

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 fees, timetable of classes, and the academic calendar of dates as well as information regarding registration.

All readers of these publications and prospective students are advised that the matters dealt with in this publication are subject to continuing review and revision.

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. 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 rules and regulations are available on the NSCAD website.

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. 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)

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 monthly 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 Alliance Atlantis 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 acces-

sible 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 entrance to the library is through the main Duke St. campus entrance. Library cards are a part of NSCAD ID cards. To activate a library card and borrowing account, please bring a NSCAD ID to the main library desk for validation.

The NSCAD University Library has a collection of over 30,000 books and periodicals in the arts, crafts, design, film studies, and art education. A major feature of the Library is the Visual Resources Collection, which has hundreds of audio and video titles as well as a collection of over 150,000 slides. The Library also houses a number of special collections including artist books, theses and NSCAD-related archival materials. The collections are intended to support the research and academic activities of NSCAD as well as to provide basic resources in the Visual Arts for the Atlantic region.

The Library is a partner in a group called Novanet, which allows the sharing of collections between members of the Nova Scotia university community. Through a shared online catalogue, more than 2 million items are available either on-site or via delivery at no charge. Additional library services include online access to materials (images, books and journal articles), computer research stations and interlibrary loans for external materials.

Assistance using library resources and services can always be found by request at the Library office or the Visual Resources Collection. Individual appointments can be made for more personalized library research assistance.

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); and,
- 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. Additionally, there are seven studio darkrooms for colour printing, serviced by a 30 inch processor. Students enrolled in advanced photography courses are given generous access and support. In addition to a lighting studio equipped with both electronic flash and tungsten lighting systems, the department has both copy and print finishing areas. We circulate a comprehensive selection of equipment relating to course activities. The department also operates a Digital Imaging Studio equipped with 16 Macintosh computers where experienced students have access to sophisticated scanning and printing devices.

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. It also serves as a student and alumni-led enterprise, producing lines of letterpress products for sale from its storefront, as well as contract work for clients from inside and outside of the NSCAD community. As a business, the Dawson Printshop offers students entrepreneurial opportunities to engage with real-world clients and market their art and design work to a broad public.

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 formally 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.

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	Deadline
April	October 30
August	February 15
December	February 15

COURSE LOAD

The normal maximum course load is 15 credits per semester. Students who wish to take and 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 encouraged 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 and 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 to ensure they choose courses correctly for graduation at least one year prior to their anticipated graduation. Students must also submit an Application to Graduate by the applicable dates for each graduating semester.

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

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 accumulate 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 NSCAD 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-enrol in NSCAD. A student placed on Academic Probation is not eligible to receive a Letter of Permission to 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 enrol in any credit course at NSCAD 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 after the semester in which the dismissal occurred. A student wishing reinstatement must present a request, in writing, to the Vice President (Academic) or designate outlining the reasons why such reinstatement should be considered.

REQUEST FOR REINSTATEMENT FOLLOWING ACADEMIC DISMISSAL

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

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 RECORDED 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 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 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.

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.

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)

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 check”.

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.

Students must submit an application to graduate by the published deadline to be considered for graduation.

Application to Graduate Deadlines:

Degree Completion Month

April
August
December

Deadline

October 30
February 15
February 15

Degree Conferral Dates:

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

Parchment Replacement

To replace a lost parchment, an official letter from a lawyer or a notary public to verify that the parchment has been lost 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.

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.

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**.

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.

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)

Fees may be payable to either NSCAD or the other university, depending on course load. Please consult the Student Accounts Office.

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 NSCAD.

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.

PLAGIARISM

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.

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, are completed as Off Campus Study or Exchange Study, or are completed on a letter of permission at a non-local university

are considered to be non-resident credits. Seventy-five (75) credits is the maximum number of non-resident credits a student may apply toward a degree program 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 CONDUCT

It is assumed that all students at NSCAD University will conduct themselves in a manner that will be consistent with the maturity and integrity expected of university students. Student conduct shall be consistent with general laws of the community and with university regulations. Students shall show regard and respect for the rights and the safety of all members of the NSCAD community and shall act in a responsible manner within and outside NSCAD.

NSCAD may take disciplinary action up to and including temporary or permanent dismissal from a course or program of study if it determines that a student's conduct contravenes the above guidelines. No refund of fees will be made to a student who loses credit(s) because of being required to withdraw or who is dismissed or suspended from any course or program in which he or she has registered at NSCAD.

If a student's conduct is such that disciplinary action appears to be warranted, the President's Advisory Committee on Disciplinary Matters will meet to review the conduct, and recommend action to the President. In a situation where there is a perceived risk such that immediate action is required, the President may suspend the student for not more than seven days, pending the meeting of the Advisory Committee on Disciplinary Matters. The student will be given the opportunity to appear before and/or make written submissions to the President's Advisory Committee prior to the Committee's making its recommendation to the President. For further information in regard to disciplinary matters and proceedings, individuals should contact the Dean.

For further details on the **Code of Student Rights and Responsibilities** (pending) please check the NSCAD website.

STUDENT INFORMATION: COLLECTION AND RELEASE

Universities in Nova Scotia come under the jurisdiction of the Nova Scotia Freedom of Information and Protection of Privacy Act. The act gives individuals rights regarding access to their own personal information and limits the release of such information to others. Personal information may not be released to third parties without the written consent of the individual.

Notwithstanding the above, the Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. Statistics Canada is the national statistical agency. As such, it carries out hundreds of surveys each year on a wide range of matters, including education.

It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at post-secondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand outcomes. The information can be used only for statistical purposes, and the confidentiality provisions of

the Statistics Act prevent the information from being released in any way that would identify an individual student.

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. From time to time, phone surveys will be conducted by contacting individuals directly for follow-up information, primarily after graduation.

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>.

NSCAD's Policy on Release of Student Information adheres to both provincial and federal freedom of information and protection of privacy legislation.

Release of Information to University Relations and to SUNSCAD

NSCAD provides annually the names and contact information of all students who graduate that year to the Office of University Relations. Graduates who do not wish to receive information from NSCAD university should contact the Office of University Relations.

NSCAD provides annually the addresses and birthdates of all students registered at NSCAD for that year to the Student Union (SUNSCAD) for the purposes of the administration of the Student Health Plan. 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.

Release of Information by Court Order

Information will be released without the individual's consent in compliance with a judicial order or subpoena.

Copies of the Policy on Release of Student Information are available in the Office of Student and Academic Services and on the NSCAD website.

A complete copy of the Nova Scotia Freedom of Information and Protection of Privacy Act is available at <http://www.gov.ns.ca/govt/foi/act>.

For further information regarding NSCAD's policies on privacy and release of information, please see the NSCAD website.

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.

NSCAD POLICY ON 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 which 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 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.

UNIVERSITY REGULATIONS

UNIVERSITY 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 NSCAD community, and to take 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.

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 concerns, 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 extra-academic 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 about the programs of 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 the extra-academic 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, although payment on part-time loans begins one month after the loan is negotiated. 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) or other 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 supplementary 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 the date when 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. NSCAD also has been recognized by the U.S. Veterans Administration as an eligible institution. 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 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 and who can verify forthcoming funds. Travel subsidies are also available in the Fall and Winter semesters 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.

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 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 planning services and vocational counselling

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

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.

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>

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: Monday/Wednesday/Friday 8:30am –noon and 1-4pm
Tuesday/Thursday 8:30 – noon 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
279 Herring Cove Rd.
902-477-0628

STUDENT HEALTH PLAN

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 and 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 requirements at www.health.ca by January 31st at the latest. Opting out of the plan 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.

International Students: Mandatory Health Insurance

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.

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 they apply for MSI coverage or not. 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.

STUDENT ID CARDS

Students registered at NSCAD are each provided with a photo ID card. New students should obtain these ID cards when they first enter NSCAD. These cards enable 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 - To use the U-Pass students must also show their ID card
- 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 student 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 this permit to study to the Office of Student and Academic Services before they begin classes at NSCAD.

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.

• 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.

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. Should international students encounter problems with immigration once they are in Canada, they should contact the Office of Student and Academic Services immediately.

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.

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.

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; and
- coordinates those further activities that are conducive to the above-named purposes

The SUNSCAD council is made up of three bodies: the Executive, the Departmental Representatives, and the Constituency Group Representatives. The Executive is responsible for the operation of the Union; represents the Union on most governing boards and committees of NSCAD, and represents the NSCAD student community on the provincial and national bodies of the Canadian Federation of Students. 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 to April and is available in the student union (SUNSCAD) office to full time students.

EXTENDED STUDIES

The School of Extended Studies, formerly called the Division of Continuing Studies, has a long and distinguished history of offering noncredit courses for the public. Over the years and based on public demand, the school has added a variety of programs and currently offers each semester more than fifty noncredit studio-based and audit lecture courses for individuals 16 years and older. Saturday classes for children and Saturday and summer teen art studios familiarize children and teens with skills and concepts essential to the visual arts.

Noncredit programs have no admission requirements, but prerequisites must be met for some courses. Many non-credit courses are suitable for those who are building an art portfolio for university admissions.

Extended Studies noncredit course descriptions, schedules and other information are published prior to the beginning of each semester and are available from the Extended Studies office, by telephoning (902) 494-8185, or visiting the NSCAD website. Early registration is recommended to avoid disappointment.

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

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)

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
- 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
- University of Ulsan, Ulsan, Korea
- Wimbledon School of Art, England

Financial Considerations for Off Campus Study

Financial aid for students participating in full-time Off Campus study is available from the Effie May Ross Scholarship Fund, the Billy Peters Memorial Fund, the William Souter Memorial Fund, the Pattie Snow-Parker Memorial Fund, the Leroy and Marguerite Zwicker Fund and the Roloff Benny Photography Scholarship Fund. The Office of Student and Academic Services administers applications for these funds.

Students expecting to apply for financial assistance through the Canada Study Loan Program or the Quebec Student Loan Program or other provincial loan programs during their period of off campus study should consult the Director of Financial Aid and Student Counselling prior to making a loan application. Some provincial loan agencies recognize exceptional expenses for such programs of study. Other provincial loan agencies will not provide financial assistance to students pursuing programs outside Canada.

Students may wish to consult the Student Union Office about opt-out eligibility during their exchange semester. Contact (902) 494-8127.

Courses at Local Institutions (Letter of Permission)

See section on Letters of Permission

WORLD TRAVEL PROGRAM

The World Travel Program offers students a unique opportunity to study some of the world's most important works of art within the context of their original cultural settings, providing an incomparable hands-on learning experience. During the World Travel Program, students may register for the courses World Travel Studio Project or World Travel Research Project, which will allow them to gain university credit while participating in an organized tour of a specific area of the world. Students will study the visual arts on-site in major cultural centres and can gain either studio credit or liberal art credit, or both, for this period of study.

ACADEMIC PROGRAMS

NSCAD reserves the right to limit enrolment in any program. 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.

SUMMER PRE-UNIVERSITY CREDIT STUDY

NSCAD University offers a Summer Pre-University Credit Study program for selected high school students who are interested in completing a challenging university-level visual arts studio course, prior to high school graduation. Students with an interest in the visual arts and who are entering Grade 12 the following fall are eligible to apply to the program. Admitted students may register in one Foundation-level summer studio course.

Program admission is limited. Applicants must demonstrate a commitment to visual arts study through an application process and be in excellent academic standing in their schools (3.0 GPA or greater). In order to be considered, completed applications must be received by Admissions by April 15. Application requirements and a downloadable application form are available on the NSCAD website.

UNDERGRADUATE STUDIES

NSCAD University offers four-year undergraduate programs leading to the Bachelor of Arts, the Bachelor of Fine Arts, and the Bachelor of Design.

DEGREE PROGRAMS

The **Bachelor of Arts** is a limited entry program that currently offers a Major in Art History.

The **Bachelor of Design** is a general admission program that offers a Major in Interdisciplinary Design.

The **Bachelor of Fine Arts** (Interdisciplinary) is a general admission program and does not require a student to declare a major. A number of Major programs are also available through the Bachelor of Fine Arts in the following areas:

Ceramics

Film

Fine Art

Jewellery Design and Metalsmithing

Intermedia

Photography

Textiles

MINOR PROGRAMS

All minor programs require 24 credits of course work. Students may apply for minor programs only after admission to a major program.

The minor programs available to students in the Bachelor of Fine Arts (Interdisciplinary) non-major program are the Minor in Art History and the Minor in Film Studies.

Minor programs available are:

Art History

Ceramics

Drawing

Fashion

Film Studies (in cooperation with the Metro Halifax Universities Consortium)

Jewellery Design and Metalsmithing

Textiles

MAJOR PROGRAMS

The degrees offered by NSCAD allow students to concentrate a major component of their studies within a chosen area of interest. The Bachelor of Fine Arts (BFA) has seven Major options. The major programs require that students complete at least 42 credits of course work in their major area of study.

The only BFA degree program that does not require students to choose a major program of study is Bachelor of Fine Arts (Interdisciplinary). Students may declare minors only after admission to a Major program.

DOUBLE MAJORS

Double majors may be completed within the Bachelor of Fine Arts degree program. The requirements for both major programs must be completed prior to graduation in order for the double major to be awarded. Students are not permitted to pursue double majors between two different degree programs (i.e. between a BFA and BA/BDes etc). Students whose interests lie in two different degree programs may pursue double degrees (see section on Additional Degrees).

ADDITIONAL DEGREES AND DOUBLE DEGREES

Students may not earn more than one NSCAD degree with the same title. Students who are pursuing more than one undergraduate degree from NSCAD may apply a maximum of 75 credits from their first degree toward their second degree.

POST-BACCALAUREATE CERTIFICATES

VISUAL ARTS CERTIFICATE FOR TEACHERS

This 30-credit certificate program meets Nova Scotia provincial requirements for one level of Advanced Teacher Certification. The program is designed for all teachers interested in strengthening their knowledge of the visual arts for integration into their teaching practices. Art Specialist teachers will upgrade their studio skills and further their knowledge of contemporary visual arts issues. Non-Art Specialist teachers will gain an understanding of art making, its application to the classroom and the role of the visual arts in contemporary culture.

VISUAL ARTS CERTIFICATE IN STUDIO

Individuals who have earned a visual arts degree (BFA, MFA or equivalent) in fine arts, media arts, craft or design will continue their exploration of visual art processes through concentrated study in one studio discipline in which no more than twelve (12) credits were earned during their degree work. After successful completion of all course work, these individuals will earn the **Visual Arts Certificate in Studio: [Discipline]**. Individuals with a degree other than in the visual arts have an opportunity to earn the **Visual Arts Certificate in Studio: General Practice**. These individuals will develop observational and other critical visual arts skills while gaining a better understanding of visual arts theory and practice.

MSVU B.ED. (SECONDARY & ELEMENTARY)

This program is a two year degree program offered by Mount Saint Vincent University. Admission to the program requires a first degree in visual arts. The description of how NSCAD's BFA (Interdisciplinary) can prepare students for the B.Ed. is given in the BFA (Interdisciplinary) section of this calendar. Information on admission to the BEd may be obtained through Mount Saint Vincent at (902) 457-6128 or msvu.ca.

FOUNDATION YEAR

Foundation Requirement

NSCAD requires that all degree students complete two semesters of Foundation studies which are designed to introduce the practices, principles, approaches, and issues of art, craft, and design. The Foundation year consists of two semesters of course work totaling 30 credits. This includes 15 credits of required courses (9 credits of studio courses and 6 credits of LAS courses), and 15 credits of selected studio courses (6 credits of fundamentals and 9 credits of studio practice).

15 credits of required courses must include:

9 credits of Studio Courses

Introduction to Studio Practice (FNDN 1010) 3 credits

Foundation Drawing 1 (FNDN 1100) 3 credits

Foundation Drawing 2 (FNDN 1600) 3 credits

6 credits of LAS Courses (Liberal Arts)

Introduction to Visual Culture (FNDN 1200) 3 credits

Writing for the Arts (FNDN 1800) 3 credits

The LAS courses may be taken in either order. Students who expect to have Writing for the Arts waived through transfer of the English Requirement will be expected to complete Intro to Visual Culture during their first semester in the Foundation Program, so that they can proceed on to an art history course or other liberal arts course during their second semester.

15 credits of selected Studio courses are chosen from the following categories:

Three courses (9 credits) of Studio Practice selected from the following:

Studio Practice: Film (FNDN 1410) 3 credits

Studio Practice: Intermedia (FNDN 1420) 3 credits

Studio Practice: Modelled Forms (FNDN 1430) 3 credits

Studio Practice: Constructed Forms (FNDN 1440) 3 credits

Studio Practice: Design (FNDN 1450) 3 credits

Studio Practice: Paint/Print (FNDN 1460) 3 credits

Two courses (6 credits) of fundamentals are selected from the following five courses:

Foundation Photography (FNDN 1310) 3 credits

Foundation Video (FNDN 1330) 3 credits

Foundation Wood/Metal (FNDN 1340) 3 credits

Foundation Computer (FNDN 1350) 3 credits

Foundation Movement Art (FNDN 1360) 3 credits

SUMMARY OF FOUNDATION YEAR: SAMPLE

Semester 1	Semester 2
Introduction to Studio Practice FNDN 1010 (3 studio credits) One 3-credit course selected from FNDN 1400 Studio Practice options (3 studio credits) Choice of: Intruction to Visual Culture FNDN 1200 or Writing for the Arts FNDN 1800 (3 LAS credits) Foundation Drawing 1 FNDN 1100 (3 studio credits) One 3-credit course selected from the fundamental options 3 studio credits	Two 3-credit courses selected from the FNDN 1400 Studio Practice options (6 studio credits) Choice of Introduction to Visual Culture FNDN 1200 or Writing for the Arts FNDN 1800 (3 LAS credits) Foundation Drawing 2 FNDN 1600 3 studio credits One 3-credit course selected from the Fundamental options (3 studio credits)
Total = 15 credits (12 studio + 3 LAS)	Total = 15 credits (12 studio + 3 LAS)
Total Foundation Requirement = 30 credits (24 Studio + 6 LAS)	

NOTE: Students intending to declare a Major Program should note that the following Foundation courses are required for entry to those programs, and should be taken during Foundation Year.

BDes

FNDN 1450 Studio Practice: Design (3)
FNDN 1350 Foundation Computer (3)
BFA (Film):
FNDN 1330 Foundation Video (3)
BFA (Intermedia): 2 of
FNDN 1310 Foundation Photography (3)
FNDN 1330 Foundation Video (3)
FNDN 1350 Foundation Computer (3)
BFA (Photography):
FNDN 1310 Foundation Photography (3)
FNDN 1350 Foundation Computer (3)

GENERAL REQUIREMENTS FOR UNDERGRADUATE DEGREES

Completion of an Undergraduate Degree at NSCAD requires the following:

- A total of 120 credits
- A combination of studio and LAS credits, as specified by the degree program.
- 75 credits at the 2000 level or higher, including 30 credits at the 3000 level or higher.
- 45 credits must be earned with NSCAD courses. Of these, 30 credits must be completed within the last two years of study.
- 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.
- Fulfillment of the Writing Requirement
- Completion of Foundation studies (or equivalent)
- In addition to the general NSCAD degree requirements, each degree and major/ minor program has specific requirements.

Course Type Requirement

The degree programs at NSCAD are designed to provide a balance of theory and practice. Courses offer credits either as studio (S) credits or as liberal arts and science (LAS) credits. All degrees require a total of 120 credits, which must include a combination of studio and LAS credits, as specified by the degree program.

Students may also take courses for open (O) choice credits. Open choice credits may come from any category of course work (including studio, LAS, and unclassified transfer credits).

Studio Courses (S)

Studio courses focus principally on the production of art, craft and/or design, through studio practice and related theory.

Liberal Arts and Science Courses (LAS)

Liberal Arts and Science courses focus principally on the written and verbal analysis and interpretation of historical and/or contemporary cultural materials.

Course Type Designations

S = Studio courses

LAS = Liberal Arts and Science courses

E = Education courses

G = Graduate courses

O = Open courses

Repeated Courses

Courses that have been successfully passed may not be repeated for credit, except for Independent Study.

Course Level Requirement

Courses are offered at varying levels of complexity, as indicated by the course code. The course levels range from 1000 to 4000.

1000 Foundation Level

2000 Introductory Level

3000 Intermediate Level

4000 Advanced / Senior Level

Students are expected to complete courses at increasing levels of difficulty in each program of study. All NSCAD degrees require the completion of courses at advanced levels of study. Students are required to complete at least 75 credits at the 2000 level or above; which must include 30 credits at the 3000 level or above.

PREREQUISITES

All courses above the 1000 level require completion of course prerequisites. In order to take LAS courses at the 2000 level or higher, students must complete the Writing Requirement.

Students are responsible for ensuring they have met all necessary prerequisites.

FOUNDATION REQUIREMENT

NSCAD provides beginning students with two semesters of Foundation studies, which offer a broad base of experience and knowledge in the visual arts. The Foundation year is the prerequisite to further study. Foundation courses introduce students to the visual vocabulary, practical skills, and critical thinking that is fundamental to art, craft, and design. Students encounter a range of ideas, approaches, materials, and tools.

Waivers of the Foundation requirement may be extended to students with equivalent experiences. Students seeking waivers from Foundation courses may enquire through the Foundation Office.

AREAS OF STUDY

NSCAD offers a wide range of courses at the undergraduate level, within six main areas of study:

Historical and Critical Studies

Art Education

Art History

Critical Studies

English

Film Studies (Film History)

Craft

Ceramics

Jewellery Design and Metalsmithing

Textiles and Fashion

Design

Interdisciplinary Design

Communication Design

Product Design

Fine Art

Drawing

Painting

Printmaking

Sculpture

Foundation

Media Arts

Film

Media Arts

Photography

HISTORICAL AND CRITICAL STUDIES

Art Education (EDAR)

The Historical and Critical Studies Division offers courses in art education that contribute to the breadth of course offerings available to NSCAD students in undergraduate degree programs and in the Visual Arts Certificate for Teachers. Some of these courses are specifically offered as part of an agreement that NSCAD has with Mount Saint Vincent University's Bachelor of Education degree program. These courses support a second teachable option that is available to eligible students in the BEd program.

Art History (AHIS)

The Art History program offers NSCAD students an opportunity to focus on historical, theoretical, and critical approaches to the study of art, architecture, craft, and design, while they are developing a strong studio practice. While the emphasis of the Art History program is on Western art of the 19th and 20th centuries, there are opportunities to look at non-Western art and to engage in the critical discourse that surrounds the production of art.

Critical Studies (CSTU)

Courses in Critical Studies range from social criticism to semiotics. An interdisciplinary subject drawing on contributions from throughout NSCAD, Critical Studies encourages critical analysis of the visual realm.

English (ENGL)

NSCAD offers a series of courses to assist students in developing writing and analysis skills important for their success as artists, craftspersons, and designers.

Film Studies (FILM)

Courses in film studies are offered both through the art history offerings of NSCAD and through courses offered by the other universities that are part of the Metro Consortium Universities. The Minor in Film Studies is available to students in the BA and BFA

programs within this consortium. Further information is available at hxfilm.textstyle.ca

CRAFT

Ceramics (CERM)

The Ceramics program is designed to develop an understanding of vessel, sculptural and architectural ceramics, as well as of materials, process and techniques. An awareness of historical and contemporary issues in ceramics and the acquisition of particular skills enable students to develop an informed perspective on their work.

Jewellery Design and Metalsmithing (JWLY)

Jewellery Design and Metalsmithing are experiencing a renaissance of diverse creative approaches. A wide variety of concepts and philosophies affect the work, while critical discussions about content and form create a new language of metal. The program offers a broadly based metals education, including studies of art jewellery, holloware, product design and metal business practice. Design and technical projects emphasize problem-solving. From basic skills development, students go on to explore advanced technical procedures and to develop design ideas.

Textiles (TEXT)

The Textiles program introduces students to the diverse field of textiles, which encompasses art, science and technology. Students master the basic techniques and design skills involved in the textile traditions of weaving, dyeing, and printing. Students will examine the relationship between materials, processes, and the maker, as well as the critical role that textiles have played in world cultures.

Fashion (TEXT)

Fashion courses at NSCAD offer students a balanced curriculum through which to develop skills and knowledge related to imaginative design and technical proficiency. The fashion curriculum explores issues and meaning of fashion and body covering within the intensive study of the conceptualization, production and embellishment of cloth and other materials. The resulting product will have application to the development of individual garments, costuming for film, theater and dance, wearable art and haute couture. A Minor in Fashion is available.

Interdisciplinary Craft (CRFT)

Interdisciplinary Craft courses allow students to explore a diverse range of craft concerns from an interdisciplinary approach. Such courses also include Book Arts, Summer Workshops and Entrepreneurship (listed as PROD). These courses also provide senior level students with the opportunity for independent study and internship placements.

DESIGN (DSGN / CMDS / PROD)

Design covers a range of services and products that fuse human factors, technology and aesthetics with a general emphasis toward message presentation. The profession calls for skills that include visualization techniques, drawing, typography, photography, analytical and imaginative thinking, and an understanding of production processes.

The Design Division offers a Bachelor of Design, Major in Interdisciplinary Design. The **Major in Interdisciplinary Design** is a general program that emphasizes design process and problem-solving in a range of design-related fields, such as interactive design, three-dimensional design and print media.

FINE ART

The principal courses offered by the Fine Art Division are in the areas of drawing, painting, printmaking, and sculpture. The department is concerned with a variety of approaches to art-making. The faculty members represent diverse backgrounds and offer a wide range of skills, information and opinion from which students can begin to form and articulate an awareness of the historical and conceptual roots of their work. Students develop their technical and critical skills and progress to advanced levels of indepen-

dent study. Facilities available include painting, printmaking and sculpture studios, and metal and wood shops.

Drawing (DRAW)

NSCAD's Drawing program is an interdisciplinary curriculum, offering approaches from art, craft, and design.

Painting (PNTG)

Visual phenomena are constructed through exploration of the diverse languages of paint and related materials.

Printmaking (PRTM)

Lithography and intaglio constitute the primary printmaking media in which this area offers instruction. However, summer courses are offered in basic relief and screenprinting. The aim is to provide students with first-hand printmaking experience that can be developed in advanced course work.

Sculpture (SCLP)

Sculpture courses provide an opportunity to articulate experience through the material world. Ideas manifested in form is a key concern.

FOUNDATION (FNDN)

Students entering studies in art, craft, and design for the first time are introduced to studio practice, fundamental skills, and liberal arts studies in their first semesters of study at NSCAD.

INTERDISCIPLINARY FINE AND MEDIA ARTS (ARTS)

Interdisciplinary Fine Arts courses allow students to explore a diverse range of visual arts concerns from an interdisciplinary approach. These courses also provide senior level students with the opportunity for independent study and internship placements.

MEDIA ARTS

The principal courses offered by the Media Arts Division are in the areas of film, installation, photography, and video. The division is concerned with a variety of approaches to art-making. The faculty members represent diverse backgrounds and offer a wide range of skills, information and opinion from which students can begin to form and articulate an awareness of the historical and conceptual roots of their work. Students develop their technical and critical skills and progress to advanced levels of independent study. Facilities available include multimedia facilities, photography labs, and studio spaces.

Film (FILM)

The Film program offers students an opportunity to explore the practice, history, theory and analysis of film production and film art. The program combines extensive course options in film production techniques with an academic overview to the history and theory of film arts. The film program provides students with a broad understanding of the film production process, as well as the opportunity to develop their own projects.

Media Arts (MDIA)

Media Arts brings together video, film, intermedia, and performance courses to offer students an intense educational experience.

Photography (PHOT)

Students may structure their studies around a program of photography courses that involves the practice and study of contemporary photography. Students who complete Foundation Photography (FNDN 1320) acquire access to the darkroom and equipment services of the photography department during their enrolment at NSCAD.

UNDERGRADUATE ADMISSIONS

Admission to NSCAD University is based on evidence of reasonable maturity, interest in working within the programs of NSCAD, and ability to benefit from the offerings of NSCAD as determined by the Admissions Committee. In making a determination on admission to NSCAD, the Admissions Committee will consider pertinent material that an applicant wishes to submit in addition to those required materials listed in this document. The Admissions Committee is the sole judge of decisions regarding admission.

NSCAD offers full-time programs of study during each of three semesters beginning in September, January and May. Successful first-year applicants who study full-time may begin the Foundation Program in September and a limited number of spaces are available for students who wish to begin in January. Accepted Advanced Standing applicants may begin studies in either the September or January semester. Students may continue their studies during the summer semester.

Applicants should note the following application deadlines, by which dates all application materials must be received. Applicants are encouraged to apply early.

APPLICATION DEADLINES

September Entry

Foundation Program:

- Early decision/scholarship consideration: March 15
- Final Deadline: May 15

Advanced Standing: February 15

January Entry

Advanced Standing: October 1

Foundation Program (limited): October 15

Applicants should note that if any of the above dates falls on a weekend or holiday, the deadline is considered to be the next business day after the date noted here.

APPLICATION CATEGORIES

Four application categories are described below. Please apply for the correct category. If you have any questions, please contact Admissions at (902) 494 -8259, 1 888 444- 5989 (toll free) or admissions@nscad.ca.

1. Foundation Program

Applicants who have completed, or expect to complete high school by year end; or have attended a post-secondary institution or university but have not studied visual arts at the post-secondary level; or have completed less than one full year of visual arts study at the post-secondary level, should apply to the Foundation Program.

1A. Advanced Placement Admissions

Successful applicants to NSCAD who have achieved a final grade of 4 or better in selected Advanced Placement courses will receive university credits as indicated below:

AP Course	NSCAD Course	Credits
Art History	FNDN 1200 and AHIS 2000 elective	6
Art (Studio) Drawing	FNDN 1100 FNDN 1600	6
Art (Studio) General	FNDN 1010 FNDN 1400 selection	6
General	FNDN 1400 selection	6
English Language & Composition	FNDN 1800; LAS 1000 level credits; and Writing Requirement	6

AP	NSCAD Course	Credits
English Literature and Composition	FNDN 1800; LAS 1000 level credits; and Writing Requirement	6
Spanish Language	LAS 1000 level credits	6

Courses not listed here may be given additional unassigned (general LAS or Open electives) credit to a maximum of 15 credits. The maximum transfer credits awarded to an applicant for Advanced Placement is 30 credits. If a student is eligible for transfer credit for an Advanced Placement course, s/he may decline the credit and complete the equivalent NSCAD course.

1B. International Baccalaureate Admissions

Successful applicants to NSCAD who have achieved a final grade of 5 or better will receive university credits as indicated below:

IB Course	NSCAD Course	Credits
Visual Arts higher level	FNDN 1000	6
Language (English) A1 higher level	FNDN 1800; credits of LAS 1000 level; and English Requirement	6
Spanish A or B higher level	LAS 1000 level credits	6

Courses not listed here may be given additional unassigned (general LAS or Open electives) credit to a maximum of 15 credits.

The maximum transfer credit awarded to an IB Diploma recipient is 24 credits. If a student is eligible for transfer credit for an Advanced Placement course, s/he may decline the credit and complete the equivalent NSCAD course.

1C. Mature Applicants

A mature applicant is someone who:

- is at least 22 years of age
- has never been enrolled in a full-time post-secondary institution
- has been out of school for three years or longer
- may or may not have graduated from high school

If reasonably possible, mature applicants are required to submit all official academic records of previous secondary and post-secondary study. Mature applicants must also request that two letters of recommendation be submitted on their behalf.

Mature applicants are considered on a case-by-case basis and may not be held to the exact academic requirements stated in this material. Mature applicants should apply to the Foundation Program.

2. Advanced Standing in Fine and Media Arts, Craft, and Design

Applicants who have successfully completed at least equivalent to that of NSCAD's Foundation Program at another post-secondary institution course work may apply under this category. An applicant who is currently completing the first year of a visual arts program should apply at the Foundation Program level. The Admissions Committee will determine if advanced standing is appropriate.

3. Visiting or Exchange

Students from other universities or degree-granting institutions may apply to take courses at NSCAD for credit at the student's home institution under the Visiting Student category.

Visiting students from universities outside the metropolitan area may apply to take a semester or year of course work at NSCAD for credit at their home institution. These students must apply through the normal application procedures, while also present-

ing a Letter of Permission from the Registrar, Dean, or program supervisor of the home institution authorizing a particular program of study. Such applicants should consult NSCAD's Director of Admissions and Enrolment Services regarding their proposed course selection. NSCAD will make every reasonable effort to accommodate the course selections of Visiting Students on a Letter of Permission, but in no case can guarantee a particular selection.

Exchange applicants must be registered at an institution with which NSCAD has a formal exchange agreement and must apply through the appropriate official at their home institution. Applicants should consult the timetable for the semester(s) during which they wish to enrol normally available on NSCAD's website at nscad.ca.

4. Non-degree Students

A Non-Degree Student is an individual who takes a course for credit but who has not been formally admitted to a NSCAD degree program. To be eligible to register as a non degree credit student, an individual must have successfully completed high school or equivalent or qualify for mature student status. Prospective Non-Degree Students should contact the Admissions Office. Such applicants should consult NSCAD's Director of Admissions and Enrolment Services regarding their proposed course selection.

REQUIRED APPLICATION MATERIALS AND DOCUMENTATION

1. Application Form

An application form must be filled out completely on both sides, signed and dated.

2. Admissions Essay

Applicants are asked to state in a brief essay of one typed page their reasons for wanting to attend NSCAD University. Applicants should discuss the experiences they bring to NSCAD or the reasons that have led them to apply. They may also discuss the skills and information that they hope to gain, and explain their ideas of what an education from NSCAD can offer and to what this education might lead.

3. Academic Record/Transcript

An academic record of current and previous studies is required from all candidates for admission. Students who are currently enrolled in programs should assure that either the transcript indicates courses "in progress", or that they include with their application a copy of their current course enrolment. Mature applicants should provide an academic record or GED results if they are reasonably available.

All transcripts must be official. To be official, a transcript must be received directly from the issuing institution. Transcripts may be faxed by an institution to meet the deadline; however, the original copies must follow by mail.

High School Applicants

Applicants currently completing high school must submit a record of all studies from at least Grade 10 onward. These transcripts should include at least mid-term or first semester grades for the graduating year. All high school applicants must have completed Grade 12 (or the highest grade level required for secondary graduation) with an average of 65% or higher including a minimum grade of 70% in Grade 12 English.

Ontario high school applicants must have completed grade 12 with an overall average of 65% or higher including any combination of 6 OAC, Grade 12 U (university), or 12 M (university/college) courses including a minimum grade of 70% in a Grade 12 U or OAC English.

Quebec College d'Enseignement General et Professionnel (CEGEP) applicants must have completed at least one full year of a Diplome d'etudes collegiales (DEC) with an overall average of 65% or higher. CEGEP students who have completed a two-year Diplome d'etudes collegiales (DEC) will be considered for up to one full year of transfer credit. Quebec Grade 12 applicants must

have an overall average of 65% or higher including a minimum grade of 70% in Grade 12 English. CEGEP students who have not had English courses at CEGEP must have received a grade of 70% or higher in their final year of high school English.

For those individuals studying toward the General Certificate of Education or the General Certificate of Secondary Education (e.g. in the United Kingdom, West Indies, Bermuda, East and West Africa, Hong Kong), NSCAD requires a minimum of two subjects at the Advanced 'A' Level and three subjects at the Ordinary 'O' Level, with an overall average of "C" and no subject below a "D" grade. Two Advanced Standard (AS) Level courses may be used in place of one Advanced Level course.

Post-Secondary Applicants

Applicants who have completed previous post-secondary studies must submit all records of these studies. Applicants currently completing course work should submit transcripts covering all periods of study up to the last completed period. If an applicant is enrolled in course work, but no other final results are available, s/he may submit interim transcripts that include either mid-term results or a listing of the courses in which s/he is enrolled.

Applicants who have been dismissed from NSCAD or another post-secondary institution for academic reasons will not be eligible for admission to NSCAD for a minimum period of 12 months from the date of their Academic Dismissal.

International Applicants

International applicants must have completed high school graduation requirements equivalent to those required for Canadian applicants. Applicants whose language of instruction either in high school or at the post-secondary level is not in English must submit a test of English as a second language. International applicants for whom English is a second language must submit evidence of their ability to carry on studies in English. This evidence must be provided through one of the following:

- Test of English as a Foreign Language (TOEFL): 575 (paper), 233 (computer), or 90 - 91 (internet) [*NSCAD's TOEFL institution code: 3265*]
- International English Language Testing System (IELTS): 6.5
- Michigan Examination (MELAB): 80
- CanTEST (Saint Mary's University): 4.5
- Canadian Academic English Language Assessment (CAEL): 70

These test results must be sent directly from the testing service to NSCAD University, Admissions Office, to be considered valid. No offer of admission will be made until such scores are received.

The East Coast School of Languages (ECSL) in Halifax has partnered with NSCAD to provide training in English as a second language (ESL) and English for Academic Purposes (EAP). Applicants may be conditionally accepted to NSCAD degree programs pending successful completion of EAP at ECSL. Students who successfully complete EAP at ECSL do not have to submit a test of English as a second language to NSCAD for admission to NSCAD.

East Coast School of Languages
1526 Dresden Row
Halifax NS B3J 3K3
902 491 1526 TEL
ecslcanada.com

After admission to NSCAD, international students will be required to complete the English Requirement, which is a degree requirement and must be completed by all students at NSCAD.

Student Authorization (Visa)

Applicants who are not Canadian citizens, landed immigrants, or a dependant of a diplomat accredited to Canada and plan to study at NSCAD for longer than four months must obtain a student authorization to study in Canada prior to entering NSCAD. An inter-

national student will not be permitted to attend classes without an approved authorization to study. The authorization to study must clearly indicate that the student has permission to study either at NSCAD University or at a post-secondary Canadian institution. International students must present a copy of their student visa to the Office of Student and Academic Services prior to their entry to classes.

International students may not transfer from one Canadian institution to another without first obtaining an updated student authorization. Please contact the nearest Canadian Consulate, Embassy or Visa Office, or visit the government website at cic.gc.ca

4. Letters of Recommendation

Letters of recommendation are required for:

- applicants who have been out of school for more than three (3) years.
- mature applicants (at least 22 years of age)

5. Visual Submissions

Visual submissions are required for all applicants.

Foundation Program applicants must submit the required projects noted in the section The Foundation Portfolio.

Advanced applicants must submit their work in slide form (digital or analog), to a maximum of 20 slides. The work may be of their choice, but must be recent work. Submission instructions are given in the section *How To Submit?*

6. Application Fee

A non-refundable application fee of \$50.00 is required and must accompany the application. Only cheques or money orders should be submitted. Do not submit cash.

SUBMISSION OF APPLICATION MATERIALS

When to Submit?

The application deadlines noted in this publication should be understood as final deadlines by which complete applications must be received. All materials for an application--admissions form, admissions statement, transcripts (final or interim, whichever available), and visual submissions--must be received by that date. Only complete applications will be reviewed by the Admissions Committee. Incomplete submissions will delay review. Applicants are strongly urged to apply early. Reviews are conducted on a first received, first reviewed basis. Because of the often large number of applications submitted, each application is dated when complete and logged for consideration in chronological order. With this in mind, applicants are advised to complete their applications well in advance of the final deadline. With a limited number of spaces and a large number of applicants, all available spaces for a particular entry time may be allotted before the later applicants are considered. Nevertheless, all complete applications received by the deadline will be reviewed, and, if accepted and space is not available for the entry time applied for, will be offered admission to a later entry time.

Applications that are not complete by the deadline will be held for completion and inclusion with those submitted for the next entry time. Applicants with incomplete files or submitting materials too late for the review will be notified by NSCAD.

Application form, admissions essay, and copies of transcripts should be clearly designated and separated from the visual submissions.

How to Submit?

All work must be clearly labeled with applicant's name and project number if applicable.

Restrictions on Submissions

- No work should be submitted in its original form; only photographic documentation (digital or analog slides) of work should be submitted. The only exception may be submission of the sketchbook/journal as required in Foundation Project 1. Documenting such an item can be a challenge, therefore we welcome this piece in its original form or represented in a series of slides.
- Slides must be identified with your name and a number that corresponds to a typed list of works that includes your name at the top and, for each slide: Title, Dimensions, Media, Date.
- Analog slides must be submitted in standard 8.5" × 11" plastic slide sleeves available at most art, photo or stationery supply stores. Do not submit slides in a carousel or box.
- Digital slides may be presented on CD or DVD as individual files, slide show, PowerPoint or Acrobat document. Keep file sizes small; images should be no larger than 600×800dpi, resolution should be no greater than 100ppi.
- Time-based pieces (video, audio, interactive applications or film) should be submitted on VHS (NTSC) cued to the appropriate starting point, DVD or CD. Where applicable, works should not exceed 5 minutes each. DVD and CD formats are preferred.
- Submit your work in a format that best represents the work. Ensure that computer discs are readable on a variety of computers. Check that your photographic documentation is correctly colour-balanced, in focus and clearly represents the original work. It is appropriate to submit more than one view of each piece in order to fully illustrate the work. This is especially applicable to three dimensional work.
- Design Portfolios may be submitted as analog or digital slides, DVD or CD; however the Design Division prefers submissions to be printed.
- Please follow the instructions above. The Admission Committee may not be able to review work that does not follow these guidelines.

Retrieval of Work

The applicant is responsible for the immediate retrieval of submitted visual materials after their review by the Admissions Committee. If arrangements are not made to retrieve the work immediately after its review, the work will be considered disposable.

Applicants are urged to include stamped and addressed mailing envelopes, prepaid courier invoices, or cheques or money orders to cover postage costs if they wish their work returned immediately after its review.

Although all possible care is exercised in handling application materials, NSCAD does not accept responsibility for the loss or damage of these materials.

THE FOUNDATION PORTFOLIO

What is a Portfolio?

In the visual arts, a portfolio is primarily a visual record of an individual's interests and explorations. It may be a collection of original pieces or a documentation of previous work in the form of photographs, photocopies, or slides. Applicants are asked to follow certain guidelines in the presentation of their portfolio. Aside from these guidelines, the means of presentation is at the discretion of the applicant.

The kinds of things selected and how they are presented are of interest to the Admissions Committee. The work submitted should be a thoughtful selection of those pieces that the applicant wishes the Admissions Committee to consider in assessing her/his application to NSCAD. Some applicants will have been developing their portfolios over a number of years; others will be approaching this activity for the first time. In both cases, applicants should take this opportunity, in developing and selecting work, to indicate their understanding of NSCAD's programs, their seriousness in applying to NSCAD, and their level of maturity, self-motivation and commitment to a visual arts education. An applicant's care in the presen-

tation of her/his work should ensure that the presentation will not distract from the work itself. In addition to the required projects, a selection of no more than 12 pieces is strongly suggested. An applicant's ability to edit her/his work is also an important factor in developing a portfolio.

What should be included?

The Admissions Committee is aware that a number of applicants will not have experience in developing a visual portfolio. The required projects will enable an applicant to begin this process and to demonstrate her/his willingness to become involved in the exploration of ideas and images and in problem-solving of this type.

Applicants are encouraged to draw on personal experience and cultural heritage as possible avenues of exploration for the required projects and other work submitted for review. Applicants should include work that gives evidence of their ability and willingness to look closely and carefully at a subject. This work may take the form of drawings from observation (do not copy from photographs) or a thoughtful, carefully written short essay. The sustained personal involvement and searching brought about by the projects may tell the Admissions Committee as much as does the finished work. Therefore, the submission of notes and sketches showing the process and activity generated by the exploration of images and ideas can be an important part of the portfolio.

The work applicants submit should display a wide range of explorations and use of a variety of materials. This shows that an applicant is not afraid to try working with different media in response to her/his observation of a particular situation or subject.

Responses to the required projects can be both two- and/or three-dimensional. Art materials are not necessary for developing visual art ideas. Unusual and non-traditional materials should also be considered. An applicant's surroundings may offer other means and materials with which to explore mark-making, building, patterning, composition and colour.

Applicants should consider their everyday surroundings as a source for ideas. These may include studies of organic structures, tools, implements, interior spaces, environmental formations, decorative arrangements and still lifes, to name a few. Applicants may include work completed in school, college or adult education classes, but the Admissions Committee is particularly interested in seeing work that is carried out independently of the classroom and that makes the most of the opportunities available.

The information included about the work (written descriptions, labels, etc.) should be clear in indicating how the work was produced (i.e. whether photographs were printed by the applicant, whether videos were directed by the applicant, whether a poster was designed by the applicant, etc.). Work should be dated.

What must be included?

The portfolio submitted to NSCAD must include the required projects listed in this publication or admissions brochure. These projects are meant to provide an opportunity for exploration and self-challenge and they should introduce the Admissions Committee to the applicant's most recent creative thought and activity. They require an individual to question previous and presumed ideas about art and art-making and should engage one in new explorations. With this in mind, applicants should avoid the temptation simply to use older, existing work to answer this new challenge. An applicant may submit older work as extra material in the portfolio and it will enjoy the advantage of being evaluated in its own right rather than having to meet the expectations of the required projects.

Required Foundation Projects

As part of the application for admission to the Foundation Program, an individual must complete four required projects: the two compulsory projects listed below, and two further projects from the second list.

Compulsory Projects: (both are required)

1. Applicants must submit a sketchbook/journal that was begun at least 3 months prior to the submission of the application. The sketchbook/journal may include sketches, plans, drawings from observation, samples of creative writing, notes/observations made in response to other works (exhibitions, museums, novels, etc.), and explorations of mark-making with varied materials. It should demonstrate a sustained personal involvement in the exploration of ideas and images.
2. Applicants must make and submit a drawing from life of either:
 - a) their face as viewed in a mirror; or
 - b) a cross section of a cabbage or cauliflower.

Further Projects

Choose at least two further projects to submit from the list below:

3. In no less than a paragraph, describe an object or situation verbally. Then describe it again non-verbally.
4. Design a functional object for personal use or adornment.
5. Make something that involves an interesting or provocative use of colours and textures.
6. Write a critical description of some aspect of an immediate environment and say how it could be improved.
7. Combine a manufactured object and natural object, and tell or show how and why the newly-created object is useful or useless.

Advanced Standing and Transfer from Other Institutions

Advanced standing may be granted to a student who is able to display by portfolio review and/or transcript that s/he has successfully completed work comparable to the Foundation Program and can transfer at least one full year of art-and/or design-related study from a previous university-level program or from certain college-level programs determined to be transferable to NSCAD's degree programs. Course and program credit is based on demonstration of equivalent academic achievement, knowledge and skills. NSCAD reserves the right to limit entry of transfer students based on the availability of resources. Transfer of credits includes specific equivalence to a given course or category; and/or unassigned (open) credit.

NSCAD University accepts transfer credits at par, according to general transfer credit policies, from those public or private universities and colleges that are either members of the Association of Universities and Colleges of Canada, or are chartered or accredited as post-secondary degree-granting bodies by appropriate agencies in other countries. NSCAD does not accept transfer credits from private institutes, schools or unaccredited colleges.

NSCAD will accept as transfer credits those credits earned in Canadian community college programs that are offered as diploma programs at levels comparable to NSCAD's programs. Community college programs in all regions of Canada will be evaluated for credit transfer by the same standards.

Students who present non-standard transcripts to NSCAD must take individual responsibility to provide sufficient information to allow their transfer credits to be evaluated by NSCAD and may be required to contact a transcript evaluation service to translate and evaluate such transcripts.

Students may transfer 30 semester credits per year, or 15 credits per semester, to the maximum allowable non-resident credits. No more than 75 credits will be transferred toward degree programs at NSCAD.

A minimum **grade of 60% or "C"** in a course will be required to transfer credit from a university or community college course.

Applicants expecting to transfer over two years of credit (approximately 60 semester credits) cannot necessarily expect to begin their visual arts or visual culture studies at advanced levels in every case. Determination of the level of entry will be made in consideration of both previous study and slide presentation. It is not NSCAD's intention to make students repeat work they have already completed, but placement in courses must comply with degree requirements, evidence of the student's preparedness for advanced study, and the pedagogical standards practiced at NSCAD. If a student has questions about her/his placement in a course, s/he should contact the Registrar immediately. Advanced standing applicants will be admitted to "general admissions" entry programs: they may apply for open entry and restricted entry Major programs after completing one semester at NSCAD.

Students who are entering the Foundation Program, but have completed previous university study in fields other than visual arts may transfer some of their previous course work toward NSCAD's degree programs.

In all cases, transfer evaluation is governed by the degree requirements in effect at NSCAD, and some programs may be eligible for fewer transfer credits based on the program requirement. Along with other Canadian universities, NSCAD University has agreed to the full transfer of credits earned in the first two years of a university-level program of study in Canada, subject to NSCAD's degree requirements. Applicants are required to provide official records of all prior university or college level study. 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 art history requirements of NSCAD's degree programs.

Consideration of entry transfer credits will not normally be made beyond one year from the date of the student's entry to NSCAD.

Prior Learning Assessment and Recognition (PLAR)

NSCAD University is committed to the concept of Prior Learning Assessment and Recognition as applied to undergraduate programs at NSCAD. An individual accepted to the undergraduate programs of NSCAD may seek assessment for credit of knowledge obtained through work and non-formal learning that is proved to be equivalent to a course or courses offered by NSCAD. Students interested in seeking Prior Learning Assessment and Recognition should consult the Director of Admissions and Enrolment Services or the Registrar immediately after they have been admitted to NSCAD and before they begin classes.

Foundation Entrance Scholarships

At the present time, entrance scholarships are only available to applicants at the Foundation level. All qualified applicants who apply by the early decision/scholarship deadline are considered for scholarships during the application review process. No specific application for scholarship is required. Once enrolled, students are eligible to apply for scholarships throughout their program.