

school of fashion design

GENERAL POLICIES (Rev. 7/7/25)

ATTENDANCE

Students need to attend a minimum of 90% of individual course classes for grade/credit. Students should notify their instructors if they anticipate the need to miss a class. If a student is absent from a class, the students are responsible for getting notes and assignments from the instructor/or a fellow student and submitting any missed work at the next class meeting. Instructors may, with reasonable discretion and case-by-case circumstances, consider a student as having completed timely assignments and fulfilled participation if students demonstrate delivery of responsible timely assignments and proactive communication with instructors.

For in-person courses, instructors take attendance based on in-person presence.

For synchronous online courses, instructors take attendance based on Zoom video conferencing presence.

For asynchronous online courses, instructors use both CoAssemble student progress reports as well as attendance on weekly zoom check-in meetings. In addition, asynchronous students are required to submit at least ½ of their assignments timely each week. During the semester, instructors periodically review CoAssemble student progress reports. Students may receive notification and/or warning if progress shows a lag outside the instructor's acceptable range. By the semester's last class, progress reports need to show a minimum of 90% progress completion.

Students wishing to withdraw from a class or from the complete program must notify school administration. Per 230 CMR 15.04(7) and (8)(7) If a student withdraws from a Program in accordance with the School's withdrawal policy, the School shall:

- (a) treat the withdrawal as a termination of the enrollment contract, effective immediately;
- (b) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
- (c) Provide the calculation and any refund to the student within 45 days of the effective date of the termination.

If a student stops attending School but does not withdraw in accordance with the School's withdrawal policy, the School shall:

- (a) for purposes of any payments due from the student or refund due to the student, treat the student's nonattendance as a termination of the enrollment contract, effective no later than the last date of attendance or last participation in an instructional activity;
- (b) determine the effective date of the termination within 30 days after the end of the period of enrollment, the term, or the Program, whichever is earliest;
- (c) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and

(d) provide the calculation and any refund to the student within 45 days from the date the School determines the effective date of termination under 230 CMR 15.04(8)(b).

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; students get either a letter-grade, Incomplete "Inc", or "P/F" after mid-semester.

Workshops and modules may/may not be graded, depending on the course. There are no credits to workshops/modules.

Attendance is tracked in all workshops and modules, regardless of grading system/not.

For graded workshops or modules, students are subject to the same 90% attendance policy.

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 a 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.

SFD uses the following standard grading schemes (numerical percentages and points shown, as reference only here, for students to convert to numerical equivalents, if they desire).

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, as of date (initiated by student, before mid-semester point)
Inc.	(Incomplete) 0 points, as of date.
P	(Pass) as used in Pass/Fail grading

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.

No credits are given for grades of “Failure” or “Incomplete” 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 school executive director. 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.

Workshops and modules may/may not be graded, depending on the course. There are no credits to workshops/modules.

SATISFACTORY PROGRESS

Written Progress Reports are issued to all students at the midpoint of each semester. Students with academic averages of 72% or lower (i.e., “C-” or lower) and/or incomplete work in individual courses are issued warnings at the midpoint 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 semester courses are for forty-five class hours per term (three hours per fifteen weeks or four and one-half hours per ten weeks). Workshops and modules have various hours per course.

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

Workshops and modules have various forms of work, based on the course content.

FINANCIAL AID: 230 CMR 15.04 (5) and (6)

After April 1, 2017, if a School allows a student to begin participation in a Program while an initial award for financial aid, including student loans, is pending, and the student subsequently is denied some or all of that student loan or financial aid amount, the School shall offer that student in writing an opportunity to terminate the enrollment agreement with a full refund of all Monies Paid, less actual reasonable administrative costs as defined under M.G.L. c. 255, § 13K.

In addition to the requirements of M.G.L. c. 255, § 13K, for programs beginning after April 1, 2017, prior to the completion of five school days or five percent of the Program, whichever occurs first, a School shall afford a student the opportunity to withdraw with a full refund of all Monies Paid, less (1) actual reasonable administrative costs as defined under M.G.L. c. 255, § 13K; and (2) actual reasonable costs of non-reusable supplies or Equipment where a School reasonably provided the student with the supplies or Equipment, so long as the student receives the refund to which they are entitled under M.G.L. c. 255, § 13K. Provided, however, that this provision shall not apply to: (1) Programs not subject to division approval; and (2) Programs 80 hours or less in duration and \$2,000 in total cost.

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 average 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).

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 address, resolve or correct the situation. If this is not possible, they should speak with the school's Executive 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. Per 230 CMR 15.07(2) a school shall respond to written student complaints in writing within ten days from when the complaint was submitted to the school.

A student may also contact the school's licensing authority:

Division of Occupational Licensure
Office of Private Occupational Schools
One Federal Street, Suite 600
Boston, MA 02110-2012
617-701-8719
occupational.schools@mass.gov

Discrimination & Harassment

Please see the SFD [Policy Prohibiting Discrimination, Harassment, Sexual Violence, and Retaliation](#) for more detailed policy information.

Dismissal

SFD reserves the right to dismiss any student found in violation of the SFD Policy Prohibiting Discrimination, Harassment, Sexual Violence, and Retaliation.

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 industry 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 employed in a variety of positions: Designer (for manufacturers of womenswear, menswear, maternity wear, bridalwear, children-wear, 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 couturiers); 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

Current enrolled students are automatically signed up for SFD text alerts and expected to remain enrolled in the SFD text alert communications system throughout the duration of your enrollment. In case of severe weather, students must check texts for latest updates. Students may 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 via text alerts to inform students of school closing due to severe weather. Please make sure that we have your current cell phone text and contact information.