissions become the property of the School of Graduate Studies and will not be returned. Portfolios that do not follow the specifications will not be reviewed. Portfolios will not be reviewed unless an application has been submitted.

Submit your portfolio here.

Cosmetics and Fragrance Marketing and Management

Prior to matriculation, candidates may be required to have satisfactorily completed undergraduate courses in marketing principles, macroeconomics, and accounting or finance, depending on undergraduate field of study and previous professional experience.

Candidates must have a minimum of three years of work experience in an industry related to their course of study. Preference is given to candidates with at least five years of work experience, global work or study experience, and foreign language proficiency.

Three letters of recommendation, including one from a college or university faculty member with whom you have studied and two from professionals with whom you have worked.

Select applicants will be contacted by the Office of Graduate Studies to schedule an interview and timed writing sample.

Mac laptop required.

Completed applications may be submitted from September 15 through March 15.

Global Fashion Management

Applicants must present the Graduate Record Examination (GRE) scores or the Graduate Management Admissions Test (GMAT) scores. GRE test scores are preferred. Forward scores to the School of Graduate Studies (code 2257-5199).

Minimum of three years' work experience in a fashion-related industry, preferably on a managerial level.

Veterans and Selective Service

FIT has been accorded recognition as a school of higher learning by the Veterans Administration. Enrolling students should obtain their VA papers as far in advance of registration as possible. Those seeking readmission to the college from the armed services who have been admitted to the college for a date of entry prior to formal separation should notify the office of the Registrar immediately following receipt of acceptance in order to facilitate processing of early separation procedures.

For more information, please visit our Veteran Services web page: [Veteran Services\(http://www.fitnyc.edu/21077.asp\)](http://www.fitnyc.edu/21077.asp).

Visits to the College

Each program in the School of Graduate Studies schedules and hosts its own public events, including an annual open house. For more information about a particular program's events, visit the school's website at fitnyc.edu/gradstudies.

Academic Calendar

Calendar is subject to change.

FALL SEMESTER

| Activity | 2013 | 2014 | 2015 |
|--|------------------------|-----------------|-----------------|
| Faculty conferences, registration, and orientation | August 19-23 | August 18-22 | August 24-28 |
| First day of classes | August 26 | August 25 | August 31 |
| Labor Day — college closed | September 2 | September 1 | September 7 |
| Rosh Hashanah — no evening classes | September 4 | September 24 | - |
| Rosh Hashanah — college closed | September 5-6 | September 25-26 | September 14-15 |
| Yom Kippur — no evening classes | September 13 | October 3 | September 22 |
| Yom Kippur — college closed | September 14 | October 4 | September 23 |
| Thanksgiving recess — college closed | November 28-December 1 | November 27-30 | November 26-29 |
| Last day of the semester | December 21 | December 20 | December 22 |
| New Year's Eve observed—college closed | December 31 | December 31 | December 31 |

WINTER SESSION

| Activity | 2014 | 2015 | 2016 |
|---|------------|------------|------------|
| First day of classes | January 2 | January 5 | January 4 |
| Martin Luther King Day — college closed | January 20 | January 19 | January 18 |
| Last day of the session | January 22 | January 21 | January 20 |

SPRING SEMESTER

| Activity | 2014 | 2015 | 2016 |
|--|---------------|------------------|---------------|
| Faculty conferences, registration, and orientation | January 23-24 | January 22-23 | January 21-22 |
| First day of classes | January 27 | January 26 | January 25 |
| President's Day — college closed | February 17 | February 16 | February 15 |
| Spring recess — no classes | April 14-20 | March 30-April 5 | March 21-27 |
| Last day of the semester | May 19 | May 18 | May 17 |
| Commencement | May 20 | May 21 | May 19 |
| Memorial Day — college closed | May 26 | May 25 | May 30 |
| Passover - no classes | - | - | April 22 |

SUMMER SESSION 1/SUMMER SESSION 2

| Activity | 2014 | 2015 | 2016 |
|--|---------|---------|----------|
| First day of Summer Session 1 classes | May 27 | May 26 | May 31 |
| Last day of Summer Session 1 day classes | June 30 | June 29 | July 5 |
| First day of Summer Session 2 classes | July 1 | June 30 | July 6 |
| Independence Day — college closed | July 4 | July 4 | July 4 |
| Last day of Summer Session 1 evening classes | July 16 | July 27 | July 25 |
| Last day of Summer Session 2 classes | July 22 | July 20 | August 3 |

Academic Programs

- Master of Arts (p. 17)
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 - Fashion and Textile Studies: History, Theory, Museum Practice (p. 23)
 - Sustainable Interior Environments (p. 26)
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Master of Arts

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Sustainable Interior Environments (p. 26)

Art Market

NYSED: 87128 HEGIS: 1099

Art Market is a 48-credit, full-time program that provides students with the knowledge and experience necessary for careers in the many sectors of the art market. The curriculum includes art history, writing for the art market, gallery design and operation, business practices, computer technology for the art world, marketing, valuation and appraisal, exhibition theory, and art law and professional ethics. Students in the program are required to complete an internship with a gallery, auction house, or art service business, and to research and write a master's qualifying paper. Graduating students complete a practicum in which they assemble an exhibition from concept to execution as their final project. This distinctive assignment allows students to put into practice the knowledge and skills they have gained in a real-world showcase of their talents.

Art Market graduates find employment as art gallery directors, public art program directors, art consultants for private and corporate collections, art foundation administrators, in museum marketing and development, and as independent curators, auction house department heads, and artist representatives.

KATHERINE MICHAELSEN, Associate Chairperson
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fitnyc.edu/artmarket

COURSE OF STUDY

Semester 1

| | | |
|-------|-----------------------------------|---|
| AM511 | Gallery Management and Operations | 3 |
| AM521 | History of Art: 1870 to 1945 | 3 |
| AM533 | Core Business Practices | 3 |
| AM541 | Writing About Art | 3 |

Semester 2

| | | |
|-------|--|---|
| AM512 | The Business of Art | 3 |
| AM522 | History of Art: 1945 to 1990 | 3 |
| AM531 | Marketing for Art Organizations | 3 |
| AM571 | Computer Technology for the Art Market | 3 |

Semester 3

| | | |
|-------|---|---|
| AM613 | Valuation and Appraisal | 3 |
| AM623 | Public, Non-Profit and Art Services Sectors | 3 |
| AM633 | Art, Law, and Professional Ethics | 3 |
| AM653 | Practicum: Public Program | 3 |

Semester 4

| | | |
|-------|--|---|
| AM641 | Art Now: Communicating Current Trends in Art | 3 |
| AM654 | Practicum: Exhibition | 3 |
| AM691 | Internship | 3 |
| AM701 | Qualifying Paper | 3 |
| AM702 | Maintenance of Matriculation per Term | 0 |

Total Credits

48

COMMON REQUIREMENTS

All degree programs require that students maintain a cumulative grade point average of 3.0 every semester while enrolled in the program. A student will be sent a warning notice for the first term that the 3.0 GPA is not achieved. A second term with a GPA below 3.0 will result in a limitation of registration credits or possible dismissal from the program. A final GPA of 3.0 is required for graduation. Each degree program also has specific requirements for graduation.

ADVANCEMENT TO DEGREE CANDIDACY

Requirements for Candidacy

See each program's specific degree requirements.

Eligibility to Attend Commencement Exercises

Candidates for the master's degree at FIT must have advanced to candidacy before being permitted to attend graduation ceremonies.

Maintenance of Matriculation:

To maintain matriculation, a degree candidate must register each semester following entry into a program for either (a) at least one approved course or (b) maintenance of matriculation. If a student does not maintain continuous matriculation, or does not complete all degree requirements in the time allowed, that student will be required to apply for readmission to the program following the procedures and requirements listed in the catalog of the readmission year. If readmission is granted, the student will also be required to pay all delinquent maintenance of matriculation fees prior to being awarded the degree.

Degree Requirements

General

For admittance to degree candidacy, students must have satisfied all outstanding prerequisites, completed a minimum of 48 approved course credits, achieved a final grade point average (GPA) of 3.0, completed at least one official internship, and had their qualifying paper proposal approved by their committee. Students must have advanced to degree candidacy before being permitted to attend graduation ceremonies.

It is the student's responsibility to propose a qualifying paper topic and to select an advisor from the graduate faculty. Written proposals must be submitted to, and approved by, both the advisor and the committee before the student may proceed with the qualifying paper. Students, with their advisors, are invited to attend the committee's discussion of the proposal, to defend and clarify points. Students are encouraged to complete proposals by the end of their third graduate semester. Detailed guidelines are available in the Office of Graduate Studies.

Language Requirement

All students in the Art Market program are required to have a reading knowledge of either French, Italian, Spanish, or German (though other foreign languages appropriate to the field of study will also be considered). This requirement must be met by the end of the second semester of study. Students can satisfy this requirement by completing two years (four semesters) of college-level language study, or by passing a written translation examination administered by the School of Graduate Studies.

Internship

All students are required to complete an internship at an appropriate art institution. Course credit is only granted for one internship, but students are encouraged to serve additional internships for professional growth and networking opportunities.

Internships may be pursued during the academic year or during the summer. Internships require a minimum commitment of 135 hours, which equals one or two days a week for a full semester, or for summer internships, four to six weeks of full-time work. Past student internships have included positions at the Metropolitan Museum of Art, the Guggenheim Museum (New York and Venice), the Museum of Modern Art, the Whitney Museum of American Art, Deitch Projects, Mitchell-Innes & Nash, Julie Saul Gallery, Jim Kemper Fine Art, Gagolian Gallery, Gorney, Bravin & Lee, Exit Art, James Cohan Gallery, Paula Cooper Gallery, Hirschl & Adler Galleries, Romare Bearden Foundation, Gottlieb Foundation, the International Center of Photography, and Christie's and Sotheby's auction houses.

Internship guidelines are available in the Office of Graduate Studies. Each student, in consultation with the program chair, makes a formal application for a position, and if selected, reports directly to a staff member at the internship location, who then supervises and evaluates the student's work. Students are required to maintain an internship journal, write an essay summarizing their experience, and make an oral presentation in AM 691 Internship in the fourth semester. Academic credit cannot be granted for any internship that has not been approved by the program chair before the internship begins.

Qualifying Paper

The qualifying paper may take the form of a scholarly research paper or article, an exhibition proposal or catalog, a business or marketing plan, a grant proposal, a collection survey, or an exhibition catalogue essay.

Students should select a topic whose research and explication is completely manageable within a single year. When completed, a qualifying paper—including but not limited to text, footnotes, bibliography, and illustrations—should not exceed 30-40 pages in length.

It is the student's responsibility to propose a topic and, in consultation with the program chair, select an advisor from the graduate faculty. Written proposals must be submitted to, and approved by, both the advisor and the committee before the student may proceed. Students, with their advisors, are invited to attend the committee's discussion of the proposal to defend and clarify points. Students are encouraged to complete proposals before their third graduate semester. Detailed guidelines are available in the Office of Graduate Studies.

Time Requirement for Degree Completion

Students are expected to complete all degree requirements, including the qualifying paper, by the end of the second year of study. In the event of special extenuating circumstances, a student may be granted an extension through the end of the summer, and submit the qualifying paper at the first meeting of the fall semester.

Exhibition Design

NYSED: 29386 HEGIS: 1009

The 39-42 credit, full-time program in Exhibition Design prepares students for careers in the exhibition design profession. The studio-driven curriculum focuses on designing narrative environments with the audience in mind. Students explore exhibition design in multiple areas, including museums and trade and public venues, and develop skills in concept development, environmental design, graphics, lighting, and modelmaking. Working closely with industry partners, the program features actual projects and studio-based competitions with local and international firms, museums, and public facilities. Following a critical thesis exhibition project, students complete an internship at a specially designated site appropriate to their learning needs and career visions.

BRENDA COWAN, Associate Chairperson
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COURSE OF STUDY

Fall - Semester 1

| | | |
|-------|--|-----|
| ED541 | Introduction to Exhibition Design Graphics | 1.5 |
| ED571 | Illuminating the Exhibition Experience | 3 |
| ED572 | Historical Perspective and Theory | 3 |
| ED581 | Introduction to the Exhibition Design Studio | 1.5 |
| ED582 | Exhibition and Planning Design Studio | 3 |

Optional Winter Session

| | | |
|-------|--|-----|
| ED573 | International Professional Practices Seminar | 0-3 |
|-------|--|-----|

Spring - Semester 2

| | | |
|-------|--|---|
| ED523 | Exhibition Design for the Museum Setting | 3 |
| ED531 | Presentation Techniques | 3 |
| ED542 | Exhibition Design Graphics I | 3 |
| ED584 | Exhibition Development and Evaluation | 3 |

Summer Session

| | | |
|-------|---|---|
| ED591 | Exhibition Design Thesis: Directed Research | 3 |
|-------|---|---|

Fall - Semester 3

| | | |
|-------|---|---|
| ED632 | Advanced Presentation Techniques | 3 |
| ED643 | Exhibition Design Graphics II | 3 |
| ED651 | The Exhibition Model | 3 |
| ED691 | Capstone Project Development & Qualifying Paper | 3 |

Total Credits

39-42

Optional Internship Elective

IC592 Internship - Exhibition Design (3 cr.). This internship elective occurs over the spring semester. Internship sites include design firms, museums, exhibit marketing firms, retail environments, events companies, and exhibition design and production companies. Internships must be pre-approved by the department chairperson and FIT's Career and Internship Center. Current lists of credit bearing internship opportunities, descriptions, guidelines, and procedures are kept on file in the department office and at the Career and Internship Center. International Students must take this elective as per their Curricular Practical Training (CPT).

ADVANCEMENT TO DEGREE CANDIDACY

Eligibility to Attend Commencement Exercises

Candidates for the master's degree at FIT must have advanced to candidacy before being permitted to attend graduation ceremonies.

Maintenance of Matriculation:

To maintain matriculation, a degree candidate must register each semester following entry into a program for either (a) at least one approved course or (b) maintenance of matriculation. If a student does not maintain continuous matriculation, or does not complete all degree requirements in the time allowed, that student will be required to apply for readmission to the program following the procedures and requirements listed in the catalog of the readmission year. If readmission is granted, the student will also be required to pay all delinquent maintenance of matriculation fees prior to being awarded the degree.

Degree Requirements

General

For admittance to degree candidacy, students must have satisfied all prerequisites, completed a minimum of 39 approved course credits, achieved a final grade point average (GPA) of 3.0, and had their qualifying thesis project approved by their committee. Students must have advanced to degree candidacy before being permitted to attend graduation ceremonies.

Qualifying Thesis Project

The final semester of the program comprises four interdisciplinary courses, through which students conceive and execute a professional-quality, independent thesis design project, subject to department approval. The thesis is comprised of a design hypothesis proven through research and the execution of a comprehensive exhibition design and qualifying academic paper.

Laptop

Students accepted into the Exhibition Design program are expected to bring a laptop computer that meets current program specifications. For specific information, please contact the program chairperson.

Fashion and Textile Studies: History, Theory, Museum Practice

NYSED: 85053 HEGIS: 1099

The 48-credit, full- or part-time program in Fashion and Textile Studies: History, Theory, Museum Practice prepares students for professional curatorial, conservation, education, and other scholarly careers that focus on historic clothing, accessories, textiles, and other related materials. Fashion and textiles are explored from a variety of perspectives, including traditional art historical methodologies, as well as innovative approaches such as anthropology, material culture, and gender studies. The curriculum offers a vigorous, hands-on approach to the study of fiber-based objects through a close association with The Museum at FIT. Students may elect either a curatorial or a conservation emphasis, but all students are taught basic conservation skills, current collections management methods, and the proper exhibition techniques for costume and textiles. To supplement their historical and analytical courses, students are required to complete at least one internship, write a master's qualifying paper based on original research, and take an active role in a yearlong course that culminates in a professional exhibition at The Museum at FIT. Students may customize the course of study by choosing their qualifying paper topic and their internship location. They may also select up to two independent study courses with an appropriate focus on their chosen specialization. In addition, students may transfer up to nine credits in related coursework from other graduate institutions.

Graduates of the program find positions as museum curators, research specialists, collections managers and registrars, historic house directors, museum educators, independent exhibition curators, corporate curators, fashion and textile historians, costume and textile conservators, auction house department specialists and researchers, vintage clothing and textile dealers, archivists, and consultants.

DENYSE MONTEGUT, Associate Chairperson
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fitnyc.edu/fashiontextilehistory

COURSE OF STUDY

Pre-Semester

| | | |
|-------|--|---|
| FT541 | Proseminar: Critical Writing, Research Techniques, and Documentation Methods | 0 |
|-------|--|---|

Semester 1

| | | |
|-------|--|---|
| FT521 | Fashion History through the Nineteenth Century | 3 |
| FT522 | History of Western Textiles | 3 |
| FT551 | Collection Management Skills | 3 |
| FT561 | Fiber and Fabric: Identification and Analysis | 3 |

Semester 2

| | | |
|-------|--|---|
| FT523 | History of Twentieth Century Fashion | 3 |
| FT524 | Dress and Textiles in World Cultures | 3 |
| FT552 | Museum Theory and Practices | 3 |
| FT562 | Conservation Practices: Theory and Technique | 3 |

Semester 3

| | | |
|--|---|---|
| FT653 | Costume and Textile Mounting Skills | 3 |
| FT654 | Exhibition: Planning and Interpretation | 3 |
| Choose any two courses from the following three: | | 6 |
| FT625 | History of American Men's Wear | 3 |
| FT631 | Special Topics | 3 |
| FT663 | Advanced Conservation I | 3 |

Semester 4

| | | |
|-------|---|---|
| FT626 | Modern Textiles: Designers, Makers, and Markets | 3 |
| FT655 | Exhibition: Practicum | 3 |

| | |
|--|-----------|
| choose any two courses from the following three: | 6 |
| FT633 Advanced Theory: Professional Seminar | 3 |
| FT634 Advanced Curatorial: Historic Interiors | 3 |
| FT664 Advanced Conservation II | 3 |
| Total Credits | 66 |

Additional Courses

FT691 Internship (0 cr.), FT701 Qualifying Paper (0 cr.), FT702 Maintenance of Matriculation (0 cr.), and FT692 Independent Study (1-3 cr.)

COMMON REQUIREMENTS

All degree programs require that students maintain a cumulative grade point average of 3.0 every semester while enrolled in the program. A student will be sent a warning notice for the first term that the 3.0 GPA is not achieved. A second term with a GPA below 3.0 will result in a limitation of registration credits or possible dismissal from the program. A final GPA of 3.0 is required for graduation. Each degree program also has specific requirements for graduation.

ADVANCEMENT TO DEGREE CANDIDACY

Requirements for Candidacy

See each program's specific degree requirements.

Eligibility to Attend Commencement Exercises

Candidates for the master's degree at FIT must have advanced to candidacy before being permitted to attend graduation ceremonies.

Maintenance of Matriculation

To maintain matriculation, a degree candidate must register each semester following entry into a program for either (a) at least one approved course or (b) maintenance of matriculation. If a student does not maintain continuous matriculation, or does not complete all degree requirements in the time allowed, that student will be required to apply for readmission to the program following the procedures and requirements listed in the catalog of the readmission year. If readmission is granted, the student will also be required to pay all delinquent maintenance of matriculation fees prior to being awarded the degree.

Degree Requirements

General

For admittance to degree candidacy, students must have satisfied all outstanding prerequisites, completed a minimum of 48 approved course credits, achieved a final grade point average (GPA) of 3.0, completed at least one official internship, and had their qualifying paper proposal approved by their committee. Students must have advanced to degree candidacy before being permitted to attend graduation ceremonies. Students have one year after achieving degree candidacy to complete their qualifying paper.

Language Requirement

All students are required to have a reading knowledge of either French, Italian, German, or Spanish (though other foreign languages appropriate to a specific field of study will also be considered). This requirement must be met by the end of the second semester of study, or if studying part-time, by the time the student completes the equivalent of one full-time year of coursework. Students can satisfy this requirement by completing two years (four semesters) of college-level language study, or by passing a written examination administered by the School of Graduate Studies.

Students for whom English is a second language are exempt from the language requirement.

Internship

The Fashion and Textile Studies: History, Theory, Museum Practice program emphasizes practical, professional experience, and therefore each student is required to complete an approved internship. Although only one internship is required for graduation, students may choose to serve additional internships for networking opportunities and as aids to professional growth.

Internships may be pursued during the academic year or during winter or summer breaks, and require a minimum commitment of 135 hours. Past sites for internships have included The Museum at FIT, the Metropolitan Museum of Art, the Costume Institute, Christie's and Sotheby's auction houses, the Brooklyn Museum, the Museum of the City of New York, the textile conservation lab at the Cathedral Church of St. John the Divine, the Cooper-Hewitt, National Design Museum, the Jewish Museum, the National Museum of the American Indian, and the American Museum of Natural History.

Current lists of internship opportunities, descriptions, guidelines, and procedures are kept on file in the Office of Graduate Studies. Each student, in consultation with the faculty internship advisor, makes a formal application for a position, and if selected, reports directly to a staff member at the internship location, who then supervises and evaluates the student's work. Students are required to maintain an internship journal, and to write an essay summarizing their experience.

Academic credit cannot be granted for any internship that has not been approved by the faculty advisor before the internship begins.

Qualifying Paper

The qualifying paper may take the form of a scholarly research paper or article, an exhibition proposal or catalog, a conservation treatment proposal and report, a grant proposal, a collection survey, or an interpretive program utilizing a variety of formats, including electronic media.

Students should select a topic whose research and explication is completely manageable within a single year. When completed, a qualifying paper—including but not limited to text, footnotes, bibliography, and illustrations—should not exceed 30-40 pages in length.

It is the student's responsibility to propose a topic and to select an advisor from the graduate faculty. Written proposals must be submitted to and approved by both the advisor and the committee before the student may proceed. Students, with their advisors, are invited to attend the committee's discussion of the proposal to defend and clarify points. Students are encouraged to complete proposals by the end of their third graduate semester. Detailed guidelines are available in the Office of Graduate Studies.

Time Requirement for Degree Completion

Students matriculating full-time will have three years to complete all degree requirements, including the qualifying paper (two years of coursework, plus one year to write and complete the qualifying paper). Part-time students will have five years to complete all degree requirements (a maximum of four years of coursework, plus one year to write and complete the qualifying paper).

Pro-Seminar

Please note that Fashion and Textile Studies MA program requires students to attend a late summer intensive program. For specific information, please contact the program chairperson.

Sustainable Interior Environments

NYSED: 33817 HEGIS: 1009

The 36-credit, part-time, evening and weekend Sustainable Interior Environments program provides expertise in environmentally responsible interior design. It addresses the challenge of designing for the “triple bottom line” by teaching how best to support practices and create places that are environmentally, socially, and economically sound.

The program is intended for established professionals and educators—including practicing interior designers, architects, facility planners, and managers—with at least three years of experience and with at least a bachelor’s degree in their fields. Courses encompass a broad definition of sustainable design that includes an understanding of behavioral concerns, universal design, design’s impact on the global environment and economy, and design’s impact on human health. Students complete their degree studies with a research-oriented capstone project.

BARBARA CAMPAGNA, Associate Chairperson
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fitnyc.edu/sie

COURSE OF STUDY

Pre-Semester

| | | |
|-------|---|---|
| SE541 | Pro-Seminar: Critical Research and writing, verbal and visual communication and presentation skills | 0 |
|-------|---|---|

Semester 1

| | | |
|-------|--|-----|
| SE561 | Ecology and Human Impact | 1.5 |
| SE562 | Environmental Behavior Research - Concepts and Applications, Segment I | 3 |
| SE581 | Graduate Seminar: Segment I-Fundamentals | 3 |

Winter Session 1

| | | |
|-------|--|-----|
| SE563 | Chemistry for Interior Environments: Seminar | 1.5 |
|-------|--|-----|

Semester 2

| | | |
|-------|--|-----|
| SE564 | Environmental Behavior Research: Research Methods-Segment II | 1.5 |
| SE571 | Materials and Products for Sustainable Interior Environments | 3 |
| SE582 | Graduate Seminar: Segment II-Exploration | 3 |

Summer Session 1

| | | |
|-------|---|---|
| SE521 | Survey of Sustainable Architecture and Interior Design Historical Origins | 3 |
|-------|---|---|

Semester 3

| | | |
|-------|---|-----|
| SE671 | Harvesting Daylight | 1.5 |
| SE672 | Integrated Environment Systems: Air, Sound, Light | 3 |
| SE681 | Graduate Seminar: Segment III-Analysis: Directed Research | 3 |

Winter Session 2

| | | |
|-------|---------------------------------|-----|
| SE661 | Universal Design and Ergonomics | 1.5 |
|-------|---------------------------------|-----|

Semester 4

| | | |
|-------|--|-----|
| SE631 | Sustainable Practice Today | 3 |
| SE682 | Graduate Seminar: Segment IV-Future of Sustainable Interiors | 3 |
| SE691 | Capstone: Applied Research | 1.5 |

| | |
|----------------------|-----------|
| Total Credits | 36 |
|----------------------|-----------|

COMMON REQUIREMENTS

All degree programs require that students maintain a cumulative grade point average of 3.0 every semester while enrolled in the program. A student will be sent a warning notice for the first term that the 3.0 GPA is not achieved. A second term with a GPA below 3.0 will result in a limitation of registration credits or possible dismissal from the program. A final GPA of 3.0 is required for graduation. Each degree program also has specific requirements for graduation.

ADVANCEMENT TO DEGREE CANDIDACY

Requirements for Candidacy

See each program's specific degree requirements.

Eligibility to Attend Commencement Exercises

Candidates for the master's degree at FIT must have advanced to candidacy before being permitted to attend graduation ceremonies.

Maintenance of Matriculation

To maintain matriculation, a degree candidate must register each semester following entry into a program for either (a) at least one approved course or (b) maintenance of matriculation. If a student does not maintain continuous matriculation, or does not complete all degree requirements in the time allowed, that student will be required to apply for readmission to the program following the procedures and requirements listed in the catalog of the readmission year. If readmission is granted, the student will also be required to pay all delinquent maintenance of matriculation fees prior to being awarded the degree.

Degree Requirements

General

For admittance to degree candidacy, students must have satisfied all outstanding prerequisites, completed a minimum of 36 approved course credits, achieved a final grade point average (GPA) of 3.0, and had their capstone project proposal approved. Students must have advanced to degree candidacy before being permitted to attend graduation ceremonies.

Capstone Project

Graduating students in the MA in Sustainable Interior Environments program are required to complete a master's thesis, in the form of an academic paper or design project focusing on a specific aspect of sustainability in interior environments. Students should select a topic or project whose research and composition is manageable within a 12-month period.

It is the responsibility of the students to submit their topic proposals to the department capstone project coordinator and have them approved. Students are expected to submit their written proposals during their second semester.

Time Requirement for Degree Completion

Students will have two years to complete all degree requirements, including the capstone project. Extensions may be granted to degree candidates on a case-by-case basis at the discretion of the chairperson.

Master of Fine Arts

Illustration (p. 29)

Illustration

NYSED: 28604 HEGIS: 1009

The 59-credit, part-time, evening and weekend Illustration program was created for working illustrators seeking advanced study, preparing them to better assume their roles and responsibilities in a world of new media opportunities and rapidly evolving technologies. The curriculum is designed to encourage individual creativity and innovation. Through this program, students develop a broad-based skill set encompassing digital and traditional studio techniques, and are encouraged in the kind of entrepreneurial thinking that leads to thriving careers as illustrators.

An award-winning faculty of active professionals, assignments mirroring real-world challenges and specifications, and regular guest lecturers and off-campus field visits maximize student exposure to New York City's art and design world. Graduating students complete a visual thesis project that is exhibited at The Museum at FIT, and a written master's thesis.

MELANIE REIM, Associate Chairperson
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COURSE OF STUDY

Pre-Semester

| | | |
|-------|-------------------|---|
| MI572 | Digital Boot Camp | 0 |
|-------|-------------------|---|

Semester 1

| | | |
|-------|--------------------------------------|---|
| MI501 | Thesis 1: Initiating the Process | 3 |
| MI521 | The History of American Illustration | 3 |
| MI581 | Drawing for Illustration | 3 |

Semester 2

| | | |
|-------|--|---|
| MI571 | Integrating Digital with Traditional Media | 3 |
| MI582 | Exploring Media | 4 |
| MI583 | Narrative Art | 3 |

Summer Session 1

| | | |
|-------|-----------------------------------|---|
| MI532 | Directed Projects in Illustration | 2 |
|-------|-----------------------------------|---|

Semester 3

| | | |
|-------|---|---|
| MI603 | Thesis II: Evaluating and Composing for Content | 1 |
| MI641 | Creative Writing For Illustrators | 3 |
| MI681 | Creating Character | 3 |
| MI783 | Illustration in Motion | 3 |

Semester 4

| | | |
|-------|--|---|
| MI531 | Studio Management Intensive | 2 |
| MI592 | Visual Thesis Creation Seminar | 1 |
| MI604 | Thesis III: Editing, Designing, Defending and Publishing | 3 |
| MI682 | Exploring and Expanding Your Artistic Voice | 3 |

Summer Session 2

| | | |
|-------|----------------------------|---|
| MI631 | On Location: Studio Visits | 2 |
| MI683 | On Location: Reportage | 2 |

Semester 5

| | | |
|-------|---|---|
| MI672 | Everything That Rises Must Converge: A Survey of Digital Illustration | 3 |
| MI731 | Business Practices and Self Promotion Strategies | 3 |
| MI791 | Visual Thesis Studio | 3 |

| Semester 6 | | |
|----------------------|---|-----------|
| MI782 | Art is Where You Look For It: Diversifying Illustration's Application | 3 |
| MI792 | Visual Thesis - Exhibition and Promotion | 3 |
| Total Credits | | 59 |

COMMON REQUIREMENTS

All degree programs require that students maintain a cumulative grade point average of 3.0 every semester while enrolled in the program. A student will be sent a warning notice for the first term that the 3.0 GPA is not achieved. A second term with a GPA below 3.0 will result in a limitation of registration credits or possible dismissal from the program. A final GPA of 3.0 is required for graduation. Each degree program also has specific requirements for graduation.

ADVANCEMENT TO DEGREE CANDIDACY

Requirements for Candidacy

See each program's specific degree requirements.

Eligibility to Attend Commencement Exercises

Candidates for the master's degree at FIT must have advanced to candidacy before being permitted to attend graduation ceremonies.

Maintenance of Matriculation

To maintain matriculation, a degree candidate must register each semester following entry into a program for either (a) at least one approved course or (b) maintenance of matriculation. If a student does not maintain continuous matriculation, or does not complete all degree requirements in the time allowed, that student will be required to apply for readmission to the program following the procedures and requirements listed in the catalog of the readmission year. If readmission is granted, the student will also be required to pay all delinquent maintenance of matriculation fees prior to being awarded the degree.

Degree Requirements

General

For admittance to degree candidacy, students must have satisfied all outstanding prerequisites, completed a minimum of 59 approved course credits, achieved a final grade point average (GPA) of 3.0, and had their qualifying paper proposal approved by their committee. Students must have advanced to degree candidacy before being permitted to attend graduation ceremonies.

Thesis

Graduating students in the MFA in Illustration program are required to complete a master's thesis, in the form of an academic paper focusing on a specific aspect of illustration—its history, various applications, or current state. Students should select a topic whose research and composition is manageable within an 18-month period.

It is the responsibility of the student to submit, and have approved, his/her topic proposal to the department thesis coordinator; the thesis coordinator will then select an individual advisor whose area of expertise is relevant to the paper's topic and research. Students are expected to submit their written proposals approximately six weeks into their first semester.

Detailed guidelines on the thesis process will be distributed in the early weeks of the first semester. Papers are due in April of the student's fourth semester in the program, when the student presents his/her research to a committee to discuss and defend the paper, prior to the paper's final approval. In May of the fourth semester, students meet individually with a committee—composed of the department associate chairperson, the thesis coordinator, and the student's thesis advisor—to discuss and defend their thesis and research work, prior to the paper's final approval.

Students will be expected to retain a professional copy editor during the process.

Time Requirement for Degree Completion

Students will have three years to complete all degree requirements, except for the qualifying paper, which is due within 18 months after beginning the program.

Boot Camp

Please note that students enrolled in the Illustration MFA program are required to attend a late-summer intensive program prior to the first week of the first semester of classes. For specific information, please contact the program chairperson.

Master of Professional Studies

Cosmetics and Fragrance Marketing and Management (p. 33)

Global Fashion Management (p. 36)

Cosmetics and Fragrance Marketing and Management

NYSED: 22600 HEGIS: 1099

The 38-credit, part-time program in Cosmetics and Fragrance Marketing and Management is recognized as a think tank for training fast-track professionals to assume greater management responsibilities within their respective companies. The program is designed to provide students with high-level management capabilities and the interdisciplinary, global perspective sought by today's industry. Traditional business courses in leadership, consumer behavior, finance, international business, and marketing are combined with industry-specific offerings in product development and creative management.

The curriculum is designed to encompass three skill sets that leaders in the cosmetics and fragrance industries have identified as crucial to managerial success. The first is core business skills, such as leadership, corporate finance, management communication, and supply chain management, all within a global context. The second is marketing skills, including consumer behavior, an understanding of retailing in relevant channels, and advanced marketing theory. The third encompasses technical and creative competencies required by the industry, including cosmetics and fragrance product innovation, creative management, and an intellectual foundation in beauty and fashion culture.

There is also a significant global component that includes required field study courses in Europe and Asia to participate in meetings with industry leaders in major overseas markets and observe these markets and their retail environments. The program culminates in a capstone seminar that requires students to work in teams, presenting their findings to industry.

STEPHAN KANLIAN, Associate Chairperson
212 217.4306, stephan_kanlian@fitnyc.edu
fitnyc.edu/cfmm

COURSE OF STUDY

Semester 1

| | | |
|-------|--|-----|
| CF505 | Innovation in the Development of the Beauty Industry | 3 |
| CF541 | Communication and Presentation Skills for Managers | 3 |
| CF530 | Consumer Insights | 1.5 |

Winter Session 1

| | | |
|-------|-------------------------------|-----|
| CF615 | Managing the Creative Process | 1.5 |
|-------|-------------------------------|-----|

Semester 2

| | | |
|-------|--------------------------------|---|
| CF510 | Cosmetic Product Innovation | 3 |
| CF513 | Corporate Finance for Managers | 3 |

Summer Session 1

| | | |
|-------|------------------------------|---|
| CF515 | Fragrance Product Innovation | 3 |
|-------|------------------------------|---|

Semester 3

| | | |
|---------|--|-----|
| CF663 | Graduate Seminar: Advanced Topics in Marketing | 3 |
| CF665 | Building a Social Brand | 1.5 |
| CF655 | Commerce Management | 1.5 |
| orCF675 | Global Supply Chain Management | |

Winter Session 2

| | | |
|-------|-----------------------------|---|
| CF695 | Individual Development Plan | 3 |
|-------|-----------------------------|---|

Semester 4

| | | |
|-------|---|---|
| CF670 | Graduate Seminar: Advanced Topics in Leadership | 3 |
|-------|---|---|

| | | |
|-------------------------|--|-----------|
| CF682 | Global Cosmetics and Fragrance Markets | 4 |
| Summer Session 2 | | |
| CF690 | Graduate Seminar: Capstone Project | 4 |
| Total Credits | | 38 |

COMMON REQUIREMENTS

All degree programs require that students maintain a cumulative grade point average of 3.0 every semester while enrolled in the program. A student will be sent a warning notice for the first term that the 3.0 GPA is not achieved. A second term with a GPA below 3.0 will result in a limitation of registration credits or possible dismissal from the program. A final GPA of 3.0 is required for graduation. Each degree program also has specific requirements for graduation.

ADVANCEMENT TO DEGREE CANDIDACY

Requirements for Candidacy

See each program's specific degree requirements.

Eligibility to Attend Commencement Exercises

Candidates for the master's degree at FIT must have advanced to candidacy before being permitted to attend graduation ceremonies.

Maintenance of Matriculation

To maintain matriculation, a degree candidate must register each semester following entry into a program for either (a) at least one approved course or (b) maintenance of matriculation. If a student does not maintain continuous matriculation, or does not complete all degree requirements in the time allowed, that student will be required to apply for readmission to the program following the procedures and requirements listed in the catalog of the readmission year. If readmission is granted, the student will also be required to pay all delinquent maintenance of matriculation fees prior to being awarded the degree.

Degree Requirements

General

For admittance to degree candidacy, students must have satisfied all prerequisites, completed a minimum of 30 approved course credits at FIT (up to eight credits from other institutions may be transferable), achieved a final grade point average (GPA) of 3.0, and successfully completed the capstone seminar and individual development plan.

Capstone Project

Student groups are presented with marketing and management challenges that reflect current beauty industry practices and trends and must develop creative solutions that involve all aspects of a corporate organization. Groups are graded on their ability to react quickly and cohesively, analysis of the issues from the perspectives of the corporate environment, utilization of the concepts learned in the program, and presentation skills. Industry experts serve as panelists, critiquing and grading the capstone projects.

Individual Development Plan (IDP) Mentor Program

Every student in the Master of Professional Studies degree program is required to complete an individual development plan (IDP) in cooperation with their employer and the program chair. Students will be required to have an executive mentor to participate in the IDP review. These requirements reflect the management development function of the degree program and provide degree candidates with access to senior executives in the industry

Time Requirement for Degree Completion

Students have a maximum of four years, beginning with their first semester of matriculation, to complete all degree requirements.

Travel

Please note: Students in the CFMM program should budget for the mandatory trips to Europe and Asia, as these expenses are not covered by tuition.

Laptop

Students accepted into the CFMM program are expected to bring a laptop computer that meets current program specifications. For additional information, please contact the program chairperson.

Global Fashion Management

NYSED: 28922 HEGIS: 0599

The 36-credit, full-time Global Fashion Management program is offered in collaboration with Hong Kong Polytechnic University and the Institut Français de la Mode in Paris. Its purpose is to prepare fashion industry managers for executive positions. The curriculum includes courses in production management and the supply chain, global marketing and fashion brand management, culture and international business, corporate finance for managers, politics and world trade, business policy, global retail management, and three seminars taught at the participating institutions. The course of study is completed in a three-semester period. Graduating students are prepared for advancement within their sectors of the fashion industry.

PAMELA ELLSWORTH, Associate Chairperson
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fitnyc.edu/gfm

COURSE OF STUDY

Semester 1

| | | |
|-------|------------------------------------|---|
| GF511 | Fashion for Global Markets | 3 |
| GF552 | Business Policy | 3 |
| GF581 | Seminar: New York | 3 |
| GF583 | Culture and International Business | 3 |

Semester 2

| | | |
|-------|---|---|
| GF561 | Global Marketing and Fashion Brand Management | 3 |
| GF584 | Seminar: Paris | 3 |
| GF586 | Global Retail Management | 3 |
| GF691 | Capstone Seminar | 3 |

Semester 3

| | | |
|-------|--|---|
| CF513 | Corporate Finance for Managers | 3 |
| GF551 | Production Management and Supply Chain | 3 |
| GF585 | Seminar: Hong Kong | 3 |
| GF621 | Politics and World Trade Today | 3 |

Total Credits

36

COMMON REQUIREMENTS

All degree programs require that students maintain a cumulative grade point average of 3.0 every semester while enrolled in the program. A student will be sent a warning notice for the first term that the 3.0 GPA is not achieved. A second term with a GPA below 3.0 will result in dismissal from the program. A final GPA of 3.0 is required for graduation. Each degree program also has specific requirements for graduation.

ADVANCEMENT TO DEGREE CANDIDACY

Requirements for Candidacy

See each program's specific degree requirements.

Eligibility to Attend Commencement Exercises

Candidates for the master's degree at FIT must have advanced to candidacy before being permitted to attend graduation ceremonies.

Maintenance of Matriculation

To maintain matriculation, a degree candidate must register each semester following entry into a program for either (a) at least one approved course or (b) maintenance of matriculation. If a student does not maintain continuous matriculation, or does not complete all degree requirements in the time allowed, that student will be required to apply for readmission to the program following

the procedures and requirements listed in the catalog of the readmission year. If readmission is granted, the student will also be required to pay all delinquent maintenance of matriculation fees prior to being awarded the degree.

Degree Requirements

General

For admittance to degree candidacy, students must have satisfied all prerequisites, completed a minimum of 36 approved course credits, achieved a final grade point average (GPA) of 3.0, and successfully completed the capstone seminar. Students must have advanced to degree candidacy before being permitted to attend graduation ceremonies.

Capstone Seminar

Emphasis is placed upon global business concerns, including merchandising, sourcing, marketing, financial management, leadership, sustainability, and digital commerce, among other disciplines. Students collaborate on the capstone project with third-year law students from Cardozo School of Law, who act as consultants to GFM's client, in offering legal advice based on copyright, trademark, privacy, counterfeit, and other legal issues. Individuals and teams are graded on their ability to analyze issues from the perspective of corporate or consumer environments; collect and understand data; conduct effective surveys; utilize concepts learned in the program; and present professionally. A three-member jury of industry professionals judges the final projects for entry into the capstone event held in January to an audience of family, faculty, and industry executives.

Capstone Project

Student groups are presented with management challenges that reflect current industry practices and trends and must develop creative solutions that involve all aspects of a corporate organization. Emphasis is placed upon global business concerns, including merchandising, sourcing, marketing, financial management, and leadership. Groups are graded on their ability to react quickly and cohesively, analysis of the issues from the perspectives of the corporate environment, utilization of the concepts learned in the program, and presentation skills.

Time Requirement for Degree Completion

Students matriculate on a full-time basis and have three semesters to complete all degree requirements, including the capstone project. Extensions may be granted to degree candidates on a case-by-case basis at the discretion of the chairperson.

Travel

Please note: Students in the Global Fashion Management program should budget for the mandatory trips to Europe and Asia, as these expenses are not covered by tuition.

Scholastic Standing

Scholastic standing is determined by a semester index, computed by multiplying grade value by credit hours for the course, and dividing the sum by total credit hours the student carried.

A student may only repeat a course in which an “F” grade has been received. Both grades will remain on record and both grades will be calculated into the grade point average. Grades of incomplete (IN) are calculated as an “F” in the GPA until the incomplete has been resolved. The following grades are used for final marks:

| Grade | Quality Points |
|-------|----------------|
| A | 4.0 |
| A- | 3.7 |
| B+ | 3.3 |
| B | 3.0 |
| B- | 2.7 |
| C+ | 2.3 |
| C | 2.0 |
| C- | 1.7 |
| D | 1.0 |
| F | 0 |

| Grade | Grade Value |
|-------|---|
| IN | Incomplete |
| IP | In progress |
| L | Auditor |
| P | Passed |
| WD | Student-initiated authorized withdrawal |
| WF | Unauthorized withdrawal |
| Y | Intermediate grade |
| Z | No grade |

| Grade | Grade Description |
|-------|--|
| IN | Incompletes are assigned at the instructor’s discretion. Coursework must be completed within six weeks of the start of the following semester. “IN” is computed as an “F” until an appropriate letter grade is submitted. “IN” cannot become a “WD.” |
| IP | Indicates that a student’s master’s thesis is in progress. Replaced by a letter grade when the student’s thesis is completed or by “F” if matriculation is not maintained. |
| L | Auditor (may be assigned for nondegree student only). |
| P/F | A “P” grade is not calculated in the scholastic average, but credit is received and recorded on the academic transcript. An “F” grade is calculated in the GPA. |

| | |
|----|--|
| WD | Student-initiated authorized withdrawal is permitted up to the thirteenth week (effective Spring 2015) and does not affect GPA. This grade is a terminal grade and changes are not accepted. |
| WF | Unauthorized withdrawal, which may be assigned after six weeks at the instructor's discretion, carries a penalty, and is equivalent to an "F" in the GPA. This grade is a terminal grade and changes are not accepted. |
| Y | Intermediate grade assigned after the first of two semesters or the first two semesters of a three-semester sequence. Will be replaced by appropriate letter grade when sequence is completed. Does not affect GPA. |
| Z | No grade reported by instructor at grade-processing deadline. Does not affect GPA. |

ACADEMIC STANDARDS

The Office of the Registrar notifies students of their academic standing in writing via email at the end of the fall and spring semesters. Graduate students whose academic standing is academic probation or academic dismissal may appeal the decision to the Faculty Senate Committee on Academic Standards. The academic standing appeal procedure is a formal request by the student seeking to appeal for an exception to the academic standing regulations as published in the college catalog and on the following website: fitnyc.edu/registrar. A student may appeal their status for three consecutive regular semesters following the decision of probation or dismissal.

Following are the criteria for academic probation or academic dismissal for the School of Graduate Studies

- A student is placed on probation if his or her semester GPA is below 3.0.
- A student is not subject to Academic Dismissal at the end of his or her first semester in a degree program.
- A student will be dismissed from the College after two consecutive semesters with a GPA below 3.0.

Students who have been academically dismissed from the college are permitted to take only non-credit-bearing courses offered through the School of Continuing and Professional Studies.

Please see fitnyc.edu/registrar for complete details for the academic standing appeal process and a copy of the appeal form.

Attendance

Attendance shall be taken in all classes. The general policy with regard to student attendance in any class is determined by the instructor and is announced to the class at the beginning of each semester. Specific procedures for handling absences are detailed in the Student Rights and Responsibilities Policy Manual.

On occasion, students are unable to attend a class session due to illness, accident, or other emergency. Students should contact their instructor(s) directly, via phone or email. If students are unable to reach their instructor(s), they should contact the instructor(s)' academic department office(s). Extended absences from class should be substantiated by appropriate documentation.

No persons shall be expelled from or be refused admission as students of the college for the reason that they are unable to attend classes or to participate in any examination, study, or work requirements on a particular day(s) because of religious beliefs.

Students unable to attend classes on a particular day(s) because of religious beliefs shall, because of such absence on the particular day(s), be excused from any examination or any study or work requirements.

It shall be the responsibility of the faculty and the administrative officials of the college to make available to students absent from school because of religious beliefs an equivalent opportunity to make up any examination or study or work requirements that they may have missed because of such absence on any particular day(s). No fees of any kind shall be charged for making available such equivalent opportunity.

In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.

Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which the college is located for the enforcement of his or her rights.

It shall be the responsibility of the administrative officials of the college to give written notice to students of their rights under this section, informing them that each student who is absent from school because of religious beliefs must be given an equivalent opportunity to register for classes or make up any examination or study or work requirements that he or she may have missed because of such absence on any particular day(s). No fees of any kind shall be charged by the college for making available to such student such equivalent opportunity.

OFFICIAL WITHDRAWAL

A student who voluntarily withdraws from the college should go to the Registrar's office to begin the withdrawal process. Complying with this procedure will put the student's record in good order and will facilitate readmission to the Fashion Institute of Technology if the student decides to return in the future or wishes to have transcripts of grades sent elsewhere. Title IV recipients must have an exit interview with a counselor from the office of Financial Aid before withdrawal.

ACADEMIC OPPORTUNITIES

Independent Study

Independent study opportunities are available to students who have a minimum grade point average of 3.5 and are in good academic standing following the first full year of the degree program. Independent study should relate to the student's overall program and contribute significantly to his or her education. Independent study cannot be substituted for regular coursework. Up to three credits may be granted for each course of independent study. Graduate students are restricted to a maximum of two independent study opportunities in fulfilling degree requirements.

All proposals for independent study must be initiated by the student and approved in the prior semester: for the fall semester, by April 15; and for the spring semester, by November 15. Further guidelines for independent study are available in the Office of Graduate Studies.

Transfer of Credit

With the approval of the program chair, entering students may transfer up to nine credits of graduate-level coursework from other accredited institutions and apply them toward the FIT graduate degree. All requests for transfer credit are made on a case-by-case basis.

Students already enrolled in FIT's graduate programs may, with approval, take courses at other institutions and apply those credits toward their graduate degree, but in no case may a student apply more than nine credits from other institutions toward their FIT graduate degree. Permission is granted on an individual basis and must be pre-approved by the program chair.

Dean's List

The Dean's List, published at the end of each semester, honors those students who have achieved a semester index of 3.5 or better. A student receiving an incomplete or a grade of "F" during a particular semester is ineligible for the Dean's List that semester.

Undergraduate Courses

Students who are matriculated full time in any of FIT's master's degree programs may take additional undergraduate courses each semester at no additional cost.

Directories and Location

- Location (p. 41)
- New York City Department of Education (p. 41)
- New York City Officials (p. 42)
- New York State Officials (p. 42)
- Requests for Admissions Information (p. 42)
- State University of New York (p. 42)
- FIT Administration (p. 47)

Location

The college is located at West 27th Street, between Seventh and Eighth avenues. This Midtown location, the center of the fashion industries, is easily reached by every subway, major railroad line, and bus route in the city.

SUBWAYS

Twenty-eighth Street stations of the 1 and the N and R; 23rd Street or 34th Street stations of the A, C, E, and F lines.

RAILROAD LINES

Pennsylvania Station of the Amtrak, New Jersey Transit, and Long Island railroads; Grand Central Station of Amtrak and Metro-North commuter railroads (Harlem, Hudson, New Haven, Port Jervis, and Pascack Valley Lines); 23rd Street and 34th Street PATH stations.

BUS ROUTES

Twenty-third Street and 34th Street crosstown buses; Seventh Avenue and Eighth Avenue buses; Port Authority Bus Terminal at 40th Street, and George Washington Bridge Terminal for New Jersey buses, then via subway for most metropolitan bus lines.

AIRPORTS

For those air travelers who have a choice, we suggest using either Newark or LaGuardia Airport, both of which are more accessible than Kennedy International Airport.

NO ON-CAMPUS PARKING

Though there are parking garages in the neighborhood, there is no on-campus parking.

New York City Department of Education

Carmen Fariña, Board of Education, Chancellor

New York City Officials

Bill de Blasio, Mayor

Scott Stringer, Comptroller

Melissa Mark-Viverito, Speaker of the Council

Gale Brewer, President, Borough of Manhattan

Eric L. Adams, President, Borough of Brooklyn

Ruben Diaz, Jr., President, Borough of the Bronx

Melinda Katz, President, Borough of Queens

James S. Oddo, President, Borough of Staten Island

Dean Fuleihan, Director, Office of Management and Budget

Carmen Fariña, Board of Education, Chancellor

New York State Officials

Andrew Cuomo, Governor

Kathleen C. Hochul, Lieutenant Governor

Thomas P. DiNapoli, Comptroller

Mary Beth Labate, Budget Director

Requests for Admissions Information

Fashion Institute of Technology

School of Graduate Studies

227 West 27 Street, Room E315

New York, NY 10001-5992

212 217.4300

gradinfo@fitnyc.edu

fitnyc.edu/gradstudies

FOR SPECIAL INFORMATION

Bursar's Office—Cashiering Operations 212 217.3680

Financial Aid 212 217.3560

Registrar 212 217.3820

Registration Center 212 217.3850

Residential Life 212 217.3900

General Information 212 217.7999

DETAILS REGARDING EMERGENCY COLLEGE CLOSINGS

212 217.7792

State University of New York

State University of New York's 64 geographically dispersed campuses bring educational opportunity to virtually all New Yorkers and comprise the nation's largest comprehensive system of public higher education. Founded in 1948, with the consolidation of 29 state-operated but unaffiliated institutions, the state university has grown to a point where its impact is felt educationally, culturally and economically the length and breadth of the state.

More than 467,000 students are pursuing traditional study in classrooms and laboratories or are working at home, at their own pace, through such innovative institutions as the SUNY

Learning Network and Empire State College, for more than 25 years a leader in non-traditional education, distance learning, and assessment of prior learning. The state university's students are predominantly New York State residents. They also come from every other state in the United States, from four U.S. territories or possessions, and from 160 foreign countries. The university passed a major milestone in the mid-1980s when it graduated its one-millionth alumnus, and currently numbers 2.7 million graduates on its rolls.

The state university enrolls close to 40 percent of all New York State high school graduates, and its total enrollment is more than 467,000 (full-time and part-time). Because of its structure and comprehensive programs, the state university offers students a wide diversity of educational options: short-term vocational/technical courses, certificate programs, baccalaureate degrees, graduate degrees and post-doctoral studies. The university offers access to almost every field of academic or professional study somewhere within the system—more than 7,000 programs of study overall.

As part of the university's commitment to bring to the students of New York the very best and brightest scholars, scientists, artists and professionals, the state university's distinguished faculty is recruited from the finest graduate schools and universities throughout the United States and many countries around the world, and includes nationally and internationally recognized figures in all the major disciplines. Their efforts are regularly recognized in numerous prestigious awards and honors, including the Nobel Prize.

The state university's research contributions are helping to solve some of today's most urgent problems. At the same time, contracts and grants received by university faculty directly benefit the economic development of the regions in which they are located. State university researchers pioneered nuclear magnetic resonance imaging and the supermarket bar code scanner, introduced time-lapse photography of forestry subjects, isolated the bacteria that causes Lyme disease, and developed the first implantable heart pacemaker. Other university researchers continue important studies in such wide-ranging areas as breast cancer, immunology, marine biology, sickle-cell anemia, and robotics, and make hundreds of other contributions, inventions and innovations for the benefit of society.

The University's program for the educationally and economically disadvantaged, consisting of Educational Opportunity Programs (EOP) and Educational Opportunity Centers (EOC), has become a model for delivering better learning opportunities to young people and adults traditionally bypassed by higher education.

The 30 locally sponsored two-year community colleges operating under the program of the state university offer local citizens programs that are directly and immediately job-related as well as degree programs that serve as job-entry educational experience or a transfer opportunity to a baccalaureate degree at a senior campus.

In 1998, the governor and the legislature approved a multiyear, \$2 billion capital construction program for the university. This investment in critical maintenance will protect the university's infrastructure, valued at nearly \$11 billion, and enable the university to keep pace with modern technology for the benefit of its students and faculty. As a public university, the State University of New York has a special responsibility to make its rich and varied resources accessible to all.

In 1995, the board of trustees developed the document Rethinking SUNY, in response to a call from the legislature for a "multiyear, comprehensive system wide plan to increase cost efficiency." Underlying Rethinking SUNY is the theme of increasing efficiency by empowering campuses to manage directly more of their academic and financial affairs and by eliminating disincentives to the prudent use of campus and system resources.

In 2010, the university launched The Power of SUNY, a strategic plan that calls for the system's campuses to lead New York's economic revitalization through such innovations as increased entrepreneurial opportunities, an urban-rural teacher corps, more distance learning, and a health

care report, SUNY Scale, that would document progress in combating obesity or chronic illnesses. The university's economic development services programs provide research, training and technical assistance to the state's business and industrial community through Business and Industry Centers, the New York State Small Business Development Center, the Strategic Partnership for Industrial Resurgence, Rural Services Institutes, the Trade Adjustment Assistance Center, Technical Assistance Centers, Small Business Institutes, Centers for Advanced Technology, and international development.

State University of New York is governed by a board of trustees, appointed by the governor, which directly determines the policies to be followed by the 34 state-supported campuses. Community colleges have their own local boards of trustees whose relationship to the state university board is defined by law.

The university's motto is "To Learn, To Search, To Serve."

State University of New York Administration

Nancy L. Zimpher

Chancellor of the University

Alexander N. Cartwright

Executive Vice Chancellor and Provost

Johanna Duncan-Poitier

Senior Vice Chancellor for Community Colleges and the Education Pipeline

Eileen G. McLoughlin

Vice Chancellor for Finance and Chief Financial Officer

Elizabeth L. Bringsjord

Vice Provost and Vice Chancellor for Academic Affairs

Sandra Casey

General Counsel-in-Charge

Stacey Hengsterman

Associate Vice Chancellor for University Relations and Chief of Staff

Jennifer LoTurco

Assistant Vice Chancellor for External Affairs

State University of New York Board of Trustees

H. Carl McCall, Chairman, New York City

Joseph Belluck, New York City

Eric Corngold, New York City

Henrik N. Dullea, Ithaca

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Thomas Mastro, Binghamton, President, Student Assembly

John L. Murad, Syracuse

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Cary F. Staller, Hauppauge
Gerri Warren-Merrick, New York City

State University of New York Colleges and Centers

STATE UNIVERSITY OF NEW YORK COLLEGES AND CENTERS

UNIVERSITY CENTERS

State University at Albany
State University at Binghamton
State University at Buffalo*
State University at Stony Brook*

HEALTH SCIENCE CENTERS

Health Science Center at Brooklyn
Health Science Center at Syracuse

UNIVERSITY COLLEGES

College at Brockport
College at Buffalo
College at Cortland
Empire State College
College at Fredonia
College at Geneseo
College at New Paltz
College at Old Westbury
College at Oneonta
College at Oswego
College at Plattsburgh
College at Potsdam
College at Purchase

COLLEGES OF TECHNOLOGY

Alfred
Canton
Cobleskill
Delhi
Morrisville
SUNY Institute of Technology

SPECIALIZED COLLEGES

College of Environmental Science and Forestry
College of Optometry
College of Technology at Farmingdale
Institute of Technology at Utica/Rome**
Maritime College

STATUTORY COLLEGES ***

College of Ceramics at Alfred University
College of Agriculture and Life Sciences at Cornell University
College of Human Ecology at Cornell University
School of Industrial and Labor Relations at Cornell University
College of Veterinary Medicine at Cornell University

COMMUNITY COLLEGES

(Locally sponsored, two-year colleges under the program of State University of New York)

Adirondack Community College at Glens Falls

Broome Community College at Binghamton

Cayuga County Community College at Auburn

Clinton Community College at Plattsburgh

Columbia-Greene Community College at Hudson

Corning Community College at Corning

Dutchess Community College at Poughkeepsie

Erie Community College at Williamsville, Buffalo, and Orchard Park

Fashion Institute of Technology at New York City****

Finger Lakes Community College at Canandaigua

Fulton-Montgomery Community College at Johnstown

Genesee Community College at Batavia

Herkimer County Community College at Herkimer

Hudson Valley Community College at Troy

Jamestown Community College at Jamestown

Jefferson Community College at Watertown

Mohawk Valley Community College at Utica

Monroe Community College at Rochester

Nassau Community College at Garden City

Niagara County Community College at Sanborn

North Country Community College at Saranac Lake, Malone, and Ticonderoga

Onondaga Community College at Syracuse

Orange County Community College at Middletown

Rockland Community College at Suffern

Schenectady County Community College at Schenectady

Suffolk County Community College at Selden, Riverhead, and Brentwood

Sullivan County Community College at Loch Sheldrake

Tompkins Cortland Community College at Dryden

Ulster County Community College at Stone Ridge

Westchester Community College at Valhalla

* The Health Sciences Centers at Buffalo and Stony Brook are operated under the administration of their respective University Centers.

** This is an upper-division institution authorized to offer baccalaureate and master's degree programs.

*** These operate as "contract colleges" on the campuses of independent universities.

**** While authorized to offer such baccalaureate and master's degree programs as may be approved pursuant to the provisions of the Master Plan in addition to the associate degree, the Fashion Institute of Technology is financed and administered in the manner provided for community college.

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Academic Deans

School of Art and Design

Joanne Arbuckle, Dean, School of Art and Design and Professor, Fashion Design-Apparel
AAS, Fashion Institute of Technology, BS, Empire State College, MA, New York University, 2002-03
State University of New York Chancellor's Award for Excellence in Teaching

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Fashion Design-Apparel
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Jay and Patty Baker School of Business and Technology

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Vacant, Coordinator, Adult Credit Programs

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Brian Fallon, Associate Professor-Director, Writing Studio
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AAS, Fashion Institute of Technology

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BA, Franklin and Marshall College; MA, Boston University; PhD, The Graduate School and University Center, City University of New York; 2005-06 State University of New York Chancellor's Award for Excellence in Teaching

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Myrna Weiss, Adjunct Assistant Professor

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Regan Christie, Associate Professor-Counselor
BS, University of Vermont, MA, New York University

Benita Pratt, Assistant Professor-Counselor
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Career and Internship Center Non-Classroom Faculty

Stratton Bouloukos, Adjunct Assistant Professor-Counselor
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Pam Zuckerman, Associate Professor-Counselor
BA, University of Pennsylvania, MA, MEd, Teachers College, Columbia University; 1996-97 State University of New York Chancellor's Award for Excellence in Professional Service

Gladys Marcus Library Non-Classroom Faculty

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State University of New York Chancellor's Award for Excellence in Librarianship

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BA, University of North Carolina, MDiv, Princeton Theological Seminary

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BA, John Jay College

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Jung Ng, Director, Space Management and Planning
BA, State University of New York at Geneseo

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CEP, BS, College of Saint Elizabeth

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BA, Franklin and Marshall College, JD, Syracuse University

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BA, Hofstra University

Eric Odin, Director, Human Resource Services
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Karen Primack, Director, Employee and Labor Relations
BFA, Hofstra University, JD, Touro College Jacob D. Fuchsberg Law Center

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Van Buren Winston, Jr., Assistant Vice President for Software Services and Information Access
BS, Stevens Institute of Technology, Certificate, Management Program for Executives, University of Pittsburgh

THE MUSEUM AT FIT

Valerie Steele, Director, The Museum at FIT
BA, Dartmouth College, MA, PhD, Yale University

Patricia Mears, Deputy Director, The Museum at FIT
BA, MBA, George Washington University, MA, Fashion Institute of Technology

EMERITI ASSOCIATES

Alan Fishman, Professor Emeritus of Fine Arts 1968-1991
BFA

Eleanor L. Fried, Professor Emeritus of Illustration 1947-1973
BA

Barry S. Ginsburg, Professor Emeritus of Science and Mathematics 1956-1992
BA, MA, EdD

Newton Godnick, Professor Emeritus of Fashion Buying and Merchandising 1963-1992
BS, MS

Hilde W. Jaffe, Professor Emeritus of Fashion Design 1959-1992
AAS, BA

Richard J. Meagher, Dean Emeritus for Continuing Education 1965-1994
BA, MA, EdD

Vittorina Rolfo, Professor Emeritus of Apparel Design 1945-1970
BS

Rosalind Snyder, Founder Dean Emeritus 1944-1963
BS, MA

Arthur A. Winters, Professor Emeritus of Advertising and Marketing Communications, 1959-1992
BA, MBA, EdD

Enrollment Management and Student Success

- Student Services (p. 59)
- Governance (p. 59)
- Student Rights and Responsibilities (p. 62)
- Activities (p. 56)

Activities

FIT Athletics and Recreation

fittigers.com

FIT has a strong and successful athletic tradition. The FIT Tigers are members of the National Junior College Athletic Association (NJCAA), Division III level. Numerous FIT teams and student athletes have garnered national and regional accolades for athletic and academic achievements, including national championships, regional championships, NJCAA Academic Teams, SUNY Chancellor Student Athletes, and all-region, all-American, and academic all-American honors.

FIT Teams

- Men's and Women's Cross Country/Half Marathon
- Co-ed Dance Company
- Men's and Women's Swimming and Diving
- Men's and Women's Table Tennis
- Men's and Women's Tennis
- Men's and Women's Track and Field
- Women's Soccer
- Women's Volleyball

Recreation Programs

The college's recreation and intramural program is designed for the participation and enjoyment of the entire college community. Programs provide the opportunity for physical activity and promote wellness and productive use of leisure time. Participants at all skill levels are encouraged to participate.

- **Fitness classes**The Athletics and Recreation Department sponsors a variety of drop-in fitness classes taught by certified instructors. Classes include body toning, core training, Pilates, yoga, and Zumba, and are available to the entire FIT community.
- **Open gym**Open gym hours during the week allow students, faculty, and staff to participate in team and individual sports such as basketball, dance, table tennis, tennis, and volleyball.
- **Lari and Barbara Stanton Fitness Center**The Lari and Barbara Stanton Fitness Center is located in the sub-basement of the Business and Liberal Arts Center and contains cardiovascular machines, free weights, and Nautilus and universal machines are available.

FIT Student Association Clubs

fitnyc.edu/clubs

fitnyc.edu/fitsa

Clubs are organized each year as student interest dictates. The major-oriented clubs are open to all students regardless of major and extend the study of the various disciplines in an informal way through such activities as field trips, guest speakers, and meetings with alumni.

All full- and part-time students who have paid their student activity fee may participate in clubs. All clubs and organizations are open to all students regardless of race, color, age, sex, national origin, or disability. All students who wish to participate on athletic teams or hold leadership positions

in student organizations must maintain a minimum GPA of 2.0. Candidates for and elected FITSA executive and programming board members must maintain a minimum GPA of 2.5. The following is the current list of student organizations at FIT:

- AATCC (American Association of Textile Chemists and Colorists)
- Accessories Design
- AD at FIT
- AMA (American Marketing Association)
- ANIME
- Archery at FIT
- Art Collective
- Asian Student Network
- *Blush* magazine
- BRAG (Black Retail Action Group)
- BSU (Black Student Union)
- Chabad - Jewish Life at FIT
- Children's Wear
- Christian Fellowship
- Collegiate DECA
- Corporate Social Responsibility
- Cosmetics and Fragrance Marketing Association
- Creative Movement
- Culinary Arts
- Dance-A-Thon
- ED 2010 at FIT
- Fashion Design
- Fashion Show Club
- Figure Skating Club
- FIT Entrepreneurs
- FIT In (LGBTQ)
- FIT Outreach
- FIT Words
- Gospel Choir
- Home Products
- HulaHoop Dance Club
- Interior Design
- Intimate Apparel Club
- ITSA (International Trade Students Association)
- Jewelry Club
- KCCC (Korean Campus Crusade for Christ)
- Korean Student Organization
- Media Design Club
- Menswear Club
- Merchandising Society
- Merchandising Society Style Shop

- NRFSA (National Retail Federation Student Association)
- Package Design
- Production Management
- PRSSA (Public Relations Student Society of America)
- RHCC (Residence Hall Community Council)
- SELF (Students Excelling Lifestyle Fundamentals)
- Skyliners (coed a cappella group)
- Student Council
- Sustainable Design Club
- Technical Design Club
- Textile and Surface Design Club
- Theatre Ensemble
- The Stitch: Men Who Knit
- Urban Studio

FIT Student Association Publications

fitnyc.edu/clubs

- WFIT radio and TV station
- *W27* newspaper
- *Icon Magazine*
- *Blush* magazine

Legacy Week: FIT Homecoming

fitnyc.edu/homecoming

Homecoming is a time-honored collegiate tradition that can be traced as far back as 1908. Although the modern college homecoming is tied to athletics, the tradition itself is meant to unite alumni, faculty, and current students to celebrate their institution as well as continue the traditions of the past. FIT continues that tradition, as they have for over 30 years, during Legacy Week.

Social and Cultural Activities

fitnyc.edu/fitsa

A private social network for FIT students, FITLink, provides the tools for managing FIT Student Association clubs and student co-curricular activities. FITLink can also be utilized in areas outside of campus life, serving a variety of needs related to the FIT student experience. From elections to surveys and communication to budgeting, stay connected at FIT from across the globe. Visit fitnyc.edu/fitsa.

Student Volunteer Community Services (SVCS)

Student Volunteer Community Services is offered through the Department of Student Life. This program enhances our greatest natural resource: volunteers. As a multiple recipient of the President's Higher Education Community Service Honor Roll, SVCS offers interested students an opportunity to give assistance to the fashion industry, community, and the society in which we live. Clubs, independent students, faculty, and staff are welcome to tap the information available regarding local organizations requesting volunteers.

Governance

STUDENT ASSOCIATION AND COUNCIL

David Dubinsky Student Center, Room A710, 212 217.4130

The Student Council is the governing body of the FIT Student Association, whose membership includes all full- and part-time students who have paid the student activity fee. Membership affords students the privileges and responsibilities of citizens in the self-governing college community. The council consists of elected officers of the association, and at least one representative from every club. All other interested students receive voting privileges following their attendance at two consecutive meetings.

The council is responsible for organizing athletic, cultural, and social activities for the students; determining allocations and disbursement of the student activity fees in accordance with the purposes and duties of the association and the policies of the board of trustees of the college; cooperating with the administration in the definition and enforcement of all student regulations; and working with the administration to maintain good public relations, fostering greater unity among the administration, the faculty, and the student body.

The FIT Student Association president, elected each year by the student association, is a member of the board of trustees with voting rights and responsibilities.

THE FACULTY SENATE

The Faculty Senate elects representatives to committees that focus on a wide variety of college-related areas. Student selected by the FIT Student Association serve on some of these committees, such as admissions/registration, assessment, counseling, curriculum, diversity, library, and student affairs.

THE FIT STUDENT-FACULTY CORPORATION

The FIT Student-Faculty Corporation is an independent entity with nine directors, three representing each constituency of the college—the Board of Trustees and administration, the faculty, and the student body. It derives its revenue from the rental of college facilities and from commission income from food services and the campus bookstore. The corporation allocates this revenue for the benefit of the students and faculty.

Student Services

ENROLLMENT MANAGEMENT AND STUDENT SUCCESS

Business and Liberal Arts Center, Room B221, 212 217.3800
fitnyc.edu/studentaffairs

The Division of Enrollment Management and Student Success is essential to FIT's primary goal: to promote the intellectual, cultural, personal, and social development of students, as well as to provide quality student services.

COUNSELING CENTER

David Dubinsky Student Center, Room A212B, 212 217.4260
fitnyc.edu/counseling

The Counseling Center provides confidential counseling services and educational programs to help students adjust to college life, deal with problems that can affect their well-being and academic success, and develop skills needed for personal and professional success. The center's counselors assess students' conditions and provide appropriate care, which can include support during a crisis, short-term counseling, or a referral to qualified and affordable treatment resources in the community. Students are encouraged to seek out counseling at the first sign of difficulty, since early identification of problems minimizes the impact of those problems on their personal lives and their academic progress. Students may call or visit the center to arrange an appointment, come by during walk-in consultation hours, or be seen immediately for emergencies.

In addition to personal counseling, the Counseling Center provides a variety of programs and resources to help students develop competencies needed for academic and professional success. These programs include educational workshops and freshman success seminars that focus on important aspects of student development and performance. The center also provides a variety of informational booklets on topics related to mental health, personal growth, and study skills.

FIT-ABLE: DISABILITY SUPPORT SERVICES

David Dubinsky Student Center, Room A570, 212 217.4090
fitnyc.edu/fitable

FIT offers students with disabilities the opportunity to seek individually determined reasonable accommodations and services for their studies. The college welcomes students with learning disabilities, mental health issues, hearing/vision impairments, physical/mobility issues, and chronic illnesses to meet with the coordinator to discuss participating at the college level with a disability. Current evaluations from certified clinicians are recommended to document disabilities. This department provides students with individual reasonable accommodations for their coursework. We encourage and provide technology training to enhance the student's ability to participate in all FIT events, and eventually become a self-reliant graduate. Assistive technology equipment is available on loan for students registered with FIT-ABLE. Self-advocacy is encouraged.

Students with learning disabilities (LD) are offered academic, personal, and career-readiness development through the LD program. Students on the autism spectrum or who have nonverbal learning disorders or social anxiety disorders may benefit from coaching provided by projectTHRIVE, a collaborative effort of FIT and the Jewish Child Care Association (JCCA).

The Office of Disability Services, FIT-ABLE, is a confidential support service for FIT students, upholding the mandates of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Titles II and III.

The office is a National Voter Registration Act voter registration site, whereby students with disabilities can register to vote or can make changes to their current voter registration information.

Health Services

David Dubinsky Student Center, Room A402, 212 217.4190
fitnyc.edu/healthservices

FIT's Health Services is an accredited primary care facility staffed by nurse practitioners and physicians, a nutritionist, an acupuncturist, a massage therapist, and a health educator. The office provides primary medical and gynecological care. A referral list of consultants is available in cases where a specialist's evaluation and treatment are required. Health Services also provides counseling on topics such as family planning, nutrition, stress management, and health maintenance.

FIT has a mandatory health insurance policy. All full-time students (including international students) are automatically billed for health insurance. Students can be excused from the mandatory insurance if they have equal or better health insurance from another company. In order to waive the mandatory insurance, it is necessary to complete and submit a waiver form by the deadline. For deadline dates and other insurance information, contact Health Services.

New York State law mandates that all students must provide proof of immunity against measles, mumps, and rubella in order to attend classes. Students born prior to January 1, 1957, are exempt from these requirements.

Proof of immunity is defined for the following as:

Measles Two doses of live measles vaccine given on or after the first birthday, and after 1967, physician's documented history of the disease, or serological evidence of immunity.

Rubella (German Measles) One dose of live rubella vaccine given on or after the first birthday or serological evidence of immunity. A physician-documented history for rubella will not be accepted.

Mumps One dose of live mumps vaccine given on or after the first birthday, a physician-documented history of the disease, or serological evidence of immunity.

New York State Public Health Law (NYS PHL) §2167 requires colleges and universities to distribute information about meningococcal disease and vaccination to all students registered for 6 credits or more, whether they live on-, or off-campus. Students must notify Health Services if they will receive the meningitis vaccination, have received it in the past, or decline/refuse to receive the immunization. Please note that according to NYS PSL, no institution shall permit any student to attend the institution in excess of 30 days or to register for the next semester's classes without complying with this law.

An immunization form and a health form, enclosed in the admissions packet, must be completed and returned to Health Services. Forms can be faxed to 212 217.4191.

INTERNATIONAL STUDENT SERVICES

Business and Liberal Arts Center, Room B103, 212 217.3700
fitnyc.edu/iss

The Office of International Student Services assists international students and offers an array of programs and services to international students and scholars representing 80 countries. The ISS staff works to promote meaningful interaction between U.S. citizens and nationals of other countries through educational and social activities. The ISS staff advises international students and scholars on immigration, cultural, financial, academic, and personal concerns.

RESIDENTIAL LIFE

Alumni Hall, first floor, 212 217.3900
Kaufman Hall, first floor, 212 217.3930
fitnyc.edu/housing

Full-time, degree-seeking students are eligible to apply for housing.

Our four residence halls—Coed Hall, Nagler Hall, Alumni Hall, and the George S. and Mariana Kaufman Residence Hall—provide single-, double-, triple-, and quad-occupancy rooms and suites, all with laundry facilities, cable TV, and wireless internet connections. FIT residence halls are 100 percent alcohol-, drug-, and smoke-free. Policies are strictly enforced.

Housing is awarded on a first-come, first-served basis. Help is also available in finding off-campus housing.

Staff

Residence halls are fully staffed to assist students. Professional staff, including the director of Residential Life, two assistant directors, counselors, and hall managers, live in the residence halls. Resident counselors and managers are on call for emergencies at all times when the halls are occupied.

A security officer is posted in each residence hall lobby 24 hours a day when the residences are open. Visitors must provide proper identification and be signed in by residents.

Resident assistants (RAs), students assigned to live on each floor, help to create an environment conducive to learning, socializing, and acceptable community behavior. RAs serve as liaisons between residents and the college and assist students with educational and personal concerns.

Activities and Programs

Students have many opportunities to participate in social, educational, and community service activities sponsored by Residential Life and the Residence Hall Community Council (RHCC). RHCC

—the association of on-campus residents—sponsors trips, events, and other campus activities, including the annual spring block party.

Registrar

The Office of the Registrar exists to support the FIT community by providing information and services to support, facilitate, and promote the educational mission of the college. This role specifically includes providing information about the services related to academic programs and degree requirements, registration and enrollment verification, and maintenance of permanent academic records for students, faculty, staff, and external constituencies in a timely, accurate, confidential, and supportive manner in accordance with college policy and state and federal law.

Student Life

The Department of Student Life at the Fashion Institute of Technology offers a complete educational, cultural, and social experience. Student Life is responsible for clubs and organizations, student government, orientation/Week of Welcome, leadership workshops, and social programming. The department is the center of many extracurricular activities on campus. Through active participation in our diverse opportunities, along with the services offered through the department of Student Life, students become engaged in campus life, enhancing their learning, exploration, and sense of community.

Students Rights and Responsibilities

The FIT *Student Rights and Responsibilities Manual* contains crucial information about what it means to be part of the community at FIT.

This publication identifies many, but not all, of the important policies and regulations that address the expectations and obligations of students at FIT. Failure to comply with community standards may subject a student to disciplinary action as defined in the college's Student Code of Conduct and Academic Honor Code. The manual is produced by the Office of the Vice President of Enrollment Management and Student Success.

It is FIT's goal to provide an exciting, vibrant learning community on campus, both in and out of the classroom. The manual may be obtained by visiting the Office of the Dean for Student Development or atfitnyc.edu/rightsandresponsibilities.

INTRODUCTION

FIT encourages the development of independence, maturity, and ethical sensitivity in its students. The college must establish standards of conduct essential to its effective and orderly function as an educational institution. The codes of conduct were prepared to guide all members of the student body. All who become members of our community have an obligation to support and obey college regulations, and all local, state, and federal laws. Those who cannot or do not comply will be subject to disciplinary action both from the college as well as local, state, and federal authorities, and the privilege of continued attendance at FIT may be withdrawn.

For more information about the Student Code of Conduct and Academic Honor Code with clearly defined judicial procedures, please see the *Student Rights and Responsibilities Manual*.

ACCESS TO OFFICIAL STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA), and regulations adopted by the Secretary of the U.S. Department of Education to implement FERPA, provide students with specific rights relating to their records at FIT. Under FERPA, students have the right to:

- inspect and review their education records;
- seek amendment of their education records that they believe to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;

- consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA and the regulations authorize disclosure without consent;
- file with the United States Department of Education a complaint concerning alleged failures by FIT to comply with the requirements of FERPA or the secretary's regulations. Complaints should be filed in writing to:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Ave., S.W.
 Washington, DC 20202-4605

Complete copies of FERPA and the regulations are available for review in Enrollment Services and Student Success. Any students having a question about access to FIT student records is encouraged to consult them.

The *Student Rights and Responsibilities Manual* sets forth the procedures for inspection and review of education records and for students to request amendment of their own education records. The manual also sets forth the types of records the college may disclose without student consent.

COMMITMENT TO DIVERSITY

FIT is committed to creating an environment that attracts and retains people of diverse racial and cultural backgrounds. By providing a learning and working environment that encourages, utilizes, respects, and appreciates the full expression of every individual's ability, the FIT community fosters its mission and grows because of its rich pluralistic experience. The college is committed to prohibiting discrimination, whether based on race, national origin, sex, religion, ethnic background, age, disability, marital status, sexual orientation, or any other criterion specified by applicable federal, state, or local laws.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

FIT is committed to providing equal opportunity in educational programs, in its admissions policy, and in employment, including the opportunity for upward mobility for all qualified individuals.

The affirmative action officer provides complaint resolution and investigates complaints of discrimination, sexual harassment, and Title IX issues. The affirmative action officer monitors the college's progress in complying with laws concerning affirmative action and Title IX. The affirmative action officer is in the Office of Compliance and Audit in Room A605.

Enrollment Management and Student Success provides students with complaint resolution, training, and orientation on Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

CAMPUS CRIME STATISTICS

At FIT, the safety and well-being of students, faculty, staff, and visitors are of paramount importance. A safe and secure environment can only be achieved through the cooperation of all members of the college community. The Crime Awareness and Campus Security Act of 1990 requires all post-secondary institutions receiving federal aid to provide their communities with an annual report about crime statistics and policies. FIT accepts the responsibility of providing a campus atmosphere free from threats to personal safety and one that enhances the educational process. Students and their parents expect the college campus to be a place of safety, and everyone shares this responsibility. In addition, FIT upholds the right of students and staff to know of incidents that occur on campus and the measures taken to promote precautions and swift, effective responses to crises.

The office of Campus Security maintains a log of crimes and incidents that occur on campus. The information is recorded by date, time, and general location. The daily log is available for public view at the Campus Security office in Room D442.

FIT's campus crime statistics as reported annually to the U.S. Department of Education are available at fitnyc.edu/security; hard copies are provided upon request. All inquiries should be directed to Campus Security, 212 217.4999. Related information can also be obtained from the U.S. Department of Education website at tope.ed.gov/security.

Expenses and Financial Assistance

- Financial Assistance (p. 64)
- Tuition and Fee Refunds (p. 65)
- Tuition and Fees (p. 66)

Financial Assistance

The Fashion Institute of Technology attempts to remove financial barriers to college entrance by providing scholarships, grants, loans, and part-time employment based on available funding for students with financial need. Students who are in a degree program and require financial assistance of any kind must complete the Free Application for Federal Student Aid (FAFSA), designating FIT (code 002866) as a college choice. The FAFSA is the core application for all financial aid programs. Apply online at fafsa.ed.gov. Foreign students are not eligible for financial assistance from FIT.

The Fashion Institute of Technology directly administers its institutional grants and scholarships, which are provided by the FIT Foundation. Federal funding administered by the college for graduate students may include Federal Direct Unsubsidized Stafford loans, Graduate PLUS loans for students, and the Federal Work Study program.

Financial assistance is not automatically renewed. Since most financial aid awards are made for an academic year, students must reapply each academic year by submitting the required forms by the dates established and published by the Office of Financial Aid Services. To be eligible as a full-time student, you must take at least 9 credits of courses that are required for your current degree.

The amount of financial aid awarded depends on funds available to FIT as well as the student's educational budget and anticipated available resources. Priority for institutionally administered funds is given to students enrolled and designated as full-time. Federal funds at FIT are contingent on congressional authorizations and appropriations. Eligibility requirements and funding regulations governing federal and state programs may change from year to year depending on legislative action.

For more information, visit FIT's website at fitnyc.edu/financialaid.

SATISFACTORY ACADEMIC PROGRESS (SAP) FOR FINANCIAL AID RECIPIENTS

The Higher Education Amendments require that colleges and universities provide federal financial aid to those students who are in good academic standing and making satisfactory progress in a degree program. The U.S. Department of Education requires that students make satisfactory academic progress (i.e., successfully complete at the least 66 percent of attempted courses) and maintain a cumulative GPA of 2.0. The Satisfactory Academic Progress guidelines for financial aid are available through Financial Aid Services (fitnyc.edu/financialaid). Students are responsible for reading and adhering to these guidelines.

Students who do not meet the SAP standards will be issued a warning and placed on financial aid probation. Once in this status, if a student again does not meet the SAP standards, then the student's status will be changed to financial aid termination. Under this status the student must attend at least one semester without the benefit of federal and institutional aid. The student's

academic record will then be reviewed to regain eligibility. If there were extenuating circumstances that led to the termination, s/he may submit an appeal that will be reviewed by the Financial Aid Committee. The student will then be advised, in writing, of the committee's decision.

FINANCIAL AID REFUND POLICY

Financial aid recipients who withdraw partially or fully must have their financial aid reviewed. If a student withdraws fully during the first 60 percent of the enrollment period and has any form of federal aid disbursed, the amount of the refund will be based upon a distribution formula as required by federal regulations. The refund distribution, prescribed by law and regulation, is in the following order: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal Graduate PLUS Loan, Federal Perkins Loan, Federal Pell Grant, Federal Supplemental Educational Opportunity Grants (FSEOG), other Title IV aid programs, and other federal sources of aid. Additional information on these refunds and repayment policies may be obtained from Financial Aid Services.

Tuition and Fee Refunds

FULL-TIME AND PART-TIME PROGRAMS

An application for refund of tuition must be made on the Withdrawal/Refund of Tuition Form provided in the Registration Center or in writing. All refunds are based on the official date of withdrawal. No refunds will be permitted unless an official withdrawal form is submitted in the required time period. The date on which the Withdrawal/Refund of Tuition Form is received by the Registrar's Office is considered the official date of the student's withdrawal. The \$5 part-time offsetting fee is not refundable. Student health insurance for full-time students is nonrefundable after the first day of class. Nonattendance in class or stop payment on a check is not considered an official withdrawal from the college. The student remains responsible for all tuition liabilities. Students receiving Title IV financial aid will be processed according to federal guidelines. The refund period terminates by the end of the third week of classes, in accordance with the following schedule:

| Withdrawals | Refunds |
|-------------------------------------|----------------------------|
| Prior to the first day of classes | 100% of tuition and fees** |
| Prior to the second week of classes | 75% of tuition and fees** |
| Prior to the third week of classes | 50% of tuition and fees** |
| Prior to the fourth week of classes | 25% of tuition and fees** |
| Thereafter | No refund |

* The first week ends on Saturday regardless of which day of the week classes begin.

** The student health insurance fee is not refundable.

The refund process generally takes six to eight weeks after the semester begins. All credit card refunds are issued through the appropriate credit card carrier.

SUMMER AND WINTER SESSIONS

The refund period terminates prior to the fourth scheduled session of the class, in accordance with the following schedule:

| Withdrawals | Refunds |
|------------------------------------|-----------------|
| Prior to the first day of classes | 100% of tuition |
| Prior to the second day of classes | 75% of tuition |
| Prior to the third day of classes | 50% of tuition |
| Prior to the fourth day of classes | 25% of tuition |
| Thereafter | No refund |

Tuition and Fees

FIT is a college of the State University of New York. It receives state funding and support from the New York City Department of Education. This assistance allows the college to offer the tuition rates noted below.

All new matriculating students are required to confirm their acceptance with a nonrefundable advance tuition payment of \$150 as soon as they are notified of admission. The following schedules of fees are effective for the 2015-2016 academic year:

| | |
|--|-----------------------|
| Full-time tuition, New York City/State residents | \$5,435 per semester |
| Full-time tuition, out-of-state residents | \$11,105 per semester |
| Part-time tuition, New York City/State residents | \$453 per credit* |
| Part-time tuition, out-of-state residents | \$925 per credit* |

Tuition and fees are subject to change without prior notice at the discretion of the college's Board of Trustees. Current tuition and fees are available on the FIT website at fitnyc.edu/bursar. Tuition is charged for non-credit-bearing courses. Lectures, laboratories, and workshops are billed at different rates.

* Tuition paid by check or money order must be in the exact amount in U.S. dollars.

RESIDENCY FOR TUITION PURPOSES

U.S. Citizens and Permanent Resident Aliens

To qualify as a New York State resident, one must have established legal residence by maintaining a domicile in New York State for a period of at least one year preceding the date of the semester.

A domicile is defined as a fixed permanent home to which one intends to return after being absent for a period of time. A person does not acquire a New York State domicile simply by being physically present in New York for a period of 12 months. A person retains a domicile until their present domicile is abandoned and another domicile is established.

In addition to the general domicile standards, students under the age of 21 and whose parents or legal guardians reside out of state must present evidence of financial independence from parents or legal guardians and an established New York State domicile in order to be designated as New York State residents for tuition purposes.

Applications for change of residency status are available at the Office of the Bursar at 333 Seventh Avenue, 15th floor, and on the FIT website at fitnyc.edu/bursar. Completed applications with supporting documents must be submitted prior to the end of the registration period for the semester for which the application is intended. Residents of any of the five boroughs of New York City must sign the residency affidavit printed on the registration form at the time of admissions to the college. New York City residents who have met the New York State residency requirement by maintaining a domicile in New York State for a period of at least one year preceding the date of registration do not have to file a Certificate of Residence. New York State residents who do not reside in any of the five boroughs of New York City must file a Certificate of Residence (issued by the county in which the student resides) in order to be eligible for the in-state resident tuition rate. It is mandatory that the student present a new certificate at the beginning of each academic year. This completed certificate must be filed with the Office of the Bursar at the beginning of the term for which the certificate is intended.

Students who enroll at the college in the fall semester are required to submit a new certificate the following fall. Students who enroll after the fall semester (winter, spring, or summer) must submit a certificate at the beginning of their first semester of attendance at FIT and a new certificate at the beginning of the following fall semester. Note that individual counties have deadline dates and may have different criteria for issuing the certificates. Notices are mailed each year to continuing

FIT students who are enrolled as New York State residents reminding them of the deadline dates along with an application for the County Residence Certificates and instructions for completing the form. However, regardless of whether the FIT notices are received, students are responsible for submitting the completed affidavits to their respective counties and the County Residence Certificate to FIT's Office of the Bursar at 227 West 27th Street, New York, NY 10001-5992.

The County Residence Certificate is issued by the student's County Administrative or Treasurer's Office, not by FIT. Applications and information pertaining to the location of county offices are available at the Office of the Bursar and on the FIT website at fitnyc.edu/bursar. Application forms are also available at the county offices. Students who fail to submit a valid County Residence Certificate to the college by the deadline dates will be billed the equivalent of nonresident tuition. No exceptions will be made. New York State Law requires that students who reside in New York State, outside any of the five boroughs of New York City, must file a County Certificate of Residency certified by their home county to qualify for the in-state tuition rate. New York State residents who are eligible for the in-state tuition rate but have moved from one county to another within New York State within the last six months must file for a County Residence Certificate with both counties and submit both certificates to FIT's Office of the Bursar. Other residency requirements, county certificate applications, and other information may be obtained from the website at fitnyc.edu/bursar.

Nonimmigrant Aliens

Foreign students with F-1 student visas are not eligible for the New York State resident tuition rate. Students with other types of visas may be eligible if they have been residents of New York State (as described above) for one year prior to the date of registration. The student must have possessed the qualifying visa for at least one year prior to the date of registration.

TUITION PAYMENT DEADLINES

Non-matriculated students are required to pay full tuition liability at the time of registration for each semester.

Tuition due dates are determined by the college in advance of each semester and may vary from one academic year to the next. Tuition due dates for the fall semester normally occur between mid-July and early August. Tuition due dates for the spring semester normally occur between late December and early January.

All students who register after the payment due date are required to make tuition payment immediately upon registration. All students attending winter and summer sessions are required to pay full tuition liability at the time of registration.

Checks and money orders should be made payable to: Fashion Institute of Technology. Checks or money orders may be mailed to: FIT, Office of the Bursar-Cashiering Operations, Room B127, 227 West 27 Street, New York, NY 10001-5992. Student ID numbers must be indicated on payments. Students can make payments in person at the Office of the Bursar-Cashiering Operations. Payment may be made via MasterCard, Visa, American Express, Discover Card, personal check, or money order. Credit card payments may also be made via the college's website. FIT no longer sends bills by mail. An email will be sent to students' FIT email accounts when bills are ready for viewing. To view and pay, students should go to myfit.fitnyc.edu and click on *Pay Student Account* or *View e-Bill* under the Student Services tab. Students should check their FIT email regularly for important messages regarding their accounts. For more information, contact the Bursar's Office, 212 217.3720/3680, bursarhelp@fitnyc.edu.

FEES

| | |
|-------------------------------|--------------------|
| Duplicate diploma | \$10 |
| Graduation fee | \$30 |
| Health insurance ¹ | \$770 per semester |

| | |
|--|---|
| Health Services | \$150 per semester |
| Laboratory ² | \$10 per course |
| Late examination | \$25 per occurrence |
| | 1.5% per month on balance |
| Late registration (full-time) | \$100 per occurrence |
| Late registration (part-time) | \$50 per occurrence |
| Locker rental | \$10 per student/per semester |
| Offsetting services ³ | \$5 per semester |
| Placement test | \$25 per occurrence |
| Program change | \$25 per occurrence |
| Recreation and Athletics | \$50 per semester |
| Replacement ID card | \$25 per occurrence |
| Returned check | \$25 per occurrence |
| Student activity ⁴ | \$65 per semester |
| SUNY Learning Network (online courses) | \$15 per online credit hour |
| Technology | |
| Part-time student | \$50 per semester |
| Full-time student | \$100 per semester |
| Transcript | \$12 |
| Books and supplies | cost between \$600 and \$900 (depending on major) per semester. |

- 1 This insurance must be purchased by all full-time students unless evidence of other coverage is submitted. The rate shown is for domestic students.
- 2 Fee is charged to each student who registers for a course requiring life/fashion models and/or the use of certain specialized equipment/materials.
- 3 Fee is charged to part-time students and is nonrefundable.
- 4 Approved by FIT's Board of Trustees in accordance with Student Council regulations.

NON-PAYMENT OF DEBTS AND FINES

Checks returned by a bank as unpaid for any reason will result in a returned check fee of \$25 charged to the student's account. The college reserves the right not to accept a personal check for payment under some conditions: for example, a history of prior returned checks or checks without preprinted name and address. Note that a stop payment draft against a check is not considered an official withdrawal from the college and the student will be charged a \$25 returned check fee in addition to the tuition liability.

Late payments are subject to a late fee of 1.5 percent per month on all outstanding balances. Students who fail to pay their bills or other college debts will be ineligible to register, graduate, or obtain transcripts or other services from the college. Outstanding debts may be referred to a licensed collection agency and collection fees up to 33 1/3 percent may be added to the outstanding balance. If legal action becomes necessary, litigation and all court costs will be the student's responsibility.

Students who have not satisfied their full financial obligations, exclusive of certified financial aid or tuition payment plans, by the scheduled due date may be subsequently de-registered and all previously assigned classes may be dropped. Late registration and program change fees may be assessed to students who are de-registered and wish to re-enroll. Students are not guaranteed class availability if they need to re-register for courses.

Courses

- Courses (p. 69)
 - AM: AM-Art Market (MA) (p. 69)
 - CF: CF-Cosmetic Fragrance Marketing and Management (MPS) (p. 69)
 - ED: ED-Exhibition Design (MA) (p. 69)
 - FT: FT-Fashion & Textile Studies: History, Theory, Museum Practice (MA) (p. 69)
 - GF: GF-Global Fashion Management (MPS) (p. 69)
 - MI: MI-Illustration (MFA) (p. 69)
 - SE: SE-Sustainable Interior Environments (MA) (p. 69)

AM: AM-Art Market (MA)

CF: CF-Cosmetic Fragrance Marketing and Management (MPS)

ED: ED-Exhibition Design (MA)

FT: FT-Fashion & Textile Studies: History, Theory, Museum Practice (MA)

GF: GF-Global Fashion Management (MPS)

MI: MI-Illustration (MFA)

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