



POLICIES:

TUITION – SUPPLIES – FEES: TUITION IS \$1,125 PER INDIVIDUAL COURSE PLUS THE REGISTRATION FEE. A DETAILED SUPPLY LIST FOR EACH COURSE ACCOMPANIES THE FINAL TUITION BILLING, WHICH IS DUE BEFORE SEPTEMBER 1 (JAN. 1, JUNE 1). FOR REGISTRATION AND/OR TUITION AND SUPPLY ORDERS RECEIVED AFTER SEPTEMBER 1 (JAN. 1, JUNE 1), THERE IS A \$25 LATE REGISTRATION FEE AND A \$25 LATE SUPPLY FEE, AND PAYMENTS MUST BE MADE IN THE FORM OF A MONEY ORDER OR BANK CHECK. NO PERSONAL CHECKS ACCEPTED AFTER SEPTEMBER 1 (JAN. 1, JUNE 1). ALL STUDENTS ARE REQUIRED TO PREPAY ONCE DURING THE CALENDAR YEAR (WHICH BEGINS JUNE 1) THE \$100 FASHION SHOW SUBSCRIPTION FEE (WHICH INCLUDES PARTICIPATION IN THE FASHION SHOW VIA GARMENTS AND/OR SKETCHES, AS WELL AS TWO TICKETS TO SFD'S ANNUAL FASHION SHOW).

DESIGN PROCESS: ALL COURSES INVOLVING GARMENTS PRESUME THAT THEY ARE MADE UP IN STANDARD MODEL SIZES (8, 10, and 12). ALL DESIGNS ARE TO BE SUBMITTED TO FACULTY FOR CROQUIS REVIEW, MUSLIN REVIEW, DIRECTOR'S CRIT, AND JUDGING (SELECTION MADE FOR FASHION SHOW PRESENTATION). ALL GARMENTS MUST BE ACCOMPANIED BY A FINAL PROSPECTUS OR PLATE (SWATCHED SKETCH).

NO REFUND POLICY: ALL TUITION PREPAID IS FOR A SPECIFIC COURSE AND FOR A SPECIFIC TERM. TUITIONS ARE NON-REFUNDABLE FOR WHATEVER REASON, AND ARE NOT CREDITABLE TOWARDS OTHER COURSES OR OTHER TERMS. SFD RESERVES THE RIGHT TO CANCEL COURSES FOR WHICH THERE ARE INSUFFICIENT ENROLLMENTS, OR TO RESCHEDULE COURSES BECAUSE OF TIME CONFLICTS. ONLY IN THE CASE OF COURSES CANCELLED OR RESCHEDULED PRIOR TO THE START OF A SEMESTER IS PREPAID TUITION REFUNDABLE.

ATTENDANCE: STUDENTS MUST ATTEND A MINIMUM OF 90% OF INDIVIDUAL COURSE CLASSES FOR A GRADE. STUDENTS WHO MISS MORE THAN 10% OF A COURSE WILL HAVE THEIR FINAL GRADE DROPPED BY HALF A GRADE FOR EACH ADDITIONAL ABSENCE.

IF YOU ARE MORE THAN TWENTY MINUTES LATE FOR A CLASS YOU WILL BE MARKED AS ABSENT.

STUDENTS WISHING TO WITHDRAW FROM A CLASS OR FROM THE COMPLETE PROGRAM MUST SO STATE IN WRITING TO THE DIRECTOR 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.

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.

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.

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 AN 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".

GRADES OF "D" IN EXCESS OF TWO COURSES MUST BE MADE UP AT THE STUDENT'S OWN EXPENSE.

STUDENTS MUST RECEIVE A "C" OR BETTER IN MAJOR CORE COURSES (FASHION SKETCHING, PATTERN MAKING, CLOTHING CONSTRUCTION) TO ADVANCE TO THE NEXT LEVEL. STUDENTS WITH GRADES OF C- OR BELOW IN MAJOR CORE COURSES (FASHION SKETCHING, PATTERN MAKING, CLOTHING CONSTRUCTION) MUST MAKE UP THE COURSE AT THE STUDENT'S OWN EXPENSE.

TRANSFER COURSES 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.

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.

STUDENT COMPLAINT RESOLUTION PROCESS: IT HAS BEEN OUR PRACTICE THAT IF A STUDENT HAS A PROBLEM HE/SHE SHOULD FIRST VOICE THEIR CONCERN TO THEIR INSTRUCTOR. 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:

MASSACHUSETTS DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION
OFFICE OF PROPRIETARY SCHOOLS
75 PLEASANT STREET
MALDEN, MA. 02148-4906
781.338.6048
WWW.DOE.MASS.EDU/OPS

A STUDENT WITH A CONCERN OR COMPLAINT SHOULD SPEAK WITH THE INSTRUCTOR/ADMINISTRATION AS SOON AS POSSIBLE IN ORDER TO MORE SPEEDILY ADDRESS, RESOLVE OR CORRECT THE SITUATION.

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.

PLACEMENT: SFD MAINTAINS FOR ALL ITS STUDENTS AND ALUMNI AN ACTIVE PLACEMENT SERVICE. FASHION IS ONE OF THE LARGEST VOCATIONAL FIELDS (SECOND ONLY TO THE FOOD INDUSTRY). 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.