



Through the Association of Independent Colleges of Art & Design Exchange program, full-time CCA juniors who are attending, have the unique opportunity to attend another one of the participating AICAD schools for one semester at no additional cost. AICAD Exchange offers students the benefit of studying and being immersed in the art scene of a different geographic area. By sharing resources and facilities, AICAD colleges offer unparalleled educational opportunities to students at AICAD schools.

**Students can begin to apply for AICAD Exchange by filling out the attached form, the last page of this packet.**

## APPLICATION DEADLINES

SPRING 2020 TERM:  
SEPTEMBER 20, 2019

FALL 2020 TERM:  
MARCH 2, 2020

Ingrid Wells  
Assistant Registrar, AICAD Exchange Coordinator  
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# AICAD EXCHANGE

## ELIGIBILITY

The AICAD Exchange is open primarily to full-time CCA juniors 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. However, the Host School retains sole discretion to accept or decline an application or selection of courses.

## TUITION AND FEES

Tuition is payable to the student's Home School (California College of the Arts). The Host School agrees not to charge the student tuition. 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, the student must contact the California College of the Arts Exchange Coordinator immediately. This allows students to receive their regular financial aid award.

## 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 Exchange Coordinator of the Host School to determine which fees will be required at registration.

## TRANSCRIPTS

The academic record from the Host School during exchange study will be transferred to the student's CCA record. Students should request an official transcript from the Host School prior to leaving the campus. All transcripts should be sent to the address below.

Student Records Office  
California College of the Arts  
1111 Eighth Street  
San Francisco CA 94107-2247



## MEDICAL INSURANCE

AICAD colleges require 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.

## PARTICIPATING AICAD SCHOOLS

Alberta University of the Arts  
Art Academy of Cincinnati  
California College of the Arts  
Cleveland Institute of Art  
College For Creative Studies  
Columbus College of Art & Design  
Emily Carr University of Art & Design  
Kansas City Art Institute  
Laguna College of Art & Design  
Lesley Art + Design (formerly AIB)  
Maine College of Art  
Maryland Institute College of Art  
Massachusetts College of Art and Design

Milwaukee Institute of Art & Design  
Minneapolis College of Art & Design  
Montserrat College of Art  
Moore College of Art & Design  
New Hampshire Institute of Art  
NSCAD University  
OCAD University Otis College of Art & Design  
Pacific Northwest College of Art  
Pennsylvania Academy of the Fine Arts  
Pennsylvania College of Art and Design  
Rhode Island School of Design  
Ringling College of Art & Design  
San Francisco Art Institute  
School of the Art Institute of Chicago  
School of the Museum of Fine Arts at Tufts  
University of the Arts  
Watkins College of Art



### Questions?

Contact: Ingrid Wells  
AICAD Exchange Coordinator  
Assistant Registrar, SF Campus  
[ingrid@cca.edu](mailto:ingrid@cca.edu)  
415.703.9581

# AICAD Exchange Program Instructions & Advisor Approval Form

The AICAD Exchange Program provides an opportunity for students to take classes at any one of the AICAD member schools for one semester on a space-available basis while registering at CCA for the semester. AICAD Exchange is open primarily to students in their junior year who meet the eligibility requirements of their specific program. A complete listing of the participating AICAD schools is available from the Student Records office. It may be necessary for students to research the AICAD school they are interested in attending to request course information. Students receiving financial aid at CCA are eligible to receive the same financial aid in the AICAD Exchange Program.

In order to apply, students must show:

1. Completion of at least two semesters at CCA immediately prior to the exchange semester
2. Upper division standing (at least 60 units completed)
3. Good academic standing at CCA
4. Good financial standing at CCA
5. Enrollment at CCA full-time (12 units minimum) during the AICAD Exchange semester, and
6. Full CCA tuition payment.

*Application Deadline for the Spring 2020 Semester: **September 20, 2019***

*Application Deadline for the Fall 2020 Semester: **March 2, 2020***

## Application Procedure

### CCA Student:

1. Completes this form and write a statement of purpose explaining how and why this program will benefit their artistic development, including listing the courses for which the student intends to register;
2. Submits this form, and statement of purpose to the student's academic advisor for review and discussion of proposed program; and has the advisor complete and sign this form (below);
3. Submits this approved form and statement of purpose to the AICAD Exchange Coordinator (Ingrid Wells, [ingrid@cca.edu](mailto:ingrid@cca.edu))

### CCA AICAD Exchange Coordinator: (Ingrid Wells)

1. Verifies eligibility of the student
2. Reviews all applications with committee and selects candidate(s) when there is competition
3. If approved, sends student an approval letter and a link to the corresponding page in Slide Room, where student will submit their final application.

### Host Institution AICAD Exchange Coordinator:

- Notifies student of acceptance or denial at the host school. If accepted, informs student of timelines and other related details at the host school.

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### CCA Advisor Approval:

Student's Name: \_\_\_\_\_ Student's ID #: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Potential Host School \_\_\_\_\_

Proposed Courses at Host school:	CCA Course Equivalents:

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_