

INTRODUCTION TO THE ACADEMIC CALENDAR

In addition to the **Academic Calendar and Guide to Undergraduate and Graduate Programs**, several other documents are available on the NSCAD University website, including policies, tuition and fees, timetable of classes, and the academic calendar of dates as well as information regarding registration.

The section on Course Descriptions in the Academic Calendar is a statement about courses that are regularly offered as part of the degree programs of NSCAD. A listing in those courses does not guarantee that a particular course will be offered in a particular year. Students are advised to consult the timetable of classes for a specific semester regarding the schedule of course offerings for that semester.

Students are advised that the contents of these publications are subject to change without notice except by the normal procedures of NSCAD. The Academic Calendar is printed in advance of academic year to which it relates. Changes will be posted on the website as soon as reasonably possible. Every student accepted for enrolment at NSCAD shall be deemed to have agreed to any such deletion, revision or addition whether made before or after said acceptance. Notwithstanding the previous statement, a student's program of study will be governed by the requirements that exist at the time of her/his entry to NSCAD, within the boundaries of required residency and course offerings.

Additionally, students are advised that this publication is not an all-inclusive set of rules and regulations, but represents only a portion of the rules and regulations that govern a student's relationship with NSCAD. Other policies, rules and regulations are available on the NSCAD website or through the Office of Student and Academic Services, Dean's Office or Academic Chairs.

NSCAD University does not accept any responsibility for loss or damage suffered or incurred by any student as a result of suspension or termination of services, courses or classes caused by reason of strikes, lockouts, riots, weather damage to university property or for any other cause beyond the reasonable control of NSCAD.

NSCAD reserves the right to limit enrolment in any program or course. Prospective students should note carefully the application deadlines indicated for particular programs. While NSCAD will make every reasonable effort to offer classes as required within programs, prospective students should note that admission to a degree or other program does not guarantee admission to any given class. Students should select optional classes early in order to ensure that classes are taken at the most appropriate time within their program. In some cases, admission to upper level classes may require more than minimal standing in prerequisite classes.

Inquiries:

Inquires regarding this document should be directed to:

The Registrar
NSCAD University
(Nova Scotia College of Art and Design)
5163 Duke Street
Halifax, Nova Scotia
B3J 3J6

Email: registrar@nscad.ca
Website: www.nscad.ca

INTRODUCTION: NSCAD UNIVERSITY

NSCAD University is a university of the visual arts singularly dedicated to the pursuit of excellence in the training of professional practitioners, in the conducting of research and in the production of works of art in all media. Its students, upon entering NSCAD, begin an exploration of the process by which art-making and design give meaning to both individual and community life. Programs of NSCAD are distinguished by attention to diverse academic and practical concerns in the studio environment. NSCAD University fosters close creative relationships among artists, designers, academics and the public at large and assumes leadership responsibilities in the regional, national and international cultural community. NSCAD awards degrees in recognition of the achievement of its students within its programs of study.

NSCAD University is one of Canada's oldest cultural institutions and remains a principal national centre of excellence dedicated to the visual arts.

NSCAD students, faculty and staff have left their mark on the worlds of art, craft and design nationally and internationally for over a century. As NSCAD University enters the next phase of modernity, it remains poised to take part in the invention of the art, craft and design of the future. NSCAD has built its reputation on the combination of intellectual endeavor with practical skill: study at NSCAD is an intense experience in which students are taught to be highly equipped and adaptable professionals in their chosen fields. NSCAD has a cosmopolitan mixture of staff and students from the Atlantic region and Maritimes, the rest of Canada, North and South America, Europe, the Middle East, Africa, Asia and Australasia. The learning experience is dramatically enhanced by the beautiful historic buildings in which NSCAD is housed, adjacent to the waterfront of downtown Halifax.

We at NSCAD believe that the successful art schools of the coming decades will be the ones that maintain and intensify their traditional arts and crafts while developing programs that capitalize on new technologies. Art, craft and design deal with ideas, and ideas can be expressed in a myriad of creative ways, whether it be through the making of paintings, posters, clothing, pottery, jewelry, photographs, sculpture, films, websites or tapestries. The students and staff at NSCAD, working in all media, take part in the grand adventure that is the visual arts. NSCAD University is one of the best centres in the world at which this adventure can be experienced.

THE HISTORY OF NSCAD

The Victoria School of Art and Design was founded by Anna Leonowens in 1887 as an artistic enterprise to commemorate Queen Victoria's Golden Jubilee. The first classes were held in the Union Bank Building at the corner of Hollis and Prince Streets in downtown Halifax. In 1909, the college relocated to the Old National School overlooking the Grand Parade Square on Argyle Street, where it was incorporated by provincial charter in 1925 as the Nova Scotia College of Art. Post-war growth prompted another move in 1957, to a large four-storey church hall on Coburg Road, with a six-storey addition built in 1968. To recognize the importance of design studies, the College was renamed in 1969, becoming the Nova Scotia College of Art and Design. Also at this time, NSCAD instituted its degree-granting program, established an international reputation, and began making plans to return to downtown Halifax. The major move was a six-year process from 1972 to 1978, leading to the present occupancy of an entire block of restored 19th-century buildings in the heart of Halifax's waterfront district. This initiative has often been cited as an example of good citizenship because of NSCAD's central role in the revitalization of this historic city. In 2002, NSCAD purchased the buildings it had previously leased and bought several others in the same block, solidifying its holdings to create a permanent campus. The Granville Campus received a National Historic Site designation from the federal government in recognition of this preserva-

tion. The expansion continued in July 2003 when the Academy Building became home to NSCAD's new Film program. Also in 2003, the College was renamed NSCAD University to better reflect its status as a degree-granting institution. In 2007, NSCAD added another 70,000 square feet of instructional and studio space, with expansion to a new Port Campus, located on the Halifax Port Authority's Seawall near the Pier 21 historic site.

Enrolment at NSCAD University has grown from 90 full-time students in 1964 to more than 1000 full-time and part-time students in 2008/2009. NSCAD receives its principal funding from the Province of Nova Scotia. Since 1974, NSCAD has been a full member of the Association of Universities and Colleges of Canada.

PHILOSOPHY

The act that established NSCAD in its first phase as the Victoria School of Art and Design in 1887 challenged the institution to improve "the condition of artistic education in such city and elsewhere throughout the province." NSCAD has been further guided by the conviction that it must remain aware of the ideas and professional standards of contemporary art and design worldwide. NSCAD plays a unique role in Canada and is recognized internationally for its educational innovations and its concern with the visual arts and design of today. This concern shows itself most notably in the ongoing professional activity of its regular, part-time and visiting faculty.

The programs of NSCAD University are intended to provide students with the best possible access to the visual arts community, and to prepare students to enter professional life as artists, communication designers and art educators. These post-secondary degree programs prepare NSCAD graduates to address issues and concerns related to the Atlantic region, with reference to national and global perspectives. A student body from varied backgrounds and origins not only gains from the educational and resource opportunities offered at NSCAD, but contributes to the broadening and diversification of the concerns addressed at NSCAD.

ALUMNI

The accomplishments of NSCAD University alumni are many. Alumni achievements further the efforts of the University beyond the hallways and stairwells by demonstrating through innovation and creativity the excellence of a NSCAD education.

NSCAD alumni are directors and curators in many art galleries across Canada. Exhibitions of art, craft and design, from coast to coast and beyond, profile the work of NSCAD graduates. As film directors, craftspeople, curators, producers, art educators, graphic designers and entrepreneurs of new media enterprises and working studios, NSCAD graduates are diverse and expansive in their interests and initiatives.

The University encourages graduates to stay in touch. The University keeps alumni and friends up to date through the publication of Vivid, an electronic newsletter. Distributed to alumni on record with the Office of University Relations, the publication showcases the achievements of faculty, staff, students and alumni. Through this publication, exhibition opportunities, calls for submissions, public lecture series offerings and reunion plans are updated. Alumni are encouraged to contact the Office of University Relations to keep addresses current and inquire about other programs and services such as discounts on exclusive insurance programs, organizing reunions and alumni ring sales.

FACILITIES AND RESOURCES

NSCAD's facilities are among the best that art schools have to offer. The Granville Campus provides approximately 150,000 square feet located in several adjoining buildings in Halifax's historic waterfront area. The spaces are open, rugged and hospitable and have adapted well to varied needs. As NSCAD grows and continues to develop new programs and services, the campus also continues to expand. The Academy Building was renovated to suit NSCAD's Film program, with a state-of-the-art soundstage occupying the top floor. The new Port Campus is located on the Halifax Port Authority's Seawall near the Pier 21 historic site.

The major attraction of NSCAD's buildings is ample studio space that can accommodate work in all of the principal areas of instruction. NSCAD also has a variety of seminar rooms and meeting places, as well as a large auditorium used for lecture classes and regular public presentations.

THE ANNA LEONOWENS GALLERY

The Anna Leonowens Gallery is the public exhibition space and resource centre within NSCAD. Named after the Victorian founder of NSCAD and feisty heroine in film/theatre productions of *The King and I*, the Anna Leonowens Gallery showcases studio work and curatorial projects generated exclusively from within the NSCAD community. Weekly exhibitions of student work, as well as selected projects by faculty members, visiting artists and curators, will be found in the three street-level public galleries devoted to the exhibition of contemporary studio and media art, craft and design.

The majority of the student programming is reserved for solo projects by undergraduate studio majors from all departments of NSCAD. Although student shows are only one week in length, the student exhibitors participate in the entire professional process of exhibition application, preparation and installation within the critical but nurturing environment of a public gallery nested in an educational institution. Unique within the Canadian university system, exhibitors at the Anna Leonowens Gallery experience the full template for future exhibition practices including hosting the very popular Monday night opening receptions and optional Noon Hour Talks.

In concert with the student programming, the Gallery sponsors a 6-credit internship program for senior students. This internship offers a student the opportunity to develop the annual spring graduation exhibition. As well, the Gallery also hosts a design practicum for a senior design student to coordinate and design the annual graduation catalogue. Both programs are developed under the guidance of Gallery staff and Faculty members.

The Gallery mounts an average of 125 exhibitions per year with consistent annual attendances of 20,000 visitors due to its location on a busy pedestrian mall in the heart of the NSCAD campus. Due to its high profile, many exhibitions are also reviewed by local, regional and national media outlets and art journalists. Because all exhibition programming is developed within NSCAD from student, faculty and department sources, the Anna Leonowens Gallery does not accept unsolicited, professional exhibition proposals.

PORTLOGGIA

Anna Leonowens Gallery is pleased to announce the activation of PORTloggia, a dynamic new exhibition, performance, and event space located at NSCAD University's Port Campus. The Loggia, a design element traditionally found in Italian architecture, is a frontal gathering space where people transition between the interior and exterior of a building. PORTloggia is an area capable of fostering a sense of community between students, staff, faculty and the public at NSCAD University's Port Campus.

DESIGN STUDIOS

Students enrolled in the Major in Interdisciplinary Design are provided with secured studio spaces in one of the dedicated Design studios each semester; these studios are currently accessible 24 hours a day during teaching sessions. Students who are

in the program are expected to bring their own computers to the University in order to work in the studios both during and outside class times. The studios are equipped with wireless Ethernet capabilities so that students may access the internet, their NSCAD student email accounts, and University laser and inkjet printers.

LIBRARY

The NSCAD University Library is the largest dedicated visual arts library east of Montreal. The Library offers over 50,000 books and periodicals in the arts, craft, design, film studies and art education. The Library also houses a number of special collections including artists' books, theses, exhibition catalogues and archival material. The collection supports the research and curriculum needs of the University as well as providing basic resources in the visual arts for the Atlantic Region.

A major feature of the Library is the Visual Resources Collection (VRC) which contains hundreds of audio, film and video titles as well as a collection of over 125,000 35mm slides. The VRC holds many special collections including artist videos from the Canada Council Art Bank. Access to a growing amount of digital images is also available using a number of online licensed resources.

The Library is a partner in Novanet, a consortium of university and college libraries in Nova Scotia, which allows the sharing of collections between members of the Province's academic community. Through a shared online catalogue, more than 2 million items are available either on-site or via document delivery at no charge. Additional library resources and services include in-library computer research stations, on and off-campus access to online databases to retrieve digital images, electronic books and full-text journals articles and interlibrary loans for items not available through Novanet. The Library is also a member of Libraries Nova Scotia (LNS), a multi-type library collaboration which includes Nova Scotian public libraries in addition to those in Novanet. Through the LNS Borrow Anywhere Return Anywhere initiative, NSCAD students with a valid library card are welcome to borrow and return material at any participating library. Your NSCAD ID is your library card. To activate your card and borrowing account, please bring your ID to the Library desk on the first floor to be registered.

Assistance using library resources and services can be requested at the main Library office or the VRC. The Library also offers a virtual chat reference service accessible from the Library web page. Individual appointments are encouraged and can be made in person, by phone or by email for more in-depth research assistance.

To reach the Library, enter through the main Granville campus doors on Duke Street, go down the stairs and turn right before the elevator. To reach the VRC, also go through the main Granville entrance and take the elevator or the stairs to the third floor.

MULTIMEDIA CENTRE

The Multimedia Centre provides students and faculty with NSCAD's main student-computing labs, audiovisual equipment loans and helpdesk for these related resources. It provides students with studios, computers, and equipment for course work in all academic divisions, including Extended Studies. Multimedia provides workshops for faculty in the use of these teaching labs and technical support for the NSCAD University Public Lecture Series.

Facilities and equipment:

65 student computer stations:

- three teaching labs running both Macintosh and Windows operating systems (CompLab A – 16 stations, CompLab B – 12 stations, PortLab south cluster – 8 stations)
- smaller teaching labs (OpenLab – 8 stations, video editing – 8 stations, sound studios – 2 stations)

- multiple independent stations for video and sound production: (6 at Port, 1 at Multimedia)
- multiple presentation support: (2 computers, 2 laptops)
- 9 designated video editing stations, 1 video studio (with surround sound, lighting gear), and 1 narration booth
- 2 designated sound studios including video editing software, USB mixers and a midi controller in one studio
- booking and maintenance of seminar room: 37" HDTV monitor and multiple playback systems with surround sound (N320b)
- booking and maintenance of Multimedia theatre (seating 41): ceiling mounted data projection and multiple playback systems with surround sound (N320a)
- booking of Bell Auditorium theatre (seating 113) and maintenance of its equipment: ceiling mounted data projection and multiple playback systems (D440)
- maintenance of equipment in Boardroom (D500)
- high volume large format colour laser printing system
- flatbed scanners
- software applications: digital illustration, page layout, digital imaging, animation, web design, multimedia interactivity, video/sound editing and word processing
- audio-visual equipment available to loan: data projectors, slide projectors, portable digital audio recorders, SD and HD digital video camcorders and an array of related hardware

For bookings, call the Multimedia helpdesk at: 902.494.8170. For general inquiries, consult our directory. For more information, contact: Kathleen Tetlock, Director, Multimedia Services 902.494.8171 ktetlock@nscad.ca

NSCAD PUBLIC LECTURE SERIES

The NSCAD Public Lecture Series builds on the longstanding tradition of inviting visitors to the campus to enhance the creative and critical education and research opportunities of students, faculty and interested members of the public. The annual series is NSCAD's primary means of bringing internationally recognized art theorists, educators, critics and practitioners to Nova Scotia. Speakers are chosen through NSCAD's various divisions and all presentations are free.

PHOTOGRAPHY

The Photography Department provides general access to equipment and facilities for members of the NSCAD community, including those enrolled in Extended Studies photo courses. There are two communal black and white darkrooms with a total of 30 enlargers, supported by two processing machines. The Photography Department Computer Lab has 19 Macintosh computers as well as film and flatbed scanners. Students who choose to work digitally have access to a number of output options including a wide-format (24") inkjet printer. In addition, the Photo Department has a lighting studio equipped with both electronic flash and tungsten lighting systems, and copy and print finishing areas. We circulate a comprehensive selection of equipment relating to course activities, and students enrolled in advanced photography courses are given generous access and support.

VISUAL COMMUNICATION SERVICES (PRINTSHOP)

The Printshop houses resources that primarily support the Communication Design programs of NSCAD, and provide resources to the broader community through the teaching programs of NSCAD. It also provides resources to alumni and faculty, and supports some limited activity of the general public.

The facility provides on-site opportunities for image making activities by way of print media in a number of forms. Complete printing facilities allow the user to participate in any phase of the printing process from pre-press through to bindery functions. For digital production and output, a small computer lab with Macintosh computers is attached to the Printshop.

DAWSON PRINTSHOP

The Dawson Printshop is a historic collection of letterpress printing technology that forms the heart of NSCAD University's academic and commercial letterpress activities. As a teaching printshop, it hosts a variety of popular book arts courses from bookbinding to printing with antique metal and wood type.

SEEDS GALLERY

Seeds Gallery is a year-round commercial space located at 1892 Hollis Street. The gallery features a rotating array of art work by NSCAD University students, alumni, and faculty. Our goal is to promote emerging artists from NSCAD University and to advance the growth of the art community in Halifax.

WOOD AND METAL SHOPS

NSCAD's Wood Shop and Metal Shops are well-equipped facilities that include a wide range of wood and metal fabrication equipment and tools. The Wood Shop and Metal Shop are service areas open to any student who has taken Foundation Wood/Metal or its equivalent elsewhere (though it is advised that exchange students sit in on the first 3 Metal Shop classes as an orientation - there is no need to register). The Metal facility includes machines for hot and cold forming, MIG and TIG welding, plasma and oxy-acetylene cutting, forging, sandblasting, and painting. The Wood Shop is well equipped with a full array of hand and power woodworking tools to aid in the construction of projects both large and small. The Metal Shop and Wood Shop are both closely monitored by trained staff who also offer consultation on any woodworking concerns for both Students and Staff.

VISITORS TO NSCAD

NSCAD invites many guests to the campus throughout the year. These include artists, designers, performers, and lecturers in various fields. Often, visiting artists and designers spend a week in residence exploring ideas in the various disciplines of art and design; show and discuss their work during evening lectures open to the public; and work with students and faculty in NSCAD studios. The Visitors Program indicates a strong commitment to NSCAD's mandate to engage its students with the visual and design arts in their broadest context. Visiting faculty teach many of the courses at NSCAD during the Summer Semester, allowing NSCAD to augment its regular Fall and Winter offerings.

WRITING RESOURCE CENTRE

The process of writing allows individuals to create knowledge and to share knowledge. The Centre provides tutoring and resources to NSCAD community. Students at any stage of study, from Foundation to Graduate level, are encouraged to bring their writing concerns to the Centre. The Centre provides individual consultations and group workshops. The aim of the Writing Centre is to help students develop their own critical voices for reading, discussion, and writing to exchange ideas within the academic community. Students may bring questions, ideas, drafts of work in progress, or graded work to the tutors for feedback and suggestions. Handouts and other resources are also available.

ACADEMIC REGULATIONS

CLASSIFICATION OF STUDENTS

Undergraduate and Graduate Students

An undergraduate or graduate student is an individual who has completed formal admission procedures, and has been admitted to a degree program of NSCAD. Undergraduate students may take a full-time or part-time program.

Visiting Student

A Visiting Student is an individual permitted to take courses at NSCAD for transfer of credit toward a degree/diploma program at another university or post-secondary institution. Visiting students must submit a Letter of Permission from their home institution before they will be permitted to register.

Non-Degree Student

A Non-Degree Student is an individual who has been given permission to take a course or courses for credit, but has not been admitted to a degree program of NSCAD. To qualify to become a non-degree student, a person must have successfully completed high school or its equivalent, or qualify for mature student status. Non-degree students will be permitted to register at NSCAD only after they have submitted the following documents:

- an application form
- documentation of previous academic study
- any other required documentation as may be necessary to support eligibility to register

Before being permitted to register, a non-degree student must usually also meet with the Director of Admissions and Enrolment Services.

A Non-Degree student may take a course for which s/he has met the prerequisite. With the exception of Foundation (FNDN) drawing and studio classes where permission is given by the Division Chair, the student may take a course without the prerequisite but only with the written permission of the instructor via the appropriate registration form. Please note that an instructor's waiver of a prerequisite does not guarantee waiver of any course, should a non-degree student later be granted admission to NSCAD.

Taking courses as a non-degree student does not guarantee admission to the degree programs of NSCAD, nor does it exempt students from meeting the program requirements in place. Non-degree students are evaluated by the same standards used for degree students.

Non-degree students register after degree students and may take courses where spaces are available. Non-degree students may only accumulate a total of 30 credits at NSCAD as a non-degree student. In order to change from non-degree to degree status, a student must apply for formal admission to NSCAD through the regular application process.

Full Time and Part Time Students

Please note the following definitions and restrictions regarding registration. All courses are offered in multiples of 3 credits.

Fall & Winter Semesters

- A full-time student is one who is registered for 9 to 15 credits a semester
- A part-time student is one who is registered for less than 9 credits

Summer Semester

- Full-Time: 9-15 credits over 14 weeks
- Part-Time: 3-9 credits over 3.5 or 7 weeks

Note to students on student loan assistance:

Government regulations stipulate that “full-time” students on loan assistance must be enrolled in a program of at least 12 weeks in length – an entire semester. If a student is registered with full-time status such as 9 credits in the first session and 3 or 6 credits in the second session, then subsequently withdraws from the second session, NSCAD is obligated to notify provincial student aid offices of the termination date of the approved period of “full-time” study. This change in a student’s registration may cause the student to be considered to have an “over-award” for the semester, and may result in reduced funding in a subsequent semester.

COURSE LOAD

The normal maximum course load is 15 credits per semester. Students who wish to take an 18-credit overload may only do so in either of the final two semesters of studies before graduation. Students must have submitted an Application to Graduate before applying for a credit overload.

ACADEMIC ADVISING

Students are expected to read the Academic Calendar carefully and are encouraged to take responsibility for their academic goals. Students are expected to make themselves familiar with NSCAD’s academic regulations as well as the program and course requirements. Academic advising is available via the NSCAD Website for current students or in person by appointment (or when drop-in times are available) through the Office of Student and Academic Services.

Students intending to graduate in the next academic year should schedule an appointment with the Registrar at least one year prior to their anticipated graduation to ensure they choose courses correctly for graduation. Students must also submit an Application to Graduate by the applicable dates for each graduating semester.

ACADEMIC POLICY APPEALS

Where special circumstances warrant, exceptions may be made to certain stated academic regulations of NSCAD. Information concerning proper methods of appeal may be obtained from the Office of Student and Academic Services.

ACADEMIC STANDING AND PROBATION

Continued enrolment at NSCAD and progression in all programs depends upon maintaining good academic standing.

At the end of every semester, the Dean shall call a meeting of the Academic Status Review Committee. The committee is comprised of the Dean and the Assistant Registrar (ex officio) and 2 faculty members elected by Academic Council. Every reasonable attempt will be made to ensure that all committee members are in attendance for each meeting.

Students who receive six (6) or more credits of D or F (Fail) grades in a semester or accumulates six (6) credits of D or F (Fail) grades over three semesters (including as a result of the finalization of Incomplete grades from the previous semester), will be reviewed by the Academic Status Review Committee. Students who are on Academic Probation as a result of grades received in a previous semester will also be reviewed.

The Academic Status Review Committee will receive all relevant information regarding the academic performance of all students subject to review.

ACADEMIC REVIEW PROCEDURES

The Academic Status Review Committee, by majority vote, may act to:

1. Restore or maintain the good standing status of a student.

2. Allow a student to remain in good standing, while receiving a warning letter which may contain conditions which must be met during the current or subsequent semester of enrolment.
3. Place or maintain a student on Academic Probation, while allowing the student to continue at the university with or without conditions.
4. Place a student on Academic Dismissal.

ACADEMIC PROBATION

A student who is placed on Academic Probation is eligible to re-enroll in the university. A student placed on Academic Probation is not eligible to receive a Letter of Permission for study elsewhere, nor eligible to receive credit for any course taken elsewhere. Some classes at NSCAD (eg. ARTS 3500 – 4500) are not available to students on probation.

REMOVAL FROM PROBATION

In order to be removed from Probation, a student must:

- Complete a full semester (Fall, Winter or Summer) (9 credits minimum) of courses taken at NSCAD
- Earn no grade of “D” or “F” during that same semester
- Earn a minimum GPA of 3.0 for that same semester

ACADEMIC DISMISSAL

A student who is placed on Academic Dismissal may not enroll in any credit course at the university either as a regular undergraduate or as a non-degree/visiting student, and may not receive a Letter of Permission for study elsewhere. A student who is placed on Academic Dismissal may not request to be reinstated for at least one calendar year from the date of dismissal.

REQUEST FOR REINSTATEMENT FOLLOWING ACADEMIC DISMISSAL

A student requesting reinstatement must present a request in writing to the Dean, outlining the reasons why such reinstatement should occur. If reinstated, the student will be placed on Academic Probation.

NOTIFICATION OF ACTION

Immediately following review by the Academic Status Review Committee, students will be notified by mail of any actions taken.

STUDENT RECORDS

Actions of the Academic Status Review Committee are permanently recorded on student academic records and transcripts. Warning letters are not noted on the transcript.

ACADEMIC STANDING AND COURSE / PROGRAM ENROLMENT**Bachelor of Design**

The Major programs in the Bachelor of Design require that students maintain an average of B or better in required courses for admission to and progression within the programs.

Advanced Studio Courses

Enrolment in advanced studio courses such as ARTS 3500 – 4500 or Advanced Photo Critique (PHOT 4000 - 4500) and several other courses as per the timetable requires that students be in good standing.

ACADEMIC WARNING

At the midpoint of a course any student in danger of receiving a grade of D or F (Fail) in a course will be given a mid-term warning by the instructor. This normally occurs approximately two weeks before the final date by which a student may drop a course without receiving a failing grade. Students should be reminded that successful completion of work at mid-course does not guarantee a passing grade at the end of the semester.

Students who cease to attend classes and do not officially drop a course or withdraw from NSCAD will receive a grade of F (Fail). Ceasing to attend classes does not constitute formal withdrawal.

ACADEMIC STANDING REPORTED ON TRANSCRIPT

“Academic Probation”, “Academic Dismissal”, “Academic Dismissal Lifted”, and “Returned to Good Standing” are statements of academic standing that are permanently recorded on a student’s transcript. As per the Policy on Plagiarism, students who are suspended or dismissed from the College because of plagiarism or academic misconduct will have such actions recorded on their Academic Record and Transcript. Disciplinary action that affects a student’s academic status is likewise recorded on the transcript.

COMPLETION OF A SECOND NSCAD DEGREE

Students may not earn more than one NSCAD degree of the same title. Students may apply not more than 75 credits towards a subsequent and different NSCAD undergraduate degree.

GRADE APPEALS

Grade appeal procedures exist for students at NSCAD who can demonstrate that inappropriate criteria have been used in evaluation or that an unfair interpretation of student work in light of stated criteria has been made. A formal appeal may only be initiated after an informal *Change of Grade Request* has been made to the instructor.

Grade Appeal Steps

Step 1: Change of Grade Request (initiated by Student)

Step 2: Grade Appeal (consult with Registrar)

Step 3: Grade Review Panel (consult with Registrar)

A *Change of Grade Request* should be dealt with promptly by the student and must be initiated no later than 30 days after the announced issuance of grades. For detailed information on grade appeal procedures, students should consult the Office of Student and Academic Services.

Should the student wish to challenge the outcome of the *Change of Grade Request*, s/he may submit a request for *Grade Appeal*.

Should the student wish to challenge the outcome of the *Grade Appeal*, s/he may request the convening of a *Grade Review Panel*. For detailed information on the *Grade Review Panel*, students should consult the Registrar.

LETTER OF PERMISSION

Students in good standing (not on probation) and having no outstanding tuition or fees at NSCAD may take courses as part of their degree program at another university on a Letter of Permission as long as they remain within their residency requirements for completion of their NSCAD degree and receive authorized consent to take specific courses towards their NSCAD degree. Letter of Permission credits are considered non-residence credits. Within the parameters of the Residency Requirement (see below) Seventy-five (75) credits is the maximum number of non-resident credits a student may apply toward a degree program at NSCAD.

Tuition and other fees for courses taken on Letter of Permission are paid directly by the student to the visiting university.

The registration procedures are coordinated through the Office of Student and Academic Services. The following documentation will be required in order to obtain consent:

1) A course description from the relevant course calendar (year in which student would like to take the course)

2) A course syllabus/outline detailing weekly course content, form of evaluation (e.g. tests/essays) and mark breakdown

Credit for a course completed on a Letter of Permission will not be awarded without an official transcript confirming the successful

completion of the course with a minimum grade of **60% or “C” grade or better.**

Grade Reporting and Transfer

Students who are taking a course on Letter of Permission in their graduating semester should note that frequently there will be a delay in NSCAD’s receipt of their Letter of Permission Grade, and that the Diploma will not be released until the official grade has been received. Confirmation of an acceptable passing grade may be required from the instructor prior to the degree conferral date. Transmission of grades from Dalhousie University, University of King’s College, Mount Saint Vincent University and Saint Mary’s University to NSCAD transcripts will happen automatically up to 30 days following the end of each semester, but students requiring Official Transcripts for grades obtained at one of these universities must request an Official Transcript directly from that university.

In the case of courses taken outside of Halifax, visiting students must arrange to have an official transcript sent directly to the NSCAD Registrar upon completion of the semester or course(s).

Within Halifax

To satisfy liberal arts and science, and elective requirements of the program, students at NSCAD University may enrol in courses at the following institutions on a Letter of Permission:

Dalhousie University (www.dal.ca)

University of King’s College (www.ukings.ca)

Mount Saint Vincent University (www.msvu.ca)

Saint Mary’s University (www.smu.ca)

Tuition and other fees for courses taken on Letter of Permission are paid directly by the student to the visiting university.

Outside of Halifax

Courses may be taken at other Canadian or international universities upon consultation with the Registrar and issue of a Letter of Permission. NSCAD students who are on Probation are not eligible to take courses on a Letter of Permission.

All fees are payable directly to the host University, and visiting students must arrange to have an official transcript sent directly to the NSCAD Registrar upon completion of the semester or course(s).

LEAVE OF ABSENCE: UNDERGRADUATE STUDENTS

A Leave of Absence is defined as a temporary suspension of studies for more than one semester from NSCAD taken at the end of a semester. An undergraduate student in good standing may apply for a Leave of Absence for up to two academic years. A student may apply for a Leave of Absence at any time, but the leave will not officially begin until the end of a semester on condition that the student remains in good standing.

The benefit to a student of applying for a Leave of Absence is that the student may discuss the options under which s/he may leave a program of study at NSCAD University for a stated period of time with permission to return to studies after the Leave of Absence without having to reapply to NSCAD.

Leave of absence of one academic year: Students who apply for a leave of one academic year or less may, when they return, complete the degree requirements that were in effect at the time of their leaving.

Leave of absence of more than one academic year: Students who apply for a leave of more than one academic year will have to meet new degree requirements if these are in effect when they return. Nevertheless, students on an approved Leave of Absence for more than one academic year may seek certain modifications

to new degree requirements with the approval of the Chair of the Division and the Registrar. During the leave, the student is responsible for consulting NSCAD's website for registration information and for completing the registration process that is described in these materials when the student is ready to return to studies. Students may seek registration advising by contacting the Office of Student and Academic Services: registrar@nscad.ca.

Students on an approved Leave of Absence are responsible for keeping the Office of Student and Academic Services informed of their current contact information.

A student taking courses elsewhere while on a Leave of Absence must request a Letter of Permission from the Office of Student and Academic Services for any course(s) to be used for degree requirements. Only approved coursework completed with a **60% or "C" grade or higher** can be transferred back to a student's degree program. At the completion of the approved course work, the student should arrange for an official transcript to be sent to the Office of Student and Academic Services.

Absence of more than seven years: If seven or more years have elapsed since a student's enrolment at NSCAD, s/he must meet current degree requirements and residency requirements as described elsewhere in this calendar. A student returning after this length of time will be required to complete at least one full-time semester or the equivalent of 15 credits in residence at NSCAD before they will be granted a degree. Art history credits that have been completed more than 20 years previously will be counted as general liberal arts, but will not be counted toward the current art history requirements of NSCAD's degree programs.

RESIDENCY REQUIREMENT

The Residency Requirement defines the number of credits a student must complete at NSCAD in order to obtain an undergraduate degree from NSCAD. The Nova Scotia College of Art and Design requires that:

At least 45 credits be completed through courses offered by NSCAD

A student must complete a minimum of 30 credits at NSCAD after being admitted to a Major program

A student must complete a minimum of half the requirements of the chosen Major or Minor at NSCAD.

Non-Resident Credit

The number of non-resident credits a student may apply toward a degree program at NSCAD is governed by NSCAD's Residency Requirement. Credits that are transferred toward NSCAD's programs as non-resident credits include Off Campus Study or Exchange Study, Transfer credits from other institutions, or credits completed on a letter of permission at a local or non-local university. Seventy-five (75) credits is the maximum number of non-resident credits a student may apply toward an undergraduate degree at NSCAD.

SEMESTER STRUCTURE AND SEMESTER CREDIT

NSCAD operates under a semester structure where two semesters are offered between September and April. A third summer semester is offered between May and August. Each semester is 14 teaching weeks in length, but the summer semester is also divided into two, 7-week sessions, and four, 3.5 week intensive sessions.

NSCAD offers courses with varying credit weights of 3, 6, or 9 credits. Liberal arts and science courses are normally offered for 3 credits. Studio courses may vary between 3, 6, or 9 credits. A normal full semester course load is considered to be 15 credits. Normally, undergraduate students are expected to complete 30 credits in two semesters per year, so that they may finish an undergraduate degree program of 120 semester credits in four years.

STUDENT USE OF UNIVERSITY FACILITIES

All students, faculty and staff of NSCAD University are entitled to the right to use and enjoy the properties and facilities of NSCAD, including service areas, hallways, other shared spaces, lockers, and assigned studio spaces.

In accepting admission to NSCAD, students accept responsibility for the proper use and care of NSCAD facilities to which they are provided access. NSCAD University does not accept any responsibility for loss or damage to personal property or university property for which students, staff or faculty have assumed responsibility.

It is unacceptable to behave in a way which compromises the basic rights of other members of NSCAD community. This includes theft, defacement or damage to university property, or to the property of faculty, staff or students of NSCAD. All thefts, defacement and damages should be reported promptly to the Dean.

Studio spaces assigned to students are to be used and maintained according to legally established Fire and Safety Codes, and to standards established by the Manager of Buildings and Grounds. Alterations to studio spaces, including establishing temporary walls, drilling large holes, or suspending materials from the ceiling require prior approval by the Director of Facilities and Services. Requests for such approval are to be made in writing. At the end of each semester, studio spaces must be returned to acceptable condition by the students to whom they are allocated.

Students will be charged with the cost of restoring to proper condition any NSCAD property (including studio space) that, through their negligence or misuse, has been defaced or damaged. Costs, including labour, will be assessed by the Director of Facilities and Services, and will appear as a debt to NSCAD on the student's account.

Students responsible for theft, defacement or damage to NSCAD property may have their access to university facilities suspended. They may be subject to disciplinary action by the President's Advisory Committee on Disciplinary Matters, as outlined in the statement on Student Conduct if said theft, defacement or damage is found to have been intentional or caused as a result of improper behavior. Members of the President's Advisory Committee on Disciplinary Matters will include the Provost and Vice President (Academic), the Dean, and two Division Chairs appointed by the Vice President (Academic).

TRANSCRIPTS

Students will, upon submission of a signed authorized request, have the right to receive transcripts of their own academic record. Transcripts or grade reports will not be released to third parties without the prior written approval of the student and payment of the appropriate fee. In cases where students have outstanding accounts either with NSCAD's Office of Financial Services, the financial aid program, or the Library (including NOVANET), NSCAD will not release official transcripts, confirmations, or other documentation, regardless of the urgency of the need for such. Transcripts of educational records contain only information about academic status; disciplinary action that affects a student's academic status is likewise recorded on the transcript.

Withdrawal and Drop Grades Recorded on Student Record

All grades are recorded on the student's official transcript. All withdrawals or drops made between the last day to add a course and the last day to drop a course are recorded on the transcript.

WITHDRAWAL PROCEDURES

Students withdrawing from classes should meet with an academic advisor in the Office of Student and Academic Services to complete a Withdrawal Form obtained from the Office of Student and Academic Services. Not attending classes does not constitute Withdrawal.

Once a student has finalized her/his registration (by payment of the admissions commitment fee for new students, s/he will not be considered to be withdrawn until the Withdrawal Form or other written withdrawal request has been submitted. If a student does not formally withdraw from NSCAD, the student will be charged full tuition fees and other applicable charges.

Withdrawal from a semester is effective the date written notification is received in the Office of Student and Academic Services. The Office of Financial Services will be notified by the Office of Student and Academic Services. Until official written notification is received by NSCAD, students are ineligible for any refund of fees or exemption from unpaid fees. If the student's withdrawal will result in a refund, the student must apply for the refund at the time of her/his change in registration status.

Non-attendance does not constitute official withdrawal and will result in a student receiving a Fail grade and being ineligible for any refund of fees or exemption from unpaid fees.

• Students should note that financial withdrawal dates (and subsequent charges) are different from academic withdrawal dates. Please consult the Academic Calendar of Dates.

WORKLOAD

Courses at NSCAD are measured in semester credits (increments of 3). Each semester credit is equivalent to an average of three (3) hours of work per week in and out of class. Therefore, each 3-credit course offered during a 14-week semester requires approximately nine (9) hours of work per week, including class time and time spent outside of class.

WRITING REQUIREMENT

All degree students at NSCAD University must demonstrate the ability to write competently in English. Students meet this requirement by successfully completing **FNDN 1800** Writing for the Arts in the Foundation year. Students who attended another post-secondary institution before entering NSCAD may meet the Writing Requirement through transfer by demonstrating that they have previously completed studies in an English-speaking university program. ***Students must have studied at an English-speaking university and must have completed at least 6 credits of English courses or 9 credits of liberal arts courses at a B- level or better.***

Students transferring from community colleges with which NSCAD University has formal articulation or transfer agreements may meet the Writing Requirement through transfer if this is provided for in the agreement. Students transferring from other community colleges may register for a 2000-level liberal arts/art history course concurrently with FNDN 1800, but must successfully complete FNDN 1800 before taking other LAS/AHIS courses at NSCAD University or under NSCAD University auspices.

PLAGIARISM

*** This Policy is under review. The revised policy will be posted on the nscad website***

For the purposes of this policy, plagiarism is considered to include, but not be limited to:

- a) copying verbatim the work or portions of the work of another without providing the source of the work
- b) paraphrasing the work of another, or taking an original idea of another and presenting it as one's own work, without providing the source of the work or the idea.

See the NSCAD website under Academic Policies for the full Plagiarism Policy.

CHARTER OF STUDENT RIGHTS AND RESPONSIBILITIES

1. INTRODUCTION

NSCAD University is committed to creating a scholarly community characterized by civility, diversity, freedom from harassment, integrity, transparency, mutual respect, and personal safety. By clearly outlining the students' rights and responsibilities, this Charter is intended to ensure that students, as members of the NSCAD University community, are aware that they are accountable for their actions.

2. SCOPE

Students are free to organize their own personal and social lives, subject only to the laws of the land and to rules established by the NSCAD University community to protect the University's academic and other activities, and everyone's peaceful and safe enjoyment of them. This Code applies to the conduct of students while on University premises or when acting as a delegate or designated representative of NSCAD University and/or of a student group in events held off University premises (ex. Field trips). This code is not intended to apply to the actions and personal lives of students off campus.

3. POLICY STATEMENT

NSCAD University will strive to provide equitable access to NSCAD University's services, instruction, and facilities through the implementation and enforcement of this Charter of Student Rights and Responsibilities. This Charter is intended to protect the rights of all members of the NSCAD University community by creating a policy based on accountability of, and protection for, both the student and NSCAD University.

This Charter does not replace the expectation that students will manage their personal lives and interactions with the University in accordance with the laws of the land. While on NSCAD property or representing NSCAD in any external activity, students are expected to abide by the Academic Calendar and Regulations, and all other NSCAD University policies, including those specifically referred to in Appendix "A" to this Charter.

4. DEFINITIONS

"Student" is any person engaged in credit or non-credit academic work at NSCAD University, any course or program of study offered by NSCAD, or participating as a learner in any activity which entitles the person to use of the NSCAD University facilities. "SUNSCAD" is the Student Union of NSCAD.

5. RESPONSIBILITY FOR CHARTER

5.1 The enforcement and implementation of the Charter is a joint responsibility between NSCAD University and SUNSCAD.

5.2 Through SUNSCAD students may request amendments to the Charter and be consulted if NSCAD University proposes amendments to the Charter.

6. PERSONAL RIGHTS AND RESPONSIBILITIES OF STUDENTS

Personal Rights

6.1 Students have the right to freedom of expression and the right to a fair, just, and safe learning environment.

6.2 Students have the right to be free from harassment, threats, or bodily harm.

6.3 Students have the right to fully own their intellectual property as per the Policy on Intellectual Property.

6.4 Students have the right to privacy in accordance with the NSCAD University's Policy on Release of Student Information, NSCAD University's Confidentiality and Privacy Policy, and applicable provincial and federal privacy legislation.

6.5 Students have the right to peaceful assemblies, demonstrations, picketing, or any other activity outside a class or meeting that does not substantially interfere with the communication inside or impede access to the meeting or class. These freedoms are set out in the Canadian Charter of Rights and Freedoms to ensure that Canadians are free to express, discuss, and communicate their ideas to other people.

Personal Responsibilities

6.6 Students are responsible for adhering to NSCAD University's Policy on Discrimination and Harassment.

6.7 Students are responsible for refraining from behaviour that constitutes discrimination that is based on age, race, colour, religion, creed, sex, sexual orientation, physical disability, medical status, mental disability, an irrational fear of contracting an illness or disease, ethnic origin, national origin, aboriginal origin, family status, marital status, source of income, political belief, affiliation or activity; or an individual's association with another individual or class of individuals having the previously set out characteristics.

6.8 Students shall not use illegal substances or abuse legal substances on campus or in a manner that impairs work performance, scholarly activities, or student life as detailed on the NSCAD alcohol policy.

6.9 Students are responsible for adhering to NSCAD University's Occupational Health and Safety Policy.

7. ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

Academic Rights

7.1 Students have the right to Academic Freedom as defined in the Policy on Discrimination and Harassment.

7.2 Students have the right to appeal policies and decisions as per the Policy on Grade Appeal and Guidelines for Academic Policy Appeals.

Academic Responsibilities

7.3 Students are responsible for abiding by the Plagiarism Policy, including the prohibition against unreferenced copying or paraphrasing; cheating; fabrication; collusion; or misrepresenting one's identity for academic gain.

7.4 Students are responsible for silencing their mobile phones and other technological devices during class time and in libraries.

8. PROPERTY RIGHTS AND RESPONSIBILITIES OF STUDENTS

Property Rights

8.1 Students have the right to use space on the NSCAD University premises or properties for academic and social use as outlined in the NSCAD University policy on Student Use of University Facilities.

8.2 Students have the right to after-hours access to NSCAD University premises and property in accordance with University policy.

8.3 Students have the right to invite guests onto the NSCAD University premises and property.

8.4 Students have the right to know the scope and limitations of the Halifax Port Authorities regulations (see 8.10).

Property Responsibilities

8.5 Students are responsible for using proper procedures for after-hours access to NSCAD University premises and property.

8.6 Students are responsible for carrying a valid NSCAD University ID card at all times while on NSCAD University premises or property.

8.7 Students are responsible for respecting the property of others. Students shall not deface, erase, or damage, physical or intellectual property or information belonging to NSCAD University or any of its members, including books, film, slides, data files, or library materials.

8.8 Students are responsible for following the NSCAD University Alcohol Policy.

8.9 Where a Student has invited guests onto the NSCAD University premises and property the student will be responsible for their guests' behaviour at all times.

8.10 Students are responsible for respecting the Halifax Port Authority's lands and property and will not access such lands and property without authorization.

9. REPRESENTATIONAL RIGHTS AND RESPONSIBILITIES OF STUDENTS

Representational Rights

9.1 Students have the right to student representation on governing bodies of NSCAD University, including the Board of Governors and other academic and non-academic committees as designated.

Representational Responsibilities

9.2 Students are responsible for self-organization, in the form of a Students' Union [SUNSCAD], in order to ensure equitable representation of students.

10. CONSULTATION RIGHTS OF STUDENTS

Jointly through SUNSCAD and the University Administration, students have the right to be consulted regarding increases in ancillary and auxiliary fees. As per the Memorandum of Understanding between the Province of Nova Scotia and the Nova Scotia Universities, "in circumstances where students are to be faced with compulsory fee increases relating to ancillary operations, students on each campus will be consulted beforehand."

11. EXPECTATIONS

All members of the NSCAD University Community are responsible for ensuring the Rights and Responsibilities of Students as outlined in sections 6 through 10 of this Charter are respected.

12. BREACH OF EXPECTATIONS

A failure to meet the expectations outlined in this Charter (hereinafter referred to as an "incident") may be treated as a matter of discipline and will be dealt with according to the following guidelines:

(i) Complaint: Complaints should be submitted in writing to the attention of the Dean as soon as possible after the alleged incident occurs.

(ii) Notification: Within a reasonable period of time after the complaint is received, the Dean or her/his designate will notify the subject of the complaint of the alleged incident. This notification may be in written form or through oral communications. The subject of the complaint will meet with the Dean or her/his designate to discuss the complaint and the alleged incident.

(iii) Representation: Students have the option to consult with and/or seek representation or advocacy from SUNSCAD.

(iv) Sanctions: Sanctions may include any combination of the following:

- Written Reprimand
- Restitution
- Fines
- Public Service or University Service
- Loss of privileges or access (eg. Revoking of key access, library privileges, etc)
- Suspension (for a definite period of time)
- Expulsion (for a definite or indefinite period of time)

*Only Suspension or Expulsion are noted on a student's official Academic Record. The causes for Suspension or Expulsion are not noted.

(v) Provost's Advisory Committee on Disciplinary Matters: If a student's conduct is such that disciplinary action appears to be warranted, the Provost's Advisory Committee on Disciplinary Matters will be notified by the Dean and will meet to review the incident.

13. ENFORCEMENT

NSCAD University will take all reasonable and necessary precautions to ensure that all members of the NSCAD University Community meet the expectations outlined in this Charter.

Appendix "A"

NSCAD University Policies
Referred to in the Charter of Student Rights and Responsibilities

(This list is subject to amendment)

- Acceptable Use Policy: University Computer Resources
- Alcohol Policy
- Confidentiality and Privacy Policy
- Policy on Official Communication to Students
- Guidelines for Academic Policy Appeals
- Occupational Health and Safety Policy
- Plagiarism Policy
- Policy on Discrimination and Harassment
- Policy on Grade Appeal
- Policy on Release of Student Information
- Student Use of University Facilities

GRADUATION & COMMENCEMENT

It is the student's responsibility to ensure that all degree and program requirements have been met. Submission of the Application to Graduate by the required deadlines (see below) ensures that the Registrar has the opportunity to review the student's program requirements and complete a "degree audit".

NSCAD degree students may graduate after completing their degree requirements in the Fall, Winter or Summer semesters. However, only one official Graduation & Commencement Ceremony will be held, in the spring. At this ceremony, any students who already received their diplomas on the "Degree Conferral" dates listed below are eligible to attend and cross the stage with their peers. All students who had degrees conferred the previous Fall or Summer will be listed in the official spring Graduation Program.

APPLYING TO GRADUATE

In order to graduate students must submit an Application to Graduate to the Office of Student and Academic Services by the deadlines indicated:

Degree Completion Month	Application Deadline
April	October 30
August	February 15
December	February 15

Degree Conferral Dates:

October 15, 2009 (completion in August)
February 15, 2010 (completion in December)
May (TBA), 2011 (completion in April)

PARCHMENT REPLACEMENT

To replace a lost parchment, a Statutory Declaration from a notary public* to verify that the parchment has been lost or destroyed in addition to a \$35 fee are required. Replacement parchments will only be produced for one of the Degree Conferral dates listed above. We do not provide duplicate parchments. For more information, please contact the Office of Student and Academic Services.

(*A Notary Public is a public official who can authenticate documents with a notarial seal. Many lawyers are also Notaries. A Notary Public is not equivalent to a Guarantor. Please contact a local law office in your area.)

STUDENT INFORMATION: COLLECTION AND RELEASE

The following policy on the release of student information has been approved by the Board of Governors and the Student Union of the Nova Scotia College of Art and Design. This policy is intended to reflect a reasonable balance between the obligation of the College for the welfare and privacy of its students, and its overall responsibility to society. Transcripts of educational records contain only information about academic status. Disciplinary action which affects a student's eligibility to register is recorded on the transcript in a generic way.

NSCAD respects privacy rights and maintains strict confidentiality of the student's records and personal information. All members of faculty, administration and staff are required by the university to respect and safeguard confidential information. The College is compliant with Nova Scotia provincial legislation regarding responsibilities of public bodies under the Freedom of Information and Protection of Privacy Act (F.O.I.P.O.P.) A complete copy of the Act can be found at <http://www.gov.ns.ca/legislature/legc/statutes/freedom.htm>

Disclosure to the Student

a) Students have the right to inspect their academic record in the presence of a staff member from the Dean's Office or from the Office of Student and Academic Services.

Disclosure to Faculty and Administrative Members of the College

a) Student information is used only for the purpose(s) for which it was collected. Faculty may have access to a student's permanent academic record in the presence of a staff member from the Dean's Office or from the Office of Student and Academic Services.

b) The contents of a student's official file will not be sent outside the Office of Student and Academic Services except in circumstances specifically authorized by the Registrar or designate.

Disclosure to Third Parties

a) Student transcripts, grade reports, and contact information will not be released to third parties (including a parent, spouse, credit bureaus) without the prior written approval of the student.

b) The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The Maritime Provinces Higher Education Commission (MPHEC) collects data on behalf of Statistics Canada. Every student who registers at NSCAD University is required to complete a Student Information Sheet that includes the information that NSCAD is required to provide to MPHEC on behalf of Statistics Canada. Students who do not wish to have their information used may request Statistics Canada to remove their identifying information from the national student database. Information on Statistics Canada is available at <http://www.statscan.ca>.

In addition, student information may be disclosed without written permission of the student, in accordance with the FOIPOP Act for the purpose of:

c) Student information will be released in complying with a subpoena, warrant, summons, or order issued or made by a court, person or body with jurisdiction to compel the production of the information.

d) Necessary information may be released without student consent in the event of an emergency, if the knowledge of that information is required to protect the health or safety of the student or other persons. Such request should be directed to the Registrar or designate.

e) Other than the above situation, information on students will be released to third parties only at the written request of the student, or where the student has signed an agreement with a third party (e.g. financial aid) one of the conditions of which is access to her/his record. Access to student information will therefore be available to official collection agencies designated by the Attorney General of Canada to assist with the collection of outstanding debts to the Canada Student Loan Plan in accordance with federal legislation.

Disclosure to Student Union and Alumni Association

a) The student's name, contact information and birth date will be released to the Student Union (SUNSCAD) for the purpose of administering the student health insurance plan. SUNSCAD is compliant with FOIPOP and the student union representatives must sign a confidentiality agreement provided by the Office of Academic Affairs and Research.

b) NSCAD provides annually the names and contact information of all students who graduate that year to the Office of University Relations. Graduate who do not wish to receive information from NSCAD University should contact the Office of University Relations. Written consent of the student is required prior to publishing graduation information such as the student's name and degree achieved. The student can choose to agree to publish his/her graduation information (name and degree) on the Application to Graduate form.

Once this information is in the hands of the Office of University Relations and the Student Union, it is their responsibility to protect the information according to the existing provincial and federal legislation relating to the protection of personal information.

GRADING SYSTEM AND GRADING POLICY

UNDERGRADUATE LEVEL

Grading System and Translation

Letter	Numerical	GPA	Descriptive
A+	95 and above	4.3	Excellent
A	90-94	4.0	Excellent
A-	85-89	3.7	Very Good
B+	80-84	3.3	Very Good
B	73-79	3.0	Good
B-	67-72	2.7	Good
C+	63-66	2.3	Satisfactory
C	59-62	2.0	Satisfactory
C-	55-58	1.7	Satisfactory
D	50-54	1.0	Marginal
F (Fail)	49 and below		Unsatisfactory

Narrative Evaluations

A narrative evaluation for a course may be issued at the discretion of the faculty member. Students may request narrative evaluations from their instructors. Narrative evaluations are not considered part of the student's official record at NSCAD; therefore, copies of narrative evaluations are not kept in the student's file.

Failed Courses

An explanation of an F (Fail) grade must be provided by faculty on a form provided by the Office of Student and Academic Services called the "Fail Grade Form". A copy of the F (Fail) explanation form is kept as part of a student's official record.

Incomplete Grade

The temporary grade of Incomplete is given only for circumstances beyond the control of the student (e.g. illness). Incomplete grades must be finalized no later than the last day to add a class in the following semester. If a final grade has not been received by the due date, a F (Fail) grade will be assigned by NSCAD.

GRADUATE LEVEL

This system does not include cumulative grade point averages.

MDes Students	Grading
MDes courses	Pass/Fail (P/F)
All undergraduate courses	Letter Grade: Must Receive at least a B grade
MDes Program Activation	In Progress/No Credit
MFA STUDENTS	Grading
MFA Studio	In Progress/Pass/No Credit
Art History or Liberal Arts & Science	Letter Grade: Must receive at least a B- grade.
MFA (L)	Letter Grade: Must receive at least a B- grade.
All Other Courses	Letter Grade

STUDENTS WITH DISABILITIES: GENERAL POLICY

NSCAD University understands that individuals with a disability may have different ways of working within an academic environment, but that their ultimate performance is not inferior simply because it is achieved by different means. The institution is, therefore, committed to the goal of providing equal opportunities within its programs to academically qualified students with disabilities, and will not limit admission to NSCAD on this basis. Rather, NSCAD offers admission on the basis of evidence of reasonable maturity in the prospective student, interest in working with NSCAD's programs and ability to benefit from NSCAD's offerings. NSCAD also recognizes, subject to financial and other resource constraints, and without compromising academic standards, that a student who is academically qualified, and who has been admitted to NSCAD on the basis of these qualifications, has the right to:

1. Access to all educational programs.
2. Access to all learning environments.
3. Access to all institutional facilities and services.
4. Assistance that is individualized according to the student's disability and needs, to legitimate academic requirements, and to the NSCAD's capacity to respond.

To provide this access and assistance, NSCAD is responsible for:

1. Informing the NSCAD community about available services.
2. Providing support services, subject to reasonable financial and resource limitations.
3. Promoting an attitude of respect for an individual with a disability.
4. Providing accommodations that are particular to the disability of the student.
5. Implementing this policy through all members of the NSCAD community, including faculty, administration, staff and students.

To obtain this access and assistance the student is responsible for:

1. Initiating contact with NSCAD's Director of Financial Aid and Student Counselling or Disability Resource Facilitator to make known the nature of the disability and related required Academic accommodations.
2. Providing the Director of Financial Aid and Student Counselling or Disability Resource Facilitator with documentation of a disability.
3. Undertaking a reasonable measure of self-advocacy to ensure that s/he receives necessary and available accommodations.

POLICY ON LEARNING DISABILITIES

NSCAD University is committed to providing accommodations for students with learning disabilities according to NSCAD's 'General Policy on Students with Disabilities.' The Nova Scotia Human Rights Act defines a learning disability as a "dysfunction in one or more of the processes involved in understanding or using symbols or spoken language" (Nova Scotia Human Rights Act, October 18, 1991). Students who feel they may have a learning disability or attention deficit are able to access free of charge LD pre-assessments from Dalhousie University's Counselling Services. Students previously diagnosed with LD are also entitled to counselling and services from Dalhousie at no cost.

PROCEDURES FOR OBTAINING ACCOMMODATIONS IN RELATION TO LEARNING DISABILITIES

1. After formal admission to NSCAD, all students who have professionally diagnosed learning disabilities, and who wish NSCAD to provide accommodation of these disabilities, must contact the Director of Financial Aid and Student Counselling ("Director") or the Disability Resource Facilitator (DRF).

2. The initial contact with the Director or DRF should take place prior to the beginning of classes, but no later than the first two weeks of classes in Fall and Winter semesters and the first week of classes in Summer semesters.

3. A student must set up an appointment with the Director or DRF to discuss her/his requests for accommodations.

4. A student must bring a copy of a recent professional psycho-educational assessment ("assessment") of their learning disability to her/his first appointment with either the Director or DRF.

5. "Recent" for the purpose of this policy is defined as an assessment that is three years old or less. A student without a recent assessment who wants to request accommodation of her/his disabilities must arrange to have an assessment of her/his disabilities done at her/his own cost. A pre-assessment of disabilities can be provided by the Disabilities Counsellor at Dalhousie University. A list of local contacts where an assessment can be completed is available through NSCAD or Dalhousie.

6. A student unable or unwilling to undertake a recent assessment, but who still wishes to request accommodations must prepare a letter indicating the reason for the lack of a recent assessment. The student must bring this letter and any previous professional assessments to her/his first appointment with either the Director or DRF. At this point, the need for a recent assessment will be considered based on the circumstances and other supporting documentation of the individual student.

7. The student will then work with the Director or DRF to prepare a 'letter of accommodation' for each of the student's course instructors as applicable. This letter will list accommodation requests based on both the suggestions for accommodation in the psycho-educational assessments and the student's and Director's/DRF's suggestions. At this time, the Director/DRF will also provide a 'letter of agreement' for each of the student's course instructors. The 'letter of agreement' lists the requested accommodations and provides spaces for the instructor and student to sign in agreement to these accommodations.

8. Students are responsible for taking a 'letter of accommodation' and a 'letter of agreement' to each course instructor. This should be done within the first two weeks of classes. If a student cannot obtain the 'accommodation letter' and 'letter of agreement' within the first two weeks of class, s/he should still meet with their instructors within the first two weeks of classes, discuss her/his requests and return as soon as possible with her/his letter and forms.

9. An instructor may refuse accommodations if s/he believes that such accommodations will prevent the student from working within the academic standards of the course.

10. Accommodations are not the only type of assistance offered to students with disabilities. Other types of support available through NSCAD include:

- (A) Training on assistive technology software and information on the location of assistive technology computers on NSCAD's campus.

- (B) Assistance with Canada Study Grants applications and applications for other forms of financial aid available to students with disabilities.

- (C) The services of a writing tutor (appointments made through the Secretary, Division of Historical and Critical Studies).

- (D) Counselling information concerning workshops for academic problems and counselling services for psychological problems (through Dalhousie University).

- (E) Assistance in securing note takers or tutors and help in obtaining and copying the notes if a note taker has been assigned by the instructor.

FUTURE POLICY REVISIONS

The Disabilities policy of the Nova Scotia College of Art and Design is subject to revision as funding varies and as more information becomes available in the field of post-secondary studies, learning disabilities and Federal/Provincial legislation.

UNIVERSITY REGULATIONS

COMPUTING RESOURCES: ACCEPTABLE USE POLICY

1. Preamble

In recognition of the contribution that computers and computing resources can make to furthering the educational and other objectives of NSCAD University ("NSCAD"), this policy is intended to promote the responsible and ethical use of NSCAD computing resources.

2. Purpose

In order to protect the best interests of the NSCAD community as a whole, these Computing Resources (including but not limited to mainframes, minicomputers, personal computers (such as Mac and PC/Windows), personal digital assistants (such as Palm or PocketPC devices), printers, peripheral devices, software, network hardware such as hubs, switches and wireless access points and access to computer networks such as the Internet) shall be used in accordance with this policy and in accordance with the terms of applicable collective agreements and codes of student conduct.

3. Scope

This policy applies to all Computing Resources owned, leased, operated, or contracted by NSCAD and used for whatever purpose ("NSCAD Computing Resources"). Subject to this policy, system administrators of NSCAD computing facilities (including but not limited to the Manager of Computing Services) may have rules regarding the use of these facilities. Such administrators are responsible for publicizing the rules concerning the authorized and appropriate use of the computing facilities for which they are responsible.

4. Privacy

Files and personal communications, including those stored on NSCAD Computing Resources, are private. However, with due regard for any right to privacy of users and the confidentiality of their data, system administrators of NSCAD computing facilities authorized by any Vice-President or the President may, from time to time, monitor and record computing activity in order to maintain the integrity of NSCAD Computing Resources or to comply with any legal requirement such as but not limited to court order, arbitrator's order, or criminal proceedings. Individuals must respect the rights of other authorized users.

5. Usage Guidelines

The following activities are prohibited:

a. Using or attempting to use another user's computer account and/or password without permission. A user is normally identified by his or her username and is responsible for all activities performed on NSCAD Computing Resources under their username. A user who reveals or allows others to use their account may be restricted in the use of NSCAD Computing Resources if others abuse NSCAD Computing Resources in their name.

b. Interfering with the security or confidentiality of other users' files or maliciously destroying any other users' data.

c. Impeding others or interfering with their legitimate use of NSCAD Computing Resources including, but not limited to, sending illegal, threatening, or repeated unnecessary mail messages (such as chain letters) or knowingly downloading illegal material.

d. Using NSCAD Computing Resources to violate the terms of any software license agreement whether or not NSCAD is not a party to such agreement.

e. Using NSCAD Computing Resources to illegally copy data that is the property of NSCAD or others or putting unauthorized or illegal software, data files, or other such computer-related material on NSCAD Computing Resources. Questions with respect to authorization should be directed to the Manager of Computing Services.

f. Attempting to interfere with any restrictions on NSCAD Computing Resources, including but not limited to unauthorized access to files or other Computing Resources.

g. Using NSCAD Computing Resources for illegal purposes not specifically mentioned above.

6. Violations

Reasonable suspicion of a violation of the principles or practices laid out in this policy should be reported to the Manager of Computing Services. Such reasonable suspicion will be investigated and may result in subsequent action. Such subsequent action will be taken through normal NSCAD channels.

7. Questions

Any questions regarding this policy should be directed to the Manager of Computing Services.

DISCRIMINATION AND HARASSMENT

NSCAD University is an institution of the visual arts singularly dedicated to the pursuit of excellence in the training of professional practitioners, in the conducting of research, and in the production of works of art in all media. Discrimination and harassment undermine these objectives and violate the fundamental rights, personal dignity and integrity of individuals or groups of individuals. NSCAD is committed to a learning and working environment that is free of discrimination and/or harassment. The NSCAD University Policy on Discrimination and Harassment applies to NSCAD University and all of its locations; and to all members of the NSCAD community, including the Board of Governors, administrators, faculty, students, staff, contractors, and visitors. Behaviour, whether it occurs on or off campus, that constitutes discrimination or harassment, and that has an impact on the work and study environment of a member of the NSCAD community is covered by this policy whether or not it occurs during normal working or school hours.

NSCAD strictly prohibits and will not tolerate acts of discrimination or harassment committed by any member of, visitor to, or group within the NSCAD community. NSCAD has developed policies and procedures to deal with complaints of discrimination and harassment, including sexual harassment.

A person who believes that s/he has a complaint of discrimination or harassment may seek the confidential advice of the Chair of the Advisory Committee on Discrimination and Harassment or any member of the Committee. For more information on this policy, students should consult the Director of Financial Aid and Student Counselling in the Office of Student and Academic Services.

HEALTH AND SAFETY POLICY

NSCAD is committed to providing a healthy and safe environment for every member of the NSCAD University Community. NSCAD is responsible for protecting and promoting the health and safety of the NSCAD community, and for taking every precaution, reasonable in the circumstances, to ensure that NSCAD environment is safe and healthy for faculty, staff, students, and the general public. Health and Safety is a shared responsibility. Every member of the NSCAD University community is responsible and accountable to work safely at all times, to identify and report hazards, to take whatever measures, necessary and reasonable in the circumstances, to protect and promote health and safety.

Each department is responsible for implementing and complying with this policy in all areas of departmental operations. Each level of departmental management is responsible for the provision of a safe and healthy work environment for the faculty, staff, and students in the department and the achievement of the objectives of this policy. Without limiting the responsibility levels of departmental management, it is the responsibility of Chairs, Directors and Heads of Departments to implement and comply with the NSCAD University Health and Safety Policy. This responsibility would include an obligation to take immediate action upon any report or suspicion of unsafe or hazardous conditions or situations.

All faculty, staff, and students are responsible for safe working practices and procedures so as to safeguard their own individual health and well-being as well as that of other members of the NSCAD University community. Active participation, involvement and full co-operation with those exercising responsibilities in health and safety are key ingredients in effective health and safety programs. This includes a duty to identify hazards, and to offer suggestions or ideas to further the goal of providing a safe and healthy environment.

The Occupational Health and Safety Committee is a key mechanism for the collaborative, cooperative initiation, maintenance, and support of health and safety programs.

The full text of NSCAD's Health and Safety Policy is available on the NSCAD website and applies to all students, staff, faculty and visitors to NSCAD.

POLICY ON OFFICIAL COMMUNICATION TO STUDENTS

As of August 2007, all full and part-time students enrolled at NSCAD University have been and will be issued with a NSCAD University email address. Henceforth, email to these accounts will be considered an official means of communication to all NSCAD students. The University reserves the right to send communications to students via email and expects that those communications will be received and read in a timely fashion. NSCAD University, its offices and divisions may also use the postal mail system and/or electronic message services for the delivery of official correspondence to students.

DEFINITIONS: Official correspondence may include, but is not limited to, matters related to students' participation in their academic programs (admission, registration, course selection, etc.) and important notices for individual students (warnings, advising requests, notices of dismissal for the purposes of timely communication). In addition, general information concerning University and program scheduling, fee information, and other matters concerning the administration and governance of the University may be sent to individual student emails and to group lists as determined by the Offices of the President, the Vice President Academic and Research, the Dean, and the Office of Student and Academic Services.

It is for this reason that all students are strongly encouraged to check their secure, assigned NSCAD email address regularly. Failure to do so may result in a student missing important notices or information, and will not be considered an acceptable excuse for failing to receive or act upon official correspondence from the University.

RESPONSIBILITY FOR POLICY: The University provides technical services and the infrastructure to make electronic mail and/or on-line communications systems available to faculty, staff, and students. University correspondence delivered by electronic mail is subject to the same public information, privacy and records retention requirements and policies as are other university correspondence and student records. The University will do its utmost to ensure that the University server admits minimum unsolicited email, or spam. Information on how to reset individual account spam filters is available through Computer Services.

In order to implement email as an official means of communication between the University and students, the University will do its best to ensure secure and timely receipt of announcements and emails. But to this end and to guarantee the security of data transmission, email routing should be restricted to the University's network and only official and verifiable NSCAD email addresses. As such, NSCAD email should not be forwarded automatically to non-NSCAD addresses.

The University commits to exercising caution in the sending of private or sensitive information via email. The sending of such communications to students via unverifiable "free" accounts such as Hotmail, Yahoo or GMail is fraught with security issues and will be discontinued.

RESPONSIBILITIES OF ALL USERS:

- Use of NSCAD email addresses fall under the policy for Acceptable Use of University Computing Resources.
- Students are expected to monitor and retrieve any mail and email issued to them by the University on a frequent and consistent basis.
- As stated in the Acceptable Use of University Computing Resource policy, users are prohibited from using NSCAD email accounts to create, store or transmit material that is in violation of the Criminal Code of Canada or any federal, provincial or municipal laws regulating such use, including copyright legislation.

- NSCAD email addresses fall under the University's Policy on Discrimination and Harassment.

Postal Addresses and Electronic Mail Accounts

Students are responsible for maintaining and advising the University (through the Office of Student and Academic Services) of a current and valid postal address and phone number. Failure to do so may result in the subsequent loss or misdirection of important notices.

STUDENT SERVICES AND RESOURCES

ACADEMIC AND STUDENT SERVICES

The Office of Student and Academic Services, in addition to providing registration services, addresses a wide range of student issues, including admission to NSCAD, academic and personal advising, disability services, off campus and international programs of study, financial aid and scholarship awards, health and personal development, housing, and international student services. In addressing the needs of students, the Office provides personal counselling, financial advising and assistance, professional referrals (e.g. psychological, legal, medical), international student advising, housing assistance, and career exploration resources.

The Office provides information on the programs at NSCAD to interested individuals and those considering applying to NSCAD. The Office also assists students in establishing their educational goals within the disciplines offered by NSCAD and in investigating further study options through Off Campus Study and Exchange Study. The Office also provides resources on a broad range of topics including national and international scholarships, internships, apprenticeships, and travel. Students are encouraged to visit the Office to discuss either their educational goals or other student concerns that arise during studies at NSCAD.

Other services provided by the Office are as follows:

AWARDS AND FINANCIAL AID

Financial Aid

The Director of Financial Aid and Student Counselling assists registered students and prospective students in their efforts to secure sufficient funds to finance their education through the resources of provincial student assistance offices, NSCAD's financial assistance program, and other outside agencies. If students require advice in regard to financial matters, they should consult the Director.

Student Loans and Grants

NSCAD assumes that all Canadian students and permanent residents unable to meet their educational costs from independent resources will take advantage of the Canada Student Loan Program. Individuals eligible for consideration under the program include Canadian citizens, permanent residents and protected persons.

Students may apply for both full-time and part-time loans. Only students enrolled in degree programs can be funded through the Canada Student Loan Program. Depending on need, a student can borrow up to a maximum of \$210.00 for each week of full-time study. Provincial assistance is also available, as well as Canada and provincial grants programs (where the latter exist) and other government-sponsored scholarships or bursaries. Eligibility guidelines for the supplementary programs are established individually by each province, and are included with Canada Student Loan application materials.

Students may obtain further information, application forms and instructions with regard to Canada Student Loans and provincial assistance programs from the departments of education in the provinces where they live or at www.canlearn.ca.

Students should apply for Canada Student Loan and provincial loan assistance at least three months before they expect to begin study at NSCAD.

American students unable to meet their educational costs from independent resources are similarly expected to take advantage of Federal or State Guaranteed Loans for which NSCAD is an eligible institution. Information concerning these loans and applications may be obtained through any major bank in the student's home area. Prospective students from the United States and abroad should be certain to verify that whatever private and/or public financial support they receive may be used for attendance at a Canadian university. Students should fill out a FAFSA and obtain the SAR before leaving the US. They should bring Stafford application documents with them when they enter Canada in order to avoid delays in receiving the loan.

University Financial Aid Program

Under the terms of the NSCAD financial aid program, full-time students who have difficulty meeting their educational expenses may be considered for limited assistance. Such aid is granted solely on the basis of need and only to those students who have exhausted all other possible sources of financial assistance including student loans. NSCAD determines a student's need by comparing estimated total income to estimated total expenditures during the semester for which she or he is applying. If legitimate educational expenses appear to be greater than total income from all sources, then NSCAD may provide limited financial help. University financial aid may include materials grants, work study or emergency assistance. Interim short-term loans are available to students facing emergency situations who can verify forthcoming funds. Travel subsidies are also available to assist with the expenses of Off Campus/Exchange study, class trips and travel related to graduate research. Application dates are posted at the beginning of each semester.

Applications for financial aid, as well as more detailed information on the program may be obtained from the Office of Student and Academic Services.

SCHOLARSHIPS AND BURSARIES

Scholarship and bursary awards acknowledge the high achievements and special promise of NSCAD students. They are primarily available to full-time students who must register for and maintain full-time status during the semester in which the award is given. Most of the scholarships and bursaries are awarded as a credit toward the student's tuition due at registration.

For entrance scholarships, all eligible applicants who submit a completed application for admission by the posted deadline are reviewed for scholarship automatically as part of the regular admissions process. No additional application for scholarship is required. Entrance scholarships are limited, but are offered to new students in Foundation and graduate studies. Entrance scholarships are not awarded to transfer students. Undergraduate Studies at NSCAD University offers four-year undergraduate programs leading to the Bachelor of Arts, the Bachelor of Fine Arts, and the Bachelor of Design.

BLACK & FIRST NATIONS STUDENT ADVISOR

NSCAD students of African or Native ancestry are encouraged to visit the offices of the Black Student Advisor or the Native Education Counselling Unit at Dalhousie University. In this way they can participate with other students, both Canadian and International, of African or Native ancestry, in the various programs, organizations and cultural celebrations held during the academic year.

COUNSELLING AND PSYCHOLOGICAL SERVICES

During their enrolment at NSCAD, students may need assistance to work through problems or issues that relate to their personal growth and development and to their participation in the NSCAD community. The Director of Financial Aid and Student Counselling is available for consultation in regard to such matters, which might include personal, social, or academic concerns. When necessary, appropriate referrals to professional services will be made. Students experiencing concerns that may affect their involvement at NSCAD are encouraged to take advantage of this service, which is both informal and confidential.

Professional psychological counselling is available at no charge to NSCAD students through the Dalhousie University Counselling Services Centre, which is located in the Dalhousie University Student Union Building. The Centre offers the following services:

- short-term programs for personal and academic development (e.g. study skills, social confidence and self-esteem workshops, exam skills, etc.)
- individual counselling
- career counselling and career development services

Participation in any of the above is voluntary and confidential. A brochure describing in detail the range of counselling and psychological services offered through the Dalhousie Counselling Services Centre is available through the NSCAD Office of Student and Academic Services or individuals may visit the website at www.counsellingservices.dal.ca. Students may arrange to take part in programs offered by the Centre or may make appointments to see a counsellor through NSCAD or by personally contacting the Centre at 494-2081.

HEALTH SERVICES

Students seeking medical care are welcome to use the services listed below. A list of physicians accepting new patients can be found at the following website: <http://www.gov.ns.ca/health/physicians/physicians.asp>

Saint Mary's University Student Health Services

NSCAD Students are encouraged to access student centred health services at St. Mary's University. Room 431, 4th Floor, Student Services Building, 923 Robie Street, Halifax, NS.

SMU Student Health Services will do everything possible to keep students healthy, to be supportive and to treat illness and injuries quickly so that class absences can be kept to a minimum. Education, including knowledge of current health issues, testing and counseling are available at Student Health Services to help students reach their optimum potential. Call 420-5611 to book an appointment. For emergencies, Jane Collins, the Nurse Manager can be reached at 471-8129.

In addition, students seeking medical care are welcome to use the services listed below. Listings of dentists, doctors, psychologists and therapists can be found in the yellow pages of the local telephone book.

MEDICAL CLINICS

Atlantic Medical Clinic
Halifax Shopping Centre, Halifax, NS
902-455-4333

Clayton Park Medical Clinic
278 Lacewood Drive, Halifax
902-445-9600
Monday-Friday 9am-8:00pm, Saturday and Sunday 10am-3pm

Dartmouth Medical Centre
44-46 Portland Street, Royal Bank Building, Dartmouth
902-465-4530
Monday through Friday 9am-8pm, weekends 9am-5pm

Family Practice Associates
Gladstone Professional Centre
6155 North Street, Halifax
902-453-3511

Halifax Sexual Health Center
Formerly Planned Parenthood Metro Clinic
6009 Quinpool Road, Suite 201, Halifax
902-455-9656 www.halifaxsexualhealth.ca
Hours: Mon/Wed/Friday 8:30am -12 and 1-4pm
Tues/Thurs 8:30 - 12 and 1-7:30pm
*For sexual and reproductive health only. Free, anonymous HIV testing.

IWK Women's Health Program
5850/5980 University Avenue, Halifax
902-470-6775
Call for various clinic locations.

King Medical Centre
380 Portland Street, Dartmouth
902-463-1525. Appointments only.

Lacewood Medical Centre
203-362 Lacewood Dr., Halifax, NS
902-445-9400
North End Community Health Centre
2165 Gottingen Street, Halifax
902-420-0303
*only patients from neighboring area.

Public Gardens Medical Clinic
Lord Nelson Place
5675 Spring Garden Road, Halifax
902-425-5440 Appointments Monday through Friday 9am - 5pm
Walk in available Monday through Friday 5pm -9pm, Saturday 8am-12pm, and Sunday 1-4pm

South End Family Practice
Fenwick Professional Centre, 211-5595 Fenwick St
902-423-3323

Spryfield Family Medicine Centre
Dr. Jean Kabongo
315 Herring Cove Rd.
902-479-0025

Spryfield Sobey's Walk-in Clinic
Dr. Souhaila Hammond
279 Herring Cove Rd.
902-477-0628

PSYCHOLOGISTS

Dalhousie Counselling and Psychological Services
4th Floor, Student Union Building
Dalhousie University
6136 University Ave
Halifax, NS
494-2081

STUDENT HEALTH PLAN

Full-time Canadian students are automatically enrolled in and charged for the NSCAD Student Health Plan. Further details are available below or from the Student Union Office at (902) 494-8127.

The Student Union of the Nova Scotia College of Art and Design and the Canadian Federation of Students have arranged to provide an affordable extended health insurance plan to all full-time Canadian students that enables students to maintain a basic level of health while enrolled at NSCAD and ensures that medical emergencies do not jeopardize the timely completion of a student's program of study. Enrolment in the plan is mandatory for all full-time Canadian students. The plan provides extended health insurance that supplements provincial health care plans. Inquiries should be addressed to the Student Union of the Nova Scotia College of Art and Design (NSCAD University) at (902) 494-8127.

All full-time Canadian students are required to purchase the SUNSCAD Student Health Plan for the full year at the time of registration for their first period of study of the academic year; the fee for this health plan is automatically collected along with the tuition fee. Any student who wishes to seek exemption from this plan on the basis of other extended coverage must first pay the plan fee and then seek reimbursement from the Student Union.

Note: Students can only opt-out during their first term at NSCAD. The deadline for opting out of the health plan, if a student can document other supplemental health coverage, is the last day of the first calendar month from the first day of classes each semester.

Students beginning their studies in January who are seeking this exemption must complete the opt-out requirement at www.greenshield.ca, click on student center, click on NSCAD University, click on opt-out. This must be done by January 31st. Opting out after this date is not permitted. An unpaid fee will appear as a debt on a student's account. This fee is non-refundable if the student withdraws from NSCAD, but coverage remains in effect for the full period (calendar year) for which the coverage was purchased.

MSI (Nova Scotia Medical Services Insurance) Coverage

International students who remain in Canada for 12 months + 1 day and have not left the country for more than 31 consecutive days will become eligible for MSI (Nova Scotia Medical Services Insurance) and will no longer be covered by the International Health Insurance Plan offered by Travel Insurance Coordinators, whether or not they apply for MSI coverage. Eligible students are advised to apply for MSI as soon as possible. International students who are eligible for MSI will be charged for the extended health coverage administered by the Student Union of NSCAD. (See Health Insurance for International Student following)

STUDENT ID CARDS

Students registered at NSCAD are each provided with a photo ID card. New students should obtain this ID card when first entering NSCAD. This card enables students to access certain facilities after hours and on weekends, and to borrow books from the NSCAD library and from the Novanet system of libraries. **ID Cards must be revalidated with a sticker each semester.** Please visit the Office of Student and Academic Services (2nd floor, Granville Campus) to obtain your ID card and have it validated.

ID CARDS must be used for:

- U-Pass
- Access to NSCAD Library Services
- After-Hours and Weekend Campus Access
- Access to Photography and Multimedia equipment
- NSCAD Art Supply Store credit, chargeable to your account
- Access to local university libraries such as Dalhousie, Saint Mary's and King's College (with library barcode validation)

- Access to Student Discounts at local businesses in the Halifax Area

Validating Student ID Cards

Student ID cards must be revalidated each semester that the student is registered at NSCAD and should be in the student's possession at all times when s/he is on campus. Students should expect to present their ID cards to security officers after hours and on weekends, and to the Office of Student and Academic Services when making appointments or requesting documentation. Stickers to update the validation of Student ID cards each semester are provided by the Office of Student and Academic Services.

There is no initial charge for a Student ID card. There is a \$10.00 charge for its replacement.

INTERNATIONAL STUDENTS

Students from the United States and abroad should realize that they must meet specific obligations in regard to their presence in Canada.

Permit to Study

If their period of study will be longer than four months or if the student wants to work on campus while studying, a Permit to Study in Canada must be obtained. This document is issued through the Canadian Consulate in the student's home country. **An International Student must present a copy of the permit to study must be presented to the Office and Student and Academic Services before a student will be permitted to attend classes.**

In order to obtain a permit to study, a student must submit the following items to the nearest Canadian Consulate:

1. A passport, birth certificate, or other identification that identifies you as a citizen of your native country.
2. The original letter of acceptance.
3. Satisfactory evidence of sufficient funds for the period of study in Canada. This proof may be a notarized statement of parents' willingness to financially support the student's stay in Canada along with a notarized bank statement certifying their resources, a statement of a Federally or State Guaranteed loan, or any other documentation that proves sufficient funds to finance the period of study in Canada. Some countries may not allow an individual to take sufficient funds out of the country for her/his maintenance in Canada. A student from one of these countries must find a sponsor before being issued a student permit. NSCAD does not sponsor students, and does not maintain a list of sponsors.

Students from countries other than the United States may be requested to submit additional items (e.g. health examination, photographs, evidence of English proficiency) in order to obtain a student permit. It is recommended that such students contact the nearest Canadian Consulate when they begin their admissions process to ascertain these requirements. Should international students encounter problems with immigration once they are in Canada, they should contact the Office of Student and Academic Services immediately.

Other Required Documentation

For detailed information on student authorizations (permit to study) and other documentation required by individuals to enter Canada to study, prospective students should consult the Canadian government website at <http://www.cic.gc.ca>

Students who may be younger than 19 years old when entering Canada to study should consult their local consulate regarding the documentation necessary to establish legal guardianship while in Canada until such time as they reach the age of 19 years old. **NSCAD cannot act as a legal guardian for a student.**

Enrolment at NSCAD University

Additional information in regard to international student enrolment is provided as a regular part of the admissions and registration processes. Non-Canadian students should note that NSCAD is required to charge a differential tuition fee for all International students.

International Student Status Change

An International student who has recently changed status to a Canadian Citizen or a Permanent Resident (Landed Immigrant) and wishes to be exempt from paying the International Student Differential Fee is required to present proof of the change in status to the Registrar at least one month prior to the beginning of classes. Changes in fee status are not retroactive.

Health Insurance for International Students

All International students (including Exchange students) must purchase NSCAD's comprehensive health insurance plan through Travel Insurance Coordinators before being allowed to register at NSCAD. Please see the Academic Fee Schedule on the NSCAD website for exact costs.

International students must provide the TIC application form and payment to the Director of Financial Aid and Student Counselling before the beginning of classes. Registrations for International students will be considered conditional until the mandatory health insurance is approved by the University. Such registrations will be cancelled if health insurance requirements are not met by the time classes begin.

International Exchange Students

All students (including Exchange students), are required to purchase NSCAD's Student Health Plan to be considered to have adequate coverage for Canadian medical services. NSCAD will send students information on this program, which they are required to purchase in order to register at NSCAD. No exemptions will be considered. Please see the earlier section in this document regarding Mandatory Health Insurance for International Students. **NSCAD will send students information on this program, which they are required to purchase by September 3 in order to register at NSCAD.** No exemptions will be considered. Please see the earlier section in this document regarding Mandatory Health Insurance for International Students.

STUDENT EMAIL

A NSCAD Student email account is given to all NSCAD students who register. Students are expected to check this account regularly for important notices and announcements. Information regarding the Email Communication Policy and the Acceptable Use Policy - University Computing are available on the website.

THE STUDENT UNION (SUNSCAD)

All NSCAD students, full and part-time, undergraduate and graduate, are members of the Student Union of the Nova Scotia College of Art and Design, Local 7 of the Canadian Federation of Students. The elected student council performs the following functions on behalf of the students of NSCAD:

- promotes and defends the common interests of students
- serves as a vehicle of communication between students and the administration
- represents students on a provincial and national level
- supports students' initiatives and events; and
- coordinates those further activities that are conducive to the above-named purposes

The SUNSCAD council is made up of two bodies: the Executive and the Council. The Executive is responsible for the operation of the Union; representing the needs of the students' on many governing bodies and committees of the university, and represents the NSCAD student community on the provincial and national bodies of the Canadian Federation of Students. Councilors

represent different groups in the institution and act as a liaison between the Union and the University to promote effective communication.

Departmental Representatives provide liaison between the Union and each university department and promote effective communication between these two groups. SUNSCAD also has under its jurisdiction several constituency groups that represent the special interests of particular groups within NSCAD. NSCAD collects the Student Union Fee with the semester tuition payment.

Student Handbook

The Student Union of the Nova Scotia College of Art and Design (SUNSCAD) publishes a student handbook that is a descriptive guide to NSCAD and to the metropolitan area. The handbook is made available to new students in the Fall semester and can be picked up in the SUNSCAD office.

UPass/ Bus Pass

The NSCAD U-Pass is a special student transit pass. The U-Pass allows eligible students to unlimited use of Metro Transit Buses, Ferry, and Access-A-Bus. U-Passes are not valid for use of the Community Transit service. U-Passes shall be valid for Metro Link services with payment of the Metro Link fare premium each time Metro Link is used. The U-Pass will be valid from September through April and is available in the student union (SUNSCAD) office to full time students.

FEES AND TUITION

The Office of Financial Services at NSCAD determines, charges, and collects all student-related fees and expenses.

**4th Floor
5163 Duke Street
NSCAD University
Halifax, NS B3J 3J6**

**Phone: (902) 494-8222
Fax: (902) 429-4925**

E-Mail: studentaccounts@nscad.ca

All NSCAD students pay their tuition and other academic and miscellaneous fees through the Office of Financial Services.

NSCAD students applying for Canada Student Loans and provincial student loans must have the loans made out to NSCAD University as the official Institution of Record.

TUITION PAYMENTS AND WITHDRAWAL PROCEDURES

Students are responsible for keeping their accounts current, and should check on their account status regularly by contacting Student Accounts at the Office of Financial Services (studentaccounts@nscad.ca). Students are required to pay all required fees in full each semester by the dates due: September 30 / January 31 / May 31 / July 31.

It is the student's responsibility to comply with the financial regulations and payment schedules of NSCAD. Registration is regarded as incomplete until all fees have been paid in full. Failure to comply with these regulations may result in cancellation of enrolment at NSCAD.

SCHEDULE OF TUITION PAYMENT AND REMOVAL FROM CLASSES

Removal from Classes for Non-Payment of Fees

All outstanding fees must be paid in full each semester by the dates due: September 30 / January 31 / May 31 / July 31. Clearance arrangements may be made through Student Accounts at the Office of Financial Services.

July 15: Students with outstanding balances up to and including the Winter 2010 semester will be removed from Fall and Winter classes for non-payment on **July 31**. Reinstatement and registration after payment of fees will mean the loss of any credit priority.

November 15: Students with outstanding balances up to and including the Fall 2010 semester will be removed from Winter 2011 classes for non-payment on **December 1**. Reinstatement and registration after payment of fees will mean the loss of any credit priority.

Late Payment Interest Fee

Interest of 8% will begin accruing on all outstanding accounts 30 days following the final due date for semester fees (the final business day of the month in which the semester begins): September 30 / January 31 / May 31 / July 31.

Canada Student Loans

Students planning to pay by Canada Student Loan should apply to their province in April or May so that funds will be available by the time payment is required. The University will deduct fees/charges from the loan at the time of endorsement. The Late Payment Interest Fee will apply to students whose loans are negotiated after **October 1** (Fall Semester); **February 1** (Winter Semester); **June 1** (Summer Semester).

Students taking courses at other Universities on a Letter of Permission are expected to pay fees directly to the other institution. Students should factor in these additional tuition and fee payments when applying for student loans.

Refund Schedule

Please visit www.NSCAD.ca to view the refund schedule under Financial Dates. Financial Dates are different from Academic Dates.

VISITING AND NON-DEGREE STUDENTS

Deposit: \$100 per semester

In order to register for any Semester, a \$100 non-refundable deposit will be required at the time of registration. All financial arrangements must be approved by Student Accounts. Questions regarding such arrangements should be directed to that office, at (902) 494-8222.

BUS PASS REFUNDS (UPASS)

Bus Pass (UPass) refunds are coordinated through the SUNSCAD office: 494-8132

HEALTH PLAN REFUNDS / OPT OUT

Health Plan refund requests must be submitted online (www.greenshield.ca) by the end of the month in which the semester begins. Further inquiries should be directed to the SUNSCAD office: 494-8132

LETTER OF PERMISSION TUITION FEES

Students taking courses at other Universities on a Letter of Permission are expected to pay fees directly to the other institution. Students should factor in these additional tuition and fee payments when applying for student loans.

METHODS OF PAYMENT

- On-Line Banking at most Canadian institutions using the student's ID number as the account number
- Cheque (current dated) from a Canadian financial institution made payable to NSCAD
- Bank or Postal Money Order in Canadian funds payable to NSCAD
- Credit Card (Visa, MasterCard, or AMEX)
- Interac (in person only)
- Copy of Student Loan document

FEES AND CHARGES

Late Registration Fee: \$50.00

To be levied upon returning students who register for the next term following each **Credit Priority Period***. Credit Priority dates will be available on the NSCAD website under Current Students, and through the Office of Student and Academic Services. The fee will be levied immediately following the last working day of the month in which the session starts. The Fee will be levied on both Fall and Winter semesters.

** Credit Priority periods are designated periods each year when NSCAD degree and studio certificate students can submit course registration requests and have their requests prioritized. For Fall and Winter registration, the Credit Priority period is the same, and so spaces will be allocated based on. After the credit priority period has closed, students are placed in courses on a first-come, first-served basis.*

Late Payment Fee: \$50.00

To be levied upon students for late payment of outstanding fees immediately following the tuition due dates: September 30 / January 31 / May 31 / July 31.

Re-Entry Fee: \$30.00

Charge to be levied upon students re-entering after an absence of two or more semesters. The fee will be activated upon submission of a Re-Entry form (available on the NSCAD website) requesting return to active status.

Transcripts:

Unofficial \$5.00

Official: \$10.00

Rush (official or unofficial) \$20.00 (Less than 24 hours, staff availability permitting)

Other Charges and Fees

(Non-refundable) that do not apply toward tuition

- Courier Fee: Charge of courier plus \$5.00 administrative fee
- Duplicate Tax Receipt: \$5.00
- Replacement ID card: \$10.00
- NSF cheques returned by bank: \$15.00
- Late Payment: Interest of 8% will begin accruing on all outstanding accounts 30 days following the final due date for semester fees (the final business day of the month in which the semester begins): September 30 / January 31 / May 31 / July 31.
- PLAR [Prior Learning] Assessment: \$75 per 3 credits

COURSE MATERIAL FEES

Students are expected to provide materials for their classes. In most cases, these materials can be purchased from the NSCAD Supply Store. However, in some cases, due to the nature of the materials and the economy of bulk purchasing, materials will be purchased by NSCAD and made available to students from the department or instructor. Students registered in courses for which such bulk purchasing is done will be required to pay a Materials Fee. In such cases, the amount of the Materials Fee will be published in the course outline distributed at the first class meeting, and the amount will be automatically charged to the student's account.

- No refunds will be issued after the first day of the semester in which the material fee was charged without the instructor's signature on a MATERIAL FEE REFUND FORM.
- All requests for refunds after the last day of the semester in which the fee was charged will receive 50% refund with a completed REFUND FORM.
- No refund will be issued after one year following the last day of the current semester of enrolment.

WITHDRAWAL

See the Academic and University Regulations section of this calendar. Note that financial withdrawal dates are NOT the same as academic withdrawal dates. All academic and financial dates are available on the NSCAD website.

SENIOR CITIZEN DISCOUNT

NSCAD offers a 40% discount on tuition to senior citizens (60+) enrolled in undergraduate courses.

TUITION FEES

Current fees are available at www.nscad.ca. Fees for the coming academic year are posted on the website as soon as they are available. Please use the current posted fees as a guide to your financial planning, and check in July for 2010-2011 updates.

Estimated Additional Expenses

The following budget itemizes typical expenses encountered by single students living away from home while attending NSCAD. The figures represent estimates and are reported to provincial student aid offices as such. All students are advised to plan for the expenditure of the amounts indicated unless they have reason to believe that other amounts are more appropriate.

	1 SEMESTER	2 SEMESTERS
Room and Board	\$3,650.00	\$7,300.00
Supplies	\$1,250.00	\$2,500.00
Misc. (clothing, recreation, personal)	\$600.00	\$1,200.00
Local Bus Travel	\$204.00	\$408.00
Total	\$5,704.00	\$11,408.00

SCHOOL OF EXTENDED STUDIES

The School of Extended Studies has a long and distinguished history of offering a diversity of enriched non-credit courses and programming to the public. Each semester, the School offers more than 70 non-credit and audit courses for adults, youth and professionals. The School serves as a conduit for the broader community to access quality art and design courses for learners of all ages. As part of our broadened mandate, the School is will offer satellite programming in communities across Nova Scotia. Our internationally renowned faculty design courses to meet the personal enrichment and professional development interests of our students.

Courses range from one day to ten weeks in length and can change from semester to semester. Course descriptions and current course offerings are available online. The School also offers tailored programming for unique environments and we work with individuals/groups and organizations to customize programs and courses on an ongoing basis.

Courses offered through the School of Extended Studies currently do not have admission requirements. However, some courses will have pre-requisites. Many courses are suitable for those who are building an art portfolio for University admission. Our Certificate programs are well suited for professional development in the areas of Design and Photography.

Explore your inner landscape through the courses offered in the School of Extended Studies.

<http://nscad.ca/en/home/academicprograms/extendedstudies>

OFF CAMPUS STUDY AND EXCHANGE

OFF CAMPUS STUDY

The Off Campus Study Program at NSCAD University enables students to pursue study away from NSCAD under two circumstances:

Independent Off Campus Study allows students to devise individual plans of study within Canada or abroad while registered for courses listed in NSCAD calendar.

Exchange Study allows students to continue study at one of a number of institutions around the world with whom NSCAD participates in an exchange agreement.

The following are general requirements that apply to the Off Campus Study Program:

- a student must be registered at NSCAD and in good academic standing at the time of application for Off Campus Study
 - a student must have completed a minimum of sixty (60) credits and have maintained a minimum cumulative grade point average of 3.0 in order to participate in Off Campus Study
 - a student applying for Exchange study must have completed 9 credits of liberal arts courses, including 6 credits of art history for BFA students
 - a student applying for Independent Off Campus Study must have completed the prerequisites in those courses for which s/he is registered while away from NSCAD
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Transfer students may apply for Off Campus Study after the completion of two full-time semesters at NSCAD, in addition to meeting the above-noted requirements. NSCAD's Residency Requirement will apply and may limit participation in Off Campus Study for some transfer students.

Approval for Off Campus Study is determined by the following:

For Independent Off Campus Study, in addition to meeting all eligibility requirements for off campus study, a student must meet the following additional requirements:

1. Submit an Independent Off Campus Study Proposal form for each course in which the student will register during the off campus semester
 2. Receive signed approval from the faculty supervisor, the appropriate division Chair, and the Director of Admissions and Enrolment Services (Co-ordinator of Off Campus Programs)
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Faculty supervisors must be chosen from regular full-time faculty with whom the student has studied previously, or in exceptional circumstances, with a regular full-time faculty member who is familiar with the student's work.

EXCHANGE STUDY

For Exchange Study, in addition to meeting all eligibility requirements for off campus study, a student must meet the following additional requirements:

1. Submit an appropriate proposal for exchange study
 2. Have two supportive forms of recommendation submitted on her/his behalf from faculty in her/his principal area of study with whom s/he has developed a working rapport within 12 months preceding the beginning of the proposed exchange semester
 3. Submit a portfolio of recent work relevant to the exchange proposal
-

A student who participates in Off Campus Study is required to return to NSCAD and to register for at least one semester during

which s/he will give a public presentation and submit a two-page typed summary. Credit will not be awarded for Off Campus Study until these requirements have been met.

NOTE:

- for Independent Off Campus Study, the supervising faculty member will award a grade
- For Exchange Study, credit will be awarded once a transcript indicating successful completion of the exchange semester has been received from the host institution. The credits will not be calculated into the student's grade point average.
- Tuition and fees are paid to NSCAD and must be paid before a student will be permitted to register at a host institution for Exchange Study.
- Credits gained in Off Campus Study are considered non-resident credits.

The Office of Student and Academic Services organizes and coordinates the Off Campus Study Program and assists students with application procedures, financial planning, and visa requirements. The student is responsible for arranging travel and accommodations. The Office keeps a set of calendars for institutions with which NSCAD has exchange agreements and reports written by previous off campus study students.

Exchange and Off Campus Study Application Deadlines

Fall February 15
Winter October 15

Summer study will be considered on a case by case basis only. Please inquire well in advance of the summer semester to see what may be possible.

Students should consult the Office of Student and Academic Services four to sixteen months in advance of their planned off campus semester.

Semester Credits for an Exchange Semester

Students will be granted the semester total of the completed credits indicated on the host institution's transcript. The total semester credits must conform to the NSCAD's semester system and will be adjusted where necessary. The credits will be awarded as transfer credits and will not be calculated into the student's Grade Point Average. In no case will more than 15 credits be awarded for a semester of exchange study.

While planning their semester of Exchange Study, students should:

- make themselves aware of the credit system of the host institution
- **consult with NSCAD's Registrar** before departure to ensure that the credits they require for their program will be met by their enrolment at the host institution

All students on Exchange Study are required to document their registration at the host institution by forwarding a copy of their registration to NSCAD's Registrar.

Institutions within the Exchange Program

Exchange Study allows students to continue their studies for a semester at one of these participating institutions:

The Canadian Art Colleges Consortium

- Alberta College of Art and Design, Calgary, AB
- Emily Carr Institute, Vancouver, BC
- Ontario College of Art and Design, Toronto, ON

North America

- Art Academy of Cincinnati, Cincinnati, OH

- Art Institute of Boston, Boston, MA
- Art Center College of Design, Pasadena, CA
- Art Institute of Southern California, Laguna Beach, California
- Atlanta College of Art, Atlanta, GA
- California College of Arts and Crafts, San Francisco, CA
- Centre of Creative Studies, Detroit, MI
- Cleveland Institute of Art, Cleveland, OH
- Columbus College of Art and Design, Columbus, OH
- Cooper Union for the Advancement of Science and Art, NYC, NY
- Corcoran College of Art and Design, Washington, DC
- Fashion Institute of Technology, NYC, NY
- Kansas City Art Institute, Kansas City, MO
- Lyme Academy of Fine Arts, Old Lyme, CT
- Maine College of Art, Portland, ME
- Maryland Institute, College of Art, Baltimore, MD
- Massachusetts College of Art, Boston, MA
- Memphis College of Art, Memphis, TN
- Milwaukee Institute of Art and Design, Milwaukee, WI
- Minneapolis College of Art and Design, Minneapolis, MN
- Montserrat College of Art, Beverly, MA
- Moore College of Art and Design, Philadelphia, PA
- New York Studio Program, NYC, NY
- Oregon College of Art and Craft, Portland, OR
- Otis College of Art and Design, Los Angeles, CA
- Pacific Northwest College of Art, Portland, OR
- Parsons School of Design, NYC, NY
- Pratt Institute, Brooklyn, NYC, NY
- Rhode Island School of Design, Providence, RI
- Ringling School of Art and Design, Sarasota, FL
- San Francisco Art Institute, San Francisco, CA
- School of the Art Institute of Chicago, Chicago, IL
- School of the Museum of Fine Arts, Boston, MA
- School of Fine and Performing Arts, SUNY at New Paltz, NY
- Universidad LaSalle, Mexico City, Mexico
- University of the Arts, Philadelphia, PA
- University of Massachusetts at Dartmouth, MA
- Universidad de las Americas, Puebla, Mexico
- University of Michigan, School of Art and Design, Ann Arbor, MI

In addition, independent exchange agreements exist between NSCAD and the following institutions:

- Ar.Co. Centro de Arte e Comunicacao Visual, Lisbon, Portugal
- Birmingham Institute of Art and Design, University of Central England, Birmingham, UK
- Canberra School of Art (Australian National University), Canberra, Australia
- College of Art, Kwame Nkrumah University of Science and Technology, Kumasi, Ghana
- Duncan of Jordanstone College of Art, Dundee, Scotland
- Ecole Nationale Supérieure des Beaux Arts, Paris, France
- Edinburgh College of Art, Edinburgh, Scotland
- Fachhochschule Bielefeld, Bielefeld, Germany
- Fachhochschule Manneheim, Manneheim, Germany
- Fachhochschule Pforzheim, Hochschule für Gestaltung, Technik und Wirtschaft, Pforzheim, Germany
- Fachhochschule Schwäbisch Gmünd Hochschule für Gestaltung, Schwäbisch Gmünd, Germany
- Gerrit Rietveld Academie, Amsterdam, The Netherlands
- Glasgow School of Art, Glasgow, Scotland
- Jingdezhen Ceramic Institute, Jiangxi Province, China
- Kookmin University, Seoul, Korea
- Kunsthochschule Berlin-Weissensee, Berlin, Germany
- Kyoto City University of the Arts, Kyoto, Japan
- National College of Art and Design, Dublin
- Oslo National College of the arts, Oslo, Norway
- Ravensbourne College of Design and Communication, London
- Sydney College of the Arts, University of Sydney, Sydney, Australia
- University of Canterbury, School of Fine Arts, Christchurch, New Zealand
- University of New South Wales, Sydney, Australia
- University of Newcastle, Newcastle, Australia