

GRADUATE PROGRAMS

Miami International University of Art & Design offers Master of Fine Arts degree programs (M.F.A.) in the disciplines of Film, Graphic Design, Visual Arts, and Interior Design as well as a Master of Arts degree program (M.A.) in Design & Media Management. General admissions requirements are applicable to all academic programs, although some programs have specific requirements. Applicants must hold a minimum of a bachelor's degree with a Cumulative Grade Point Average (CGPA) of 3.0 or higher (2.7 or higher for the M.A. in Design & Media Management) from an accredited degree-granting institution. International students must hold a degree comparable to the bachelor's degree granted by a regionally accredited institution in the United States with a CGPA of 3.0 or higher. All applicants must submit official transcripts as proof of their degree and CGPA. The Graduate Admissions Committee is composed of a minimum of three graduate faculty and the Department Chair of the program. Each application is evaluated based on a composition of criteria: the letter of intent, three the letters or recommendation, the bachelor's degree program transcript and the portfolio. As a GRE-designated institution, our Di code is 5327. GRE scores are not required for admission to Miami International University of Art & Design; however, performance on the GRE may assist in the admissions decision. For the Design & Media Management degree applicant, the GRE, MAT, or PPI (Personal Potential Index) exam may be an optional support for candidacy.

International Students see the International Admissions policy above.

Students applying to the graduate programs at Miami International University of Art & Design will receive one of the following responses: 1) Acceptance into the graduate program; 2) Application denied; or 3) Application denied with recommendations. The purpose of response three is to let the potential graduate student know that they may reapply if they are successful in completing the designated recommendations.

UNDERGRADUATE DEGREE REQUIREMENTS FOR GRADUATE DEGREE APPLICANTS

Students wishing to matriculate into the M.F.A. degree programs in Graphic Design, Visual Arts, and Interior Design must hold a bachelor's degree in those related disciplines. A bachelor's degree in film is not a requirement for applicants to the M.F.A. degree program in Film; however, if the applicant for the M.F.A. degree program in Film does not have a bachelor's degree in film, photography, and/or video, he or she may be required to take film prerequisite courses in order to meet the minimum level of entrance standards expected of students in Film at the graduate level. Students wishing to enter the M.A. degree program in Design & Media Management should have a bachelor's degree in Design or Media Arts, or, if the applicant has a bachelor's degree in another subject area, the applicant will need to have substantial background and experience in Design or Media Arts.

PORTFOLIO REQUIREMENTS

Applicants to the M.F.A. degree programs in Graphic Design, Visual Arts, and Interior Design must submit a portfolio of recent work (no more than 20 images) to be evaluated by a committee of graduate faculty members within those disciplines. Images submitted to the Graphic Design, Interior Design, and Visual Arts Departments must be submitted in .pdf or .jpeg format on a CD. Applicants to the M.A. degree program in Design & Media Management must submit a visual portfolio which should be submitted electronically. Alternative forms of submission may be acceptable at the discretion of the Department Chair. The portfolio could include academic or professional projects that represent design thinking, strategy, and problem-solving. These should show process from ideation to finished product. The portfolio could also include sketches, comps, journals, or other formal/informal documents revealing exploration and creativity. A strong portfolio will exhibit advanced understanding of composition, concept, communication, and craftsmanship. The Design & Media Management applicant must also submit a Writing Sample which could include academic research papers, creative briefs, a situation analysis, a business or marketing plan, an undergraduate thesis, or other.

Please do not send original work. Portfolios cannot be returned.

Applicants to the M.F.A. degree program in Film are not required to submit a visual portfolio; however, they are required to submit a sample of their writing. This writing sample should be no longer than 15 pages in length (double-spaced and typed) and should be a narrative fiction piece. For those potential candidates who do have demo reels, they should be submitted in either VHS or DVD formats along with the writing sample. Demo reels and writing samples cannot be returned.

LETTERS OF INTENT AND RECOMMENDATION

Applicants to all disciplines offered at the master's degree level must submit a typewritten letter of intent stating why they wish to pursue an M.F.A. or M.A. degree and what area of interest they intend to research and develop for their thesis project. The letter of intent is an important element of the application and should accurately reflect the applicant's ability to express him/herself in a manner consistent with the expectations of graduate coursework. Applications to all graduate programs must include three letters of support submitted at the time of application for the review of the graduate admissions committee.

First quarter tuition and fees for new students become due 60 days prior to entry. Thereafter, quarterly tuition for each succeeding quarter is due upon registration, approximately two weeks prior to the end of each academic quarter. A student may not register for any academic quarter of study unless all tuition and fees that are due have been paid, or the student has made arrangements for an approved alternative payment plan of a total of 3 payments or less. Tuition is charged on a quarter-by-quarter basis. Students are not obligated beyond the quarter they are currently attending. Tuition for repeat courses is charged on a per credit basis.

ENGLISH LANGUAGE PROFICIENCY POLICY

All applicants to the University whose first language is not English must demonstrate competence in the English language. Demonstration that English is an applicant's "first" language can be satisfied if the applicant submits a diploma from a secondary school (or above) in a system in which English is the official language of instruction. If English is not the applicant's "first" language, the applicant will need to meet the minimum English Language Proficiency standard through submission of an official minimum score on the written Test of English as a Foreign Language (TOEFL) or its TOEFL Internet (iBT) equivalent. A minimum score of 480 on the written TOEFL or 55 on the TOEFL Internet (iBT) is required for diploma programs. A minimum of 500 on the written TOEFL or 61 on the TOEFL Internet (iBT) is required for all associate and bachelor's level degree programs. A minimum of 550 on the written TOEFL or 79 on the TOEFL Internet (iBT) is required for master's level degree programs.

HOUSING: School-sponsored housing costs and associated meal plans are in addition to tuition and a separate agreement is entered into for that purpose. See the housing office for details.

REFUND POLICY PRIOR TO MATRICULATION: Applicants may cancel their enrollment in person or in writing before the beginning of classes. An applicant not requesting cancellation before the scheduled starting date indicated on this Enrollment Agreement will be considered a student.

- All monies paid by applicants will be refunded if they are not accepted for admission.
- All monies paid by the applicant will be refunded if requested by the applicant within five business days after signing this Enrollment Agreement and making an initial payment.
- Applicants requesting cancellation no later than 90 days before the first scheduled class date will receive a refund of all monies paid less the \$50 application fee.
- Applicants who give less than 90 days' cancellation notice will be entitled to a refund of all monies paid to the university, less a cancellation fee of \$150 [includes application fee.]
- All monies paid by applicants will be returned, if requested, within three business days after their first visit to the school or within three business days of the regularly scheduled orientation program for their starting quarter, whichever is sooner.
- Refunds will be made within 30 calendar days after the applicant's/student's request or within 30 calendar days after his/her first scheduled class day.
- The application fee is valid for four consecutive quarters, including the original start date quarter. Students wishing to reapply after four quarters will be required to submit a new application fee.
- Applicants who postpone starting school after the original start date noted on the Enrollment Agreement are required to reapply and will be subject to the tuition, fees, and other conditions on the revised Enrollment Agreement.

REFUND POLICY AFTER MATRICULATION, ALL QUARTERS: In the event of withdrawal from the program by the student or termination by the university during any quarter of study:

- Prepaid tuition and fees for any period beyond the student's current quarter will be refunded in full.
- The student may voluntarily withdraw from the university by notifying the Office of the Registrar in person or in writing. If the student stops attending without notifying the Office of the Registrar, the university shall determine the date of withdrawal. This determination date will be considered the notification date for refunding purposes. Refunds due shall be paid within 30 days of the notification date, unless the student is withdrawing at the end of the quarter.
- Refunds for a student notifying the university prior to the end of a quarter that he/she will be withdrawing at the end of that quarter will be paid within 30 days of the last day of that quarter.
- Refunds for a student who completes a previous quarter of study and does not notify the university prior to the end of that quarter that he/she will not be returning for the following quarter will be paid within 30 days of the first day of that following quarter in which the student was expected to return.
- In the event of a fully documented extreme illness or personal emergency that makes it impractical for the student to complete the program, the university may modify the tuition refund policy as deemed appropriate to the circumstances.
- A separate lease agreement and refund policy exists for students who lease housing accommodations arranged by the university. The university reserves the right to apply any student payment, or any refund due to a student, to any student financial account that is in arrears.
- Each academic quarter is 11 weeks in duration. The calculation of refunds is

based upon the last day of attendance within the quarter. Any portion of a week's attendance is considered a full week of attendance for refund purposes.

8. In the event the university cancels or changes a course or program of study in such a way that a student who had started the program or course is unable to complete it, the university will refund all monies paid by the student for the course or program within 30 days.

9. Examples of the calculation of the tuition and fee refund policy are available upon request from the student accounting office.

10. Students may drop/add classes during the first week of the quarter and tuition will be adjusted accordingly. Students may not add classes to their schedule after the first week of the quarter. Tuition will not be adjusted for any classes dropped after week one unless the student completely withdraws from the program [see refund policy below.]

11. Any changes made to a student's schedule may change the student's financial aid eligibility.

12. The university reserves the right to revise the refund policy.

Students will be notified of any changes 60 days in advance of the effective date.

REFUND CALCULATIONS

Return of Federal Title IV Aid:

In compliance with Federal regulations, the school will determine how much Federal student financial assistance the student has earned or not earned when a student withdraws from school.

The school will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the 60 percent point of the term. If the student has completed more than 60 percent of the term, the student earns 100 percent of the Federal student financial assistance.

The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance. To calculate the amount earned, the school will determine the percentage by dividing the number of calendar days completed in the term up to and including the Last date of attendance by the total number of calendar days in the term.

If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Unsubsidized Stafford Loan, Unsubsidized Direct Loan, Subsidized Stafford Loan, Subsidized Direct Loan, Perkins Loan, PLUS Loan, Pell Grant, ACG, SMART, SEOG. Funds will be returned to the aid source within 45 days of the date that the school determines that the student has withdrawn.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received.

If Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of:

- The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or
- The entire amount of unearned funds.

If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned include grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned.

Adjustment of charges:

In accordance with school policy, the school will earn tuition and fees as follows; based on the week in which the student withdraws.

Week One	10%
Weeks Two and Three	30%
Weeks Four and Five	60%
After Week Five	100%

The school will first calculate how much needs to be returned under the Federal Return Of Title IV Aid policy. That amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The school will then calculate how much of the charges can be retained based on the school policy. The amount that can be retained will be subtracted from the adjusted amount paid. If there is additional money to be refunded from Federal Title IV funds, the refund will be made to the student, or with the student's written authorization, to Federal Loans from which funds were received, in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan GRAD Plus. If there is an additional credit balance remaining after the Federal refund is made, under school policy, refunds will be made in this order, to programs from which funds were received: Unsubsidized Stafford Loan, Subsidized Stafford Loan GRAD Plus, other loans, other aid (if required), and student."

All refunds and return of funds will be made within 30 days of the date that the student notifies the school of the withdrawal. Examples of the calculations for this new policy are available in the Student Accounting office.

GENERAL INFORMATION AND UNDERSTANDINGS

Interest On Outstanding Balances:

The student understands and agrees that he/she will be liable for interest charges that will be assessed on his/her account balance until the balance is paid in full.

Interest will be charged at 12% per annum on the student's adjusted outstanding balance a the end of each month. The adjusted outstanding balance is defined as all charges incurred by the student for attendance at the school at the end of the prior month, including but no limited to tuition, fees, housing charges, late registration fees, fines, damages, etc., less the total amount paid to the student's account at the end of the current month including financial aid that the student has been awarded but has not been paid for the quarter provided that student and/or the student's parent(s) have completed all the requirements for the award. The student understands and agrees that his/her adjusted outstanding balance is different from his/her payment plan and that the student's financial aid award may be reduced or eliminated if the student does not complete all the requirements for financial aid.

COLLECTION FEES: Collection and/or attorney fees incurred in the enforcement of this agreement are the responsibility of the student.

NON-PAYMENT OF CHARGES: Non-payment of tuition, housing, fees, and/or other charges due to Miami International University of Art & Design will result in you being obligated for additional collection costs, collection agency costs, and legal costs.

In addition, we reserve the right to report your failure to pay amounts owed us to one or more national credit bureau organizations and not release your academic transcript until all your debts to us are paid in full.

FINANCIAL PLAN: A separate Financial Plan exists which complies with Truth in Lending regulation Z and is not part of this agreement.

ACCREDITATION AND LICENSURE: Miami International University of Art & Design and its branch campuses, The Art Institute of Tampa and The Art Institute of Jacksonville, are accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award diplomas and associate, baccalaureate, and master degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Miami International University of Art & Design.

STATE LICENSING

Miami International University of Art & Design is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines St., Suite 1414, Tallahassee, FL 32399-0400, toll free number (888) 224-6684.

STUDENT RIGHT TO KNOW: Information on graduation/completion rates for first-time, full-time students is available through the Admissions Office.

STUDENT COMPLAINTS: Questions or concerns regarding the university's compliance with the terms of this Enrollment Agreement may be directed to the Dean of Student Affairs at the university. Questions or concerns that are not satisfactorily resolved by Institute officials may be brought to the attention of the Executive Director, SBICU, Department of Education, 201 Collins Bldg. Tallahassee, FL 32399.

ARBITRATION: Every student and Miami International University of Art and Design agrees that any dispute or claim between the student and Miami International University of Art and Design (or any company affiliated with Miami International University of Art and Design, or any of its officers, directors, trustees, employees or agents) arising out of or relating to a student's enrollment or attendance at Miami International University of Art and Design whether such dispute arises before, during, or after the student's attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at the student's or Miami International University of Art and Design's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. This policy, however, is not intended to modify a student's right, if any, to file a grievance with any state educational licensing agency.

If a student decides to initiate arbitration, the student may select either, JAMS or the National Arbitration Forum ("NAF") to serve as the arbitration administrator pursuant to its rules of procedure. If Miami International University of Art and

Design intends to initiate arbitration, it will notify the student in writing by regular mail at the student's latest address on file with Miami International University of Art and Design, and the student will have 20 days from the date of the letter to select one of these organizations as the administrator. If the student fails to select an administrator within that 20day period, Miami International University of Art and Design will select one.

Miami International University of Art and Design agrees that it will not elect to arbitrate any undividable claim of less than the relevant jurisdictional threshold that a student may bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if a student's claim exceeds than the relevant jurisdictional threshold Miami International University of Art and Design reserves the right to elect arbitration and, if it does so, each student agrees that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

IF EITHER A STUDENT OR MIAMI INTERNATIONAL UNIVERSITY OF ART AND DESIGN CHOOSES ARBITRATION, NEITHER PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT (OTHER THAN IN SMALL CLAIMS OR SIMILAR COURT, AS SET FORTH IN THE PRECEDING PARAGRAPH, OR IN AN ACTION TO ENFORCE THE ARBITRATOR'S AWARD). FURTHER, A STUDENT WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS OF CLAIMANTS PERTAINING TO ANY CLAIM SUBJECT TO ARBITRATION. THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING. OTHER RIGHTS THAT A STUDENT OR MIAMI INTERNATIONAL UNIVERSITY OF ART AND DESIGN WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against a student may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which the student resides. Upon a student's written request, Miami International University of Art and Design will pay the filing fees charged by the arbitration administrator, up to a maximum of \$3,500 per claim. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

The Federal Arbitration Act (FAA), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of a student's relationship with [SCHOOL NAME]. If a student has a question about the arbitration administrator mentioned above, the student can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, www.jamsadr.com, 8003525267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arbforum.com, 800-474-2371..

TRANSFERABILITY OF CREDITS: Students applying to Miami International University of Art & Design's graduate programs may, in some circumstances, be eligible to receive advanced standing credit. Depending on the program, no more than 18 credits can be awarded. Advanced standing credits are adjudicated on a case by case basis as determined by the Department of the relevant program. Equivalent courses must have been successfully completed at an accredited institution, and a grade of B or better must have been earned for the course. Courses at the thesis project level are not transferable. Any requests for advanced standing must be accompanied by an official graduate transcript, a portfolio, research papers, or other documentation where relevant.

EMPLOYMENT ASSISTANCE: The University does not provide assistance in finding employment to graduates of the master's degree programs. The University does not guarantee employment or any particular level of compensation prior to or following graduation.

POLICIES AND PROCEDURES: The student is on a continuing quarter-by-quarter enrollment basis and agrees to comply with all published the university policies and procedures. The university reserves the right to add, delete or modify its policies and procedures.

STUDENT WITHDRAWAL: The student may voluntarily withdraw from the university by notifying the registrar's office in writing or in person. The refund policies outlined above shall apply in the event that a student withdraws, is suspended or is terminated from school.

CLASS SESSIONS AND TOTAL WEEKLY HOURS BY PROGRAM:

Class Session

- A. 8:00 am - 12:00 pm
- B. 1:00 pm - 5:00 pm
- C. 6:00 pm - 10:00 pm
- D. Design and Media Management students; weekly asynchronous sessions. Asynchronous assignments. Monthly Synchronous sessions (Saturday and/or Sunday 8:00am - 5:00pm)

The University reserves the right to change a student's class session schedule from time to time, according to classroom, studio, shop and/or lab availability, and academic and student distribution circumstances. From time to time, instructional activities may occur at an off-campus location appropriate for the particular activity.

INSTRUCTIONAL EQUIPMENT: Use of instructional equipment will be made available according to the program curriculum. Such equipment must be shared by students accordingly. The university cannot guarantee student's hands-on usage of such equipment beyond that called for in the curriculum. To complete the requirements of his/her program, the student may have to schedule use of the equipment outside normal class hours.

HOMEWORK: In addition to regular attendance at scheduled classes, the student will be required to devote additional time each week outside the classroom to studying and working on assigned projects.

CURRICULUM: The university reserves the right to revise course content, course titles and the sequencing of classes, subject to applicable regulatory approval.

CANCELLATION OF START DATE: Cancellation of a scheduled class start date for any program shall entitle the enrollee to elect either: [1] a guaranteed reservation in the next scheduled class for that program, or [2] cancellation of enrollment with a full refund of all monies paid.

NON-DISCRIMINATION POLICY:

Miami International University of Art and Design does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities. When a complaint is reported under the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment that discrimination or harassment is believed to have occurred, Miami International University of Art and Design will promptly and equitably investigate the claim or complaint.

The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the Non-Discrimination Policy: Dean of Student Affairs, Miami International University of Art & Design, 1501 Biscayne Boulevard, Miami, Florida 33132; phone 305.428.5700.

SALE, DISCOUNT OR TRANSFER OF AGREEMENT: The student consents to the sale, discount, or other transfer of this Agreement with the understanding that in such event, the cancellation and refund policies would continue to apply.

STUDENT ARTWORK: The student agrees that all information, ideas or documents disclosed or submitted by the student as part of his/her educational program at the university are disclosed or submitted upon the understanding that the only obligation that the recipient has with respect to such information, ideas or documents and any use of the same, is limited solely to claims for infringement of valid patents.

GRADUATION REQUIREMENTS

To qualify for graduation and receive a degree, all graduate students must:

- Achieve a minimum CGPA of 3.0
- Accumulate the total credit requirements for an academic program through coursework and completion of all thesis requirements
- Achieve a minimum grade of "B" in all Courses
- Complete the Thesis Project and accompanying Thesis paper; or for Film, complete the Thesis film and all related documents.
- Receive approval and signatures from all members of the Thesis Committee
- Complete an Application for Graduation at least one quarter prior to the quarter in which they expect to satisfy degree requirements.
- Visual Arts and Graphic Design academic programs require the mounting of an exhibition in the MIU gallery.
- Submit three bound copies of the final thesis paper per specific academic program guidelines

Diplomas will not be released unless all financial obligations have been met