



edessa
2022 - 2024

DEDICATION

To Gardner Lewis Dixon and Edessa Meek Dixon,
both graduates of Tuskegee Institute in 1920,
laying the foundation of higher education for their family for many generations to come.
Examples of excellence in scholarly activities, spirituality, marriage and dedication to family
reflected in the generations of Dixons that followed.

"I saw what you did, and I'm doing what you showed me!"

To Edessa Dixon McGaddy,
the only remaining nuclear family member witnessing this amazing achievement.
Your support and validation have been awe inspiring!

"You will see us to the finish line, I promise!"

To the Speller family,
who supported us whenever we needed it.
Also an example of dedication to higher education and family.

"We got it from both sides!"

To Dalton Dixon Speller and Relyea Dixon Speller,
your partners and children,
you always believed in this dream,
and stepped aside when we couldn't give you our undivided attention.
This was definitely for you!

"You have always been and will always be our priority!"

Love,
Jeffrey Speller and Lynne Dixon-Speller

Written By:

Lynne Dixon-Speller, MS
Jeffrey Speller, BSEE, MBA
Jasmine M. Moore, MBA

Edited By:

Alyce Katayama, JD
David Levy, PhD
Neil Hoffman, MS
Mary Berger, MS
Kim Dunisch, MBA
Shannon Novy MFA

Table of Contents

Introduction.....	1
-------------------	---



Administration.....	4
Staff.....	5
Faculty	5
Management, Non-profit Status and Accreditation	6
Self-Evaluation Process	6

Academic Calendar	7
-------------------------	---



Term Dates	8
Holiday Dates	8
Library.....	8
Library.....	8
Campus Security	9
Facilities and Equipment	9

Admissions.....	10
-----------------	----



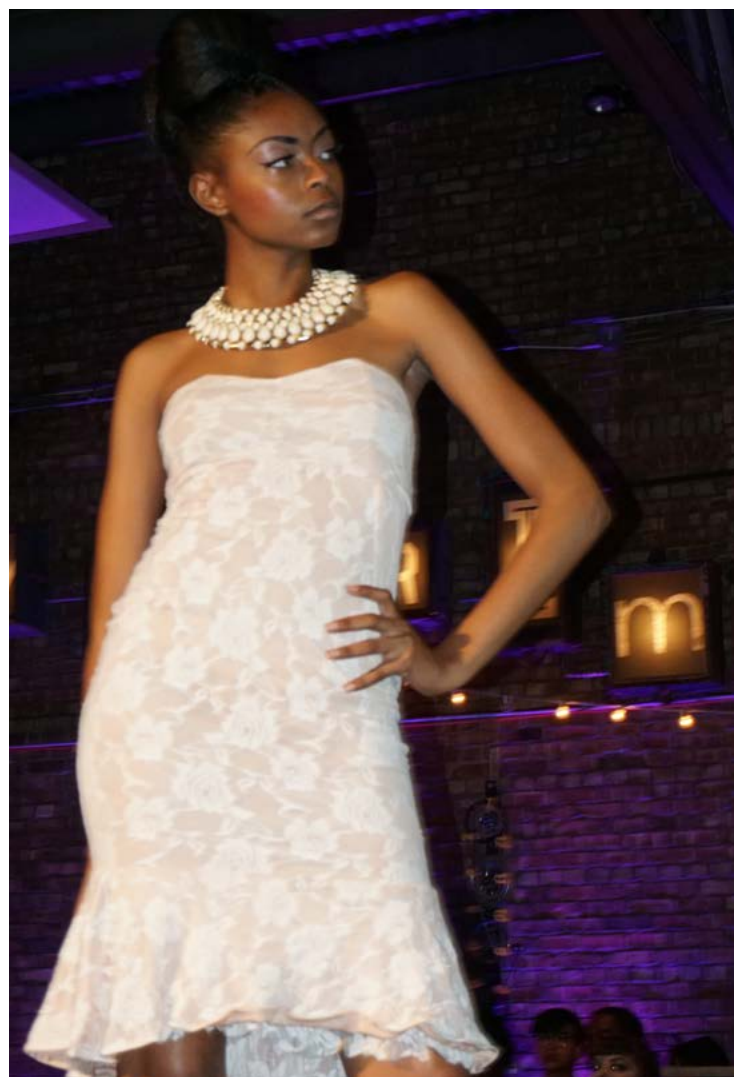
Transfer Students Admissions Policies	13
Late Start Policy	14
Grading System	14
Satisfactory Academic Progress	16
Financial Aid Eligibility	16
Probation	17
Readmittance.....	18
Appeals.....	18
Withdrawn from Course	18
Leave of Absence	19
Attendance and Tardiness.....	19
Academic Affairs	22
Orientation.....	22
Academic Freedom.....	22
Student Conduct Policies and Procedures	23
Student Complaints.....	31
Student Social Media Policy	32
Criteria for Honors Designations.....	34
Semester Honors Designations (at the completion of a semester)	34
Honors Designation at Graduation	34
Student Affairs.....	35
General Information.....	35
Academic Advising	35
Alumni and Career Services	35
Disability Services Policy.....	36
Academic Honesty and Integrity	37
Jurisdiction	37
Records	38

All academic programs of Edessa School of Fashion are approved by the State of Wisconsin, Educational Approval Program, a division of the Department of Safety and Professional Services.

Tuition and Financial Aid Policy...39



Schedule of Fees 39
 Payments 40
 Books and Material Fees..... 40
 Cancellation 40
 Refund Policy..... 41
 Return of Federal Title IV Funds 42
 Edessa Accounting Department 42
 Satisfactory Academic Progress for some non-Title IV
 Funding..... 42



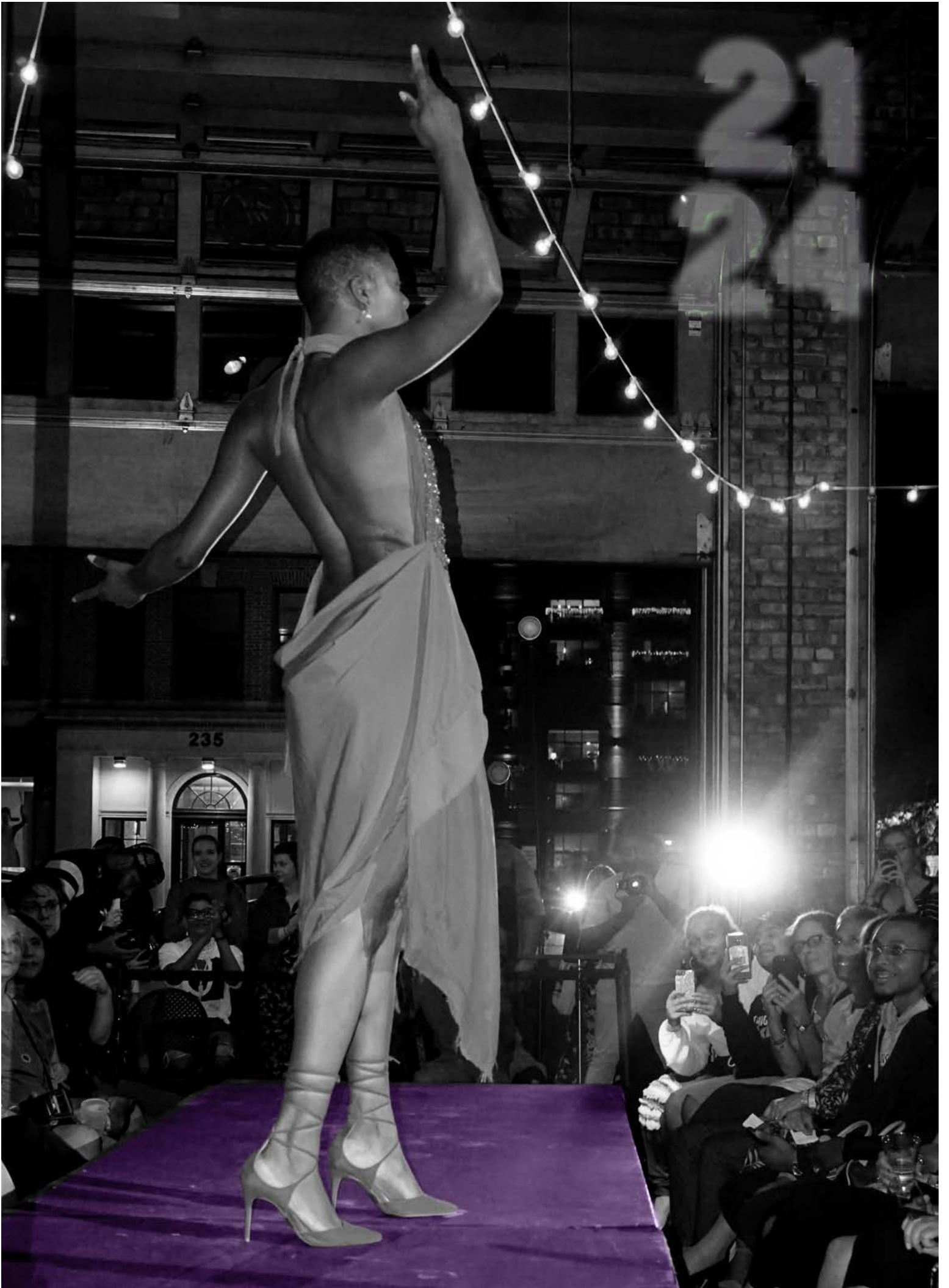
Registrar's Office44



Record Retention..... 44
 Records Retention Requirements 45
 Disposal of Records..... 46
 Course Scheduling 47
 Class Registration 47
 Credit Hour Definition..... 47
 Requirements for Graduation 48
 Policy on Retaking Coursework..... 48
 Standard Term-based Undergraduate Programs..... 49
 Family Educational Rights and Privacy Act (FERPA) .. 49
 Procedure to Inspect Education Records 50
 Disclosure of Educational Records..... 52
 Record of Requests for Disclosure 54
 Directory Information..... 54
 Correction of Educational Records..... 55
 Student Right to File Complaint..... 56
 Programs..... 58
 Apparel Design Majors 58



General Education 63
 Course Descriptions..... 66
 Course Numbering..... 66
 Course Prefix Letter Code 66
 Course Descriptions..... 67



Introduction

Milwaukee became a design leader when its key manufacturers such as, Harley-Davidson, Briggs & Stratton, and Miller Beer, harnessed the talents of native son Brooks Stevens and others to develop a competitive edge in product development. He revamped conventional product design by streamlining and implementing them as marketing tools. But fashion is a dramatic change of pace, a different kind of product, even more design-dependent than the creation of hard goods, yet ubiquitous; because in the world of clothing, everyone is a consumer! Today, apparel design, manufacturing, marketing and their related professions are taking root in such cities as Milwaukee, WI; Columbus, Ohio; Nashville, Tennessee; Dallas, Texas; and Seattle, Washington. Yet the important fashion training institutions remain predominantly on the east and west coasts.

Creating a world-class professional school of fashion in Milwaukee, with a four-year curriculum that includes design, marketing, production and retail skills, will fill a burgeoning regional need and provide diverse and often lucrative employment opportunities for its graduates. They may work for large design houses, international retailers or wholesalers, mid-sized local enterprises, create their own one-person design studios or freelance. Whatever their choices, they will be harnessing their talents and training while productively realizing their passions -- opportunities facilitated by an education that recognized and helped develop their innate abilities.

In addition to the creation of bachelor's degree tracks, specialized areas of concentration will be offered in a variety of formats, including continuing education, full- and part-time certificate programs, professional workshops and pre-collegiate programs for high school students.

Origin

In May 2015 the Milwaukee-based Art Institute of Wisconsin announced that it would close its doors in December 2017. But the faculty of its highly successful fashion programs, joined by community leaders, believed that these programs were too important to the city and to the mid-west region to lose. They determined to reestablish the fashion programs as a free standing, non-profit institution, offering four-year degrees in fashion design, marketing, retailing and related disciplines.

Student Constituencies

Fashion has broad appeal, attracting students from a highly diverse spectrum of economic, social and ethnic groups. Applicant pools for fashion programs in the major schools – e.g., The Savannah College of Art and Design (SCAD), Parsons School of Design, Pratt Institute, Fashion Institute of Technology (FIT), Otis College of Art and Design, Fashion Institute of Design & Merchandising (FIDM) and Rhode Island School of Design (RISD) are extremely strong and growing. But these are east and west coast institutions, situated in costly urban centers, with both the advantages and liabilities of big-city life. For many talented young people (and their parents) a move to New York or Los Angeles is daunting, expensive and a bridge too far. Thus, the opportunity for Edessa to serve a regional need. Ultimately reaching not only Wisconsin, but the Midwest and beyond, is very real and highly compelling.

Edessa's faculty includes leading professionals in the fashion industries. They teach what they do, supported by an emphasis on critical thinking within the traditional academic disciplines and by exploration of the specialized knowledge of wholesale and retail markets and their economic structures.

Minority Leadership

Edessa is the only independent fashion school in the United States to be led by a Minority administration.

Vision

Edessa School of Fashion prepares its students for successful careers in the fashion/apparel industry and serves as a leader in the growing Midwest design, manufacturing and retail markets through innovation, business partnerships, and community support.

Values

- Providing a superior education through a rigorous, specialized curriculum, taught by experienced and dedicated faculty
- Fostering educational connections between academic study and real-world experience
- Promoting student potential by creating a diverse student-centric campus culture that provides life-changing opportunities in a positive and empowering environment
- Building an educational community that continuously strives for growth and innovation through strong interpersonal and industry connections

Mission

Edessa School of Fashion prepares talented students to become successful professionals in the global fashion industry.

Non-Discrimination Policy

Edessa School of Fashion does not discriminate on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, or veteran's status.

Edessa provides reasonable accommodations to qualified individuals with disabilities.

The school will not retaliate against persons bringing forward allegations of harassment or discrimination. The V.P. of Student Affairs is designated to handle inquiries and coordinate the school's compliance efforts regarding the Non-Discrimination Policy:

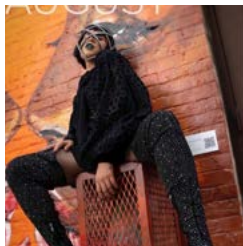
Board of Directors

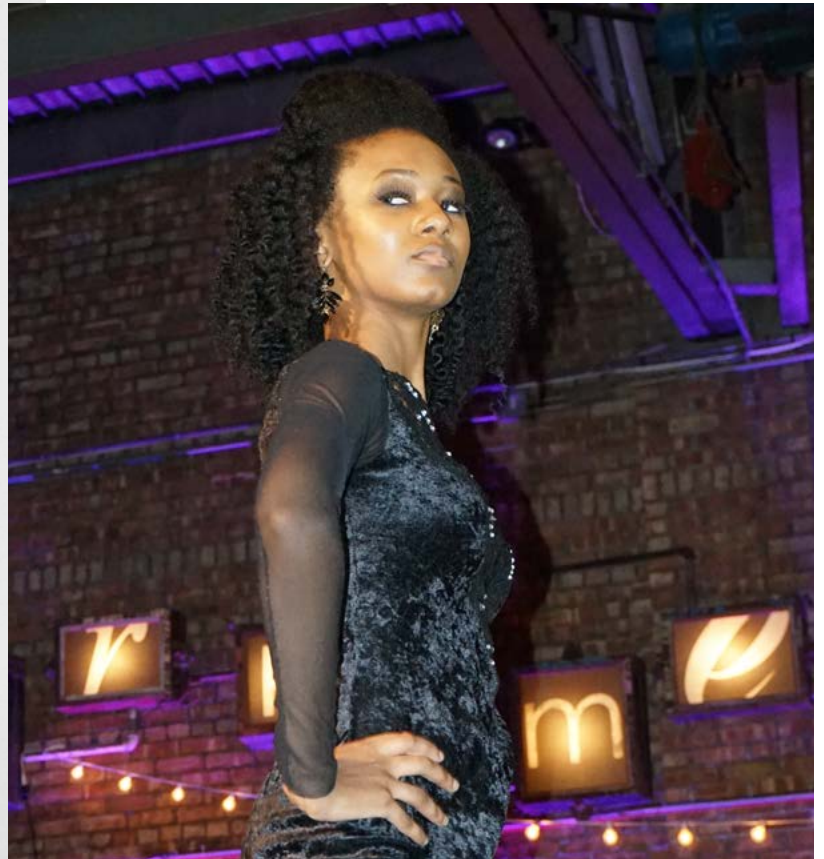
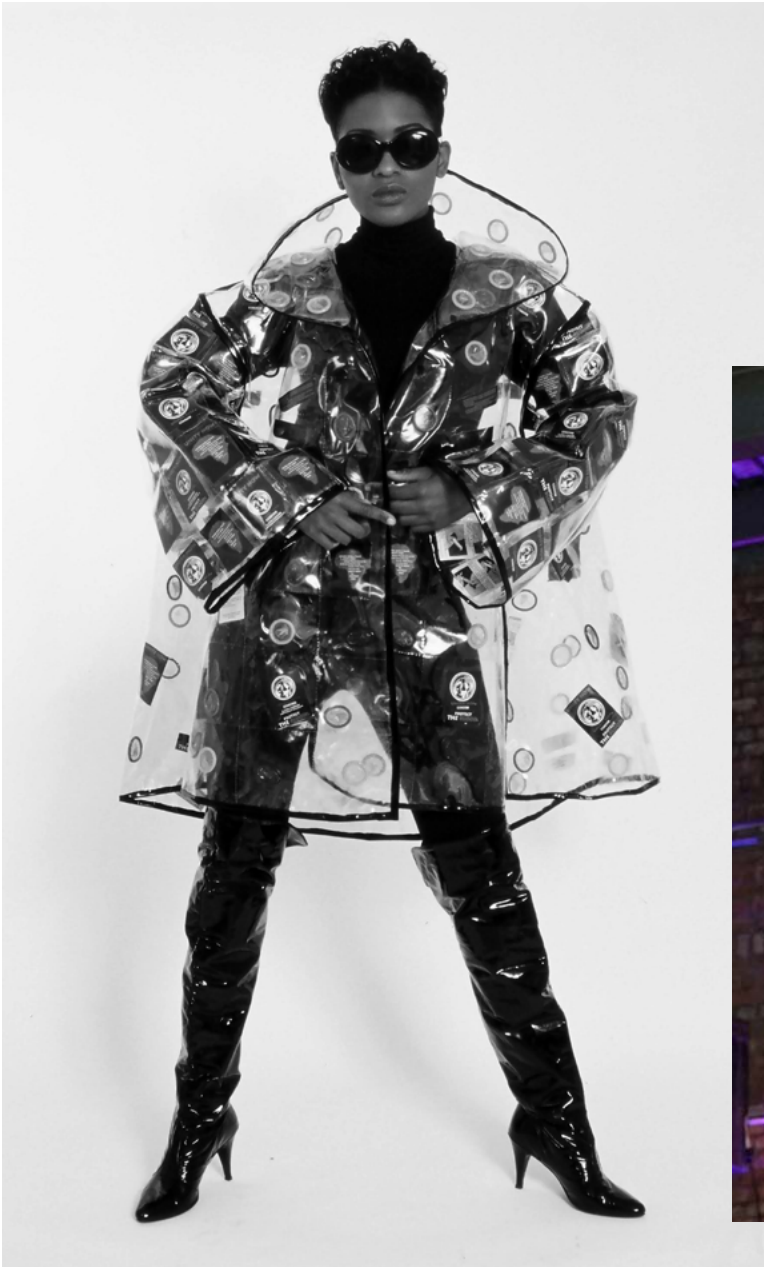
Robert Davis, D.V.M.
Michelle D'Attilio
Deryl Davis-Fulmer, Ph.D
Leon Linton, Ed.D, M.B.A.
Elmer Moore Jr., M.B.A.
Nicholas Ganos, M.B.A.
Beth Roedl Shully
Una Van Duvall
Robert Zondag, C.T.P.
Cherae Farmer-Dixon, D.D.S., M.B.A.,
M.S.P.H., F.A.C.D., F.I.C.D.

Jordan Roper
Mary Berger, M.S.
Michael Havice, Ph.D.
Kevin Nunn
JaDora Sailes, Ph.D.
Kathy Scott, M.A.
Keona Jones, Ph.D.
Gwendolyn A. Hill, M.S.
Roslyn Grant, Ph.D.
Brian Deleu

Advisory Council

A key component of the institution, the advisory council will be led by a member of the Board of Directors, and will be composed of community leaders and highly qualified professionals, representing the disciplines taught within the school's curricula and reflecting both local and national outreach and expertise. Alyce Katayama, Caroline Priebe, Lauryn Deck, Linda Marcus, Cynthia Stoll, Jai Cherney





Administration

Jeffrey M. Speller / President
Jasmine M. Moore / VP Financial Aid
Malik Cupid / VP Student Affairs, Disability Services
Lauren Robb / Librarian / Information Technology Specialist
Hannah Evancy / Director of Admissions
Stephanie Sherman / Director of Development
Lynne R. Dixon / Academic Dean / Chair of Apparel Design
Kim Dunisch / Chair of Fashion Marketing
Vincent Mason / Registrar
Kavita Chetty / Assistant Director of Admissions
Shannon Novy / Executive Assistant, Student Services Liaison,
Assistant Professor

Staff

Faculty

The college's faculty, with significant professional experience in their respective industries and academic disciplines, support, guide and inspire the students at every step of their educational experience. They are enthusiastic about teaching, and committed to the success of their students.

Fashion Marketing

Kim Dunisch / Chair, Buying, Retail Management, Portfolio, Trends
Jessica Frederickson / Fashion Law
Malik Cupid / Business Law
Jeffrey Speller / Manufacturing Operations
Kathryn Cuirlik / Global Marketing, Market Research
Nancy Montgomery / Retail Floor Plans, Planograms
Robbie Shur / Graphics, Adobe Illustrator, Photoshop
Jody Campbell / Graphics, Adobe Illustrator, Photoshop
Ramneet Schmeling / Textile Design, Textiles, International Business
Tatiana Gonzalez / Cosmetics and Hair
Christopher Coyne / Photography
Allison Gruber / English / Writing

Apparel Design

Lynne R. Dixon / Chair, Construction, Textiles, Ethnic Influences, Psychology of Dress
Vicki Mahkorn / Draping, Patternmaking, Construction
Mary MacGillis / Patternmaking, Construction
Shannon Novy / Costume History, Textiles, Survey, Corsetry, Millinery
Jennifer Doering / Product Development, Technical Drawing and Design
Martha Beckman / Product Development, Accessories
Miranda Levy / Photography, Art Fundamentals
Otis Sims / Illustration
Bee Hang / Alterations and Repair
Kathleen Stifter / Concept, Illustration
Deborah Selm / Applied Product Development



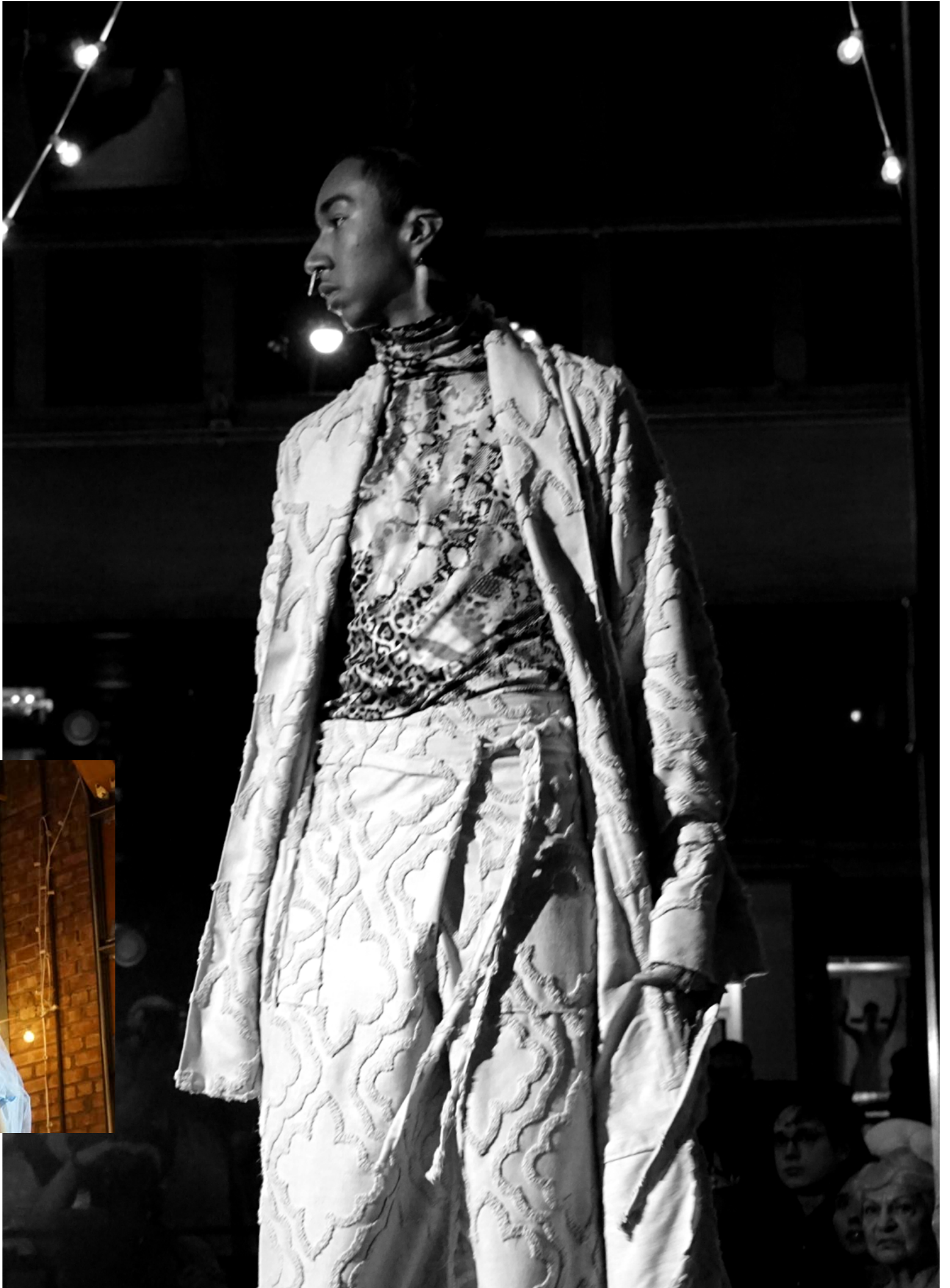
Management, Non-profit Status and Accreditation

Edessa School of Fashion, Inc. is a non-stock, not for profit corporation, incorporated under Chapter 181 of the Wisconsin Statutes. It has tax-exempt status under Section 501 (c) (3) of the Internal Revenue Code and has received approval from the Educational Approval Program (EAP) of the State of Wisconsin, DSPS. Notice to students and prospective students: Edessa School of Fashion does not have institutional accreditation at this time. Edessa will submit an application for accreditation with the Accrediting Commission of Career Schools and Colleges (ACCSC) within the prescribed timeframes.

Self-Evaluation Process

In accordance with prescribed timeframes from ACCSC, Edessa will complete and provide a Self- Evaluation Report annually. Self-evaluation is an assessment of the complete school, conducted by faculty and students, as well as by the school administration. The process will involve the entire school and will be anonymous. The self-evaluation process provides an opportunity for the staff and faculty of the institution to examine itself and to draft findings and recommendations for its own action. Compliance with accrediting standards and improvements within Edessa will be due primarily to its internal efforts rather than due to an on-site evaluation by an outside team or Commission action.





Academic Calendar

Term Dates

The school operates on a two 15-week semester basis, with the first semester beginning in or about the last week of August, and ending in mid-December, and the second semester beginning the third week of January and ending in the second or third week in May. The specific calendar is dependent upon the calendar of any particular year.

Holiday Dates

Holidays for Edessa School of Fashion:

- Veteran's Day
- National Day of Mourning, the 4th Thursday and Friday of November
- Winter Holiday Break
- New Year's Eve
- New Year's Day
- Dr. Martin Luther King Jr. Day
- Good Friday
- Spring Break (1 week, beginning with Good Friday)
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Individual students are also excused from classes on specific religious and cultural holidays where applicable.

Library

The mission of the library is to encourage learning, stimulate intellectual curiosity, and foster the creativity of the students, faculty and staff. The Library provides degree-specific resources in order to enhance the delivery of a learner-centered education. The highly qualified staff strives for excellent service and learning-conducive environments, both digital and physical forms.

For additional information visit the Library and speak with the professional librarians.

Campus Security

Edessa School of Fashion publishes an annual security report on policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and safe access to campus facilities. Also included are crime statistics on campus, off-campus locations, and in particular, areas adjacent to the campus. The report is published each year and contains statistics for the three most recent calendar years. A copy of the most recent annual security report may be obtained from the Office of Student Affairs. Copies of the Crime Report are available on the school website.

New student orientation includes safety and security awareness on and off campus as well as important emergency procedures.

Facilities and Equipment

Edessa School of Fashion is located in the vibrant Third Ward neighborhood of Milwaukee, Wisconsin. Milwaukee is the largest city in the state and is an economic and cultural hub in a region that encompasses nearly two million residents. The city is home to several major institutions, including the Milwaukee Art Museum, the Milwaukee Institute of Art and Design, the Wisconsin Center, the Public Market, the Henry Maier Festival Park, Marquette University, University of Wisconsin-Milwaukee, and two professional major league sports teams. The community is continuously developing, with many new skyscrapers, residential buildings, and businesses adding to the ambiance of the city.

As the school's facilities evolve, they will house classrooms, studios, laboratories, offices, a student lounge, library, and an exhibition gallery. The campus is in the center of the 3rd Ward, which is viewed as an artistic and cultural hub with amenities that are easily accessible and which create an urban campus- like atmosphere for students, faculty and staff. The year-round average class size is approximately 15 students. Class size, is limited to 15 students in lab sessions and 25 students in lecture sessions.

Equipment is often specialized and appropriate to the specific area of study and a school of professional practice.

Admissions

Admissions Requirements and Application Process

Official High School Diploma/ equivalent program

Applicants are required to submit an official transcript/mark sheet from their last high school/secondary school or prior college, showing their grades and, for secondary school transcripts, evidence of completion. The deadline for submission is July 31st for the fall semester and November 30th for the spring semester. Admission is based on overall academic performance and minimum 2.0 grade average. Applicants will be notified by letter of their acceptance.

Portfolio

Applicants must submit a portfolio of 8 - 12 pieces that represent their best work and highlight observation skills, diversity of work and mediums. Evidence of drawing and observational skills will be an important consideration in the portfolio review for design.

A list of awards and achievements can be included.

Official report of SAT and ACT scores

ACT - 21 Minimum or 1060 SAT Composite. Qualifying ACT or SAT scores can exempt students from Preparatory English and Math courses. Placement tests can also be taken to test out of preparatory courses. Students who have not taken an ACT or SAT exam will take placement tests as part of their admissions process.

Evidence of Proficiency in English for students whose first language is not English

- TOEFL – 550 score on the standard test, 85 on the internet-based test with minimum score of 20 on each section.
- IELTS – composite score of 6.5 with a score of at least 6.5 in both reading and writing. For applicants whose native language is English, no additional proof of English proficiency is required. For applicants whose transcripts show extensive study at an institution in which English is the language of instruction, no additional proof of English proficiency is required.

Recommendations

3 letters of recommendation are required. These can come from supervisors, former teachers, counselors or community leaders with whom the applicant has had extensive contact. These letters should address the applicant's potential as a student and fashion professional, addressing such attributes as creativity, initiative, motivation, character and academic achievement. Recommendation letters may not come from family members or personal friends.

List of achievements and awards can be included.

Interview

The purpose of the interview is to: explore the prospective student's background and interests as they relate to the programs at Edessa, and to assist the student in identifying the areas of study best aligned with their background and interests.

Interviews may be held in person, by telephone or by video conferencing, although an in-person interview coupled with a campus visit is strongly encouraged. This is the best way for students, and their families to understand the atmosphere of Edessa, and to hear and learn first-hand from students and others of the academic and social experience that the school offers. It is also an opportunity, through direct conversations with staff, to get answers and/or clarify any questions about the application process.

To schedule an interview and/or a visit, please contact the Director of Admissions, Hannah Evancy, hevancy@edessa.fashion.

Residency Requirement

All degree candidates are required to complete their last 30 credits in residence.

Applicants who do not meet the criteria for admission will be counseled on measures that may improve their potential for admission. Consideration will be given to applicants who demonstrate exceptional drive and passion for the arts.

Applicants who have not submitted all their transcripts prior to class registration may (under special circumstances) be allowed to begin class on a conditional basis. However, continued attendance requires that all missing transcripts be submitted by the course add/drop date for the semester of entry as published in the Student Handbook.

Admission Committee Literacy Review Essay Policy

A student must demonstrate literacy, defined as the ability to read and write at a level that allows him or her to be successful in a college of higher education.

Students from schools where the language of instruction is English and whose average English language grade is lower than 3.0, and international students whose TOEFL scores are below 100 (for the internet-based test) or lower than 6 on the IELTS, will be required to take an English placement test during or immediately following the registration period. If performance on this test is deemed unsatisfactory by the faculty, they will be required to take preparatory English instruction or courses in English as a second language (ESL).

Accuplacer Testing

Edessa uses the College Board Accuplacer Test to determine student applicant's preparedness to for college-level coursework in English, Mathematics, and/or Computer Literacy. The Accuplacer scale to be exempt from Preparatory Studies courses is English 169/ Math 65/ Computer Literacy 65.

Proficiency tests are available for assessing math aptitude.

There is a \$100 proficiency/portfolio fee. All proficiency tests must be completed by the end of Add/Drop Period in the student's first semester of study. Edessa also accepts the College-Level Examination Program (CLEP) test scores.

Readmissions

The Readmissions Officer provides assistance to those students wishing to return to school after a leave of absence, withdrawal, or suspension. For a smooth transition back into the academic mainstream, students must contact the officer, located in the Admissions Department, for all information needed to return to classes.

Readmission (Re-entry) Procedures

Any student who has left Edessa School of Fashion for any period of time must go through the formal readmission process. To begin the process, the student must first fill out an Application for Readmission found on the Edessa School of Fashion website. The Readmissions Officer will ensure that the student's records are reviewed. To gain readmission requires the approval of: Academic Dean, Academic Department Chair,; Student Accounting ; and if applicable, Financial Aid. If approval is obtained, the Readmissions Officer may proceed in the facilitation of the readmissions process.

Transfer Students Admissions Policies

Transfer of Credit Policy

The Academic Dean handles all matters related to Transfer Credit and Program Change. The admissions policies apply to all transfer students: Students must earn a minimum of 25 percent of the total degree requirements while enrolled at Edessa. Therefore, students may only be granted a maximum of 50 percent of the total degree program credits through transfer credit. Transfer credit is normally determined prior to initial enrollment in classes. Transcripts submitted after the student's first semester of attendance may or may not be considered for transfer credit, and are at the discretion of the Academic Dean. Students may request advanced standing for experiential learning. Students must present documentation for relevant work of life experiences. Also, verification of employment must be received prior to the class start.

Course Descriptions and Compatibility

The official descriptions of the courses submitted for transfer credit will be used to determine whether or not the prior coursework is comparable to the Edessa curriculum. Only College-level credits taken at an accredited institution of higher education will be considered for transfer. No remedial/preparatory courses will be considered.

Grades of Transfer Credits and Advanced Placement

Only courses with earned grades of "C" (2.0) or better will be considered for transfer credit. Course prerequisites and course sequence will be examined to assure transfer placement. For consideration of credit from CLEP or AP courses must be received by the school prior to the class start. No more than 25 percent of program credits will be considered for any proficiency credit.

▪ **Advanced Placement.** Some foundation course credit can be obtained through College Board's AP Studio examinations. Students who take the College Board Advanced Placement (AP) or International Baccalaureate (IB) courses and score four or higher on the AP exam or four or higher on the IB exam for those courses while in secondary school are eligible for proficiency credit. All materials must be received from the Scholastic College Board organization and evaluated prior to the student's first quarter of attendance.

▪ **College Level Examination Program (CLEP),** Complete the College Level Examination Program (CLEP) with a score of 50 or higher on computer-based CLEP examinations equivalent to college courses.

▪ **Articulation Agreement Credit.** Successfully complete programs of the articulation agreements between the college and relevant high schools.

▪ **Military Experience Credits.** Complete training, employment, or other educational experience in the military as measured through DANTES, DSST examinations, or as shown on the Joint Service Transcript, the Community College of the Air Force Transcript or as recommended by the American Council on Education (ACE).

Concurrent Enrollment

Requests for transfer of credit from accredited institutions of higher education, for a course taken concurrently with Edessa's full-time schedule, after a student's matriculation at Edessa may be made to the Academic Dean. Transfer Credit may be awarded if all other criteria for transfer of credit are met. Summer courses from other institutions are acceptable with prior approval from the Academic Dean.

Continuing Education

Students may register directly for all beginning-level continuing education courses. Prerequisites and skill levels for courses beyond the beginning level must be verified by faculty or program staff, after which the student may register directly. Continuing education courses do not receive degree credit. CEU credits are offered.

Late Start Policy

Students may not begin classes at Edessa after the posted add/drop date for the relevant semester that is posted in the student handbook

Students are required to attend new student orientation. Make-up orientation sessions are possible for those students who are unable to attend the regularly scheduled orientation, but must be completed by the end of the first semester

Grading System

All courses have specific objectives for completion and course syllabi specify the criteria used for assessment. Projects, classroom participation, tests, quizzes, papers, and other written assignments, as relevant, will be among the criteria used to determine overall course performance.

Edessa School of Fashion uses the following system to determine course grades:

A +	A (Excellent)	A-	B+	B (Good)	B-	C+	C	C-	D+	D	F
4.0	4.0	3.7	3.4	3.0	2.7	2.3	2.0	1.7	1.4	1	0

The grade point average is computed by totaling the grade points and dividing that sum by the total number of credit hours taken.

The following designations will not be considered as credits successfully completed:

Grades:

Audit	Failed	Incomplete	Withdrawn	Non-Credit
AU	F	I	W	NC

Grading Scale

The grading system incorporates letter grades, equivalent numeric values and letter codes as follows:

Letter Grade	Percentage	Quality Points
A	100-93	4.0
A-	92-90	3.7
B+	89-87	3.4
B	86-83	3.0
B-	82-80	2.7
C+	79-77	2.4
C	76-73	2.0
C-	72-70	1.7
D+	69-67	1.4
D	66-60	1.0
F	59-0	0.0

A student must repeat a course in their major if they do not achieve a "C" grade or higher.

Grade Reporting

All students will receive grade reporting during the week of midterms, defined by the academic calendar of each year, and within three days after the final day of class of each semester. This report will be delivered digitally via the student portal, student app and email notification.

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) is defined as satisfactorily progressing towards fulfilling degree requirements. GPA and course credits determine satisfactory academic progress.

Students who have a grade point below 2.0, or who fail or drop from courses beyond the drop period are subject to Academic Probation.

The Registrar communicates the probationary status. Removal from probation, requires the satisfaction of the conditions described in the notification letter. Students on academic probation who fail to earn a 2.0 cumulative GPA at the end of the probationary semester are subject to dismissal.

Financial Aid Eligibility

Credit Completion Schedule: To remain eligible for financial aid, a BA candidate must successfully complete the degree requirements within six academic years of full-time study (including summer session), or ten academic years of part-time study. **Cumulative Credits Completed:** Students must earn a minimum number of cumulative credits by the end of each year. Please see the following schedule.

- Part-time study will be prorated (students who start a semester enrolled full time and drop to part time will be considered full time for satisfactory academic progress policy standards).
- Full-time students can receive financial aid for a maximum of six years or 184 credits.
- Transfer credits will be considered on a case-by-case basis.
- Students will be conferred the Bachelor of Arts Degree after successful completion of their degree requirements which is a minimum of 120 required credits.
- The BA Degree program is generally comprised of 78 studio credits and 36 General Education credits, and 6-12 credits of elective courses.

All Students receive a mid-term evaluation with letter grades from each of their instructors during midterm week. These evaluations inform students of their progress and any areas of concern at the midpoint of the semester.

Probation

Students can be placed on academic probation in each of the following situations;

- The cumulative grade point average (GPA) falls below a 2.0 ("C").
- The semester grade point average is below a 2.0 ("C") for any semester.
- Consistently failing to receive credit for the courses in which they have registered.
- If the cumulative GPA fell below a 2.0 ("C"), it must be raised to 2.0 after the probationary semester.
- If the semester GPA is below a 2.0 ("C") for any semester, it must be raised to a 2.0 average or better in the following (probationary) semester.
- Students who consistently fail to receive credit in courses for which they have registered, must pass their courses the following semester.
- A student who attempts, but does not pass the same preparatory studies course two times. A student who attempts but does not pass the same Preparatory Studies course three times is Dismissed and there is not a right to appeal the dismissal.
- A student who has not maintained Satisfactory Academic Progress by not achieving the following:
 - Maintain a minimum cumulative grade point average (CGPA);
 - Achieve the minimum incremental completion rate (ICR); and
 - Complete the program within a maximum allowable time frame (MTF).
- Students must also satisfy all of the conditions set forth in their probation letter. Failure to be removed from academic probation status following the probationary semester will result in academic dismissal from Edessa School of Fashion.

The Registrar's Office notifies students when they are placed on academic probation. Students placed on probation may be required to meet regularly with an advisor, tutor, or counselor while on probation.

Students will not be penalized for pregnancy or related conditions, including recovery from childbirth. Students who are absent due to pregnancy or related conditions may receive an exception to the attendance policy and/or be permitted to make up missed work for as long as the student's absence is medically necessary. To avoid being administratively withdrawn, students must contact their academic advisor or registrar about the need for a pregnancy exemption.

Re-admittance

A student who has been academically dismissed is eligible to re-apply for admission with the Registrar's Office one year after the date of dismissal, or as stated in the dismissal notification and after the conditions for readmission have been met.

The student must also create an academic support plan which will be considered for re-admittance. If granted, a student will be readmitted on probationary status and must earn and maintain a GPA of 2.0 or better.

Appeals

If students believe that their education records contain information that is inaccurate or misleading, or is in violation of their privacy or other rights, they may review the records informally with the Registrar's Office. If the Registrar concurs with the student's observations, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended and will be notified of the right to a formal hearing. Requests for a formal hearing must be made in writing to the Academic Dean, who will provide notification of the scheduled hearing. Students may present evidence relevant to the issues and may be assisted or represented at the hearing by one or more persons of their choice, including an attorney, at the student's expense. The President will determine membership of the hearing committee. The Decision of the hearing committee will be final. The student's record will be corrected or amended in accordance with the decision of the hearing committee. A written statement of the findings and decision will be maintained as part of the student's record.

The Procedure for Appealing Academic dismissal begins with a written appeal to the Academic Dean, stating the mitigating circumstances that contributed to the dismissal. The appeal must be supported with appropriate documentation.

The student may be asked to appear in person during the review process when deemed necessary by the Academic Dean or the Appeals Committee. The student will be notified by the Academic Dean of the outcome of the Appeals Committee review. The Appeals Committee decision will be final.

Withdrawn from Course

Students who are withdrawn from a single course for not meeting the attendance policy requirements may submit in writing a one-time appeal for reinstatement to the Academic Dean. Students who appeal must do so prior to the next class session. The instructor must determine that the student has the potential of successfully completing the course(s) to be allowed to continue in the course. A copy of the appeal will be part of the student's file.

Leave of Absence

A student may request a reduced course load (less than full-time status), or a leave of absence from Edessa for medical reasons. A student experiencing medical difficulties that are interfering with the successful completion of academic coursework should see the Academic Dean regarding the process for a leave of absence. Also see Refund Policy.



Attendance and Tardiness

Good attendance is crucial to the successful completion of the curriculum. The instructors submit attendance daily to the registrar in a digital format. The attendance records are kept and maintained by the registrar for at least, but not limited to six years after the student's graduation and/or LDA. Absences totaling more than 10% of the number of scheduled classes in a semester may result in a reduced grade for the course, 20% is grounds for dismissal from the course.

Students are expected to attend all scheduled classes, laboratories, and or examination periods in person. In addition, students are responsible for submitting on time, all required assignments and examinations. Some absences are unavoidable, and documentation will be accepted for excused absence consideration such as with illness and the following mitigating circumstances:

1. Death of an immediate family member
2. Student illness requiring hospitalization (this includes mental health issues)
3. Illness of an immediate family member where the student is the primary caretaker
4. Illness of an immediate family member where the family member is the primary financial support
5. Abusive relationships
6. Divorce proceedings
7. Previously undocumented disability
8. Natural disaster
9. Family emergency
10. Financial hardship such as foreclosure or eviction
11. Documentation from a Professional Counselor
12. A doctor documented illness of the student for a significant period of time
13. Military deployment
14. Military Permanent Change of Station (PCS)
15. Special Circumstances

Students seeking exceptions for medically related reasons and students seeking a pregnancy-related exemption, must provide a doctor's letter supporting the medical necessity of the request to the registrar. Failure to provide this evidence could result in the student's withdrawal from school.

A student who is absent for three cumulative weeks (three classes for those that meet once a week or six classes for those that meet twice a week) in a 15-week term will be withdrawn from the course and will receive a Withdrawal (W) grade during weeks 1 through 13 of a 15-week term and a Withdrawal/Fail (W/F) grade after week 13 of a 15-week term. A tuition refund will not apply to these circumstances.

Tardiness is established as 10 minutes after a class period has begun. Tardiness is not recorded by the registrar and does not affect attendance records.

In the event circumstances requires classes to be delivered on a remote platform, this Attendance and Tardiness policy will remain in tack.



Academic Affairs

The office of the Academic Dean serves the students, faculty, and the community through the development of programs that prepare students with the necessary skills for careers in design and fashion business- related professions.

Orientation

At the beginning of first semester of study all new students must attend orientation, which includes a welcoming presentation by the school and presentations by the academic directors and faculty.

Design students will pick supply kits, all students will receive ID cards, complete registration, financial aid details, and complete placement or exemption testing. Social events are also planned. The purpose of the orientation is to ensure that all new students receive the information and support necessary for a smooth transition into The Edessa School of Fashion community.

Academic Freedom

The Edessa School of Fashion is committed to preserving and enhancing freedom of speech, though, inquiry and artistic expression. It is committed to the maintenance of an educational community in which creative, public and scholarly issues are openly discussed and debated, regardless of how controversial or unpopular the view expressed. The school is, therefore, committed to academic freedom in all forms and for all members of its community. It is equally committed to protecting the right of free speech of all outside individuals authorized to use its facilities or invited to participate in the educational activities of any of its academic or professional departments. Faculty members, administrators, staff members, students and guests are obligated to reflect in their actions a respect for the right of all individuals to speak their views freely and to be heard. They must refrain from any action that would cause that right to be abridged. At the same time, the school recognizes the value of dissent and the many peaceful means available to express it. However, these means must be pursued so as not to undermine free speech.

Consistent with these principles, the school is prepared to take necessary steps to secure the condition for free speech. Individuals whose acts abridge that freedom will be referred to the appropriate academic division or committee for disciplinary review.

Student Conduct Policies and Procedures

Edessa places great value on freedom of expression, and also recognizes the responsibility to protect the values and wellbeing of the academic community. It is important, that students assume some responsibility for helping to sustain an educational and social community where the rights of all are respected. This includes; standards of conduct that are designed to protect the health, safety, dignity, and the rights of all. All community members have a shared responsibility to protect the possessions, property, and integrity of the individuals. The Student Code of Conduct is designed to balance all of these rights, responsibilities, and community values in a fair and equitable manner. Students whose conduct is detrimental to the educational process or disruptive to the environment of the school may be subject to discipline pursuant to the Student Conduct Policy. No one shall infringe upon the right for instructors to teach, and students to learn, in a safe and productive environment.

Student Conduct review process and Sanctions are covered in the Student handbook and include the following major topics:

- Contact Restrictions, and Sanctions,
- Student Conduct provisions and sanctions
- Adjudication proceedings
- Appeal processes for all aspects of students' adverse review outcomes
- Appeal process for actions taken
- The case of expulsion or termination from school clear policies and procedures for readmission are stated, in writing, in the student handbook
- Grievance procedure for internal complaints of discrimination and harassment

After an allegation is received, the Office of Student Affairs will conduct a preliminary review of the information received and determine if the information provided shall result in the initiation of formal disciplinary procedures. Upon review the Office of Student Affairs will determine:

1. Whether the allegations of misconduct, if the student were found responsible, would not result in suspension or expulsion from the school, in which case the matter will be handled through the minor misconduct process.
2. Whether the allegations, if the student were found responsible, could result in the imposition of a suspension or expulsion from the school, in which case the matter will typically be referred to the College Judiciary Committee (CJC).

If the alleged incident represents a violation of federal, state, or local law, the complainant is encouraged to initiate proceedings in the criminal or \civil court system regardless of whether a complaint is filed within Edessa School of Fashion's system.

The office of Student Affairs oversees the school's student conduct system. Consultation with this office or any school official in no way obligates a student to file a formal complaint. Mediation or any other informal method of resolution is not a required step before proceeding with formal adjudication.

In all cases of adjudication covered by this student conduct policy, the office of Student Affairs will keep records of any violation(s) and of the sanction(s), if any, imposed on a student.

In order to verify compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, all student conduct records are retained for seven (7) years after student's last date of attendance (LDA). These records are only released to the authorities to which information must be made available under federal and/or state law or as otherwise required or permitted by law.

A. Student Conduct Policies:

Any student found to have committed any of the following misconduct is subject to the sanctions. Responsibility is not diminished for acts in violation of the student code of conduct that are committed under the influence of any illegal or controlled substances, including alcohol and prescribed medications:

1. Abusive Behavior – The following behaviors are prohibited:

a. Any written, verbal or physical act (including sending electronic communication) directed towards a person that a reasonable person would know is likely to cause physical harm or substantial emotional distress and thereby adversely affects an individual's ability to benefit from the school's education program or activities or create a hostile environment.

b. Repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

2. Academic Integrity – Edessa School of Fashion emphasizes the mutual responsibility of all members to seek knowledge honestly and in good faith. Students are responsible for doing their own work, and academic dishonesty of any kind will be subject to sanction and referral to the school's office of student affairs, which may impose sanctions up to and including expulsion.

3. Alcoholic Beverages – The following behaviors are prohibited:

- a. The sale, possession, use, consumption, production, purchase, or provision of alcoholic beverages to or by any person under the age of 21.
- b. Requiring medical attention and/or engaging in disorderly or disruptive conduct due to intoxication causing school officials to respond, even if the subject is over the age of 21.
- c. Hosting events providing alcohol without first securing authorization from the office of student affairs.
- d. Possessing open containers or consuming alcoholic beverages in any outside location, at events without prior authorization, or in public areas inside the building, except with permission from the office of student affairs.
- e. Providing alcohol with the intent of taking advantage of another.

4. Breach of Peace – As a part of the larger community that surrounds the school, students are expected to abide by all city ordinances and act with respect and civility toward neighbors and their property. The following behaviors are prohibited:

- a. Individual or group activities that result in disturbance or distress to others or that cause damage or destruction to property (e.g., hosting gatherings with large numbers of people in attendance, gatherings that violate city or county ordinances or laws, guests gathering in yards, sidewalks, or other outdoor areas, etc.).
- b. Aiding, abetting, or procuring another person to breach the peace.
- c. Entering another's land or property without permission.

5. Computer and Network Violations – The school's computing and network systems and services are a school-owned resource and business tool to be used only by authorized persons for educational purposes or to carry out legitimate business of Edessa School of Fashion. All users agree to abide by the school's Computer and Network Acceptable Use Policy.

6. Conduct System Abuses – The following behaviors are prohibited:
- a. Providing knowingly false, intentionally distorted, or intentionally misrepresented information before a conduct body/hearing officer or school official.
 - b. Disruption or interference with the orderly proceeding of a conduct process (including the behavior of support person and witnesses).
 - c. Instituting a conduct process knowingly without cause.
 - d. Attempting to discourage an individual's proper participation or use of the conduct system.
 - e. Attempting to influence the impartiality of a member of a conduct body prior to and/or during the course of the conduct proceeding.
 - f. Participating in conduct that directly or indirectly results in the harassment (verbal or physical) and/or intimidation of a party, witness, conduct officer or School official prior to or during the conduct proceeding. Harassment (verbal or physical), including intimidation, of a witness, member of a conduct body or School official prior to or during a conduct proceeding.
 - g. Failure to comply with or complete the sanction(s) imposed under the code.
 - h. Influencing or attempting to influence another person to commit a violation of the Code.
 - i. Plagiarism, forgery or alteration of a conduct sanction.
 - j. Participating in behavior that could be considered fraud, including receiving or attempting to receive payment, services, or academic credit under false pretenses.
 - k. Tampering with any school recognized election process.
7. Discrimination– Any conduct that subjects an individual to disparate treatment on the basis of race, color, religion, ancestry, national origin, gender identity, gender expression, pregnancy, marital status, sexual orientation, age, disability, veteran status, or any other classification protected by law. This may include

but is not limited to using slurs, symbols, or postings; circulating demeaning jokes or caricatures; defacing, removing or destroying property or posted materials; or distributing hate literature.

8. Disruption/Demonstration – Any activity which interferes with the normal operation of the Edessa School of Fashion or infringes on the safety of other members of the school community including obstructing an academic class or lecture, administrative support function or school event or business. Engaging in classroom conduct prohibited by the faculty member or in violation of law or school policy is also prohibited.
9. Egress and Building Safety – The following behaviors are prohibited:
 - a. Nothing should be left on the stairways, walkways or balconies at any time.
 - b. The use of skates, skateboards, hover-boards or other wheeled vehicles typically used for recreation is prohibited in the school's building.
10. Electronic Media Violations – The misuse of electronic media devices is prohibited, including but not limited to: using mobile phones, tablets, data storage devices, cameras, printers, computers, computer lines/networks or computing facilities in ways that:
 - a. Disrupt classroom or any other academically related proceedings.
 - b. Engage in any form of academic dishonesty.
 - c. Send, view, or obtain messages, photos, video that are illegal.
 - d. Engage in any form of harassment and/or discrimination.
 - e. Make an audio, photo, or video record of any person(s) without prior knowledge, or without effective consent when such recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another where there is a reasonable expectation of privacy. Alter or access another's phone voice mailbox, website, social media accounts, or other online presence without permission or create social media accounts for someone without permission. Students may also be subject to conduct charges if it is brought to the school's attention that they posted or distributed material via electronic media (e.g., online social networks like Facebook, Instagram, Twitter, or websites, mobile apps, blogs, emails, IM, CDs, DVDs, etc.) that violates the code.

11. Endangerment – Conducting oneself in a manner that, intentionally or accidentally, endangers, or threatens to endanger, the health or safety of other members or visitors within the school or at school sponsored or related events is prohibited.
12. Failure to Comply – Students who fail to comply with directions or requests of Edessa officials, acting in performance of their duties, will be referred to the office of student affairs for review. Further, students who willfully resist, delay, or obstruct Edessa officials in the discharge or attempts to discharge the duty of their office or employment may also be referred. Student organizations or student organization members who fail to comply with directives or policies of their national/international offices may also be held in violation of this policy.
13. Fire Safety and Equipment – The following behaviors are prohibited:
 - a. Arson or creating or causing fire.
 - b. Causing an unwanted alarm for fire or smoke.
 - c. Careless, negligent, or improper handling of, tampering with or obstructing the fire alarm system, smoke detectors, sprinkler system, emergency exits, carbon monoxide detectors, fire extinguishers, exit signs, and other life safety equipment.
 - d. Failing to evacuate Edessa's building during any fire and/or emergency alarms, including drills; re-entering the building before the all clear sign is given by Edessa staff.
 - e. Failing to report any instance of fire or smoke to any Edessa official.
14. Illegal Substances – The following behaviors are prohibited:
 - a. Use, possession, sale, distribution and/or production of narcotic or other controlled substances (including marijuana), or acting as an accessory, liaison, or facilitator for any of the above.
 - b. Use of a legal substance in an improper manner (e.g. ingesting a cleaning chemical, inhaling other chemical substances for the purpose of intoxication).
 - c. Providing drugs with the intent of taking advantage of another.
15. Property Damage/Vandalism – Destruction, damage, misuse, and/or defacing of Edessa, personal, or public property is prohibited.

16. Retaliation – Taking adverse action against anyone for reporting, supporting, or assisting in the reporting and/or adjudication of any of the behaviors prohibited in the Code, or against anyone perceived to be involved in any of these actions.
17. Sexual Misconduct – Any sexual behavior, attempted or completed, that goes beyond the boundaries of consent. These include intimate partner violence, sexual assault, sexual battery, sexual exploitation, sexual harassment, stalking, discrimination, retaliation for reporting or supporting the reporting any of these behaviors, or filing a false complaint of sexual misconduct.
18. Smoking – The use of cigarettes, e-cigarettes, cigars, water pipes, pipes, vaping devices, hookahs or any other combustible or smoke-generating products or devices are prohibited in Edessa’s building, including all outdoor areas within 20 feet of an entrance.
19. Stalking – Repetitive and menacing behavior towards another, or pursuit, tracking, surveilling, or harassing another in such a way that would cause a reasonable person, under similar circumstances and with similar identities, to fear for their safety or the safety of others.
20. Theft – Attempted or actual removal of Edessa’s or personal property from the owner’s possession or premises without prior permission is prohibited.
21. Violation of Law – Any violation, of federal, state, or local laws is prohibited.
22. Violence – The following behaviors are prohibited:
 - a. Any act of violence or threat of violence.
 - b. All physical abuse, including physical assault and/or battery as well as any domestic violence, hate crimes, and/or child, elder, or animal abuse.
 - c. Any act of violent destruction of property.
23. Weapons, Explosives, and Hazardous Materials – Possession of weapons on Edessa’s property or at Edessa sponsored events is prohibited. The following are prohibited:
 - a. Any type of firearm, BB pellet gun, paint gun, realistic facsimile of a weapon or any counterfeit item, stun gun, and/or Taser-type weapon.

- b. Ammunition, including rounds, casings, shells, clips, magazines, and paint pellets and cartridges.
- c. Switchblades and any blade over 3 inches that is not designed and used for food preparation or eating.
- d. Bows and arrows.
- e. Martial arts weapons.
- f. Brass knuckles.
- g. Explosive devices, all fireworks and sparklers (including safe and sane fireworks).
- h. Dangerous chemicals or other hazardous materials.

B. Violation of Law and School Conduct:

1. It is the student's right to report an incident to appropriate law enforcement agencies and/or School officials. Edessa School of Fashion reserves the right to contact law enforcement agencies for any violation(s) of local, state, or federal law(s). Specific violations of the law in which local authorities may be involved include, but are not limited to, those that are related to drugs, alcohol, assault and battery, sexual assault, trespassing, weapons/explosives, hazardous materials. Except for mandatory reporting required by law, in incidents of sexual assault or battery, no identifying information will be provided to law enforcement if the victim wishes to remain anonymous.
2. If a student is charged with an off-campus violation of federal, state or local laws, conduct charges and proceedings may still be instituted and sanctions imposed for misconduct that involves members of the school community or demonstrates flagrant disregard for the safety of the school community.
3. Edessa School of Fashion's conduct proceedings may be instituted against a student charged with violation of a law in connection with conduct that is also a violation of the Code, such as when both violations may result from the same factual situation, without regard to the pending status of civil litigation in court or criminal arrest and prosecution. Proceedings under the Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Determinations under the Code shall not be subject to change because criminal or civil charges arising out of the same facts were dismissed,

reduced, or resolved in favor or against the criminal law defendant. When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration in the criminal proceeding for that individual because of the individual's status as a student. If the alleged offense is also the subject of a proceeding before a conduct body under the Code, however, the School may advise off-campus authorities of the existence of the Code and of how matters will be handled internally within the School community. The School will cooperate as fully as is legally possible with law enforcement and other agencies in the enforcement of criminal law on campus within the Family Educational Rights and Privacy Act (FERPA) or any other appropriate federal or state guidelines and on the conditions imposed by criminal courts for the rehabilitation of student violators.

Student Complaints

If a student has a concern or complaint regarding their matriculation at Edessa School of Fashion, they should contact the Office of Student Affairs, who will facilitate an appropriate resolution to the problems experienced by the student. Complaints will be handled in accordance with the school's internal grievance procedure for complaints. The guidelines for grievances and complaint procedures can be found in the student handbook. If the resolution is unsatisfactory to the student, he/she has the right to escalate the complaint to the Department of Safety and Professional Services - Educational Approval Program. The contact information for this agency is as follows:

Department of Safety and Professional Services - Educational Approval Program
P.O. Box 4822 Madison Yards Way Madison, WI 53705
www.dsps.wi.gov dspseap@wisconsin.gov

Student Social Media Policy

Edessa School of Fashion (the “College”) recognizes that internet-provided social media can be a highly effective tool for sharing ideas, exchanging information and/or researching for your studies. Violation of this policy may lead to disciplinary action, up to and including expulsion from the College.

The College defines “social media” broadly to include online platforms that facilitate activities such as professional or social networking, posting commentary or opinions and sharing pictures, audio, video, or other content. “Social media” includes personal websites and all types of online communities (including, but not limited to: Facebook, LinkedIn, Yelp, YouTube, Twitter, Tumblr, Snapchat, Clubhouse, TikTok, Instagram, blogs, message boards, and chat rooms).

- Student social media activity is covered by all the College policies including, among others, the College’s Equal Employment Opportunity / Non-discrimination, Anti-harassment, Confidential and Proprietary Information, and Communications Systems, Email, Networks, and Internet policies.
- You should not post content on social media that violates the College’s discrimination or harassment policies, or that is threatening or obscene.
- You should not represent that the College has authorized you to speak on behalf of the College or that the College has approved your message.
- You may not intentionally make maliciously false statements that denigrate the College’s products/services.
- The College protects its copyrights, trademarks, and logos. Students and employees should respect the laws regarding copyrights, trademarks, rights of publicity, and other third-party rights.
- You should not display or post video or other images of, or material about, the College’s employees or students that is libelous, proprietary, harassing, bullying, discriminatory, retaliatory, or that can create a hostile work or study environment. Such conduct that would not be permissible in the workplace or on campus is not permissible between or among employees or students online, even if done during non-work or student activity hours and away from the workplace or the campus on personal devices or home computers.
- You should not display or post video or other images of, or material about, the College’s competitors, vendors, or customers without prior written approval from the College.

The College reserves the right to (and does) use software and search tools to monitor comments or discussions about it, its representatives, its students, its products, its vendors, and its competitors that are posted anywhere on the Internet, including social media.

The College respects your right to communicate on your own (or other student's or employee's) behalf concerning terms and conditions of your studies. Nothing in this policy is intended to interfere with your rights under federal and state laws, including the National Labor Relations Act (NLRA), nor will the College construe this policy in a way that limits such rights. Please contact the president of the college, Jeffrey Speller, jspeller@edessa.fashion if you have any questions concerning this policy.



Criteria for Honors Designations

To promote academic excellence and to recognize exemplary academic achievement, the following system is recommended for honor designations on a semester basis and upon graduation.

Semester Honors Designations (at the completion of a semester)

Any student who enrolls for and completes 12 credits per semester or more is eligible for honors designation on the following basis:

Semester GPA	Honors Designations
4.0	President's List
3.5-3.99	Dean's Honor List

Honors Designation at Graduation

Students who achieve a cumulative GPA of 3.5 or better are designated as honor graduates. Preparatory studies courses are not considered when evaluating honors designations.



Student Affairs

General Information

The mission of the Student Services Department is to supplement the educational programs and to provide services to the student body in the areas of advocacy, disability, student development, counseling, international advising, and housing. The department actively encourages the involvement of students, faculty, and staff in activities that stimulate cultural awareness, creativity, social interaction, health and wellbeing, and professional development. To fulfill its mission, the Department has established the following objectives:

1. Identify student housing that is convenient and suitable to the students' needs and conducive to their educational goals.
2. Provide student support services.
3. Provide resources and assist international students in their transition to this country.
4. Provide Student Engagement and networking activities to complement their academic experience
5. Serve as the advising point of contact for military and veteran students.

Academic Advising

Academic Advising is provided by the chairs and faculty of each department. They assist students in making decision about scheduling and course selection, track student progress, and provide individualized attention which ultimately helps to facilitate academic success.

Alumni and Career Services

The Student Services Department offers a variety of free online services and resources to Edessa graduates. The self-directed alumni website (www.alumni.edessa.fashion) is available to all graduates and to students in their last year. The website exists to support the creative endeavors of our graduates and to provide a forum for industry opportunities, resume support and networking with industry professionals and fellow classmates. Graduates can browse <http://www.alumni.edessa.fashion> from anywhere around the world. Alumni can share their challenges and victories, access services to elevate their career, showcase artwork, and demonstrate their impact in their personal and professional communities.

As part of the education experience, Edessa cultivates working relationships with the fashion industries that it serves, to create employment opportunities for its graduates. Also, internship requirements are being planned and scholarship support is being cultivated.

All students have the opportunity to meet individually with a career services advisor to review career goals, job-search strategies, interview techniques, resume development, among other aspects. This applies throughout their college career and especially as they approach graduation.

The Student Services Department coordinates the Portfolio Show and career focused activities. These events bring together prospective employers and new graduates. Edessa School of Fashion's programs and Career Services are designed to prepare students and graduates to be successful in their chosen profession. However, Edessa does not and cannot guarantee that graduates will be placed in any particular job or that they will be employed. Career Services Office serves as a referral source for jobs and other opportunities and generally cannot make specific recommendations regarding off-campus employers. The Career Services Office makes no guarantees about available positions in that the Office is not able to determine the integrity of each and every organization or individual that lists a position with the school. Please contact the Career Services Office with questions or concerns and especially if you determine that any business, individual, or listing has been misrepresented or is misleading.

Disability Services Policy

The Student Services Department provides accommodations to students with disabilities. They assist students with disabilities to acquire reasonable and appropriate accommodations, and the school provides equal access to services, programs and activities

Students who seek accommodations should notify the Student Affairs Office in person, by phone or email at mcupid@edessa.fashion. Students are asked to explain their concerns and limitations.

Students may be asked to supply medical documentation IEP of their need for accommodation. Students are encouraged to request accommodations as early as possible to allow time for the school to meet the student needs. If there is a concern or complaint regarding accommodation for disabilities, please contact the Academic Dean who will attempt to facilitate an appropriate resolution to the problems experienced.

Academic Honesty and Integrity

One of the most important standards of American higher education is academic honesty. Edessa assures that all students and members of the school community adhere to the school's high standards of honesty and integrity. Be advised that cheating and plagiarism will not be tolerated. Academic dishonesty of any type, including cheating, misrepresentation of the work of others as your own, and plagiarism is unacceptable and will be met with disciplinary action up to and including suspension from the school. Students should consult the Student Handbook for specific details regarding this policy and related review procedures

Jurisdiction

The school's policies apply to the conduct of matriculated students as well as to part-time, special or exchange students. These policies apply to conduct on Edessa's property or at school-sanctioned events and the school's off campus programs. Violations of student code of conduct by members of the Edessa School of Fashion community may apply regardless of the location of the incidents.

In the event that a student organization violates a school regulation, the organization, as well as its individual members, may be held accountable and are subject to being sanctioned, as outlined in the Student Conduct Policies. Allegations against a student may be made by another student, a public safety officer, a member of the school's faculty or staff. Allegations involving sexual misconduct are reviewed under the guidelines described in the Sexual Assault and Harassment Policy.

Student Conduct review process and Sanctions are covered in the Student Handbook and include the following major topics:

- Contact Restrictions, and Sanctions,
- Student Conduct provisions and sanctions
- Adjudication proceedings
- Appeal processes for all aspects of students' adverse review outcomes
- Appeal process for actions taken
- Policies and procedures for readmission for those who are expelled
- Grievance procedure for internal complaints of discrimination and harassment

Records

The Dean of Office of Student Affairs retains records of all reports, allegations, and complaints of student misconduct whether or not the matter is resolved.

The conduct files of students who have been suspended or expelled are maintained in the Dean of Office of Student Affairs for no less than seven (7) years. Questions regarding record retention should be directed to the Dean of Student Affairs.



Tuition and Financial Aid Policy

Schedule of Fees

2021-2024	Undergraduate	Per Semester
Tuition and Fees Full-Time	\$27,000	\$13,500
Books and Supplies (estimated)	\$500	\$250
Lab Fees (estimated)	\$100-\$600	\$50-\$300 per class
Starting Kit (First Semester)	\$175.00	
Travel (estimated)	\$250	\$250

Lab fees listed above represent the total for the program and are charged per course or semester. Lab fees are treated in the same manner as tuition regarding refunds.

Not all courses include a digital eBook. It will be noted in the registration material. The Digital Textbook is an additional expense. Students who opt out of the digital textbook purchase will need to purchase appropriate textbooks. The normal Digital Textbook charge is \$50 per course, however, some courses with more than one Digital Textbook requirement have a Digital textbook charge of \$75.

The starting kit consists of basic equipment and materials needed for beginning each program. A list of the items in the starting kit is also provided. Should a student opt out of the purchase of the kit, the materials can be purchased separately at most art supply stores.

Tuition and fees are based on the current credit hour rate.

Payments

Edessa School of Fashion (Edessa) is committed to assisting our students with their education. To that end, Edessa understands that some students may not have the immediate funds to cover the cost of tuition and fees.

Students may be eligible to receive discounted tuition and payment plan options. Tuition discounts may vary based on availability of Edessa to offer such discounts. At the time of publication, Edessa's Board of Directors has authorized a reduced tuition rate of \$100.00 per credit hour. Edessa reserves the right to change or terminate this discounted tuition rate from semester to semester based on Edessa's financial and operational ability to offer such discounts to eligible students.

For eligible students, discounted tuition may also include a payment plan. Payment plans will be made during an invoicing period that begins after the drop/add period has ended. The payment plan allows eligible students the option to make installment payments throughout the semester.

Eligibility to participate in discounted tuition and a payment plan includes:

1. Formal request to Edessa to participate in discounted tuition and or a payment plan
2. Satisfactory Academic Progress (SAP) eligibility
3. Previous payment history and current outstanding unpaid tuition balances with Edessa
4. Financial Counseling to determine the ability to make installment payments
5. Approval by Edessa administration to participate in discounted tuition and/or payment plan
6. Complete and sign documentation requested by Edessa to participate in discounted tuition and/or payment plan

Students participating in tuition discounts or payment plans are expected to fulfill their obligations to Edessa in a timely and agreed upon manner.

Failure to make payments as agreed upon may result in the student being withdrawn from classes, and placed on a registration/transcript hold. Failure to fulfill financial obligations as agreed upon may also jeopardize a student's future eligibility for such considerations in the future.

In the event a student makes changes to their enrollment and such changes affect tuition and fees, during the add/drop period, the payment plan will be updated accordingly. Students will be notified of any modifications to their payment plan.

Edessa reserves the right to assess special handling or processing fees associated with administering its payment plans. Additionally, Edessa reserves the right to charge late fees for payment plans.

Books and Material Fees

Edessa does not require students to purchase books, materials, or supplies from the school. However, certain programs charge fees to cover the costs of lab materials provided by the school. The estimated annual material fees total \$1,750 annually.

Cancellation

Under Wis. Admin. Code § SPS 406.03., registered students are granted the right to cancel their registration within three business days. The school will process refunds within 10 business days.

Refund Policy

After the 3-day cancellation period, students may cancel enrollment before the first day of class. In the event an applicant does not withdraw/cancel their registration before the beginning of the semester, the applicant is considered a matriculated student. In the event an applicant is denied admittance, all funds will be refunded.

Students are not required to submit in writing their intent to withdraw. However, if the student fails to provide an explanation why they have not attended class, actively participated in educational/institutional services and/or completed coursework, the student will be withdrawn after 21 calendar days. The school will the date the notice of withdrawal, if notification is not given by the student. Semesters are 15 weeks long and refund calculations will be determined by the last date of attendance (LDA) on any given calendar day within the semester.

Refunds will be made in accordance with the following schedule. The date of the calculation is based on the date that the student officially withdraws from school or LDA. The school will issue refunds within 30 calendar days of the official date of withdrawal.

Refund Schedule

Fall and Spring Refund Schedule	
Drop Date	Refund Amount
Prior to the beginning of class	100%
Calendar 1-12	80%
Calendar 13-25	60%
After calendar day 25	No Refund

Return of Federal Title IV Funds

The school's refund policy regarding Federal Title IV funding is in compliance with Federal regulations set forth by the Department of Education. A student who withdraws from school after receiving Title IV funds will receive a refund prorated to reflect time in school. NO refund will be made after 60% of a semester has been completed. If a student withdraws prior to the 60% point, the school will assess a prorated amount of unused tuition and refund the commensurate amount within 40 calendar days, in the order listed below:

Federal Unsubsidized Direct Loans Federal Subsidized Direct Loans Federal Perkins Loans

Federal PLUS Loans Federal Pell Grant

Supplemental Educational Opportunity Grant.

Edessa Accounting Department

The staff is responsible for the following student financial records, billing student accounts, endorsement of all student/parent loan checks, issuance of student refunds, and generating receipts for all payments.

At the initial enrollment, students prepare a financial plan to estimate all expenses, tuition, and fees the students, or parent/guardian where applicable, will receive payment notices for tuition and fees as outlined on the financial plan. * The payments due dates are part of the financial plan. All payments must be current, prior to registration for a subsequent semester.

Any check returned for "insufficient funds" will be subject to a \$35 fee

*All students are required to fill out the Family Educational Rights & Privacy Act of 1974 (FERPA) form. This designates who (if anyone) can be given information regarding the student.

Satisfactory Academic Progress for some non-Title IV Funding

Please note that in order to receive and/or retain funding from a source other than the Department of Education, a higher cumulative grade point average and/or a shorter completion rate could be required. Examples include, State Grants, Veterans' Benefits, Department of Defense (TA) benefits or employee reimbursements. Please check with the VP of Financial Aid for details.



Registrar's Office

The Registrar's office is responsible for the following services:

- Maintenance of all permanent student academic records
- Grade reports and/or attendance reports
- Student transcript records*

Supervision of student registration activities including:

- Course and program interruptions
- Requests for program changes
- Veterans' enrollment certifications and reports
- Social Security verification
- Address changes
- Verification of enrollment forms

*There is a \$5 fee for each transcript. Requests must be in writing and are generally processed within seven to ten days. To request a transcript or ask any registrar related ques, email registrar@edessa.fashion. The Registrar also provides stewardship in support of student persistence toward graduation.

Record Retention

The school's departments must maintain records in a manner that provides (1) access for faculty and staff to carry out their responsibilities, and (2) reasonable protection against misuse, misplacement, loss, destruction, damage, or theft.

Records will be maintained in digital format. School records must be stored on Edessa School of Fashion premises or in an approved venue at all times. The maintenance and disposal of hard copy and digital documents is the sole responsibility of the Registrar's Office and is in accordance with the school's policy as required by Department of Education standards.

Departments should document official records loaned to other departments or individuals, by describing the record, loan date, return date, borrowing department, individual, and signature of the borrower.

Records Retention Requirements

Edessa will adhere to the record retention requirements for the following official documents

Official Record	Minimum Requirement	Official Repository
Accreditation Reports	Permanent	Institutional Research
Applications for Admission for persons who are admitted but do not matriculate	6 years	Enrollment Management
Applications for Admissions for persons who are admitted and who matriculate	6 years after graduation or date of last attendance	Enrollment Management
Applications for Graduation	1 year after graduation	Registrar
Course Documentation	6 months following the end of a semester	Academic Dean
Faculty Grade Books	6 year after course completion	Academic Dean
Minutes of meetings academic program and departmental/ division meetings	3 years	Departmental/Division Office
Minutes of Academic Council meetings	5 years	Office of Student Affairs
Minutes of General Education Committee	5 years	Office of Student Affairs
Minutes of Academic Grievance/Appeals Committee	5 years	Office of Student Affairs
Minutes of Standing school Committees	3 years	Office of Student Affairs
Student Academic Forms <ul style="list-style-type: none"> ▪ Add/Drop Form ▪ Consent to Release Academic Information Form ▪ Change of Grade Form 	Permanent	Registrar
Student Transcripts & Official Grade Rosters	Permanent	Registrar

Disposal of Records

School records can be disposed of upon reaching the minimum retention period stated in this policy, unless there is a specific reason for retention, such as legal, research/historical, or fiscal purposes.

The department head (or designee) is responsible for an annual review to designate for disposal or transfer to an archive) the records with elapsed retention periods.

When authorized, records that contain sensitive and/or confidential information will be disposed of. Digital documents will be erased, and data will be verified to be beyond recovery. Paper documents will be shredded.

Unofficial Records

Documents which do not record official school activities need not be retained. Such documents include:

- applications for admissions of persons who are not admitted
- extra copies of official documents
- published reports produced by other entities
- data purchased from other sources
- blank letterhead or other blank forms
- routing slips or telephone messages
- catalogs, journals, or other printed matter used for information purposes
- routine letters of transmittal and “for your information” notes
- notices or memorandums that give only ‘timely information’ such as a change of venue for a meeting
- notes or working papers once a project is completed, unless they provide supporting documentation germane to a final report.

Disposal of Paper Records after Transfer to Other Media

Compact electronic storage methods provide a space saving and often cost-efficient means of storing records that are originally in paper form. After transfer, the stored electronic records will be retained for the minimum retention period specified in this policy; paper records containing sensitive and/or confidential information will be shredded in accordance with the law.

Course Scheduling

Edessa reserves the right to reschedule classes at any time to accommodate program and student needs. The School, through the office of the Academic Dean, reserves the right to alter or change programs, course titles, course content, or the sequencing of classes, for a number of reasons, that include assessment of the quality of the programs, to make curricular improvement, to accommodate student and faculty schedules, etc.

Class Registration

Academic advising occurs during week 5 of each semester for the upcoming semester. Registration is held during week 8. Students need to schedule an appointment with their academic advisor to plan their class schedule. The advisor's signature is required on the class registration form.

Students with 90+ credits will register on a priority basis. After which, first come, first-served basis. Once registration is closed, changes to student schedules may be addressed during the drop/add period.

Students can monitor their schedules using the Student Portal and will receive copies of their schedules prior to their first class meeting.

Credit Hour Definition

A credit hour is an amount of time and work assigned weekly to achieve the educational outcomes. It is scheduled as follows:

- (1) One hour of classroom and direct faculty instruction and a minimum of two hours of out-of-class student work each week for 15-17 weeks, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, studio work, and other academic work leading to the award of credit hours.

Requirements for Graduation

To qualify for graduation, participate in the graduation ceremony, and receive a degree, all students must:

1. Maintain satisfactory attendance in scheduled classes;
2. Receive a passing grade or credit for all required coursework;
3. Accumulate the total credit requirements for a program through coursework, advanced placement, proficiency assessment or transfer credit;
4. Earn no more than 75 percent of the total required credits through advanced placement, proficiency assessment and/or transfer credit from another institution;
5. Achieve a minimum CGPA of 2.0;
6. Satisfy all financial obligations with Edessa School of Fashion;
7. Meet portfolio and other requirements as outlined by the student's program.

Students in all programs must compile a portfolio of their work, receive a portfolio grade of "C" or higher, and exhibit their portfolio in an Edessa School of Fashion Graduate Portfolio Show.

Policy on Retaking Coursework

Effective July 1, 2011, the Department of Education amended the full-time enrollment status definition for programs at term-based institutions. In a standard term-based program, students who retake previously completed coursework are considered eligible for additional Title IV assistance, even if the students will not receive credit for that coursework in addition to credits already received. To comply with this provision and to assist students with managing appropriate FSA loan balances, Edessa has implemented the following policy on retaking coursework for standard term and non-term-based programs.



Standard Term-based Undergraduate Programs

Students enrolled in standard term-based programs will receive Title IV funds for unlimited retakes of failed courses and withdrawn courses with no credits earned as long as the student is meeting the satisfactory academic progress (SAP) standards. Please refer to the school's SAP Policy.

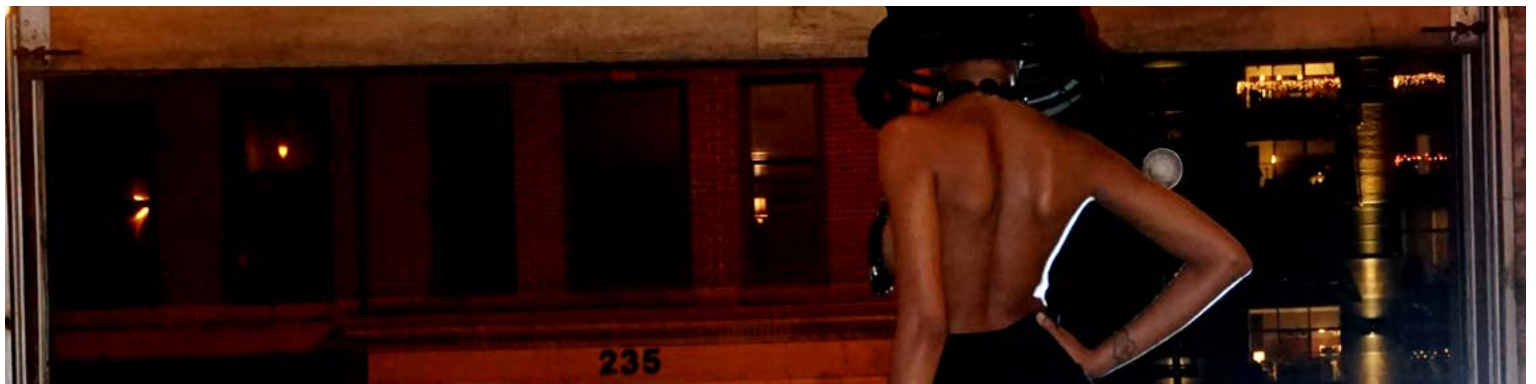
For standard term-based programs, the school's policy will allow financial aid to cover a single repetition of a previously successfully passed course subject to certain conditions. Students who earned credit(s) may receive Title IV funds for one retake of any previously passed course only if they meet one of the following conditions:

- Specific State or Accreditation regulations require a student to retake a course, which was previously successfully passed.
- Required as part of an academic plan if a student has successfully appealed a Satisfactory Academic Progress (SAP) termination, as defined under Progress or Professional Requirements.
- For students who need a specific grade or G.P.A. to practice upon graduation as defined under Progress or Professional Requirements.

The student must have completed the course for it to be considered a repetition under this policy. Because only one repetition of a previously passed course may be included in a student's enrollment status for purposes of Title IV aid, if the student failed the repeated course, the student is not eligible for an additional retake because the student is considered to have completed the course.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information Edessa School of Fashion may disclose to third parties without receiving prior written consent from the student.



Procedure to Inspect Education Records

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the Registrar. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.



Disclosure of Educational Records

Edessa School of Fashion generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personal identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

- I. To Edessa officials who have been determined by the school to have legitimate educational interests in the records. A school official is
 - a) a person employed by the school or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; or
 - b) a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.
 - c) Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for Edessa School of Fashion has a legitimate educational interest.
2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.

8. To appropriate parties in health or safety emergencies.
9. To officials of another school in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a non-forcible sexual offense, the final results of the disciplinary proceedings conducted by the school with respect to the alleged perpetrator of that crime or offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or non-forcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator not the name of any other student, including a victim or witness without the prior written consent of the other student(s)).
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
13. Directory information (see page 54).
14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and Edessa School of Fashion will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

Record of Requests for Disclosure

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to Edessa School of Fashion officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), Edessa School of Fashion will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

Directory Information

Edessa designates the following information as directory information. (Directory information is personally identifiable information, which may be disclosed without the student's consent:

1. Student's name
2. Address: Local, email and website
3. Telephone number (local)
4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded
9. Most recent previously attended school
10. Photograph of the student, if available, enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)
11. Student honors and awards received.

Notice of these categories and of the right of an individual in attendance at Edessa to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, Edessa School of Fashion / MARN 191 North Broadway, Milwaukee, WI 53202. Failure to request non-disclosure of directory information will result in routine disclosure of one or more of the above designated categories of personally identifiable directory information.

Correction of Educational Records

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

- A student must ask the Registrar to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
- The Edessa School of Fashion may amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
- Upon request, a hearing will be scheduled and the student notified, reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of Edessa School of Fashion. The student shall be afforded a hearing for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
- Edessa School of Fashion will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.
- If, as a result of the hearing, Edessa School of Fashion decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.
- If, as a result of the hearing, Edessa School of Fashion decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.
- If a statement is placed in the education records of a student under the presiding paragraph Edessa School of Fashion will: (a) maintain the statement with the contested part of the record for as long as the record is maintained; and (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

Student Right to File Complaint

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by Edessa School of Fashion to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is:

Family Policy Compliance Office
United States Department of Education 400 Maryland Avenue, S.W. Washington,
DC 20202-4605





Programs

“Study with the best for you to become the best”

The following course descriptions are designed to provide Edessa students with an educational program that integrates “theory with practice.” The courses are sequential in nature, beginning with fundamental concepts and skill development. Building on a sound foundation of understanding and skill development, the four-year curriculum focuses increasingly on individual directions and personal interests, all the while creating an in depth understanding of the fashion industry and best practices. The desired outcome is for Edessa graduates is for them to navigate their own careers, based on a deep understanding of the options available to them and a personal direction that was developed by their Edessa educational experience

Apparel Design Majors

Apparel Design Core Courses - 3 credit hours each

All Apparel Design majors are required to take the following courses:

- AD138 History of Fashion and Consumer Behavior
- AD148 Fundamentals of Construction
- AD168 Fundamentals of Patternmaking
- GE100 Color Theory
- GE178 Fundamentals of Design
- PE100 Introduction to Fashion Careers
- FM138 Trend Forecasting
- PE250 Internship
- PE265 Portfolio
- PE365 Career Management
- IC164 Fundamentals of Fashion Illustration
- IC108 Fundamentals of Drawing
- TX102 Textiles
- MC000 Micro-courses (3) - 1 credit hour each

In addition, students are required to take the following Apparel Design Courses:

- 6-12 credits in Apparel Design Electives, to be drawn from the Apparel Design Electives section of the catalog, or from other Apparel Concentration sections
- Students must complete a minimum of 78 credits of Apparel Design courses including 3 Micro-courses

General Education - 3 credit hours each

All Apparel Design students are required to complete a minimum of 36 credits in General Education, and 120 total combined credits to achieve their degree.

- GE120 Critical Thinking
- GE066 Preparatory Math
- GE043 Preparatory English
- GE143 Written Communications
- GE153 Oral Communication
- GE160 Psychology of Dress
- SCI182 Introduction to Anatomy
- GE166 Apparel Business Math
- GE200 Ethnic Influences in American Fashion
- GE220 Garment Industry Economics
- GE222 Literature
- GE235 Art History I
- GE240 Popular Culture



Apparel Design Concentrations - 3 credit hours each

Students are required to select from one of four Apparel Design concentrations. All listed courses within that concentration must be completed to earn the Apparel Design Degree.

Patternmaking & Construction		Illustration & Concept		Textile Design		Apparel Production & Product Development	
AD268	Intermediate Patternmaking	AD190	Global Sourcing & Cost Management	AD190	Global Sourcing & Cost Management	AD175	Product Development
AD255	Pattern Drafting for Personal Fit	AD248	Intermediate Construction	AD275	Applied Product Development	AD190	Global Sourcing & Cost Management
AD265	Collection Development Concept	IC188	Fundamentals of Concept Development	CS158	Digital Technology For Designers	AD237	Computer Production Systems
AD248	Intermediate Construction	IC264	Advanced Fashion Illustration	SCI192	Textile Science	AD270	Fit Analysis
AD278	Draping	IC288	Advanced Concept Development	TX202	Applied Textiles	AD275	Applied Product Development
AD288	Patternmaking for Knit Garments	IC364	Fashion Illustration - Computer Techniques	TX320	Textile Sustainability	CS158	Digital Technology For Designers
AD230	Women's Wear	TD128	Technical Drawing	TXD138	Digital Textile Design I	TD128	Technical Drawing
AD330	Tailoring Techniques	TXD138	Digital Textile Design I	TXD146	Surface Design	TD158	Technical Design
AD368	Advanced Patternmaking	AD265	Collection Development Concept	TXD238	Digital Textile Design II	TD228	Technical Drawing II
AD348	Advanced Construction			AD175	Product Development		

Apparel Design Elective Courses - 3 credit hours each

Students are required to take at least 6-12 credits Apparel Design Electives, to be drawn from the following Apparel Design Electives options, or from other Apparel Design Concentrations.

- AD266 Collection Development Production
- AD320 Menswear
- AD375 Computerized Patternmaking
- FM122 Cosmetics / Hair
- FM123 Accessories
- FM133 Photography
- PE240 Co-op
- FM143 Blogging for Fashion
- FM153 Fashion Law
- FM388 Home Furnishings
- GE290 Business Law
- PE290 New York Experience
- PE390 Study Abroad

Micro Courses (required) - 1 credit hour each

Students must choose 3 classes from the following list of Micro Courses.

- MC134 Shoe Making
- MC144 Accessory Design
- MC150 Jewelry Making
- MC160 Embroidery
- MC164 Millinery
- MC170 Quilting/Appliqué
- MC208 Children's Wear
- MC230 Knit/Crochet
- MC240 Knitwear Design
- MC250 Lingerie
- MC270 Swimwear Design
- MC276 Bridal Wear
- MC288 Formal Wear
- MC301 Couture Sewing Techniques
- MC302 Fur
- MC303 Leather
- MC316 Special Event Management
- MC348 Pattern Grading
- MC390 Corset Making

Fashion Marketing Majors

Fashion Marketing Core Courses - 3 credit hours each

All Fashion Marketing majors are required to take the following courses:

- PE100 Introduction to Fashion Careers
- FM120 Evaluation of Fashion & Retailing
- FM138 Trend Forecasting
- FM140 Adobe for Marketing
- FM175 Principles of Marketing & Promotions
- FM180 Fundamentals of Business
- FM188 Product Analysis
- FM190 Catalog
- FM200 Fashion Marketing
- FM210 Fashion Journalism & PR
- FM220 Special Event Management
- FM240 Global Marketing
- PE250 Internship
- PE265 Portfolio
- FM268 Social Media Marketing
- FM270 Marketing Research
- PE365 Career Management
- GE100 Color Theory
- TX102 Textiles

In addition, students are required to take 6-12 credits Fashion Marketing Electives, to be drawn from the Fashion Marketing Electives section of the catalog, or from other concentrations.

Students must complete a minimum of 78 credits of Fashion Marketing courses, with a minimum of 120 credits in total to receive their degree.





General Education - 3 credit hours each

All Fashion Marketing students are required to complete a minimum of 36 credits in General Education.

- CS120 Introduction to Computer Software
- GE120 Critical Thinking
- GE066 Preparatory Math
- GE043 Preparatory English
- GE143 Written Communications
- GE153 Oral Communication
- GE160 Psychology of Dress
- GE166 Apparel Business Math
- GE200 Ethnic Influences in American Fashion
- GE220 Garment Industry Economics
- GE222 Literature
- GE235 Art History I
- GE240 Popular Culture
- SCI182 Introduction to Anatomy



Fashion Marketing Concentrations - 3 credit hours each

Students are required to select marketing in addition to one of the four remaining concentrations. All listed courses within that concentration must be completed to earn the Fashion Marketing Degree.

Product Development Management		Buying		Retail Management		Styling	
PD150	Supply Chain Management	BU100	Retail Math	RM200	Principles of Supervision Management	VD130	Illustration for Visual Design
PD160	Global Fashion Marketing Dynamics	BU146	Buying I	RM235	Retail Operations Management	VD178	Visual Display I
AD175	Product Development	BU150	Assortment Planning	RM276	Customer Service & Selling Principles	VD200	Styling
AD190	Global Sourcing & Cost Management	BU246	Buying II	RM280	Retail Human Resources	VD246	CAD for Store Design
BU270	Negotiations	BU268	Merchandise Planning & Control	RM300	Entrepreneurship	VD250	Visual Communications
FM168	Global Communications	BU270	Negotiations	RM475	Training & Leadership Development	VD300	Critical Concepts for Visual Design
						FM133	Photography



Fashion Marketing Elective Courses - 3 credit hours each

Students are required to take at least 6 credits in Fashion Marketing Electives, to be drawn from the following Fashion Marketing Electives options, or from other Fashion Marketing Concentrations.

- FM122 Cosmetics / Hair
- FM123 Accessories
- FM133 Photography
- FM143 Blogging for Fashion
- FM153 Fashion Law
- FM388 Home Furnishings
- GE290 Business Law
- PE240 Co-op
- PE290 New York Experience
- PE390 Study Abroad



Course Descriptions

Course Numbering

100-level course numbers are typically lower level and are taken by students in their first year. These courses often serve as prerequisites for higher-level coursework.

Preparatory studies courses are listed as 000-level, as they do not provide credit hours but they do serve as build ups to standard 100-level English and Mathematics courses.

Course Prefix Letter Code

AD - Apparel Design

BU - Buying

CS - Computer Science

FM - Fashion Marketing

GE - General Education

IC - Illustration and Concept

MC - Micro Courses

PD- Product Development

PE - Professional Experience

RM - Retail Management

SI - Science

TD - Technical Drawing

TX - Textiles

TXD - Textile Design

VD - Visual Display

Course Descriptions

The following course descriptions describe the learning opportunities and outcomes that result from classroom instruction and overall coursework.

AD138 History Of Fashion And Consumer Behavior - Credit Hours: 3

Designers and Marketing professionals are introduced to the history of costume, dress and adornment. They are also exposed to the various social, psychological, and technological variables that define consumer behavior and buying. Designers and Marketing professionals also learn the evolution of fashion over centuries and various theories of dress behaviors. Research techniques are implemented in the classroom. The study also includes knowledge of creating a loyal and satisfactory consumer base, because studying the past helps you to properly repeat it. Prerequisites: FM138

AD148 Fundamentals of Construction - Credit Hours: 3

Designers must understand construction techniques in order to design garments and evaluate them. Designers become exposed to apparel industry sewing standards and techniques. Fundamental skills are applied to the construction of two basic garments utilizing industrial equipment. Prerequisites: TX102

AD168 Fundamentals of Patternmaking - Credit Hours: 3

The second step in creating garments, after illustrating your ideas, is to create the pattern from which you will work. Designers learn to draft and flat pattern their ideas so that they may properly be constructed and created. The study begins with the drafts of basic pattern blocks. Prerequisites: AD148

AD175 Product Development - Credit Hours: 3

Designers focus on the processes of developing an apparel product for a specific target market. The designer will conduct market research, plan, develop product specification and raw material selection, line development, apparel product costing, sourcing and material testing. They will also explore the concepts of merchandising and supply chain as well as best practices of the industry. These particular skills are not specific to the apparel industry and are transferable to other industries. Prerequisites: None

AD190 Global Sourcing and Cost Management - Credit Hours: 3

Designers and marketing professionals need to understand global sourcing, manufacturing processes, vendor cost evaluations, international laws and regulations regarding textiles, consumer law and compliance in order to be effective in a global economy. They learn to become competitive in the global sourcing arena and develop projects successfully sourcing their own products. Prerequisites: GE166

AD230 Women's Wear - Credit Hours: 3

Designers must be proficient within various markets in order to be successful in the field. Women's wear is a prominent category in the marketplace. Designers will design a small women's collection; illustrate, pattern and construct it for faculty evaluation. Prerequisites: AD248

AD237 Computer Production Systems - Credit Hours: 3

After creating computer patterns for a line of apparel, designers must advance to industrial application patternmaking, including revising style lines, grading and developing production ready patterns and markers for manufacturing. Prerequisites: AD375

AD248 Intermediate Construction - Credit Hours: 3

After learning basic construction skills, the designer must advance to intermediate construction techniques. The designers will construct a lined, tailored jacket with welts, vents and set in sleeves utilizing manufacturing sewing methods. Lined, tailored pants are also created within this experience. The skills acquired are transferable to various other garments. Prerequisites: AD168

AD255 Pattern Drafting for Personal Fit - Credit Hours: 3

Commercial patterns are drafted and developed for perfect fit to individuals and industrial dress forms for standard fit. Pattern evolution for fit is a required skill of designers within the industry. Designers for private clients must have the skills to create garments for individual bodies especially when they don't conform to commercial sizing. Prerequisites: AD248

AD265 Collection Development Concept - Credit Hours: 3

In order to graduate, senior designers create a final collection for faculty and industry professional's evaluation. Designers will conduct market research, develop a concept, create technical drawings, source materials for their final collections. This collection will represent the culmination of all skills developed up to this point in the program Prerequisites: IC288

AD266 Collection Development Production - Credit Hours: 3

Designers will finalize their patterns, secure the fabrics and materials that they sourced and construct their final collections using industry techniques. These garments will be presented to the public via a fashion production and evaluated by industry professionals and faculty. Prerequisites: AD265

AD268 Intermediate Pattern-Making - Credit Hours: 3

Designers will continue their patternmaking studies, while enhancing their repertoires, using their pattern blocks developed in the previous course. Flat pattern techniques will be perfected in accordance with industrial garment making practices. Emphasis will be placed on the manipulation of patterns for more complex designs. Prerequisites: AD168

AD270 Fit Analysis - Credit Hours: 3

Designers must learn the properties of the perfect fit, not only for individuals, but also for industry size groupings as determined by various brands. The ability to perform pattern drafting techniques with applied individual measurements is an expectation as well. Designers will fit dress forms as well as themselves and models so that they achieve perfect fit on varied body types for both individuals and industry standards. Prerequisites: AD248 Intermediate Patternmaking

AD275 Applied Product Development - Credit Hours: 3

The designers will advance their product development skills by practicing industry applications of product development concepts and procedures. They will go from concept to consumer involving planning, developing, sourcing and production of products for identified target markets within a group environment. This is a controlled replication of industry work practices. Prerequisites: AD175

AD278 Draping - Credit Hours: 3

After designers have learned to flat pattern and draft, the next step is draping garments directly onto the dress form for proportion, line, grain maintenance and fit. Patterns are then transferred to paper, evaluated and garments are constructed. Prerequisites: AD268

AD288 Patternmaking for Knit Garments - Credit Hours: 3

The best designers learn to control and manipulate woven fabrics first. Then their skills are transferred to knit fabrics. New rules are established along with construction techniques. Varying degrees of stretch are evaluated and then applied to patterns. The garments developed are then constructed using industrial stretch methods and equipment. Prerequisites: AD268

AD320 Menswear - Credit Hours: 3

The rules for men's garments are explored, and designs established by the designers. A small collection is developed, conceptualized and constructed by the designers for faculty evaluation. The designer is exposed to tailoring construction techniques which are necessary for their individual garments.

Prerequisites: AD348

AD330 Tailoring Techniques - Credit Hours: 3

Designers will explore the construction techniques used by the artisan tailor. Hand work and individual fit will be the focus of this study. A personal model will be secured by the designer for the duration of the course, and old-world skills will be studied and practiced. Prerequisites: AD368

AD348 Advanced Construction - Credit Hours: 3

Designers will combine all of the construction skills acquired during their studies, and apply them to extremely complicated garments of their choosing.

Prerequisites: AD248

AD368 Advanced Patternmaking - Credit Hours: 3

Combining flat pattern, pattern drafting and draping skills, the designer will learn to develop complex, fantasy garments which require a higher skill set.

Prerequisites: AD248, AD270

AD375 Computerized Patternmaking - Credit Hours: 3

After developing manual patternmaking skills, the designer working in industry must learn to enter their patterns into a computer system and manipulate them there. The current software program will be used during this course. The designer will be proficient enough to transfer a skill to any current patternmaking program.

Prerequisites: AD368, CS120

BU100 Retail Math - Credit Hours: 3

Marketing professionals need to understand the merchandising concepts and the mathematical applications used in the fashion industry such as financial planning, budgets, cost projections and how to interpret, plan and solve problems using financial data and make profitable business decisions. Critical thinking skills are developed through weekly mathematical exercises that are used within the fashion retail industry. Prerequisites: None

BU146 Buying I - Credit Hours: 3

Retail buyers focus on the importance of the retail buying process and retail math, and how these tools are used within the buying and merchandising environment to create a profitable business. They are exposed to the concepts and terminology of sales planning, open to buy, assortment planning and allocation, mark ups etc., and learn how to utilize these concepts to create a buying plan. Prerequisites: BU100

BU150 Assortment Planning - Credit Hours: 3

Retail buyers will reinforce concepts developed in their merchandising planning and buying courses and will have the opportunity to explore the analytics of merchandising and sourcing concepts by developing a seasonal merchandise plan. They will also use technology to optimize and analyze data and plan various components of retail metrics, inventory and sales to achieve maximum profitability. Prerequisites: BU268

BU246 Buying II - Credit Hours: 3

Retail buyers must understand and have a working knowledge of merchandise planning, flow and distribution in a retail environment. The final project for this course incorporates the training from the Buying I course and a six-month assortment financial plan, gross margin projections, customer segmentation and a buyer's contribution in the end to complete the analysis. Prerequisites: BU146

BU268 Merchandise Planning and Control - Credit Hours: 3

Retail buyers should practice the techniques of financial and unit planning while integrating assortment planning and marketing constraints on sales. Emphasis will be placed on computer simulations to assist decision making on various topics such as inventory models and replenishment, seasonal and long-term replenishment strategies and creating multi-store plans and inventories. Case studies will further strengthen these concepts. Prerequisites: BU246

BU270 Negotiations - Credit Hours: 3

Fashion Professionals will hone the techniques and learn the importance of negotiation strategies and styles in a retail environment and how they are used as conflict resolution tools. Negotiation skills will be practiced during in-class exercises involving real time, difficult business scenarios. Prerequisites: None

CS120 Introduction to Computer Software - Credit Hours: 3

Fashion professionals must become and remain current with the technology and computer programs that support their fields. They will be introduced to basic computer science to build a foundation for programming through logic and structural concepts. Prerequisites: None

CS158 Digital Technology For Designers - Credit Hours: 3

Fashion professionals must know the application of design software (along with CAD) to create apparel and textile designs, concept boards, product development and digital product presentations. Prerequisites: CS120 or Placement

FM120 Evaluation of Fashion and Retailing - Credit Hours: 3

Retail professionals and merchandisers will explore and evaluate various retailing principles and processes, technologies and marketing strategies for a successful retail business (store and non-store) in the global marketplace. Prerequisites: None

FM122 Cosmetics / Hair - Credit Hours: 3

Marketing professionals and stylists must have knowledge of beauty products and marketing techniques used in the beauty industry. They will study terminology, product knowledge and application techniques used in the retail marketing of beauty products. Prerequisites: None

FM123 Accessories - Credit Hours: 3

Marketing professionals must know the history and significance of accessories in the retail environment. They will explore various brands and product categories such as; hats, shoes, jewelry, handbags and small leather goods, along with accessory terminology and quality indicators. Prerequisites: None

FM133 Photography - Credit Hours: 3

Fashion professionals should understand certain aspects of fashion photography. They will study terminology, digital photography and various creative skills of photography that are used in the retail environment to create concept and branding. Photography art projects will be created during both indoor and outdoor sessions. Prerequisites: None

FM138 Trend Forecasting - Credit Hours: 3

Fashion professionals should know how to research and forecast fashion trends utilizing forecasting tools and methodologies in order to identify future growth and profitability opportunities within the international fashion business. Product and consumer trends will be studied, while data is collected and synthesized to predict and create new trends and products. Observations will be collected and trend books created during this course. Prerequisites: FM100

FM140 Adobe for Marketing - Credit Hours: 3

Marketing professionals use computer aided drawing, rendering, design and digital illustration to enable them to create trend boards, line sheets and fabric boards. They will learn to use the current computer aided programs as tools to create digital graphics as related to the industry. Prerequisites: CS120

FM143 Blogging for Fashion - Credit Hours: 3

Marketing professionals understand the concept and successful elements of blogging and how they form part of various social media marketing tools such as Facebook, Instagram, Twitter and LinkedIn. Prerequisites: None

FM153 Fashion Law - Credit Hours: 3

An understanding of current fashion industry laws is essential to a fashion professional's career. Various industry case studies and fundamental principles of law and statutes in the area of fashion law will be explored. Prerequisites: None

FM168 Global Communications - Credit Hours: 3

Problems may be presented by the production, distribution, and consumption of products through exploring global markets and intercultural communications. Fashion professionals need an understanding of international and intercultural communications in a multimedia world as well as social, political and economic influences that shape globalization in order to be effective with solutions. Prerequisites: None

FM175 Principles of Marketing and Promotions - Credit Hours: 3

Understanding the principles and role of marketing and various promotional strategies in the fashion environment is the definition of a strong marketing professional. technology and quantitative tools will be used to develop the right marketing approach and for building global customer base strong marketing strategies. Prerequisites: None

FM180 Fundamentals of Business - Credit Hours: 3

Fashion professionals must be proficient in business functions, operations and organization in order to be successful. Prerequisites: None

FM188 Product Analysis - Credit Hours: 3

Production and textile terminology are essential tools for effective communication and decision making in the fashion industry. Marketing professionals must know various materials, product analysis and evaluation methods and optimal outcomes in order to create quality products based on performance, aesthetics and specifications. Prerequisites: TX102

FM190 Catalog - Credit Hours: 3

Immersion into this practicum affords the Fashion Professional an opportunity to participate in the fashion magazine, catalog business and publication world (both print and online). They will create and share business ideas and magazine and catalog concepts from researching stories to final presentation and publication. Prerequisites: FM140

FM200 Fashion Marketing - Credit Hours: 3

The comprehensive understanding of management, organization and leadership skills in order to operate retail stores of varied sizes is the first step to effective fashion marketing. Varied areas of retail store operations and how to effectively manage are the skills required by this field, as well as the utilization of various global management tools and techniques. Application of actual case studies to business scenarios assist participants in effectively applying their knowledge and developing strong managerial skills. Prerequisites: FM175

FM210 Fashion Journalism and PR - Credit Hours: 3

With this introduction to public relations strategies, marketing, publications, fashion journalism and event planning, fashion professionals will develop the skills required to create successful marketing and PR campaigns. The vehicle is effective storytelling and communications which will create exposure and media attention for product lines, organizations or a cause. Prerequisites: GE143

FM220 Special Event Management - Credit Hours: 3

In the fashion industry, professionals must demonstrate the ability to execute and/or facilitate effective fashion shows or special promotional events. They will utilize these opportunities as sales and marketing tools for launching new products or product presentation. The annual fashion show will become the end product and final project for this course. Prerequisites: JR. Summer or 1 more elective, 90 credit complete, advisor approval

FM240 Global Marketing - Credit Hours: 3

Global marketing professionals will develop the knowledge and understanding of global marketing and supply chain channels during this exercise. Global marketing communication skills will be acquired along with the ability to evaluate and enter foreign markets for their products and services. Forums will provide real time understanding and critique. Prerequisites: FM200

FM266 Social Media Marketing - Credit Hours: 3

Savvy marketing professionals develop digital marketing strategies for the fashion industry that integrate and interface with traditional marketing channels. They impart understanding and evaluation of various social media platforms to promote products and brands. Prerequisites: None

FM270 Marketing Research - Credit Hours: 3

Both academic and professional research tools and methods are applied to the evaluation of a business environment. Fashion professionals will develop the necessary skills to collect, analyze and quantify data in various areas and present their findings as a business plan for their final project. Prerequisites: FM200

FM388 Home Furnishings - Credit Hours: 3

Marketing professionals must study the various categories of home goods and furnishings industry. Materials, construction, quality indicators, marketing strategies and outlets will be explored. Prerequisites: None

GE043 Preparatory English - Credit Hours: 3

Fashion professionals are provided the opportunity to improve and increase their reading comprehension and grammatical skills in order to achieve academic success. Topics include reading for details, improving study skills, proofreading, grammatical enhancement and analytical review. Prerequisites: None

GE066 Preparatory Math - Credit Hours: 3

Mathematics is a required body of knowledge for most fashion professions. An opportunity is provided for strengthening mathematic skills in order to secure academic success. Algebra and its applications will be the primary area of study to enhance problem solving skills through practical and real-world applications. Prerequisites: None

GE100 Color Theory - Credit Hours: 3

Understanding the concept of color in a variety of contexts and its application in the fashion industry is a basic and necessary skill requirement. Fashion professionals will study various mediums and observations, color interactions and their implication and application to everyday life and products. Prerequisites: None

GE120 Critical Thinking - Credit Hours: 3

Because education never ceases, fashion professionals must become more effective learners. They will focus on identifying and developing skills, processes and techniques for effective assimilation of knowledge. Reasoning principles for critical analysis and evaluation of thought and discourse will be explored along with the application of creative and critical techniques in problem solving and decision making. Prerequisites: None

GE143 Written Communications - Credit Hours: 3

The fashion profession requires the ability to combine deep, disciplined research with careful writing and revision in order to produce thoughtful, creative and personally meaningful writing. Formulation of focused research questions, identification and investigation of credible sources, and synthesis of expert opinions with their own insight in support of a clearly defined, complex thesis are the skills required by the field. Emphasis is placed upon curiosity, exploration and discovery. As a part of this process, fashion professionals must also gain confidence and competency in two primary areas of written expression; organization and mechanics. Prerequisites: GE043 / Test

GE153 Oral Communication - Credit Hours: 3

Fashion professionals require poise, speaking confidence and the ability to develop and produce a focused, well organized speech or presentation which captures the audience's attention through effective delivery methods. Presentation skills and audience centered communication tools are emphasized during this study. Prerequisites: None

GE160 Psychology of Dress - Credit Hours: 3

Fashion professionals are acquainted with the social aspects of the psychology of clothing, acknowledging that our dress and adornment behaviors define different aspects of ourselves at a given time and are influenced by the real, imagined or inferred behavior of others. The methods through which humans select and wear clothing will be examined from an individual, cultural and historical perspective which will involve several classroom projects. Prerequisites: None

GE166 Apparel Business Math - Credit Hours: 3

Proficiency in mathematical applications such as percentages, mark-ups and profit formulas in business and retail situations are a must in the fashion professions. Prerequisites: GE066 / Test

GE178 Fundamentals of Design - Credit Hours: 3

Creative professionals should explore the basic principles of design and develop a creative process which they should eventually own. Design elements and relationships will be identified and employed to establish a basis for aesthetic sensitivity and critical analysis. Design will be presented as a tool of communication. Prerequisites: None

GE200 Ethnic Influences in American Fashion - Credit Hours: 3

The United States can boast a melting pot as its population continues to become more and more diverse. Many cultures influence its fashion industry directly and indirectly. Fashion professionals must identify, understand and embrace these influences in order to be effective in their respective chosen fields; design or marketing. Multi-cultural history is integrated into US history as it applies to dress and adornment. Prerequisites: FM180

GE220 Garment Industry Economics - Credit Hours: 3

In the apparel and textile industry, the professionals must understand its interdependence on other global industries and the economic factors that influence production, distribution and consumption of goods and services, including roles of governments and diverse consumers within the global economy. Also, the United States market and various laws in an international context will be examined. Prerequisites: GE166

GE222 Literature - Credit Hours: 3

The examination of various literary selections. Topics include the short story, poetry, plays and the novel. Critical analysis of texts will be accomplished through discussion, essays and research of literary topics, authors and diverse selections. Prerequisites: GE143

GE235 Art History - Credit Hours: 3

Fashion is an art form, so its professionals must articulate visual images and design that chronicle the socioeconomic, political, technical and philosophical evolution of western civilization from ancient times to the present. Solving assigned design problems helps them to demonstrate their understanding of art history. Prerequisites: None

GE240 Popular Culture - Credit Hours: 3

The development of popular entertainment owes much to American myths, icons, heroes and institutions as represented in American popular culture from the late nineteenth century to the present. The history of these art forms through popular novels, films, radio programs, songs and television will be examined. Prerequisites: None

GE290 Business Law - Credit Hours: 3

Fashion is business, and its professionals must understand corporate formation and procedures, limited liability companies and special business forms. They will examine social, ethical and political implications of law and its application to business transactions as well as intellectual property and tax law. Prerequisites: None

IC108 Fundamentals of Drawing - Credit Hours: 3

Designers must communicate their ideas in a non-verbal method. This is the drawing course which is the precursor to their illustration skills in which they will explore various art and media, learn to use a variety of drawing tools, draw three-dimensional objects in one, two and three-point perspective. and generate drawings that demonstrate correct proportions of live models. Prerequisites: None

IC164 Fundamentals of Fashion Illustration - Credit Hours: 3

The first in a series of courses for designers to learn communication of their ideas in a non-verbal manner. Designers will develop their personal nine-head croquis while learning the fashion figure, developing garment applications, details and rendering fabric types. Prerequisites: IC108

IC188 Fundamentals of Concept Development - Credit Hours: 3

An introduction to the principles and elements of garment design, the building of effective concepts, the creative process of journaling, the use of all levels of research and inspiration appropriate to design a fashion collection. Using apparel industry best practices, designers focus on expressive communication of fashion design ideas with an individual voice. This is the first skill utilized when developing a cohesive collection. Prerequisites: CS120 and AD138

IC264 Advanced Fashion Illustration - Credit Hours: 3

Designers advance their drawing techniques for rendering the fashion figure and garment visualization. A variety of media and tools are used to render realistic garments, fabric types, movement and texture. Hands, faces and feet are perfected as well. Prerequisites: IC264

IC288 Advanced Concept Development - Credit Hours: 3

Designers will embark upon a continuation in the study of concept development, elaborating on strong fashion industry concepting on a larger and more intricate scale. Inspiration and expression from many aspects of the art world, as well as niche projects such as embroidery and accessory concept development are explored with an emphasis on refining the individual creative voice. Prerequisites: IC188

IC364 Fashion Illustration Computer Techniques - Credit Hours: 3

After perfecting the manual techniques of fashion illustration, designers learn to implement their skills through technology, utilizing the most current versions of computer programs the industry uses to visually communicate garment ideas. Prerequisites: IC264

MC000 Micro-courses - Credit Hours: 1

Apparel Designers must be versatile in order to succeed within the industry. Many areas of design are available to the designer as a prescribed exposure through the micro-courses. Various areas of design are each contained in a 1 credit hour course, from which each designer will select three, fulfilling a 3- credit hour requirement for the micro-course. These exposures will provide designers the opportunity to diversify their skill sets and become more flexible within the workplace upon completion of the program. The micro-course offerings are subject to change depending upon the availability of the faculty at any given time. Prerequisites: Each micro-course has its own prerequisites.

MC134 Shoe Making - Credit Hours: 1

Designers will immerse themselves into the artisan world of cobbling techniques using the shoe last. They will work with various materials including leather and vegan leather. Designers will produce one pair of wearable shoes. Prerequisites: AD168

MC144 Accessory Design - Credit Hours: 1

Designers will complement their previous work by exploring accessory design and construction. They will have a choice of scarves, belts, purses, wallets, headwear, glasses, small personal goods, socks and hosiery, gloves, umbrellas, wigs and hairpieces. Prerequisites: AD168

MC150 Jewelry Making - Credit Hours: 1

Hand techniques for jewelry design and assembly, stringing and finishing for a professional product. Designers will create earrings, necklaces and bracelets while learning transferable skills for additional applications. Prerequisites: None

MC160 Embroidery - Credit Hours: 1

Applied decoration to garments and objects through the needle arts and hand sewing techniques. Designers also learn machine applications of embroidery and industrial design for replication and cost effectiveness. Prerequisites: AD168

MC164 Millinery - Credit Hours: 1

While learning artisan techniques, designers will create hats of various materials i.e., straw, wool felt, leather or vegan leather and fabric while incorporating inner construction of buckram and/or heavy interfacing. Prerequisites: AD168

MC170 Quilting/Appliqué - Credit Hours: 1

The decorative hand needle art of applying layers of fabric together through stitches creating various products. Designers will advance to the machine methods as well. Prerequisites: AD168

MC208 Children's Wear - Credit Hours: 1

Children's bodies have different proportions (depending on age) than in women or mens wear. The rules are established and garments are designed to be age appropriate, and to fit children's industry established sizes by the designers. Prerequisites: AD268

MC230 Knit/Crochet - Credit Hours: 1

Crochet and knitting (one yarn fabrics) are explored as a hand (manual) needle art. Designers will learn a variety of stitches, to follow patterns and then develop their own. Prerequisites: AD168

MC240 Knitwear Design - Credit Hours: 1

With a focus on sweaters, Designers will be introduced to the principles and fundamentals of knitwear design for mass market and corporate apparel design roles. Yarn principles (including yarn size, fiber content, gauge), stitch principles (including jacquards, printing and embellishment) are emphasized. Designers will create yarns and yarn dyes, stitches and patterns, as well as apply their designs to appropriate silhouettes. The study of various knitting machine types and the detailed specification of an original knitwear collection round out this experience. Prerequisites: AD268

MC250 Lingerie - Credit Hours: 1

Bias and stretch are key in this exploration of a specific garment category. Designers will learn to manipulate high quality fabrics utilizing the bias, and one way stretch fabrics. The rules will be established for pattern development. Prerequisites: AD268

MC270 Swimwear Design - Credit Hours: 1

Designers will develop pattern blocks for two-way stretch fabrics with great degrees of stretch. Draping techniques will also be incorporated. Many techniques for edge finishing and elastic application will be explored. Prerequisites: AD268, AD148

MC276 Bridal Wear - Credit Hours: 1

Weddings are more than just white! Designers will learn the rules of wedding design, and their implementation onto bridal wear and bridal party garments. Tuxedos are discussed but not designed. Prerequisites: AD368, AD248

MC288 Formal Wear - Credit Hours: 1

Formal garments are more than just long. Designers will explore haute couture formal garments, and will design and construct one according to that study. Prerequisites: AD368, AD348

MC301 Couture Sewing Techniques - Credit Hours: 1

The French and Italian arts of couture sewing are developed by designers through patternmaking techniques involving exquisite fitting, fine fabric selection, proper cutting techniques, hand couture sewing and inner construction methods. Prerequisites: AD268

MC302 Fur - Credit Hours: 1

Artisan fur techniques are learned by the designer. Patternmaking, cutting and construction techniques specific to fur are explored. The designer also gains exposure to quality assessment, costing, production and industrial applications. Prerequisites: AD268

MC303 Leather - Credit Hours: 1

Designers will learn to develop, design and construct both leather and vegan leather garments. They will incorporate leather and vegan leather into their personal repertoire of skills including cutting, sewing and seam applications and allowances. Leather as a textile has its own set of specific properties which will be used to direct these skills. Prerequisites: AD268

MC316 Special Event Management - Credit Hours: 1

Apparel Designers will commit to assisting with the annual fashion show produced by the marketing professionals. They will learn to contribute to the presentation of their designs in a public forum through an event and its production. Prerequisites: None

MC348 Pattern Grading - Credit Hours: 1

After learning to develop patterns via various methods, designers will learn to size them through graduated step increments call grading. This is the manual method, usually occurring after they have done so through technology. Prerequisites: AD248

MC390 Corset Making - Credit Hours: 1

Designers experience the artisan techniques associated with custom over bust corset construction firsthand, learning classic techniques associated with materials such as coutil, steel boning, and grommets. The Victorian/hourglass silhouette and style will be executed. Prerequisites: AD268

PE100 Introduction to Fashion Careers - Credit Hours: 3

All fashion professionals should have a prescribed exposure to the fashion industry and the careers it supports. They should know how garments are designed, created, produced and marketed. Prerequisites: None

PE240 Co-op - Credit Hours: 3

As an entry level working professional designers and marketing professionals will gain exposure to many opportunities to develop workplace professionalism skills. You as a fashion professional will apply classroom learning into real world settings and practice or develop interpersonal and technical skills that employers look for. Through the Co-op experience designers and marketing professionals will develop dependability, time management, customer service, and communication skills in addition to operations management, and computer software programs. This experience will be the building blocks of creating an outstanding portfolio and resume to ensure your future career success. Prerequisites: 30 credit hours, Sophomore year students or above. Highly recommended for international students.

PE250 Internship - Credit Hours: 3

Fashion professionals participate in an internship program by working part-time with cooperating employers. Field experience is gained by applying competencies obtained in previous course experiences. Coordinated by career advisors, administered by academic directors and evaluated by faculty advisors, the internship experience enhances the overall understanding gathered during the educational process. Prerequisites: JR. Summer or 1 more elective, 90 credit complete, advisor approval

PE265 Portfolio - Credit Hours: 3

The commencement of your professional career requires the development of your personal, creative portfolio which aligns with your specific career goals while showcasing your academic works. Prospective employers are your target market, so you will develop the verbal, and visual communication skills necessary to promote yourself for future roles within the fashion industry. Prerequisites: 90 credits complete

PE290 New York Experience - Credit Hours: 3

You haven't properly experienced the domestic fashion industry until you've spent quality time in New York City, Los Angeles, Dallas or Atlanta for example. A four-week excursion to a fashion capital of the United States. Summer only! Prerequisites: 60 credits, advisor approval

PE365 Career Management - Credit Hours: 3

Candidates for graduation will prepare for professional roles within the fashion industry. The needs of the current market place will be researched and addressed via projects, seminars, guest speakers and discussions. Professional communication skills (both oral and written) will be honed through mock interviews, professional documents i.e., resumes and cover letters, email etiquette, social media evaluation and clean-up, and portfolio techniques (both physical and digital). Prerequisites: PE265

PE390 Study Abroad - Credit Hours: 3

Paris, Tokyo, Milan and London, the experiences necessary for the ultimate fashion professional. A four-week excursion to one of the fashion capitals of the world. Summer only! Prerequisites: 60 credits, advisor approval

PD150 Supply Chain Management - Credit Hours: 3

Supply chain managers must understand the concepts and processes of international sourcing, production and distribution of products in the retail industry. Global supply chain management is the key focus and provides understanding of export and import regulations and strategies, along with practical applications of contracts and legal and ethical liabilities of a business operation. Prerequisites: None

PD160 Global Fashion Manufacturing Dynamics - Credit Hours: 3

In the world of product development, an executive must understand the vocabulary and process of importing and exporting apparel and textile products into and out of the United States along with various trade agreements and payments terms and processes. A final project on global sourcing and manufacturing strategy with finishes, samples and a professional presentation showcasing the entire production life cycle to shipping process will be completed. Prerequisites: PD150

RM200 Principles of Supervision Management - Credit Hours: 3

Retail managers are responsible for managing, organizing and providing leadership to the operation of various sizes of retail stores and outlets. They will be exposed to all areas of retail store operations and effective management through the use of various global management tools and techniques. Application of actual case studies to business scenarios help retail managers appropriately apply their knowledge and develop managerial skills. Prerequisites: None

RM235 Retail Operations Management - Credit Hours: 3

The role of retail manager emphasizes the function and evolution of retailing and various distribution channels involved in successful operation of a retail business both domestic and abroad. Retailers also incorporate new technology for corporate social responsibility. Opportunities to research and analyze the global retailing environment and participation in store operations through lectures and workshops will be afforded. Prerequisites: None

RM276 Customer Service and Selling Principles - Credit Hours: 3

The selling professional builds an effective sales force by focusing on selling principles and techniques, understanding the sales process and the customer relationship management (CRM) tools and use of technology to build strong accounts in the marketplace. Management and presentation skills are developed through lectures and workshops. Prerequisites: None

RM280 Retail Human Resources - Credit Hours: 3

Typically, retail professionals are responsible for the day to day human resource management and organizational structure of their business locations. They must review the financial implication of personnel changes and develop leadership skills within management positions along with employee career development. Prerequisites: RM200

RM300 Entrepreneurship - Credit Hours: 3

To establish a new retail business, an entrepreneur must be equipped with the knowledge and processes involved with the development of a new retail business venture and/or an independent brand or label. The focus will be on entrepreneurial approach of identifying new product and market opportunities while developing business plans for a business model. Financial management skills and business law knowledge is a must when successfully launching a new business venture. Prerequisites: None

RM475 Training and Leadership Development - Credit Hours: 3

Business leaders must train, develop and lead their workforce through an approach which focuses on the individual as well as the group as a whole. The retail manager will be introduced to the principles and practices of positive interpersonal relationships for leadership development. Prerequisites: RM280

SCI182 Introduction to Anatomy - Credit Hours: 3

In order to properly develop garments and products for the human body, designers and marketing professionals must first completely understand the human body with all of its nuances, structure, movement and growth development. Prerequisites: None

SCI192 Textile Science - Credit Hours: 3

Textile Designers are introduced to the study of various textile materials, and their origin, construction, properties, identification, finishes and performance through lecture and laboratory experiments. Prerequisites: TX102

TD128 Technical Drawing - Credit Hours: 3

Technical designers bridge the gap between the initial concept to the final product through technical drawing. Non-verbal communication is vital to the design process when culture and language are an issue. Manual and computer drawing skills are a must in order to properly communicate the specifications of a garment or product design to the manufacturer. Prerequisites: CS120

TD158 Technical Design - Credit Hours: 3

Designers take their design concepts and technical drawings, and effectively execute and communicate their vision to the factory or maker of their products using specification sheets and tech packs created digitally. They must integrate technical drawing, fiber and fabric knowledge along with fit basics. Business practices from the tech packs of retailers, manufacturers and mass merchants are explored and incorporated to create spec sheets that provide the detail level expected from mass market and corporate apparel designers. Prerequisites: TD128

TD228 Technical Drawing II - Credit Hours: 3

Technical designers will advance their skills to the next level by executing increasingly creative and complex fashion flats using digital tools. Adobe Illustrator techniques such as brushes and swatches are incorporated while production-ready flats are produced. Design callouts are introduced as well as the development of unique, creative sketching styles. Designers will work regularly from actual samples to further round out the knowledge base and experience level needed for mass market and corporate apparel design roles. A design process journal, regular lab work and a final design collection are the expected deliverables. Prerequisites: TD158

TX102 Textiles - Credit Hours: 3

Apparel and textile designers and marketing professionals will explore natural and synthetic fibers, their structure, properties, production uses, and characteristics. Yarns, fabrics, design methods, aesthetic applications and ordering specifications as well as care and life are discussed and analyzed. Prerequisites: None

TX202 Applied Textiles - Credit Hours: 3

Apparel and textile designers are able to exercise appropriate textile selections for specific end uses in addition to exploring advanced topics relevant to industry textile needs. Prerequisites: TX102 and SCI192

TX320 Textile Sustainability - Credit Hours: 3

Textile designers are introduced to the principles of sustainability from raw materials to finished products and the implications of both as used within the textile industry. Prerequisites: GE220 and SCI 192

TXD138 Digital Textile Design I - Credit Hours: 3

Textile designers will focus on learning current industry software to generate and edit computer prints and create 3D mapping of the products for presentations and other design and development applications. They will use digital techniques of pixel and vector images as per industry standards. Prerequisites: GE178

TXD146 Surface Design - Credit Hours: 3

Textile and surface designers will understand and apply various surface design techniques including but not limited to color selection, printing, dyeing, fabric manipulation and embroideries for various applications for the market. Prerequisites: GE178, TX102

TXD238 Digital Textile Design II - Credit Hours: 3

Textile designers will develop an in-depth understanding and application of digital media to synthesize, design and apply principles of textile design. They will also develop unique textile design concepts and their presentations using a various range of formats and strategies. Prerequisites: TXD138

VD130 Illustration for Visual Design - Credit Hours: 3

Visual designers are introduced to the fundamental drawing skills applicable to visual merchandising. Through a variety of exercises, the course will enhance the ability to observe form, detail, light, texture, space and proportion. A visual language will be developed allowing them to conceptualize through the medium of drawing. Prerequisites: IC164

VD178 Visual Display I - Credit Hours: 3

Visual designers will explore creative and technical approaches to window and interior store displays. They will work in a laboratory setting creating three-dimensional displays as they familiarize themselves with standards and innovative techniques. Prerequisites: VD250

VD200 Styling - Credit Hours: 3

Stylists will focus on styling techniques which project and deliver the brand in the correct manner. They will gain expanded knowledge of art direction for the digital market and print media, while executing a styling project that will help analyze future trends for a specific brand and target market. Prerequisites: None

VD246 CAD for Store Design - Credit Hours: 3

Visual designers should understand the concepts of visual merchandising. They will learn analog, digital and 3D design software tools to achieve design goals for store and window displays, fixture plans and the use of various materials and lighting in the visual presentation aspect of the product. This knowledge will be applied to a store planning and design project. Prerequisites: None

VD250 Visual Communications - Credit Hours: 3

The theoretical and practical applications of visual merchandising techniques assist visual designers in the workplace. They will understand the way merchandise presentations, marketing and graphical tools and technology help to build corporate and brand identities. Prerequisites: VD130

VD300 Critical Concepts for Visual Design - Credit Hours: 3

Visual designers will utilize the function and aesthetics of three-dimensional elements of space and design and how they assist to convey the desired concept. The key objective is to understand physical space in terms of scale and proportion. Variety of merchandising applications are used. Prerequisites: VD246

Index

A

Academic Affairs 21

Academic Calendar 6

Holiday Dates 8

Term Dates 8

Admissions

Admissions Requirements and Application Process 10

Accuplacer Testing 12

Admission Committee Literacy Review Essay Policy 11

Evidence of Proficiency in English for students whose first language is not English 10

Interview 11

Official High School Diploma/ equivalent program 10

Official report of SAT and ACT scores 10

Portfolio 10

Readmissions 12

Recommendations 10

Residency Requirement 11

Late Start Policy 14

Transfer Students Admissions Policies 13

Concurrent Enrollment 14

Continuing Education 14

Course Descriptions and Compatibility 13

Grades of Transfer Credits and Advanced Placement 13

Advanced Placement 13

Articulation Agreement Credit. 14

College Level Examination Program (CLEP) 13

Military Experience Credits 14

Transfer of Credit Policy 13

C

Campus Security 8

Course Descriptions 65

Course Descriptions 66

Course Numbering 66

Course Prefix Letter Code 66
Criteria for Honors Designations 31
Honors Designation at Graduation 32
Semester Honors Designations 32

F

Facilities and Equipment 9

G

Grading System 14
Grade Reporting 15
Grading Scale 15

I

Introduction 1
Administration 3
 Advisory Council 3
 Board of Directors 3
 Faculty 5
 Apparel Design 5
 Fashion Marketing 5
 Staff 4
Edessa School of Fashion
 Edessa's faculty 2
 Minority Leadership 2
 Origin 1
 Student Constituencies 1
Management, Non-profit Status and Accreditation 5
Non-Discrimination Policy 3
Self-Evaluation Process 6
Vision 2
 Mission 3
 Non-Discrimination Policy 3
 Values 2

L

Library 8

O

Orientation 22

P

Programs 54

- Apparel Design Majors 56
 - Apparel Design Concentrations 57
 - Apparel Design Core Courses 56
 - Apparel Design Elective Courses 58, 60
 - General Education 57
 - Micro Courses 59
- Fashion Marketing Majors 62
 - Fashion Marketing Concentrations 63
 - Fashion Marketing Core Courses 62
 - Fashion Marketing Elective Courses 65
 - General Education 62

R

Registrar's Office 41

- Class Registration 45
- Correction of Educational Records 53
- Course Scheduling 44
- Credit Hour Definition 45
- Directory Information 52
- Disclosure of Educational Records 48
- Disposal of Records 44
 - Disposal of Paper Records after Transfer to Other Media 44
 - Unofficial Records 44
- Family Educational Rights and Privacy Act (FERPA) 47
- Policy on Retaking Coursework 46
- Procedure to Inspect Education Records 48
- Record of Requests for Disclosure 52

Record Retention 42
Records Retention Requirements 42
Requirements for Graduation 45
Standard Term-based Undergraduate Programs 47
Student Right to File Complaint 54

S

Satisfactory Academic Progress 16

Appeals 18
Attendance and Tardiness 19
Financial Aid Eligibility 16
Leave of Absence 19
Probation 17
Re-admittance 18

Student Affairs 32

Academic Advising 33
Academic Honesty and Integrity 35
Alumni and Career Services 33
Disability Services Policy 34
General Information 33
Jurisdiction 35
Records 35

Student Complaints 31

Student Conduct Policies and Procedures

College Judiciary Committee (CJC).
A. Student Conduct Policies: 24
B. Violation of Law and School Conduct: 30

T

Tuition and Financial Aid Policy 36

Books and Material Fees 38
Cancellation 38
Payments 37
Refund Policy 38
Refund Schedule 39
Return of Federal Title IV Funds 40
Satisfactory Academic Progress for some non-Title IV Funding 40
Schedule of Fees 37

Course Description Index

AD138 History Of Fashion And Consumer Behavior	67
AD148 Fundamentals of Construction.....	67
AD168 Fundamentals of Patternmaking	67
AD175 Product Development	67
AD266 Collection Development Production.....	69
AD268 Intermediate Pattern-Making.....	69
AD270 Fit Analysis.....	69
AD275 Applied Product Development.....	69
AD278 Draping	69
AD288 Patternmaking for Knit Garments	69
AD320 Menswear	70
AD330 Tailoring Techniques	70
AD348 Advanced Construction	70
AD368 Advanced Patternmaking.....	70
AD375 Computerized Patternmaking	70
BU100 Retail Math.....	70
BU146 Buying I.....	70
BU150 Assortment Planning.....	71
BU246 Buying II.....	71
BU268 Merchandise Planning and Control.....	71
BU270 Negotiations	71
CS120 Introduction to Computer Software	71
CS158 Digital Technology For Designers.....	72
FM120 Evaluation of Fashion and Retailing	72
FM122 Cosmetics / Hair.....	72
FM123 Accessories	72
FM133 Photography	72

FM138 Trend Forecasting	72
FM140 Adobe for Marketing.....	72
FM143 Blogging for Fashion	73
FM153 Fashion Law.....	73
FM168 Global Communications.....	73
FM175 Principles of Marketing and Promotions.....	73
FM180 Fundamentals of Business	73
FM188 Product Analysis.....	73
FM190 Catalog	73
FM200 Fashion Marketing	74
FM210 Fashion Journalism and PR.....	74
FM220 Special Event Management.....	74
FM240 Global Marketing	74
FM266 Social Media Marketing	74
FM270 Marketing Research	75
FM388 Home Furnishings.....	75
GE043 Preparatory English.....	75
GE066 Preparatory Math.....	75
GE100 Color Theory	75
GE120 Critical Thinking	75
GE143 Written Communications.....	75
GE153 Oral Communication.....	76
GE160 Psychology of Dress	76
GE166 Apparel Business Math	76
GE178 Fundamentals of Design	76
GE200 Ethnic Influences in American Fashion.....	76
GE220 Garment Industry Economics.....	77
GE222 Literature.....	77
GE235 Art History	77

GE240 Popular Culture	77
GE290 Business Law	77
IC108 Fundamentals of Drawing.....	77
IC164 Fundamentals of Fashion Illustration.....	78
IC188 Fundamentals of Concept Development	78
IC264 Advanced Fashion Illustration.....	78
IC288 Advanced Concept Development.....	78
IC364 Fashion Illustration Computer Techniques.....	78
MC000 Micro-courses	78
MC134 Shoe Making	79
MC144 Accessory Design	79
MC150 Jewelry Making	79
MC160 Embroidery	79
MC164 Millinery.....	79
MC170 Quilting/Appliqué.....	79
MC208 Children's Wear.....	79
MC230 Knit/Crochet	80
MC240 Knitwear Design.....	80
MC250 Lingerie	80
MC270 Swimwear Design.....	80
MC276 Bridal Wear	80
MC288 Formal Wear	80
MC301 Couture Sewing Techniques.....	80
MC302 Fur	80
MC303 Leather	81
MC316 Special Event Management	81
MC348 Pattern Grading	81
MC390 Corset Making.....	81
PE100 Introduction to Fashion Careers.....	81
PE240 Co-op	81
PE250 Internship.....	82

PE265 Portfolio	82
PE290 New York Experience	82
PE365 Career Management.....	82
PE390 Study Abroad.....	82
PD150 Supply Chain Management.....	82
PD160 Global Fashion Manufacturing Dynamics	83
RM200 Principles of Supervision Management	83
RM235 Retail Operations Management.....	83
RM276 Customer Service and Selling Principles.....	83
RM280 Retail Human Resources	83
RM300 Entrepreneurship	84
RM475 Training and Leadership Development.....	84
SCI182 Introduction to Anatomy	84
SCI192 Textile Science	84
TD128 Technical Drawing	84
TD158 Technical Design.....	84
TD228 Technical Drawing II	85
TX102 Textiles	85
TX202 Applied Textiles.....	85
TX320 Textile Sustainability	85
TXD138 Digital Textile Design I	85
TXD146 Surface Design.....	85
TXD238 Digital Textile Design II	85
VD130 Illustration for Visual Design	86
VD178 Visual Display I.....	86
VD200 Styling	86
VD246 CAD for Store Design	86
VD250 Visual Communications.....	86
VD300 Critical Concepts for Visual Design	86

Notes:

edessa
school of fashion
design • technology • business