

## AICAD EXCHANGE PROGRAM

This packet includes:

- Eligibility
- Checklist
- Participating Schools
- Policies
- Application Information & Materials

Academic Advising & Registration Office  
Yamasaki Building, 1<sup>st</sup> Floor  
(313) 664-7832

Additional Information: <http://www.aicad.org/extended-opportunities/>

## **ELIGIBILITY FOR AICAD EXCHANGE**

- You must have Junior or first semester Senior standing.
- Your college cumulative G.P.A. must be a 2.70 or higher.
- Suspension and Academic Warning students are not eligible.
- You must have been enrolled at CCS within the past four semesters.
- You must have the written approval of your Department Chair and Liberal Arts Department Chair on Transfer Credit Approval Forms (attached).
- You must read and complete the AICAD Exchange Checklist included in this packet.
- Complete the online application found at: <http://www.aicad.org/extended-opportunities/>
- Make an appointment with the AICAD Exchange Coordinator in the Advising and Registration Office by calling 313/664-7672.
- Submit your completed Application online and additional Transfer Credit Approval Form to the AICAD Exchange Coordinator by the following deadline:

Fall Term: April 10

Winter Term: November 1

## AICAD Exchange – Participating Schools

SCHOOL	LOCATION
Alberta College of Art & Design	Calgary, Alberta, Canada
Art Academy of Cincinnati	Cincinnati, Ohio
Art Institute of Boston at Lesley University	Cambridge, Massachusetts
California College of the Arts	Oakland, California
Cleveland Institute of Art	Cleveland, Ohio
Columbus College of Art & Design	Columbus, Ohio
Cooper Union School of Art	New York, New York
Cornish College of the Arts	Seattle, Washington
Emily Carr University of Art & Design	Vancouver, British Columbia, Canada
Kansas City Art Institute	Kansas City, Kansas
Laguna College of Art & Design	Laguna Beach, California
Lyme Academy College of Fine Arts	Old Lyme, Connecticut
Maine College of Art	Portland, Maine
Maryland Institute College of Art	Baltimore, Maryland
Massachusetts College of Art and Design	Boston, Massachusetts
Memphis College of Art	Memphis, Tennessee
Milwaukee Institute of Art & Design	Milwaukee, Wisconsin
Minneapolis College of Art & Design	Minneapolis, Minnesota
Montserrat College of Art	Beverly, Massachusetts
Moore College of Art & Design	Philadelphia, Pennsylvania
New Hampshire Institute of Art	Manchester, New Hampshire
NSCAD University	Halifax, Nova Scotia, Canada
OCAD University	Toronto, Ontario, Canada
Oregon College of Art & Craft	Portland, Oregon
Otis College of Art & Design Fashion Design	Los Angeles, California
Pacific Northwest College of Art	Portland, Oregon
Pennsylvania Academy of the Fine Arts	Philadelphia, Pennsylvania
Rhode Island School of Design	Providence, Rhode Island
Ringling College of Art & Design	Sarasota, Florida
San Francisco Art Institute	San Francisco, California
School of the Art Institute of Chicago	Chicago, Illinois
School of the Museum of Fine Arts	Boston, Massachusetts
University of the Arts	Philadelphia, Pennsylvania
Watkins College of Art, Design & Film	Nashville, Tennessee

### **AICAD Exchange Checklist**

- ✓ Read the entire AICAD Exchange Information Packet.
- ✓ Make an appointment with the AICAD Exchange Coordinator in the Advising and Registration Office prior to applying. Request Statement of Approval from Coordinator.
- ✓ Write Statement of Purpose to be included with Application Materials.
- ✓ Request Official Transcript from AARO to be included with Application Materials.
- ✓ Meet with Liberal Arts Chair to complete Transfer Credit Approval Form.
- ✓ Meet with Department Chair to complete Transfer Credit Approval Form and approval signature on page 8.
  - NOTE: Students should research course offerings at host school in advance of submitting application. Each student is responsible for fulfilling all course requirements of their home school. It is critical that students discuss all courses that will be taken at the host school with their academic advisor and Department Chair. Host schools retain the right to cancel, substitute, limit or otherwise alter courses offered in a given semester, and to set pre-requisites or conditions for registration in all courses.
- ✓ Complete the online application by visiting the following link:  
<http://www.aicad.org/extended-opportunities/>
- ✓ Online application also requires the following items to be included by student:
  - Statement of Purpose
  - Statement of Approval
  - Official Transcript
  - Course selection
  - 6-10 artworks submitted by creating an account through SlideRoom (SlideRoom information in above link, \$10 fee to be paid by student.)
- ✓ Schedule final appointment with AICAD Exchange Coordinator to review and submit your course selection, approval signatures, and your signature stating you have read and understand AICAD Exchange policies and information.

**When you have been accepted to the Host Institution, you agree to:**

- Make the initial tuition payment at CCS.
- Register for AICAD Exchange at CCS. Course code is (Department Code) 505. The number of credits is the number of credits you will be taking at the Host Institution.
- Contact the Host AICAD Exchange Coordinator for Registration, Advising, and Student Life concerns.
- Have your official final transcripts from Host Institution send to CCS upon completion of your semester away.

**To be completed by CCS AICAD Exchange Coordinator:**

- Statement of Approval: signed and on letterhead. To be given to student in order to upload to their SlideRoom application.
- Transfer Course Approval Forms distributed.
- Three copies of AICAD Exchange packet and materials are on file.

**Responsibilities of the various participants in the AICAD Exchange Program**

Students are responsible for:

- Completing the application process in a timely manner so as to meet deadlines.
- Obtaining all required signatures and approvals at their Home School.
- Registering at their Home School as required for the AICAD Exchange semester.
- Making their own housing arrangements for the AICAD Exchange semester.
- Being aware of all fees and other requirements at the Host School, including insurance.

AICAD Exchange Coordinators at the Home Schools are responsible for:

- Providing students with AICAD Exchange Program information and applications.
- Verifying the eligibility of students from their school applying to the AICAD Exchange Program.
- Providing a Statement of Approval to applicant, which should be a signed statement (on letterhead) certifying applicant's eligibility to participate in the Exchange.
- Providing verification that all financial obligations are met for the AICAD Exchange semester.
- Providing verification of student medical insurance if obtained through the Home School.

AICAD Exchange Coordinators at the Host Schools are responsible for:

- Informing the applicant and Home School Coordinator of the decision on the application.
- Informing accepted students of registration dates and related fees.
- Informing accepted students of any other special AICAD requirements.
- Sending completed student transcripts to the Home School as soon as possible at student's request.

## **AICAD Exchange Program Information and Policies**

### **Introduction:**

Through the AICAD Exchange program, full-time students who are attending one of the participating AICAD schools, have the unique opportunity to attend another school within AICAD for one semester at no additional cost or loss of credit. The AICAD Exchange offers students the experience and benefit of studying at a different school and living in a different geographic area. By sharing resources and facilities, AICAD colleges offer unparalleled educational opportunities to students at AICAD schools.

### **Eligibility:**

The AICAD Exchange Program is open primarily to full-time students in their junior year or first semester senior year who are in good standing and who otherwise meet eligibility requirements of their specific program. Students choose which school they wish to attend in the AICAD Exchange Program. However, the Host School retains sole discretion to accept or decline an application or selection of courses.

### **Application Deadlines:**

Applications must be received by the Host School no later than:

Fall Term: April 10

Spring Term: November 1

### **Application Procedure:**

The student applying for AICAD Exchange is solely responsible for the timely submission of their application materials online, as well as submitting signed and approved Transfer Credit Approval Forms to AICAD Exchange Coordinator. The online application can be found at: <http://www.aicad.org/extended-opportunities/>

Online application also includes the following items to be uploaded by student:

- Statement of Purpose – a thoughtful consideration of your goals and reasons for seeking AICAD Exchange, and how proposed study at the Host School relates to your education and career goals.
- Statement of Approval (written by AICAD Exchange Coordinator)
- Official Transcript (can be requested through Advising and Registration office)
- 6-10 artworks submitted by creating an account through SlideRoom (Slideroom information in above link, \$10 fee to be paid by student.)

**Tuition and Fees:**

Tuition is payable to the student's Home School. A voucher indicating that tuition has been paid is issued by the Home School to the student and must be presented to the Host School at registration. If a student has made the required payment to the Home School but has not received a voucher, she/he must contact the Home School AICAD Exchange Coordinator immediately. The student will receive the regular financial aid award, if any, to which they are entitled.

Laboratory fees, student service fees and other fees may be charged to the student by the Host School. These are billed by and payable directly to the Host School, and must be paid before registration. These fees vary by institution and program, so students should contact the AICAD Exchange Coordinator of the Host School to determine which fees will be required at registration.

**Grades:**

Grades received from the Host School during AICAD Exchange study will become a part of the student's official record at their Home School, in accordance with the Home School's policies for such study. Host Schools should not count AICAD Exchange students in their registration statistics. While at the Host School, the student will be governed by the academic regulations of the Host School and will not be eligible for student aid or employment from the Host School. The Host School is responsible for notifying the Home School of any deficiencies during the semester.

**Medical Insurance:**

Nearly every AICAD college requires students to obtain or furnish proof of medical insurance. Check with your Host School to determine its policies. If you have no insurance you will most likely be expected to purchase it from the Host School. If you have insurance, be sure to obtain proof of insurance from your Home School before you depart.

**Housing:**

Housing is the responsibility of each student. Host Schools have no obligation to provide housing and their dorms are often full. A student wishing to live in a Host School's dorm should make this known at the time of application. Fees for Room and Board are billed by and payable directly to the Host School. If dorms are full, off-campus housing information may be obtained from the student services or housing office of the Host School. Students should plan ahead and investigate all housing options at the time of application.

**TO THE APPLICANT:**

I have read and I accept the terms of the AICAD Exchange Program as described in the AICAD Exchange Program Information & Policies form. I understand it is my responsibility to meet the terms of eligibility and that the Host Institution has sole discretion in determining acceptance as an Exchange student. The AICAD Exchange Program provides students the opportunity for short term study at another institution. In this spirit, students may not apply for permanent transfer to the Host Institution while participating in the Exchange Program. I request that upon completion of my study at the Host Institution, a transcript of my completed courses and grades be sent to my Home Institution and they will be included in my permanent academic record. Acceptance as an Exchange student at the Host Institution is conditional on my being in good standing at the completion of the most recent semester of study prior to the AICAD Exchange semester and meeting all financial obligations at the Home Institution.

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Applicant Signature	Date
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**APPLICANT:**

You must obtain the following approvals from your Home Institution. **The AICAD Exchange Coordinator’s and Department Chair’s signatures are required. Submit this form to the AICAD Exchange Coordinator after receiving Department Chair’s signature.** Be sure to keep a copy of the form for your own records.

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Dept. Chair or Dean Signature	Name & Title	Date
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Home AICAD Exchange Coordinator Signature	Name & Title	Date
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Mobility Coordinator’s email	Phone #
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**TRANSFER STUDIO CREDIT APPROVAL FORM**

**YOU MUST HAVE THE DEPARTMENT CHAIR SIGN THIS FORM**

DATE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

SS# or ID#: \_\_\_\_\_

THE COLLEGE/UNIVERSITY YOU PLAN TO ATTEND: \_\_\_\_\_

THE SEMESTER YOU PLAN TO REGISTER FOR: \_\_\_\_\_

**\*\*NOTE-INCLUDE COURSE DESCRIPTION FROM COLLEGE CATALOG WITH THIS FORM.**

LIST THE COURSES YOU PLAN TO REGISTER FOR:

	OTHER INSTITUTION COURSE CODE - COURSE TITLE - NO# OF CREDITS
[1]	_____
[2]	_____
[3]	_____
[4]	_____
[5]	_____
[6]	_____

OFFICE USE ONLY	
TO BE FILLED OUT BY THE DEPARTMENT CHAIR, OR EXCHANGE COORDINATOR	
COLLEGE FOR CREATIVE STUDIES COURSE PLACEMENT OF THE ABOVE COURSES:	
	CCS COURSE CODE - COURSE TITLE - NO# OF CREDITS
[1]	_____
[2]	_____
[3]	_____
[4]	_____
[5]	_____
[6]	_____

DEPARTMENT CHAIR'S SIGNATURE	DATE	EXCHANGE COORDINATOR'S SIGNATURE	DATE
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**\*\*Note -** For Studio courses or particular Liberal Arts courses this form goes to the Department Chair.  
 For Exchange courses this form goes to Exchange Coordinator.  
**\*\*\*Note -** You must complete course with a 2.0 or better in order to transfer.



**TRANSFER LIBERAL ARTS CREDIT APPROVAL FORM**

**YOU MUST HAVE THE DEPARTMENT CHAIR SIGN THIS FORM**

DATE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

SS# or ID#: \_\_\_\_\_

THE COLLEGE/UNIVERSITY YOU PLAN TO ATTEND: \_\_\_\_\_

THE SEMESTER YOU PLAN TO REGISTER FOR: \_\_\_\_\_

**\*\*NOTE-INCLUDE COURSE DESCRIPTION FROM COLLEGE CATALOG WITH THIS FORM.**

LIST THE COURSES YOU PLAN TO REGISTER FOR:

	OTHER INSTITUTION COURSE CODE - COURSE TITLE - NO# OF CREDITS
[1]	_____
[2]	_____
[3]	_____
[4]	_____
[5]	_____
[6]	_____

**OFFICE USE ONLY**

**TO BE FILLED OUT BY THE DEPARTMENT CHAIR, OR EXCHANGE COORDINATOR  
COLLEGE FOR CREATIVE STUDIES COURSE PLACEMENT OF THE ABOVE COURSES:  
CCS COURSE CODE - COURSE TITLE - NO# OF CREDITS**

[1]	_____
[2]	_____
[3]	_____
[4]	_____
[5]	_____
[6]	_____

DEPARTMENT CHAIR'S SIGNATURE	DATE	EXCHANGE COORDINATOR'S SIGNATURE	DATE
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**\*\*Note -** For Studio Courses or particular Liberal Arts courses this form goes to the Department Chair.  
For Exchange Courses this form goes to Exchange Coordinator.  
**\*\*\*Note -** You must complete course with a 2.0 or better in order to transfer.

**TRANSCRIPT REQUEST**

Name: \_\_\_\_\_ Previous Names: \_\_\_\_\_

Student ID (or Last 4 digits of SSN): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Current Address: \_\_\_\_\_

Address While Attending CCS: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ Date of Graduation (If Any): \_\_\_\_\_

Department/Major (If Any): \_\_\_\_\_

Please release my transcripts to the Person/Institution named below. I understand that there is a charge per copy due at the time of the request. I further understand that it is my responsibility to provide CCS with the complete and accurate address of the recipient of the transcript.

Student's Signature/Date \_\_\_\_\_

\_\_\_\_\_

MAIL TRANSCRIPT TO THIS ADDRESS  
Supplying a correct and complete address is the responsibility of the requestor

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\_\_\_\_\_

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**Registration Office Use**

Holds \_\_\_\_\_ Date Received \_\_\_\_\_

FEE WAIVED FOR AICAD EXCHANGE