

# **PUBLIC ENGAGEMENT**

**2014–2015**

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**THE NEW SCHOOL FOR PUBLIC ENGAGEMENT**

# ACADEMIC CALENDAR 2014–2015

## FALL 2014

Registration  
(Most new students register over the summer for the fall term) April 7–May 2  
(Registration for continuing students)

Classes Begin Mon., Aug. 25  
Last Day to Add a Class Tues., Sept. 8  
Last Day to Drop a Class Tues., Sept. 15  
Last Day to Waive Mon., Sept. 22  
Student Health Insurance and Fees

### Last Day to Withdraw From a Class With a Grade of W

Undergraduate Students Fri., Oct. 10  
Parsons and Mannes Graduate Students Fri., Oct. 10  
All Other Graduate Students Tues., Dec. 15

Holidays  
Labor Day Sat., Aug 30–Mon., Sept. 1  
Rosh Hashanah: Wed., Sept. 24 eve–Thurs., Sept. 25  
*Wednesday classes scheduled to start 3:50 p.m. or later do not meet. No classes meet on Thursday. See rescheduled days below*  
Yom Kippur: Fri., Oct. 3 eve–Sat., Oct. 4  
*Friday classes scheduled to start 3:50 p.m. or later do not meet. No classes meet on Saturday. See rescheduled days below.*  
Thanksgiving: Wed., Nov. 26–Sun., Nov. 30  
Winter Break: Tue., Dec. 16–Sun., Jan. 25, 2015

Makeups and Rescheduled Days On Tue., Nov. 25, classes will follow the Thursday schedule. On Mon., Dec. 15, daytime classes will not meet, evening classes will follow the Wed. schedule

Spring 2015 Registration Nov. 3–28  
Juries Arranged by program  
Classes and Exams End Mon., Dec. 15  
Online Session A Aug. 25–Dec. 15  
Online Session B Aug. 25–Oct. 24  
Online Session C Oct. 6–Dec. 15

## SPRING 2015

Registration Nov. 3–28, 2014  
(New students register in Dec. and Jan. for the spring term.) Registration for continuing students  
Jan. 20–23, Registration for new students.

Classes Begin Mon., Jan. 26  
Last Day to Add a Class Fri., Feb. 6  
Last Day to Drop a Class Fri., Feb. 13  
Last Day to Waive Mon., Feb. 23  
Student Health Insurance and Fees

### Last Day to Withdraw From a Class With a Grade of W

Undergraduate Students Fri., Mar. 13  
Parsons and Mannes Graduate Students Fri., Mar. 13  
All Other Graduate Students Mon., May 18

Holidays  
Martin Luther King Day: Mon., Jan. 19  
Presidents Day: Mon., Feb. 16  
Spring Break: Mon., Mar. 23–Sun., Mar. 29

Fall 2015 Registration April 6–May 1  
Juries Arranged by program  
Classes and Exams End Mon., May 18  
Graduation Fri., May 23  
Online Session A Jan. 26–May 18  
Online Session B Jan. 26–April 3  
Online Session C Mar. 9–May 18

## THE NEW SCHOOL FOR PUBLIC ENGAGEMENT

The New School was founded in 1919 as a center for “discussion, instruction, and counseling for mature men and women.” Today, it is an innovative urban university offering undergraduate, graduate, and continuing education programs in liberal arts and social sciences, art and design, management and policy, and performing arts.

The New School for Public Engagement should be considered in many respects as the successor to the founding division of the university. It adheres to The New School’s original mission of serving the intellectual, cultural, artistic, and professional needs and interests of adult students. The curriculum published in this catalog offers an enormous range of opportunities for intellectual inquiry and skills development.

In preparing a curriculum each term, there are certain values that inform the process. These were articulated in a statement of purpose prepared by a University Commission on Continuing Education in the spring of 1984:

The New School does not set any limits to its programs in regard to subject matter. Whatever seriously interests persons of mature intelligence properly falls within the province of the school. History and philosophy, the social and behavioral sciences, literature and art, the natural and biological sciences, education, and ethics naturally take up a significant part of the New School curriculum, since these are the fields in which the forces of culture and change are most significantly active, and in which human beings, their institutions, and their products are directly studied. The centrality of the liberal arts is maintained and strengthened in every possible way, but not to the exclusion of other educational programs that serve a legitimate need for mature adults in a mature community.

Although every New School Bulletin has reflected these values, an examination of catalogs over the years would reveal dramatic differences among them. The first six courses offered in 1919 dealt exclusively with the then-emerging social sciences—which reflected the primary interests of the founders. Early in the institution’s history, however, necessity and interest combined to produce a gradual broadening of the program. Courses in drama and literature soon appeared, followed by architecture, film, business, journalism, music, art, science, dance, speech and languages, and computers.

Some of the finest minds of the 20th century developed unique courses at The New School. W.E.B. DuBois taught the first course on race and African-American culture offered at a university; Karen Horney and Sandor Ferenczi introduced the insights and conflicts of psychoanalysis; Charles Abrams was the first to explore the complex issues of urban housing; the first university course on the history of film was taught at this institution; and in the early sixties, Gerda Lerner offered the first university course in women’s studies. Over the years, lectures, seminars, and courses have examined most of the important national and international issues of our time.

To this day, many talented teachers and professionals choose The New School as a place to introduce new courses and explore new ideas. Every year, hundreds of courses are offered for credit, many unique to this institution, designed and

developed by teachers who teach what they know best and what most interests them. The New School maintains its tradition of educational innovation and keeps its place on the cutting edge of the intellectual and creative life of New York City.

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Important Notice: The information published herein represents the plans of The New School at the time of publication. The university reserves the right to change without notice any matter contained in this publication, including but not limited to tuition, fees, policies, degree programs, names of programs, course offerings, academic activities, academic requirements, facilities, faculty, and administrators. Payment of tuition for or attendance in any classes shall constitute a student’s acceptance of the administration’s rights as set forth in this notice.

The New School for Public Engagement  
Office of Admission

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[www.newschool.edu/public-engagement](http://www.newschool.edu/public-engagement)

*Cover Photo: Jessica Miller*

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## A MESSAGE FROM THE EXECUTIVE DEAN

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Almost a century ago, a small group of scholars set out to change the value-system of higher education. They founded a school that challenged traditional boundaries; a school that strengthened ties with the non-academic community; a school that expanded its course and program offerings to address new issues and reach new student populations. The New School for Public Engagement is the contemporary name for the founding division of The New School. Today The New School is a major urban university that connects design, social research, and the performing arts. Our mission is still consistent with our founding conviction that higher learning occurs over an entire lifetime, and not just four short years, and that its purpose is to engage in the issues of the day.

Our division, The New School for Public Engagement, is comprised of four schools. The **Milano School of International Affairs, Management, and Urban Policy** offers graduate programs in management, organizational change, urban policy, international affairs, nonprofit management, and environmental policy and sustainability management. The **School of Media Studies** offers graduate degrees and certificates in media studies and media management, focusing on the making, management, and critical study of established and emerging media. The **School of Writing** offers a rigorous Master of Fine Arts program with concentrations in poetry, fiction, creative nonfiction, and writing for children. The **Bachelor's Program for Adults and Transfer Students** offers liberal and interdisciplinary education to students completing their undergraduate degree. We also offer programs in **language learning and teaching**: a graduate program in Teaching English to Speakers of Other Languages, dozens of foreign language courses, and a certificate and courses in English as a Second Language.

John Dewey, one of the founding members of The New School, once wrote that “education is not preparation for life; education is life itself.” As you learn more about the diverse course and program offerings contained in this catalog, I hope that you, too, will consider your time here as a process of growth, of social integration, and, as Dewey reminds us, as a living process of intellectual exploration.

Sincerely,

Mary R. Watson  
Executive Dean  
The New School for Public Engagement

## ACCREDITATION

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All degree programs at The New School are registered by the New York State Education Department. The New School has been regionally accredited by the Middle States Commission on Higher Education since 1960. Read the report and documentation from the university's most recent [Middle States review](#). Additionally, professional curricula are accredited by the appropriate professional educational agency or board. Accrediting agencies of individual programs are listed below.

- Parsons The New School for Design has been accredited by the National Association of Schools of Art and Design since 1966.
- The doctoral clinical psychology program has been accredited by the American Psychological Association since 1981.
- The master's program in urban policy analysis and management has been accredited by the National Association of Schools of Public Affairs and Administration since 1988.
- The master's program in architecture has been accredited by the National Architectural Accrediting Board since 1994.

## ONLINE PROGRAMS

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### State Authorization

The New School monitors developments in state laws in every state. If authorization or licensure is necessary or becomes necessary, The New School will obtain the required additional approvals. The New School is currently authorized, licensed, exempt, or not subject to approval in Arizona, Alaska, Arkansas, California, Colorado, Connecticut, Delaware, Hawaii, Idaho, Illinois, Indiana, Kansas, Maine, Massachusetts, Michigan, Mississippi, Missouri, Nebraska, New Hampshire, New Jersey, New Mexico, New York, Ohio, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, West Virginia, and Wyoming. Exemptions and authorizations for states not listed are currently in progress.

For information on states that have their own information for students enrolling in a New School online program, see [Additional State Authorization Information](#).

## GENERAL EDUCATION AT THE UNIVERSITY

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The New School's academic programs are designed to prepare students to be productive citizens in the 21st century. In addition to mastery of discipline-specific competencies, the university expects all of its graduates to be able to demonstrate the capacity to think critically; to analyze quantitative and/or scientific constructs; to communicate effectively both orally and in writing; and to use appropriate technologies as tools for collecting information.



## PROGRAMS OF STUDY

### THE FOUR SCHOOLS

#### The Bachelor's Program for Adults and Transfer Students

Liberal Arts (BA/BS)

Environmental Studies (BA/BS)

Global Studies (BA)

Musical Theater (BFA – AMDA Only)

Food Studies (BA/BS/AAS)

Psychology (BA)

Urban Studies (BA)

Teaching English to Speakers of Other Languages (MA)

#### Milano School of International Affairs, Management, and Urban Policy

Environmental Policy and Sustainability Management (MS)

International Affairs (MA/MS)

Nonprofit Management (MS)

Organizational Change Management (MS)

Public and Urban Policy (MPhil)

Urban Policy Analysis and Management (MS)

Public and Urban Policy (PhD)

#### The School of Media Studies

Media Studies (MA)

Media Management (MS)

#### The School of Writing

Creative Writing (MFA)

### Undergraduate Degrees

The New School for Public Engagement offers bachelor's degrees in Liberal Arts (BA or BS), Environmental Studies (BA or BS), Global Studies (BA), Urban Studies (BA), Food Studies (AAS, BA, or BS), and Psychology (BA). The division also offers a BFA degree in musical theater for graduates of the American Musical and Dramatic Academy (AMDA) Integrated Program.

Higher Education General Information Survey (HEGIS) codes: BA and BS in Liberal Arts, 4901.00; BA in Global Studies, 2210.00; BFA in Musical Theater (AMDA program), 1007.00, BA and BS in Environmental Studies, 1999.10; BA and BS in Food Studies - 2299.00; BA in Psychology, 2001.00; Urban Studies, 2214.00

### Graduate Degrees

The division offers master's degrees in Creative Writing (MFA), International Affairs (MA or MS), Media Management (MS), Media Studies (MA), Nonprofit Management (MS),

Organizational Change Management (MS), Environmental Policy and Sustainability Management (MS), Teaching English to Speakers of Other Languages (MA TESOL), and Urban Policy Analysis and Management (MS); and a doctoral degree in Public and Urban Policy (PhD).

HEGIS codes: MA and MS in International Affairs, 2210.00; MS in Media Management, 0599.00; MA in Media Studies, 0601.00; MFA in Creative Writing, 1507.00; MS in Nonprofit Management, Organizational Change Management, and Environmental Policy and Sustainability Management, 0506.00; MA TESOL, 1508.00; MS in Urban Policy Analysis and Management, and MPhil and PhD in Public and Urban Policy, 2214.00.

### Certificates

The New School awards certificates of completion in several areas of study. A certificate attests to successful completion of a structured program of courses designed to establish proficiency in a specific field. Permanent records are maintained for all certificate students, and transcripts are available.

The following certificates are currently offered:

- Creative Arts and Health (HEGIS code 5299.00)\*
- Documentary Media Studies (graduate level; HEGIS code 0605.00)
- English as a Second Language (noncredit only)
- Film Production (HEGIS code 5610.00)
- Leadership and Change (graduate level; HEGIS code 0506.00)
- Media Management (graduate level; HEGIS code 0599.00) †
- Organization Development (graduate level; HEGIS code 2199.00)
- Screenwriting (HEGIS code 5610.00) †
- Sustainability Strategies (graduate only; HEGIS code 5610.00)
- English Language Teaching to Adult Speakers of Other Languages (HEGIS code 5608.00)
- TESOL Summer Institute (noncredit only)
- English as a Second Language + Design (noncredit only)
- English as a Second Language + Music (noncredit only)

Note: These certificate programs may be taken for academic credit unless otherwise stated.

\* This program is being phased out.

† This certificate program can be taken onsite, online, or in combination.

## THE BACHELOR'S PROGRAM FOR ADULTS AND TRANSFER STUDENTS

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The Bachelor's Program for Adults and Transfer Students offers bachelor's degree programs for working adults and others seeking a non-traditional college education. It is designed for people who are committed to completing their undergraduate education with a solid foundation in the liberal arts.

Students in the Bachelor's Program for Adults and Transfer Students may follow a self-designed major in Liberal Arts, or they may major in Environmental Studies, Global Studies, Urban Studies, Psychology, Food Studies, or certain other areas of study as approved by the university.

Additionally The Bachelor's Program for Adults and Transfer Students offers a master of arts in Teaching English to Speakers of Other Languages. This innovative curriculum with a global faculty can be taken fully online, or in combination with onsite courses in NYC.

### BACHELOR OF ARTS/BACHELOR OF SCIENCE IN LIBERAL ARTS

The New School for Public Engagement bachelor's degrees in Liberal Arts require satisfactory completion of 120 credits, of which 84 can be transfer credits. Students who earn a minimum of 90 credits in the liberal arts and sciences, receive the BA degree. Those who earn fewer than 90, but at least 60 credits in the liberal arts and sciences receive the BS degree.

All students who enter the Bachelor's Program for Adults and Transfer Students with fewer than 30 transfer credits must enroll for 12 general education credits (including NHUM1001 Pathways to Learning: The Idea of the University) during their first year in the program.

### The Liberal Arts Curriculum

Students in the self-design liberal arts path may draw from many areas of study. Students who would benefit from guidance in creating a thematic focus or who plan to go to graduate school should consult carefully with their academic advisors about their course selections before they register. The flexible degree requirements permit a wide range of curricular possibilities.

A listing of available courses with course descriptions can be seen by going to the website at [www.newschool.edu/public-engagement/school-of-undergraduate-studies-curriculum/](http://www.newschool.edu/public-engagement/school-of-undergraduate-studies-curriculum/).

Liberal Arts majors may also choose courses from other divisions of The New School, including most courses at Eugene Lang College (with permission) and selected courses offered by Parsons The New School for Design, Mannes College The New School for Music (Extension program), and The New School for Jazz and Contemporary Music.

Qualified students may be able take certain courses offered by graduate programs of the university.

Every student in the Bachelor's Program for Adults and Transfer Students is responsible for organizing the course offerings of The New School into a coherent academic program. To do so requires thoughtful planning and consideration of options. Students are expected to form strong relationships with their faculty advisors, with whom they can talk through options, gain access to the full range of curricular resources available in the university, and shape a group of courses into a coherent program suited to individual needs and interests.

The liberal arts and sciences, as defined by the Bachelor's Program for Adults and Transfer Students, correspond generally to the following subject areas identified in the course catalog:

- Anthropology and Sociology
- Arts: History, Theory, and Criticism
- Cultural Studies
- Environmental Studies
- Film and Media Studies
- Food Studies
- Foreign Languages
- Gender Studies
- Global Studies
- History
- Jewish Culture
- Journalism
- Literature
- Philosophy
- Politics and Economics
- Psychology
- Screenwriting
- Urban Studies
- Writing

Bachelor of Arts students may elect to include up to 30 credits, bachelor of science students up to 60 credits, and Bachelor of Fine Arts in Musical Theater up to 12 credits in *non-liberal arts* areas of study, which correspond generally to the following subject areas.

- Management and Leadership
- Media and Film Business
- Media and Film Production

The certificate programs in Creative Arts and Health and Teaching English to Speakers of Other Languages include some courses that are liberal arts, as well as courses that are non-liberal arts.

Students selecting courses should consult with their faculty advisors and refer to the Liberal Arts and Non-liberal Arts lists posted on the website at [www.newschool.edu/public-engagement/ba-bs-liberal-arts-degree-requirements/](http://www.newschool.edu/public-engagement/ba-bs-liberal-arts-degree-requirements/).

## Academic Planning and Advising

Advising in the Bachelor's Program for Adults and Transfer Students is conducted by faculty advisors, a select group drawn from the teaching faculty at The New School. Students view bios from a list of faculty advisors, and select an advisor they feel will best help them plan their academic goals. Since there are few specific course requirements for the bachelor's degree in liberal arts, both the student and his or her advisor are responsible for designing a coherent and effective course of study.

The primary function of the academic advisor is to assist students in

- refining their educational goals and interests
- reviewing their academic progress
- identifying academic areas in need of development

Advisors also help students with program features such as concurrent certificate programs, graduation requirements, limits on non-liberal arts credits, credit for prior learning, bachelor's/master's options, and internships. Additional information about these program features can be found on the website at [www.newschool.edu/public-engagement/ba-bs-liberal-arts-degree-requirements/](http://www.newschool.edu/public-engagement/ba-bs-liberal-arts-degree-requirements/).

When new students meet with their advisors for the first time, they should be prepared to discuss

- what brought them to The New School and what they hope to accomplish both academically and professionally
- the courses they would like to take in upcoming semesters

During their first semester, students should initiate a more extensive conversation about their long-range goals.

Continuing students must meet with their assigned advisor at least once a year to devise a course of study for the next semester/year and to review progress toward completing the degree. Advising meetings are normally scheduled in March for fall course registration and in October for spring course registration. Continuing students will be sent an ALTPIN and directed to the online course bulletin, which contains the information needed for registration. Students email their advisors for assistance at any time.

As with most universities, registration is an exceptionally busy time at The New School. Students should make good and efficient use of advising sessions during these periods and schedule longer discussions at other times of the year. Questions about the advising process should be directed to the Bachelor's Program for Adults and Transfer Students office or the office of Environmental Studies, Global Studies, and Urban Studies.

## Studying Online

Liberal Arts majors may be able to complete the BA or BS degree entirely online. The Bachelor's Program for Adults and Transfer Students online degree is designed specifically for adults who are committed to completing their undergraduate education, studying full or part time, without interrupting their professional careers.

Many students choose to combine online and onsite learning experiences.

## BACHELOR OF FINE ARTS IN MUSICAL THEATER (BFA)

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The Bachelor of Fine Arts in Musical Theater is open to transfer students from the Integrated Program of the American Musical and Dramatic Academy (AMDA). Note: AMDA students who did not complete the integrated program are not eligible for the BFA in Musical Theater but can enter the Liberal Arts program of NSPE on the Bachelor of Science track.

Completion of the Bachelor of Fine Arts (BFA) in Musical Theater requires a minimum of 120 credits, and fulfillment of the below requirements:

- 60 transfer credits are awarded for the AMDA Integrated program
- The remaining 60 credits must include at least 48 credits in liberal arts subjects as defined by The New School and may include a maximum of 12 credits in non-liberal arts subject areas.

Up to 24 additional credits may be transferred to The New School for Public Engagement (NSPE) from other institutions, subject to the liberal arts requirements just described. Students who enter the BFA program with fewer than 30 college-level liberal arts credits must take their first 12 credits at NSPE in general education courses (see the General Education section of the online Bachelor's Program for Adults and Transfer Students Catalog).

Students are responsible for keeping track of the liberal arts and non-liberal arts credits they need to complete their degree requirements. They also must meet with their academic advisor at least once a semester to be sure they are taking the correct balance of credits.

A cumulative grade point average of 2.0 or better is required to graduate. Questions about courses, study options, and degree requirements can be answered by an admission counselor or a faculty advisor in the Bachelor's Program for Adults and Transfer Students

## BACHELOR OF ARTS / BACHELOR OF SCIENCE ENVIRONMENTAL STUDIES

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The Environmental Studies program is an interdisciplinary undergraduate program. Students may attend this program from divisions other than The New School for Public Engagement. Please note that policies governing transfer credit and prior learning, online options, internships, and other academic options are governed by the division under which the student is matriculated. The policies outlined here apply to students admitted to The New School for Public Engagement specifically.

Environmental Studies focuses on three disciplines: science, urban studies, and design. Students use New York City, one of the world's largest urban ecosystems, as their laboratory. For more information about the program, please visit [www.newschool.edu/environmental-studies/](http://www.newschool.edu/environmental-studies/).



Students who choose Environmental Studies as a **major** can earn a BA or a BS degree as described. All students are encouraged, but not required, to choose a concentration. Three optional concentrations are offered: *Urban Ecosystems*, *Sustainable Design*, and *Public Policy*. Credit for a concentration is earned by completing three 3000- or 4000-level courses approved for that concentration. Only specific courses satisfy the major requirements, including electives. Not all courses are offered each semester. Courses should be carefully chosen in consultation with an advisor. Students must receive grades of C or better in all courses taken to fulfill major requirements.

## Major

Completion of the bachelor's degree in Environmental Studies requires a minimum of 120 credits, of which 60–90 must be in the major as described below. The **BA** degree in Environmental Studies requires successful completion of 17 courses distributed as described below, including a required internship. The **BS** degree course distribution requirements are the same as those of the BA plus two additional studio courses.

Required Courses		Credits
UENV2000	Environment and Society	4
UENV2400	Principles of Ecology	4
UENV3400	Urban Ecosystems	4
LSCI2502	Chemistry and the Environment	4
UENV3200	Spatial Thinking with GIS*	4
PSDS1601	Ecological Communication Design	3
PSDS2610	Sustainable Design Thinking Lab	3
PSDS2602	Material Impacts	6
UENV3450	Ecology Lab*	4
LMTH2050	Math Models in Nature	4

\*Alternative courses may be taken if approved by the student's faculty advisor or a core faculty member in Environmental Studies.

One Mathematics course from the following: 3-4

- LMTH 2030 Statistics (*Recommended*) or
- LMTH 2040 Calculus

One Economics course: 3-4

- LECO 2050 Environmental Economics (*Recommended*) or
- Other LECO course with permission

One Social Science course: 3-4

- UENV 2150 Planning Sustainable Cities (*Recommended*) or
- *Other social science course with permission*

UENV 4210 Directed Research (Pre-Thesis) 4

PSDS 4110/4111 Portfolio Strategies Lecture and Workshop (counts as one course) 3

UENV 4211 Directed Research (Senior Thesis) OR 1 Upper Level Elective 4

UENV 3900 Senior Internship (*Recommended summer before senior year*) 0-3

Optional Concentration Electives: 3 courses (12)

**BA Total Credits without concentration 60-66**

**BA Total Credits with concentration 71-78**

*Additional requirements for BS students only:*

PSDS 3602	Sustainable Everyday Practices	6
PSDS 3601	Sustainable Business	6

**BS Total Credits without concentration 71-78**

**BS Total Credits with concentration 83-90**

## BACHELOR OF ARTS / BACHELOR OF SCIENCE / AAS FOOD STUDIES

Drawing on a number of disciplines, including anthropology, economics, gastronomy, systems design, and public policy analysis, the program prepares students to implement positive changes in food systems by engaging with processes of production, distribution, consumption, and regulation.

The degree in food studies is a pathway to careers and graduate study in food policy research and advocacy, environmentally sustainable agriculture, urban policy analysis and management, food marketing and distribution, public relations, and business administration for governments, NGOs, culinary journalism, and food and culinary businesses.

The BA and BS in Food Studies are awarded upon the completion of 120 credits and the AAS upon completion of 60 credits, 30 of which must be in food studies. The major consists of a core of 12 credits (4 courses), providing the basics for the study of food from the cultural, political, and environmental points of view, and 18 credits (or 6 courses, depending on curricular choices), in one of the following concentrations: Culture and Communication; Health and Environment; Policy and Politics. Six credits can be chosen from elective courses offered by NSPE and other divisions of The New School in topics relevant for the students' professional and cultural interests.

## Major

Completion of the bachelor's degree in Food Studies requires a minimum of 120 credits, of which 30 must be in the major as described below.

Required Courses		Credits
NFDS 2050	Introduction to Food Studies	3
American Culinary History:		
From the Erie Canal to the Food Network ( <i>or</i> )		
Food and the Senses: An Exploration of Embodied Knowledge		3
Food and the Environment ( <i>or</i> )		
The Science of Food, Flavor, and Farming		3
Policy Tools for Food System Change ( <i>or</i> )		
Contemporary Food Controversies		3
Four courses in a concentration:		12
<i>Choose from:</i>		

- Culture, Media and Communication
- Health and Environment
- Policy and Politics

Two electives	6
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<b>Total Credits</b>	<b>30</b>
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## Minor

The minor in Food Studies allows students to supplement their main area of study with a theoretical and practical understanding of food systems and food systems design. The minor builds basic understanding of culinary, political, social, managerial and agricultural issues in relation to food and urban sustainability.

Completion of the minor in Food Studies requires successful completion of two core courses and twelve credits in a concentration as described below.

Required Courses	Credits
NFDS 2050 Introduction to Food Studies	3
One introductory course in concentration	3

*Choose from:*

- Culture, Media and Communication
- Health and Environment
- Policy and Politics

Twelve additional credits of coursework in concentration	12
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<b>Total Credits</b>	<b>18</b>
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## BACHELOR OF ARTS IN GLOBAL STUDIES

The Bachelor of Arts in Global Studies is an interdisciplinary undergraduate program. Students may enroll in this program from divisions other than The New School for Public Engagement. Please note that policies governing transfer credit and prior learning, online options, internships, and other academic options are governed by the division under which the student is matriculated. The policies outlined here apply to students admitted to The New School for Public Engagement specifically.

Global Studies is an interdisciplinary program focusing on contemporary challenges that by definition cannot be solved at the nation-state or market level. Global Studies takes seriously The New School's founding promise to prepare new generations of citizens and leaders in the service of a more just and equitable world.

Students may pursue Global Studies as a **major** (BA) or a **minor**. Students pursuing a Bachelor of Arts or Bachelor of Science in Liberal Arts may not elect an academic minor. However, they may pursue a guided area of study in Global Studies. Students interested in this option should consult with their advisors.

Only specific courses satisfy the major and minor requirements, including electives, and only designated experiences satisfy the Global Engagement requirement. Courses and thematic clusters should be chosen carefully in consultation with a Global Studies advisor. Thematic clusters for electives are Places, Peoples, and Encounters; Markets and States; Rights, Justice, and Governance; and Global Spaces (Urban, Media and Environment). Students must receive grades of C or better in all courses taken to fulfill major or minor requirements (and B or better in the introductory core courses to declare the major).

## Major

Completion of the bachelor's degree in Global Studies requires a minimum of 120 credits, of which 39-63 must be in the major as described below.

Required Courses	Credits
UGLB 2110 (Dis)Order and (In)Justice	3
UGLB 2111 Understanding Global Capitalism	4
Knowledge Base Electives (three required)	9-12
Global Challenges electives (five required; three must be taken within a single cluster and three must be 3000 level or higher)	15-20
Collaborative Research Seminar	4
Directed Research Senior Project (two semesters)	4
Global Engagement Field Work	NC
Foreign Language Proficiency (usually equivalent to 4 semesters of college-level study)	0-16
<b>Total Credits</b>	<b>39-63</b>

## Minor

Required Courses	Credits
Introductory Core (two)	7
Knowledge Base Elective (one required)	3-4
Global Challenge Electives (three required)	9-12
<b>Total Credits</b>	<b>19-23</b>

## Guided Area of Study

Students pursuing a Bachelor of Arts or Bachelor of Science in Liberal Arts may not elect an academic minor. However, they may pursue a guided area of study in Global Studies. Students interested in this option should consult with their advisors.

## BACHELOR OF ARTS IN URBAN STUDIES

Urban Studies blends liberal arts seminars with studio design courses, labs, internships, civic engagement courses, and fieldwork opportunities in New York City and abroad in order to investigate the social, cultural, political, economic, and environmental implications of city life in the 21st century. Program graduates have pursued exciting careers in urban policy and planning, community activism and development, the non-profit sector, housing and real-estate, public administration, and education while others have gained access to some of the nation's most prestigious graduate programs.

The Bachelor of Arts in Urban Studies is an interdisciplinary undergraduate program. Students may enroll in this program from divisions other than The New School for Public Engagement. Please note that policies governing transfer credit and prior learning, online options, internships, and other academic options are governed by the division under which the student is matriculated. The policies outlined here apply to students admitted to The New School for Public Engagement specifically.

Through a shared core curriculum with Parsons The New School for Design and Eugene Lang College, Urban Studies blends liberal arts with studio design courses and civic engagement partnerships with community-based and local government organizations. Students investigate the social, cultural, political, economic, and environmental implications of city life in the 21st century.

Students may take Urban Studies as a **major (BA)** or a guided area of study (Liberal Arts majors only). *There is no minor in Urban Studies.* Only specific courses satisfy the major requirements, including electives. Courses should be chosen carefully in consultation with an advisor. Students must receive grades of C or better in all courses taken to fulfill the major requirements.

The Urban Studies curriculum requires four courses that introduce students to key concepts in Urban Studies and skills every urbanist should possess. The remaining credits are allocated for urban course electives giving students maximum choice to either pursue a broad, generalist urban education or to develop more specialized pathways in urban subject areas that include urban history and culture; urban economies; urban design and architecture; urban geography, sociology, or anthropology; urban policy and planning, community activism and civic engagement, urban education, and urban theory. Students culminate their course of studies through a senior capstone featuring a two-semester production of a senior project or thesis.

## Major

Completion of the bachelor's degree in Urban Studies requires a minimum of 120 credits, of which 45-55 must be in the major as described below.

Required Courses	Credits
ULEC 2621 Dynamic Metropolis	3
UURB 2001 History of World Urbanism 2	3
UURB 3810 Urban Core Lab	3
UURB 3031 Urban Core Project	4
LURB 4900 Senior Seminar I and II	4-6+*
<b>Required Electives</b>	
One Toolbox or Additional Methods Course	4
One Advanced Concepts Course	4
One 2000-level Elective Course**	3-4
Three 3000-level Elective Courses**	9-12
Two 4000-level Electives Courses* *	6-8
<b>Total Credits</b>	<b>45-55</b>

\*Credits vary depending on nature and scope of the senior project

\*\*Electives must include one non-western/comparative course

## Guided Area of Study

Students pursuing a Bachelor of Arts or Bachelor of Science in Liberal Arts may complete a guided area of study in Urban Studies. Evening and online courses are offered, particularly in urban history, arts and culture, and comparative urbanism. Liberal Arts majors who choose this option work closely with an Urban Studies faculty advisor to collaboratively decide on the nature and scope of their specialization and develop a coherent individual curriculum.

## BACHELOR OF ARTS IN PSYCHOLOGY

Psychology is the science of the mind, behavior, and human experience. The study of psychology provides students with broad knowledge in areas including human development, personality, psychopathology, social and organizational behavior, language and cognition, and neuroscience. The program combines academic study with research training and a senior capstone.

Psychology courses prepare students for graduate study in academic or applied psychology and for careers in psychology-related human service fields such as social work and counseling.

Psychology can be taken as a **major (BA)** or a guided area of study (Liberal Arts majors only). Students choose their courses in consultation with a faculty advisor. Only courses designated by The New School for Public Engagement satisfy major requirements, including psychology electives. Students must receive grades of C or better in all courses taken to fulfill the major or minor requirements.

## Major

Completion of the Bachelor of Arts in Psychology requires a minimum of 120 credits, of which 39 must be in the major as described below.

Required Courses	Credits
<i>Four Required Foundation Courses</i>	12
<ul style="list-style-type: none"> <li>Introduction to Psychology (with discussion section) or Fundamentals of Psychology</li> <li>Cross-Cultural Psychology</li> <li>Statistics for the Social Sciences</li> <li>Research Methods I</li> </ul>	
<i>Fundamentals Courses (choose two)</i>	6
<ul style="list-style-type: none"> <li>Introduction to Neuropsychology</li> <li>Developmental Psychology</li> <li>Introduction to Social Psychology</li> <li>Theories of Personality</li> <li>Introduction to Abnormal Psychology</li> <li>Cognitive Psychology</li> </ul>	
Six Psychology Electives (four must be 3000-level or above)	18
Choose from current offerings in psychology in consultation with your advisor.	
Senior Capstone Course	3

<b>Total Credits</b>	<b>39</b>
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## Guided Area of Study

Students pursuing a Bachelor of Arts or Bachelor of Science in Liberal Arts may complete a guided area of study in Psychology. Liberal Arts majors who choose this option work with a Psychology faculty advisor to collaboratively decide on the nature and scope of their specialization and develop a coherent individual curriculum consistent with their credit distribution requirements.

## MINOR IN CHINESE STUDIES

Studies is an interdisciplinary field of study, drawing on a broad range of courses in language, literature, film, history, and politics. The knowledge and skills gained from this minor can complement any program of study, deepening students' global competencies and cross-cultural perspectives, and their awareness of a range of important cultural and social issues.

Students minoring in Chinese are encouraged to participate in the summer study abroad program in Shanghai, China.

<b>Required Courses</b>	<b>Credits</b>
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Four core courses in the study of the language. 16

*Choose from:*

- NCHM 1101 Chinese Intro 1
- NCHM 1102 Chinese Intro 2
- NCHM 2101 Chinese Intermediate 1
- NCHM 2102 Chinese Intermediate 2
- NCHM 3101 Chinese Advanced 1
- NCHM 3102 Chinese Advanced 2

One approved elective, taught in English 3-4

**Total credits 19-20**

## MINOR IN FRENCH STUDIES

French Studies is an interdisciplinary field of study, drawing on a broad range of courses in language, literature, film, history, and politics. The knowledge and skills gained from this minor can complement any program of study, deepening students' global competencies and cross-cultural perspectives, and their awareness of a range of important cultural and social issues.

<b>Required Courses</b>	<b>Credits</b>
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Four core courses in the study of the language. 16

- NFRN 2101 French Intermediate 1
- NFRN 2102 French Intermediate 2
- NFRN 3101 French Advanced 1
- NFRN 3102 French Advanced 2

One approved elective, taught in English or French 3-4

**Total credits 19-20**

## MINOR IN HISPANIC STUDIES

Hispanic Studies is an interdisciplinary field of study, drawing on a broad range of courses in language, literature, film, history, and politics. The knowledge and skills gained from this minor can complement any program of study, deepening students' global competencies and cross-cultural perspectives, and their awareness of a range of important cultural and social issues.

<b>Required Courses</b>	<b>Credits</b>
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### FOUR CORE COURSES IN THE STUDY OF THE LANGUAGE. 16

*Choose from:*

- NSPN 2101 Spanish Intermediate 1
- NSPN 2102 Spanish Intermediate 2
- NSPN 3101 Spanish Advanced 1
- NSPN 3102 Spanish Advanced 2

One approved elective, taught in English or Spanish 3-4

**Total credits 19-20**

## MINOR IN JAPANESE STUDIES

Zen Buddhism, Samurai, haiku, yakuza, sushi, anime, Kurosawa: a minor in Japanese Studies will open doors to these and other marvels of a fascinating language and culture. The language skills and cultural understanding acquired through a minor in Japanese Studies can benefit students interested in a broad range of subjects and professions—from journalism, law, business, and government to history, the arts and education.

The minor in Japanese Studies has two objectives: to provide a substantial introduction to the Japanese language and to introduce the study of Japanese culture through courses in literature, history, religion, film, philosophy, art history and sociology offered throughout the University.

<b>Required Courses</b>	<b>Credits</b>
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Four core courses in the study of the language. 16

- NJPN 1101 Japanese Intro 1
- NJPN 1102 Japanese Intro 2
- NJPN 2101 Japanese Intermediate 1
- NJPN 2102 Japanese Intermediate 2
- NJPN 3101 Japanese Advanced 1

One approved elective, taught in English 3-4

**Total credits 19-20**

## MINOR IN MUSEUM AND CURATORIAL STUDIES

The minor in Museum and Curatorial Studies introduces students to the basic operations and concerns of museum and curatorial practices, their historical and theoretical frameworks, and their applications beyond the preservation and display of objects. The curriculum explores works in a wide range of media and their installation both within and without museum walls. Students in the minor develop professional and academic skills in management, public policy, and cultural studies.

The Museum and Curatorial Studies curriculum includes classes in The New School for Public Engagement and the School of Art and Design History and Theory at Parsons.

Required Courses	Credits
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### Core requirements

One course in:

History of Collecting / Origins of Museums 3-4

### May include

- NARH 3761 History of Collecting: Renaissance to the Present
- PLAH 4104 History and Theory of Exhibitions
- PLAH 4136 Exhibiting Cultures

One course in:

Intro to Museum or Curatorial Studies 3-4

### May include

- LARS 2250 Practicing Curating
- NARH 2102 Introduction to Museum Studies
- NARH 2200 The Arts and Social Engagement: An Introduction

### Distribution requirements

Two courses in:

Topics in Material and Visual Culture 6-8

### Fundamental class:

PLHT 1000 Objects as History: Prehistory to Industrialization

(or)

One course in the Parsons "History of" series 2000 level or above

NOTE: Parsons students exempt\*\*

One or two advanced classes \*\*\*:

### May include

- LINA 3040 Art and Neuroscience

- NCST 3104 History of the Photography Book
- NHIS 3111 Interpretations of Slavery
- NHIS 3211 US History in 13 Acts
- NPUB 3891 Public Art
- PLAH 3002 The Art of the Document
- PLAH 3004 The Politics of Abstraction
- PLAH 4050 The Art Object Defined
- PLDS 3004 Evidence, Artifacts, Heirlooms
- PLFS 3013 Anthropology of African Dress

Two courses in:

Topics in Museum / Curatorial Practices \*\*\* 6-8

### May include

- NANT 3633 Whose Heritage?
- NARH 3485 Methodologies in Museum Education
- NMGT 3110 Arts Management
- NMGT 3115 Arts and Cultural Marketing
- PGHT 5000 Curating Design
- PGHT 5005 Curating in the Public Domain
- PLAD 4068 Exhibiting Display
- PLAH 4060 Politics of Display
- PLCW 4011 Curating as Social Practice
- PLVS 4000 Art Interventions: City as Site

### Total Credits

18-20

\* The courses listed below are intended as examples. Please consult with your advisor to learn about available courses and plan your progress through the minor.

\*\*Parsons students cannot use these courses to count towards the minor. Undergraduate students who have taken two semesters of survey courses or equivalent coursework (in art history or visual culture) may opt out of this requirement.

\*\*\*Other 3000-level or higher courses or internships may count with approval by the minor coordinators.

## CERTIFICATE IN CREATIVE ARTS AND HEALTH

The certificate program in Creative Arts and Health is a nine-course sequence culminating in a 150-hour fieldwork experience. There are four tracks, each emphasizing a particular healing modality—Art, Music, Drama, and Dance/Movement.

The courses integrate mind-body techniques such as creative visualization, guided imagery, mindfulness, and therapeutic touch with more traditional arts therapy and psycho-educational approaches. Fieldwork opportunities are available in diverse settings. Our distinctive curriculum encourages students to work in multiple artistic modalities while developing general therapeutic insights and skills.



The certificate is offered on a noncredit basis for college graduates and for college credit for undergraduate students who wish to incorporate the curriculum into a bachelor's degree program, for example, in psychology or education studies. For health, social services, and education practitioners interested in professional development, this program offers a systematic approach to integrating the healing power of the arts into their professions. It can also be used as preparation for advanced professional training in the field of creative arts therapy. Creative arts therapists integrate arts modalities and creative activities into the practice of psychotherapy in clinical settings, such as hospitals, nursing homes, group homes, outpatient psychotherapy clinics, special education, and private practice.

Permanent records are maintained and transcripts are available for all certificate students. The New School certificate is a certificate of completion and not a professional certification or registration. Professional credentials are awarded only by the several professional associations.

## Curriculum

The Certificate in Creative Arts and Health is awarded for successful completion of nine courses, culminating in a clinical fieldwork experience, as outlined below.

Take two required psychology courses: Theories of Personality and Abnormal Psychology. (These courses are prerequisites for the clinical fieldwork.)

Choose a track: Art Therapy, Music Therapy, Drama Therapy, or Dance/Movement Therapy. Take four courses in your track, including the introduction training course (parts 1 and 2, if set up in two parts).

Take two elective courses from one or two of the other three tracks. Students are required to take courses in modalities other than their chosen track as a way of ensuring a well-rounded learning experience.

Take Creative Arts and Health Fieldwork: Minimum of 150 hours in a clinical facility under professional supervision with a concurrent seminar at The New School

Certificate students must be admitted to the program before they register for classes. They cannot register online; they must register in person every term with a certificate registration form signed by the coordinator.

## ACADEMIC OPTIONS AND POLICIES

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### Attendance Policy for On-Site Classes

Every class session is important. Attendance and participation is not only part of a student's grade; it is part of the learning process. The rest of a course frequently builds upon the first two weeks.

Federal regulations require that the university monitor attendance for all degree students and notify the appropriate agency of any student receiving financial aid who has not attended a 15-week onsite class for two or more consecutive weeks. The grading policy conforms to the federal regulation: After missing three onsite classes, a student's grade drops one

full letter. Upon missing four classes, the student fails the course.

Beyond the federal regulations, each instructor decides the attendance policy for his/her courses. The policy is to be clearly stated in the syllabus and remain consistent throughout the academic term.

## Liberal Arts and Other Majors

For students following the self-designed program in the BA or BS in Liberal Arts, courses are chosen in consultation with an advisor; students following one of the other majors, choose additional elective courses outside the major in consultation with an advisor; students completing the self-designed BA or BS in liberal arts may complete the requirements for an academic minor unofficially but only students completing a major in Psychology, Environmental Studies, Food Studies, Global Studies, or Urban Studies may officially declare an academic minor such as in Global Studies. Students completing the BA or BS in Liberal Arts may not double-major in one of the other programs.

## Transfer Credits and Credit for Prior Learning

Subject to guidelines, credits toward NSPE bachelor's degree requirements can be transferred from other institutions and/or awarded through assessment of prior learning.

Credits for courses completed at other institutions or at The New School prior to matriculation are evaluated for transfer credit by the Office of Admission when a student applies for admission. Each course is evaluated individually. Of the 120 credits required to earn a bachelor's degree from NSPE, the maximum number of credits that can be transferred is 84.

Some majors restrict the number of transfer credits that can be applied to the major requirements.

The New School accepts credits from other institutions. Courses taken at non-regionally-accredited institutions are evaluated on a case-by-case basis, and students may be asked to provide course syllabi, portfolios, and other pertinent documentation.

Approved transfer credits are posted as such on the student's transcript. The New School does not transfer grades or grade points from other institutions. Only credits are transferred.

Students can view their approved transfer credit and its correlation to degree requirements in DegreeWorks, the university's online degree audit tool, which is accessible through MyNewSchool.

## Taking Courses at Other Institutions after Matriculation

Once matriculated in a New School bachelor's program, students must have prior approval from the Bachelor's Program for Adults and Transfer Students to take courses at other institutions for transfer of credits to The New School. The total number of transfer credits cannot exceed 12.

## Assessment of Prior Learning

Many adults have acquired knowledge outside the classroom—through jobs, independent study, or volunteer work. College credits can be awarded for this learning, provided that certain criteria are met: it can be demonstrated, it is comparable to learning obtained in courses offered on the college level, and it is appropriate to the student's course of study.

The assessment of prior learning takes place after students have matriculated into NSPE, beginning with the Prior Learning Workshop. Registration for the one-credit Prior Learning Workshop must be completed during the scheduled registration period. Interested students must make an appointment with the Coordinator of Prior Learning to obtain approval to register for the workshop. Registration for the Prior Learning Workshop is subject to the same deadlines as other registrations.

In addition to the one-credit workshop, students are asked to prepare a portfolio for assessment. Credits earned through portfolio assessment must be for learning in the liberal arts and sciences offered for credit at The New School.

In no case can the combination of transferred and assessed credits exceed 84 credits. At least 36 credits must be earned through courses taken as a matriculated student in the Bachelor's Program for Adults and Transfer Students. Students are required to complete their final 6 credits in residence, online or onsite.

To register for the Prior Learning Workshop or for more information, contact the Bachelor's Program for Adults and Transfer Students; or visit the Prior Learning page of the Bachelor's Program for Adults and Transfer Students website, [www.newschool.edu/public-engagement/ba-bs-liberal-arts-prior-learning/](http://www.newschool.edu/public-engagement/ba-bs-liberal-arts-prior-learning/).

## Professional Certificates

Through careful selection of courses, it is possible for a student to earn a certificate of completion in a professional-level training program while completing courses for the bachelor's degree. Students should consult with their academic advisors before undertaking a certificate program. Certificates for undergraduate credit are currently offered in Creative Arts and Health, Film Production, Screenwriting, and Teaching English to Speakers of Other Languages.

## Bachelor's/Master's Option

The New School's Bachelor's-Master's option enables undergraduate students to earn between 12 and 18 credits towards their BA or BS degree for courses taken in a participating New School graduate program. After completion of an NSPE bachelor's degree and upon acceptance to the New School graduate program, the same graduate credits will also count toward the MA or MS degree provided the student earned a B or better in the course. The program gives students a strong foundation to pursue graduate studies at another institution, although the credits are probably not transferable to graduate programs outside The New School.

## Getting Approval for Bachelor's-Master's Degree Status

Continuing students can apply for Bachelor's-Master's status after one full semester and/or 12 credits completed in residence in the NSPE Undergraduate Program. At the time of application, the student must have accumulated at least 60 credits towards the bachelor's degree, including transfer credits.

Students approved for Bachelor's-Master's status can earn between 12 and 18 credits, depending on the Master's program, required to complete their bachelor's degree by taking courses in a participating New School graduate program. After graduation, if the student applies to and is accepted to that graduate program, the same graduate credits will also count toward the MA or MS degree, shortening the time and cost of the master's degree program.

Note, however, that students approved for Bachelor's-Master's status are not guaranteed acceptance to their desired graduate program at The New School. A separate application must be made to the graduate program after completion of the bachelor's degree.

The maximum of 18 graduate credits applies only to the number of credits that can be applied to the MA or MS degree. There is no limit to the number of graduate credits an undergraduate student can take and apply to the bachelor's degree, assuming the student is ready to do work at the graduate level and the courses are approved by the student's advisor.

Students interested in the Bachelor's-Master's option must consult with their New School advisor about the nature of graduate work, their qualifications and preparation for it, and the area most appropriate to their educational and career plans. The student's academic history and experience should provide a sufficient basis for believing they would do well in graduate-level courses.

## Application Criteria for Bachelor's-Master's Status

Must be pursuing either a BA or BS degree at The New School (there is no combined option for the BFA degree)

At least 60 credits completed towards the bachelor's degree, including a significant amount of coursework in the subject area for which the student is applying

At least 12 credits completed in residence at The New School

A minimum 3.3 cumulative grade point average

Must have an interest in matriculating in a participating graduate program at The New School. (See the list above; other universities are unlikely to accept these credits toward their graduate program requirements)

## How to Apply

The following materials are required for application:

- An application, which can be downloaded from: [www.newschool.edu/public-engagement/school-of-undergraduate-studies-accelerated-bachelors-masters-degree/](http://www.newschool.edu/public-engagement/school-of-undergraduate-studies-accelerated-bachelors-masters-degree/). Applications are also available and at the

Bachelor's Program for Adults and Transfer Students office on the 9th floor of 66 West 12th St.

- An essay of two to three pages explaining the importance of the Bachelor's-Master's option for the student's education. The essay should demonstrate that the student has significant knowledge of the graduate program; that the area of study makes sense given their interests, preparation, and career plans; and that s/he has good reasons for taking graduate courses now rather than waiting until his/her undergraduate degree is completed.
- A writing sample (an academic paper of 10-20 pages, preferably written for a course relevant to the requested graduate program)

Applicants to New School for Social Research programs must submit TWO letters of recommendation

Optional: Students may submit a résumé.

## Registration for Bachelor's-Master's Students

If a course is cross-listed, Bachelor's-Master's students must use the graduate CRN number to register for the course.

Students register for graduate courses with their undergraduate academic advisor along with the rest of their classes. Depending on the program into which the student was accepted, the student may also receive assistance from the graduate program staff: the Media Studies program advisor, the assistant to the director of the International Affairs program, the assistant dean of Milano, or the student advisor of the academic department at The New School for Social Research. However, the graduate program advisors cannot sign the registration forms for Bachelor's-Master's students. The official registration must be done with the student's advisor in the undergraduate program.

For all graduate courses with limited enrollment, Bachelor's-Master's students must consult first with the designated graduate program advisor for permission to take the course (not, please note, with the department chair or the instructor).

Note: For New School for Social Research courses, PhD students are always given priority when enrollment is limited. Participating Graduate Programs

This option is currently available for the following graduate programs. Acceptance is subject to approval of both the Bachelor's Program for Adults and Transfer Students advisor and the designated graduate program advisor. Students pursuing a BA or BS in Liberal Arts may enroll in the program.

- Anthropology (MA)
- Economics (MA)
- Environmental Policy and Sustainability Management (MS)
- Historical Studies (MA)
- International Affairs (MA only)
- Liberal Studies (MA)
- Media Studies (MA)
- Nonprofit Management (MS)

- Organizational Change Management (MS)
- Philosophy (MA)
- Politics (MA)
- Sociology (MA)
- Teaching English to Speakers of Other Languages (MA TESOL)
- Urban Policy Analysis and Management (MS)
- BA in Global Studies/MA in International Affairs
- BA in Global Studies/MA in Media Studies
- BA or BS in Environmental Studies/MS in Environmental Policy and Sustainability Management
- BA in Urban Studies/ MS in Urban Policy Analysis and Management
- BA in Psychology/MA in Psychology

There is no bachelor's/master's option for BFA students.

## Registration for Bachelor's/Master's Students

Students must meet with their undergraduate advisors at least once a year to plot out an academic plan that includes graduate classes. Depending on the graduate program, a student may also receive course advising from a graduate school advisor.

Bachelor's/master's program students register for Media Studies graduate classes with permission from the Media Studies department advisor, which is granted on a "space available" basis. Required courses are Understanding Media Studies, Media Practices, Concepts, and Media Theory Undergraduate students are not admitted to courses designated as Media Production or Media Research.

For all other programs, bachelor's/master's students must have permission from the designated student advisor of the graduate program to enroll in graduate courses that have limited enrollment (approval is not granted by either the course instructor or the department chairperson).

**Important note:** If a course is crosslisted, a bachelor's/master's student must use the *graduate course* number to register. Otherwise, the credits cannot be applied to the master's degree requirements later.

## Internships

To apply for an internship, a student must have earned at least 12 credits in residence at The New School and the proposed internship should contribute to the student's overall plan of study. Registration for internships must be completed at least one week prior to the first day of classes of the term for which the internship is proposed.

**Application process:** Obtain and complete a blank internship contract from the Bachelor's Program for Adults and Transfer Students office or on the website at [www.newschool.edu/public-engagement/ba-bs-liberal-arts-internships/](http://www.newschool.edu/public-engagement/ba-bs-liberal-arts-internships/).

The contract must include an internship plan detailing the duties and number of hours to be worked each week (a minimum of 12–15 hours per week for the duration of a

semester to earn 3 credits) from the internship coordinator. Students are limited to 6 credits of internships.

Attach the internship plan to the internship contract and obtain the signature of the Director of Experiential Learning in the Bachelor's Program for Adults and Transfer Students office. This signature is required before a student can register for an internship. It is the student's responsibility to obtain all documents and signatures. Internship registration is subject to the same deadlines as other registrations.

Note that internships, being experiential in nature, count as non-liberal arts credits. Internships are determined pass or fail by the internship supervisor in the Bachelor's Program for Adults and Transfer Students office based on both a 4- to 7-page essay from the student detailing the experience *and* an evaluation of the student's work from the internship supervisor.

## Independent Study

Students who have completed at least 12 credits in residence in the Bachelor's Program for Adults and Transfer Students and are in good academic standing are eligible to undertake independent study for credit. Independent study is arranged through the Bachelor's Program for Adults and Transfer Students office working with an academic department. Independent study is normally set up as a 3-credit course to be completed during a single semester, with one faculty member and one student. Students are permitted to take a maximum of two independent study courses while matriculated in the Bachelor's Program for Adults and Transfer Students. In most cases, students use independent study to explore topics of personal interest that are not offered or not covered in depth in courses offered at The New School.

**Application process:** A student who wishes to pursue an independent study must have a project in mind, which should be discussed with an academic advisor well in advance of the registration period. The proposed project should contribute to the student's overall plan of study and may not duplicate an existing New School course offering. If the project is deemed viable by the student's advisor, the student should contact the Bachelor's Program for Adults and Transfer Students which must approve all independent study proposals. Approval must be obtained at least one week prior to the first day of classes of the term for which the project is proposed.

Students may download an application form and a description of the independent study process [www.newschool.edu/public-engagement/ba-bs-liberal-arts-independent-study/Courses](http://www.newschool.edu/public-engagement/ba-bs-liberal-arts-independent-study/Courses) of independent study are subject to the same registration deadlines as other courses.

## Study Abroad

The Bachelor's Program for Adults and Transfer Students does not have an organized study-abroad program, but students are encouraged to study abroad provided they meet the requirements and adhere to the policies described below:

- The student must have completed at least 12 credits in residence in the Bachelor's Program for Adults and Transfer Students prior to applying.
- The student must be in good academic standing, with a cumulative GPA of 2.95 or greater.

- The maximum number of credits that can be earned is 24, which count as part of the maximum allowance of 84 transfer credits out of the 120 credits needed to complete a bachelor's degree.
- A student may study abroad during any New School term (fall, spring, summer) as well as during summer and winter breaks.
- While the Bachelor's Program for Adults and Transfer Students can provide some information about external study-abroad programs and make suggestions, each student must research and select his or her own program, subject to approval by the dean's office. Approval depends on course selection, accreditation of the institution, etc.
- Upon completion of the study-abroad program, the student must arrange for a transcript to be sent for evaluation to the Bachelor's Program for Adults and Transfer Students, attention of Chrissy Roden, director of academic student services, 66 West 12th Street, Room 40, New York, NY 10011. If the original transcript is not in English, it is the student's responsibility to have it translated.

Contact Chrissy Roden, Director of Student Affairs, with questions about studying abroad ([rodenc@newschool.edu](mailto:rodenc@newschool.edu)).

## Foreign Language Study

All students in the Bachelor's Program for Adults and Transfer Students are strongly encouraged to take foreign language courses as part of their program of study. The New School offers an extensive curriculum for undergraduate students. Consult the Bachelor's Program for Adults and Transfer Students course listings on the website or contact the Department of Foreign Languages (212.229.5676; [foreignlanguages@newschool.edu](mailto:foreignlanguages@newschool.edu)) for more information.

## Riggio Honors Program: Writing and Democracy

The Riggio Honors Program provides a rigorous course of study for students interested in the study and practice of fiction, nonfiction, poetry, political writing, and arts criticism. In this 32-credit sequence, students participate in writing workshops, literature seminars, university lectures, and a thesis project. The honors program accents the role of writer in the world and an ongoing series of public readings, literary forums, lectures, and discussions called The Writer's Life Colloquium introduces students to contemporary literature. A student-run reading series and literary journal, *12th Street*, supplement the academics and foster community. All undergraduate students with a 3.0 grade point average are eligible to apply. For more information, including admission, courses, and scholarship details, visit the website at [www.newschool.edu/riggio](http://www.newschool.edu/riggio).

## University Lecture Courses (ULEC)

ULEC courses are open to all undergraduate students across the university. This curriculum creates a space for conversations among students pursuing their educations at different divisions of The New School. These conversations, which are grounded

in the university's longstanding commitment to "knowledge that matters," are problem oriented, historically grounded, broadly interdisciplinary, and attentive to cultural diversity. ULEC courses are taught by The New School's most dynamic and experienced professors. They offer a shared experience that often incorporates the vast cultural resources of New York City.

## Courses Offered by Other Divisions of the University

### Eugene Lang College The New School For Liberal Arts

Bachelor's Program for Adults and Transfer Students students may enroll in any Eugene Lang College course which does not have restricted enrollment. For more information, visit [www.newschool.edu/ucc/courses.aspx](http://www.newschool.edu/ucc/courses.aspx).

### Mannes College The New School for Music

Bachelor's Program for Adults and Transfer Students students may take music instruction courses offered in the Mannes Extension program. Visit the website at [www.newschool.edu/Mannes/Extension-Division](http://www.newschool.edu/Mannes/Extension-Division). *Note:* most Mannes courses will be classified as non-liberal arts, and the credit structure may be different, so students considering Mannes Extension courses should consult with their advisors.

### Parsons The New School For Design

Parsons continuing education courses offered for credit and selected courses in Parsons undergraduate programs are open to Bachelor's Program for Adults and Transfer Students students. *Note:* most Parsons courses will be classified as non-liberal arts, and the credit structure may be different, so students should consult their academic advisor before considering Parsons courses.

### Graduate-level Courses for Students Not Enrolled in a Bachelor's/Master's Program

Students must have written permission from the student advisor in the appropriate graduate department to register. The credits count only as undergraduate credits

**The New School for Social Research:** Students who are not in accelerated bachelor's/master's programs must be juniors or seniors to take graduate-level courses at The New School for Social Research..

**Milano School of International Affairs, Management, and Urban Policy:** Certain courses are available to qualified undergraduates with permission from the Milano School.

**School of Media Studies:** Undergraduate students must be enrolled in a bachelor's/master's program to take graduate media studies courses.

## ENTRY REQUIREMENTS FOR THE UNDERGRADUATE PROGRAMS AT THE BACHELOR'S PROGRAM FOR ADULTS AND TRANSFER STUDENTS

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The Bachelor's Program for Adults and Transfer Students welcomes applications from inquisitive individuals with the maturity to take charge of their education and the ability to work successfully in an intellectually challenging environment. Admission to the undergraduate programs of The New School for Public Engagement is based on a number of factors, including prior academic accomplishments, writing samples, and relevant work or life experience. Applicants should have strong language skills (spoken and written) and a capacity for clear, critical thinking.

Twenty-four semester credits of prior college work are normally required for admission. Qualified applicants with fewer than 24 credits will be considered, however these candidates must submit a high school transcript, or record of diploma or GED, prior to admission. All students who enter the Bachelor's Program for Adults and Transfer Students with fewer than 30 transfer credits must enroll for 12 general education credits during their first year in the program.

Applicants who are uncertain of their eligibility are encouraged to consult with an admission counselor before applying. Application forms and instructions are available online at [www.newschool.edu/public-engagement/admission/](http://www.newschool.edu/public-engagement/admission/).

### Priority Application Deadlines

Spring: November 1

Summer: April 1

Fall: June 1

After the priority deadline, applications are reviewed and admission decisions are made on a rolling basis. All applicants, particularly those applying for financial aid and university housing, are encouraged to submit applications well in advance of the priority application deadlines, as explained in the online application.

The New School accepts credit from other institutions. Courses from non-regionally-accredited institutions are evaluated on a case-by-case basis, and students may be asked to provide course syllabi, portfolios, and other pertinent documentation. The New School does not transfer grades or grade points from other schools. Only credits are transferred. *See page 12 for complete information about obtaining credits for prior learning, including previous college courses, life experience, and testing.*

Students who have attended a college or university in another country, must have their transcripts evaluated by World Education Services(WES) or another National Association of Credential Evaluation Services (NACES) evaluation service. Forms can be obtained from the Office of Admission.

Any applicant whose first language is not English must provide Test of English as a Foreign Language (TOEFL) scores. A minimum score of 88 on the Internet-based examination or 230 on the computer-based test is required for admission.



**All Students Apply to the General Liberal Arts Program**

Students interested in studying Psychology, Food Studies, Environmental Studies, Food Studies, Global Studies, or Urban Studies apply for admission to the Liberal Arts program and after admission declare a major through the Academic Advising Office.

# MASTER OF ARTS IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES

**Gabriel Diaz Maggioli**, Chair of English Language Studies and Director of the MA TESOL program [diazmagg@newschool.edu](mailto:diazmagg@newschool.edu)

**Lesley Painter-Farrell**, Associate Director of the MA TESOL program [painterl@newschool.edu](mailto:painterl@newschool.edu)

**Stella Chan**, Assistant Director of Administration [chans@newschool.edu](mailto:chans@newschool.edu)

The New School for Public Engagement offers Masters of Arts in Teaching English to Speakers of Other Languages (MA TESOL). The program is designed to educate professionals who will raise the standards of the English language teaching profession. The New School program offers graduate teacher education in two specializations: Teaching and Curriculum Development.

The MA TESOL program emphasizes the political, cultural, and ethical implications of English language teaching; in this era of intense globalization, learning to speak English is critical for many because it has become the international language of finance, commerce, diplomacy, science, technology, and communication media.

In the MA TESOL program, theoretical study is always connected to practical applications. Whether new to the profession or already working in the TESOL field, students may apply graduate study to professional development by working on challenging guided projects or a practicum. Either option enhances a student’s résumé.

The program’s faculty and course developers are among the best, most experienced, and highly respected TESOL professionals in the world—teachers, writers, publishers, curriculum designers, and program administrators. The New School program is neither US- nor UK-centric, but rather reflects the global reality of the English language teaching profession today.

Note: The MATESOL prepares individuals for college and university-level English language teaching. It is not designed to prepare individuals for licensure in a profession licensed by the New York State Education Department.

The New School’s program differs from most TESOL programs in its flexibility.

It is structured for working adults.

The program can be completed entirely online.

Online study can be combined with an intensive summer curriculum and/or onsite evening classes offered in the fall and spring semesters at the New School campus in New York City’s Greenwich Village.

Full-time students (those taking at least 9 credits per semester) working online can earn the master’s degree in four terms (one and a half to two years). Students who complete the summer on-campus intensive can finish in three terms (one year).

Students may also study on a part-time basis (6 or fewer credits per semester).

## Degree requirements

The New School’s TESOL program is a 30-credit curriculum leading to the Master of Arts degree. All students must take the five core courses. Five other courses, including the practicum or professional project, are taken in one of two concentrations:

- **Teaching**
- **Curriculum Development**

## Core Courses

Language Analysis for Teachers: Phonology, Lexis, and Syntax	3 credits
Language Analysis for Teachers: Grammar and Discourse	3 credits
Principles of Language Learning and Teaching	3 credits
Sociolinguistics of English as a Global Language	3 credits
Culture, Intercultural Communication, and ESOL	3 credits
<b>Total</b>	<b>15 credits</b>

## Concentrations

### Teaching

Today, people all over the world in all professions and from all walks of life want and need to learn English. Teaching opportunities are available in language schools, public schools, colleges and universities, private teaching, and business. The teaching curriculum provides practical, immediately useful TESOL training with emphasis on student-centered, content-based, communicative teaching and learning. The New School MA TESOL degree prepares students to teach English in a variety of contexts and provides the tools they need to reflect and build on their teaching experiences.

### Program of Study

MA TESOL Core Courses	15 credits
Methods and Materials for Teaching ESOL: Systems	3 credits
Methods and Materials for Teaching ESOL: Skills	3 credits
Teaching Practicum	3 credits
Electives (choose two): Learner Assessments Writing ESOL Materials Curriculum Development and Course Design English for Specific or Academic Purposes	6 credits
<b>Total</b>	<b>30 credits</b>

## Curriculum Development

English is being introduced in educational systems at every level all over the world. In many countries, it is *the* medium of instruction in academic subjects beginning at the elementary level. TESOL curriculum developers and consultants are needed almost everywhere. This concentration prepares teachers of ESOL and educational administrators for careers in local, state, national, and international organizations; agencies; and schools, public as well as private, that offer or sponsor English language studies. Students learn how to design, evaluate, update, and implement curricula for instruction and to create materials for a variety of educational contexts.

### Program of Study

MA TESOL Core Courses	15 credits
Curriculum Development and Course Design	3 credits
Learner Assessment	3 credits
Writing ESOL Materials	3 credits
Electives (choose two): Professional Project Methods and Materials for Teaching ESOL: Systems Methods and Materials: Skills English for Specific or Academic Purposes	6 credits
<b>Total</b>	<b>30 credits</b>

## Transfer Credits

Students may be able to transfer a maximum of 6 credits earned in another graduate program to meet MA TESOL elective requirements. The Transfer of Credit Petition, available at the registrar's office, will be considered by Department of English Language Studies after the student is matriculated in the MA TESOL program. The courses must conform to the guidelines set by the New School program. Approved transfer credit are posted as such to the student's transcript by the registrar's office. The New School does not transfer grades or grade points from other schools. Credits only are transferred.

Students with international credentials must submit a course-by-course evaluation of their undergraduate and/or graduate marks or grade as provided by a NACES-approved evaluation agency

## Academic Planning and Advising

Each student admitted to the MA TESOL program plans a schedule and sequence of courses with a faculty advisor based on concentration, prior teaching experience, preferred pace, and particular interests. Questions about advising should be directed to the department: telephone 212.229.5372; fax 212.989.1127; email [elsc@newschool.edu](mailto:elsc@newschool.edu).

## Online Learning

For general information about online courses at The New School, visit [www.newschool.edu/online](http://www.newschool.edu/online).

Most MA TESOL students take at least some of their courses online. Online courses are entered through MyNewSchool, the university portal ([my.newschool.edu](http://my.newschool.edu)). Select **Canvas** from the

toolbar and find your online courses listed in a module called "MyCourses."

MA TESOL students should enter their online classes at least four times a week.

## Online Help and Support

There is a Canvas orientation for students new to online learning. Topics include academic resources available in the Web-based environment; the dynamics of online interaction; how to navigate the online classroom; and how to communicate in the online classroom. The orientation is available for reference throughout the school year.

New School technical support is available by telephone or email 24 hours a day, seven days a week.

## The Online Learning Environment

Course materials are presented in a multilayered format that may include video, audio, Skype and graphic elements and links to the Internet. Students post comments and answers to these materials on highly interactive discussion boards. These responses, along with those submitted by the instructor, create a dynamic learning platform.

## On-Campus Summer Intensive

With the summer intensive, students may finish the MA course requirements in as little as nine months, studying online full-time. This sequence of on-site and online study creates a strong collaborative learning community face-to-face that can be maintained online over the following year. The summer intensive can be a full-time or a part-time program. It includes seminars and guest speakers. Access the application and other information at [www.newschool.edu/matesol/summer-intensive](http://www.newschool.edu/matesol/summer-intensive).

The on-campus summer intensive fast-tracks the MA TESOL concentration in Teaching. A student can earn up to 12 of the 30 required credits studying at The New School's Greenwich Village campus. Summer courses are taught by members of the internationally renowned faculty, led by Scott Thornbury. This is an opportunity to meet and learn face-to-face from our distinguished instructors and your fellow students, and to experience a summer in New York City. It's a wonderful opportunity for students who are not native speakers of English to be completely immersed in the language and to apply their studies to real-world experiences in a vibrant and cosmopolitan setting.

Students taking the methods classes or the practicum in the summer intensive can complete their required practice teaching in the MA TESOL Summer Outreach program, which provides English classes to low-income communities.

## Summer Housing

Affordable housing is available in university residence halls on a first-come, first-served basis. You must apply separately for university housing. Visit [www.newschool.edu/student-housing/summer](http://www.newschool.edu/student-housing/summer) for more information, or email [summerhousing@newschool.edu](mailto:summerhousing@newschool.edu) and identify yourself as a New School MA TESOL student.

## Foreign Language Study

Marie-Christine Masse, Interim Chair, Department of Foreign Languages

Graduate students are eligible to audit one foreign language course (or two On The Go weekend language intensives) per semester free of charge, provided they are actively earning credit toward a graduate degree during that term and that there is space availability in their chosen course. During the summer term, graduate students who are also earning credit toward a degree may also audit one language course (or one On The Go language intensive) free of charge.

Graduate students who are not earning credit towards their degree during the summer term may audit one full-length language course free of tuition charge in the summer term, paying only a registration fee of \$138, or one On The Go language intensive course, paying only a registration fee of \$7.

After choosing a course, students must obtain permission to register from Vanessa Reich, at 66 West 12th Street, room 401. Full participation in the course is mandatory as well as purchasing any necessary course materials. Graduate students who have questions about foreign language registration should email them to [reichv@newschool.edu](mailto:reichv@newschool.edu).

## MA TESOL Online Career Center

The MA TESOL Program offers students and graduates information, support and guidance on finding and securing a TESOL job. The online Career Center is a dedicated site developed and managed by the MA TESOL faculty where students and graduates can find job offers and get support developing their resumes and applying for jobs. The center can also provide support and advice about job practicalities. Announcements are posted for TESOL jobs available anywhere in the world.

## Entry Requirements for the MA TESOL Program

The New School welcomes applications from persons preparing for careers as teachers of English to adults, working teachers developing their careers in the field, and ESOL teaching professionals interested in curriculum development. The program accommodates full-time, part-time, and low-residency students.

Applicants must hold a bachelor's degree from a university. Some knowledge of a language other than English is assumed for all applicants. Applicants for the concentration in curriculum development, in addition to these requirements, must have completed a minimum of 100 hours of English language teacher training and at least two years of English language teaching.

Admission to the MA TESOL program is selective. Applications are reviewed and admission decisions made by a faculty committee. Prospective students are encouraged to submit their applications well in advance of the stated priority deadline. An interview is required before a final decision is made on admission. Only completed applications will be considered for the upcoming academic term:

November 1 (for spring entry)

February 15 (for fall and summer entry).

Applications received after the final deadline are processed on a rolling basis.

Application forms and requirements are found at [www.newschool.edu/matesol/application-instructions](http://www.newschool.edu/matesol/application-instructions).

Admission counselors are available to discuss the MA TESOL program, the application process, financial aid questions, and more. Find contact information at [www.newschool.edu/public-engagement/ma-teaching-english-to-speakers-of-other-languages/](http://www.newschool.edu/public-engagement/ma-teaching-english-to-speakers-of-other-languages/).

## International Applicants and Other Applicants with Foreign Credentials

*This school is authorized under federal law to enroll non-immigrant international students.*

The MA TESOL program can be completed online without entering the United States, but international students who plan to come to New York to study on campus must have a proper visa before they will be permitted to register. Consult with an admission counselor about visa requirements.

In addition to fulfilling the standard admission requirements as described on the program site, applicants with foreign credentials must submit as applicable:

- Copies of transcripts from each institution attended outside the United States. If the documents are in a language other than English, a certified English translations must be provided. (Official transcripts must be submitted if an offer of admission is made.)
- Proof of Conferral of degrees or diplomas.
- The Test of English as a Foreign Language (TOEFL) score report administered by the Educational Testing Service (ETS) is required of all applicants who are not U.S. Citizens or Permanent Residents, with the exception of citizens of the United Kingdom, Ireland, Australia, New Zealand, Canada, and South Africa whose native language is English. International students who completed all four years of study and earned an undergraduate degree in a US college or university are also exempt. The TOEFL score report must be submitted directly to The New School by ETS. The institution code for The New School is 2521; the department code is 83. A minimum score of 100 on the iBT, 250 on the computer-based exam, or 600 on the paper-based exam is required for admission to graduate study. Acceptable alternatives to the TOEFL are the International English Language Testing System (IELTS), (minimum score of 7.0 or better) and the PTE Academic (minimum score of 68 or better).

## Transfer Credits

Students who wish to transfer credits from other institutions or other New School programs can file a Transfer of Credit Petition after they are matriculated in MATESOL. The form is available at the registrar's office. The Registrar's Office posts approved transfer credit to the student's transcript.

The New School does not transfer grades or grade points from other schools. Credits only are transferred.

Students with international credentials must submit a course-by-course evaluation of their undergraduate and/or graduate marks or grade as provided by a NACES-approved evaluation agency

## **CERTIFICATE IN ENGLISH LANGUAGE TEACHING TO ADULT SPEAKERS OF OTHER LANGUAGES**

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Institutions in the United States and around the world are looking for English speakers trained to teach the language. Since 1990, The New School has been training qualified people to teach English as a second or foreign language. The Certificate in English Language Teaching to Adult Speakers of Other Languages (ELT or ELT ASOL) is awarded for successful completion of a structured curriculum of five courses, including a minimum of 50 hours of student teaching.

All ELT courses can be taken for certificate approval on a noncredit basis or for undergraduate credit. Certificate students who are not seeking undergraduate credit (usually because they have a bachelor's degree) receive grades of Approved or Not Approved; those who register for credit receive letter grades (C+ or better is required for certificate approval). There is no difference in the coursework or other requirements. All students who successfully complete the program receive the same certificate and are entitled to transcripts of record. Except for the Teaching Practicum, individual courses may be taken with permission by students not enrolled in the certificate program. Certificate approval cannot be awarded for any course retroactively.

Students matriculated in an undergraduate program at The New School for Public Engagement or Eugene Lang College may be able to earn the CTE while completing their degree through careful choice of electives but should consult with their academic advisors before applying for the CTE program.

Courses need not be taken in the order listed unless a prerequisite is indicated in the course description. No absences are permitted in courses meeting for four or fewer sessions.

<b>Required Courses</b>	<b>Credits</b>
NELT 3411 Methods and Techniques of Teaching ESL/EFL	4
NELT 3412 English Grammar for ESL/EFL Teachers	3
NELT 3432 Using Authentic Materials to Teach ESL	1
NELT 3414 Teaching the Sound System of English	1
NELT 3416 ESL Teaching Practicum	3
<b>Total:</b>	<b>12</b>

## **TESOL SUMMER INTENSIVE CERTIFICATE**

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This professional development program brings working teachers of English to speakers of other languages (TESOL) to New York City for two weeks in July for an intensive topical workshop.

A permanent record is maintained, and students can obtain a transcript. Grades of Approved (AP)/Not Approved (NA) are assigned for the workshop. Students who receive a grade of (AP) are entitled to a certificate of completion.

Courses offered include:

- The Resourceful Teacher
- Teaching Young Learners
- Teaching Teachers

In addition to courses, participants attend a speaker series and cultural excursions.

## **CERTIFICATE IN ENGLISH AS A SECOND LANGUAGE**

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**Caitlin Morgan**, Director of English Language Studies  
morganc@newschool.edu

The New School offers English language instruction from the low-intermediate to the advanced level for speakers of other languages. This immersion program is taught by ESOL professionals and covers grammar, conversation and listening, and reading and writing.

The New School awards a Certificate in English as a Second Language to students who successfully complete a minimum of 100 hours of ESL classes. Students work with an English Language Studies advisor to build a full-time curriculum (18 hours per week) based on a selection of courses at the appropriate level. The classes provide intensive instruction in grammar, conversation and listening, and reading and writing. All students who complete the certificate program can expect to emerge with improved fluency and independent learning skills.

Grades of AP (Approved) or NA (Not Approved) are assigned for each course, and certificate students are entitled to a transcript of record. Students who choose not to enroll in the certificate program can register for individual ESL courses, but please note that The New School will maintain permanent academic records only for students enrolled in the certificate program.

## **Curriculum**

All prospective students must take a short placement test. Courses are offered from the low-intermediate (Level 3) to the advanced (Level 6) level. Each level takes a full term to complete: 12 weeks in the fall and spring, and 10 weeks in the summer. Although there are two sessions offered each term, only students who do *not* hold an I-20 from The New School can enter the program in the second session.

Students select from the below courses to complete a minimum of 100 hours of class time:

- Grammar
- Writing
- Reading
- Conversation and Listening



## **CERTIFICATE IN ENGLISH AS A SECOND LANGUAGE + DESIGN (ESL+DESIGN)**

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In collaboration with Parsons The New School for Design, The New School for Public Engagement offers the ESL + Design Certificate program. This pre-enrollment program is for international students who plan to attend an art or design college in the United States but need to improve their scores on the Test of English as a Foreign Language (TOEFL) or who wish to refresh their English language skills and adjust to university life in the United States before beginning art and design studies.

The ESL + Design program of study is a structured set of intensive English language (ESL) courses plus a design studio, short supplemental workshops, and an orientation to life in the United States. Those who successfully complete the program can obtain a certificate of completion confirming they have attained a specified level of proficiency in English speaking, reading, and writing and foundational skills in art and design.

The program also includes short practical workshops in topics such as preparing your application to Parsons, vocabulary of fashion and design, and how to succeed at Parsons.

ESL + Design students are eligible to live in university housing and have access to many other services and academic resources of the university.

### **Curriculum**

After taking a placement exam and being placed in the appropriate level, students attend the following courses:

#### **ESL Courses**

ESL courses are offered in fall, spring, and summer terms. The full-time curriculum involves 18 hours in class per week for 12 weeks in the fall and spring and 10 weeks in the summer.

Students at ESL Levels Three and Four take four ESL skills courses per semester until they reach level 5 or 6.

When students test at the highest levels (Five and Six), they can take Design and Language Studio, described below, instead of an ESL Listening and Speaking course.

#### **Parsons Studio Course**

In the Design and Language Studio course, students work on their English language skills in the context of art and design practice. They work collaboratively on urban-themed design exercises and conduct field research in New York City. They explore art and design disciplines through independent and group projects. They gain experience speaking English by participating in class discussions and by collaborations. They develop their English writing skills by writing about their projects and by building art and design vocabulary vital for creative practice.

#### **Certificate in English As a second Language + Music (ESL+Music)**

The ESL + Music certificate program is designed for individuals who need to raise their score on the Test of English as a Foreign Language (TOEFL) to be admitted to a music school in the United States or in another English-speaking

country, or who want to adjust to university life in the U.S. before starting a music program.

### **Program Features**

ESL + Music is an inclusive program that combines

- Private music lessons with Mannes College faculty members
- Intensive English language study—speaking and listening, grammar, reading, and academic writing through the New School for Public Engagement
- Reinforcement of English language studies in a Techniques of Music course and performance seminars
- Flexible duration (one to four academic terms, that is approximately three months to two years) depending on a student's level of proficiency in English
- F1 student visa eligibility based on full-time student status

Students receive a certificate stating the number of hours of study completed in English as a second language after each semester of study. Permanent academic records are kept, and students can obtain a transcript of their courses.

ESL + Music students are eligible to live in university housing and have access to many of the other services and academic resources of The New School, including health services, an email account, practice rooms, library and computing services, tutoring, and free admission to Mannes College concerts, recitals, and other university events. Visit [www.newschool.edu/eslm-certificate](http://www.newschool.edu/eslm-certificate) for more information.

## MILANO SCHOOL OF INTERNATIONAL AFFAIRS, MANAGEMENT, AND URBAN POLICY

**Michelle DePass**, Dean

**Nana Amoah-Kusi**, Executive  
Secretaryamoahkun@newschool.edu

**Minerva Muzquiz**, Director of  
Administrationmuzquizm@newschool.edu

**Lauretha Slaughter**, Director, Student  
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**Hyacinth Sargeant**, Assistant Director of Administration  
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**Merida Escandon Gasbarro**, Director of Graduate Admission  
EscandoM@newschool.edu

**Carol R. Anderson**, Director of Career Development and  
Placement andersoc@newschool.edu

**Sharon D.D. Reid**, Assistant Director of Career Development  
and Placementreids@newschool.edu

## ACADEMIC STUDENT SERVICES

### Office of Student Services

72 Fifth Avenue, 5th Floor  
New York, NY 10011

[MilanoStudentSvcs@newschool.edu](mailto:MilanoStudentSvcs@newschool.edu)

Lauretha Slaughter, Director, Student Services

The Milano School Office of Student Services provides or coordinates the following services:

- Counseling and academic advisement
- Diagnostic testing and support services
- Tutoring
- Student activities
- Placement services and career guidance
- Grade appeals

### Counseling and Academic Advisement

Staff members and faculty who advise or provide related services in support of academic success and retention recognize the vital role an advisor plays in a student's overall academic experience and professional development. Throughout the student's years of study at Milano, advisors are available to discuss academic choices, future plans and goals, and any concerns the student may have.

Prior to registering, students must consult with an advisor who helps them plan their programs and gives them a log-in for online registration. Program chairpersons, faculty members, and administrative staff work closely with each other to ensure that appropriate academic progress is made and that any difficulties are resolved. Our goal is to make sure students achieve their

personal and professional development goals and join Milano's long roster of successful alumni.

## Foreign Language Study

Graduate students are eligible to audit one foreign language course (or two On The Go weekend language intensives) per semester free of charge, provided they are actively earning credit toward a graduate degree during that term and that there is space availability in their chosen course. During the summer term, graduate students who are earning credit toward a degree may also audit one language course (or one On The Go language intensive) free of charge.

Graduate students who are not earning credit towards their degree during the summer term may audit one full-length language course free of tuition charge in the summer term, paying only a registration fee of \$138, or one On The Go language intensive course, paying only a registration fee of \$7.

After choosing a course, students must obtain permission to register from Vanessa Reich, at 66 West 12th Street, room 401. Full participation in the course is mandatory as well as purchasing any necessary course materials.

Graduate students who have questions about foreign language registration should email them to [reichv@newschool.edu](mailto:reichv@newschool.edu)

Office of Career Development and Placement

72 Fifth Avenue, 5th Floor Room 518 and 525  
New York, NY 10011

[Milanocareers@newschool.edu](mailto:Milanocareers@newschool.edu)

**Carol R. Anderson**, Director of Career Development and  
Placement

**Sharon D.D. Reid**, Assistant Director of Career Development  
and Placement

The Milano School provides extensive career services to its students and alumni. Its degree programs are designed to prepare graduates for emerging roles and career trajectories that cross many sectors, functions, and national boundaries. The Milano Career Services include career assessment and guidance in career decision-making, workshops and coaching for job-search skills, and recorded practice interviews and critiques. Individual job search counseling is also available by appointment. To accommodate working students and alumni, the office is open on selected weekday evenings, and workshops are sometimes held on Saturdays and Sundays.

The Milano Office of Career Services also provides individual advising on strategy and tactics for job and internship search, recording and critiquing of practice interviews for specific positions of interest, and coaching for competitive, post-master's management fellowships for entry into federal and state government service. The Office assists students in finding and obtaining summer internships in their chosen fields, part-time and full-time apprenticeships for those changing careers and/or permanent professional positions. It sponsors opportunities to make connections leading to internship and job offers including alumni career panels, employer information sessions, and career fairs.

Job postings are published University's job board, [newschool-csm.symplicity.com](http://newschool-csm.symplicity.com). Many Milano alumni, faculty, and other

friends of The New School generously provide their services to Milano graduates in the form of introduction to potential employers, networking referrals, and advance notice of employment opportunities.

Milano alumni can utilize the Office of Career Services throughout their careers. Many mid- and senior-level opportunities for seasoned professionals who are already in advanced stages of their careers are advertised on the Milano career resources website, [careerservices.milanoschool.org](http://careerservices.milanoschool.org), in its *Newsflash*, and on Milano's listservs.

The Milano community is composed of nearly 9,000 alumni and 800 current students. Personal interaction with colleagues, faculty, and other professionals, enhanced by our array of services, provide students with leads to potential employers and other valuable tools to guide them with their professional development. After graduation and throughout their careers, many of our students are able to take advantage of our extensive network of alumni in advancing their careers.

Graduates are also encouraged to continue active contact with the Milano Office of Career Services. The office provides lifetime support for our graduates, helping them to navigate opportunities and challenges at every stage of their careers.

## MASTER OF SCIENCE IN ENVIRONMENTAL POLICY AND SUSTAINABILITY MANAGEMENT

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Program Office  
72 Fifth Avenue, 5th Floor  
New York, NY 10011

**Richard McGahey**, Director  
[mogahey@newschool.edu](mailto:mogahey@newschool.edu)

**Suzanne Bostwick**, Program Manager  
[bostwics@newschool.edu](mailto:bostwics@newschool.edu)

The Environmental Policy and Sustainability Management (EPSM) program addresses such intersecting challenges as global climate change, natural resource depletion, financial sustainability, and innovative organizational change. The program is distinctive, integrating management and policy competencies with an emphasis on

- climate change and cities
- food and the environment
- urban ecology
- interdisciplinary collaboration through field experiences
- change-management preparation
- examination of the systemic linkages among environmental, social, and economic issues

This 42-credit Master of Science program may be taken on a part-time or full-time basis. It consists of a common core of two courses (6 credits), an integrative program core of eight courses

(24 credits), and four courses taken in either the Policy concentration or the Management concentration(12 credits)..

The program core focuses on mastering the relevant natural sciences, financial analytics, public policy, and management dimensions of climate change and an array of perspectives on organizational, environmental, and social ecology. Students supplement core learning by completing an area of concentration in either policy or management. EPSM candidates complete the program with a capstone seminar, in which they develop individual research- and practice-based projects in a collaborative and multiple-disciplinary learning environment.

Full-time students without relevant professional experience in the field and those planning a career change must complete a noncredit internship (minimum of 400 hours).

## EPSM Curriculum

### Core Courses

NURP 5001      Economics for Management and Public Policy

NURP 5013      Quantitative Methods

Students who have taken equivalent courses prior to admission may be able to waive core courses and take additional electives.

Waiver does not reduce the number of credits required to earn the degree

### Program Courses

Making a Difference Requirement (3 credits, from list of approved courses)

NEPS 5006      Principles of Environmental Science

NEPS 5001      Climate Change and Cities

NEPS 5008      Sustainability Perspectives and Practice

Finance Requirement (3 credits, from list of approved finance courses)

NEPS 5005      Leadership for Sustainability Strategies

NEPS 6001      Advanced Seminar in Environmental Policy and Sustainability Management

### Policy Concentration

NURP 6002      Policy Analysis

NEPS 5004      Global Urban Environmental Policy

Two approved electives

### Management Concentration

NMGM 5010      Management and Organizational Behavior

NMGM 5003      Foundations of Organizational Change

Two approved electives

## MASTER OF ARTS OR MASTER OF SCIENCE IN INTERNATIONAL AFFAIRS

### Julien J. Studley Graduate Program in International Affairs

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### Program Overview

The International Affairs program of study integrates a set of core courses and a broad range of electives with real-world experience. Approximately sixty courses, along with many internship opportunities, are offered every semester. In the summer, students may participate in the International Field Program, in which they work in developing countries. The program's small seminar-style classes combine research and critical thinking with practical training.

### Master of Arts or Master of Science

The 42-credit MA degree is for recent college graduates and career changers—persons who have not previously established careers in the field. The 30-credit MS degree is for students with at least five years of post-university professional experience in international affairs or a related field.

Both programs of study combine a set of core courses with a wide range of electives and opportunities for hands-on experience. Students may pursue the MA or MS degree on a full- or part-time basis, and courses are offered days and evenings.

Graduates of the program will be in a position to begin or advance careers in public service, non-governmental organizations, academe, media, and the private sector. The goal of the program is to produce well-trained, public-spirited citizens who are proficient in their specialties and knowledgeable about crucial issues that will confront the evolving global society.

The New School believes that practitioners of international affairs require four skills to work effectively in this rapidly changing arena:

1) Global Context Analysis: Ability to locate world, national, and local forces affecting specific problems. This requires political, economic, and sociocultural understanding within a

historical framework and knowledge of regional and local specificities.

2) Comparative Development Assessment: Ability to assess national and local problems in light of the comparative experience of socioeconomic development, including why some societies and countries manage to reduce poverty and inequality while others do not. This includes an understanding of development policies, programs, and projects in their geographical and cultural environments, taking into account infrastructure, urban development, education, and environmental management.

3) Institutional Evaluation: Ability to evaluate particular institutions—how they work or don't work and how they might be strengthened.

4) Understanding Media: Appreciation of information technology and media discourse and representations as an integral part of the international affairs context.

All courses carry three graduate credits. Credits for field experience, independent study, and approved courses offered by other programs may vary.

### Master of Arts Curriculum

The 42-credit MA program consists of six required courses (18 credits) and eight electives (24 credits) including the concentration foundation. As a final project, students choose either the Thesis Option or the Practice Option.

#### Required Courses

NINT 5001	Global Flows
NINT 5109	Economics in International Affairs*
NINT 5005	Research Methods**
NINT 5000	Comparative Development Experience
NINT 6950	Thesis Workshop and Thesis Supervision (thesis option)
	OR
	NINT 6961 Project Design and Program Management and Practicum in International Affairs (practice option)

### Master of Science Curriculum

The 30-credit MS program consists of four required courses (12 credits) and six electives (18 credits), including the concentration foundation. There is no final project for the MS program.

#### Required Courses

NINT 5001	Global Flows
NINT 5109	Economics in International Affairs*
NINT 5005	Research Methods**
NINT 5000	Comparative Development Experience

### Core Courses (for Both Degree Tracks)

All students must complete two core courses:

NINT 5001	Global Flows
NINT 5000	Comparative Development Experience.

*Global Flows* is a critical introduction to globalization, tracing the emergence of logics of encounter and international

interaction from the colonial era through the present. *Comparative Development* examines the core concepts of development and introduces students to the comparative framework of analysis. Proficiency in economics is a prerequisite for Comparative Development.

\*MA and MS students who pass a proficiency examination can waive Economics in International Affairs and take an additional elective instead.

\*\*All students must complete at least one course in research methods. The program offers a basic engagement with quantitative and qualitative methodology in Research Methods (NINT 5005), but an approved statistics or qualitative methods course offered by another graduate program at The New School may also fulfill the requirement. Students who can demonstrate equivalent experience may be able to waive the methods course and take an additional elective instead.

## Concentrations

All students in the International Affairs program concentrate in one of five defined areas of study:

- Cities and Social Justice
- Conflict and Security
- Development
- Governance and Rights
- Media and Culture

A concentration is realized by taking the specified concentration foundation course and at least three electives approved for the concentration. An updated list of approved courses is issued each semester by the International Affairs office.

## Electives

Supplementing core and concentration requirements is an ever-changing selection of elective seminars. Elective courses focus on specific areas of academic and professional interest. They may be taken to fulfill a concentration requirement, a specific skill need, or simply for intellectual curiosity. The exact number of electives a student takes depends on the particular program of study. We offer a range of courses from surveys to advanced research seminars.

## International Field Program

The International Field Program (IFP) gives students hands-on field experience, providing a critical context for global issues and basic tools to conduct research, analyze policies, and manage projects. Starting in the summer of 2002 with 19 students, the program has sent over 500 students abroad through 2012. The 2012 IFP offered seven summer programs ranging from rural community development fieldwork to internships with international organizations.

## Destinations and Organizations

Past and current IFP locations include: Argentina, Brazil, Cameroon, Colombia, Dominican Republic, Ethiopia, Geneva, Ghana, Guatemala, Hong Kong, India, Indonesia, Jordan, Kenya, Kosovo, Kunming (China), Liberia, Nepal, Northern Caucasus, Senegal, Sierra Leone, South Africa, Spain, Turkey, and Uganda. Students have worked across the globe for a range

of UN agencies, NGOs and other organizations, including: UNICEF, UNDP, World Bank, International Rescue Committee, CARE International, Amnesty International, Asian Human Rights Commission, Save the Children, Oxfam, Clinton Foundation HIV/AIDS Initiative, and various government ministries.

## IFP Academics and Cost

Students earn a total of 9 credits for IFP participation: In spring semester, 3 credits for a preparation course (along with a noncredit preparatory workshop and, if necessary, a noncredit language course). In the summer, students complete the 6-credit, full-time supervised internship/field project, attend and participate in weekly academic seminars, and produce a research paper. After returning to New York, they participate in follow-up activities such as the September IFP Conference. In addition to tuition, students are responsible for their own travel costs. Scholarships are available to cover a portion of tuition, and the IFP Program provides in-country housing.

## Internships and Independent Study

The Julien J. Studley Graduate Program in International Affairs strongly encourages all students to do an internship in New York City or, if possible, abroad. The program awards up to three credits for completion of an approved internship.

After one semester, any student in good academic standing may register for one independent study project. A student identifies a specific problem or area of interest to investigate in detail and designs a research project with the approval of an interested full-time faculty member who serves as the course advisor.

## Final Project

In addition to the coursework outlined above, MA students must complete a final project consisting either of an independent research project (thesis option) or a team-based project (practicum option). After completing 18 credits, a student chooses one option in consultation with an advisor. MS students do not have a final project requirement.

## Thesis Option

The thesis is an independent project based on field work, institutional research, and/or theoretical research involving primary and secondary sources. Media-based theses are possible, as are custom-designed projects that meet Program approval. Theses must conform to academic standards.

In the semester before writing a thesis, a student registers for the Thesis Workshop, which focuses on designing the research project and writing a proposal. At the same time, the student organizes a thesis committee consisting of a primary and secondary reader and submits the Thesis Registration Form to the International Affairs program office. The deadline is December 1 for students writing a thesis during the following spring semester and May 1 for students writing a thesis the following Fall semester. The primary reader is the student's thesis supervisor (not necessarily the same person as the academic advisor) and must be a member of International Affairs core faculty. The secondary reader may be an academic, researcher, or other professional in a field related to the

student's work and may be external to International Affairs (external readers must be approved by the thesis supervisor).

In the semester following the Thesis Workshop, the student registers for Thesis Supervision under the name of the thesis supervisor. Thesis Supervision counts as a course and carries three credits. At the beginning of Thesis Supervision, the student submits the finished proposal to their thesis committee and proceeds to conduct the agreed-upon research independently and write the thesis with the advice and guidance of the supervisor.

Upon completion of the manuscript the student provides copies of the draft thesis to the supervisor and the second reader. Readers must have at least two weeks to consider the work. Either reader may ask the student to revise and resubmit part or all of the work. In order to graduate, a clean final copy of the thesis bearing the signatures of the committee members on the cover page must be submitted to the assistant director of International Affairs. Then, the supervisor will submit a passing grade (P) for Thesis Supervision (not a letter grade). Finished, signed, and approved manuscripts on acid-free paper, conforming to all of the usual expectations of library-deposited thesis documents, are due in the assistant director's office by December 15 for January degree conferral and May 1 for May degree conferral (or the Monday following these dates when they fall on a weekend). Depositing the thesis after the deadline will delay the student's graduation by one semester. Thesis guidelines can be downloaded from [www.newschool.edu/public-engagement/ma-ms-international-affairs-thesis/](http://www.newschool.edu/public-engagement/ma-ms-international-affairs-thesis/)

### Practice Option

International Affairs practice-based learning combines skills courses, workshops, and on-the-ground experience to provide students knowledge, training, and confidence. The Practice option is a two-course sequence: Practicum in International Affairs 1: Project Design (PIA 1) and the Practicum in International Affairs 2: Project Implementation (PIA 2).

*Practicum in International Affairs 1: Project Design (PIA 1)*  
Project Design provides students the opportunity to gain a comprehensive understanding of key concepts and skills essential to effective project development. By examining the project cycle through a Practicum project, students learn techniques and tools – needs assessment, logical framework, strategic design, implementation, proposal and report writing, budgeting, monitoring and evaluation, advocacy – used in a range of professional contexts.

*Practicum in International Affairs 2: Project Implementation (PIA 2)*

Project Implementation is centered around completing a semester-long project assigned by an international organization client. In conjunction with the client, a team of four to six students clarifies terms of reference, designs a project strategy, conducts data collection and analysis, and writes a report or produces some other product, such as a brochure, manual, or film. It is taken in the final semester, so students should have 33 credits prior to enrolling. Students registered in PIA 2 meet in weekly project management meetings where a faculty supervisor acts as a project manager—reviewing work, offering technical guidance

as needed, and ensuring weekly progress toward the final product. Toward the end of the semester, each team develops and rehearses a formal presentation and presents their work and results to the International Affairs community.

A major Practicum objective is to serve as transition from academia to professional life for students in their final semester. The Practicum is therefore treated as a “consultancy” rather than an internship, emphasizing deadlines and professional standards for work products. Projects are substantial, rigorous, and challenging. The course is not run nor projects completed as an academic exercise; project work and final product is meant to be used by the client organization.

## MANAGEMENT PROGRAMS

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For more than 40 years, the Milano School has offered programs in the field of management. From the outset, our programs offered an alternative approach to management education developing socially responsible leaders with the capacity to generate meaningful and lasting change in the world.

Milano Management graduate programs are designed for both emergent and experienced leaders. Programs can be completed in two years attending full-time, though many working professionals choose part-time study.

Milano Management offers two Master of Science degrees: the MS in Nonprofit Management and the MS in Organizational Change Management.

### Master of Science in Nonprofit Management

Nonprofit management is relatively new as a profession and academic field. The Milano School led the way offering one of the first programs of graduate study designed specifically to develop nonprofit leaders. Our students and faculty bring forward thinking, critical assessment of the status quo, and the necessary innovation to imagine possible futures for an evolving nonprofit landscape. We effectively serve nonprofit practitioners by keeping our focus on what makes not-for-profits distinctive while recognizing the need to move across boundaries of the sector. Our professionally oriented approach fully integrates theory and real-world practice. The curriculum provides a comparative and global perspective. Our students are committed to social innovation and change and prepared to lead NGOs and nonprofits worldwide. Our alumni network of graduates with shared values and professional goals continues to be a valuable resource after graduation.

## Curriculum

The Master of Science degree is awarded upon completion of 42 credits: the core courses (6 credits in economics and methods), an integrative program curriculum of six courses (18 credits including a capstone seminar), and six elective courses (18 credits).

Full-time students without relevant professional experience in the field and those planning a career change must complete a noncredit internship (minimum of 400 hours).

## Core Courses

### Economics

NURP 5001 Economics for Management and Public Policy

### Methods

NURP 5013 Quantitative Methods

Students who have taken equivalent courses prior to admission may be able to waive core courses and take additional electives. Waiver does not reduce the number of credits required to earn the degree.

## Program Courses

NMGM 5013	Theory and Practice of Nonprofit Management Making a Difference Requirement (3 credits)
NMGM 5010	Management and Organizational Behavior
NMGM 5004	Fundraising and Development NMGM 5002 Financial Management in Nonprofit Organizations
NMGM 6003	Advanced Seminar in Nonprofit Management

## Elective Courses

Six elective courses allow students to build an area of expertise within nonprofit and NGO management that meets their individual career objectives and professional interests. They may follow one of the predefined specializations below or craft their own specialization in consultation with a faculty advisor.

## Areas of Study

- Applied Quantitative Methods and Data Visualization
- Community Development Finance
- Economic and Workforce Development
- Finance
- Food and the Environment
- Global Management
- Global Urban Futures
- Housing and Community Development
- Leadership and Change
- Leading Sustainability
- Politics, Media, and Advocacy
- Social Entrepreneurship
- Social Policy

## Master of Science in Organizational Change Management

The Organizational Change Management program is designed for those with a deep interest in organizational dynamics and the ways change happens. In a rapidly shifting world, our students recognize that there is a distinct professional advantage in the ability to facilitate organizational change to enhance performance and resiliency. Our students build the capacity to move across boundaries of this emerging field and all of the sectors in which we find organizations (for-profit, non-profit, NGO and public). The program's values-based approach provides the framework to investigate current organizational challenges and arrive at innovative human-centered solutions. We offer a unique pedagogy of "engaged learning" known as the Portfolio resulting in each student building a collection of organization change projects that build capacity and credibility.

The degree program is intended for students who have a minimum of three years organizational experience. The program benefits those who wish to broaden, expand, and advance on their experience in the field, as well as those wishing to transition into a career in change management.

## Curriculum

The Master of Science degree is awarded upon completion of 42 credits: core courses (6 credits in economics and methods), an integrative program curriculum of eight courses (24 credits including a capstone seminar), and four elective courses (12 credits).

Full-time students without relevant professional experience in the field and those a career change complete a noncredit internship (minimum of 400 hours).

## Core Courses

### Economics

NURP 5001 Economics for Management and Public Policy

### Methods

NURP 5013 Quantitative Methods

Students who have completed prior coursework may qualify for core course waivers. Waivers do not reduce the number of courses a student must take to obtain the degree.

## Program Courses

Making a Difference Requirement (3-credits, from a list of approved courses)	
NMGM 5003	Foundations of Organizational Change
NMGM 6006	Laboratory in Group Facilitation, Intervention, and Process
NMGM 6009	Managing the Client-Consultant Relationship Organizational Change Interventions Requirement (3-credits, from list of approved courses)
NMGM 6013	Organizational Change Interventions: Theory, Design, and Implementation
NMGM 5010	Management and Organizational Behavior
NMGM 6012	Organizational Assessment and Diagnosis
NMGM 6001	Advanced Seminar in Organizational Change Management



## Elective Courses

Four electives allow students to expand their knowledge of organizational change management or develop an area of specialization by following one of the predefined specializations below or crafting their own in consultation with a faculty advisor.

## Areas of Study

- Applied Quantitative Methods and Data Visualization
- Community Development Finance
- Economic and Workforce Development
- Finance
- Food and the Environment
- Global Management
- Global Urban Futures
- Housing and Community Development
- Leadership and Change
- Leading Sustainability
- Politics, Media, and Advocacy
- Social Entrepreneurship
- Social Policy

## Master of Science in Urban Policy Analysis and Management

### Program Office

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The Master of Science program in Urban Policy Analysis and Management was one of the first programs of its kind in the world, and it continues to innovate. The heart of the program is an experiential curriculum that gives students a sound foundation in the theory and the practice of policy analysis and public administration. While there is no better learning laboratory in the world than New York City, urban challenges are increasingly global. The program is committed to a comparative learning pedagogy designed to create knowledge that fosters innovative strategies for confronting urban issues worldwide. Our graduates have skills that support many career trajectories working as policymakers, analysts, managers and consultants in governments and non-government organizations, as well as private sector jobs oriented towards social good.

## Accreditation

The MS in Urban Policy Analysis and Management is accredited by the National Association of School of Public Affairs and Administration (NASPAA) ([www.naspaa.org](http://www.naspaa.org)) and is an affiliate of the Association of Public Policy and

Management (APPAM) and the Association of Collegiate Schools of Planning (ACSP).

## Curriculum

The Master of Science degree is awarded upon completion of 42 credits: two core courses (6 credits); seven program core courses (21 credits); and five electives (15 credits).

### Core Courses

NURP 5001	Economics for Management and Public Policy
NURP 5013	Quantitative Methods

### Program Courses

All students must complete these courses through which they acquire the intellectual and technical foundations and the values of professional public administration.

NURP 5008	Political Economy of the City
NURP 5011	Public Finance and Fiscal Management
NURP 6002	Policy Analysis
NURP 5032	Public Management
	Urban Policy Lab (6 credits)
NURP 6008	Advanced Seminar in Urban Policy Analysis and Management (capstone course).

Students who enter the program with a strong background in certain fields and disciplines covered by the core courses, most often economics and/or quantitative methods, may waive out of these required courses and take additional electives instead. Students interested in waiving out of required course must obtain permission from the program chair.

### Noncredit Internship

Full-time urban policy students without previous related experience in the public policy field are required to complete a noncredit internship. This applies to career changers as well as students entering the program directly from college. An internship is optional for part-time students. Most students intern during the summer between the first and second year of the master's program.

Internships are arranged by the Milano School's Office of Career Development and Placement, which places interns in appropriate agencies and firms. Many internships lead to valuable contacts for future employment and some offer a stipend.

### Capstone Experience

The urban policy program's thesis project consists of a Professional Decision Report (PDR) written for a client of the students' choosing, usually an official in a government agency or at a nonprofit organization. Clients do not have to be based in New York City. In this report, the student offers advice to the client about a policy or management issue and supports his or her recommendations with research and analysis.

The exercise demonstrates the student's ability to apply substantive knowledge and analytic skills to a topic of interest. Students complete the PDR under the guidance of a professor in the Advanced Seminar course, which involves small group

discussions and individual faculty consultations. The Advanced Seminar is taken in the student's penultimate or final semester.

## Electives

The urban policy program offers about 10 elective courses every semester. Students may also take as electives any approved graduate-level course offered by other programs of the New School, including but not limited to courses offered by other Milano programs, Parsons The New School for Design, The New School for Social Research, and the The New School for Public Engagement. Students select their electives in consultation with a faculty advisor according to their individual academic and professional interests and goals.

## Areas of Study

The Urban Policy program has developed several clusters of elective courses that we recommend to students who need to develop a particular expertise. Students are not required to specialize. They also are welcome to develop their own specializations by selection of electives. The following areas of study are currently defined:

- Applied Quantitative Methods and Data Visualization
- Community Development Finance
- Economic and Workforce Development
- Finance
- Food and the Environment
- Global Management
- Global Urban Futures
- Housing and Community Development
- Leadership and Change
- Leading Sustainability
- Politics, Media, and Advocacy
- Social Entrepreneurship
- Social Policy

Visit [www.newschool.edu/public-engagement/milano-school-areas-of-specialization](http://www.newschool.edu/public-engagement/milano-school-areas-of-specialization) for details, including suggested courses.

## DOCTOR OF PHILOSOPHY IN PUBLIC AND URBAN POLICY

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### Program Office

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## Academic Program

The PhD in Public and Urban Policy is awarded for completion of 60 credits, passing the qualifying examination, and successful defense of a written dissertation. The 60 credits normally include 30 credits transferred from an approved master's degree program. The remaining 30 credits (10 courses) must be taken in residence.

## Core Course Requirements

- Political Economy and Public Policy Analysis I (PEPPA I)
- Political Economy and Public Policy Analysis II (PEPPA II)
- A foundation course in a social science discipline (usually fulfilled by taking an approved course offered by the department of Economics, Sociology, Anthropology, or Politics at The New School for Social Research.)
- Two research methods courses, one in quantitative methods and the other in qualitative methods, chosen in consultation with the student's advisor
- Doctoral Research Workshop

A student must receive grades of B+ or better in all core courses to take the Qualifying Examination.

## Qualifying Examination

Upon successful completion of 60 credits, students submit a qualifying paper, which is a critical survey of the literature on a specific policy problem. The Qualifying Examination is then taken and defended. The examination covers core knowledge based largely on the content of the PEPPA I and PEPPA II courses, the Doctoral Research Workshop, and the student's elective courses. Students who pass the examination are eligible for the MPhil degree and can proceed to the dissertation proposal defense.

## Dissertation Proposal

The dissertation proposal consists of a 1) clear statement of the goals and objectives of the proposed dissertation, 2) a literature review, 3) a research plan, and 4) a proposed time schedule to complete the research and writing. The proposal is developed in consultation with the student's Dissertation Committee.

## Doctoral Dissertation

The dissertation must demonstrate original research and contribute new knowledge to a field relevant to a current policy problem. In addition to the traditional format, students may elect, with the approval of their committee chair, a three-essay dissertation.

## POST-MASTER'S PROFESSIONAL CERTIFICATES

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### Leadership and Change Organization Development Sustainability Strategies

The Milano School offers a range of certificate programs that allow students to continue their professional studies or pursue a new area of interest. The certificate programs can be completed in two semesters of full-time study or in a year and a half of part-time study.

Applicants to the post-master's certificate programs normally have a graduate degree.

In some cases, a certificate can be earned concurrently with a graduate degree.\* In those cases, the certificate serves to document an area of specialization within the student's degree program.

\*Concurrent enrollment in the Organization Development Certificate program is not an option for students enrolled in the MS program in Organizational Change Management. Concurrent enrollment in the Sustainability Strategies Certificate program is not an option for students enrolled in the MS program in Environmental Policy and Sustainability Management.

### Certificate in Leadership and Change

Managing change is central to leadership, and success of organizational change interventions hinges on whether there is a "leader" driving the process. The certificate emphasizes learning in action and provides tools, time, and structure for participants to try out new ideas. Our program prepares students to critically assess models for leading change in multiple contexts and settings whether they are building capacity for innovative leadership development in communities, organizations, social movements, or individuals. Certificate students benefit from a seasoned faculty of scholars and practitioners, peer-to-peer collaboration, and a curriculum that reflects current theory and practice.

#### Curriculum

The Certificate in Leadership and Change is awarded upon successful completion of six courses (18 credits):

NMGM 5003	Foundations of Organizational Change
NMGM 5008	Why Leadership Matters: Power or Potential
NMGM 6020	The Science and Art of Leadership Development
NMGM 6007	Leading Change Practicum

Two electives from the Change Competencies, Leadership Applications, and/or Applied Context offerings are required.

### Certificate in Organization Development

Organization development (OD) practitioners recognize the humanistic role of managers and leaders and work to co-create and facilitate innovative, systems-embedded organizational change. Our certificate is designed for current internal and external practitioners and those wishing to enter the OD field. The certificate curriculum is critically reflective, rooted in real-world experience, and flexible in delivery. Our focus on change

leadership competencies prepares students to work with a wide diversity of groups in organizations across sectors within the global community.

#### Curriculum

The Certificate in Organization Development is awarded upon successful completion of an integrated curriculum consisting of six courses (18 credit).

NMGM 5010	Management and Organizational Behavior
NMGM 5003	Foundations of Organizational Change
NMGM 6013	Organizational Change Interventions: Theory, Design, and Implementation
NMGM 6006	Laboratory in Group Facilitation, Intervention and Process
NMGM 6012	Organization Assessment and Diagnosis
One elective	

### Certificate in Sustainability Strategies

Successful models of policy and management increasingly take into account the interconnections of ecological, social, and financial sustainability using the triple bottom line approach. This creates a need for managers who can understand critical sustainability issues and devise strategies to address them.. The growing sustainability field offers opportunities in all sectors from environment-oriented nonprofits and emerging green industries to government planning and regulatory agencies.

#### Curriculum

The Sustainability Strategies certificate is awarded upon completion of a six-course integrated curriculum (18 credits).

NEPS 5001	Climate Change and Cities
NEPS 5002	Corporate Philanthropy and Social Responsibility
	Finance Requirement (3 credits, from list of approved finance courses)
NEPS 5008	Sustainability Perspectives and Practice
NEPS 5005	Leadership for Sustainability Strategies
One elective	

## ENTRY REQUIREMENTS FOR THE MILANO SCHOOL

The Milano School of International Affairs, Management, and Urban Policy enrolls a diverse group of individuals with a range of academic and professional backgrounds. Admission decisions are based on academic achievement, motivation, and leadership potential as evidenced through prior education and work experience and letters of recommendation. Applicants for all programs must have a baccalaureate degree from a college or university. Application forms and instructions are online at [www.newschool.edu/public-engagement/admission/](http://www.newschool.edu/public-engagement/admission/).

To help you determine if a Milano graduate program is a good match for your professional and personal interests and goals, you can visit a class in session, attend a group information session, or meet individually with an admission counselor. For schedules, visit the website and view [Graduate Events](#) or put your name on an inquiry list to receive Milano School news and important announcements. New students are admitted to master's and certificate programs in fall and spring semesters.

### Priority Application Deadlines

Fall semester

- MA/MS in International Affairs: January 15
- Other MS and certificate programs: February 15
- Final deadline: May 5

Spring semester (all programs): November 1

Applications received after the final deadline are processed on a rolling basis.

### PhD Program Application Deadline

Students enter the PhD program in fall semester only. The complete application must be received by January 15 to be considered.

### International Applicants and Other Applicants with Foreign Credentials

*The New School is authorized under federal law to enroll nonimmigrant international students.* International students coming to the United States must have a proper visa before they will be permitted to register. Consult with an admission counselor about visa requirements before you apply for admission.

In addition to fulfilling the standard admission requirements as described on the program site, applicants with foreign credentials must submit as applicable:

- Copies of transcripts from each institution attended outside the United States. If the documents are in a language other than English, a certified English translations. (Official transcripts must be submitted if an offer of admission is made.)
- Proof of Conferral of degrees or diplomas.
- A Test of English as a Foreign Language (TOEFL) score report (administered by the Educational Testing Service–ETS) is required of all international applicants with the exception of citizens of the UK,

Ireland, Australia, New Zealand, Canada, or South Africa whose native language is English.

International students who completed all four years of study and earned an undergraduate degree in a US college or university are also exempt.

The TOEFL score report must be submitted directly to The New School by ETS. The institution code for The New School is 2554; the department code is 83. A minimum score of 100 on the iBT, 250 on the computer-based exam, or 600 on the paper-based exam is required for admission to graduate study. Acceptable alternatives to the TOEFL are the International English Language Testing System, IELTS (minimum score of 7.0 or better) and PTE Academic (minimum score of 68 or better).

### Transfer Credits

Students who wish to transfer credits from other institutions or other New School programs can file a Transfer of Credit Petition after they are matriculated in the Milano School. The form is available at the registrar's office. The Registrar's Office posts approved transfer credit to the student's transcript.

The New School does not transfer grades or grade points from other schools. Credits only are transferred. Students with international credentials must submit a course-by-course evaluation of their undergraduate and/or graduate marks or grade as provided by a NACES-approved evaluation agency.

### Master's Programs

Subject to approval, students may be able to transfer up to 9 graduate-level credits for a 42-credit program (MA in International Affairs, MS in Environmental Policy and Sustainability Management, MS in Organizational Change Management, MS in Nonprofit Management, MS in Urban Policy Analysis). For the 30-credit MS in International Affairs, students can transfer a maximum of 6 credits.

The program director evaluates the courses proposed for transfer credits. At a minimum, grades of B or better must have been assigned and the courses must have been taken within the last ten years.

### PhD Program

The transfer of credits is determined by the director of the PhD program based on the following policy

- Students with masters degrees from another institution or another division of The New School can transfer a maximum of credits 30 credits.
- Students with masters degrees earned at the Milano School can transfer a maximum of 36 credits.
- Students with a masters degree and at least one full year of doctoral coursework from another institution can transfer a maximum of 42 credits.

## THE SCHOOL OF MEDIA STUDIES

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Media studies has been described as the liberal arts of the 21st century. The School of Media Studies is at once a hub, laboratory, and playing field for the interaction and communication of ideas across many disciplines and endeavors. It houses a range of intellectual fields and practices for the understanding of media, ranging from historical and philosophical inquiry to artistic exploration to entrepreneurial and management processes. Integral to the School's overall orientation is a commitment to pushing the boundaries of media study through spirited engagement with its evolving forms and contexts. Each program or path of study explores traditional disciplines alongside emergent technology and new media approaches.

In pursuance of its founding principle that theoretical awareness goes hand-in-hand with media-making, the School of Media Studies supports the rich nexus of theory-praxis in diverse ways. It offers students curricula options that are both flexible and inter-linked. Thus students may choose to be either generalists or specialists, create clusters or follow laid-out sequences of courses. In general, the curriculum teaches students to work across media formats, theories, and methodologies seeking the right "tools for the task," whether that task is academic, creative, or professional.

Students in the School of Media Studies are socially engaged scholars and innovators, and the curriculum is designed to accommodate a wide range of personal and career goals.

Every year, Media Studies students organize and present papers in an academic conference, Critical Themes in Media Studies, which involves faculty members as respondents and brings together scholars from all over the world. The students publish *Immediacy*, an online journal on media and culture. They exhibit their film and video projects at regularly scheduled media critique shows: RUFF CUTS, FINE CUTS, and BETA. Two annual juried exhibitions of student work give them exposure outside the university: Mixed Messages, a multimedia gallery exhibition, and the Hirshon Invitational Film Show.

Media Studies student media works have been exhibited at national and international festivals and venues including Sundance, the Tribeca Film Festival, the Margaret Mead Festival, and the Museum of Modern Art. Many have won prizes such as Student Academy Awards

Titles of recent independent productions and master's theses reveal the breadth of interests, ideas, and creativity of the students in the School of Media Studies:

*Media Pedagogies for Social Change: Activating Classroom Student and Community in the 21st Century*

*Networked Mortality: Perceptions and Projections of Death in Digital*

*Bundled, Buried and Behind Closed Doors: Visiting New York City's Concentrated Internet Infrastructure*

*Exploring the Online Forums of Columbian Newspapers*

*The Expert 2.0: How Blogging has Challenged the Notion of the Expert*

*Media Theory of Viral Marketing*

## Academic Planning and Advising

All students should be in regular contact with their student advisors for administrative support and degree audits at [mediastudiesadvising@newschool.edu](mailto:mediastudiesadvising@newschool.edu). Student advisors provide contemporaneous insight and perspective as peers.

New students are also assigned a faculty advisor who assist with course selection and broader program goals and objectives. Continuing students are invited to be proactive and self-directed in seeking assistance from a member of the full-time faculty whose research interests are in line with their goals. The primary function of the faculty advisor is to guide the student in:

- refining educational goals and interests
- reviewing academic progress
- identifying areas of study in need of development

Advisors also help integrate graduate students into the academic and professional culture of the discipline by maintaining an ongoing discussion about their research and coursework.

Faculty advisors keep weekly office hours and are available for in-person appointments at those times. Make appointments with academic advisors using the Google Calendar system at this link: <https://sites.google.com/a/newschool.edu/media-studies-faculty-schedules/?pli=1>. At other times, they are reachable via phone or email.

## Online Learning

For general information about online courses at The New School, visit [www.newschool.edu/online](http://www.newschool.edu/online).

Many School of Media Studies students take at least some of their courses online. Online courses are entered through MyNewSchool, the university portal ([my.newschool.edu](http://my.newschool.edu)). Select Canvas from the toolbar and find your online courses listed there.

Students should enter their online classes at least four times a week, although instructors have different guidelines for course participation

## Online Help and Support

There is a Canvas orientation for students new to online learning. Topics include academic resources available in the Web-based environment; the dynamics of online interaction; how to navigate the online classroom; and how to communicate in the online classroom. The orientation is available for reference throughout the school year.

New School technical support is available by telephone or email 24 hours a day, seven days a week.

## The Online Learning Environment

Course materials are presented in a multilayered format that may include video, audio, Skype and graphic elements and links to the Internet. Students post comments and answers to these materials on highly interactive discussion boards. These responses, along with those submitted by the instructor, create a dynamic learning platform.

## Foreign Language Study

Matriculated Graduate students are eligible to audit one foreign language course (or two On The Go weekend language intensives) per semester free of charge, provided they are actively earning credit toward a graduate degree during that term and that there is space availability in their chosen course. During the summer term, graduate students who are also earning credit toward a degree may also audit one language course (or one On The Go language intensive) free of charge.

Graduate students who are not earning credit towards their degree during the summer term may audit one full-length language course free of tuition charge in the summer term, paying only a registration fee of \$138, or one On The Go language intensive course, paying only a registration fee of \$7.

After choosing a course, students must obtain permission to register from Vanessa Reich, at 66 West 12th Street, room 401. Full participation in the course is mandatory as well as purchasing any necessary course materials.

Graduate students who have questions about foreign language registration should email them to [reichv@newschool.edu](mailto:reichv@newschool.edu)

## Internships

The New School recognizes the importance of practical, real-world experience. Internships related to students' interests are great opportunities to gain professional experience, explore careers, and create a network of contacts while receiving graduate credit. Students may earn up to six credits toward the master's degree for internships: three credits for a production internship and three credits for a research internship. Internships can be taken for 0, 1, 2, or 3 credits and are available to students who have completed 18 credits of graduate course work. Opportunities are provided weekly on the [my.newschool.edu](http://my.newschool.edu) Media Studies Student Announcements portal and the School of Media Studies Blog.

Internships are available at many media companies and independent and educational media services in New York City and around the world. Recently, our graduate students have interned at NBC, CBS, ABC, VH-1, MTV, GLAAD, Telemundo, Miramax, Universal, and Downtown Community Television.

The internship coordinator for the Media Studies graduate program is the Director of Student Affairs. For more information, email [mediastudiesadvising@newschool.edu](mailto:mediastudiesadvising@newschool.edu).

## Independent Study/Production

At the discretion of the director of graduate studies, a student who has defined a specific subject or problem for research or an original production concept can pursue a course of study independent of regular class structures, meetings, and assignments. Prerequisite: completion of 18 credits in residence at The New School, including appropriate production courses in the case of an independent production.

The student must work with an interested faculty member as an advisor to define the project and develop and submit an Independent Study Contract. The contract is submitted to the director of graduate studies for approval and clearance to register. Contracts must be submitted at least two weeks prior to registration to allow sufficient time for evaluation.

Independent projects are normally pursued in fall and spring semesters with members of the full-time faculty. Please consult the director of student affairs before developing any proposal for a summer independent project or with an adjunct faculty member as advisor.

## MASTER OF ARTS IN MEDIA STUDIES

The Master of Arts degree is awarded for completion of 39 credits that integrate media theory and management with production practices. The curriculum is flexible. Three required academic courses and one required Media Methods elective orient students to the field and prepare them for the work ahead. For the rest, students identify the issues and practices in media that they want to explore and with a faculty advisor, plan a course of study that builds upon their academic and professional backgrounds and addresses their creative and professional goals.

The program may be taken on a full-time (9 or more credits per semester) or part-time (6 credits or fewer per semester) basis. A wide range of onsite and online courses provides many options to fit students' personal schedules. Most onsite courses meet in the late afternoon and evening, making it easy for students to have a job or internship while they pursue the degree. It is possible to earn the master's degree entirely online.

Students may choose to complete the course of study by producing a master's thesis, or they can choose a non-thesis option.

### Curriculum

The limited number of required courses gives students many options to plot their own paths through the program and sample a variety of approaches and techniques. More than 80 Media Studies courses are offered every fall and spring semester and there is a limited selection of intensive courses during a short summer term. With permission, students may also take certain courses offered by other graduate programs at The New School and approved for Media Studies credit.

### Required Courses

- NMDS 5004 Understanding Media Studies
- NMDS 5006 Media Theory
- NMDS 5008 Media Design

### Media Methods Electives

Students must take three credits in media methods chosen from the following.\* All courses carry 3 credits unless noted otherwise:

- NMDS 5020 Documentary Research Methods
- NMDS 5024 The Design Process
- NMDS 5026 Designing Methodologies for Studying Media
- NMDS 5015 Research Methods for Media Activism
- NMDM 5311 Market Research for Media Managers
- NMDS 5016 Methods of Media Criticism
- NMDS 5288 Participatory Research and Social Inquiry
- NMDS 5196 Oral History Workshop
- NMDS 5014 Discourse Analysis (2 credits)
- NMDS 5018 Content Analysis

- NMDS 5011 Focus Groups (1 credit)
- NMDS 5010 Interviewing (1 credit)
- NMDS 5017 Audience Research (1 credit)
- NMDS 5012 Grant Seeking (1 credit)

\*Others may be offered in the future.

### Areas of Study

Media Studies graduate students may take courses across the curriculum or may choose to focus their studies in a specific area. These areas of study are designed to encourage a sequential and multi-sided investigation of a particular theme in Media Studies.

### Social Media and Social Change

In 1919 The New School opened its doors to all "intelligent men and women" committed to studying the "grave social, political, economic, and educational problems of the day." The university's historical commitment to the arts and progressive education, combined with its activist mission, draws students and faculty who are committed to social change and the creative means to incite it. Media are tools for change, and the MA program in Media Studies offers a host of courses that examine how media have been employed in building communities, promoting reform, and creating awareness of today's grave problems, as well as courses that prepare students to create transformative media. Here is a sampling of courses:

- NMDS 5186 Art as Social Practice
- NMDS 5568 Collaboration in Networked Environments
- NMDS 5558 Programming for Sustainability
- NMDS 5221 Fundamentals of the Sociology of Media
- NMDS 5575 Virtual Learning Environments
- NMDS 5166 Race, Ethnicity and Class in Media
- NMDM 5306 Media, Corporate Responsibility and The Law
- NMDS 5424 Media Education Lab
- NMDS 5100 Media Literacy
- NMDM 5312 Media Ethics
- NMDS 5129 Photography and Social Change
- NMDS 5236 Political Communication
- NMDS 5529 Projects in Advocacy Media
- NMDS 5268 Social Media: Content, Communication and Culture

Cross-listed courses offered by the graduate program in International Affairs:

- NINT 5302 Global Youth Media
- NINT 5220 News Media and Culture: Purveyors of International Affairs
- NINT 5213 Human Rights and Media



## Media Management and Business

Students learn how to tackle challenges posed by new media technologies and evolving corporate structures, the key areas of business communication and convergence in the 21st century. Courses address industry perspectives, media management and leadership, media economics, information technologies, competitive strategies, and corporate responsibility. Here is a sampling of courses:

- NMDM 5317 Business Strategies for Social Media
- NMDM 5305 Competitive Strategies and the Brand Component
- NMDM 5323 Media Industry Perspectives: Educational Media
- NMDM 5311 Market Research for Media Managers
- NMDM 5318 Digital Media: Strategy and Implementation
- NMDM 5325 Film Distribution and New Media
- NMDM 5326 Managing Creativity
- NMDM 5306 Media, Corporate Responsibility and the Law
- NMDM 5301 Media Economics
- NMDM 5302 Media Industry Perspectives: Digital Media
- NMDM 5303 Media Management and Leadership
- NMDM 5314 Media Sales and Sales Management
- NMDM 5324 Music Business in Media
- NMDM 5308 New Media Ethics

Students can earn a Certificate in Media Management along with the master's degree by completing 12 credits in this focus area and writing a synthesis paper. Those who complete the certificate curriculum gain valuable experience analyzing and writing case studies and leading and participating in group projects.

## Media and the Urban Environment

In recent decades, scholars and practitioners of urban studies, art history, architecture, urban planning, sociology, and anthropology have paid greater attention to the role of media in city planning and the experiences of city dwellers. At the same time, media scholars have taken more of an interest in urban communication. The New School is an ideal laboratory for this convergence of perspectives. Students and faculty explore how: city is represented in the media; urban spaces “mediate” their own functions and identities; people communicate in city spaces; media technologies inform the design of city spaces; media connect cities and people; media contribute to the imaging and re-imaging, sounding and resounding, mapping and navigating that can lead to better cities. This focus area incorporates existing courses and new service-learning initiatives in New York City being offered by several programs and divisions of The New School.

A sampling of courses:

- Cinema and the Modern City

- East Asian Media Cities
- The Miniature and the Mobile
- Graphic Design in Public Space
- Media and American Modernity
- Media and Architecture
- Technology and the City

## Transnational Media Studies

We live in a highly globalized world, and new media technologies have been central to its formation. The phenomenal increase in cultural traffic and human contact across space and time are addressed in their variety and complexity in this focus area. From transnational filmmaking to celebrity construction and fan cultures, mail-order brides and online dating, international social movements and citizen journalism, the topics examined in courses reflect key contemporary developments and offer opportunities for globally-inflected projects. Drawing on a wide range of methodologies and perspectives, transnational media studies reflects a paradigm shift in the humanities and social sciences, and is integral to the international bent of the Media Studies program. Moreover, this focus area is supported by a partnership with the New School's graduate program in International Affairs, and every semester a number of International Affairs courses are cross-listed in Media Studies.

A sampling of courses:

- NMDS 5230 Political Economy of Media
- NINT 5213 Human Rights and Media
- NMDS 5219 Globalization and Media
- NMDS 5259 World Film Cultures: Stardom
- NMDS 5218 Transnational Cinema
- NMDS 5172 Media, Culture, and Power in International Communication
- NMDS 5529 Projects in Advocacy Media

Cross-listed courses offered by the graduate program in International Affairs:

- NINT 5302 Global Youth Media
- NINT 5256 Media in Peacebuilding
- News Media and Culture in International Affairs

## Documentary Studies

The New School's history of social and political engagement and New York's inexhaustible supply of people, places, and events to document make the Media Studies program an ideal place to study documentary media. Students focusing in Documentary Studies explore the art and history of documentary and investigate and help shape its emerging forms.

In methods and practice courses, students create documentaries in many formats—audio, video, web-based, and multimedia. Here is a sampling of courses:

- NMDS 5205 New Directions in Documentary
- NMDS 5206 Documentary: Its Art and History

- NMDS 5020 Documentary Research Methods
- NMDS 5553 Regarding Style in Documentary
- NMDS 5434 Media Practices: Time-Based for Documentary

## Film and Video

In the contemporary media landscape, film has entered into complex “hybrid” relations with other media. Media Studies offers a variety of critical and creative ways to consider these relationships.

In addition to seminars and workshops exploring motion picture history, aesthetics, sociology, and business, this focus area offers an integrated theory/production sequence, Film Form and Practice. This sequence of five courses (15 credits) explores issues specific to principles and practice of filmmaking. The first three courses establish the conceptual and expressive parameters of cinema, combining discussions of aesthetics with hands-on experiments. In the final two courses, students take their knowledge a step further by shooting a 15- to 20-minute final project in 16mm film or digital video. This project may, with permission and supervision of an advisor, become part of a thesis project.

The Film Form and Practice sequence:

- NMDS 5430 Media Practices: Film Form
- NMDS 5254 Visual Systems
- NMDS 5567 Cinematography: Art and Technique
- NMDS 5432 Film Form Production Studio
- NMDS 5433 Film Form Post-Production Studio

Note: The first three courses are open to all Media Studies students, but only students who have declared their intention to complete the Film Form and Practice sequence are permitted to enroll in the two studio classes (students must declare their intention in their second term of study).

A small sampling of related courses:

- NMDS 5274 Aesthetics of Editing
- NMDS 5523 Projects in Digital Video Editing
- NMDS 5283 Jean-Luc Godard: Art/Theory

## Sound Studies and Acoustic Environments

One could say that sound studies is in the DNA of The New School and radical pedagogy: Hanns Eisler, Aaron Copland, and John Cage were members of our faculty. The New School auditorium on West 12 Street (formerly the John L. Tishman Auditorium) served as a prototype for the modern acoustics of Radio City Music Hall. Whether in music or in conjunctions with dance, architecture, and film, various engagements with sound have been informed by the critical and socially engaged thinking of The New School. Given the university's rich history of sound scholarship and production and its location in New York City (home to a vibrant music scene and many of the world's largest media companies as well as to a polluted acoustic ecology, the plague of most metropolitan areas), The New School is favorably situated to engender progressive, interdisciplinary sound research, teaching, and practice.

In fulfilling their MA degree requirements, students focusing in Sound Studies and Acoustic Environments take Fundamentals of Sound Studies, two audio production courses, and three sound seminar electives. Through this complement of courses, students realize in praxis and through cross-divisional collaboration the radical ideals of The New School's founders. Here is a sampling of courses:

- NMDS 5563 Audio Experiments
- NMDS 5204 Film, Music, Culture
- Imagining Language
- Oral History Workshop
- Music and the Ideal: Resonance and Belief
- NMDM 5324 Music Business in Media
- Popular Music
- NMDS 5556 Projects in Multi-sensorial Spaces
- NMDS 5560 WNSR: Radio Lab
- NMDS 5534 Radio Narratives
- NMDS 5535 Sound and Image
- NMDS 5538 Sound Objects

## Media Design

Successful media practices apply understanding and proficiency to design and production. This focus area is practice based: students conceive real projects, develop individual design approaches, and utilize the technical tools to create them. Listening/viewing, analysis, and critique in class and assigned readings provide support and context for production work.

Media Practice courses present media production formats as tools of communication (means to the end of creating aural and visual messages) rather than emphasizing mastery of particular equipment and software as ends in themselves. Instruction also promotes a cross-platform or comparative approach, demonstrating how processes and tools translate within and between media formats. Students achieve understanding of and proficiency with the aesthetic and technical capabilities of each production

medium, explore the interrelationships and interdependencies between them, and create work from start to finish.

Media Project courses challenge students who have attained a level of proficiency in a particular production format to apply their skills and aesthetics to create more complex media messages. Cameras, microphones, and audio recorders needed for shooting and recording are supplied, and digital editing workstations with up-to-date software are available for post-production work.

Here is a sampling of courses:

### *Practice Courses*

- NMDS 5426 Media Practices: Design
- NMDS 5428 Media Practices: Time-Based
- NMDS 5427 Media Practices: Interactive

### *Project Courses*

- Projects in Motion Design
- NMDS 5556 Projects in Multi-Sensorial Spaces

- NMDS 5401 The Producer's Craft

### Special Research Topics

John Culkin, a founder of the Media Studies program, regarded the new field of media studies as "the arts and humanities in a new key." He designed the Master of Arts in Media Studies for generalists—scholars who take a broad view of the media landscape and, in studying that terrain, experiment with multiple theoretical lenses and research methods. Here is a sampling of courses:

- NMDS 5100 Media Literacy
- NMDS 5145 Digital Media Theory
- NMDS 5117 Gender, Culture and Media
- NMDS 5166 Race, Ethnicity and Class in Media
- NMDS 5230 Political Economy of Media
- NMDS 5281 Mediation and Antimediation
- NMDS 5221 Fundamentals of the Sociology of Media

## MASTER OF SCIENCE IN MEDIA MANAGEMENT

The Master of Science degree in Media Management is awarded for completion of 36 credits. This degree combines a strong foundation of managerial skills with critical analysis of the industries and their products. It is designed to encourage innovative thinking and entrepreneurship. Like all programs of The New School for Public Engagement, the graduate program in media management is open-minded, interdisciplinary, and future oriented. Students explore the principles of management and the practices across today's communications industries—television, movies, music, advertising, news, games, social media—while also understanding and embracing changes in the field and evolving media platforms.

### Areas of Study

- Producing
- Development
- Financing
- Marketing
- Distribution
- Ethics

The course of study is flexible, with a broad selection of electives. It culminates in a written thesis or project. The program may be taken full-time or part-time. You can take classes at The New School in New York's Greenwich Village or online from anywhere in the world or in combination. Most classes on campus meet late afternoons, evenings, and weekends to accommodate the schedules of working professionals.

The faculty includes leading media scholars, industry executives and producers, and brilliant and inspiring designers and directors.

Courses	Credits
Required Courses	12

NMDM 5303 Media Management and Leadership	3
NMDM 5301 Media Economics	3
NMDM 5312 Media Ethics	
or NMDM 5308 New Media Ethics	3
NMDS 5008 Media Design	3
	3

### Required Production Course (choose one) 3

NMDS 5428 Media Practices: Time-Based	3
NMDS 5427 Media Practices: Interactive	3
NMDS 5426 Media Practices: Design	3
Other Production Class	3
Total Production Course Credits	3

### Core Elective Courses (any course with subject code NMDM) 9

#### (Choose three)

NMDM 5302 Media Industry Perspectives: Digital Media	3
NMDM 3518 Digital Strategy and Implementation	3
NMDM 3504 Information Technologies	3
NMDM 5326 Creative Management in the Arts	3
NMDM 3505 Competitive Strategies and Brand Component	3
NMDM 5306 Media, Corporate Responsibility and the Law	3
NMDM 5314 Media Sales and Sales Management	3
NMDM 5311 Market Research for Media Managers	3
NMDM 3525 Film Distribution and New Media	3
NMDM 3524 Music Business in Media	3
PGPH 7191 Intellectual Property in the Digital Age (cross-listed with Parsons)	3
Relevant Internship	3
NMDM 5308 New Media Ethics	3
NMDM 5317 Business of Social Media	3
NMDS 5401 The Producer's Craft	3
NMDS 5560 WNSR Radio Lab	3
NMDM 5312 Media Ethics	3
NMDS 5505 Social Media: Design and Management	3
NMDS 5268 Social Media: Content, Communication, and Culture	3
NMDM 5328 Media Dealmaking	3
NMGT 2140 Entrepreneurship	3

### Media Studies Electives 9

Any three courses from the MA in Media Studies OR the MS in Media Management course lists (3 each)

### Thesis and Capstone Project 3

Students work with an advisor on a comprehensive 30-page paper or full business plan focusing on a key sector of media business.

### Total Degree Credits 36

For more information, visit:  
[www.newschool.edu/public-engagement/media-management-ms/](http://www.newschool.edu/public-engagement/media-management-ms/)

## GRADUATE CERTIFICATES

The School of Media Studies also offers graduate-level certificates in Documentary Media Studies and Media Management designed to prepare students for careers in the industry. Courses are taught by the Media Studies faculty.

Students who complete a certificate program and subsequently apply and are admitted to the Media Studies or the Media Management master's program may be able to transfer credits earned to the MA or MS program, provided they received grades of B or better in the certificate courses.

### Documentary Media Studies

The certificate program in Documentary Media Studies is an opportunity to study documentary history, theory, and practice in a small, intensive program in New York City, the world's documentary capital. This full-time graduate program is designed to be completed in one year.

The certificate is awarded for completion of 18 credits (five required courses and one elective) and a final short video project.

Certificate holders are qualified to enter documentary media professions through a variety of routes—documentary director/producer, documentary television business, theatrical distribution business, work with film festivals, film magazines, or museums—or to continue graduate school in pursuit of an MA and/or PhD in Media Studies, Anthropology, Film Studies, and other related fields.

Students who complete the Certificate in Documentary Media Studies and apply for and are admitted to the MA in Media Studies can transfer to the degree all certificate credits for courses in which they received a grade of B or better.

For more information, visit [www.newschool.edu/public-engagement/documentary-media-graduate-certificate/](http://www.newschool.edu/public-engagement/documentary-media-graduate-certificate/).

### Media Management

The Certificate in Media Management meets the challenges posed by new and emerging technologies and evolving corporate structures by training students in key aspects of the communication industry in the 21st century.

The certificate is awarded for completion of 12 graduate credits (four courses selected from key areas of the Media Management (NMDM) curriculum) and a ten-page synthesis paper. Approved curriculum areas include industry perspectives, media management and leadership, media economics, and information technologies.

All required courses are offered both on campus at The New School and online. Students may complete the certificate on site, online, or in combination.

Students in the MA program can also pursue the Certificate in Media Management as part of their coursework by directing 12 of their seminar credits toward the Certificate (and completing the final paper).

Students who complete the Certificate in Media Management and apply for and are admitted to the MA in Media Studies can

transfer to the degree program all certificate credits for courses in which they received a grade of B or better.

For more information visit [www.newschool.edu/public-engagement/media-management-graduate-certificate](http://www.newschool.edu/public-engagement/media-management-graduate-certificate).

## UNDERGRADUATE CERTIFICATES

### Film Production

The New School offers a Certificate in Film Production for the successful completion of a sequence of courses that guides the student through the contemporary art and craft of filmmaking using traditional 16mm film and digital technologies. Taught by our faculty of experienced teachers and working professionals, the courses explore all aspects of filmmaking and professional development in the film industry. The certificate program is designed for the committed student at any level of experience.

#### Curriculum

The Certificate in Film Production is awarded for completion of a minimum of eight approved courses, including a sequence of four production courses (using 16mm film and/or digital media) leading to completion of a film project. The production sequence is supported by classes in which students explore technical and aesthetic aspects of motion picture production and a range of cinematic practices, including directing, cinematography, screenwriting, acting, and producing.

The certificate curriculum offers two tracks. The short track combines six core courses and two electives and can be completed in four semesters of part-time study. The second track combines six core courses and six electives and can also be completed in four semesters as a full-time course load. The second track is required for students attending on an international student visa, who must enroll full-time as a condition of the visa, but it is recommended for all students, whether studying full-time or part-time. The certificate curriculum may be taken for credit or on a noncredit basis. Minimum grades of B (or Approved-AP for noncredit students) must be received for all courses taken to fulfill certificate requirements. The following eight courses must be taken either sequentially or concurrently, as indicated.

Courses	Credits
NFLM 3411 The Art of Film ( <i>may be concurrent with Filmmaking Studio I</i> )	3
NFLM 3660 Filmmaking Studio 1	3
NFLM 3632 Film 2: Intermediate Filmmaking Lab ( <i>may be concurrent with Film 3</i> )	3
NFLM 3670 Film 3: Advanced Pre-Production	3
NFLM 3680 Film 4: Advanced Film Production	3
NFLM 3690 Film 5: Advanced Post-Production Workshop	3
Approved electives ( <i>choose two</i> )	6
<b>Total:</b>	<b>24</b>

## Screenwriting

The New School awards a certificate in screenwriting for successful completion of a sequence of six approved courses. Upon completing the core sequence of screenwriting courses, students have a comprehensive grounding in story, character, theme, action, visuals, and dialogue, as they have been carefully guided through the entire screenplay writing process by our distinguished faculty. The certificate program is open to committed students from any background. It can be completed entirely online by students who cannot or do not wish to take classes on campus.

Registered certificate students are invited to School of Media Studies special events, including guest lectures, special screenings and media exhibitions, and receive information about optional internships.

Certificate courses can be taken on a noncredit basis or for undergraduate credit, but students must register as certificate students. Certificate approval will not be awarded retroactively for any course.

### Curriculum

The Certificate in Screenwriting curriculum is awarded for satisfactory completion of six approved courses leading to the writing of a professional-quality screenplay ready for the marketplace.

Four required courses must be taken in the following order:

Course	Credits
NSRW 2800 Script Analysis	3
NSRW 3810 Screenwriting 1: Fundamentals	3
NSRW 3820 Screenwriting 2: Writing the Screenplay (permission required)	3
NSRW 3830 Screenwriting 3: Finishing the First Draft (permission required)	3
Approved electives ( <i>choose two</i> )	6
<b>Total:</b>	<b>18</b>

## ENTRY REQUIREMENTS FOR THE SCHOOL OF MEDIA STUDIES

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The School of Media Studies enrolls a diverse group of individuals with a range of academic and professional backgrounds. Admission decisions are based on academic achievement, motivation, and leadership potential as evidenced through prior work or internship experience and letters of recommendation. All applicants must have a baccalaureate degree.

Application forms and requirements are found under the Degree and Certificate links at [www.newschool.edu/public-engagement/school-of-media-studies/](http://www.newschool.edu/public-engagement/school-of-media-studies/). To help you determine if a New School Media Studies program is a good match for your professional and personal interests and goals, you can visit a class in session, attend a group information session, or meet individually with an admission counselor. For scheduling details, visit Admission Events on the website.

Join the the School of Media Studies mailing list to receive additional program information and important announcements.

New students are admitted for the fall and spring semesters. Priority deadlines are February 15 for fall and November 1 for spring.

### Transfer Credits

Students admitted to the MA in Media Studies or the MS in Media Management may be able to apply a maximum of 9 credits to their degree, 6 of these could be graduate credits from other institutions. Students seeking approval before an external course is taken need to fill out a Special Elective Form and submit it the program chair. Determinations are made on a case-by-case basis by a student's academic advisor after matriculation in the program. Approved transfer credit will be posted to the student's transcript by the registrar's office. The New School does not transfer grades or grade points from other schools. Credits only are transferred.

**Students with international credentials must submit a course-by-course evaluation of their undergraduate and/or graduate marks or grade as provided by a NACES-approved evaluation agency.**

### International Applicants and Other Applicants with Foreign Credentials

*The New School is authorized under federal law to enroll nonimmigrant international students.* International students coming to the United States must have a proper visa before they will be permitted to register. Consult with an admission counselor about visa requirements before you apply for admission.

All applicants with international transcripts must submit:

- Copies of transcripts from each institution attended outside the United States. If the documents are in a language other than English, a certified English

translations must be provided. (Official transcripts must be submitted if an offer of admission is made.)

- Proof of Conferral of degrees or diplomas.

### **Test of English as a Foreign Language (TOEFL)**

A TOEFL score report (administered by the Educational Testing Service–ETS) is required of all international applicants with the exception of citizens of the UK, Ireland, Australia, New Zealand, Canada, or South Africa whose native language is English. International students who completed all four years of undergraduate study in the United States and earned a degree are also exempt.

The TOEFL score report must be submitted directly to The New School by ETS. The institution code for The New School is 2554; the department code is 83. A minimum score of 100 on the iBT, 250 on the computer-based exam, or 600 on the paper-based exam is required for admission to graduate study.

Acceptable alternatives to the TOEFL are the International English Language Testing System, IELTS (minimum score of 7.0 or better) and PTE Academic (minimum score of 68 or better).

## THE SCHOOL OF WRITING

**Luis Jaramillo**, Director  
jaramill@newschool.edu

**Lori Lynn Turner**, Associate Director of Administration  
turnerl@newschool.edu

**Laura Cronk**, Associate Director of Undergraduate Curriculum  
cronkl@newschool.edu

For more than eight decades, The New School has been a vital center for writing and the instruction of writing in New York City. Students come here to study the craft of writing under the direction of master teachers who are themselves distinguished practitioners.

The School of Writing emphasizes literature as a dynamic artistic discipline, a creative activity, rather than as a field for historical analysis or an object for interpretation, as in traditional English or comparative literature departments. In both writing workshops and literature seminars, New School writing teachers approach works of art from the inside out, moving from close attention to language, craft, and form into history and culture, engaging the full complexity of a work, and resisting critical narrowness, insularity, and reductionism.

### SCHOOL OF WRITING ACADEMIC PROGRAMS

- Creative Writing MFA with concentrations in fiction, poetry, nonfiction, and writing for children
- Riggio Honors Program: Writing & Democracy, a curriculum of writing workshops and literature seminars with financial aid for a select group of qualified undergraduate degree students.
- The New School Writing Program: an extensive curriculum of on-campus and online writing workshops for undergraduate degree students and adult continuing education students at all levels of experience.
- The Writers Life Colloquium: an extensive series of readings, panel discussions, and other lively events, mostly open to the general public.

In the classroom and in our public programs, the School of Writing seeks to animate and intensify the writer's life. Our motto is Samuel Beckett's, "Ever tried. Ever failed. No matter. Try again. Fail again. Fail better."

### MASTER OF FINE ARTS IN CREATIVE WRITING

The MFA program is a 36-credit course of study, with four concentrations: Fiction, Nonfiction, Poetry and Writing for Children. The curriculum balances writing workshops with literature seminars for the first three semesters. Workshops are always in a student's concentration,\* but a student interested in taking some literature seminars in another field of concentration may be able to do so.

The creative writing graduate program is designed to be completed in two years of full-time study. All courses meet at the Greenwich Village campus of The New School. Courses and most Writer's Life Colloquium events are conveniently scheduled in the evenings. At this time, part-time study is not an option.

\*Applicants with substantial accomplishment in more than one area of concentration may apply for a dual concentration but must declare a primary and a secondary field of study. Students approved for a dual concentration must fulfill all requirements in the primary area of study and then pursue an additional year of residence in the secondary field. They must submit a separate thesis project for each concentration.

### Academic Planning and Advising

Each student is assigned a faculty advisor, a member of the teaching faculty whose interests match the student's as articulated in the application for admission. The function of the academic advisor is to assist the student in:

- refining his or her educational goals and interests
- reviewing his or her academic progress

In their first semester, new students are expected to initiate an informal and extended conversation with their faculty advisors about their goals. After that, they must meet with their advisors at least once a year to plan their course schedules and confirm their progress toward completing the degree.

### The Curriculum

During each of their first three terms, students enroll in one writing workshop (4 credits) in their area of concentration and one literature seminar (4 credits) and participate in the Writer's Life Colloquium (1 credit).

In their final semester, students continue the Writer's Life Colloquium (1 credit) while working closely with their faculty advisors in independent study leading to the completion of a Writing Thesis (4 credits) and a Literature Project (4 credits) in their concentration.

#### First, second, and third semester:

Course	Credits
Workshop	(4 credits)
Seminar	(4 credits)
Writer's Life Colloquium	(1 credit)

#### Final semester:

Course	Credits
Thesis Project	(8 credits)
Writers Life Colloquium	(1 credit)

#### Degree totals: 36 credits

The Writer's Life Colloquium requirement is met by participation in a minimum of eight School of Writing or other approved literary or related events at The New School, including craft seminars (Fiction Forum, Poetry Forum, etc.), special readings, publishing roundtables, and visiting writer residencies.

For more information about the concentrations, writing workshops, literature seminars, and the final writing thesis and literature project, see below and visit the website, [www.newschool.edu/writing](http://www.newschool.edu/writing).



## Writing Workshops

The New School Writing Program follows the workshop method of teaching: An experienced writer-teacher gives guidance to students by focusing on their manuscripts and on the creative acts of revision and self-editing through workshops and individual conferences. This program provides a framework and sustained blocks of time for students to focus intensively on developing their craft and creating a substantial body of work. Graduate writing workshops meet once a week in two and a half-hour evening sessions, Monday through Thursday. Graduate writing workshops may include a short assigned reading list and occasional visits by guest writers who read and discuss their work. Structure and content of writing workshops are adapted to the individual area of concentration:

### Fiction

Class sessions are principally devoted to reading and discussing students' fiction, usually short stories or excerpts from novels-in-progress. Students learn how to balance inspiration with revision; explore methods for strengthening characterization, storytelling, and style while developing their voices to the utmost; and explore those narrative forms and techniques best suited to their individual styles.

### Poetry

Class sessions are principally devoted to reading and discussing students' poems. There is constant attention to the craft of poetry; the skills and strategies involved in making the modern poem; aspects of prosody and new directions in writing; and, particularly, the discovery (and invention) of techniques most appropriate for the poet's subjects, issues, and materials. There is special emphasis on possibilities for revision.

### Nonfiction

Class sessions are principally devoted to reading and discussing students' nonfiction, usually in the form of personal reminiscence, reflective essay, reportage, and biography. Students learn how to choose a subject; develop a sense of structure, tone, style, and personal voice; and attend to such techniques as characterization, dialogue, imagery, metaphor, and dramatic development, as well as to the skills of interviewing and documentary research.

### Writing for Children

Class sessions are principally devoted to reading and discussing students' writings for children in the form of stories, picture book texts, 8-12 fiction or nonfiction, and teenage fiction or nonfiction. Students explore the techniques and strategies of writing and producing books for children, and learn to find voices and forms for their writing and to express their ideas in styles appropriate for children's interests at different ages. Students initiate and develop projects of their own choosing.

## Literature Seminars

The graduate Writing Program includes intensive seminars on traditional and contemporary literary topics, which are investigated from the specialized perspective of the active writer. Topics and readings vary each semester, but all literature seminars are conducted by writers and concentrate on crucial aspects of craft and technique as well as on issues of literary history and theory. Literature seminars meet once a week in two and a half-hour sessions.

## The Writing Thesis

Upon successful completion of three writing workshops, students advance to the thesis stage. Each student works closely with a writing instructor through structured conferences over an entire semester to produce a substantial manuscript in the student's area of concentration, whether fiction, poetry, nonfiction, or writing for children.

Thesis requirements for each concentration are as follows:

- **Poetry:** a manuscript of 40 to 60 pages of individual poems, poetic sequences, or a long poem
- **Fiction:** a manuscript of 70 to 100 pages of short stories, a novella, or a novel-in-progress
- **Nonfiction:** a manuscript of 70 to 100 pages of reflective essays, reportage, memoir, biography, or a book-in-progress
- **Writing for Children:** a manuscript of 50 to 70 pages of stories or other fiction or nonfiction, or a completed children's book in a state appropriate for publication

Each thesis is graded by the student's advisor and then submitted to the director of the Writing Program for final approval.

## The Literature Project

Upon successful completion of three literature seminars, students advance to the independent literature project stage, where, alongside their creative work, they gain experience writing critical prose. Each student works closely with a writing workshop or literature seminar instructor through structured conferences to create an essay (or a series of essay-reviews) of approximately 20 pages on a topic of the student's devising but within the field of concentration. The Literature Project is undertaken concurrently with the Writing Thesis. The Literature Project can complement a student's thesis by exploring how other writers have addressed corresponding challenges and problems of literary work, or it can stand alone as a critical study. Each Literature Project is assigned a grade by the student's advisor and then submitted to the director of the Writing Program for final approval.

## The Writer's Life Colloquium

The School of Writing honors the historic legacy of The New School as a home for the "public intellectual" in the tradition initiated here by writing instructors Anatole Broyard, Robert Lowell, and Frank O'Hara in the early 1960s. Graduate writing students at The New School participate in an ongoing colloquium of visiting writers, editors, writing teachers, publishers, and literary agents. This Writer's Life Colloquium reflects the wide range of cultural activity at The New School and the belief that students benefit from exposure to many voices and genres.

The Writer's Life Colloquium includes special readings, craft seminars, teaching lectures, and publication panel discussions. There are also visiting writer residencies arranged exclusively for the MFA program. Active participation in the colloquium consists of attendance at a minimum of eight events.

New School writing students have recently heard such established and emerging writers, critics, and artists as Lydia Davis, Yusef Komunyakaa, Paul Auster, C.K. Williams, Anne

Carson, Peter Carey, George Saunders, Caryl Phillips, Bradford Morrow, Jo Ann Beard, Kate Braveman, Kelly Link, Lucie Brock-Broido, James Ellroy, Susan Choi, Nathaniel Mackey, Joanna Klink, Terese Svoboda, Joe Wenderoth, Steve Erickson, Jacqueline Woodson, Walter Dean Myers, Lynne Tillman, Wayne Koestenbaum, Michael Harper, John Ashbery, Harry Matthews, Fanny Howe, Frank Bidart, Dana Gioia, Lou Reed, James Tate, Marie Ponsot, Jorie Graham, Richard Howard, Robert Creely, Charles Bernstein, Jane Hirshfield, Jayne Cortez, Mark Doty, Verlyn Klienborg, Mary Karr, Jonathan Safran Foer, Nick Flynn, Percival Everett, Philip Gourevitch, Brenda Hillman, Charles Simic, Ann Lauterbach, and John Edgar Wideman.

## The Writer's Life In New York City

When The New School started the MFA program in Creative Writing, one aspiration was to take full advantage of the university's geographical location in New York City—home to so many gifted writers and so many vital magazines and publishers. The New School Writing Program reflects the amplitude and diversity of the writer's life in New York City.

Students in the program maintain their own reading series and edit and publish their own journal, LIT. The New School has established creative partnerships with many other New York City cultural institutions, and, every year, a host of distinguished writers take part in a wide variety of events that enhance the classroom experience for our students. The program enjoys lively collaborations with the Poetry Society of America, the Academy of American Poets, PEN, the National Book Foundation, The Story Prize, the National Book Critics Circle, CLMP, Poet's House, and Cave Canem, among others.

The New School is proud of what may be the preeminent university public reading series in the nation, presenting as many as 100 literary events each academic year. Every fall, The New School hosts the National Book Award reading, and in the spring presents the National Book Critics Circle Award reading and hosts the gala awards ceremony the following night. The New School Writing Program believes writers must engage all arts—hence a lecture series on music and democratic speech, curated by Greil Marcus; Ashbery Across the Arts, a festival featuring visual artists and filmmakers in conversation with Ashbery's work; and Food and Immigrant Life, a collaborative program with Global Studies, and the China Institute. The New School demonstrates its commitment to progressive publishing through literary evenings devoted to anthologies and journals like *The Believer*, *Tin House*, *Conjunctions*, *McSweeney's*, *Fence*, *Granta*, *Open City*, *BOMB*, *Artforum*, *Agni*, and *Best American Poetry*.

Upon graduation, writers are encouraged to submit selections from their writing theses to a chapbook contest sponsored by the Writing Program. The winners are chosen by a panel of independent judges. Each winner receives 100 copies of a 250-copy chapbook press run published by The New School. Many of these chapbooks have subsequently led to book contracts and full-length publications.

## Foreign Language Study

Graduate students are eligible to audit one foreign language course (or two On The Go weekend language intensives) per

semester free of charge, provided they are actively earning credit toward a graduate degree during that term and that there is space availability in their chosen course. During the summer term, graduate students who are earning credit toward their degree may also audit one language course (or an On The Go language intensive) free of charge.

Graduate students who are not earning credit towards their degree during the summer term may audit one full-length language course free of tuition charge in the summer term, paying an additional registration fee of \$138, or one On The Go language intensive course, paying an additional registration fee of \$7.

After choosing a course, students must obtain permission to register from

Vanessa Reich, at 66 West 12th Street, room 401. Full participation in the course is mandatory as well as purchasing any necessary course materials.

Graduate students who have questions about foreign language registration should email them to [reichv@newschool.edu](mailto:reichv@newschool.edu)

## What Our Alumni Are Doing

The achievements of our graduates are varied and numerous. Visit the Alumni section of our website at [www.newschool.edu/writing/](http://www.newschool.edu/writing/) to see examples of their books, CDs, stories, poems, and essays; the notable literary journals they have launched; and the lively reading series they curate.

## ENTRY REQUIREMENTS TO THE MFA PROGRAM

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The Creative Writing program is based on the principle that writing is a skill that can be learned through practice. Good writers can come from any background. We are a community that cares deeply about literary excellence and about the influence that writers can have beyond the world of letters. Whether or not you are already published, we welcome your interest in developing your life as a writer.

The only application prerequisites are a bachelor's degree and a writing portfolio—samples of your writing that will demonstrate to the admission committee that you have the skills and a sufficient body of quality work to study at the graduate level. The contents of the portfolio vary by concentration and are described in the application instructions.

The MFA in Creative Writing program admits new students in the fall semester only. The application deadline is January 15. It is the applicant's responsibility to ensure receipt of all materials by the deadline.

Admission counselors are available to discuss the MFA program, the application process, and financial aid. Contact information and application forms and instructions can be found on the website, [www.newschool.edu/writing](http://www.newschool.edu/writing).

## Transfer Credits

Due to the integral nature of the curriculum, transfer credits are not accepted.

## **International Applicants and other Applicants with Foreign Credentials**

*The New School is authorized under federal law to enroll nonimmigrant international students.* International students coming to the United States must have a proper visa before they will be permitted to register. Consult with an admission counselor about visa requirements.

In addition to fulfilling the standard admission requirements as described on website, applicants with foreign credentials must provide, as applicable:

- Copies of transcripts from all universities attended in the original language, including proof of conferral of degrees or diplomas. If the documents are in a language other than English, a certified English translation must be included. (Official transcripts are submitted only upon admission into the program.)
- The Test of English as a Foreign Language (TOEFL)

### **The Test of English as a Foreign Language (TOEFL)**

A TOEFL score report administered by the Educational Testing Service (ETS) is required of all applicants who are not U.S. Citizens or Permanent Residents, with the exception of citizens of the United Kingdom, Ireland, Australia, New Zealand, Canada, and South Africa whose native language is English. International students who completed four years of undergraduate study in the U.S. and earned their degree are exempt.

The TOEFL score report must be submitted directly to The New School by ETS. The institution code for The New School is 2521; the department code is 83. A minimum score of 100 on the iBT, 250 on the computer-based exam, or 600 on the paper-based exam is required for admission to graduate study.

Acceptable alternatives to the TOEFL is the International English Language Testing System, IELTS (minimum score of 7.0 or better) or PTE Academic (minimum score of 68 or better.)

## FACULTY

Charles Allison  
MBA, Harvard U.  
Associate Professor of Professional Practice, Urban Policy  
Analysis and Management

Anthony Anemone  
PhD, U. of California, Berkeley  
Associate Professor of Foreign Languages and Literature

Peter Asaro  
PhD, U. of Illinois at Urbana-Champaign  
Assistant Professor of Media Studies

Jonathan Bach  
PhD, Syracuse U.  
Associate Professor Global Studies

Anne Balsamo  
PhD, U of Illinois at Urbana-Champaign  
Professor of Media Studies

Beatrice Banu  
PhD, CUNY  
Professor of Philosophy

Carolyn Berman  
PhD, Brown U.  
Associate Professor of Literature

Deirdre Boyle  
MSW, NYU  
Associate Professor of Media Studies

Robert Buckley  
PhD, U. of Kentucky  
Senior Fellow of International Affairs

Dawnja Burris  
MA, NSSR  
Assistant Professor of Media Studies

Patricia Carlin  
PhD, Princeton U  
Associate Professor of Writing

Paolo Carpignano  
D. Litt., U. of Rome  
Associate Professor of Media Studies

Sumita Chakravarty  
PhD, U. of Illinois at Urbana-Champaign  
Associate Professor of Media Studies

Michael Cohen  
PhD, U. of Chicago  
Professor of International Affairs

Nevin Cohen  
PhD, Rutgers U.  
Assistant Professor Environmental Studies

Stephen Collier  
PhD, U. of California, Berkeley  
Associate Professor of International Affairs

Alexandra Delano  
PhD, International Relations, Oxford University  
Assistant Professor of Global Studies

Dennis Derryck  
PhD, Fordham U.  
Professor of Professional Practice

Gabriel Diaz Maggioli  
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Linda Dunne  
PhD, English, City University of New York Graduate School  
Professor of Literature

Elizabeth Ellsworth  
PhD, Communication Arts/ Film Studies, University of  
Wisconsin-Madison  
Professor of Media Studies

Julia Foulkes  
U. of Massachusettes, Amherst  
Associate Professor History

Melissa Friedling  
PhD, U. of Iowa  
Assistant Professor of Filmmaking

Sakiko Fukuda-Parr  
MA, U. of Sussex  
Professor of International Affairs

Luis Guillermo Galli Vilchez  
MFA, NYU  
Instructor of Spanish

Alec Gershberg  
PhD, U. of Pennsylvania  
Associate Professor of Urban Policy Analysis and  
Management

David Gold  
PhD, NYU  
Associate Professor of International Affairs

Sam Gonzales  
MA, NYU  
Assistant Professor of Media Studies

Terri Gordon  
PhD, Columbia U.  
Assistant Professor of Literature

John Green  
MA, Higher Education Administration  
Columbia University in Professor of Management

Martin Greller  
PhD, Yale U.  
Professor of Management

Margarita Gutman  
PhD, University of Buenos Aires  
Associate Professor of Urban Studies and International Affairs

Darrick Hamilton  
PhD, U. of North Carolina  
Associate Professor of Management

Peter Haratonik  
PhD, NYU  
Associate Professor of Media Studies

Paul Hardart  
MBA, Northwestern U.  
Associate Professor of Media Studies

Robin Hayes  
PhD, Yale U.  
Assistant Professor of Management

Joseph Heathcott  
PhD, Indiana U.  
Associate Professor of Urban Studies

Rachel Heiman  
PhD, U. of Michigan  
Associate Professor of Anthropology

Peter Hoffman  
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York  
Assistant Professor of International Relations

David Howell  
PhD, NSSR  
Professor of Urban Policy

Sean Jacobs  
PhD, U. of London  
Assistant Professor of International Affairs

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MFA, The New School  
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M.I.A, Columbia University  
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PhD, Cornell U.  
Assistant Professor of International Affairs

Manjari Mahajan  
PhD, Cornell U. Assistant Professor of International Affairs

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Assistant Professor of French

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Assistant Professor of Media Studies

Shannon Mattern  
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Richard McGahey  
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Alan McGowan  
Bachelor of Engineering, Yale U.  
Associate Professor Interdisciplinary Science

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Columbia Science Fellow (Post-doctoral), Earth Institute,  
PhD, Rutgers U.  
Assistant Professor Environmental Studies

Shagun Mehrotra  
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Rachel Meltzer  
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Assistant Professor of Urban Policy Analysis and Management

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MA, Michigan State U.  
Associate Professor of Media Studies

Ricardo Montez  
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Lecturer of English Language Studies

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Cambridge U.  
Lecturer of English Language Studies

Fabio Parasecoli  
Doctorate of Agricultural Sciences, Hohenheim University  
Associate Professor Food Studies

Rafael Parra  
Licenciado en Filosofia y Letras, Universidad de los Andes,  
Colombia  
Assistant Professor of Media Studies

Christiane Paul  
MA, Düsseldorf University, Germany  
Associate Professor of Media Studies

Gustav Peebles  
PhD, U. of Chicago  
Associate Professor of Anthropology

Lei Ping  
PhD, NYU  
Assistant Professor of Chinese

Claire Potter  
PhD, NYU  
Professor of History

Timothy Quigley  
PhD, U. of Wisconsin, Madison  
Associate Professor of Philosophy

Aida Rodriguez  
PhD, U. of Massachusetts  
Professor of Professional Practice, Management

Lisa Rubin  
PhD, Arizona State U.  
Associate Professor of Psychology

Barry Salmon  
MA, The New School  
Associate Professor of Media Studies

Joseph Salvatore  
MFA, The New School  
Assistant Professor of Writing

Nitin Sawhney  
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Alex Schwartz  
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Lisa Servon  
PhD, Urban Planning, UC Berkeley  
Professor of Urban Policy

Everita Silina  
PhD, Syracuse U.  
Assistant Professor of International Affairs

Jacqueline Smith  
MA, Columbia U.  
Lecturer of English Language Studies

Jeff Smith  
PhD, Washington University in St. Louis  
Assistant Professor of Urban Policy Analysis and  
Management

Nidhi Srinivas  
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Associate Professor of Management

Eugene Thacker  
PhD, Rutgers U.  
Associate Professor of Media Studies

Scott Thornbury  
MA TESL, U. of Reading  
Associate Professor of English Language Studies

Marcus Turner  
MFA, NYU  
Assistant Professor of Filmmaking

Sara Villa  
PhD, University of New York-Graduate Center  
Assistant Professor Spanish

Nargis Virani  
PhD, Harvard U.  
Assistant Professor of Arabic and Islamic Studies

Robert Von Mahs  
PhD, University of Southampton, UK  
Associate Professor of Urban Studies

Anna von Schnitzler  
PhD, Columbia U.  
Assistant Professor of International Affairs

Antonin Wagner  
PhD, University of Zurich  
Visiting Professor of Management

Aleksandra Wagner  
PhD, Graduate Center of the City University of New York  
Assistant Professor of Sociology

Gina Walker  
PhD, NYU  
Associate Professor of Women's Studies

Mary Watson  
PhD, Vanderbilt U.  
Associate Professor of Management

Carol Wilder  
PhD, Kent State U.  
Professor of Media Studies

Tracyann Williams  
PhD, The Graduate Center of CUNY  
Lecturer of Literature

Tiphanie Yanique  
MFA, U. of Houston  
Assistant Professor of Writing



# ACADEMIC POLICIES AND PROCEDURES

## ADMISSION

The New School for Public Engagement enrolls a diverse group of individuals with a range of academic and professional backgrounds. Admission decisions are based on academic achievement, motivation, and leadership potential as evidenced through prior education and work experience and letters of recommendation. Consult the entry requirements of each school for program-specific qualifications for entry.

### Apply Online

Detailed instructions on how to apply can be found on the university website at [www.newschool.edu/admission](http://www.newschool.edu/admission).

The admission staff is available throughout the year to discuss any program, admission requirements and procedures, and financial aid.

### Bachelor's Program for Adults and Transfer Students Priority Deadlines

Fall: June 1

Spring: November 1

Summer: April 1

### Graduate Priority deadlines:

Fall:

- MA/MS in International Affairs and MFA in Creative Writing: January 15
- School of Media Studies MA/MS and certificate programs: February 15.

Students are admitted to the Graduate Certificate in Documentary Media Studies program in fall semester only.

- Milano School MA/MS and postmaster's certificates: February 15
- Milano School MA/MS/ and postmaster's Final deadline: May 5
- Students are admitted to the PhD in Public and Urban Policy program in fall semester only. A completed application must be received by January 15.

Spring: November 1

Summer (MATESOL only): February 15

Applications for our graduate and certificates may be accepted on a rolling basis after the deadlines. Contact the admission office for inquiries.

### International Applicants and Other Applicants with Foreign Credentials

*The New School is authorized under federal law to enroll non-immigrant international students. Students who are not U.S.*

citizens or permanent U.S. residents (green card holders) must obtain an I-20/DS-2019 form before they can apply for a visa to study in the United States. It is essential that you begin the visa application process as soon as you receive the letter of acceptance from your program, as the process can take 90 days or longer. We recommend that you review *Your 5 Steps to U.S. Study* at [www.educationusa.info](http://www.educationusa.info) for a suggested timeline.

In your acceptance letter, you will find a link to our I-20/DS-2019 application website from which you can submit your I-20/DS-2019 application online. The same link is also available in the Accepted Students tab in [my.newschool.edu](http://my.newschool.edu). The I-20/DS-2019 application website is not accessible through the main ISS website, so only students who have received an acceptance letter or whose [my.newschool.edu](http://my.newschool.edu) account has been set up will have access to it. After you complete and submit the online I-20/DS-2019 form, you must send the required supporting documents as a *single PDF* to [iss@newschool.edu](mailto:iss@newschool.edu). If you do not have access to email, you can fax or mail the documents, but this may delay processing. For more information please see [www.newschool.edu/international-student-services/prospective-students](http://www.newschool.edu/international-student-services/prospective-students). International students coming to the United States must have a proper visa before they will be permitted to register.

Consult with an admission counselor about visa requirements before you apply for admission.

Undergraduate Applicants:

All applicants with international transcripts must submit:

- an original transcript from each institution attended outside the United States. If the documents are in a language other than English, a certified English translation must be included.
- a World Education Service (WES) course-by-course credential evaluation of any transcripts you plan to submit. Information about this service can be obtained by visiting [www.wes.org](http://www.wes.org). For other approved credential evaluation providers, see the National Association of Credential Evaluation Services (NACES) website at [www.naces.org](http://www.naces.org). Public and Urban Policy PhD applicants with international credentials must submit an evaluation as part of their application.
- the Test of English as a Foreign Language (TOEFL) score report (administered by the Educational Testing Service—ETS) is required of all international applicants with the exception of citizens of the UK, Ireland, Australia, New Zealand, Canada, or South Africa whose native language is English. The TOEFL score report must be submitted directly to The New School by ETS. The institution code for The New School is 2554; the department code is 83. Acceptable alternatives to the TOEFL are the International English Language Testing System, IELTS (minimum score of 7.0 or better) or the PTE Academic (minimum score of 68 or better).

### Graduate Applicants

All applicants to graduate or doctoral programs with international transcripts must submit:

- copies of a transcript from each institution attended outside the United States. If the documents are in a language other than English, a certified English translation must be included.
- the Test of English as a Foreign Language (TOEFL) score report (administered by the Educational Testing Service–ETS) is required of all international applicants with the exception of citizens of the UK, Ireland, Australia, New Zealand, Canada, or South Africa whose native language is English OR applicants who studied for four years and earned an undergraduate degree from a U.S. college or university. The TOEFL score report must be submitted directly to The New School by ETS. The institution code for The New School is 2554; the department code is 83. A minimum score of 100 on the iBT, 250 on the computer-based exam, or 600 on the paper-based exam is required for admission to graduate study. Acceptable alternatives to the TOEFL are the International English Language Testing System, IELTS (minimum score of 7.0 or better) or the PTE Academic (minimum score of 68).

## Office of Admission

Merida Escandon Gasbarro, Director, Graduate Programs  
Georgia Schmitt, Director, Bachelor's Program for Adults and Transfer Students

Courtney Malenius, Associate Director  
Elizabeth Puleio, Associate Director

Henry Watkin, Associate Director  
Anita M. Christian, Assistant Director  
Sharon Greenidge, Assistant Director  
Sarah VanHorn, Assistant Director  
Joshua Kraemer, Admission Counselor  
Rachel Sasao, Admission Counselor  
Naomi Spencer, Office Manager

## Contact Information

To receive an admission packet or additional information, or to join the mailing list of the program of your interest, contact:

Office of Admission  
The New School for Public Engagement  
72 Fifth Avenue  
New York, NY 10011  
phone: 212.229.5150 or 800.862.5039  
fax: 212.627.2695

For school-specific information, contact the liaison for the school of your interest.

### Bachelor's Program for Adults and Transfer Students Liaison

Elizabeth Puleio, Associate Director  
puleioe@newschool

### Milano School Liaison

Sharon Greenidge, Assistant Director,

[greenidge@newschool.edu](mailto:greenidge@newschool.edu)  
[nsadmissions@newschool.edu](mailto:nsadmissions@newschool.edu)

### TESOL Liaison

Joshua Kraemer, Admission Counselor,  
[kraemerj@newschool.edu](mailto:kraemerj@newschool.edu)  
[nsadmissions@newschool.edu](mailto:nsadmissions@newschool.edu)

School of Media Studies Liaison  
Sarah VanHorn, Assistant Director,  
[Vanhorns@newschool.edu](mailto:Vanhorns@newschool.edu)  
[nsadmissions@newschool.edu](mailto:nsadmissions@newschool.edu).

### School of Writing Liaison

Anita M. Christian  
[Christia@newschool.edu](mailto:Christia@newschool.edu)  
[nsadmission@newschool.edu](mailto:nsadmission@newschool.edu)

## TRANSFERRING CREDITS

Evaluation and posting of transfer credit for new undergraduate students is handled through the Admission Office. The Registrar's Office will post approved transfer credit for continuing students. Graduate students complete a Transfer of Credit Petition available at the Registrar's Office. The New School does not transfer grades or grade points from other schools. Credits only are transferred.

## ACADEMIC ADVISING

Advising at The New School serves to help students familiarize themselves with their program, focus their academic goals, and plan their educational trajectory. The frequency and specific goals of advising sessions varies by academic program and student level.

### Advising Responsibilities

- To be accessible to students through office hours and appointments
- To know curricular requirements for degree programs
- To interpret and implement NSPE and university policies and procedures
- To assess students' needs and make appropriate referrals
- To maintain accurate student records
- To abide by FERPA regulations
- To maintain professionalism by being knowledgeable of the larger NSPE and university communities
- To affirm the belief that students are ultimately responsible for their decisions and the outcomes of those decisions

### Student Responsibilities

- To approach the advising process with informed questions and adequate preparation

- To proactively use the resources provided by NSPE and the university
- To regularly check academic records and maintain current contact information through my.newschool.edu
- To activate and regularly check university email account
- To be aware of the right to confidentiality under FERPA guidelines
- To be aware of program and degree requirements and projected date of graduation
- To be aware of posted registration (add, drop, withdraw and refund) deadlines and complete all registration activities within these deadlines.
- To meet as needed with an advisor during posted office hours or by appointment.
- To be respectful when communicating with others at the university

## GRADES AND RECORDS

### Grade Reporting

Faculty members determine the grades that each student receives for work done under their instruction. Grades are recorded for all students registered in a course for credit. They are generally posted within two weeks of the end of the course. Students may access their grades and view their academic transcript on MyNewSchool. The university does not automatically mail paper copies of grades to students. Students who need an official copy of their grades for the current term can request it through MyNewSchool.

Numerical values of grades are as follows:

A = 4.0 B+ = 3.3 C+ = 2.3 D = 1.0

A- = 3.7 B = 3.0 C = 2.0 F = 0.0

B- = 2.7 C- = 1.7 WF = 0.0

The following grades are not figured into the grade-point average:

W = Withdrew

I = Temporary incomplete

N = Permanent incomplete

P = Pass (credits count toward degree)

U = Unsatisfactory (credits do not count toward degree)

AP = Approved (non-credit certificate)

NA = Not approved (non-credit certificate)

GM = Grade not reported

### Grade of W

The grade of W may be issued by the Registrar's Office to a student who officially withdraws from a course within the applicable deadline. There is no academic penalty, but the grade will appear on the student's transcript. A grade of W may also be issued by an instructor to a graduate student (except at Parsons and Mannes) who fails to complete course requirements and does not arrange for a grade of Incomplete.

### Grade of WF

The grade of WF is issued by an instructor to a student (any undergraduate student or a graduate student at Parsons or Mannes) who has not attended or not completed all required work in a course but did not officially withdraw before the withdrawal deadline. It differs from "F," which indicates that the student technically completed requirements but that the level of work did not qualify for a passing grade. The WF is equivalent to an F in calculating the grade point average (zero grade points), and no credit is awarded.

### Grades of Incomplete

The grade of I, or Temporary Incomplete, may be granted to a student under unusual and extenuating circumstances, such as when the student's academic life is interrupted by a medical or personal emergency. This mark is not given automatically but only upon the student's request and at the discretion of the instructor. A Request for Incomplete form must be completed and signed by student and instructor. The time allowed for completion of the work and removal of the "I" mark will be set by the instructor with the following limitations:

**Undergraduate students:** Work must be completed no later than the seventh week of the following fall semester for spring or summer term incompletes and no later than the seventh week of the following spring semester for fall term incompletes. Grades of "I" not revised in the prescribed time will be recorded as a final grade of "WF" by the Registrar's Office.

**Graduate students:** Work must be completed no later than one year following the end of the class. Grades of "I" not revised in the prescribed time will be recorded as a final grade of "N" (or "WF" for Parsons and Mannes graduate students) by the Office of the Registrar's Office. The grade of "N" does not affect the GPA but does indicate a permanent incomplete.

### Grade-Point Average

The **semester grade-point average** is computed by multiplying the number of credits earned in each course by the numerical values associated with the grade received in that course. The grade points for all courses are totaled and then divided by the total number of graded credits attempted, including any failed courses.

The **cumulative grade-point average** is computed by dividing the total number of grade points earned (quality points) by the total number of graded credits attempted. Credits transferred from another institution are not included in the cumulative GPA.

### Grade Changes

Final grades are subject to revision by the instructor with the approval of the dean's office for one semester following the

term in which the course was offered (one year for graduate students) unless the degree has been conferred. After that time has elapsed, or if a degree has been conferred, all grades recorded in the registrar's office become a permanent part of the academic record, and no changes are permitted.

### **Grade Appeal Policy**

Students may petition for an academic grade review by following the procedure outlined below within 60 days after the grade was posted or within 30 days if the student has petitioned to graduate. Before deciding to appeal for a grade change, the student should request a verbal explanation of the basis of the grade from the instructor. If the student is not satisfied with the explanation, the student may pursue the matter as follows:

The student submits a letter outlining any questions and/or objections directly to the faculty member, with a copy to the department chair or director. (If the faculty member is also the chair or director, the copy will be sent to the dean's office.)

The instructor submits a written response to the student's letter within one month of receipt, with a copy to the department chair or director (or the dean's office, if the faculty member is also the chair or director).

If the student is not satisfied by the faculty member's written response, the student may appeal further by writing and sending copies of previous communications to the dean's office designee. This designee will convene an appeals committee to review both letters, clarify any outstanding questions or issues, and make a recommendation to the dean of the college. The dean's decision is final.

### **Academic Transcripts**

An official transcript carries the registrar's signature and The New School seal, and documents a student's permanent academic record at the university. Students may have a transcript mailed to the address of their choosing (including other colleges and institutions) by submitting an official request to the Registrar's Office. This can be done online at MyNewSchool, or by downloading the [transcript request form](#). Standard transcript services are free of charge. Transcripts are not issued for students with outstanding debts to the university. For additional information visit: [www.newschool.edu/registrar/transcripts](http://www.newschool.edu/registrar/transcripts).

## **ACADEMIC STANDING AND PROGRESS**

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### **Degree Completion Term Limits and Extensions of Time**

Students must complete degree requirements within five years for the master's degree. Term limits for the PhD are: ten years at The New School for Social Research and eight years at the Milano School of International Affairs, Management, and Urban Policy.

Students who fail to complete their degree requirements within the designated time limit are not permitted to register again unless an extension of time is obtained. Extensions of time may be granted based on a petition submitted by the student and assessed by the student's academic department. To petition, the

student must outline work completed toward the degree and a plan for completion of the degree. If the extension of time is not granted, the student will be dismissed from the program.

### **Attendance and Lateness**

Federal regulations require that the university monitor attendance for all degree students and notify the appropriate agency of any student receiving financial aid who has not attended a 15-week on site class for 2 or more consecutive weeks (for online classes, 2 or more consecutive weeks of not logging into the class) or 1 week of nonattendance for a 9-week onsite class (for an online class, 7 days or more of not logging into the class).

Students are responsible for knowing and complying with the attendance policy. Students should refer to course syllabi for information about attendance expectations and requirements, or consult their instructors for clarification.

### **Religious Absences/Equivalent Opportunity**

Pursuant to Section 224-a of the New York State Education Laws, any student who is absent from school because of his or her religious beliefs will be given an equivalent opportunity to register for classes or make up any examination, study, or work requirements which he or she may have missed because of such absence on any particular day or days. The student must inform the instructor at the beginning of the course of any anticipated absences due to religious observance.

### **Retaking a Course**

With approval, graduate students with a grade of B- or below and undergraduate students with a grade of F or WF in a course are eligible to retake the course and have the original grade removed from the cumulative GPA. Approval will be granted for this up to three times during a single degree program. The initial grade will continue to appear on the transcript but will drop out of the cumulative GPA; the grade earned the second time will be used to compute the GPA. Retaken courses will not count twice toward fulfillment of graduation requirements nor for student loan or New York Tuition Assistance Program (TAP) certification. Students who wish to retake a course should contact their advising or dean's office to learn the proper procedure prior to registration.

### **Academic Standing**

**Undergraduate students** must earn a 2.0 term and cumulative GPA to remain in good academic standing. Students with a term or cumulative GPA of less than 2.0 will be placed on academic probation. Students who earn a term or cumulative GPA of less than 2.0 for two consecutive semesters will be dismissed. Any undergraduate earning a term GPA of less than 1.0 will be dismissed.

Incomplete grades not resolved in the time allocated by the instructor are automatically converted to grades of "WF" and will be considered in determining a student's academic standing. The "WF" is equivalent to an F in calculating the grade point average (zero grade points).

Graduate students must maintain at least a 3.0 term GPA and cumulative GPA to remain in good academic standing. Students

with less than a 3.0 term GPA or cumulative GPA will be placed on academic probation. Students who earn less than a 3.0 term GPA or cumulative GPA for two consecutive semesters will be subject to dismissal.

In addition, graduate students who do not complete one half of accumulated attempted credits after two consecutive semesters in their program will be subject to probation and will not necessarily be allowed to register for more courses and/or equivalency credits the following semester. Students are additionally responsible for meeting department/program academic requirements in order to remain in good academic standing in their program.

## **Academic Standing and Financial Aid**

Satisfactory academic progress is a crucial factor in maintaining eligibility for state, federal, and institutional financial aid. In addition to the standards described above, certain aid programs (such as New York State's Tuition Assistance Program) may have additional or different academic progress requirements. Failure to meet these requirements may jeopardize a student's continued financial assistance. Students should contact Student Financial Services with questions about general requirements or personal status.

A student who loses financial aid eligibility because of failure to satisfy academic progress requirements may have his or her financial aid reinstated if satisfactory academic standing is regained or if he or she is readmitted to the academic program.

## **Dismissal Notification**

Students dismissed based on fall semester grades must be notified before spring semester classes begin. Otherwise, the student will be placed on probation and allowed to attend spring semester classes.

**Dismissal Appeals:** Students who are dismissed from their degree program may petition to their dean's office to reverse the decision by filing a formal appeal. All appeals must be presented in writing, with supporting documentation, within two weeks of receipt of notice of academic dismissal. Students may expect to hear the results of an appeal within two to four weeks of its submission.

Appeals must contain the following information:

- An explanation of poor performance and/or failure to complete required coursework
- A description of plans to improve academic performance and/or to complete outstanding work
- Any other relevant information pertaining to academic history or potential

## **Academic Status**

### **Full-Time and Half-Time Status**

For undergraduate degree students, full-time status is defined as enrollment in a minimum of 12 credits per semester. Half-time status is defined as enrollment in a minimum of 6 credits per semester.

For graduate students, full time status is defined as enrollment in a minimum of 9 credits per semester. Half-time status is defined as enrollment in a minimum of 4.5 credits per semester.

Students with loans or tuition grants from external sources, including New York State TAP awards, should be advised that such programs may require 12 credits for full-time status. It is the student's responsibility to meet the full-time status requirements as defined by each external source of funds.

## **Maintaining Status**

Matriculated graduate students are expected to remain in continuous residence and are therefore required to register every fall and spring semester until they have met all degree requirements and filed a petition to graduate. Students who have completed their required courses or are unable to register for courses in a semester for some other compelling reason or who wish only to audit courses can remain matriculated by registering for Maintenance of Status, or else they should apply for a leave of absence. Registration to maintain status requires approval of the student's academic advisor and must be completed during the regular registration period. Late registration policies and penalties apply. Note: Maintenance of matriculation status does not establish full- or part-time enrollment status, which is especially important for international students and recipients of Title IV funds.

## **Leaves of Absence**

Students in good academic standing may petition for a leave of absence. Students taking a leave of absence should meet with the Assistant Director of Student Affairs Vanessa Reich (reichv@newschool.edu) and complete the official Exit Form. Leaves of absence are typically approved for one or two semesters, depending on the curriculum and academic requirements of the program. Academic records for students on leave are maintained in accordance with the relevant drop and withdrawal deadlines, and refunds are calculated in accordance with the University Refund Schedule.

Recipients of student loans should note that a leave of absence constitutes a break in their program of study, resulting in loss of their loan repayment grace period and/or eligibility for student deferment. They should consult Student Financial Services when contemplating a leave of absence. International students on F1 and J1 visas normally fall out of status and must return to their home countries during the period of a leave. International students should consult International Student Services when contemplating a leave of absence.

Leaves of absence for medical reasons require appropriate documentation. Students taking a leave for health reasons must contact Student Health Services after completing the Exit Form with the student's advisor if the student is enrolled in the student health insurance plan and wishes to remain enrolled while on health leave. To return from a leave taken for medical reasons, a student must submit follow-up documentation indicating that the student is able to resume study. Upon receipt of this documentation, the Office of Student Support will make a decision as to the student's eligibility to return. Until the student receives clearance to return, a hold will be placed on registration.

If unable to return to study as planned, the student must contact the appropriate academic affairs officer immediately to request an extension of the leave.

### **Change of Major or Program**

A Bachelor's Program for Adults and Transfer Students student who seeks a change of degree status within his or her program of study (e.g. from a BA to a BS, or transfer to an Environmental Studies or Global Studies major) should speak to a member of the Bachelor's Program for Adults and Transfer Students staff. If a Bachelor's Program for Adults and Transfer Students student wishes to transfer to another division of the university, he or she must apply for admission directly through the proper admission office.

A graduate student who wishes to change major or concentration must obtain permission from the director of the program and may be required to apply for readmission.

A student matriculated in one degree program who seeks admission to another program must apply for admission to the other program through the proper admission office.

Students considering a change of major or program can use the "What If" functionality of DegreeWorks (the university's online degree audit tool) to explore how the courses they have taken will apply towards a new program of study.

### **Withdrawal from a Degree Program**

Students who wish to withdraw completely from the university must meet with the academic affairs officer in their school and complete the official Exit Form. (At The New School for Public Engagement, this is Vanessa Reich, reichv@newschool.edu.) Their academic records will be maintained in accordance with the relevant drop and withdrawal deadlines, and refunds will be calculated in accordance with the University Refund Schedule.

Students who withdraw and later wish to return to the university must reapply through the Office of Admission.

### **Readmission**

A student seeking to return to the university will be required to reapply through the Office of Admission if he or she

- was dismissed from a program
- did not complete the official Exit Form before taking a leave or withdrawing
- applied but was not approved for a leave of absence
- was approved for a leave of absence but did not return to the university within the approved time frame
- withdrew from his or her program of study

## **Graduation**

### **Requirements for Graduation**

To earn an undergraduate degree, students must have a minimum 2.0 cumulative GPA and must complete all degree requirements (as specified in school catalogs) prior to the graduation date.

To earn a graduate degree, students must have a minimum 3.0 cumulative GPA and must complete all degree requirements (as specified in school catalogs) prior to the graduation date. Doctoral programs may require a cumulative GPA above 3.0.

Students can track their progress towards degree requirements in DegreeWorks, the university's online degree audit tool, which is accessible through MyNewSchool.

Graduating students should not receive incomplete grades in any course taken in the final semester of study.

### **Petitioning to Graduate**

Students who intend to graduate must submit a Graduation Petition to the Registrar's Office through MyNewSchool. The petition must be filed regardless of intent to attend the commencement ceremony. Students graduating in January should petition online between April 1 and November 1. Students graduating in May should petition online between November 1 and April 1. Late fees may apply after these deadlines. See the registrar's website for details.

### **Degree Conferral and Issuing of Diplomas**

The New School confers degrees in January, May and August. After all semester grades are received and posted, the student's academic record is evaluated to determine eligibility to graduate. This process will take several weeks. If the student is eligible to graduate, the degree will be conferred and a diploma will be mailed to the student's specified "diploma address" approximately 12-8 weeks later. Diplomas are not issued to students with outstanding debts to the university.

### **The Commencement Ceremony**

The graduation ceremony for both May and January graduates is held in May. Undergraduate students who are within nine credits of completing their degree requirements and who will complete all outstanding credits in the summer term following commencement may participate in the ceremony. Graduate students must complete all degree requirements in the semester prior to commencement to participate in the ceremony. Participation in commencement exercises does not ensure that degree requirements have been met.

Students attending the May ceremony must purchase graduation attire from the university supplier.

### **Graduation with Honors**

Undergraduates who have completed at least 60 credits in residence for a bachelor's degree and 34 credits for an associate's degree and who have a cumulative grade point average of 3.7 or higher may graduate "with honors" noted on their diplomas and transcripts.

## **NEW SCHOOL ALUMNI**

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Graduates of the The New School are cordially invited to take advantage of free admission to selected public programs; invitations to private events and receptions hosted by degree programs, the dean, and the university president; and reading privileges at the Fogelman, Gimbel, and Scherman libraries, as well as networking and professional development opportunities. Alumni also receive and are invited to contribute to the alumni

newsletter. For more information, visit [www.newschool.edu/alumni](http://www.newschool.edu/alumni) or contact Sunny Kim, director of development, 212.229.5662, [nsalumni@newschool.edu](mailto:nsalumni@newschool.edu).

New School Public Engagement graduates are encouraged to utilize The New School's office of career development. For more information, visit [www.newschool.edu/center-for-student-success](http://www.newschool.edu/center-for-student-success), or email [careers@newschool.edu](mailto:careers@newschool.edu).

Milano alumni can continue their participation in the Milano community by offering informational interviews and career advice to current students, appearing on alumni panels to discuss career paths, attending school reunions and other networking events and contributing to the New School Annual Fund.

The Milano Office of Career Development and Placement offers services for life to alumni. Contact Carol Anderson, Director of Career Development and Placement, 212.229.5400 x.1109, [andersoc@newschool.edu](mailto:andersoc@newschool.edu).



## FINANCIAL INFORMATION

### TUITION AND FEES

Tuition is charged on a per-credit basis.

- The 2014-2015 rate for the Bachelor's Program for Adults and Transfer Students is \$ 1,115 per credit.
- The 2014-2015 rate for the Milano School is \$1,430 per credit.
- The 2014-2015 rate for the MA TESOL program is \$1,345 per credit.
- The 2014-2015 rate for the graduate program in Media Studies is \$1,345 per credit.
- The 2014-2015 flat rate for the MFA in Creative Writing Program is \$27,480 (based on 9-15 credits per term) Additional credits are \$1,520 per credit.

Most courses require the purchase of books. In some cases, students will incur additional costs for necessary materials or equipment.

The University Services Fee is \$130 per academic term. This fee covers registration services, ID, access to libraries and university computer centers, and transcripts of record, among other services.

A fee of \$8 per semester supports the University Student Senate.

In fall and spring terms, all students are automatically charged a Health Insurance fee (\$1,173 for Fall 2014; \$1,719 for Spring 2015) and Health Services fee (\$318 per semester in 2014-2015).

Graduate students may waive these fees if they do not wish to be enrolled in the student health insurance plan by completing the Online Waiver form by the waiver deadline.

Undergraduate students must be covered by basic medical insurance. All undergraduate students will be automatically enrolled in the university health insurance plan and the annual - premium, pro-rated, will be added to their registration fees each fall and spring semester. Undergraduate students who have their own insurance need to complete a Student Health Insurance Waiver to waive the Health Insurance Fee by the waiver deadline. Students enrolling for fewer than 6 credits in a semester may waive these fees by submitting the Student Health Waiver. For more information, visit [www.newschool.edu/health](http://www.newschool.edu/health).

### Estimated Cost of Attendance and Determining Eligibility

The Student Aid Report (SAR) allows Student Financial Services to determine a student's eligibility for institutional scholarship awards and federal aid programs. The expected student contribution and aid from other sources are subtracted from the student expense budget to determine the individual student's financial need. Thus, a simple expression of the financial aid equation is represented by the

following formulation: Student Expense Budget – Available Resources = Need.

Your student expense budget, also known as your Cost of Attendance (COA), is the foundation on which eligibility for student financial assistance is determined. Federal laws regulating the disbursement of funds to students receiving Title IV aid (including Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Academic Competitiveness Grant, William D. Ford Direct Student Loans, Federal Perkins Loans, and Federal Work-Study awards), dictate the expense items that can be included when calculating COA budgets. Allowable expenses for the period of enrollment are tuition and fees, books and supplies, room and board, other personal expenses, transportation costs, and federal loan fees.

### Typical School Year Expenses 2014–2015 Academic Year

#### Full-Time On-Campus Resident, Undergraduate Program

Tuition	\$ 26,760
(Based on 12 credits in fall and spring terms; additional credits charged at \$1,115/credit)	
University Services Fee	\$ 260
Student Senate Fee	\$ 16
Student Health Insurance	\$ 2,892
Health Services Fee	\$ 636
Room*	\$ 10,000
Board**	\$ 3,000
Personal Expenses**	\$ 1,550
Transportation**	\$ 460
Books and Supplies**	\$ 920
Total	\$ 46,494

\*Actual-on-campus housing charges may vary.

\*\*Estimates only; actual expenses will vary.

### Typical School Year Expenses 2014–2015

#### Full-Time On-Campus Resident, Milano School

Tuition:	\$ 25,740
Based on 9 credits in fall term and 9 in spring term.	
(Additional credits are charged at \$ 1,430/credit.)	
University Services Fee	\$ 260
Student Senate Fee	\$ 16
Student Health Insurance	\$ 2,892
Health Services Fee†	\$ 636
Room*	\$ 15,150
Board**	\$ 1,730
Personal Expenses**	\$ 1,550
Transportation**	\$ 460
Books and Supplies**	\$ 920
Total	\$ 49,354

\*Average; campus housing charges vary.

\*\*Estimates; actual expenses vary

† Subject to change. Graduate students may decline this service by completing the Online Waiver Form.



## Typical School Year Expenses 2014–2015 Academic Year

### Full-Time On-Campus Resident, MA TESOL

Tuition: graduate	\$ 24,210
Based on 9 credits in fall term and 9 in spring term. (Additional credits are charged at \$1,345/credit.)	
University Services Fee	\$ 260
Student Senate Fee	\$ 16
Student Health Insurance	\$ 2,892
Health Services Fee	\$ 636
Room*	\$ 15,150
Board**	\$ 1,730
Personal Expenses**	\$ 1,550
Transportation**	\$ 460
Books and Supplies**	\$ 920
Total	\$ 47,824

Average; campus housing charges vary (includes the annual nonrefundable \$250 deposit).

\*\*Estimates; actual expenses will vary.

## Typical School Year Expenses (based on the 2014–2015 Academic Year)

### Full-Time On-Campus Resident, School of Media Studies

Tuition:	\$ 24,210
Based on 9 credits in fall term and 9 in spring term. (Additional credits are charged at \$1,345/credit.)	
University Services Fee	\$ 260
Student Senate Fee	\$ 16
Student Health Insurance	\$ 2,892
Health Services Fee	\$ 636
Room*	\$ 15,150
Board**	\$ 1,730
Personal Expenses**	\$ 1,550
Transportation**	\$ 460
Books and Supplies**	\$ 920
Total	\$ 47,824

\*Average; campus housing charges vary (includes the annual nonrefundable \$250 deposit).

\*\*Estimates; actual expenses will vary.

### Full-Time On-Campus Resident, School of Media Studies, Documentary Media Certificate

Tuition:	\$ 26,410
Based on 9 credits in fall term and 9 in spring term.	
University Services Fee	\$ 260
Student Senate Fee	\$ 16
Student Health Insurance	\$ 2,892
Health Services Fee†	\$ 636
Room*	\$ 15,150
Board**	\$ 1,730
Personal Expenses**	\$ 1,550
Transportation**	\$ 460
Books and Supplies**	\$ 920
Total	\$ 50,024

\*Average; campus housing charges vary (includes the annual nonrefundable \$250 deposit).

\*\*Estimates; actual expenses will vary.

## Typical School Year Expenses 2014–2015 Academic Year

### Full-Time On-Campus Resident, School of Writing

Tuition:	\$27,480
(Based on 9-15 credits in fall and spring terms. Additional credits are charged at \$1,520/credit.)	
University Services Fee	\$260
Student Senate Fee	\$16
Student Health Insurance	\$2,892
Health Services Fee	\$636
Room*	\$15,150
Board**	\$1,730
Personal Expenses**	\$1,550
Transportation**	\$460
Books and Supplies**	\$920
Total	\$51,094

\*For on-campus housing; actual charges will vary from student to student; charges include a nonrefundable \$250 deposit.

\*\*Estimates only; actual expenses will vary.

## Additional Information

To learn more about tuition, fees, educational expenses, billing and payment, and rules and regulations governing aid eligibility visit the website at [www.newschool.edu/student-financial-services/](http://www.newschool.edu/student-financial-services/), visit Student Financial Services at 72 Fifth Avenue 4<sup>th</sup> floor, call 212.229.8930, or email [sfs@newschool.edu](mailto:sfs@newschool.edu).

## SCHOLARSHIPS AND AWARDS

### Undergraduate Studies

All students admitted to the Bachelor's Program for Adults and Transfer Students who complete the FAFSA or Undergraduate International Aid application are automatically considered for applicable institutional scholarships.

Scholarships are available to students in the Bachelor's Program for Adults and Transfer Students enrolled at least half-time who demonstrate financial need and academic excellence. In recent years, awards under this program have ranged from \$500 to \$6,650. For more information, visit Tuition and Financial Aid, located in the Admission area of the program site, [www.newschool.edu/bachelorsprogram](http://www.newschool.edu/bachelorsprogram).

### Graduate Studies

Applicants (including international applicants) to a graduate program indicate their interest in being considered for a merit scholarship on the application, as part of the admission process. Awards are based on a review of the complete application. If a merit scholarship is awarded, the amount will be indicated in the official letter of acceptance to the program.

Milano School students may be eligible for various other university fellowships and awards. Admitted students who file a financial aid application are considered for all applicable scholarships. Certificate students are not eligible for New School scholarships but are eligible for government and private loans if they are U.S. citizens or permanent residents.

Peace Corps alumni who apply to the Milano School, School of Media Studies's MA or MS programs or to MATESOL may be eligible for a competitive renewable Peace Corps fellowship that can cover up a percentage of tuition (up to 80 percent at the Milano School and up to 50 percent in MATESOL, MA in Media Studies or MS in Media Management). There is no separate application for the Peace Corps fellowship. Qualified applicants must provide a Description of Services (DOS) with their admission application in order to be considered.

For more information, read the "Financing Solutions Guide" (PDF) available on the [university website](#).

## Fulbright Program

Fulbright grants are made to U.S. citizens and nationals of other countries for a variety of educational activities, primarily university lecturing, advanced research, graduate study, and teaching in elementary and secondary schools. Since the program's inception, more than 250,000 participants, chosen for their leadership potential, have been able to study or teach in another country thanks to the program.

The program is sponsored by the U.S. Department of State and administered by the Institute of International Education (IIE). IIE conducts a series of guidance sessions to answer questions about the Fulbright Program. Fulbright Program advisors as well as applicants are welcome to attend the guidance sessions.

At The New School, International Student Services supports the Fulbright Program by acting as liaison between the academic divisions and IIE, ordering and posting publicity, application materials, and supplementary information from IIE, organizing an annual meeting with the IIE representative for Fulbright U.S. Student Programs to discuss opportunities for New School students, collecting basic information about potential applicants and transmitting it to the divisions, acting as receiving agent for applications and other forms, and providing logistical support. For more information, contact International Student Services at 212.984.5327 229.5592 or [ISS@newschool.edu](mailto:ISS@newschool.edu).

## STUDENT FINANCIAL SERVICES

The New School provides a comprehensive program of financial services for degree-seeking students, including significant institutional scholarship support to eligible students on the basis of merit and need.

Student Financial Services works with students and families of all income levels to explore financing options. Eligible students may apply for assistance under the following federal, state, and institutional aid programs.

## Scholarships and Grants

Federal Pell Grant (Undergraduate students only)  
Federal Supplemental Educational Opportunity Grant (FSEOG) (Undergraduate students only)  
New York State Tuition Assistance Program (TAP) (Undergraduate students only)  
New York State Aid for Part-Time Study (APTS) (Undergraduate students only)  
New York State Regents Opportunity Scholarship Program  
New School Scholarships

## Loans

William D. Ford Direct Student Loans  
William D. Ford Direct Parent PLUS Loans  
William D. Ford Direct Graduate PLUS Loans  
Alternative (private) credit-based educational loans

## Work Programs

Federal Work-Study Program

## Other Programs

Federal aid to Native Americans  
Veterans benefits

The New School provides a comprehensive program of financial services for degree-seeking students, including significant institutional scholarship support to eligible students on the basis of merit and federal aid. There is also a monthly payment plan so that students may pay their fees in installments over the academic year.

Student Financial Services works with students and families of all income levels to explore financing options. Eligible students may apply for assistance under the following federal, state, and institutional aid programs.

Complete information about tuition and fees, educational expenses, billing and payment, and rules and regulations governing aid eligibility is available online at [www.newschool.edu/student-financial-services](http://www.newschool.edu/student-financial-services) or by contacting:

Student Financial Services  
The New School  
72 Fifth Avenue 4<sup>th</sup> floor  
New York, NY 10011  
Phone: 212.229.8930  
[sfs@newschool.edu](mailto:sfs@newschool.edu)

## Occupational and Vocational Rehabilitation Program

The New School is an eligible institution for the New York State Occupational and Vocational Rehabilitation Program (OVR). Other states have similar programs. Depending on the state, a student may receive half the cost (or more) of yearly expenses. For information and application, contact the New York Department of Vocational Rehabilitation (or other state equivalent) directly. Students approved by for assistance by a state vocational rehabilitation program must also meet all other entry requirements of The New School.

## Grants from Other Regions

Rhode Island, Vermont, and Washington, D.C., are among jurisdictions offering grants that may be used at New York State institutions, with maximum awards as high as \$2,000. Qualification requirements vary from state to state. In all cases, students must maintain a legal permanent address in their home state (a parent's address is sufficient). For information regarding programs available and their respective requirements, students should contact their home state's department of education.

## HOW TO APPLY FOR FINANCIAL AID

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In general, to be eligible for assistance under any of the programs listed above, students must be matriculated in a degree program and be enrolled at least half-time (6 credits per semester). To be eligible for federal assistance, students must not be in default on or owe a refund to any federal aid program. Students interested in applying for need-based assistance programs must complete the Free Application for Federal Student Aid (FAFSA) annually. The New School code is 002780. File this form electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Submitting the FAFSA enables Student Financial Services to receive a need analysis report or Student Aid Report (SAR) electronically.

### University Scholars Program

This need-based program is designed to recruit and retain a diverse student body. Degree students in all academic divisions and programs of The New School are automatically considered as long as they are U.S. citizens or permanent residents and have filed the FAFSA.

### Donor Scholarships

Thanks to the generosity of participating philanthropic organizations, The New School has several scholarship funds for continuing and entering students targeted to specific communities. Three donor scholarships available to Bachelor's Program for Adults and Transfer Students students are described below.

- Bernard Osher Foundation Reentry Scholarships aid high-achieving adult students (ages 25–50) who are returning to finish their degrees after being out of school five years or more; community college transfer students are welcome to apply.
- Charlotte W. Newcombe Scholarships for Mature Women Students help women (ages 25 and older) who are returning to finish their degrees after a hiatus from a previous institution; community college transfer students are welcome to apply.
- John Howard Kersner Memorial Scholarships in Theater and Performing Arts aid students whose educational and career interests are in the performing arts.

These competitive scholarships are awarded annually based on need and merit. Application deadlines, procedures, and eligibility requirements are announced regularly on the program site.

### Community College Scholarships

The New School offers two scholarships specifically for community college graduates. Both awards are renewable annually provided students maintain satisfactory academic progress.

**Phi Theta Kappa Scholarships:** Members of PTK who graduated from community college with a GPA of 3.7 or better are recognized for academic achievement. Three scholarships of \$2,000 each are awarded every year.

**New School Academic Opportunity Grants:** These scholarships recognize liberal arts graduates of community colleges who demonstrate various qualities that The New School believes contribute to the strength and diversity of its student body. In addition to academic merit and financial need, factors such as age, ethnicity, employment experience, and volunteer activities are considered in making the awards. Awards range from \$2,500 to \$5,000 per year and are available for part-time and full-time study.

## STUDENT LIFE

### COMMUNICATION WITH STUDENTS

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#### MyNewSchool

MyNewSchool is a customizable Web portal, located at [my.newschooledu](http://my.newschooledu), that connects students to the university and to their student records. Students can access their university email, view and update their personal information, participate in online courses, receive announcements, use library resources, check their accounts, see their financial aid award status and academic records, and much more. Most student business is transacted online through MyNewSchool, including registration for classes, payment of tuition and fees, and viewing of final grades. New students are notified when their MyNewSchool accounts have been set up.

#### Student Email Accounts

The university administration and academic departments routinely communicate with students through New School email. The university provides every degree or credit-seeking student with a New School email account. Official communications are made to the New School email address only.

#### Changes of Address and Telephone Number

Students are responsible for keeping their addresses and telephone numbers current with the university. They can update their contact information whenever necessary through MyNewSchool. University correspondence is mailed to the address designated as “official” or emailed to the student’s New School email address.

### STUDENT SERVICES

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Student Services offers resources and programs to enrich each student’s experience at The New School and prepare students for a life of responsible citizenship. Student Services provides the following resources:

- Student Housing and Residence Life
- Student Health and Support Services
- International Student Services
- Student Disability Services
- Student Rights and Responsibilities
- Center for Student Success – Careers
- Intercultural Support
- Student Development and Activities
- Athletics and Recreation

To find out more about Student Services, visit [www.newschooledu/student-info](http://www.newschooledu/student-info).

#### Student Housing and Residence Life

The New School has living and learning spaces for undergraduate and graduate students with amenities to suit

individual needs and budgets. All residences and some apartment facilities are fully furnished and staffed by professional residence hall directors and student resident advisors. Through the enthusiasm and creativity of the resident advisors, students who choose to live in university residences are introduced to diverse educational and social activities at The New School and in New York City. All facilities have 24-hour security coverage, and our staff is trained in handling emergencies should the need arise. The Residence Hall Handbook details housing services and residence hall policies essential to creating safe, supportive, and respectful communities.

For students who wish to navigate the metro New York real estate market, listings of rental properties, shared apartments, short-term accommodations, and sublets are available in the Student Housing office. Student Housing will provide a compilation of current listings on request. For more information, visit [www.newschooledu/housing](http://www.newschooledu/housing).

Students living in certain residence halls are required to enroll in a meal plan. Please review your housing application or visit [www.newschooledu/card/dining-dollars](http://www.newschooledu/card/dining-dollars) for more information.

#### Student Health and Support Services

Student Health and Support Services provides counseling and medical services, promotes student wellness and health, and administers the Student Health Insurance Plan. The Health Services Fee is automatically charged at registration to all degree, diploma, online only, visiting, mobility (study abroad), Lang and Parsons consortium, graduate certificate program, ESL + Design program, ESL + Music program, and graduate and undergraduate degree program nonmatriculating students.

Medical Services offers medical evaluation and treatment for illness and injury, gynecological consultation and treatment, prescriptions, medications, immunizations, and other preventive services. All services are strictly confidential and do not become part of a student’s academic record.

Counseling Services offers the opportunity to talk to someone who will listen in a supportive and non-judgmental manner. Counselors help students clarify issues, explore feelings and discuss problem solving strategies. We offer short-term individual treatment (a maximum of 12 sessions per academic year) but the duration of the treatment is decided on an individual basis. During the initial visit, the student and the counselor will decide on a treatment plan. Sometimes long-term or specialized treatment is indicated and the counselor will help the student find appropriate referrals in the community.

The Wellness and Health Promotion program provides a variety of health-related workshops, trainings, classroom presentations, and face-to-face sessions to students in every division. Topics explored include fitness, smoking cessation, nutrition, LGBTQIAGNC wellness, spiritual health, gender-specific health matters, communication skills, relationships, sex positivity and sexual assault prevention, drug and alcohol harm reduction, body positivity, and stress and time management. All programs and services are structured to encourage and help university community members to work toward optimal health and well-being in a non-judgmental and supportive environment. We recognize that health and social justice are

inextricably linked and support student work that promotes health in our diverse communities.

For more information, visit [www.newschool.edu/health](http://www.newschool.edu/health).

### **Student Health Insurance**

The university offers students a comprehensive health insurance plan that includes coverage for emergencies, hospitalization, and regular outpatient visits. The Student Health Insurance Plan provides easy access to health care services locally, nationally, and globally. All eligible students are automatically enrolled at registration.

*Waivers:* Students may be eligible to decline the insurance plan by submitting an online waiver form at the beginning of EVERY fall semester by the posted deadline (or spring semester for students entering in the spring). Access the online waiver form by going to [www.universityhealthplans.com](http://www.universityhealthplans.com) (select the “New School” link).

To learn more about the Student Health Insurance Plan and your financial responsibility if you do not waive the insurance, visit [www.newschool.edu/health](http://www.newschool.edu/health).

### **Center for Student Success – Careers**

Career Services at The New School promotes a holistic approach to career planning, helping students make sound career decisions to ensure personal and professional growth. Services include career counseling and assessment, résumé and cover letter reviews, mock interviews, and internship, and job search guidance. Special events including career workshops, panels, and networking opportunities also take place throughout the year. Visit [www.newschool.edu/center-for-student-success/careers](http://www.newschool.edu/center-for-student-success/careers) for contact information and further details.

### **International Student Services**

International Student Services (ISS) provides expertise and support to international students throughout the U.S. visa application process and advises on the maintenance of legal immigration status, employment, reinstatement, changes of status, program changes, and other immigration-related matters. We also advise incoming students and scholars regarding higher education practices in the U.S. and other cultural adjustment issues and provide international student programs at The New School and with other institutions in New York City and in other countries.

For more information, please visit [www.newschool.edu/international-student-services](http://www.newschool.edu/international-student-services).

### **Student Disability Services**

The New School is committed to helping students with disabilities obtain equal access to academic and programmatic services. Student Disability Services assists students who may need special accommodations, as required by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Federal Rehabilitation Act of 1973. If you have a temporary or chronic disability of any kind, please submit medical documentation to Student Disability Services at the beginning of the semester. The staff will advise you on policies and procedures and discuss available support and accommodations.

For more information, visit [www.newschool.edu/student-disability-services](http://www.newschool.edu/student-disability-services).

### **University Student Senate**

The University Student Senate (USS) is the official student government of The New School, which is comprised of a representative board of voting members from each of the seven divisions. The USS acts as an intermediary between the student population and the administration to create a cohesive community. For more information and to get involved, visit [www.ussnewschool.com](http://www.ussnewschool.com).

### **Intercultural Support/HEOP**

The Office of Intercultural Support (OIS) works with students of diverse backgrounds to build community at The New School. OIS offers programs, workshops, services, and individual counseling to support and promote the varying world perspectives at The New School. The staff works closely with recognized student organizations and the Social Justice Committee. The OIS also oversees the functions of the Arthur O. Eve Higher Education Opportunity Program (HEOP) and the Student Ombuds office. For more information, visit [www.newschool.edu/intercultural-support](http://www.newschool.edu/intercultural-support).

### **Student Development and Activities**

The Office of Student Development and Activities (OSDA) is dedicated to helping students enhance their leadership skills and explore co-curricular opportunities available at The New School and beyond. It fosters a sense of community by organizing a diverse array of on- and off-campus student programs, including the annual Welcome Block Party, service projects, performances and theater productions, sporting events, and semi-annual study-break activities. For more information about OSDA, visit [www.newschool.edu/student-services/student-development-and-activities](http://www.newschool.edu/student-services/student-development-and-activities).

OSDA also sponsors more than 50 university-recognized student organizations that are open to all New School students and focus on pre-professional and academic interests, intercultural and international themes, political action and advocacy, student programming, social networking, music, art, performance, and religious and spiritual topics. For information about starting a recognized student organization, or for a listing of current organizations, email [studentorgs@newschool.edu](mailto:studentorgs@newschool.edu).

### **Social Justice Committee**

The Office of the Provost, committed to making social justice one of The New School's top priorities, has established a university-wide Social Justice Committee to guide The New School's efforts to promote a sense of inclusion and fairness among the many social identities, life experiences, intellectual approaches, and personal beliefs represented in our community. A concern for social justice is central to the way in which many understand and relate to The New School. This impulse can be traced in the history of our divisions and programs, which have been concerned with providing access to higher education for working people, serving as a haven for scholars at risk, devising policies that promote equity and democratic governance, designing for democratic participation and social change, and contributing to the public discourse on economic development.

For more information, visit  
[www.newschool.edu/leadership/provost/social-justice](http://www.newschool.edu/leadership/provost/social-justice).

## UNIVERSITY RESOURCES AND FACILITIES

The New School is located in New York City's Greenwich Village, with a few facilities elsewhere in Manhattan. For a campus map and building hours visit [www.newschool.edu/about](http://www.newschool.edu/about).

### Libraries and Archives

New School libraries offer a full array of workshops and lab classes for students and faculty. Individual reference appointments are available upon request from students and faculty. For information about the New School libraries and the Research Library Consortium of South Manhattan, described below, visit [www.library.newschool.edu](http://www.library.newschool.edu).

#### New School Libraries

Fogelman Social Science and Humanities Library  
Gimbel Art and Design Library  
Scherman Music Library  
Kellen Archives  
Visual Resource Center

#### Research Library Consortium Libraries

New York University

- Avery Fisher Center for Music and Media
- Elmer Holmes Bobst Library
- Library of the Courant Institute of Math Sciences

Cardozo Law Library of Yeshiva University  
The Cooper Union Library  
New York Academy of Art  
The New-York Historical Society

### Canvas

Canvas is the virtual "classroom" used for online and many on-campus courses. Log in by selecting the Canvas icon at [my.newschool.edu](http://my.newschool.edu).

### University Learning Center

The University Writing Center helps students become better expository writers, offering individual tutoring sessions in every phase of the writing process, from brainstorming ideas to developing an outline or rough draft to revising and editing. In addition, the Center provides mathematics tutoring, ESOL support such as speech and pronunciation, and tutoring in graduate-level academic writing for students enrolled in MA and PhD programs.

The Writing Center works both by appointment and on a walk-in basis. All sessions start on the hour and are 50 minutes long. To schedule an appointment or for more information, visit [www.newschool.edu/learning-center](http://www.newschool.edu/learning-center).

## Computing Facilities

Students have access to the latest technology in the labs and work spaces operated by edu Services. For locations of facilities and hours of operation, visit [www.newschool.edu/information-technology](http://www.newschool.edu/information-technology). Features and services include:

- Mac and Windows open labs with printers
- Computer-equipped presentation classrooms
- Advanced video, audio, Web, print design, 2D and 3D modeling and animation programs
- Research, statistics, and Microsoft Office software
- Private editing suites, an AV recording studio, and a voiceover studio
- Black and white, color, and large format printing, including wireless printing, standard and photographic quality.
- Specialty scanners (oversized, slide, film, and drum)

Questions about edu Services labs, the equipment center, the print output center, and edu Services-supported presentation classrooms should be directed to the edu Services staff by emailing [itservicedesk@newschool.edu](mailto:itservicedesk@newschool.edu) or calling 212.229.5300 x4537.

### Wireless

The New School provides free wireless Internet access throughout the campus. For information visit [www.newschool.edu/information-technology/network](http://www.newschool.edu/information-technology/network).

### IT Service Desk

The IT Service Desk is the point of contact for students, faculty, and staff requiring assistance or information on all university computing issues.

- 72 Fifth Avenue, lower level
- Hours – 8:30 a.m. - 5:30 p.m. (Monday - Friday)
- Phone – 212.229.5300 HELP (x4357)
- Email – [itservicedesk@newschool.edu](mailto:itservicedesk@newschool.edu)

## **Other Resources**

### **Barnes and Noble Booksellers**

33 East 17th Street  
212.253.0810, press 1  
[www.barnesandnoble.com/textbooks](http://www.barnesandnoble.com/textbooks)

New and used textbooks for most courses are available for purchase at the Barnes and Noble store on 17th Street.

### **The Foundation Center**

79 Fifth Avenue, 2nd floor  
212.620.4230  
[www.foundationcenter.org](http://www.foundationcenter.org)

Students pursuing foundation funding for their education (or for research projects) can contact the reference librarians at the Foundation Center. To learn more about these resources, visit the [www.foundationcenter.org](http://www.foundationcenter.org).



## UNIVERSITY POLICIES

Please note that certain published policies and procedures may apply only to certain classes of students. Any student unsure about the applicability of a policy or procedure should consult with his or her academic advisor.

### REGISTRATION

The Registrar's Office registers students for classes, charges tuition and fees, and processes class schedule changes and withdrawals.

#### Immunization Requirement

New York State requires that matriculated students enrolling for six or more credits (including equivalency credit) who were born on or after January 1, 1957, provide the university with documentation of their immunity to measles, mumps, and rubella. All students must also affirm that they have read the material distributed by the university on meningococcal disease and either plan to get an immunization, have documentation of having had a meningococcal immunization, or decline the immunization in writing.

All new students must complete and submit an immunization and meningitis documentation form prior to registering for classes. Students who do not submit the form will not be allowed to register.

Information about the measles, mumps, and rubella immunization requirements and meningococcal disease is posted at [www.newschool.edu/health](http://www.newschool.edu/health).

#### Registration Procedures

Registration procedures at The New School vary by program. New students should visit the New Students page on the university website ([www.newschool.edu/student-services/newstudents](http://www.newschool.edu/student-services/newstudents)) for registration information prior to arrival on campus. Continuing students should refer to the Registration Information website ([www.newschool.edu/reginfo](http://www.newschool.edu/reginfo)) each semester for detailed registration instructions specific to their school, as well as relevant policy information. Students must follow the registration procedures outlined by their program.

Note the following specifics regarding registration procedures:

Exact dates for advising and registration are provided by the student's department. Generally, new students register over the summer (for the fall term) or in January (for the spring term). Continuing degree students register in April for the following fall and summer terms, and in November for the following spring term.

- All course registrations must be approved by a departmental advisor before a student registers, and then submitted to the registrar's office through MyNewSchool or in person. Students who register for a course without an advisor's approval will be asked to drop the course, and may be administratively withdrawn from the course.

- Student Financial Services emails continuing degree students a schedule of classes and a single invoice for tuition and fees several weeks before the start of the semester. Students should verify the accuracy of the schedule. A student is not registered, and will not receive credit, for courses not appearing on the schedule. Registration is not complete until payment or payment arrangements have been made.
- Students who do not register or who do not make payments by the stated deadlines (see below) will incur late fees. Deadlines for completing registration will not be extended because of delays in clearing registration holds (which may be imposed for reasons including non-payment of tuition, late fees, or for failure to submit vaccination forms).

#### Registration Holds

In the event that a student fails to satisfy requirements for documentation or payment, the appropriate university office will place a hold preventing further registration. Students should check MyNewSchool at least two weeks prior to registration to see if any holds have been placed on their account. MyNewSchool will indicate the type of hold and the appropriate office to contact to resolve the hold. The deadlines for completing registration will not be extended because of delays in clearing holds, and students will be subject to any applicable late fees.

#### Adding, Dropping, and Withdrawing From Courses

To add, drop, or withdraw from a course, students must contact their academic advisor for approval and instructions. All course changes must be submitted to the Registrar's Office through MyNewSchool or in person. No course change is effective until this step is complete.

There is a financial penalty for dropping classes once the term has begun. However, if a student adds equivalent credits on the same day, the penalty is waived. (See the University Refund Schedule for more information.)

Deadlines for adding, dropping, and withdrawing from courses are as follows (see the Academic Calendar for exact dates for each semester):

Adding a course: through the 2nd week of the semester (late-starting courses may be added after the deadline with an advisor's permission).

Dropping a course (deleted from student's academic transcript): through the 3rd week of the semester

Withdrawal with a grade of W noted on transcript (no academic penalty)

- Undergraduate students: through the 7th week of the semester.
- Parsons, Mannes graduate students: through the 7th week of the semester
- All other graduate students: through the end of the semester

Withdrawal with a grade of WF noted on academic transcript (equivalent to an F in GPA)



- Undergraduate students: after the 7th week of the semester
- Parsons and Mannes graduate students : after the 7th week of the semester

Late-starting may be added after these deadlines with an advisor's permission. Online courses may have different deadlines. Student should consult the registrar's website or their advisor for details.

Attendance in class or completion of course requirements does not constitute formal registration and will not make a student eligible to receive credit for any course. Likewise, failure to attend classes, failure to complete coursework, failure to complete payment, or notification of the instructor, does not constitute official withdrawal and may result in a permanent grade of WF on the student's record.

### Auditing Courses

In order to audit a course, students must obtain the appropriate advisor signatures using an add/drop form and register for the course in-person at the Registrar's Office. Students cannot register to audit courses via MyNewSchool. Audit fees are listed in the Tuition and Fee Schedule.

### Billing and Payment

For registered continuing students, invoices are sent electronically to the student's New School email address (@newschool.edu) notifying him or her that the invoice is ready to view at MyNewSchool. Fall semester invoices are available for viewing in early July with payment due by August 10. Invoices for the spring semester are available in December with payment due by January 10 for continuing students. The invoice includes all financial aid authorized as of the date of the invoice.

For students who register just prior to the start of classes tuition and fees, less approved financial aid awards, are payable in full at the point of registration, unless a student makes special payment arrangements with Student Financial Services (see Monthly Payment Plan).

Tuition payments can be made using a check, wire transfer, money order, traveler's check, cash (in person only), and credit card (American Express, Visa, MasterCard, and Discover).

Effective June 24, 2014, The New School only accepts credit card and debit payments through the online service PayPath. This service will be accessible through the "Make a Payment" link on the Student section of MyNewSchool. Credit card payments will no longer be accepted over the phone or in person. If you choose to use a credit card to pay your bill, you will be assessed a convenience fee of 2.75% each time a payment is made.

Students are encouraged to make payments online at MyNewSchool for timely, accurate, and secure posting. Online payments may be made using a U.S. checking or savings account, or credit or debit card.

Wire Transfer: For information on how to wire transfer funds to The New School, please sign on to MyNewSchool. Click the "Student" tab, then in the "Student Financial Services" channel, click "Wire transfer information".

Students who do not have access to MyNewSchool, please email [myaccount@newschool.edu](mailto:myaccount@newschool.edu) for instructions. Only students who have been admitted and deposited can send funds by wire.

### Monthly Payment Plan

The New School offers a monthly payment plan, which is accessible through MyNewSchool. It enables students or their families to pay interest-free monthly installments toward tuition, fees, and housing. The monthly payment plan allows you to maximize your savings and income by spreading your education expenses over two, four, or five monthly payments each semester. Many students and families find monthly installments more manageable than one lump payment each semester.

The payment plan is not a loan so there are no credit checks. It is available for the fall, spring, and summer semesters.

Matriculated students taking six or more credits per semester and New School for Social Research students maintaining status are eligible.

The plan is interest free and there is a \$55.00 enrollment fee per semester.

### Payment Plan Due Dates

Although there is an option for changing the payment due dates on the system, the due date should not be altered. If there are adjustments made to your account within the semester, the plan will automatically recalculate.

#### Fall Term

Five-month plan begins August 1 and the four-month plan begins September 1, with subsequent payments being made on the first of the month.

#### Spring Term

Five-month plan begins January 1 and the four-month plan begins February 1, with subsequent payments being made on the first of the month.

#### Summer Term

Two-month plan begins May 18, with the last payment on June 18.

### Plan Enrollment Deadlines

Fall 2014: August 10 for continuing students and August 22 for new students.

**Important Note:** All payment plans are based on per semester charges. Students will need to re-enroll each subsequent semester in order to continue using the payment plan as an option.

### Returned Check Fee

If for any reason a check does not clear for payment, a penalty of \$30 is charged to the student's account. The university cannot presume that the student has withdrawn from classes because the check has not cleared or has been stopped; payment and penalty remain due. Payment for the amount of the returned check and the \$30 returned check fee must be made with cash, a certified bank check, or a money order. Another personal check

is not acceptable. A penalty (ten percent of the balance) is charged if payment for a returned check is not received within four weeks. If a second check is returned, all future charges must be paid with cash, a certified bank check, or a money order; personal checks will no longer be accepted.

If it becomes necessary to forward an account to a collection agency, an additional 10 percent penalty will be charged on the remaining account balance.

### **Late Registration and Late Payment Fees**

The policy outlined below applies to all continuing degree students, except those returning from a leave of absence or mobility. It does not apply to newly admitted students during their first semester.

Please note that tuition and fee policies are subject to change.

*Fall semester:* Students registered for the fall semester are required to make arrangements to pay by August 10. Failure to do so will result in a late payment fee of \$150. Students who register after August 10 will be charged a late registration fee of \$150.

*Spring Semester:* Students registered for the spring semester will be required to make arrangements to pay by January 10. Failure to do so will result in a late payment fee of \$150. Students who register after January 10 will be charged a late registration fee of \$150.

*Appeals:* Students who are charged the late payment fee or late registration fee and have extenuating circumstances that warrant a review of the fee may appeal by writing a letter stating their case and attaching appropriate documentation.

The appeal must be received prior to October 15 for the fall term or prior to February 15 for the spring term. The fee must be paid before the appeal can be reviewed. If the appeal is granted, a refund will be issued. The appeal should be sent to:

University Appeals Committee  
Student Success  
The New School  
79 Fifth Avenue, 5th floor  
New York, NY 10003  
[appeals@newschool.edu](mailto:appeals@newschool.edu)

### **Deferral of Payment for Employer Reimbursement or Third Party Billing**

Students expecting reimbursement from an employer or sponsor may defer payment of tuition and fees by submitting a signed authorization letter on official employer/sponsor letterhead along with the appropriate deferral form(s) as described below. This may be done by mail or fax or in person, but not by email.

The authorization letter must show a current date and must include the student's full name (and, if available, the student's New School ID number), the amount to be reimbursed, the academic term for which the charges will be covered, the signer's address and telephone number, and the specific terms for reimbursement (either contingent on receipt of grades or else billable upon registration; see below). Any portion of charges that the employer has not agreed to pay may not be deferred. Registered degree students may fax the forms (instructions

below). Nonmatriculated students must submit the forms with their registration.

A registered degree student must submit the authorization and the deferment form(s) to Student Financial Services by the appropriate payment due date in order to avoid the late payment fee. A nonmatriculated (general credit, noncredit, or certificate) student must submit the authorization and deferment form(s) with his or her registration.

Authorization letters and forms should be faxed to 212.229.8582; mailed to The New School, attention Third Party Billing, 79 Fifth Avenue, 5th floor, New York, NY 10003. Alternatively, they can bring it in person to the Cashiering Office, located at 72 Fifth Avenue on the fourth floor. Payment may be made online at [MyNewSchool.edu](http://MyNewSchool.edu) by ACH or credit card, or by faxing a credit card authorization along with the deferral form to 212.229.8582. Payment of all charges is the responsibility of the student. The student is liable for any and all deferred charges that the employer does not pay for any reason. The student's liability is not contingent on receiving grades, receiving passing grades, or completing courses. For answers to questions regarding employer reimbursement or third party billing, please email [myaccount@newschool.edu](mailto:myaccount@newschool.edu) or call 212.229.8930.

### **Terms of Reimbursement**

If the reimbursement will be made upon receipt of grades: There is a participation fee of \$150, and the student must complete both the Employer Reimbursement Deferment Form and the Deferral Credit Card Payment Authorization. (These forms can be downloaded from the website: go to [www.newschool.edu/student-financial-services/forms](http://www.newschool.edu/student-financial-services/forms). Payment of the \$150 participation fee and any balance of tuition and university fees not covered by the authorization letter must be made prior to or submitted with the deferment forms. Deferred charges must be paid in full by February 1 for the fall semester, June 15 for the spring semester, and August 15 for the summer term.

If payment is not contingent on receipt of grades and The New School can bill the employer directly: There is no participation fee. The student submits only the Employer Reimbursement Deferment Form (found on the website; see above) with the employer authorization letter. The New School will send an invoice for payment to the employer according to the authorization. Payment for any balance due not covered by the authorization letter must be made prior to or submitted with the deferment form.

### **Refund Schedule and Policies**

Students are responsible for familiarizing themselves with university policies regarding adding or dropping courses and refund of tuition and fees.

In the event of early withdrawal, a percentage of tuition may be refunded. Refunds are granted only after the official withdrawal procedure has been completed or the university determines you are no longer enrolled.

In processing tuition refunds for degree students who drop or withdraw from fall or spring classes, the following schedule applies. (For the summer refund policy, see the registrar's website.) Please note that fees, including tuition deposits for

new students, are non-refundable. Also non-refundable are any convenience fees assessed on credit card payments. Housing fees are subject to the terms stated in the housing contract:

#### University Refund Schedule for Degree Students

When Course is dropped	% of Tuition Refunded
Before semester begins	100%
Within first week of semester	90%
Within second week of semester	80%
Within third week of semester	70%
Within fourth week of semester	60%
After fourth week of semester	No refund

The above percentages will be applied to the number of credits dropped or withdrawn, in order to determine a student's remaining liability for those credits. The tuition will then be recalculated to include the new credit load and any liability for dropped/withdrawn credits. Refund amounts will be the difference between tuition already paid and the recalculated tuition. Refund processing can take up to four weeks.

Student financial aid may be affected when a student withdraws or drops credits. Failure to complete payment prior to withdrawal does not relieve a student of financial liability. Students should contact Student Financial Services with questions regarding their account.

Students receiving federal financial aid who withdraw officially or unofficially from all classes once the semester has begun are subject to a Title IV recalculation of aid. Federal aid eligibility is re-determined based on the student's last date of attendance in class, using a proportional calculation through 60 percent of the payment period. Title IV recalculations may result in the loss of all or some federal loans and federal grants. Students subject to recalculations will be sent a revised award letter indicating any change in federal aid. Such recalculations of aid eligibility have no bearing on a student's institutional charges. The amount of tuition, fees, housing, and meal plan charges assessed will be based on the institutional refund policy as listed above.

#### Electronic Refunds Deposited in Your Bank Account

Student refunds can be deposited directly to a personal savings or checking account. Students can sign up for this service on MyNewSchool. Exception: For students who are using a Parent Loan for Undergraduate Students to finance their educational expenses, a paper refund check (if applicable) will be sent to the parent borrower, unless otherwise authorized by the parent borrower. If using a credit card to pay your balance, refunds will be issued back to the card last used to complete this payment.

## ACADEMIC INTEGRITY AND HONESTY

### Statement of Purpose: Academic Honesty and Integrity

The New School views "academic honesty and integrity" as the duty of every member of an academic community to claim authorship for his or her own work and only for that work, and to recognize the contributions of others accurately and completely. This obligation is fundamental to the integrity of intellectual debate, and creative and academic pursuits. Academic honesty and integrity includes accurate use of quotations, as well as appropriate and explicit citation of sources in instances of paraphrasing and describing ideas, or reporting on research findings or any aspect of the work of others (including that of faculty members and other students). Academic dishonesty results from infractions of this "accurate use". The standards of academic honesty and integrity, and citation of sources, apply to all forms of academic work, including submissions of drafts of final papers or projects. All members of the University community are expected to conduct themselves in accord with the standards of academic honesty and integrity.

Students are responsible for understanding the University's policy on academic honesty and integrity and must make use of proper citations of sources for writing papers, creating, presenting, and performing their work, taking examinations, and doing research. Through syllabi, or in assignments, faculty members are responsible for informing students of policies with respect to the limits within which they may collaborate with, or seek help from, others. Individual divisions/programs may require their students to sign an Academic Integrity Statement declaring that they understand and agree to comply with this policy.

The New School recognizes that the different nature of work across the schools of the University may require different procedures for citing sources and referring to the work of others. Particular academic procedures, however, are based in universal principles valid in all schools of The New School and institutions of higher education in general. This policy is not intended to interfere with the exercise of academic freedom and artistic expression.

### Definitions and Examples of Academic Dishonesty

Academic dishonesty includes, but is not limited to:

- cheating on examinations, either by copying another student's work or by utilizing unauthorized materials
- using work of others as one's own original work and submitting such work to the university or to scholarly journals, magazines, or similar publications
- submission of another students' work obtained by theft or purchase as one's own original work
- submission of work downloaded from paid or unpaid sources on the internet as one's own original work, or including the information in a submitted work without proper citation

- submitting the same work for more than one course without the knowledge and explicit approval of all of the faculty members involved
- destruction or defacement of the work of others
- aiding or abetting any act of academic dishonesty
- any attempt to gain academic advantage by presenting misleading information, making deceptive statements or falsifying documents, including documents related to internships
- engaging in other forms of academic misconduct that violate principles of integrity.

## Adjudication Procedures

An administrator or faculty member at each of the divisions/programs of the University is the Dean's designee with responsibility for administering the University's Academic Honesty and Integrity Policy (hereinafter "school designee"). The name of each School Designee is listed on the Provost's Office website.

The steps below are to be followed in order. If the two parties come to agreement at any of the steps, they do not need to proceed further.

Throughout this policy where correspondence is indicated, but the method is not specified, New School e-mail accounts and/or hard copy, sent through regular mail or hand delivery, may be used and is considered a good faith effort of notification on the part of the University. Each school will follow internal procedures for tracking correspondences with students related to this policy.

All time frames indicated by days refer to business days that do not include when the University's administrative offices are closed, including weekends and holidays.

Grades awarded under the university's Academic Integrity and Honesty Policy are not subject to review under this Grade Appeal Policy.

### Step 1: Notification to Student

A faculty member who suspects that a student has engaged in academic dishonesty will meet with the student. It is expected that the faculty member will contact the student within ten (10) days after the last day of classes for that semester in which the alleged incident occurs. If academic dishonesty is alleged on an examination, paper, or creative work due within the last two weeks of classes, the faculty member should submit an incomplete grade until the student can be properly notified and the matter resolved. If grading a major culminating work (for example, a Senior Exhibit, final course paper, Masters Thesis, or Doctoral Dissertation) which may take longer to evaluate, faculty may request an exception to this deadline through the Dean's office.

The student must contact the faculty member within ten (10) days of the notification to schedule a meeting with the faculty member. The faculty member is responsible for setting the meeting. This meeting can be in person or via telephone. A student who fails to respond in the time required will be deemed to have waived his/her rights under this policy. If the student

does not respond, and the faculty member determines that the infraction is an actionable offense, s/he will inform in writing the School's Designee of his/her determination and include copies of the following: correspondence with the student, syllabi, and course assignments.

In cases where the student is taking a course with a faculty member of a different school, the faculty member's school designee will inform the student's School Designee who will then oversee the adjudication process.

### Step 2: Faculty Meeting with Student

During the meeting with the student, the faculty member will review the allegations with the student and allow the student the opportunity to respond. The student and/or the faculty member may, on a voluntary basis, request the presence of a designated third party from the student's school or the University's student ombudsman. A Third Party is appointed within each school for this purpose and can assist in clarifying questions about this policy and its processes, and facilitate communication between the faculty member and the student. The name of each Third Party is listed on the Provost's Office website and the School Designee can never also serve as a Third Party. If the faculty member and/or the student elect to have a third party present, the requestor is responsible for notifying the other of his/her decision in advance of the meeting.

During this meeting, the student may either accept responsibility for the allegations or dispute them. Regardless, the faculty member will consult with the School Designee and then make one or more of the following determinations:

1. Indicate that the student has not committed an infraction of this policy.
2. Indicate that the student has committed an infraction and impose one of the following sanctions:
  - a. require the student to resubmit the assignment; or
  - b. give the student a failing grade for that particular assignment; or
  - c. give the student a failing grade for the course.
3. Indicate that the student has committed an egregious infraction supporting the recommendation to the Dean that the student be suspended or expelled. Examples of egregious infractions include, but are not limited to: (1) multiple instances of academic dishonesty in a single course, (2) repeated instances of academic dishonesty by a student in different courses, and (3) academic dishonesty related to a major culminating work such as a Senior Exhibit, Masters Thesis or Doctoral Dissertation.

The faculty member will send correspondence as well as syllabi and course assignments to the School Designee with his/her determination.

In the rare and exceptional circumstance where the Step 2 process cannot occur, the instructor or the School's Designee shall notify the student of the instructor's concern that the student has engaged in academic dishonesty and that the matter has been referred to the Dean for resolution. In such cases, the student may proceed as set forth in the Appeals Procedures.

### **Step 3: Review of Faculty Determination and Possible Imposition of Sanctions by School Designee**

The school designee will review the faculty member's determination and consult, as needed, with appropriate academic personnel. Based on the faculty member's determination, the nature of the most recent violation as it relates to past violations, consistency within the division and across the University, and on any other relevant information pertaining to the student's record at the University, the School Designee may determine that modified sanctions should be imposed on the student that can include, but are not limited to, suspension or expulsion.

Recognizing the importance of the decision for the student, the faculty member and the School Designee will notify the student in writing of the sanction(s) as soon as possible, but not more than twenty (20) days after receipt of the faculty member's written recommendation. In addition, the School Designee will notify the appropriate offices in the school, the faculty member, the faculty member's School Designee (if the course at issue is offered through another school), as well as the Office of the Assistant Vice President for Student and Campus Life.

### **Appeal Procedures**

If the student is dissatisfied with the outcome of the adjudication procedures, s/he has the right to appeal.

#### **Student's Right to Appeal**

The student may appeal the school designee's decision to the Dean/Director of the School or his/her designee (hereinafter "Dean"). The appeal must be in writing and sent within ten (10) days of the decision letter received by the student. The student may request that the Dean convene a meeting of the existing committee that is responsible for academic standards and standing, or convene such a committee should one not already exist, to review the appeal. No member of this committee will have been part of the appeals process to date. The committee's recommendation will be made to the Dean, whose decision is final except in cases where the student has been suspended or expelled. Alternately, the student may waive review by a committee and request that the appeal be reviewed exclusively by the Dean or his/her designee, who will *not* be the School's Designee.

The student's appeal must be reviewed within fifteen (15) days of receipt. Note that an appeal to the Dean may result in a stricter penalty than that applied by the School Designee. The student must be notified in writing of the appeal decision within five (5) days of the decision. A copy of the decision must be sent to the faculty member who brought the initial allegations, the Office of the Assistant Vice President for Student and Campus Life, and other offices as appropriate. The Dean's decision is final, and not subject to further appeal, except in cases where the decision is either to suspend or expel.

#### **Appeal to the Provost**

A student who has been ordered suspended or expelled from the University because of a violation of this policy may appeal to the Provost or his/her designee (hereinafter "Provost"). The

appeal must be made in writing within five (5) days of receipt of the Dean's decision.

If the Provost decides to consider the appeal, such a review will be limited to: (a) whether the adjudication procedures outlined in this policy were properly followed; and (b) whether the sanction imposed is appropriate given the nature of the violation, and is consistent with sanctions imposed across the University in the past for similar violations. Note that an appeal to the Provost may result in a stricter penalty than that applied by the Dean; i.e. an appeal of a Dean's decision of suspension could result in the Provost's decision of expulsion. The Provost will, within ten (10) days of receipt of the request, make a determination. The Provost's decision is final.

## **OTHER UNIVERSITY POLICIES**

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### **Equal Employment and Educational Opportunity**

The New School does not discriminate on the basis of age, race, color, creed, gender (including gender identity and expression), pregnancy, sexual orientation, religion, religious practices, mental or physical disability, national or ethnic origin, citizenship status, veteran status, marital or partnership status, or any other legally protected status.

Inquiries concerning the application of the laws and regulations concerning equal employment and educational opportunity at The New School (including Title VI-equal opportunity regardless of race, color or national origin; Section 504-equal opportunity for the disabled; and Title IX-equal opportunity without regard to gender) may be referred to the following University officials:

Thomas J. McDonald  
AVP for Student and Campus Life

2 West 13th Street, 12th floor  
New York, NY 10011  
212.229.5900 x3656  
mcdonaldt@newschool.edu

Carol S. Cantrell  
SVP for Human Resources and Labor Relations

79 Fifth Avenue, 18th floor  
New York, NY 10003  
212.229.5671 x4900  
cantrelc@newschool.edu

Inquiries may also be referred to: the Office of Federal Contract Compliance Programs, U.S. Department of Labor, 23 Federal Plaza, New York, NY 10278, U.S. Department of Education, (Office of Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005 or the U.S. Equal Employment Opportunity Commission (EEOC), New York District Office, 201 Varick Street, Suite 1009, New York, NY 10014. For individuals with hearing impairments, EEOCs TDD number is (212) 741-3080.

## Statement of Ethical Responsibility for Research Involving Human Subjects

New School faculty and staff engaged in research or supervising student research projects must be aware of their responsibilities for ethical conduct in any project involving the use of human subjects. Faculty and staff are responsible for research done by students under their supervision with respect to these matters. Each research design must be examined for possible risk to subjects. If even minor risk of physical, psychological, sociological, or other harm may be involved, the faculty or staff member must consult with the university Institutional Review Board. The full policy with guidelines and consent forms can be found on the website at [www.newschool.edu/leadership/provost/irb/policies](http://www.newschool.edu/leadership/provost/irb/policies).

## Campus Crime Reporting and Statistics

The Security and Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. Anyone wishing to review the university's current crime statistics may access them through the website for the Department of Education, [ope.ed.gov/security](http://ope.ed.gov/security). A copy of the statistics may also be obtained by contacting the Director of Security for The New School at 212.229.5101.

## Academic Freedom: Free Exchange of Ideas

An abiding commitment to preserving and enhancing freedom of speech, thought, inquiry, and artistic expression is deeply rooted in the history of The New School. The New School was founded in 1919 by scholars responding to a threat to academic freedom in this country. The University in Exile, progenitor of The New School for Social Research, was established in 1933 in response to threats to academic freedom abroad. The bylaws of the institution, adopted when it received its charter from the State of New York in 1934, state that the "principles of academic freedom and responsibility ... have ever been the glory of the New School for Social Research." Since its beginnings The New School has endeavored to be an educational community in which public as well as scholarly issues are openly discussed and debated, regardless of how controversial or unpopular the views expressed are. From the first, providing such a forum was seen as an integral part of a university's responsibility in a democratic society.

The New School is committed to academic freedom in all forms and for all members of its community. It is equally committed to protecting the right of free speech of all outside individuals authorized to use its facilities or invited to participate in the educational activities of any of the university's schools. A university in any meaningful sense of the term is compromised without unhindered exchanges of ideas, however unpopular, and without the assurance that both the presentation and confrontation of ideas takes place freely and without coercion. Because of its educational role as a forum for public debate, the university is committed to preserving and securing the conditions that permit the free exchange of ideas to flourish. Faculty members, administrators, staff members, students, and guests are obligated to reflect in their actions a respect for the right of all individuals to speak their views freely and be heard.

They must refrain from any action that would cause that right to be abridged. At the same time, the university recognizes that the right of speakers to speak and be heard does not preclude the right of others to express differing points of view. However, this latter right must be exercised in ways that allow speakers to state their position and must not involve any form of intimidation or physical violence.

Beyond the responsibility of individuals for their own actions, members of the New School community share in a collective responsibility for preserving freedom of speech. This collective responsibility entails mutual cooperation in minimizing the possibility that speech will be curtailed, especially when contentious issues are being discussed, and in ensuring that due process is accorded to any individual alleged to have interfered with the free exchange of ideas.

Consistent with these principles, the university is prepared to take necessary steps to secure the conditions for free speech. Individuals whose acts abridge that freedom will be referred to the appropriate academic school for disciplinary review.

## Intellectual Property Policy

Under The New School's Intellectual Property Policy, the university shall have a nonexclusive, royalty-free, worldwide license to use works created by its students and faculty for archival, reference, research, classroom, and other educational purposes. With regard to tangible works of fine art or applied art, this license will attach only to stored images of such work (e.g., slides, videos, digitized images) and does not give the university a right to the tangible works themselves. With regard to literary, artistic, and musical works, this license will attach only to brief excerpts of such works for purposes of education. When using works pursuant to this license, the university will make reasonable efforts to display indicia of the authorship of a work. This license shall be presumed to arise automatically, and no additional formality shall be required. If the university wishes to acquire rights to use the work or a reproduction or image of the work for advertising, promotional, or fundraising purposes, the university will negotiate directly with the creator in order to obtain permission.

## Use of Photographs

The New School reserves the right to take or cause to be taken, without remuneration, photographs, film or videos, and other graphic depictions of students, faculty, staff, and visitors for promotional, educational, and/or noncommercial purposes, as well as approve such use by third parties with whom the university may engage in joint marketing. Such purposes may include print and electronic publications. This paragraph serves as public notice of the intent of the university to do so and as a release to the university giving permission to use those images for such purposes.

## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, with which The New School complies, was enacted to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for correction of inaccurate or misleading statements.

The New School has established the following student information as public or directory information, which may be disclosed by the institution at its discretion: student name; major field of study; dates of attendance; full- or part-time enrollment status; year level; degrees and awards received, including dean's list; the most recent previous educational institution attended, addresses, phone numbers, photographs, email addresses; and date and place of birth.

Students may request that The New School withhold release of their directory information by notifying the registrar's office in writing. This notification must be renewed annually at the start of each fall term.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

*The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.*

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

*The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.*

A student who wishes to ask the university to amend a record should write to the university official responsible for the record, clearly identify the part of the record the student wants changed, and specify why, in the student's opinion, it should be changed.

If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

*The right to provide written consent before the university discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

The university discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health services staff); a person or company with whom the university has contracted as its agent to provide a service instead of university employees or officials (such as an attorney, auditor, or collection agent); a person serving on the New School Board of Trustees; or a student serving on an official committee, such as a disciplinary or

grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the university.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

*The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.*

The name and address of the office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## The Student Right to Know Act

The New School discloses information about the persistence of undergraduate students pursuing degrees at this institution. This data is made available to all students and prospective students as required by the Student Right to Know Act. During the 2014-2015 academic year, the university reports the “persistence rate” for the year 20132 (i.e., the percentage of all freshmen studying full time in fall 2013 who were still studying full time in the same degree programs in fall 2014). This information can be found under the common data set information on the Office of Institutional research website at [www.newschool.edu/admin/oir](http://www.newschool.edu/admin/oir).

For important information regarding your rights as a student, visit [www.newschool.edu/your-right-to-know](http://www.newschool.edu/your-right-to-know)."

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For more information about university policies, visit [www.newschool.edu/policies](http://www.newschool.edu/policies).



## ABOUT THE UNIVERSITY

### UNIVERSITY LEADERSHIP

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[David E. Van Zandt](#), President

[Tim Marshall](#), Provost and Chief Academic Officer

[Anne Adriance](#), Chief Marketing Officer

[Andy Atzert](#), Vice President for Distributed and Global Education

[Stephanie Browner](#), Dean, Eugene Lang College The New School for Liberal Arts

[Carol S. Cantrell](#), Senior Vice President for Human Resources and Labor Relations

[Lia Gartner](#), FAIA, LEED AP, Vice President for Design, Construction and Facilities Management

[Richard Kessler](#), Executive Dean, Performance, and Dean, Mannes College The New School for Music

[Mark Gibbel](#), Chief Development Officer

[William Milberg](#), Dean, The New School for Social Research

[Roy P. Moskowitz](#), Chief Legal Officer and Secretary of the Corporation

[Martin Mueller](#), Executive Director, The New School for Jazz and Contemporary Music

[Anand Padmanabhan](#), Senior Vice President and Chief Information Officer

[Pippin Parker](#), Director, The New School for Drama

[Linda Abrams Reimer](#), Senior Vice President for Student Services

[Michelle Relyea](#), Vice President for Student Success

[Donald Resnick](#), Chief Enrollment and Success Officer

[Bryna Sanger](#), Deputy Provost and Senior Vice President for Academic Affairs

[Tokumbo Shobowale](#), Chief Operating Officer

[Steve Stabile](#), Vice President for Finance and Business and Treasurer

[Joel Towers](#), Executive Dean, Parsons The New School for Design

[Mary R. Watson](#), Executive Dean, The New School for Public Engagement

### THE NEW SCHOOL IN BRIEF

The New School was established in 1919 as a center of lifelong education, founded on principles of intellectual and artistic freedom. Its founders were a group of prominent progressive scholars, including Charles Beard, John Dewey, and James Harvey Robinson. True to its name, The New School has evolved continuously since inception in response to the changing universe of ideas, career opportunities, and human curiosity. What began as a nondegree-granting school for working adults has become an urban university offering acclaimed, socially engaged programs that challenge students to develop their creative and intellectual potential in bold ways and foster innovation in the liberal arts, social sciences, art and design, performing arts, and public administration. Students from around the world enroll in diverse undergraduate, graduate, certificate, and continuing education programs

taught at The New School's seven divisions in New York and at a growing array of global academic centers, such as Parsons Paris. They are led by a renowned faculty of artists, scholars, and professionals and draw on the rich resources of one of the world's great cities. As The New School approaches its 100th anniversary, the ideals of its founders continue to be reflected in the achievements of its students, faculty, and alumni.

### THE NEW SCHOOL MISSION

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The New School prepares students to understand, contribute to, and succeed in a rapidly changing society, and thus make the world a better and more just place. We will ensure that our students develop both the skills a sound liberal arts education provides, and the competencies essential for success and leadership in the emerging creative economy. We will also lead in generating practical and theoretical knowledge that enables people to better understand our world and improve conditions for local and global communities.

For more, visit [www.newschool.edu/mission-vision](http://www.newschool.edu/mission-vision)

### Eugene Lang College The New School for Liberal Arts

[www.newschool.edu/lang](http://www.newschool.edu/lang)

65 West 11th Street, New York NY 10011 | 212.229.5665

Eugene Lang College is The New School's four-year liberal arts college for traditional-age undergraduates. The college began in 1972 as the Freshman Year Program, an experimental program for high school seniors. In 1975, it became the Seminar College, a full-time bachelor's program, and a separate division of the university in 1985. This bold experiment in undergraduate education is named in honor of New School trustee Eugene M. Lang, a generous supporter of the college. Students at Eugene Lang College enjoy small seminar-style classes taught by a faculty of prominent scholars, many of whom are also affiliated with the graduate departments of The New School for Social Research. The college's location in the center of a major metropolitan area offers its students opportunities for civic engagement and internships available to students of few other small liberal arts schools.

### Mannes College The New School for Music

[www.newschool.edu/mannes](http://www.newschool.edu/mannes)

150 West 85th Street, New York, NY 10024 | 212.580.0210

Founded in 1916 by David Mannes and Clara Damrosch, Mannes College became part of The New School in 1989. Mannes is a premier choice for students of classical music around the world, providing professional music training for citizens of the 21st century in performance and related fields that make up an increasingly dynamic musical environment. A comprehensive curriculum and a faculty of world-class artists enable students to attain virtuosity in vocal and instrumental music, conducting, composition, and theory. But because they come to Mannes for musical education relevant to a rapidly changing world, students enjoy access to the resources of a renowned urban university and opportunities for civic engagement in New York City. Mannes College offers

undergraduate and graduate music degrees and professional diplomas and supports a community extension program for adult learners and a preparatory program for young people.

## **The New School for Drama**

[www.newschool.edu/drama](http://www.newschool.edu/drama)

151 Bank Street, New York, NY 10014 | 212.229.5150

The New School has been a center of innovation in theater since Erwin Piscator brought his Dramatic Workshop here from Europe in the 1940s. His students included Marlon Brando, Walter Matthau, Harry Belafonte, Elaine Stritch, and Tennessee Williams. Piscator established a tradition of excellence in theater education that continues at The New School today. The New School for Drama, established in 1994, trains talented individuals for careers in the theater as actors, directors, and playwrights. Today, the division offers undergraduate and graduate degree programs. The New School's New York City setting gives students abundant opportunities to learn through observation, share their work publicly, and make professional connections through the broadest theater career network in the United States.

## **The New School for Jazz and Contemporary Music**

[www.newschool.edu/jazz](http://www.newschool.edu/jazz)

55 West 13th Street, New York, NY 10011 | 212.229.5896

In 1986, The New School established an undergraduate program offering talented young musicians the opportunity to study with professional artists from New York City's peerless jazz community. The teaching model is based on the tradition of the artist as mentor: Our students study and perform with some of the world's most accomplished musicians. They are immersed in the history and theory of and latest developments in jazz, blues, pop, and the ever-evolving genres of contemporary music. Learning takes place in classrooms, student ensembles, one-on-one tutorials, public performances, and master classes. Students develop their creative talents to meet the high standards of professional musicianship exemplified by the legendary faculty.

## **The New School for Public Engagement**

[www.newschool.edu/publicengagement](http://www.newschool.edu/publicengagement)

66 West 12th Street, New York, NY 10011 | 212.229.5615

The New School for Public Engagement embodies the values that motivated the university's founders in 1919. The division was renamed in 2011 to reflect its position as an academic unit designed to connect theory to practice, foster innovation in culture and communication, and promote democratic citizenship through lifelong education. The division offers undergraduate degree programs in its Bachelor's Program for Adults and Transfer Students and graduate degrees and certificates in its School of Language Learning and Teaching, School of Media Studies, School of Writing, and in the Milano School of International Affairs, Management, and Urban Policy. The division also offers hundreds of open-enrollment continuing education courses on campus in Greenwich Village and online.

## **The New School for Social Research**

[www.newschool.edu/socialresearch](http://www.newschool.edu/socialresearch)

16 East 16th Street, New York, NY 10003 | 212.229.5700

In 1933, The New School gave a home to the University in Exile, a refuge for scholars fleeing persecution by the Nazis. In 1934, it incorporated this community as a prestigious graduate school of political and social science. Today, The New School for Social Research offers interdisciplinary master's and doctoral degree programs in the social sciences, challenging students to address the most urgent political, cultural, and economic concerns of the day and uphold the highest standards of critical inquiry. Students work with a renowned faculty of international scholars and enjoy new opportunities to cross disciplinary boundaries and collaborate with scholars and artists in other divisions of the university.

## **Parsons The New School for Design**

[www.newschool.edu/parsons](http://www.newschool.edu/parsons)

2 West 13th Street, New York, NY 10011 | 212.229.8950

Parsons is one of the world's preeminent colleges of art and design. Founded in 1896 by artist William Merritt Chase and his colleagues, the school was renamed in 1936 for its longtime president, Frank Alvah Parsons, who dedicated his career to integrating visual art and industrial design. Parsons became part of The New School in 1970. It was the first institution in the United States to award university degrees in interior design, advertising and graphic design (originally commercial illustration), and lighting design, and its fashion design program is credited with the rise of Seventh Avenue. Parsons has earned and maintained an international reputation as a school at the vanguard of design education. Students in its undergraduate and graduate degree programs hold themselves to exceptional standards of creativity and scholarship, developing their skills and knowledge in studios, workshops, and seminars. Parsons offers general art and design courses and certificate programs for students of all ages.

**Visit the home page of each college for information about degrees offered and areas of study.**