



POLICIES

ATTENDANCE:

Students must attend a minimum of 90% of individual course classes for grade/credit. Students wishing to withdraw from a class or from the complete program must so state in writing to the Board of Directors by filing the official form for such. Absence from classes does not constitute withdrawal. Withdrawal up to mid-semester is recorded as a "W" with no grade as of date; there is no official withdrawal after mid-semester.

If a student is absent from class, the student is responsible for getting notes and assignments from the instructor or a fellow student and submitting any missed work at the next class meeting. No cost is associated with missed class time.

GRADING:

Student achievement (based on scholastic standing, attendance record and personal attitude) is evaluated at mid-semester and at the end of the semester. "Mid-semester warning" is given to students with a grade of "C-" or lower in any subject(s). Permanent grades are recorded at the end of each semester, and on official grade report is sent to the student.

Students are not allowed to retake/make-up failed tests. Only in special circumstances is a student allowed to retake/make-up a failed test. These cases are handled on an individual basis and the decision to allow a student to retake/make-up a failed test is left to the instructor's discretion. No cost is associated with a retake/makeup of failed tests.

SFD employs the following standard grading scale. A (93%-100%) 4.0 points, A- (90%-92%) 3.7, B+ (87%-89%) 3.3, B(83%-86%) 3.0, B-(80%-82%) 2.7, C+ (77%-79%) 2.3, C (72%-76%) 2.0, C-(70%-72%)1.7, D (60% -69%) 1.0 points F (Failure) 0 points, W (Withdrawal) 0 points, Inc. (Incomplete) 0 points with grade as of date.

For practical purposes, an "A" grade connotes "Excellent"; "B" = "Good"; "C" = "Average"; and "D" = "Poor but passing".

No credits are given for grades of "D" in excess of six credit hours and the courses must be made up at the student's own expense.

No credits are given for grades of below "C" in major core courses (fashion sketching, pattern making, clothing construction) and the courses must be made up at the student's own expense.

Transfer credits are considered applicable of the SFD Certificate/Diploma at the discretion of the Directors, SFD requires an official transcript, three-credit courses, grades of "B-" or above, catalog with detailed course description and , in some cases, a portfolio of course work. In multi-level courses, the terminal level of the course cannot be transferred from another college program.

SATISFACTORY PROGRESS:

Progress Reports are issued to all students at the mid point of each semester. Students with academic averages of 72% or lower and/or incomplete work in individual courses are issued warnings at the mid point of each course. It is the responsibility of the student to speak with his/her instructor to correct the situation and satisfactorily complete the work.

Students may be placed on probation for receiving two or more warnings, and may be suspended or dismissed by the Board of Directors for repeated probation.

All courses are for forty-five class hours per term (three hours per fifteen weeks or four and one-half hours per ten weeks).

All courses involve lectures, demonstrations, laboratory, studio work and crits in class. For every hour of in-class study, there are two hours minimum of homework and outside preparation.

No credits are given for grades of "Failure" or "Incomplete" and the courses must be made up at the student's own expense.

NOTES:

SFD reserves the right to cancel courses (major and/or related) for which there is insufficient enrollment. In such cases, SFD will offer substitute courses of at least equal applicability. Credit for comparable courses taken at other institutions may be transferred in accordance with SFD policies. Courses leading to SFD certificates or diplomas may be taken on a full or part-time basis. However, the sequence in which a student takes courses is determined by prerequisites, scheduling and approval of SFD. The maximum time for completion of certificates is three years from the date a student begins study (two years for diplomas).

A semester consists of fifteen weeks, September to December or January to May, or ten weeks, June to August.

An academic calendar consists of two consecutive semesters (September to May, January to August or June to December).

A calendar year consists of three consecutive semesters (September to August, January to December or June to May).

SCHOOL RULES AND REGULATIONS:

Dismissal

SFD reserves the right to dismiss any student proven guilty of breach of ethics, morals or criminal offense.

Personal Property

SFD does not assume responsibility for personal property.

Guidance

For individual counseling of a personal, social, professional or academic nature, students are cordially invited to make appointments to speak with any of the appropriate faculty members and/or administration.

Placement

SFD maintains for all its students and alumni in active Placement Service. Fashion is one of the largest vocational fields (second only to the food industry), The School almost always has more positions (part-time and full-time, for men and women, for students and graduates) than it can fill. Once a student has acquired knowledge and skills of value to the fashion field, the School can often help to place him/her part-time (between or after school hours, weekends, school vacations, summer or freelance) on a job related to major interests. The student thus earns experience, as well as money.

SFD graduates are presently in a variety of positions: Designer (for manufacturers of womenswear, menswear, maternity wear, bridalwear, childrenswear, dresses, sportswear, knitwear, underwear, and lingerie); millinery designers; shoe designers; pattern draftsmen; pattern graders; stylists; manufacturers industrial line); proprietors (salons and boutiques); haute couturiers (and couturieres); bridal consultants; doll manufacturers; retail managers; fashion show producers; fashion show commentators; fashion illustrators; women's page editors; instructors. **The school does not guarantee placement.**

Severe Weather Policy

In case of severe weather, students should call the school at 617.536.9343. If the school is closed a "No school" message will be left on the school's answering machine. Every effort will be made to email and call students in case there is a need to close the school. Please make sure that we have your current contact information.

Student Complaint Resolution Process

If a student has a problem he/she should first voice their concern to their instructor as soon as possible in order to more speedily address, resolve or correct the situation. If this is not possible, they should speak with the school administration, specifically the Director.

If the problem is not resolved to the student's satisfaction, they are encouraged to draft a written statement to the school's Board of Trustees. Students are then informed of the Board's decision in writing.

If a student is still dissatisfied with the decision of The School of Fashion Design's Board of Trustees, they may contact/file a complaint:

Office of Private Occupational School Education
Division of Professional Licensure

1000 Washington Street, Suite 710
Boston, MA 02118

617.727.5811

occupational.schools@state.ma.us
www.mass.gov/dpl