ADDENDUM 3 TO THE NSAD ACADEMIC CATALOG 2013-2014

Effective as of May 1, 2014

Addendum text replaces existing text in catalog unless otherwise noted and page numbers have been added for reference.

PAGE 8: INSTITUTIONAL ACCREDITATION

NewSchool of Architecture + Design is accredited by WASC Senior College and University Commission, 985 Atlantic Avenue, #100, Alameda, CA 94501, (510) 748-9001.

PAGE 13: UNDERGRADUATE ADMISSIONS REQUIREMENTS

Freshman

4. Test Scores. SAT or ACT scores are recommended for all undergraduate programs.

Transfer

4. Test Scores. SAT or ACT scores are not required for transfer students who have completed less than 24 semester or 36 quarter credits.

6. Portfolio. A portfolio review is required for all transfer students. If the student is seeking advanced studio placement, studio design coursework completed at an accredited institution must be submitted along with the portfolio. Portfolios are a compilation of the student’s art and design work. The portfolio will be reviewed by the Admissions Committee.

Note: The portfolio requirement does not apply to students in Construction Management.

a. Guidelines for Bachelor of Architecture or Bachelor of Arts in Architecture Students or Bachelor of Interior Design:

FORMAT

Portfolios may be submitted in either paper or electronic format. Please follow specifications outlined below. Online portfolio links will NOT be accepted. The use of wood, metal, glass, or plastic in hard copy portfolios is NOT acceptable. There is no minimum or maximum number of required pages, but a table of contents should be included in either format and applicants are expected to submit 6-8 projects (not pages).

These projects can include sketches, fine art drawings, or photography as well as architectural design, interior design, space planning, renderings, and
photographs of models. Provide descriptions for each assignment/project submitted and include diagrams, drawings, and study models that exemplify the conceptual development of the project.

Creativity and self-expression are important and should be apparent through the use of selected materials and formats documenting the applicant's work. All work should be the student's own. The student's individual contribution to any group or professional design project should be clearly delineated. All projects should include titles, the dates that the work was completed, the course title and number, and whether the work was done for academic, professional, or personal purposes. Font size is important! Please consider the quality and size of font for committee.

A portfolio is a visual narrative that demonstrates a student’s creative work and process. All applicants to the B.Arch or B.Arts programs seeking advanced standing in the design studio sequence MUST submit a graphic portfolio as part of their application process. First year entry level students applying to the B.Arch or B.Arts programs may elect to submit a portfolio as part of the application process in order to show their creative skills in a variety of media and project types. All applicants applying to the Bachelors of Interior Design (first year and transfers) MUST submit a graphic portfolio as part of their application process. All portfolios will be reviewed by the Admissions Committee.

b. Guidelines for Bachelor of Science in Digital Media Arts Students:

**FORMAT:**
A portfolio is highly recommended for students applying to the Digital Arts Department. If you are attempting to transfer credits from another institution or requesting advanced standing then a portfolio will be required. All applicants need to submit portfolios in a digital format such as a PDF document that has been optimized for email and/or links to an online portfolio site are acceptable.

Portfolios should not exceed 10 pieces the examples should be appropriately labeled to identify the work.

The portfolio should demonstrate a student’s creativity Faculty will determine if a student is to receive Advanced Standing. If you need assistance creating a portfolio please check with enrollment for possible events and online help.

Examples may contain some of the following, but are not limited to this list. Please be creative and submit work that represents your interests.

- Drawing
- Typography
- The Elements and Principles of Design
- Color Theory
- Storytelling
4. **Test Scores.** GRE or GMAT scores are recommended for Master of Architecture applicants. GRE/GMAT test score is required for the Master of Architecture applicants who are appealing one or more of the remaining admissions requirements.

**Page 18: Language Proficiency Requirements**

**English Language Tests (ELTs):**

b. Academic Modules of the International English Language Testing System (IELTS) – score of 5.5 overall or above for all applicants except graduate Architecture applicants who must score a 6.0 overall or above.

**Page 22-23: Maximum Transfer Credit by Program**

<table>
<thead>
<tr>
<th>Program</th>
<th>Eligible for Transfer</th>
<th>Notes</th>
</tr>
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</table>
| Bachelor of Science in Digital Media Arts | 70 lower-division units 20 upper-division units | • A maximum of 117 units may be transferred.  
• Students must earn at least 45 units in residence at NSAD. |
| Bachelor of Interior Design             | 70 lower-division units 20 upper-division units | • A maximum of 117 units may be transferred.  
• Students must earn at least 45 units in residence at NSAD. |
| Bachelor of Arts in Product Design      | 70 lower-division units 20 upper-division units | • A maximum of 85 units may be transferred.  
• Students must earn at least 45 units in residence at NSAD. |
| Bachelor of Arts in Animation           | 70 lower-division units 20 upper-division units | • A maximum of 117 units may be transferred.  
• Students must earn at least 45 units in residence at NSAD. |
| Bachelor of Science in Game Programming | 70 lower-division units 20 upper-division units | • A maximum of 117 units may be transferred.  
• Students must earn at least 45 units in residence at NSAD. |
| Bachelor of Arts Game Art               | 70 lower-division units 20 upper-division units | • A maximum of 117 units may be transferred.  
• Students must earn at least 45 units in residence at NSAD. |
### Quarterly Tuition
**Effective July 1, 2014**

<table>
<thead>
<tr>
<th></th>
<th>Full Time Students</th>
<th>Greater Than 12 Units Per Unit Rate</th>
<th>Less Than 12 Units Per Unit Rate</th>
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<tbody>
<tr>
<td><strong>Undergraduate</strong></td>
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<tr>
<td>Architecture</td>
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<td>$729</td>
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<td>Construction Management</td>
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<td>Animation</td>
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<td>Game Art</td>
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<td><strong>Graduate</strong></td>
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<tr>
<td>Executive Masters</td>
<td>$8,960</td>
<td>$779</td>
<td>$779</td>
</tr>
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</table>

Students that matriculated on or before September 30, 2007 and who have been continuously enrolled (except for summer quarters) at NSAD may be eligible for a different rate. Applicable programs include: B Architecture, M Architecture, Digital Media Arts

### Fee Rates Effective July 1, 2014

**Student Operation Fee (Per Quarter; Non-Refundable)**

(Includes Copy and Printing Fees, Studio, Lab, School Access and ID Card, Library & Career Services, Student Activity Fee)

$175.00

**Student Tuition Recovery Fund (STRF) (State of California Mandate)**

STRF rate is based on institutional charges (Tuition and Fees) for the entire program (one-time collection) $0.50 per $1000

**Health Insurance Fees**

**Health Insurance Premium¹**

(Health insurance is required and may be waived with proof of comparable coverage)
Health insurance is required and may be waived with proof of comparable coverage.

¹ Health Insurance Premium is subject to change.

**Additional Fees As Incurred**

- **Application Fee (Non-Refundable)**: $75.00
- **Late Registration Fee**: $250.00
- **Fee to Add or Drop a course** after the Add/Drop period: $50.00
- **Administrative Fee for Tuition Refunds** (up to 60% of coursework): $100.00
- **Late Payment Fee**: $25.00
- **Returned Check Fee**: $35.00
- **Transcript Fee**: $10.00
- **Graduation Fee**: $250.00

(Pop includes official transcript, engraved diploma, degree audits and other administrative fees necessary for processing degree conferral)

- **Course Challenge Fee**: $500.00
- **Overdue Library Book Fee**: $0.25/day
- **Student ID Replacement Fee** (one replacement free): $25.00

*NewSchool of Architecture + Design reserves the right to review and modify tuition and fees prior to each academic year and will attempt to give notification of changes prior to the beginning of classes (non-refundable application fee excluded)*

**PAGE 34: INSTITUTIONAL SCHOLARSHIPS AND AWARDS**

NSAD provides merit and need-based scholarships. Specific updated scholarship information is available in the Financial Aid Office. Please call (619) 684-8818 or visit [www.newschoolarch.edu](http://www.newschoolarch.edu). Current scholarships offered include.

**UNDERGRADUATE SCHOLARSHIPS**

**Merit Scholarship**

This merit-based scholarship recognizes students with demonstrated academic achievement and creative talent.

**University Bridge Scholarship**

This need-based scholarship provides NSAD students with further financial assistance to fund their education. NSAD created this award as a means of bridging the financial barrier to higher education in recognition that not all students have the means to fund tuition.

**The Partners in Design Education Scholarship**
This scholarship is awarded by teachers and counselors from partner institutions to students with exceptional academic achievement and creative talent.

**Senior Scholars Program**

This program is designed to help NSAD students who are entering their final year of their degree and encountering unexpected, unusual and temporary financial circumstances that may prevent them from completing their degree program.

**ACE/MENTOR Program**

This program brings together architects, contractors, and engineers (ACE) to provide encouragement to high school students interested in entering careers in construction and design-related fields. Please visit [www.acementor.org](http://www.acementor.org) to find out if your high school participates in this program and learn more about application requirements.

**Laureate Here for Good Program**

This program recognizes and awards NSAD students who have innovative design ideas that are certain to have a positive impact in our society.

**Pillars Scholarship**

This scholarship is funded by The NewSchool Foundation in honor of former NSAD president Dr. Steve Altman to provide financial support for NSAD students who demonstrate academic achievement and commitment to one or more of the following Pillars.

- International Commitment
- Urban Engagement
- Environmental Sustainability
- Preparation to Practice

**PAGE 35: GRADUATE SCHOLARSHIPS**

**Merit Scholarship**

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- Urban Engagement
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- Preparation to Practice

PAGE 76: BACHELOR OF SCIENCE IN GAME PROGRAMMING

The Bachelor of Science in Game Programming prepares graduates for careers in the field of software engineering with a focus in game programming. Graduates will develop a well-honed skill set in game programming and a strong command of specialized technical and academic knowledge. Students learn basic theories, principles, and skills required for game programming and game development including C++ programming and practical math and physics skills. Students gain experience constructing, testing, and debugging simple computer games. Students consider management strategies needed to create a production, and collaborate with Game Art students on a major production and a “post-mortem” where they analyze strengths and weaknesses of their production product and process.

PROGRAM LEARNING OUTCOMES

On the successful completion of the qualification, graduates will be able to:

- Show mastery of software engineering knowledge, skills, and professional issues necessary to begin practice as a Software Engineer;
- Apply current theories, and techniques to problem identification and analysis of software design, and development.
- Generate produce and defend decisions made during the execution of software development productions and projects.
- Plan and manage productions using effective project management strategy demonstrating communication, collaboration, and negotiation skills;
- Design and develop a games through team projects that simulate real-world pipeline production experiences
- Design appropriate solutions in game development using software engineering approaches that integrate ethical, social, legal, and economic concerns.

Students must complete a total of 180 quarter credits. This typically requires four academic years of full-time study to complete, with each year typically consisting of three quarters.
CREDIT BREAKDOWN

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<thead>
<tr>
<th>Credits</th>
<th>% of Total</th>
<th>Area</th>
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<td>108</td>
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180 Total Credits

PROGRAM OUTLINE

First Year Sequence

Quarter 1
- ENG111*  English Comp  3
- MTH171   Intermediate Algebra  3
- GAP150   Principles of Game Design  4
- GAP151   Theoretical and Philosophical Foundations of Software Engineering  4

Quarter 2
- ENG112   Advanced English Comp  3
- MTH174   Geometry  3
- GAP170   Intro to Software Engineering for Games  4
- GAP171   Fundamental Mathematical and Engineering Principles  4

Quarter 3
- GAP174   2D Programming  4
- SCI170   Fundamentals of Physics  3
- GAP172   Algorithms and Data Structures  4
- GAP173   Mathematics for Graphical Games  4

Second Year Sequence

Quarter 1
- COM310   Media Communication  3
- GAP270   3D Graphics Programming  4
- SCI173   Environmental Biology  4
- GAP200   Game Project I  4

Quarter 2
- GAP251   People and Games  3
- GAP250   Software Engineering Principles and Practices  4
- GAP271   Software Engineering for Games  4
- Logic and Reasoning Elective  3

Quarter 3
- GAP272   Physics Programming  3
- GAP201   Artificial Intelligence  4
- HIS260   History of Design: Ancient Communication Elective  3
- Humanities Elective  3

Third Year Sequence

Quarter 1
- PSY181   General Psychology  3
- HIS261   History of Modern Design  3
GAP370  Advance Software Engineering and Programming for Games  4
GAP350  Technology Leverage for Games  4

**Quarter 2**

POL181  Political Science  3
GAP301  Game Engine Development I  4
GAP371  Advance Graphical Games Programming  4
WMD401  Mobile Game Design I  4

**Quarter 3**

DMA310  TransMedia in Global Contexts  3
GAP304  Game Engine Development II  4
WMD402  Mobile Game Design II  4
GAP300  Game Project II  4

**Fourth Year Sequence**

**Quarter 1**

SOC380  Issues of Gender, Race, and Class  3
GAP405  Game Production  6
COM113  Speech  3
GAP302  Software Engineering Capstone Project  4

**Quarter 2**

GAP303  Software Engineering Game Development Capstone Project  4
GAP402  Comprehensive Game I  6
PHIL161  Introduction to Philosophy  3

**Quarter 3**

GAP450  Project Marketing  3
GAP410  Professional Practice and Communication  4
GAP404  Comprehensive Game II  6
RSH481  Intro to Research  3

**PAGE 78: BACHELOR OF ARTS IN GAME ART**

The Bachelor of Arts in Game Art is designed to give graduates the creative and technical skills required for a career as a creative technologies professional in the game industry.

The program provides a systematic program of study in creative technologies, specifically in the core areas of Game Art and Game Design. Building on a strong core foundation in interdisciplinary art and design students develop the aesthetic and technical skills needed to be successful in a project-based collaborative team environment. Students learn to become creative problem solvers as they study game theory, game design mechanics, the meaning of play, and develop the artistic skills necessary to create 2D and 3D game assets. Understanding and applying these concepts students will use state of the industry software as they work in teams simulating a real world production environment. The focus of the final year of study is designing and completing a major game production.

The curriculum immerses students in design, moving from foundational knowledge and skill to the final year project designed to simulate a studio environment. Each term builds on prior learning encouraging
student reflection and awareness of the history and breadth of the creative processes required to be successful in the industry. The program provides students with the tools they need to educate, entertain and tell stories through interactive game experiences. The curriculum is designed to scaffold the learning, layering foundational art, game design, technical skills, and production experiences, weaving them together in increasingly complex ways.

PROGRAM LEARNING OUTCOMES

On the successful completion of the qualification, graduates will be able to:

- Understand how to apply visual design and technical skills to the creation of game art assets.
- Use narrative and interactive storytelling in the creation of game projects.
- Demonstrate knowledge of the various types frameworks used to structure games and gameplay.
- Recognize the interaction of aesthetics, design and technology in game development projects.
- Design and develop games through team projects that simulate real-world pipeline production experiences.
- Design appropriate solutions in game design and development that integrate ethical, social, legal, and economic concerns.

A game artist is an artist who creates digital art assets for one or more types of games. Game artists are responsible for all of the aspects of game development that call for visual art assets; e.g., 3D models, digital environments, character development, game interface design, user interface. Common skills exist for game artists and programmers (specifically production experience, teamwork, and investigatory skills). Broadly speaking, the skills required are proven ability in 3D modeling, texturing, lighting, creating 2D and 3D game assets, and creating concept art for games. When coupled with the graduate profile, these skills facilitate the construction of the component outcomes specific to each specialization.

Students must complete a total of 182 quarter credits. This typically requires four academic years of full-time study to complete, with each year typically consisting of three quarters.

CREDIT BREAKDOWN

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182 Total Credits

PROGRAM OUTLINE

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<th>Course No.</th>
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<td>DMA140</td>
<td>The Language of Design</td>
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<td>SCI173</td>
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<td>DMA240</td>
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<td>GAP251</td>
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<td>HIS260</td>
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<td>GAM400</td>
<td>Real World Game Environments</td>
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<td>GAM403</td>
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<td>PHL161</td>
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<td>GAM301</td>
<td>Motion Design Animation</td>
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Quarter 11  GAP450  Project Marketing  3  
           GAP402  Comprehensive Game I  6  
           Social Science Elective  3  
           RSH 481  Intro to Research  3  
Quarter 12  DMA500  Portfolio Development  4  
           DMA310  TransMedia in Global Contexts  3  
           GAP404  Comprehensive Game II  6  
           GAP405  Game Production  6  

**PAGE 81: BACHELOR OF ARTS IN ANIMATION**

The Bachelor of Arts in Animation prepares graduates for entry-level positions in the digital animation industry. Both the curricular design and pedagogical approach are designed to scaffold skill and theoretical understanding both of the major content and of the world around them, thus preparing undergraduate students for professional success and good citizenry.

The Animation Program prepares students for trans-media projects that can employ teams across multiple borders. Students create computer animation and visual effects using current industry technology and best practices. The program provides a strong foundation in design, drawing and theory that culminates in a final year short film project designed to simulate studio environment.

The program will be offered primarily face-to-face, with opportunities for study abroad. The program design targets the undergraduate level and provides the strong general education component appropriate for bachelor-level students.

**PROGRAM LEARNING OUTCOMES**

All Animation students will be able to:

- Apply 2D and 3D modeling and animation techniques to visual storytelling;
- Critique animation work by applying historical trends and current processes;
- Apply principles of physics of motion to convincingly manipulate objects, characters, fluids, semi-fluids, particles, and gases;
- Model texture and light 3D forms in a manner that meets industry standards;
- Demonstrate independent critical and creative thinking skills;
- Apply commercial acumen and understanding of business realities in industry and industry-like settings;
- Produce a reel and portfolio demonstrating 2D motion graphics, 3D modeling, and animation skills.

**CREDIT BREAKDOWN**

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<thead>
<tr>
<th>Credits</th>
<th>% of Total</th>
<th>Area</th>
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<td><strong>182</strong></td>
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# Program Outline

## Quarter 1
- DMA140 Language of Design 4
- DMA143 Color Theory 4
- ENG111 English Composition 3
- HIS260 History of Design I 3

## Quarter 2
- DMA120 Digital Media I 4
- DMA121 Digital Imaging I 4
- ANM200 Storyboarding 3
- HIS261 History of Design II 3
- ENG112 Advanced English Composition 3

## Quarter 3
- DMA122 Digital Media II 4
- DMA123 Digital Imaging II 4
- ANM205 Beginning 3D Modeling 4
- DMA240 Visual Thinking & Representation 4

## Quarter 4
- ANM205 Intermediate 3D Modeling 4
- ANM203 Beginning 2D Animation 4
- ANM204 Introduction to Animation 4
- MTH171 Intermediate Algebra 3

## Quarter 5
- ANM200 Advanced 2D Animation 4
- ANM302 Advanced 3D Modeling 4
- ANM300 Texture, Lighting, & Rendering 4
- ANM202 Character Development I 4

## Quarter 6
- ANM301 Character Animation I (Rigging) 4
- GAM300 Character Development II 4
- GE Communication Elective 3
- PSY181 General Psychology 3

## Quarter 7
- ANM401 Character Animation II (Rigging) 4
- GE Elective 3
- COM111 Speech 3
MTH174  Geometry  3
PIL161  Introduction to Philosophy  3

Quarter 8
GRD303  Typography in Motion I  4
COM310  Media Communication  3
POL181  Political Science  3
PSY170  Fundamentals of Physics  3

Quarter 9
GRD403  Typography in Motion II  4
ANM403  Animation for Games  4
SCI173  Environmental Biology  3
Logical Reasoning Elective  3
SOC380  Issues of race, class, gender  3

Quarter 10
ANM 400  Business of Animation  4
GRD400  Design Research and Project Based Inquiry  4
GE  Humanities Elective  3
GE  Social Science Elective  3

Quarter 11
ANM500  Demo Reel I: Comprehensive Studio  6
ANM402  Animation Production  4
DMA420  Digital Video Production  4

Quarter 12
ANM501  Comprehensive Studio II  6
DMA 500  Portfolio Development  3
DMA421  Digital Video Editing  4

PAGE 86: BACHELOR OF ARTS IN PRODUCT DESIGN

The Product Design program at the NewSchool of Architecture and Design (NSAD) prepares students for professional practice of product design in a wide range of industries. The Bachelor of Product Design (BPD) degree program focuses on global design education; interdisciplinary, integrative practice; strategic and creative thinking for an expanded design scope; sustainable, socially-responsible design that protects people’s health, safety, and well-being. The BPD program offers students opportunities for international experiences both on campus and internationally. Students are prepared for entry-level practice in a variety of design firms, and levels of complexity of design challenges, which provides the foundation for meeting state or provincial regulatory requirements as product designers. Students must complete 180
quarter credits, which typically require four academic years of full-time study (based on three quarters of attendance annually).

Credit Breakdown

<table>
<thead>
<tr>
<th>Credits</th>
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<tbody>
<tr>
<td>54</td>
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<td>128</td>
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PROGRAM OUTLINE

First Year Sequence

Quarter 1
DES101  Design Foundations Studio I  4
DES111  Design Studio I  5
ENG111  English Composition  3
ART160  Contemporary Art  3

Quarter 2
DES102  Design Foundations Studio II  4
DES112  Design Studio II  5
MTH171  Intermediate Algebra  3
ENG112  Advanced Composition  3

Quarter 3
DES103  Design Foundations Studio III  4
DES113  Design Studio III  5
COM113  Speech Communication  3
MTH172  Trigonometry  3

Second Year Sequence

Quarter 1
PD201  Product Design Studio I  6
PD211  Theory and History of Design 1  3
PD212  Manufacturing and Production Systems  3
MTH 173  Analytical Geometry  3

Quarter 2
PD202  Product Design Studio II  6
PD213  CAD Rendering for Product  3
PD214  Design for Sustainability 1  3
PSY181  General Psychology  3
### Quarter 3

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>PD203</td>
<td>Product Design Studio III</td>
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<tr>
<td>PD215</td>
<td>Human Factors &amp; Cognitive Psychology</td>
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</tr>
<tr>
<td>PD217</td>
<td>Resources and Materials for PD</td>
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</tr>
<tr>
<td>RSH481</td>
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#### Third Year Sequence

### Quarter 1

<table>
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<tbody>
<tr>
<td>PD304</td>
<td>PD Studio IV</td>
<td>6</td>
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<tr>
<td>PD311</td>
<td>Design for Sustainability 2</td>
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</tr>
<tr>
<td>PD312</td>
<td>Brand &amp; Experience Design</td>
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<tr>
<td>SCI173</td>
<td>Environmental Biology</td>
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<td>BUS282</td>
<td>Principles of Management</td>
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### Quarter 2

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<tr>
<td>PD305</td>
<td>Product Design Studio V</td>
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<td>PD313</td>
<td>Design of Interactive Products: Methods &amp; Tools</td>
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<td>PD314</td>
<td>Design Research: Methods And Tools</td>
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<td>SOC281</td>
<td>Introduction to Sociology</td>
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### Quarter 3

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<tr>
<td>PD306</td>
<td>Product Design Studio VI</td>
<td>6</td>
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<tr>
<td>PD315</td>
<td>Research: Method, Materials and Technology for PD</td>
<td>3</td>
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<tr>
<td>PD316</td>
<td>Theory and History of Design 2</td>
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<td>PD317</td>
<td>Furniture Design</td>
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#### Fourth Year Sequence

### Quarter 1

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<td>PD407</td>
<td>Product Design Studio VII (Collaborative)</td>
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<td>PD411</td>
<td>PD Professional Practice</td>
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### Quarter 2

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<tr>
<td></td>
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### Quarter 3

<table>
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<th>Credits</th>
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</table>
The Provost retains ultimate responsibility for the administration of the Code of Conduct while faculty members have jurisdiction for behavior that occurs within the classroom environment, though the Student Affairs Office will retain a record of all academic dishonesty and classroom disruption/obstruction incidents.

The Judicial Affairs Coordinator, who is appointed by the Provost, shall develop policies for the administration of the judicial program and procedures for the conduct of hearings that are consistent with provisions of the Code of Conduct. Judicial procedures are outlined in this. The Judicial Affairs Coordinator shall also determine the composition of judicial bodies and determine which Judicial Body, including the temporary Campus Judicial Board, shall be authorized to hear each case.

Decisions made by a Judicial Body and/or Judicial Affairs Coordinator shall be final, pending the normal appeals process as outlined in this code.

Generally, NSAD jurisdiction and student discipline shall be limited to student conduct which occurs on property owned or controlled by NSAD or on trips or activities sponsored by NSAD, or which adversely affects the college community and/or the pursuit of its objectives. In matters where a student’s guest violates NSAD policies, NSAD will hold the student host responsible for the guest’s behavior and may impose sanctions as if the student had committed the behavior.

Any student who violates state, federal, or municipal law while on property owned or controlled by NSAD or on trips sponsored by NSAD entities shall be subject to judicial action for said offense(s) and to sanctions prescribed by this code in addition to possible prosecution by state, federal or municipal authorities. This applies to violation of any law while students are on NSAD-sponsored outings or trips.

NSAD gives full cooperation to local law enforcement agencies concerning their investigation and enforcement of city, state, and federal laws. Students must realize that NSAD will not serve as a haven or refuge for violators of the law. If a student violates laws governing such areas as drugs, alcohol, theft, and/or other civil violations, the student must also accept the consequences of such actions. All students will be held responsible for their behavior.

Judicial Proceedings

Students should understand that NSAD disciplinary procedures are not identical to procedures in criminal or civil cases but are, instead, designed to ensure fundamental fairness so that students will be protected from any arbitrary or capricious disciplinary action. NSAD disciplinary procedures will be adhered to as faithfully as possible given all the circumstances of each individual case. Variations in the procedure, which are dictated by particular circumstances, will not invalidate NSAD disciplinary procedures unless these variations prevent a fair hearing.

Charges and Notification

- Any member of the college community (students, faculty members, college officials, or staff) may initiate charges against a student for alleged violations of this code or other NSAD policies by filing said charges in writing with the Judicial Affairs Coordinator, or other designee. All students have the ability to complete an Incident Report at any time to document incidents of concern on campus. The Incident Report form may be found on the NSAD website.

- Any charge should be submitted within a reasonable time (preferably within three NSAD administrative working days) of the alleged violation.

- A student shall be notified by the appropriate NSAD official, in writing, of any judicial proceedings instituted to adjudicate said student's alleged misconduct.

- Notice to the student shall take place within a reasonable amount of time (if possible, within three NSAD administrative working days) after the appropriate NSAD official has concluded a
preliminary investigation of the alleged violation. The student shall have reasonable prior notice, in writing, of scheduled judicial proceedings. Notice shall be considered received upon delivery to a student's current local address or email address as recorded with NSAD unless the student can show just cause why such receipt substantially impaired adequate notice and preparation for said hearing.

- Written notification of judicial proceedings shall include:
  - Time and place of incident review meeting and/or hearing
  - A statement of the charges brought
  - The name of the person(s), group, or NSAD office filing said charges

NSAD reserves the right to suspend the above provisions of notification to expedite judicial proceedings during exams, holidays, and any other period when classes are not normally in session. Nothing in these provisions shall be read to preclude an informal investigation and resolution of a student conduct issue prior to or in lieu of an initiation of charges under these judicial proceedings.

**Incident Review Meetings and Hearings**

At the discretion of the Judicial Affairs Coordinator (or designee) a hearing option will be chosen. An accused student may choose to forgo a hearing in consideration of a more immediate disposition of the alleged violation.

- Incident Review Meeting – A student who has had charges brought against him/her may be required to meet with the Judicial Affairs Coordinator (or designee) for an incident review meeting to discuss the charges, the judicial proceedings, rights of the accused, and the possible sanctions associated with said charges.

- Informal Proceeding – The Judicial Affairs Coordinator (or designee) who was responsible for the incident review meeting will also facilitate an informal proceeding if an accused student chooses to forgo a formal hearing in consideration of a more immediate disposition of the alleged violation.

- Academic Department Chair or Provost's Review – This procedure is implemented by the Academic Department Chair and/or Provost and is intended to review the status of a student in a faculty member's course. This review may include a mediation between the student and the faculty member, or it may be an administrative proceeding to determine whether a student should be allowed to remain in the given course. Because of the necessity for swiftness, this review should take place as soon as possible following the incident and is not subject to the requirement of advanced, written notice to the student. After consulting with the student and the faculty member (together and/or separately), and with any witnesses, the Department Chair and/or Provost shall render a decision in writing. The Department Chair's decision may be appealed to the Provost, and the Provost's decision may be appealed to the campus Judicial Board.

- Formal Administrative Hearing – Judicial Affairs Coordinator (or designee) will act as or appoint a hearing officer to facilitate a formal administrative hearing when necessary. It is the responsibility of the Judicial Affairs Coordinator that all hearing officers have received the appropriate training to and a just and fair hearing as provided by this Code. Any and all appeals of decisions by the hearing officer of a formal administrative hearing shall be directed to the Provost.

- Formal Committee Hearing – When necessary, the Judicial Affairs Coordinator (or designee) will appoint members to a temporary Campus Judicial Board. The composition of the temporary Campus Judicial Board will be determined by the Judicial Affairs Coordinator (or designee) in consultation with the Provost. Every temporary Campus Judicial Board will have one non-voting advisor appointed by the Judicial Affairs Coordinator (or designee) to ensure a just and fair hearing as provided by this Code and shall be the official representative of the College under whose authority the board may act in fulfillment of the provisions of this Code. All recommendations for sanctions by the Campus Judicial Board through a majority vote will be sent to the Judicial Affairs Coordinator for a final decision and imposition of sanctions and explanation to the student. Any and all appeals of recommendations for sanctions by the Campus Judicial Board and imposition of sanctions by the Judicial Affairs Coordinator shall be directed to the
Provost. In the event that the Campus Judicial Board is inoperative, an administrator appointed by the Judicial Affairs Coordinator will conduct an administrative hearing.

- Failure to appear - The evidence in support of the charges shall be presented and considered even if the accused fails to appear and answer charges. Failure to appear at an incident review meeting or hearing, or failure to reschedule 24 hours before the date and time of the incident review meeting or hearing, may result in the determining of responsibility for policy violations and, if found responsible, the imposition of sanctions in a person's absence. No recommendation for the imposition of sanctions shall be based solely upon the failure of the accused to answer charges or to appear at the hearing. The accused may reschedule a maximum of two times before the case will be reviewed in his/her absence.

**Rights of the Accused**

To ensure that all judicial proceedings are conducted in a fair and reasonable manner, all accused students are entitled to the following:

- The right to an expeditious hearing
- The right to appear in person to answer charges and present witnesses and evidence in support of his/her defense
- The right to be accompanied by an advisor of his/her choice (advisors must be from the campus community except when approved by the Judicial Affairs Coordinator (or designee). Advisors are to give advice and direction to the student but, as a general rule, may not speak in defense or on behalf of the student. Advisors may not serve as a witness to facts in the case, but may speak as a character witness on behalf of the accused.)
- The right to refuse to answer questions of an incriminating nature
- The right to have a hearing audio-taped by the Judicial Body (this tape recording shall be considered the sole property of NSAD and shall be considered to be an official record of the accused student(s))
- Students with documented disabilities have the right to request reasonable accommodations to assist them through the judicial process.

**Hearings**

Hearings shall be conducted by a Judicial Body according to the following guidelines:

- Hearings will be confidential and closed to the general public (i.e., those who are not primary participants, authorized witnesses and advisors, the Judicial Affairs Coordinator (or designee), and other members of the Judicial Body).
- Admission of any person to the hearing shall be at the discretion of the Judicial Body and/or the Judicial Affairs Coordinator.
- Where a single incident or occurrence gives rise to charges against more than one student, a student shall be eligible to have a separate hearing if he/she can substantiate the likelihood of prejudice by association.
- The accused student and his/her advisor shall be present during the entire time of the hearing and shall be absent only during times in which the Judicial Body or administrator is deliberating.
- The charging party, the accused, and the Judicial Body shall have the privilege of presenting witnesses, subject to the right of cross-examination by the Judicial Body. If either party is unable to locate or receive compliance from any person asked to testify, that party may seek assistance of the appropriate NSAD administrator. NSAD, however, may not compel a student to testify against his/her will. The adjudicatory agent may elect not to hear a witness.
- Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the Judicial Body at the discretion of the Judicial Affairs Coordinator (or designee).
• The Judicial Body’s determination shall be made on the basis of whether it is more likely than not that the accused student violated the Code of Conduct. All matters on which a decision should be based must be introduced into evidence during the proceedings. The decision should be based on careful evaluation of such evidence.

• It is to be understood that all adjudicatory bodies will have access to all past judicial records of that student after they have reached a decision as to the disposition of the alleged violation. This prior record and any mitigating or aggravating circumstances may be used for the purpose of determining the type of sanction(s) to be recommended, if any.

• The NSAD adjudicatory agent shall notify the accused student(s) of its findings within the shortest reasonable time after a decision has been rendered. This notice shall be in writing and shall specify the charges for which the accused student has been found responsible or not responsible, and the action, if any, being recommended.

• All proceedings, testimony, findings and recommendations of any and all judicial hearings are confidential. The charging party, on receipt of information regarding the findings and/or recommendation of any adjudicatory agent, shall be bound to keep in confidence such information. Information from disciplinary records is subject to all of the same provisions of confidentiality as other student records.

**Disciplinary Sanctions**

The purpose of the imposition of sanctions in a student disciplinary hearing is to redirect the student's behavior toward a pattern more acceptable within the college community if such redirection is feasible, or to protect the college community from possible harm or injury from said person, or to give financial redress to a complainant for loss, harm, or destruction of property resulting from the actions of the accused. Although not intended to be inclusive, the following are possible sanctions that may be imposed, either singularly or in combination, upon a student for infractions of the Code of Conduct.

**Disciplinary Expulsion**

Expulsion is a permanent dismissal from NSAD. Any recommendation for expulsion is automatically subject to review by the President (or designee) whether or not the student appeals the recommendation of the Judicial Body. In the case of expulsion, financial refunds for tuition, and fees will follow the refund schedule as outlined in this publication. The student's parents or guardians will be notified of a disciplinary expulsion.

**Disciplinary Suspension**

If a student is suspended, he/she is deprived of student status and must carry out total separation from NSAD for a specified period of time. A student placed on suspension will be withdrawn from classes. Conditions of readmission shall be stated in the letter of suspension. Any recommendation for suspension is automatically subject to review by the Provost (or designee) whether or not the student appeals the recommendation of the Judicial Body. In the case of suspension, financial refunds for tuition and fees will follow the refund schedule as outlined in this publication. A student’s parents or guardians will be notified of a disciplinary suspension.

Interim Suspension and other Interim Sanctions – The Provost (or designee) may suspend a student and/or restrict a student’s access to campus and/or impose other forms of interim action, such as exclusion from one or more classes or other locations for an interim period prior to the resolution of a disciplinary proceeding if the Director becomes aware of reliable information that supports an allegation of misconduct and determines that the continued presence of the student on the campus or at NSAD-sponsored events poses a threat of harm or substantial disruption.

The interim action will remain in effect until a final decision has been made on the pending charges or until the Provost determines that the reasons for imposing the interim action no longer exist.
Disciplinary Probation

Disciplinary probation is a written statement to the student indicating that his/her behavior is of such a nature as to place him/her near removal from the college community. Any student placed on probation will be notified of the terms, which may include restrictions deemed appropriate by the Judicial Affairs Coordinator (or designee), and the length of the probation. Parents or guardians may be notified if a student is placed on disciplinary probation. Any conduct in violation of the probation of a similar or more serious nature shall result in the imposition of additional restrictions, suspension or expulsion.

Disciplinary Service

A student is required to complete a specific number of hours of service to the campus or general community and fulfill any educational action associated with the disciplinary service as determined by the Judicial Affairs Coordinator (or designee).

Educational Action and Assigned Projects

Educational action and assigned projects designed to assist the accused student in better understanding the overall impact of his/her alleged behavioral infraction may be assigned. Educational action could include mandatory attendance to classes, seminars, or workshops, etc., relating to the alleged policy infraction. Assigned projects could include a term paper, the creation of educational posters, or the planning of an educational program related to the alleged policy infraction. Assigned projects may not include work details except as may be directly related to the alleged offense nor may such assigned projects be of such a nature in scope as to cause undue humiliation or degradation of the accused student. Said assigned projects will be under the direct supervision of the Judicial Affairs Coordinator (or designee).

Enrollment Hold, Cancellation of Enrollment, and Graduation Hold

- **Enrollment Hold** – Should a student not respond to a request to meet with the Judicial Affairs Coordinator (or designee) or if a student should fail to complete assigned sanctions, such college official may either place a hold on the student’s account which would prevent the student from enrolling in subsequent semesters and from receiving transcripts, or may declare a default by the student and impose disciplinary sanctions.

- **Cancellation of Enrollment** – In instances where the Judicial Affairs Coordinator (or designee) has placed a hold on a student’s enrollment for failure to comply with sanctions resulting from a prior informal or formal hearing, such hold may be cleared with the condition that the student’s enrollment will be canceled for failure to meet the conditions of the clearance. To be reinstated or to obtain transcripts, the student must fulfill all judicial obligations.

- **Graduation Hold** – Should a student not respond to a request to meet with the Judicial Affairs Coordinator (or designee) or if a student does not comply with already-imposed disciplinary sanctions, then the Provost may place a hold on his/her participation in graduation exercises and his/her diploma. This hold will also prevent transcripts denoting graduation from being released. Diploma and transcripts will be released upon fulfillment of all judicial obligations.

Fines and Restitution

Fines, when deemed appropriate, may be assigned by the Judicial Body. Restitution is expected when a student’s actions damage, deface, or destroy any NSAD or personal property in order to restore said property by replacement or monetary reimbursement unless good cause can be otherwise substantiated. Such restitution shall be in addition to any sanction the Judicial Body may recommend.

Fines and restitution are payable by personal check, cashier’s check, or cash. In rare circumstances, and with parents’ permission, fines and restitution may be added to a student’s account. If a student separates from NSAD prior to paying fines or restitution, the outstanding balance will be added to the student’s account, which could result in an account being sent to collections.
Informal Admonition or Warning

Informal admonitions may be given for less serious offenses without the initiation of formal procedures. All charges referred to the Judicial Affairs Coordinator may be disposed of by mutual consent of Judicial Affairs Coordinator and the parties involved. The accused shall regard the case as closed and may not appeal. Failure to reach a consensus allows either party to request that the case be heard by the appropriate Judicial Body.

Notification of Parents or Guardians

At the discretion of the Judicial Body and following the Code of Conduct, FERPA, and with the approval of the Provost, notification by letter or telephone may be made by the appropriate administrative officer to the parents or legal guardian of the accused student. A decision involving disciplinary probation, suspension, or expulsion will result in notification to the student's parents or guardians at NSAD's discretion.

Recommendation of Counseling

The Judicial Body may recommend counseling to the Judicial Affairs Coordinator. The Judicial Body may request the Judicial Affairs Coordinator to direct a student to receive an evaluation or assessment or to attend a prescribed number of counseling sessions with a NSAD counselor. If such a request is made, the Judicial Body may inquire only into whether the student has attended the prescribed number of sessions and cooperated with efforts made by the counselor to help him/her adjust to NSAD responsibilities and issues relevant to the infraction; all other content discussed in the sessions is confidential.

Reprimand

A reprimand is a written warning to a student that his/her conduct is unacceptable by NSAD standards and policies and that continuation or repetition of the specified conduct may be cause for further disciplinary action. During formal proceedings, the reprimand is the least sanction the Judicial Body may impose if the accused is found to be in violation of this Code. (A reprimand becomes part of a student’s disciplinary record, but is not a part of the student's academic record.)

Restriction

A restriction on a student's campus privileges may be imposed for a period of time. This restriction may include, but is not limited to, denial of the right to represent NSAD in any way, the denial of the use of specific facilities, or denial of the opportunity to participate in extracurricular activities. Individuals on campus restriction may not be present on campus for any reason. This includes NSAD activities both on and off campus.

Bias-Motivated Offenses

Any offense that is motivated by bias may result in stronger penalties. An offense motivated by bias is any offense wherein the accused intentionally selects the alleged victim because of the alleged victim’s race, creed, disability, color, religion, national origin, gender, age, marital status, sexual orientation, or inclusion in any group or class protected by state or federal law.

The Judicial Affairs Coordinator and other judicial bodies are not limited to the sanctions listed above, but may impose other sanctions which bear a reasonable relation to the violation for which the sanction is imposed.

Completion of Sanctions

- Responsibility - The Judicial Affairs Coordinator will be responsible for ensuring that sanctions have been carried out. As part of an assigned sanction, a student may be required to meet periodically with the Judicial Affairs Coordinator (or designee) to discuss and assess the progress of the sanction.
- Time period - Where time periods for sanctions are appropriate, they should be designated by the adjudicating body. The time period will be determined at the discretion of the adjudicating body and should always be within reason for the type of sanction imposed. If no specific time period is stated in the sanction, then the term (whether for restrictions, probation, or suspension, etc.) is determined to be one academic year.

- Failure to complete assigned sanctions - Failure to complete assigned sanctions within the specified timeframe constitutes abuse of the judicial system which can result in additional sanctions and/or an enrollment hold.

Appeal

An appeal may be made by either party to a judicial action to the appropriate adjudicatory agent through the Judicial Affairs Coordinator within three administrative working days. With the exception of suspension or expulsion, which are automatically subject to review by the Provost or President (or designee) whether or not the student appeals the recommendation of the Judicial Body, all decisions or sanctions may be appealed to one level above the original jurisdiction adjudicatory agent. After that point, the appeal route is exhausted. The parties will be informed as to the appropriate individual or body to receive an appeal.

An appropriate letter of appeal should be of sufficient detail to stand on its own merit and should include the following information:

- Student’s full name, ID number, and contact information
- Stated grounds for the appeal (as noted below)
- Rationale for the stated grounds of the appeal

The adjudicatory agent having jurisdiction shall consider only the following as grounds for said appeals:

- A substantial procedural error has unreasonably impaired either party.
- An unduly harsh sanction has been recommended for the accused student.
- New evidence of a substantive nature, which was not available at the time of the original hearing, has been uncovered.
- Substantiated bias on the part of any Judicial Board Member or administrative hearing officer has been identified.
- A sanction, which is considered to be too lenient, has been recommended for the accused.

Any adjudicatory agent in receipt of the appeal may, after review of all available information through a paper review or an actual appeal review meeting, elect to:

- Deny the appeal for lack of adequate grounds or justification for said appeal
- Accept the appeal and lessen the sanctions recommended
- Accept the appeal and dismiss all charges and sanctions
- Accept the appeal, but sustain the decision of the adjudicatory agent of previous jurisdiction
- Accept the appeal (and at the discretion of the adjudicatory agent considering the appeal, re-hear all or a portion of the case and/or take new evidence) and establish his/her own recommendation, which may call for greater or lesser sanctions than the previous agent

Interpretation and Revision

Any questions of interpretation regarding the Code of Conduct and the judicial proceedings shall be referred to the Provost (or designee) for final determination.