



Notice of Restriction and Curriculum Completion Policy

Principle

In exceptional situations where students are unable to access classroom based instruction for prolonged periods (normally longer than two weeks) due to circumstances external to the University, such as a pandemic or natural disaster, every effort will be made to provide an opportunity for students to complete their courses and be awarded grades in accordance with NSCAD's academic policies.

Policy

In the event that University activities must be limited, suspended, or closed in response to an external circumstance, the President of NSCAD or designate will announce the nature of the restriction of activity ("notice of restriction").

Communication with Instructors

In the event of such an announcement, the Vice President, Academic and Research or designate will first determine whether the term can be delivered by alternative means and then shall direct **every instructor** currently teaching a NSCAD course in that semester as follows:

1. To complete the Notice of Restriction Checklist for each course they are assigned.
2. To communicate within 3 business days of the notice of restriction with all students in all classes assigned, the outcome of the restriction checklist exercise including;
 - a. a provisional letter grade (PLG) for each student in each course and submit that grade via the regular grade submission process or a process determined by the Vice President Academic and Research or designate.
 - i. In the circumstance where a PLG cannot be computed for an individual student, an "Incomplete" grade (I) will be assigned. According to NSCAD's academic policies, an "Incomplete" will automatically rollover into an "F" after 6 months, if there is no approved grade change.
 - b. Details of all changes to remaining course requirements, modification to assessments and grading weights
 - c. Explicit statement of what will remain the same in your outline
 - d. a plan specific to your courses to support students to successfully fulfill the changes in requirements in light of restrictions or changes to restrictions and cognizant that some students have academic accommodations,
 - e. communication plans of office hours and contact options for course related questions.
 - f. In the vary rare circumstance where it is not possible for students to successfully complete the course objectives without access to facilities or access to facilities is limited; in other words, where an alternative assignment(s) cannot be designed that

simulates the experience in a studio or requires software or equipment which a student would not have access to, the instructor will have assessed that there is no way to complete the course and instructor will ask the Vice-President, Academic and Research to make a determination about whether the course will be suspended until return to normal operations.

3. To communicate within 5 business days of the notice of restriction with all students in their classes, the provisional letter grade (PLG) using NSCAD email accounts or Brightspace.

Communication with Students

In the event of such an announcement, the Vice President Academic and Research or designate shall inform every student currently enrolled in a NSCAD course in the semester impacted by the notice of restriction as follows:

1. Via university student email accounts, students will receive the revised course outline and plan to complete the semester from each faculty member.
2. Via Self-Service students will see posted a Provisional Final Grade (a mid term grade) of work to date.
3. Students are advised to
 - a. complete the remaining course work through means not dependent on access to synchronous classroom instruction in accordance with a schedule determined by Senate in consultation with the Vice-President, Academic and Research;
 - b. In exceptional circumstances, where completing course work is not possible including ill health or lack of access to NSCAD resources, it may be possible to convert the provisional letter grade to a permanent Final letter grade (FLG) within a timeframe to be determined by Senate in consultation with the Vice-President, Academic and Research.
4. In the event that a notice of restriction disrupts the expected date of graduation, for students who have applied to graduate, by more than 1 month, the Vice President Academic and Research shall instruct the Registrar to convert all provisional letter grades in courses required for graduation to permanent **Final** letter grades unless a student delays their graduation by contacting the Registrar's Office in writing and has responded to section 1 by choosing a.
5. The nature and conditions of the restrictions specifically how campuses and other university wide activities will be impacted;
6. The timelines and updates of the restrictions;
7. The lifting of the notice of restriction and the opening or resumption of university activities.

Example Scenario:

- The university campuses are closed Friday, March 20, 2020, the 47th day of a 67 class day semester. 70% of the class days have been completed and the VP Academic and Research has directed all instructors to develop a provisional final letter grade.
- Via email, students are advised complete the course assignment by September 1 on the assumption the facilities will again be available to the students sometime in July or August.

Impact on other Policies

During a notice of restriction the following academic policy may be amended or suspended, 180-003 Attendance Policy. Amendments to the policy are the responsibility of Senate. Other NSCAD academic

policies will be reviewed and communication of amendments or suspensions will be communicated by Senate.

Definitions

Exceptional external circumstance - a force majeure event unforeseeable in nature disrupting some or all university activities.

Notice of Suspension – an interruption of programming of less than two weeks in length.

Notice of Restriction – an interruption of programming for a period anticipated to be longer than 2 weeks. Such interruption includes limited access to campus(es), suspension of programming, or closure

Provisional Letter Grade – a snapshot of student’s evaluated performance to date.

Final Letter Grade – the grade awarded upon successful completion of a course.

Course in Suspension- an instructor cannot prepare alternative assignments and communicates the course is suspended until access to facilities is restored

Steps for Students

- Ensure you are in communication with your instructors about any questions you may have about course work. Use nscad email as much as possible.
- Respond via forms to Office of Student Experience ose@nscad.ca provisional letter grade to final letter grade
- Respond to Office of Student Experience ose@nscad.ca to delay your graduation

Steps for Instructors

Complete Notice of Restriction Checklist (Form)

Prepare within 3 days

- a provisional letter grade (PLG) for each student in each course and submit that grade via the regular grade submission process (see email instructions from OSE)
- Prepare an email for students outlining the remaining projects and plan to complete projects
- Prepare a support plan for student questions and meetings
- Prepare a new format for office hours (digital)
- Create a communication plan for your students to help with updates about the organization of your courses
- Direct students to NSCAD Website for information regarding the decisions of the University concerning access, terms and conditions
- Make a determination given the restrictions of facilities if the course should be suspended through the mac forms restriction checklist

Ongoing

- Direct students to NSCAD Website for information regarding the decisions of the University concerning access, terms and conditions

Step for OSE

- email to all instructors the grade submission instructions
- prepare a list of all students applying to graduate in every semester impacted by the notice of restriction

Senate

Report list of courses requiring suspension for Dean and Vice President Academic and Research

- Review and amend policies as required

Steps for VP Academic and Research

- Oversee policy implementation
- Assess and make determinations on requests for suspension
- PLGs for all students expected to graduate 1 month after the semester under a notice of restriction and Instruct the Registrar's Office to convert PLG to FLG for those courses required for graduation of each student not extending their graduation date.

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