

Mandatory Requirements | *Petition to Graduate*

School of Fashion

The purpose of the petition to graduate portfolio review is to discuss your future plans and help select the final classes that best suit your portfolio. As a Fashion Major, you are expected to begin building your portfolio in your first semester and constantly review, supplement and replace the work in your portfolio with your most recent work that best demonstrates the variety of skills and creativity you have developed.

To obtain *approval* of your petition to graduate, you will need a portfolio review. Call **415-618-3836** or **415-618-3907** for an appointment. Sign up early as appointment slots are limited. A delayed appointment may result in a delayed graduation date.

On-campus Merchandising students see:

Sharon Murphy, Director of Fashion Merchandising
sharonmurphy@academyart.edu
180 New Montgomery St, Room 160
Office Hours: Thursdays 9 AM – 12 PM

Online Merchandising students see:

Ellen Sears, Director Online Education
415-618-3932 or esears@academyart.edu
180 New Montgomery St, Room 701
Office Hours: Wednesdays 9 AM - 12 PM

On-campus and Online Visual Merchandising students see:

Russell Clower, Assistant Director
415-618-3930 or rclower@academyart.edu
180 Montgomery Street, Room 704
Office Hours: Thursday 3 – 5 PM

On-campus Fashion Design students see:

Sara Kozlowski, Assistant Director, Fashion Design
415-618-3833 or skozlowski@academyart.edu
180 New Montgomery St, Room 704
Office Hours: Tuesdays 12 – 2:00 PM

Online Fashion Design students see:

Iliana Ricketts, Assistant Director, Online Fashion Design
415-618-3886 or iricketts@academyart.edu
180 New Montgomery Street, Room 701
Office Hours: Tuesdays 9 – 11 AM

On-campus and Online Technical Design students see:

Jeffrey Lalonde, Assistant Director, Technical Design
415-618-3826 or jlalonde@academyart.edu
180 New Montgomery Street Room 150B
Office Hours: Tuesdays 10 – 12 PM

On-campus Knitwear students see:

Midori Sargent, Full Time Instructor
415-618-3892 or msargent@academyart.edu
180 New Montgomery St, Room 704

On-campus Textile students see:

Rhona MacKenzie – Assistant Director, Textile Design
415-618-3853 or rmackenzie@academyart.edu
180 New Montgomery St, Room 702
Office Hours: Tuesdays 9 – 10 AM

On-campus and Online Fashion Journalism students see:

Simon Ungless, Director of Fashion
415-618-3914 or sungless@academyart.edu
180 New Montgomery St, Room 150C
Office Hours: Tuesdays 1 – 4 PM
Contact Jennifer Manzano to schedule an appointment at 415-618-3907

You must bring the following to your appointment:

- Your résumé listing your e-mail address, phone number and website if you have one
- Academic Advising Report – obtained from your advisor

• **Portfolio**

- _ Fashion, Textiles and Knitwear students: Include at least 5 design projects
- _ Fashion Merchandising students: samples of written work (assignments/projects) from 2 upper division classes
- _ Fashion Visual Merchandising students: samples of work from levels I and II (photographs from projects)
- You will also need to provide the director with a CD that includes all of the items listed above

CD Format: PDF preferred. TIFF or Jpeg also acceptable.

- _ All files must be in the same format.
- _ Set the resolution to 300 dpi.
- _ Burn your files to a Mac-readable CD
- _ Label the CD with a sharpie pen with your full name & e-mail address

Online Students: may conduct the review by phone or web cast.

Call 415-618-3826 or e-mail jxie@academyart.edu to make arrangements.

- Send a CD as describe above to:
Petition to Graduate
School of Fashion
180 New Montgomery Street, 7th Floor
San Francisco, CA 94105.

- E-mail your résumé and Academic Advising Report (obtained from your Advisor) to:
jxie@academyart.edu

Note: The subject line must include: Petition to Graduate & your full name.

Simon Ungless
Sharon Murphy
Ellen Sears