

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** for an appointment. Sign up early as appointment slots are limited. A delayed appointment may result in a delayed graduation date.

On-campus Merchandising and Visual Merchandising students see:

Sharon Murphy, Director of Fashion Merchandising
sharonmurphy@academyart.edu
180 New Montgomery St, Room 160
Office Hours: Wednesdays 12 - 3 PM

Online Merchandising & Visual Merchandising students see:

Ellen Sears, Director Online Education
esears@academyart.edu
180 New Montgomery St, Room 154
Office Hours: Wednesdays 9 AM - 12 PM

Fashion Design students see:

Sara Kozlowski
415-618-3833 or skozlowski@academyart.edu
180 New Montgomery St, Room 704
Office Hours: Wednesdays 12 – 2:30 PM

Knitwear students see:

Hanne Behrend, Knitwear Design Coordinator
415-618-3766 or hbehrend@academyart.edu
180 New Montgomery St, Room 703
Office Hours: Thursdays 12 – 2 PM

Textile students see:

Rhona MacKenzie - Textile Design Coordinator
415-618-3853 or rmackenzie@academyart.edu
180 New Montgomery St, Room 702
Office Hours: Tuesdays 9 – 11 AM

Fashion Journalism students see:

Cheryl Locke, Fashion Journalism Coordinator
415-618-3859 or clocke@academyart.edu
180 New Montgomery St, Room 701
Office Hours: Thursdays 9 – 12

You must bring the following to your appointment:

- Your résumé listing your e-mail address, phone number and website if you have one
- A business card
- A sample of your personalized stationary
- 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 jlehman@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: jlehman@academyart.edu

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

Simon Ungless

Sharon Murphy