



448 N 10th Street
Studio 501
Philadelphia, PA
19123

DESIGNER DEVELOPMENT PROGRAM

STUDENT CATALOG

Published Jan 2023

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PROGRAM DESCRIPTION

Made Institute's Designer Development Program is specifically tailored to help aspiring designers and makers develop and launch successful fashion lines of their own. Through small class sizes, hands-on teaching, and one on one mentoring, students receive quality classes at a cost and pace that works for them. This hybrid program combines both in-person classes for hands-on skills, and online courses for lecture based classes.

This innovative approach to fashion education gives students a clear path towards their sewing and design goals, while streamlining the process down to an 18-month track (see "Academic Calendar" for details). From sketching and sewing to spec sheets and sales, our courses will cover everything you need to know to better navigate the fashion industry's competitive environment.

Beginner students are our favorite students. No prior experience is necessary to join. We know how hard it is to balance work and family, so we offer day and evening programs, giving our students maximum flexibility. We offer a payment plan, making the program attainable for many income levels.

ADMISSION REQUIREMENTS

Made Institute enrolls all students without regard to race, religion, gender, age, color, national origin, or physical disability. Made Institute requires that students provide proof of high school diploma, high school transcript, or GED test results.

ADMISSION PROCEDURES

1. Request application materials.
2. Complete and submit application materials for admission. All students are required to have a High School diploma or equivalent to enroll in the Designer Development Program.

3. Complete and submit the application form. There is a \$25 application fee.
4. Once Made Institute has received and reviewed the application form, the applicant will be contacted to schedule a phone interview.
5. The applicant will be asked to complete a creative project demonstrating their design aesthetic, and present to Made Institute's admissions committee during our, in-studio, committee week in March.
6. The applicant will receive notification of the acceptance or rejection of the application.
7. The applicant will complete enrollment agreement which will enroll them into the entire program. The agreement outlines the obligations of Made Institute and the student.
8. If previous coursework was completed at Made Institute as part of the Designer Development Program, the total number of hours may be transferred, after evaluation by the Director.

APPLICATION DEADLINES

We offer 1 start date per year

****See website for all application deadlines****

SCHEDULE YOUR TOUR

Made Institute's classes are held in our beautiful, historic, 3000 square foot Studio in Philadelphia's Loft District. Schedule a tour of our facility, and meet Made Institute's admissions coordinator to talk about your individual goals in fashion and learn about what Made Institute can do for you. Email us at info@made-institute.com or call us at 855-623 3745 to learn more.

Visit us at:
Made Institute
448 N 10th Street #501
Philadelphia, PA 19123

DAYTIME ACADEMIC CALENDAR 18 MONTHS

2023-25

1st TRIMESTER

Sewing 1:	Tues	9/05 - 10/10
Fashion Illustration 1:	Wed	9/06 - 10/11 (Online)
Industry Seminar:	Thurs	9/07 - 10/12 (Online)
Material Studies:	T-Th	10/17-10/26

Sewing 2:	Tues	10/31-12/05
Fashion Illustration 2:	Wed	11/01-12/13 (Online)
Adobe Photoshop:	Thurs	11/02 - 12/21 (Online)

2nd TRIMESTER

Sewing 3:	Tues	12/12 - 2/27
Draping:	Wed	1/10- 2/28
Adobe Illustrator:	Thurs	1/11 - 2/29 (Online)

Sewing 4:	Tues	3/05 - 4/23
Patternmaking 1:	Wed	3/06 - 4/24
Design Studio 1:	Thurs	3/07 - 4/25

3rd TRIMESTER

Patternmaking 2:	Wed	5/08 - 6/26
Design Studio 2:	Thurs	5/09 - 6/27

Collection Studio:	Tues	7/16 - 9/17
Business of Fashion:	Wed	7/17 - 9/18 (Online)

COLLECTION PERIOD

10/01/24 - 04/01/25

EVENING ACADEMIC CALENDAR 18 MONTHS

2023-25

1st TRIMESTER

Sewing 1:	Tues	9/05 - 10/10
Fashion Illustration 1:	Wed	9/06 - 10/11 (Online)
Industry Seminar:	Thurs	9/07 - 10/12 (Online)
Material Studies:	T-Th	10/17-10/26

Sewing 2:	Tues	10/31-12/05
Fashion Illustration 2:	Wed	11/01-12/13 (Online)
Adobe Photoshop:	Thurs	11/02 - 12/21 (Online)

2nd TRIMESTER

Sewing 3:	Tues	12/12 - 2/27
Draping:	Wed	1/10- 2/28
Adobe Illustrator:	Thurs	1/11 - 2/29 (Online)

Sewing 4:	Tues	3/05 - 4/23
Patternmaking 1:	Wed	3/06 - 4/24
Design Studio 1:	Thurs	3/07 - 4/25

3rd TRIMESTER

Patternmaking 2:	Wed	5/08 - 6/26
Design Studio 2:	Thurs	5/09 - 6/27

Collection Studio:	Tues	7/16 - 9/17
Business of Fashion:	Wed	7/17 - 9/18 (Online)

COLLECTION PERIOD

10/01/24 - 04/01/25

SCHOOL CLOSING DATES 2023/2025

SEPT/OCT 2023 Closed 9/04 Closed 10/9 IPD	MARCH/ APRIL 2024 Closed 3/29 - 4/1	SEPTEMBER 2024 Closed 9/02
NOVEMBER 2023 Closed 11/22 - 11/26	MAY/ JUNE 2024 Closed 5/27 Closed 6/19	NOVEMBER 2024 Closed 11/27 - 11/29 Closed 11/5 ED
DEC/JAN 2023/2024 Closed 12/22 - 01/05 MLK 1/15	JUNE/JULY 2024 Closed 6/28 - 7/14	DEC/JAN 2024/2025 Closed 12/20 - 01/12 MLK 1/20

COURSE DESCRIPTIONS

Our Designer Development Program is a hybrid program, offering both online and in-person instruction. ONLINE COURSES: Online Lesson Release at least 2 days before live session via made-videos.com
Equipment Requirements: High-Speed Internet, Computer with Adobe Photohop and Illustrator software
Technical Assistance available Mon-Fri 10 - 6pm

101-SEWING 1: Introductory Sewing

18 class hours - STUDIO CLASS

DAYTIME: 2 - 5pm
EVENING: 6.30 - 9.30pm

Perfect for those who are completely new to sewing or those looking to return to the craft, this six-week course covers all professional seam finishes, hems, and zipper installations used in garment manufacturing. In addition to a detailed knowledge of sewing machine operation, students will complete the course with a finished tank top in the fabric of their choice, and a portfolio of seam finishes, hems and zipper installation techniques used for future reference or job interviews to demonstrate sewing skill level.

102-SEWING 2: Basic Garment Construction

18 class hours - STUDIO CLASS

DAYTIME: 2 - 5pm
EVENING: 6.30 - 9.30pm

Utilizing the skills gained in introductory sewing, students will move on to basic 3-D garment construction. Through classroom demonstrations, students will learn how to work with real production patterns towards the completion of a peplum blouse. Skills covered include sewn darts, princess seams, facings, set-in sleeves, plackets, gathering, and hems. Upon completion of this class, students will confidently sew with professional precision.

103-SEWING 3: Street Wear-Designer Finishes

30 class hours - STUDIO CLASS

DAYTIME: 2 - 5pm
EVENING: 6.30 - 9.30pm

Combine your sewing knowledge with your love of ready to wear garments. This class will focus on teaching the finishes used in the industry to make custom tee shirts, jeans, and shirts. We'll be utilizing industrial machinery and production patterns to complete masterful designer finishes. Skills covered include operating 4 thread overlock, industrial 5-thread safety stitch, industrial single needle straight stitch, cutting and sewing knitwear, denims, and cotton shirtings.

104-SEWING 4: Knitwear

24 class hours - STUDIO CLASS

DAYTIME: 2 - 5pm
EVENING: 6.30 - 9.30pm

Discover a whole new way of sewing; Knitwear. This class will focus on teaching the elements used in industry to make custom T-shirts, leggings, joggers, and a zipper hoodie. We'll be utilizing industrial machinery and production patterns to complete masterful designer finishes. Skills covered include operating a 4-thread overlock and coverstitch, cutting, and fully constructing knit garments.

105-MATERIAL STUDIES

18 class hours - STUDIO CLASS

DAYTIME: 2 - 5pm
EVENING: 6.30 - 9.30pm

Students will learn techniques used to identify the properties and characteristics of any textile. We will practice using proper textile terminology and applications per silhouette and design. Through experimentation and demonstration, students will learn how to professionally dye, embellish, and customize fabrics. This course will culminate with a portfolio of sample finishes, and a customized shirt that utilizes their own specific dye color, print, and embellishments.

301-FASHION ILLUSTRATION 1: The Fashion Figure

18 class hours - ONLINE CLASS via made-videos.com

DAYTIME: 2 - 3.30pm
EVENING: 6.30pm - 8pm

Through live model studio demonstrations, students will learn how to draw the stylized fashion figure. We'll utilize pastels, pencil, watercolor, and pen to maximize exposure to multiple mediums. This class is designed to teach anyone how to sketch, no matter their art experience level. Assignments are process methods students can continue to employ in their individual design pursuits.

302-FASHION ILLUSTRATION 2: Fabric Rendering /Color

18 class hours - ONLINE CLASS via made-videos.com

DAYTIME: 2 - 3.30pm

EVENING: 6.30pm - 8pm

Take your illustrations to the next level with color and print rendering. Through live studio demonstrations, students will learn to how to manipulate their color palettes and drawing tools to create beautiful texture and line quality in every illustration. Learn how to draw different hair textures, stripe contouring, print rendering, and highlights.

201-DRAPING: Introduction to Patterns

24 class hours - STUDIO CLASS

DAYTIME: 2 - 5pm

EVENING: 6.30 - 9.30pm

Through three dimensional draping techniques, students will create base patterns that they will utilize in all patternmaking courses and projects. Through studio demonstrations and lectures, students will complete various skirt, pant, blouse, sleeve, and dress patterns. This will prepare students for flat pattern manipulation in Patternmaking 1 & 2.

202-PATTERNMAKING 1: Slopers

24 class hours - STUDIO CLASS

DAYTIME: 2 - 5pm

EVENING: 6:30-9:30pm

Students will learn how to create a basic bodice, skirt, pant & sleeve sloper from measurements as used in industry fashion design. Once completed, students will have a size 6 sloper block that they can implement in all future designs for production. We will cover advanced measuring techniques, fraction conversions, fit, and basic "mock-up" sewing techniques.

202-PATTERNMAKING 2: Pattern Manipulation

24 class hours - STUDIO CLASS

DAYTIME: 2 - 5pm

EVENING: 6:30 - 9:30pm

Students will learn to combine block pattern drafting skills learned in Patternmaking 1, with dart and fit manipulation techniques in Patternmaking 2. Through understanding fit and design line manipulation, more sophisticated designs can be imagined and achieved.

501-ADOBE PHOTOSHOP: Mood Boarding/Logo Design

24 class hours - ONLINE CLASS via made-videos.com

DAYTIME: 2- 3.30pm

EVENING: 6.30 - 8 pm

This introduction to Adobe Photoshop, will explore basic use of the software to create graphic design projects. We will learn: color development, use of layers, masking, filling, simple pattern creation, graphic layout, photo editing, and photo manipulation. Students will be able to successfully use all tools on the palette for their own personal projects along with learning real life application of Adobe Photoshop for graphic design/ fashion design. The semester will culminate in one graphic design project that students will be able to add to their portfolio.

502-ADOBE ILLUSTRATOR: Technical Flats/Print Design

24 class hours - ONLINE CLASS via made-videos.com

ACCELERATED: 2 - 3.30pm

PART-TIME: 6.30 - 8 pm

Through in class demonstrations, students will learn how to create detailed computer renderings of their designs to present to patternmakers, buyers, and include in industry tech packs. These skills are used in every aspect of the fashion industry, and show true professional presentation, as well as convey information about each design clearly.

402-DESIGN STUDIO 1: Design Exploration

24 class hours - STUDIO CLASS

DAYTIME: 2 - 5pm

EVENING: 6:30 - 9.30 pm

This course addresses the basic elements of the fashion design process from concept through 2-D development towards preparation for 3D realization. Weekly projects provide initial direction towards identifying sources of inspiration for the creation of fashion ideas. Assignments introduce the design processes of storyboard compiling, color story, fashion sketching, flats, and line sheets. The focus is on connecting idea and practice as related to working design principles. Students design a full collection and presentation for their final project.

403-DESIGN STUDIO 2: Collection Design

24 class hours - STUDIO CLASS

DAYTIME: 2 - 5pm

EVENING: 6.30 - 9.30 pm

A full culmination of everything students have worked so hard for in our program. Utilizing the design tools used in Design Studio 1, students will design the final collections that will walk in our runway show. Students may choose their own category, season, materials, and overall design aesthetic towards their first collection and business launch. In partnership with Philly Fashion Week, our student collections will be showcased twice per year in either February or September fashion weeks.

404-BUSINESS OF FASHION

36 class hours - ONLINE CLASS via made-videos.com

DAYTIME: 2 - 4pm

EVENING: 6:30 - 8:30 pm

Students will be given a clear understanding of what to expect from the industry, and tips on how to enter and navigate through it. Through guest lectures from marketing professionals, buyers, designers, and entrepreneurial experts, we aim to prepare designers to enter the marketplace equipped with logos, business cards, line sheets, look books, websites, and social media platforms.

401-FASHION INDUSTRY SEMINAR

18 class hours - ONLINE CLASS

DAYTIME: 2 - 3.30pm

EVENING: 6:30 - 8pm

Students will get a detailed overview of the fashion industry from concept to consumer. We'll host guest lecturers from the industry bi-monthly covering wholesale, retail, costing, buyer meetings, line sheets, trade shows, fashion shows, trunk shows, manufacturing, product development, fabric sourcing, fabric shows, trend forecasting, seasons, and design processes.

601-COLLECTION STUDIO: SAMPLE PRODUCTION

54 class hours - STUDIO CLASS

DAYTIME: 2 - 5pm

EVENING: 6.30 - 9.30 pm

A full culmination of everything students have worked towards in our program. This class will function as an independent study that will allow students full access to our studio and resources to create a fully realized capsule collection for their runway launch. Students will choose 3-5 looks to make and feature in our fashion show in partnership with Philly Fashion Week.

EDUCATIONAL OBJECTIVES

Students who complete the Designer Development Program will be able to demonstrate to employers and others the following core competencies:

- *Professional sewing skills specific to the garment making industry. Meeting requirements for an entry level sewing technician or sample maker.*
- *Professional pattern making skills specific to the garment making industry. Meeting requirements for an entry level technical designer or pattern maker.*
- *A clear understanding of terminology in both machinery, and techniques as used in the fashion industry.*
- *High level design skills as related to the fashion industry. Meeting requirements for an entry level position in fashion design.*
- *Visual communication skills as related to fashion illustration, portfolio techniques, and marketing materials. Meeting requirements for an entry level position as a fashion designer.*
- *Excellent Adobe Photoshop and Illustrator skills as related to the fashion industry including technical drawings, technical packages, print design, flat sketches, mood boarding, look books, and photo manipulation.*
- *A clear understanding of the fashion industry's many categories including jobs in textiles, sourcing, product development, design, and production.*
- *A clear understanding of the business of fashion including promotion, sales, fashion show production, marketing, merchandising, retailers, manufacturing, and sourcing. Meeting requirements for an entry level position as a fashion merchandiser, marketer, sales associate, and fashion show producer.*
- *Industry know-how in connecting with accountants, lawyers, public relations, media, and brand building services.*

Made Institute provides a certificate upon completion of the program. We do not offer certifications or degrees. Many corporate fashion companies require an associates or bachelor's degree to be hired. We aim to prepare students for entry level positions in fashion/manufacturing companies.

TUITION AND FEES

Sewing 1: Introductory Sewing
Sewing 2: Basic Garment Construction
Sewing 3: Street Wear-Designer Finishes
Sewing 4: Knitwear
Materials Studies
Fashion Illustration 1: The Fashion Figure
Fashion Illustration 2: Fabric Rendering/Color
Adobe Photoshop: Mood Boarding/Logo Design
Adobe Illustrator: Technical Flats/Print Design
Draping
Patternmaking 1: Slopers
Patternmaking 2: Pattern Manipulation
Fashion Design Studio 1: Design Exploration
Fashion Design Studio 2: Collection Design
Collection Studio
Fashion Industry Seminar
Business of Fashion

\$13,000 (full tuition)

Total Costs:

\$13,000 (full tuition)

+\$25 registration fee

+\$3,000 (estimated books and supplies. Not paid to Made Institute)

= \$16,025

The Program price includes (a) your Tuition which covers all instructional content, course materials (for term of license), academic and service support, and examinations, and (b) your Registration Fee.

In addition to the tuition and registration fee, to successfully complete the program you will need to provide an estimated \$3,000 for your own laptop with Adobe software, sewing machine at home, books, fabric, and supplies.

PAYMENT PLANS

Pay by Term Plan

Payment is accepted by online payment, credit card, cash, or cashier's check. Subject to the Cancellation Policy below, you understand that with your enrollment you are obligated to pay the full amount of the Program Price.

You will be charged a Late Fee of \$10.00 if your payment is late by 10 days or more after the deadline. If you do not pay the overdue amount and late fee within 30 days, Made Institute reserves the right to suspend your enrollment in the Program immediately and require you to pay the outstanding balance of the program price associated with the payment plan. In addition, you will be responsible for any collection costs, including legal fees, incurred by Made Institute to collect amounts owed.

Many of our students take out personal loans with banks or family members, or a line of credit to cover the cost of tuition. We are happy to assist students with information regarding loans and payment options.

DAYTIME PROGRAM

Under the Pay by Term Plan, the tuition of \$4,333 is due by the payment deadline for each term (trimester or 4-month period).

EVENING PROGRAM

Under the Pay by Term Plan, the tuition per term of \$4,333 is due by the payment deadline for each term (trimester or 4-month period).

ACADEMIC POLICIES

Personal Conduct

Made Institute is dedicated to providing a setting and atmosphere for learning, and the development of professional skills. In encouraging this purpose, students are expected to respect the rights of others and adhere to acceptable standards of personal conduct with maturity and responsibility.

The restrictions on conduct are set forth in the Made Institute Catalog and shall apply to conduct that occurs on Made Institute premises, at Made Institute sponsored activities, and to off-campus conduct that adversely affects the Made Institute community and/or the pursuit of its objectives. This includes, but is not limited to conduct and interactions with administrative and teaching staff, students, and affiliates of Made Institute off-campus. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a certificate, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a certificate is awarded). The restrictions on conduct set forth in the Made Institute Catalog shall apply to a student's conduct even if the student withdraws from Made Institute while a disciplinary matter is pending. The Made Institute Director shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion.

Students are expected to comply with the policies, rules, regulations and procedures described in the Made Institute Catalog. Conduct inconsistent with these expectations will result in disciplinary actions.

Conduct Generally – Rules and Regulations. Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in the Made Institute Catalog.

Improper Conduct. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on Made Institute premises or at functions sponsored by, or participated in by, the Made Institute or members of the Made Institute community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on Made Institute premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress.

Narcotics. Use, possession, manufacturing, or distribution of marijuana, heroin, or other controlled substances.

Firearms, Munitions, Explosives. Possession, use, or threatened use of firearms, fireworks, ammunition, explosives, chemicals, or any other objects as weapons on campus property or at Made Institute-sponsored events..

Facilities. Unauthorized entry to, or use of, Made Institute facilities is prohibited. Unauthorized possession, duplication or use of keys to any Made Institute facilities or interior rooms is prohibited.

Property Damage. Damage or destruction of the property of others, or of the Made Institute, including the deliberate defacement of library materials, buildings, sidewalks, furniture, walls, or trees.

Theft. Attempted or actual theft of property of the Made Institute or property of a member of the Made Institute community or other personal or public property, on or off campus.

Disruption. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Made Institute activities, including its public service functions on or off campus, or of other authorized non-Made Institute activities when the conduct occurs on Made Institute premises.

Proper Conduct. Students are required to engage in responsible social conduct that reflects credit upon the Made Institute community and to model good citizenship in any community. Students are to clean up their workspace after use and Made Institute is not responsible for lost or stolen items. Students must maintain a general cleanliness of any area at Made Institute.

Acts of Dishonesty. Acts of dishonesty, including but not limited to the following: cheating, plagiarism, or other forms of academic dishonesty; furnishing false information to any Made Institute official, faculty member, or office; and forgery, alteration, or misuse of any Made Institute document, record, or instrument of identification.

Violation of Law. Violation of any federal, state or local law.

Absences and Lateness

We ask that you respect our faculty and other students' time throughout your classes with us. Arrival more than 15 minutes after the start time will count as one late. Three lates will equal one absence. Three absences will result in a failing grade. Exceptions to this can only be made with a doctor's note, or emergency which the School Director must approve, which will be considered excused absences or lateness. It is the student's responsibility to contact the instructor about work missed due to lateness or absences. We do not offer make-up classes or one-on-one sessions, except for excused absences or lateness. Our instructors only are responsible for informing the student about what lessons were missed, and provide any materials given to the class.

Cancellation and Refund Policy

You can cancel your enrollment via telephone, email, or in person. You will need to complete a withdrawal form to terminate your student status. Refund calculations are based on the last day of attendance. If you cancel or withdraw from the Program, you will receive a tuition refund, as follows:

- 1) If you cancel after the fifth calendar day following the date of enrollment, but prior to the beginning of classes, monies paid shall be refunded except the amount of the application fee which is refunded if the enrollment agreement is canceled within 5 days from signing.
- 2) If you enroll and withdraw or discontinue after the term has begun but prior to completion of the term, the following minimum refunds apply:
 - a. If you withdraw from or discontinue the program during the first 7 calendar days of the term, the tuition charges refunded by Made Institute shall be at least 75% of the tuition for the term
 - b. If you withdraw from or discontinue the program after the first 7 calendar days, but within the first 25% of the term, the tuition charges refunded by Made Institute shall be at least 55% of the tuition for the term.
 - c. If you withdraw from or discontinue the program after 25% but within 50% of the term, the tuition charges refunded by Made Institute shall be at least 30% of the tuition.
 - d. If you withdraw from or discontinue the program after 50% of the term, the student is entitled to no refund.

Made Institute reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the school and will entitle the student to a full refund of all money paid.

DISCIPLINE AND DISMISSAL POLICY

In addition to unsatisfactory grades, non-payment of tuition and fees, and academic dishonesty, a student may be subjected to Made Institute imposed disciplinary action including but not limited to suspension or expulsion for violation of any Made Institute policy, rule, regulation or procedure. Improper student conduct may be referred to the proper law enforcement officials and could result in civil and criminal legal judgements, penalties, fines, or other serious legal consequences.

Procedure for Student Discipline The following disciplinary procedure is designed to preserve the mission of the Made Institute, and the health and safety of its students. This policy outlines the basic structure of the procedure for Student Discipline. The administration reserves the right both to define the severity of any violation and to choose the appropriate consequences. For serious violations, students may be suspended or even expelled. The Made Institute Director and Made Institute Assistant Director shall act in their reasonable discretion to assess any violation and effect appropriate consequences.

The Made Institute Director and Made Institute Assistant Director may seek counsel and advice of the Made Institute CEO or their designee, at any time, who also may choose to effect any disciplinary decision directly, at his or her discretion, including immediate removal of any student in appropriate circumstances. If an urgent issue arises, any member of the administration of staff shall act at their discretion and take any immediate measures necessary to remediate the urgency of the matter.

Notification of Student Violation

Reports of student violations are typically, but not exclusively generated by staff, teachers, students, building security (private contractor), and public safety officials. Reports shall be delivered to the Made Institute Director and Made Institute Assistant Director . The Director or Assistant Director will notify a student of the violation report and provide written details of the violation and its consequences.

Notification is typically in email format, but may include other formats. Copies of disciplinary documents are typically provided to appropriate Made Institute administrators with a legitimate educational interest in reviewing such material. In the event that a member of the administration take immediate measures, including removal of any student, any such notification may include a notification of termination.

Appeal Process

Each student subject to disciplinary action may formally appeal that action by submitting a written appeal to the Director in all cases and must present new evidence. The Director, at his/her discretion, may require the student to submit other materials in addition to or in place of the aforementioned appeal form. Upon receipt of an appeal, the Director will oversee a background investigation of the violation in question. The Director will notify the student of the administrative decision on the appeal. In instances of suspension or expulsion, the student may file an appeal with the Chief Executive Officer within five business days of receiving notice of such suspension or expulsion.

Suspension and Expulsion

Suspension means the student's access as a student from Made Institute will be removed. The length of suspension shall be determined by the Director and can depend upon the number of violations committed, the severity of the violation, or other aggravating circumstances. Expulsion means the student will be removed permanently as a student from Made Institute and his/her enrollment is terminated. Made Institute reserves the right to deny readmission for cause to any student.

Termination of Students

In addition to unsatisfactory grades or academic dishonesty, a student may be suspended or expelled for any violation of the Made Institute's policies or regulations; discriminatory or unacceptable behavior; malicious damage or theft of school property; disorderly or disruptive conduct; an attitude that is detrimental to the classroom or Made Institute environment; excessive absences; and the use, sale, or possession of illegal drugs, weapons, narcotics, or any other controlled substances or being under the influence of a controlled substance while at Made Institute.

Student Complaint/Grievance Procedure

Step 1. Informal Complaint

Complainant should raise his or her concerns with the staff or faculty member who has direct responsibility and the ability to address the matter in question to try to achieve a satisfactory resolution. If the complainant is unable or unwilling to raise his or her concern with the individual directly involved, the complaint should be made to the Made Institute Director. This individual will respond to the complaint within five working days. If the complainant does not feel that his or her concerns have been adequately addressed, then he or she should make a formal complaint to the Made Institute CEO; this includes complaints that fall outside of the academic realm.

Step 2. Formal Complaint

The complainant should submit his or her complaint in writing to the Director. The recipient will acknowledge the complaint within five working days. The Director will investigate the complaint, and provide a reply to the complainant in writing, within 15 working days.

Unresolved Complaints

If a student does not feel that the Made Institute has adequately addressed a complaint or concern, the student may consider contacting the State Board of Private Licensed Schools, PA Department of Education, Division of Law Enforcement Education and Trade Schools, 333 Market Street, 12th Floor, Harrisburg PA; 17126. Phone: 717-783-8228. Website address: <https://www.education.pa.gov/Postsecondary-Adult/CollegeCareer/Pages/Private-Licensed-Schools.aspx>

GRADUATION REQUIREMENTS

To receive the Designer Development Program certificate, students must complete every course listed with a passing grade within the 24-month time period. See the enrollment agreement for time extensions. All tuition and fees must be paid in full, and their student capsule collection must be presented via their professional website.

TRANSFER OF CREDIT HOURS

If previous coursework was completed at Made Institute as part of the Designer Development Program, the total number of hours may be transferred, after evaluation by the Director. There is no guarantee credits will transfer. No Made Institute credits are transferable to any other educational institution.

GRADING

<i>Rating</i>	<i>Grading Scale (percentage)</i>	<i>Letter Equivalent</i>
Excellent	100-90	A 4.0
Good	89-80	B 3.0
Average	79-70	C 2.0
Passing	69-60	D 1.0
Failing	60-0	F 0.0

Made Institute uses a number-letter system of grading, with number grades assigned to assignments, final project/presentations, attendance, and class work and letter grades to completed courses. The letter grade is calculated by 25% assignments, 25% final project/presentation, 40% attendance, and 10% classwork. Letter grades are converted to grade points for the purpose of computed the Grade Point Average (GPA) for each class and the cumulative GPA for more than one class. GPA range from 4.0 for an "A" to 0.0 for an "F" grade.

Final grades for each class will be distributed via email one week after their last class. Only passing grades will count towards the Designer Development Program certificate. Failed classes will need to be re-taken, and the student will be charged the full price to enroll in that class again.

CAREER ASSISTANCE AND STUDENT SERVICES

Student will have access to job listings and career opportunities through Made Institute's network. Students will receive resume building instructions and guidance on job interviews and career planning. Job placement is not guaranteed to graduates, upon program completion. Transcripts will be available upon request for a fee of \$10 per transcript.