

Guideline Name:	Academic Continuance Guideline (Under Tuition-and-Fees-Payment-and-Refund-Policy)		
Responsible Office	OAAR	Approval Authority:	VPAR
Originally issued:		Revisions:	Spring 2023

Reason for Guideline

Students are expected to make regular and systematic progress toward completing the requirements for their degrees. NSCAD's Senate has determined program time limits for academic study. The university is firmly committed to supporting all students to successfully progress and complete their degrees in the time-specified manner and in accordance with the established credit hour and academic term cycles.

NSCAD University recognizes that unexpected and unforeseen circumstances may, on occasion, affect a student's capacity to complete their degree in a linear manner.

Guideline Applies to

- All academic divisions and programs

Who Should Read this Guideline

- Dean,
- All divisional chairs and directors
- All students

Contacts

dean@nscad.ca

Definitions

Continuance – extension, continuation, persistence in an academic program

Approval

VPAR

The Guideline

While the time limits are established to help guide students through their academic journey, the University recognizes that sometimes circumstances require that an extension be sought by students to enable them to successfully complete their programs. This process is an opportunity for students, their supervisors or director to review progress and for constructive resources and measures to be put into place to support this progress. It is not in the best interest of students, nor NSCAD University, for students to continue indefinitely in educational programs in which they are not advancing in a progressive or satisfactory manner.

It is expected that any student expecting difficulty or foreseeing a delay in completion would communicate with their program director or OSE in a timely manner in order to find a solution, helpful resources, and establish a path and timeline to completion.

Process

Students requiring an additional term to complete their degree must submit the MAAE Request for Academic Continuance or the MFA Request for Academic Continuance on the NSCAD Form Portal, which will be reviewed and approved on a case-by-case basis. This is an important process for a conversation about academic progression and planning for completion of the degree.

Students can apply for a maximum of two (2) continuances.

1st Continuance: Students must consult with their supervisor, develop a timeline and plan to complete within the first continuance before they submit the Continuance Request Form. The Form will be approved by the Program Chair.

2nd Continuance: A second continuance will only be considered under exceptional circumstances. Students must provide the reasons why they did not to meet the timelines and deliverables set forth by the first continuance. Students must also meet with their supervisor and the Program Chair before submitting the Second Continuance Request Form. A timeline and plan for accountability will be required. The form will be approved by the Program Chair and the Academic Dean.

Students must submit their request by the specified dates on the Continuance Request Form (June 1st for a Fall term extension; September 1st for a Winter extension and January 1st for a Spring/Summer extension)

Program continuance is only granted on a per term basis (one academic term). Continuance starting in the Spring/Summer semester may be extended through the Fall subject to availability of supporting resources. As part of an approved continuance, the student may be extended all or some the following (based on student needs and circumstance)

- Library access
- Student health insurance (paid by the student)
- Transit pass
- Studio space (subject to availability)
- Technician support (upon request and subsequent approval)
- Campus access pass

Requests for program continuance must be submitted in accordance with the schedule, above.

Fees

A Program continuance fee equivalent to the cost of a three (3) credit course for each semester is payable upon approval of the extension.

Under no circumstances will Program Continuance be approved on a retroactive basis. International students must consult with their Program Advisor prior to submitting this form.

Forms and Tools

[MFA REQUEST FOR ACADEMIC CONTINUANCE](#) on Form Portal

[MAAE REQUEST FOR ACADEMIC CONTINUANCE](#) on Form Portal

[Appeals Guide](#)