



## **Schools of Public Engagement**

Faculty Handout

**Fall 15 - Spring 16**

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# Teaching Your Course

## **New School Email**

All faculty members are assigned a New School e-mail account which must be used as your primary means of communicating with your program or department, students, and all other offices at the university. It is how The New School will communicate critical information to you. Please check your New School account regularly for important announcements and information.

Students who have New School e-mail accounts should be contacted via that address. Continuing education students who do not have New School e-mail accounts are entitled to send and receive correspondence with faculty using their personal email accounts.

If you do not have a New School e-mail account yet, please contact the University IT Service Desk at 212.229.5600 x4357.

## **Course Rosters**

You can monitor the enrollment in your course by viewing the class roster through MyNewSchool, and you should print out a copy to bring to your first session. If you have questions, call your department or program office.

## **Reading Your Class Roster**

Your class roster indicates non-credit, credit, and certificate status of students. Information on MyNewSchool is up to date at the time it is accessed; if a student's name is not on the class roster, that student was not yet registered when the roster was downloaded. Please check your class roster carefully and confirm the status of any students who are registered for credit (AF) or certificate (AN) status. Students who have questions about their academic status should be referred to the Registration Office.

Anyone attending any course or session of a course must be properly registered. Students should be prepared to show a printed registration schedule or a guest pass at the request of the teacher or faculty assistant, particularly any student whose name does not appear on the class roster. Contact Chrissy Roden ([RodenC@newschool.edu](mailto:RodenC@newschool.edu)), as soon as possible if you have questions about the registration status of anyone attending your class.

## **Ordering Textbooks**

Faculty can now place their textbook orders to Barnes and Noble Union Square, the new campus bookstore, through the course reserve tab in Canvas (<https://canvas.newschool.edu/login>), where you can also check the order status. Please note that books ordered through Barnes & Noble take 2 weeks to process, barring any issues with the publisher. If we have the book electronically through the library, we'll put a link to the book within your Canvas course page in addition to placing the order with Barnes and Noble.

If the book you request is out of print and we have it in the libraries, we will put it on reserve. You will get an email from the library that the item is on reserve and from Barnes & Noble that it is not available for purchase.

If the book is unavailable anywhere, you will get an email from the libraries inviting you to explore other options.

The Higher Education Opportunity Act is based on the principle of promoting access to information that will allow consumers to make informed decisions about postsecondary education. Under this provision, the university is required to inform its students, at the time of registration, of the cost of books and text-based materials the students will need to purchase if they register for class.

## **The Course Syllabus**

A syllabus is required for all courses. As of Fall 15, all faculty is required to post their syllabi onto Canvas prior to the end of the first week of the semester. This practice will assist you in insuring that all students are distributed syllabi in a timely fashion, and we can more easily work with you to oversee the quality of syllabi and student learning outcomes, with a more transparent teaching practice. The course syllabus serves as a blueprint for your class. A thorough course syllabus provides both you and your students with a clear overview of activities and expectations, reduces the need for verbal clarification, and helps to prevent misunderstandings. In the event of a grade dispute, the syllabus can become a critical framework for the appeal process.

### Uploading Syllabi into Canvas

Please refer to the following link to see how to upload a syllabus into Canvas: [Upload Your Syllabus in Canvas](#)

Please reference Creating a Syllabus <http://www.newschool.edu/provost/resources-for-teaching-creating-a-syllabus/>

**NOTE:** The syllabus must be submitted to the department chair or director prior to the beginning of the academic term and distributed to all students at the first class meeting.

Even if syllabi are distributed to students and the Deans' offices by hard copy, it is required to post them to the Syllabus Tab on Canvas.

While specific content and format vary from department to department and among faculty, the syllabus must, at a minimum, include the following information:

- Course title, course master number, the department or program, academic term (e.g., Fall 2011), class meeting schedule, and faculty's name and New School e-mail address.
- Lists of texts and readings for the course with information on where they can be obtained.
- Brief description, session by session, of the content of class meetings and reading and writing assignments, as well as any scheduled class activities such as field trips.
- Learning objectives: what students should learn as a result of taking this course and the ways you expect their skills and/or ideas to develop.
- Description and due dates of assignments and exams.
- A clear and specific statement of attendance, participation, and late assignment submission policies.
- Information for students with disabilities.
- The weight of each criterion (e.g. attendance and participation) or assignment (e.g. papers and exams) in determining the final grade.

For example:

- Assignment 1:	25%
- Assignment 2:	25%
- Final Exam:	30%
- Participation:	20%

**NOTE:** an example of a syllabus is available as an attached document at the end of this document (see Appendix G).

## **Academic Calendar**

The academic calendar, including institutional holidays, is available, online at <http://www.newschool.edu/registrar/academic-calendar/> (see Attachment A).

## **The First Class Session**

You are required to distribute your course syllabus to students at your first class session. It is strongly recommended that you review the syllabus and academic requirements at the first meeting to ensure all students (especially credit and certificate students) have ample opportunity to request clarification of any aspect of the requirements.

Attendance requirements should also be announced at the first meeting. We suggest you advise your students to make arrangements with each other so missed assignments can be obtained for the next session.

## **Canvas**

### **<https://canvas.newschool.edu/login>**

The online environment (Canvas) can also be used by faculty who teach onsite and online. Every onsite course has a web site that can be accessed through MyNewSchool by the faculty member teaching the course and the registered students. Faculty use the web based teaching portal to post course materials, provide a venue for discussion outside of class, and link to resources available on the Internet. The web site can also be used for brief written responses to reading materials, as well as the venue for guest faculty lectures and discussion.

Any questions regarding Canvas should be directed to [canvas@newschool.edu](mailto:canvas@newschool.edu)

The Office of Distributed Education offers an online Faculty Development program several times a year to train distance instructors in the pedagogy of asynchronous communication and the technical aspects of teaching an online course, and to introduce teachers to the technical capabilities of our system. It is a good opportunity to become familiar with or brush up on Internet communication technology, participate in an online discussion of similarities and differences between teaching online and on campus, and try out your course ideas in a practice environment. Participants observe several online classes in progress. "FacDev" lasts for five weeks. *Successful completion of the training program is a requirement for all online faculty.*

## **Excursion Request Form**

Each semester, NSPE offers a number of courses in which students will be required to visit sites or study off campus. Some possible sites include museums, labs, cultural events, and plays. Each trip will be chaperoned by a faculty member, who will oversee the travel plans.

The instructor planning such a trip will first complete an Excursion Request Form and must receive approval for the trip from their school Dean and the Executive Dean's Office.

Each student will then sign a release form at the beginning of the course, which will cover the excursions taken during the entire course. Each student will also complete an emergency contact form at the beginning of the course, which will cover the excursions taken during the course. Students will update the emergency form as needed. These release and emergency forms will be collected by the instructor and turned in to the Executive Dean's Office.

Please keep in mind that all Excursion Request Forms need to be submitted to Chrissy Roden in the Executive Dean's Office at least a month prior to the trip. (see Attachment I.)

### **If You Are Unable to Attend a Class**

You are expected to attend all class sessions, even if you have invited a guest speaker. If you are unable to attend a class session for any reason, you *must* give advance notice to your chair or director and the students in your class. If your absence is due to an emergency, please notify the Executive Dean's Office at [NSPEInfo@newschool.edu](mailto:NSPEInfo@newschool.edu) or 212.229.5615, your department/program, and all students. The best way to reach your students is to send an email message through Canvas, the online web portal for your course.

If you must miss a class for any non-emergency reason, you must provide advance written notification to your chair or director and consult with him/her about whether to use a substitute, make up the class on another date, or have a Canvas session. If you would like to use a substitute, you must identify the substitute, notify the chair or director in writing, and obtain his/her approval; substitutions will not be approved retroactively.

### **If You Need to Schedule a Makeup Session**

If you need to make-up a class session, you should first select a convenient time that your students can all agree to meet. Please contact Schools of Public Engagement Executive Dean's Office at [NSPEInfo@newschool.edu](mailto:NSPEInfo@newschool.edu) or 212.229.5615, to reserve a room.

### **If You Change Your Address**

Failure to inform The New School of a change of address may result in significant delay of remuneration. You must change your address on the MyNewSchool site. If you are moving into or out of New York City or State, you may have to file revised tax withholding forms.

### **Course Evaluations**

The New School is committed to continually improving our curriculum and the quality of our courses. To that end, The New School has a system of course evaluation that includes the completion of online course evaluations by students.

All evaluations should be completed online; however, please encourage students to fill out these evaluation forms. If needed, you may opt to give students class time to do so on their laptops or iPads.

Students have found this new system to be easy to use, flexible, and anonymous. Faculty will also receive feedback more quickly, soon after they have turned in their grades for the course. And, of course, faculty members' course ratings will be strictly confidential and will not be made available to students or the public in any form. For more information, go to <http://www.newschool.edu/provost/online-course-ratings/>

### **Academic Service Assistants (ASA)**

For undergraduate courses enrolling 20 or more students, the Executive Dean's Office offers an opportunity for one student to serve as an Academic Service Assistant (ASA) in return for a one-third reduction of the non-credit tuition.

An ASA is minimally responsible for delivering mail and other course materials to each class session and for checking the student roster and/or individual students' registration schedules to ensure that no unregistered person attends the class. You may ask your ASA to assist you in other reasonable ways within the classroom. However, ASAs should *not* be expected to assist outside the classroom nor in any way that would impede their activities as students in the class.

**NOTE:** Not all departments make provision for ASAs. If you'd like to request an ASA, or if you have any questions, please contact Nicholas Allanach ([AllanacN@newschool.edu](mailto:AllanacN@newschool.edu)).

# Students, Standards, & Grading

## **Expectations of Students**

Students are entitled to know what is expected of them in order to succeed in a course. At the beginning of the course, you should communicate clearly to the students the instruments of evaluation to be used and the respective percentage weights given to them, the deadlines on which assignments fall due and any policy on extensions and late submissions, and the model of evaluation, or combination of models, to be used. Although this information must be included in your syllabus, it is a good idea to repeat it in class.

All students, credit and non-credit, are entitled to be kept informed of their overall progress in a course through the term. An assignment early in the term is a good way of monitoring students' progress. Any student having problems should be informed as early as possible into the course and suggestions for improvement offered. Students are entitled to know why they received a particular grade, whether for an individual assignment or for the course as a whole. Faculty should always be prepared to justify the grades they assign.

Faculty members are strongly advised to collect final term papers and/or take-home exams *before* the final class session, as grades are due one week after the end of the course. Also, please encourage students to make a copy of all major course work to keep for their own records before they submit it for evaluation.

## **Student Workload**

Assigned readings, written papers, projects, and examinations should be stated clearly in your course syllabus and will be required work for all credit and certificate students in the class. Credit students are expected to prepare approximately four hours for each hour of class time, which generally translates into eight hours of work per week outside class for each 3-credit course.

## **Standards of Conduct**

A University Code of Conduct was adopted by the Board of Trustees on April 14, 1988. Members of the New School community, faculty, students and staff, share certain responsibilities to uphold the educational mission of the institution and are expected to conduct themselves while here in a manner consistent with those responsibilities.

Our words and actions inside and outside the classroom should conform to the principles of mutual respect and freedom of expression. Regard for the sensibilities of all persons is essential to preserving the spirit of community. All faculty are expected to maintain these principles in their classrooms, relying as far as possible on mutual commitment to rational discourse to preserve appropriate decorum within a lively learning environment. Behavior that is threatening, hostile, abusive, or offensive to individuals or disruptive of the activities of teaching and learning is a violation of standards of personal conduct and should not be tolerated. The New School reserves the right to deny a person admission to or continuance in its courses of study. *If you are concerned about the conduct of any student in a class, do not hesitate to consult with your chair or director about appropriate responses and procedures.*

## **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.

## **Grading Policies and Procedures**

### **Models of Evaluation**

While the actual criteria of evaluation may vary greatly from course to course, certain principles apply in determining grades. In general, there are three models that can be used to evaluate student performance:

Mastery and Achievement: Students are evaluated on the mastery they achieve of the subject taught in the course, in relation to an overall standard with which the faculty member is familiar and which s/he evaluates based on her/his experience in the field in question.

Comparative: Evaluation is based on a student's performance in relation to other students in the class. Students are evaluated in relation to their peers, rather than as individuals in relation to an overall standard known to the faculty member.

Effort and Progress: Students are evaluated on the basis of their overall effort in the course, and their progress in acquiring the intellectual or practical skills it teaches, in relation to their level at the beginning of the class.

While individual faculty members may prefer one of these models over the others, a combination of models is often the fairest and most accurate means of evaluating student performance.

### **Instruments of Evaluation**

The grade a student receives for an undergraduate course should be based on several instruments of evaluation (for graduate courses consult with your degree program office). These might include written assignments (of which at least one should fall due in the first half of the semester), mid-term and/or final examinations, projects, and the student's participation in class (attendance, punctuality, preparation, class presentations, participation in general discussion, etc.). Appropriate instruments of evaluation must be clearly described in the course syllabus. Questions about the appropriate choice or number of instruments of evaluation should be directed to your chair or director.

### **Assigning Grades**

Every student enrolled for credit must receive a standard letter grade.

Every non-credit certificate student must receive a grade of Approved or Not Approved (AP/NA). Approval indicates that a student has demonstrated to the instructor's satisfaction a minimum standard of competence in the subject of the course *as defined by the department* offering the certificate.

Although non-credit students are entitled to receive your honest evaluation of all work submitted, they do not receive letter grades, and non-credit evaluations are not reported to the university. They can choose whether or not to do the work assigned.

Standard Grade (Graduate and Undergraduate)	GPA Calculation	Non-Credit Certificate Grade	Description
A	4.00	AP	Approved
A-	3.70	NA	Not-Approved
B+	3.30	Z	Unofficial Withdrawal
B	3.00		
B-	2.70		
C+	2.30		
C	2.00		
C-	1.70		
D (Undergraduate Only)	1.00		
F	0.00		
P (Pass)	N/A		
U (Unsatisfactory)	N/A		
Z (Unofficial Withdrawal)	N/A		
I (Temporary Incomplete)	N/A		

## Grade Submission

- Login to [MyNewSchool](#)
- Click on the Faculty Tab
- Click on Submit Final Grades
- Select the term
- Select the course
- On the Final Grades Worksheet, select the appropriate final grades and press submit.

## Grade descriptions

There are two grading systems at The New School, one for students enrolled in credit courses, one for students enrolled in non-credit certificate courses.

## Other Grades

**I: Incomplete;** This grade indicates failure to complete all assigned work and grants the student an extension to complete outstanding work for the course. This grade should not be given automatically, but only at the request of the student and at the discretion of the instructor. The instructor should determine the deadline for submission of outstanding work in conversation with the student, though not to exceed 1 year after the last class for which the Incomplete was assigned for graduate students, and not to exceed the 7<sup>th</sup> week of the following Fall semester for Spring and Summer grades of Incomplete and no later than the 7<sup>th</sup> week of the following Spring semester for Fall grades of Incomplete for undergraduate students. All conditions for

resolving the incomplete grade should be confirmed in writing, through use of the “Request for a Grade of Incomplete” form. This [form](#) gives the reason for the request, describes the outstanding work, states the date by which it must be completed, and is signed by both student and faculty. Forms are available in the Registrar’s Office.

**NOTE:** Incompletes are not allowed for graduating seniors. Standard letter grades (A-F) or Zs are the only appropriate grades for these students. *For this reason, it is important you check the class standing of undergraduates before agreeing to submit a grade of Incomplete.*

Instructors have the ability to change grades of temporary incomplete to final grades online through [MyNewSchool](#) until grades are converted to F/N.

To change a temporary incomplete grade online:

- Login to [MyNewSchool](#)
- Click on the Faculty Tab
- Click on Submit Final Grades
- Select the term for which the student took the course
- Select the CRN of the course
- On the Final Grades Worksheet, select the appropriate final grade for the student from the drop down menu and press submit

If a grade is not submitted within the time allowed, the “I” will automatically be converted to a final failing grade of “F” for undergraduates and to a permanent grade of “N” for graduate students. The grade of “N” does not affect the GPA but does indicate a permanent incomplete. Change of Grade forms can be printed out from MyNewSchool and faxed or emailed to Chrissy Roden (212-229-6814 or [rodenc@newschool.edu](mailto:rodenc@newschool.edu)). Please consult the table below for university deadlines and procedures on incomplete conversion.

Level of Student	Semester of Incomplete	Incomplete Due Date	After deadline, grade converts to:
Undergraduate	Fall	7th week, Spring semester	F (Failure)
Undergraduate	Spring/Summer	7th week, Fall semester	F (Failure)
Graduate	Fall	End of <b>next</b> year's Fall semester	N (Permanent Incomplete, no GPA calculation)
Graduate	Spring	End of <b>next</b> year's Spring semester	N (Permanent Incomplete, no GPA calculation)
Graduate	Summer	End of <b>next</b> year's Summer semester	N (Permanent Incomplete, no GPA calculation)

**Z:** Unofficial **Withdrawal**; This grade, assigned by an instructor, is to be assigned to students who have never or stopped attending classes provided that the student has not completed enough work to warrant a grade (including a failing grade). The Z grade does not calculate into the student's GPA. Missing grades will be converted to grades of Z for undergraduates and grades of N for graduate students.

### **Submitting Final Grades**

Grades must be posted online through MyNewSchool **within one week of the last day of your course**. You must submit a grade on time for each student even if you do not have complete coursework from all credit and certificate students. If a student requests an extension for submitting their work you may assign a grade of “I” and make arrangements with the student to complete the outstanding work. If a student has not completed enough of the coursework to warrant a grade nor requested an Incomplete, you must assign a grade of “Z”

Grades will be rolled to Academic History every evening. Once a grade has been rolled, you may not change it in MyNewSchool; you must submit a Change of Grade form to the Dean's Office. You can tell if a grade has rolled if "Yes" appears in the "Rolled" column next to the grade.

Timely submission of grades is essential. A student who has not received a grade for a course may be ineligible for financial aid, graduation, or admission to other institutions.

Faculty who are late in submitting grades will receive a warning letter that becomes a permanent part of the personnel file. Failure to submit grades in a timely fashion is a basis for discipline up to and including non-reappointment.

### **Grade Appeal Policy**

A student can petition for academic review of a grade by following the procedure outlined below within 60 days from the date the grade was posted. Before appealing for a change of grade, students are instructed to first ask the instructor to explain his or her reasons for assigning the grade. If students are not satisfied with the explanation, they can choose to appeal the grade as follows:

The student writes a letter to the faculty member stating clearly objection to the grade received and requesting a different grade. Letter is copied to the department chair or director, or, if the faculty member is also the department director, to the Dean or division director.

The instructor must return a written response to the student's letter within one month of receipt, likewise copied to the department chair or director (or the division Dean or director).

If the student is not satisfied with the faculty member's response, students have the option to appeal further by writing to the division Dean or director, who will designate another member of the administration or faculty to review the instructor's previous communications.

The person designated will convene an appeals committee to investigate outstanding differences and make a recommendation to the Dean or director. The Dean or director will make a final decision about the grade.

The grade review should be initiated and completed in a timely manner, typically by the completion of the semester following the grade in question. If the instructor happens to be the chair or director of the department or program in which the class is taught, the petition will be evaluated by the Vice Dean.

### **Change of Grade**

Final grades are subject to revision by the instructor with the approval of the Executive Dean's Office for one semester following the semester in which the course was offered. A Change of Grade Form can be found on your MyNewSchool page. Please email the completed form to Chrissy Roden ([rodenc@newschool.edu](mailto:rodenc@newschool.edu)).

Change of Grade Forms cannot be sent directly to the Registrar's Office. They must first be approved by the Executive Dean's Office.

*Note: After one semester has elapsed, all grades recorded in the University Registrar's Office become a permanent part of the academic record and no changes are allowed.* Requests for exceptions should be submitted to the Vice Dean.

### **Attendance Requirements for Degree Students**

The New school require faculty to take attendance for onsite and online courses in Starfish, a software that aids University efforts to identify attendance issues early and intervene before the behavior becomes habituated. Starfish may be accessed directly through Canvas. (See Attachment C)

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). If you are teaching a course that is offered for undergraduate or graduate credit, please check your roster and if any credit student stops attending your class notify Chrissy Roden, Director of Student Affairs, immediately at [rodenc@newschool.edu](mailto:rodenc@newschool.edu) or 212-229-5615. Once notified, the office will contact the student to verify that s/he has left the university and will then initiate an administrative withdrawal.

It is extremely important that we comply with these regulations because the university is held accountable for any funds awarded to students who have dropped out. Your cooperation is very much needed and appreciated.

### **Non-Credit Record of Attendance**

Non-credit students can request a non-credit record of attendance during the academic term in which they are registered. This record identifies the course and verifies the student's completion of the course. It is not an academic evaluation and does not provide a course grade. A non-credit record of attendance must be requested from the Registrar's Office in writing no later than four weeks before the final session of the course. A separate record is issued for each non-credit course; the non-refundable fee is \$20 per course. Please direct students to the Registrar's Office. *Faculty should not prepare or sign letters on behalf of individual students regarding class attendance or performance.* The New School does not maintain a permanent or official record of non-credit enrollment.

### **F.E.R.P.A**

To read about The Family Educational Rights and Privacy Act, or, take the online tutorial, go to

<http://www.newschool.edu/student-services/registrar/ferpa.aspx?s=7>

(NOTE: All faculty must complete this online FERPA tutorial.)

## **Offices**

### **Dean's Office**

The Dean's Office, in Room 310 at 66 West 12<sup>th</sup> Street, provides helpful resources and information for Part Time Faculty teaching at The New School.

### **Resource Room**

The Part Time Faculty Resource Room, located in Room 302 at 66 West 12<sup>th</sup> Street, is your place to check e-mail, print out class rosters, request supplies, pick up completed duplicating jobs, post grades, or to use as a quiet place to collect your thoughts before class.

### **Duplicating**

Duplicating is discouraged at The New School as the university strives to create a more sustainable, less wasteful campus. The greenest option for distributing course material available is to upload course content to Canvas or use "e-reserves" (see *below*) available through the library. For duplicating jobs that both meet the university's copyrighted materials guidelines (see *Attachment D*) and would not be more appropriately assembled off-campus as "course packs" (*Attachment E*) faculty should consult with their programs about using the program copy machine. If no machine is available, small duplicating requests can be requested in the Executive Dean's Office using one of the methods below:

Fill out a Duplicating Request Form in the Faculty Resource Room a week in advance and leave it in the Copy Request Bin. This should be the procedure for larger items and/or for requests that do not need to be ready for that day's session.

Email duplicating requests (as an attachment) to [NSPEInfo@newschool.edu](mailto:NSPEInfo@newschool.edu) with duplicating instructions and date required. (Generally, this request must be made at least 48 hours before the next class session.) Drop off small requests at 66 West 12<sup>th</sup> Street, Room 310 between the hours of 10am-5pm to be ready for pick-up the next day.

Although we try to complete all duplicating requests as soon as possible, official university policy is to deliver duplicated materials one week from the request date. Let us know if you'd like an e-mail notification sent to you when your duplicating is complete. All completed duplicating requests will be available for pick-up in the Faculty member's mail box, located outside the Faculty Resource Room, or in Room 310.

By Federal law, strict adherence to copyright protection is required. Guidelines regarding copyrighted material are outlined in *Attachment D*, along with a sample permission request letter and a blank form that you may use as a guide in requesting copyright permissions. Additional forms are available in the Faculty Resource Room.

### **E-Reserves**

Faculty can submit course material to the library for greater student access through the Course Reserves tab within Canvas (<https://canvas.newschool.edu/login>).

**Import readings from previous classes** - If you've had course readings in e-reserves before, you'll now be able to renew these readings for the current semester by clicking on the "Import" link. These readings will automatically go through the copyright clearance process, and you will be notified if there are any issues.

**Upload files** - faculty can upload their own readings and files into the course reserves area. Files will become visible to students once copyright permissions are cleared by library staff when necessary. Placing links to external sites will be immediately available to students.

**Get real-time updates on request status** - there is now a status column for each item. The status will show you in which stage of processing your material is and when it is visible to students. You can also sign up for email alerts of status updates.

**Organize items within your course** - our new interface enables you to arrange the sequence of readings in your course. You may drag items with your mouse to arrange readings.

**Tag items** - Faculty can also label, or "tag" readings that occur during specific class sessions. For example, if you want to tag readings for week 3, you can use the tag function with "week 3" so students can filter readings based on the tags you assign. When students click on the tag, only those readings tagged "week 3" will appear in their display.

### **Faculty Mailboxes**

Most undergraduate/continuing education part-time faculty members have a mailbox outside the Faculty Resource Room, 66 West 12th Street, Room 302; some have mailboxes in their department or program offices. Your mailbox is provided exclusively for New School related matters. This may include notes from students, completed duplicating requests, final papers and exams, communications from the Dean or university, etc. *No personal mail should be sent to your New School mailbox.*

### **Classroom Assignment**

Classrooms for courses are posted on MyNewSchool daily and in the Lobby of 66 West 12th Street. Your assigned classroom is available to you only for the dates and times your course is scheduled to meet. If there is a problem with your assigned classroom (such not enough chairs or technology limitations that cannot be solved by either Academic Technology or AV) please notify your department. If the problem is urgent, please contact [NSPEInfo@newschool.edu](mailto:NSPEInfo@newschool.edu) or 212.229.5615. Space is extremely limited, so only technology and pedagogical requests will be accommodated for room change.



## **Print Point Allocations**

Part time faculty receive print point allocations of \$30 at the beginning of each term. More information regarding this service please email the University IT Service Desk ([ITServiceDesk@newschool.edu](mailto:ITServiceDesk@newschool.edu))

## **Office of Student Affairs**

The Office of Student Affairs assists non-credit as well as general credit (not matriculated in a degree program) students in choosing appropriate courses. Students may also inquire at this office about academic policies for matriculated, general credit, or non-credit study. The Office of Student Affairs is located at 66 West 12<sup>th</sup> Street, room 401; 212.229.5615; e-mail [nspestudentaffairs@newschool.edu](mailto:nspestudentaffairs@newschool.edu).

## **Student Disability Services**

The New School seeks to foster an environment that encourages all students to reach their highest level of personal achievement. Through our various student programs and services, we emphasize the importance of recognizing and embracing individual differences. Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require that universities do not discriminate against otherwise qualified people with disabilities in university-sponsored programs and activities.

A student who has a disability is encouraged to self-identify to the director of Student Disability Services (see below). While there is no deadline by which to identify oneself as having a disability, early information can help ensure that reasonable accommodations are made prior to the start of the course. Once a student has self-identified, a meeting will be arranged with the Director to review appropriate medical documentation from a qualified clinician and to discuss individual needs and concerns. A student who feels the need to self-identify as having a disability but who has not yet been assessed should seek assistance from the director.

The director of Student Disability Services will issue an Academic Adjustment Notice to students who are entitled to accommodations. Students will give the Academic Adjustment Notice directly to the instructor. The notice lists accommodations that should be provided to the student.

Students are not required to disclose the nature of their disability. Sometimes, a student will not contact the director but will speak to a faculty member directly. In this situation, the faculty member should direct the student to the director to self-identify and/or request accommodations.

The Student Disability Services office suggests that faculty include the following statement on syllabi to inform students about the process for obtaining accommodations:

*"In keeping with the university's policy of providing equal access for students with disabilities, any student with a disability who needs academic accommodations is welcome to meet with me privately. All conversations will be kept confidential. Students requesting any accommodations will also need to meet with Jason Luchs in the Office of Student Disability Services. Mr. Luchs will conduct an intake, and if appropriate, provide an academic accommodation notification letter for you to bring to me. At that point, I will review the letter with you and discuss these accommodations in relation to this course."*

The Director of Student Disability Services is Jason Luchs, 80 5<sup>th</sup> Avenue, Rm. 323; 212.229.5626 x3135, email [studentdisability@newschool.edu](mailto:studentdisability@newschool.edu). Additional information is at [www.newschool.edu/student-disability-services](http://www.newschool.edu/student-disability-services)

## **Office of Public Programs**

The Office of Public Programs provides organizational and publicity assistance to the NSPE academic departments and institutes who present events. All New School students, faculty, staff and alumni may attend events for free unless

noted by showing their NewCard in advance at the box office or at the door. The Executive Dean's office strongly encourages all faculty and students to attend public programs as an augmentation to their curricula. Please visit [www.newschool.edu/events](http://www.newschool.edu/events) to view the upcoming calendar. The Office of Public Programs is located at 66 West 12<sup>th</sup> Street, room 202. You may contact the office at 212.229.5353 or, at [publicprograms@newschool.edu](mailto:publicprograms@newschool.edu). To contact the box office, please call 212.229.5488 or email at, [boxoffice@newschool.edu](mailto:boxoffice@newschool.edu).

## Resources

### **The NewCard**

A New School photo ID card is required to gain admittance to New School buildings and libraries. The ID authorization form can be obtained online at the Human Resources [link](#) or from your department.

Photos are taken daily during the period of in-person registration. (The ID photo schedule is given at the back of the *New School Bulletin*.) Library privileges and building access are valid only for the current academic term. NewCards are validated electronically. To obtain a NewCard, visit the NewCard Office at 72 Fifth Avenue (at 13<sup>th</sup> Street) Lower Level. New faculty and staff employees are also welcome to choose the photo that represents them at The New School. Please email an image file that clearly shows your face to [newcard@newschool.edu](mailto:newcard@newschool.edu) and identify yourself as faculty or staff. When you subsequently visit our office, we will print your ID with the image of your choice. Please make sure to bring some form of legal photo ID (driver's license, passport).

### **MyNewSchool.edu**

[MyNewSchool](#) is an access tool to the university's information system designed especially for students and faculty. Faculty use MyNewSchool to get rosters, confirm course schedules, post grades, and check personal information such as payroll, benefits information, and university announcements. Students use MyNewSchool to check class schedules, view grades and transcripts, see financial aid data, and check personal information.

To access MyNewSchool you must have a User Name which is the first part of your New School email address (ex: AllanacN). Your password must be set by you and can be done on the login page. ([account.newschool.edu](http://account.newschool.edu))

### **Audio/Visual Equipment**

Almost all rooms on campus are equipped with Audio/Visual equipment. A "smart room" is equipped with DVD/VCR/CD players, an LCD projector (with projection screen), and either a Mac or Windows computer.

If your classroom is not already equipped, audio/visual equipment is available for reservation. Requests must be made one week in advance using the online request form available through [MyNewSchool](#) under the faculty tab. Requests must be made anew for each term, even if the same course was offered the previous term. When your order is confirmed, you will receive a work order number. Keep this number with you when you teach and use it whenever you contact the AV office with questions or problems with your AV order. For information regarding AV materials or to report an equipment malfunction, please call the Audio/Visual Office at 212.229.5300 x4538.

To schedule a training session over how to use the AV equipment, contact [AVDept@newschool.edu](mailto:AVDept@newschool.edu).

### **Computer Labs**

The New School provides computer labs for student and faculty usage. For the locations and specifications of The New School's facilities please follow the link on the MyNewSchool site.

<http://www.newschool.edu/information-technology/lab-locations/>

## **Degree Works**

Degree Works is an online tool that allows you to track your advisee's progress towards completing their degree. This system will show a student's degree audit-a comprehensive breakdown of the graduation requirements for his/her degree and major/program of study. You can use Degree Works to map out your advisee's remaining semesters, including: planning class schedules, calculating their GPA, and exploring a change of major or program. Access to Degree Works can be found under the 'Employee' tab in MyNewSchool.

## **Student Success Network (Starfish)**

We are now in our third year of using the Student Success Network, which allows you to post your appointment times online; see profiles and photos of students you teach; record attendance and have automatic alerts if a student misses two or more classes; complete mid-semester evaluations digitally and report on student progress; refer students to advising, tutoring, and other support services; and more. For more information please visit [www.newschool.edu/faculty/student-success](http://www.newschool.edu/faculty/student-success) or email [studentsuccess@newschool.edu](mailto:studentsuccess@newschool.edu)

## **Faculty Bios**

Faculty will be able to maintain their own bio through a self-service site.

### **Login:**

Go to this link: [www.newschool.edu/faculty-bio-manager/](http://www.newschool.edu/faculty-bio-manager/)

Enter your full New School email (username@newschool.edu) and use your N-Number (ID Number) as your password.

### **Default Profile/Bio**

Your biographical information may be populated from multiple sources. Some faculty may have multiple bios from different schools, if that is the case please edit information from secondary bios into the "Default Profile/Bio" field. The updated information in the "Default Profile/Bio" should be to be division/school agnostic and reflective of all of your teaching efforts across the university. Once complete, **delete the content from the additional bio fields**. The next time you login to update your bio you will no longer see the additional bio fields.

*Note: Please do not paste directly from Microsoft Word into a rich text field, doing so can result in your profile not displaying. Always use the "Paste Plain Text" button when pasting text and reformat using the tools provided.*

### **Portfolio/External Links**

Use this field to include links to any outside documents (CV/Syllabi) or sites you would like to include. Put the title of a page in the field "Portfolio Display Name #," and put the URL you would like to link to in the corresponding field "Portfolio URL/Link #."

### **Photo**

Your photo is populated through the University Directory. If you would like to update your photo, an updated photo can be submitted directly to [newcard@newschool.edu](mailto:newcard@newschool.edu). All photos must meet these specifications as delineated by Card Services:

- It is strongly advised that photos have a white or off-white (neutral) background.
- Photos must be in a .jpg format.
- Please name photo with your last name and N number (i.e. LASTNAME\_N01234567.jpg)
- Head shot should be positioned directly facing the camera.
- Photo should capture from slightly above top of hair to middle of chest.
- Eyes should be open and facing the camera.

- Eyeglasses should be worn if normally used. Include headpieces if worn daily for religious purposes; they should not obscure or cast shadows on the eyes or any other part of the face.
- Photos submitted to Card Services will be reviewed and uploaded based on their review and workflow.

If you have any questions or problems, direct them “ATTN: Faculty Bio” via the NSPE email ([NSPEInfo@newschool.edu](mailto:NSPEInfo@newschool.edu))

## **Library Resources**

An introduction to the New School libraries can be found on the Internet at [library.newschool.edu](http://library.newschool.edu). Faculty may borrow at the university’s three libraries and may also use our consortium libraries. Note: All degree students have access and borrowing privileges at university and consortium libraries. General-credit and non-credit students have access and borrowing privileges only at Fogelman Library.

To enter any of the libraries, you need a current New School ID. To borrow books, you must obtain a barcode for your New Card at the Fogelman Library.

### ***University libraries:***

**The Raymond Fogelman Library**, 55 West 13<sup>th</sup> Street, 1<sup>st</sup> floor (212) 229-5307. The social sciences and philosophy are the core of the book and journal collection (180,000 volumes). The large reserve collection supports all subjects taught at The New School.

**The New School University Center Library**, 63 5th Ave, Sixth Floor (212) 229-5307 x4121

**The New School Archives/Kellen Design Archives**, 66 5th Ave, Lobby Level (212) 229-5942

**The Adam and Sophie Gimbel Design Library** (Parsons School of Design), 2 West 13th Street (212) 229-8914. The collection (49,000 volumes) supports the Parsons curriculum of fine arts, art history, architecture, and the various disciplines of graphic, product, interior, and fashion design.

**The Harry Scherman Library** (Mannes College of Music), 150 West 85th Street, (212) 580-0210 x232. The circulating collection (43,000 volumes) includes books on music history, literature, theory, and analysis, and music scores. The reference collection also includes audio recordings. Emphasis is on classical music.

Any of the three libraries may be able to arrange a research-oriented session for your class. Please call the appropriate reference desk as far in advance as possible to make arrangements.

### ***Consortium libraries:***

The New School is a member of the Research Library Association of South Manhattan, our library consortium. Other members are New York University, the Cooper Union for the Advancement of Science and Art, and the New York Academy of Art with the following libraries:

**The Elmer Holmes Bobst Library** (NYU), 70 Washington Square South. Bobst Library, with a large open stack collection of 2.7 million volumes, is a valuable resource for New School faculty and degree students. The collection is strong across many subject areas.

**Institute of Fine Arts** (NYU), 1 East 78th St. at Fifth Avenue. In addition to art, this non-circulating collection is strong in ancient, Near Eastern, and classical archaeology.

**Courant Institute of Mathematics** (NYU), 251 Mercer St. Mathematics and computer science.

**The Cooper Union Library**, 41 Cooper Square (7th Street at Third Avenue). The collection (86,000 volumes) is strong in architecture, art, and engineering. Most architecture books are in open stack reserve and do not leave the library.

**The New York Academy of Art**, 419 Lafayette St. This is a small non-circulating collection, specializing in figurative art.

The New School is also a member of the New York Metropolitan Reference and Research Library Agency METRO, which provides on-site reading access to the collections of 245 academic, public, and specialized libraries in the New York City area. For information about Metro referral cards, ask a reference librarian at any New School library.

## **University Learning Center**

The University Learning Center (ULC) is open to any student taking a course for credit at The New School. Writing tutors work one on one with students on all aspects of the writing process, from developing ideas to improving technical skills to final revisions. If any credit students in your course might profit from this service, please do not hesitate to refer them to the ULC. If you refer a student to the center for assistance with a particular writing assignment, it is helpful to provide a copy of the original assignment to the ULC.

Also, faculty can arrange for a tutor from the ULC to come to your class to do an in-class workshop. This is an opportunity for one of the ULC tutors to explain the online scheduling system, discuss tutoring policies, and answer questions. Schedule workshops by clicking on “University Writing Center Workshop Request” from the “Faculty” tab in MyNewSchool.

The Learning Center is located at 66 West 12<sup>th</sup> Street, 6<sup>th</sup> Floor To make an appointment, students may go to the center’s website at [www.newschool.edu/admin/writingcenter/index.html](http://www.newschool.edu/admin/writingcenter/index.html), or call 212.229.5121.

## **Security**

The New School has undertaken many measures to provide a safe and secure environment for faculty, students, and staff. One of the most important is the use of security guards at all entrances to campus facilities. Security guards are responsible for maintaining a safe and secure environment. In fulfilling that responsibility, they may make inquiries of persons, ask for photo ID cards, maintain a sign-in list of visitors, and remove individuals from university facilities if necessary.

### **Security Desks**

66 West 12th Street	(212) 229-5420
	(212) 229-5437
65 West 11th Street	(212) 229-5420
	(212) 229-5437
2 West 13th Street	(212) 229-5448
66/68 Fifth Avenue	(212) 229-5445
55 West 13th Street	(212) 229-5165
25 East 13th/26 East 14th Street	(212) 229-5455

Emergency Hotline for Facilities and Security Emergencies Outside of Business Hours: (212) 229-5165.

## **New School Alerts**

New School Alerts is a notification system to provide quick and reliable information to students, faculty, and staff regarding potential or actual emergencies. The New School Alerts system will send messages to cell phones (text and voice), landlines, and email addresses during a crisis or urgent situation. The system might be used, for example, to alert about weather-related school closings or a situation that could affect safety on campus. To register for New School alerts, sign in to [MyNewSchool](#) and click on the New School tab.

## **Personal Property**

Do not leave your personal property unattended. The New School is not responsible for loss or damage of personal property.

**Accidents and Emergencies**

In the event of an accident or illness requiring an ambulance, call 911. Then inform the security guard of the facility that you have called 911, either in person or by calling 212.229.5101, or 212.229.5165

**Student Health Services**

Student Health Services is located at 80 5th Ave., 3rd floor.  
212-229-1671, option #2 - medical services.

Student Health Services provides medical care, psychological services and preventive education for students across The New School. To aid faculty and staff, Student Health Services has created a helpful guide, “Fostering Student Health and Well-Being”, which can be careful resource to faculty in the classroom. It can be downloaded under the Related Links tab here: [www.newschool.edu/student-services/health-services/](http://www.newschool.edu/student-services/health-services/)

Any questions you have related to students and their wellbeing can be directed to Chrissy Roden. Dir. of Student Affairs, at [RodenC@newschool.edu](mailto:RodenC@newschool.edu).

The New School Fall 2015 - 15 week courses						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug 30	31 First Day of Classes	Sep 1 1	2 1	3 1	4 1	5 —
6 —	7 Labor Day	8 2	9 2	10 2	11 2	12 1
13 Rosh Hashanah Evening 4/~	14 Rosh Hashanah	15 3	16 3	17 3	18 3	19 2
20 1	21 2	22 Yom Kippur Evening 4/~	23 Yom Kippur	24 4	25 4	26 3
27 2	28 3	29 4/5	30 4	Oct 1 5	2 5	3 4
4 3	5 4	6 5/6	7 5	8 6	9 6	10 5
11 4	12 5	13 6/7	14 6	15 7	16 7	17 6
18 5	19 6	20 7/8	21 7	22 8	23 8	24 7
25 6	26 7	27 8/9	28 8	29 9	30 9	31 8
Nov 1 7	2 8	3 9/10	4 9	5 10	6 10	7 9
8 8	9 9	10 10/11	11 10	12 11	13 11	14 10
15 9	16 10	17 11/12	18 11	19 12	20 12	21 11
22 10	23 11	24 (Wed. classes meet) 12	25 —	26 Thanks —	27 giving —	28 —
29 —	30 12	Dec 1 12/13	2 13	3 13	4 13	5 12
6 11	7 13	8 13/14	9 14	10 14	11 14	12 13
13 12	14 14	15 14/15	16 15	17 15	18 15	19 14
20 13	21 15	22 (Day Classes do not meet)	23	24	25	26
* On Tues., Nov. 24, classes follow a Wed. schedule. Tues. classes do not meet this week. * On Tues., Dec 22, daytime classes do not meet.						

The New School Spring 2016 - 15 week courses						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 24	25 First Day of Classes	26 1	27 1	28 1	29 1	30 1
31 1	Feb 1 2	2 2	3 2	4 2	5 2	6 2
7 2	8 3	9 3	10 3	11 3	12 3	13 3
14 3	15 President's Day holiday	16 4	17 4	18 4	19 4	20 4
21 4	22 4	23 5	24 5	25 5	26 5	27 5
28 5	29 5	Mar 1 6	2 6	3 6	4 6	5 6
6 6	7 6	8 7	9 7	10 7	11 7	12 7
13 7	14 7	15 8	16 8	17 8	18 8	19 8
20 8	21	22	23	24	25	26
Spring Break						
27 —	28 8	29 9	30 9	31 9	Apr 1 9	2 9
3 9	4 9	5 10	6 10	7 10	8 10	9 10
10 10	11 10	12 11	13 11	14 11	15 11	16 11
17 11	18 11	19 12	20 12	21 12	22 12	23 12
24 12	25 12	26 13	27 13	28 13	29 13	30 13
May 1 13	2 13	3 14	4 14	5 14	6 14	7 14
8 14	9 14	10 15	11 15	12 15	13 15	14 15
15 15	16 Classes & Exams end 15	17	18	19	20 Graduation	21

# THE NEW SCHOOL

*Tim Marshall, Provost*

## REGISTRATION POLICIES

Dear Colleagues:

Earlier this summer, the Deans and I approved a substantive policy revamp of our registration and related academic policies effective Fall 2015. These policy changes were brought about because we need to ensure that our policies are more student-friendly, equitable and transparent, and that they ensure a more responsible use of resources.

After receiving substantive feedback from key stakeholders around campus, I am confident that these policy changes will allow for better educational outcomes for our students. I wanted to take a few moments to go over the highlights of these policy changes with you.

### **Add/Drop Period (for full semester courses)**

- The "drop" period (no notation on the transcript) will extend to the fifth week of the term.
- The "withdrawal" period (W on the transcript) will occur from the sixth week to the twelfth week. After the twelfth week, an advisor's permission is required for a student to withdraw.

### **Refund Policy**

- The refund policy will allow for a 100% refund for the first week of classes, with reduced refund gradations in weeks thereafter. No refund will be approved after the fifth week of a course.

### **Unofficial Withdrawals and Withdraw/Failing Grades**

- The Withdraw/Failing grade "WF" will be eliminated. It will be replaced by the "Z" grade (Unofficial Withdrawal). Faculty may record a grade of "Z" for students who have stopped attending classes at the end of the course, provided that the student has not completed enough work to warrant a grade (including a failing grade). Faculty must provide a last day of attendance when submitting a Z grade. The Z grade does not calculate into the student's GPA.

### **Pass/Unsatisfactory Option for Undergraduates**

- Undergraduate students will now have the ability to elect a pass/unsatisfactory option, which must be approved by their advisor.
- Courses may not count towards a student's undergraduate major or minor requirements, and only a maximum of 12 credits can apply to a degree program.

You can access the complete text of policy changes [here](#). This represents a substantive shift in our approach to the student registration policy and we want to be sure we can assist you in any way in interpreting and executing these policies. Should you require any assistance, please do not hesitate to contact University Registrar Larry Fillian at [fillianl@newschool.edu](mailto:fillianl@newschool.edu).

My best wishes for a successful fall term.



## THE NEW SCHOOL

*Tim Marshall, Provost*

### TAKING ATTENDANCE IN STARFISH

Dear Faculty,

To help you meet your requirement to record attendance in your course(s), The New School asks that you take attendance for onsite and online courses in Starfish, a software that aids University efforts to identify attendance issues early and intervene before the behavior becomes habituated. In addition, as an institution that receives federal aid, **the Department of Education (DOE) requires The New School to accurately report on students' last date of attendance for federal aid recipients in a timely manner in order to determine student's federal aid refunds.** Starfish is a quick and easy tool to help faculty meet their requirement to record attendance.

Here is an introduction to Starfish:

- Starfish may be accessed directly through Canvas - no separate login is needed
- Starfish includes the Student ID photo so you can easily identify the student
- Taking attendance in Starfish is quick. Starfish defaults attendance to present, only select on the students who were absent or tardy
- Students can see the exact dates they have been marked as absent or tardy for your course in their Starfish account
- Students and academic advisors are sent automatic notice if students have been marked as missing two or more classes. This does not require action from the faculty beyond entering attendance in the first place.

A two-minute instructional video for the Starfish Attendance feature, as well as other Starfish resources for faculty, may be found [here](#).

## Copyrighted Materials Guidelines

### GUIDELINES FOR MAKING MULTIPLE COPIES OF COPYRIGHTED MATERIALS FOR CLASSROOM USE AT THE NEW SCHOOL

#### Statement on Copyright

The New School for Social Research and its community, including staff, faculty, and students, adhere to the Copyright Laws of the United States, including recognition of the fair use doctrine in connection with educational activities, regarding the reproduction and distribution of any items authored by others, e.g., written materials, images, graphics, musical compositions, sound recordings, photographs, electronically transmitted and received materials, or video recordings.

Under the Copyright Laws, one needs to acquire, with certain limitations, the permission of the author, publisher, or other copyright owner of a creative, original work fixed in any tangible medium of expression from which the work can be perceived, reproduced, or otherwise communicated either directly or with the aid of a machine or device to reproduce, copy, or otherwise display or transmit such a work or a derivative thereof. The copyright affixes to the work upon its creation and initial distribution or exhibition, with or without of a written notice from the copyright owner. And although ideas may not be copyrighted, most any other original work may.

The Copyright Laws do permit fair use reproductions (without permission of the copyright owner) and copying of the work for certain purposes, such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. However, recent court decisions and legislative guidelines have narrowed the amount of a work and the number of copies of such work that may safely be deemed fair use duplication.

Anyone in the University community who willfully disregards the Copyright Laws does so at his or her own risk and liability. The University publicizes from time to time guidelines and copyright practices and procedures, which will apply to varying types of published and unpublished materials which are used in the University setting, e.g., literary works, musical compositions, visual and graphic works, or electronically transmitted materials. These guidelines are intended to aid the University community in complying with the Copyright Laws, but following these guidelines will not substitute for following those laws.

#### What is the Fair Use Doctrine?

The Fair Use Doctrine (section 107 of the U.S. copyright law) permits, in limited situations, the reproduction of copyrighted works without obtaining the copyright owner's permission. These guidelines are generally accepted as establishing minimum permissible conduct for making unauthorized copies. If you are in doubt about whether your duplication need falls under these guidelines, SEEK PERMISSION!

1. Unauthorized copying may not be used to create, replace, or substitute for anthologies, compilations, or collective works, whether they are bound or handed out separately.
2. Unauthorized copies may not be made of workbooks, exercises, standardized tests, test booklets, answer sheets, and the like.
3. Unauthorized copying cannot substitute for purchase of books, publishers' reprints, or periodicals.
4. Unauthorized copying may not be authorized by an Associate Dean, a Chair, or a Director of a department.
5. An instructor may not copy the same item from term to term without authorization.
6. If copying costs are paid by students, the charge to students may not exceed the cost of copying.

The regulations do permit an exception to the above whereby unauthorized photocopying is permitted if all the following conditions are met: the instructor has spontaneously selected the material and the inspiration, decision to use it, and moment of its actual use for maximum effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission. However, the following limitations apply:

- If a complete article, story or essay is copied, that work is less than 2,500 words.
- If a portion of a prose work is copied, the excerpted portion is no longer than 1,000 words or 10% of the work, whichever is shorter.
- If a chart, graph, diagram, drawing, cartoon, or picture is copied, not more than one such illustration is copied per book or per periodical issue.

- If a short poem of not more than 250 words or an excerpt of not more than 250 words from a longer poem is copied and printed on not more than two pages.
- The copying is for only one course in the school.
- No more than one short poem, article, story, or essay or two excerpts are copied from the same author. In addition, no more than three works or excerpts may be copied from the same collective work or periodical volume during one class term and no more than nine instances of such multiple copying may occur for one course during one term. (This guideline does not apply to current news periodicals, newspapers, and current news sections of other periodicals .)
- The original copyright notice must appear on all copies of the work.

When in doubt about the status of a work, it is best to get in contact with the publisher's copyright permissions department to determine whether the work is still under copyright or in the public domain.

#### Guidelines for Requesting Permission to Make Multiple Copies

How to request permission to photocopy:

1. Make your request well in advance of your class, (at least one month), to allow time for a response. (You should not assume that permission was granted if you do not receive a response.)
2. In your request for permission, be sure to include the following information: title, author and/or editor, ISBN or ISSN number, edition of materials to be duplicated, exact material to be used, giving amount, page and chapter numbers (provide a photocopy if possible), number of copies to be made, proposed use, form of distribution, whether or not the materials are to be sold and the type of reprint. See the sample letter (next page) or, for your convenience, feel free to photocopy the blank permission request form that follows.
3. The Association of American Publishers recommends that your request be directed to the publisher's Copyright and Permissions Department not to the author.

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Contact: Francine Sigismondi, or Angela Autuoro at 212.675.5500 x221 or 222.

Coursepacks at Barnes & Noble:

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## **Shakespeare & Co.**

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Phone: 212.529.1330

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Email: [Rebecca@shakespeare-nyc.com](mailto:Rebecca@shakespeare-nyc.com)

[www.shakeandco.com](http://www.shakeandco.com)

To order books from Shakespeare & Co., you can either e-mail (preferred) or fax (212.965.9684) the following information to Rebecca Lambrecht ([Rebecca@shakespeare-nyc.com](mailto:Rebecca@shakespeare-nyc.com))

- Course Code and Title
- Expected Enrollment
- Book Title
- Author
- ISBN (if available)
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Email: [textbooks@bluestockings.com](mailto:textbooks@bluestockings.com)

[www.bluestockings.com](http://www.bluestockings.com)

## **Village Copier Services** (coursepacks)

20 East 13th Street

New York, NY 10003

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Email: [ACCInc552@aol.com](mailto:ACCInc552@aol.com)

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# SCHOOLS OF PUBLIC ENGAGEMENT

**Executive Dean's Office** (66 West 12<sup>th</sup> Street, 3<sup>rd</sup> floor) **212.229.5613**

Executive Dean: **Mary Watson** - [WatsonM@newschool.edu](mailto:WatsonM@newschool.edu)

**Thelma Armstrong**, Executive Asst. to the Dean - (x2132) [ArmstroT@newschool.edu](mailto:ArmstroT@newschool.edu)

**Ned Frame**, Executive Secretary - (x2103) [EFrame@newschool.edu](mailto:EFrame@newschool.edu)

**Pam Tillis**, Dir. of Public Programs - (x2152) [TillisP@newschool.edu](mailto:TillisP@newschool.edu)

## Academic Affairs

### *"Academic Planning Team"*

**Nicholas Allanach**, Dir. of Academic Operations - (x2101) [AllanacN@newschool.edu](mailto:AllanacN@newschool.edu)

Supports **School of Media Studies & Milano School of Int. Affairs, Mgmt., & Urban Policy**

**Leah Iannone**, Asst. Dir. of Academic Operations - (x2420) [IannoneL@newschool.edu](mailto:IannoneL@newschool.edu)

Supports **School of Language Learning and Teaching & School of Writing**

**Jaclyn Maffiore Novak**, Asst. Dir. of Academic Operations - (x1480) [NovakJ@newschool.edu](mailto:NovakJ@newschool.edu)

Supports **School of Undergraduate Studies**

**Suk Mei Man**, Dir. of Academic Systems - (x2102) [ManS@newschool.edu](mailto:ManS@newschool.edu)

## Social Engagement and Educational Innovation

**Michele Kahane**, Assoc. Dean of Social Engagement & Ed. Innovation - (x1217) [KahaneM@newschool.edu](mailto:KahaneM@newschool.edu)

## Student Affairs (66 West 12<sup>th</sup> Street, 401)

**Chrissy Roden**, Dir. of Student Affairs - (x2150) [RodenC@newschool.edu](mailto:RodenC@newschool.edu)

**Vanessa Reich**, Asst. Dir. of Student Affairs - (x1102) [ReichV@newschool.edu](mailto:ReichV@newschool.edu)

## Faculty Affairs

**Gustav Peebles**, Assoc. Dean for Faculty Affairs - (x2998) [PeeblesG@newschool.edu](mailto:PeeblesG@newschool.edu)

**Cecilia Ponte**, Dir. of Faculty Affairs - (x2448) [PonteC@newschool.edu](mailto:PonteC@newschool.edu)

## Budget and Administration (66 West 12<sup>th</sup> Street, 200)

**Dansha Cai**, Senior Dir. of Budget & Planning - (x2416) [CaiD@newschool.edu](mailto:CaiD@newschool.edu)

**Dirk Van Stee**, Mgr. of Administrative Services - (x2798) [VanSteeD@newschool.edu](mailto:VanSteeD@newschool.edu)

## Office of Development (79 5<sup>th</sup> Ave., 17<sup>th</sup> Floor)

**Mark Gibbel**, Chief Development Officer - (x3600) [GibbelM@newschool.edu](mailto:GibbelM@newschool.edu)

**Rebecca Grandstrand**, Development Asst. - (x3194) [GrandstR@newschool.edu](mailto:GrandstR@newschool.edu)

**Milano School** (72 5<sup>th</sup> Ave., floors 4-7 and 66 West 12<sup>th</sup> Street, 6<sup>th</sup> floor) **212.229.5400**

Dean: **Michelle DePass** - [DePassM@newschool.edu](mailto:DePassM@newschool.edu)

**Nina Khrushcheva**, Assoc. Dean - (x2073) [KhruschN@newschool.edu](mailto:KhruschN@newschool.edu)

**Nana Amoah-Kusi**, Executive Secretary - (x3416) [AmoahKun@newschool.edu](mailto:AmoahKun@newschool.edu)

**Minerva Muzquiz**, Dir. of Administration - (x1203) [MuzquizM@newschool.edu](mailto:MuzquizM@newschool.edu)

**Lauretha Slaughter**, Dir. of Student Affairs - (x1107) [SlaughtL@newschool.edu](mailto:SlaughtL@newschool.edu)

**Hyacinth Sargeant**, Asst. Dir. of Administrative Services - (x1207) [HSARGEAN@newschool.edu](mailto:HSARGEAN@newschool.edu)

#### Career Services

**Carol Anderson**, Dir. of Career Development and Placement - (x1109) [AndersoC@newschool.edu](mailto:AndersoC@newschool.edu)

**Sharon Reid**, Asst. Dir. of Career Development and Placement - (x1213) [ReidS@newschool.edu](mailto:ReidS@newschool.edu)

#### Academic Programs, Administrative Staff

**Phil Akre**, Asst. Dir., Studley Grad. Program in Int. Affairs - (x2421) [AkreP@newschool.edu](mailto:AkreP@newschool.edu)

**Fabiola Berdiel**, Asst. Dir. of the International Field Program - (x2454) [BerdielF@newschool.edu](mailto:BerdielF@newschool.edu)

**Suzanne Bostwick**, Program Mgr., Mgmt. and Urban Policy - (x1601) [BostwicS@newschool.edu](mailto:BostwicS@newschool.edu)

#### Academic Programs, Faculty Directors and Chairs

**Stephen Collier**, Dir. of Studley Grad. Program in Int. Affairs - (x2413) [CollierS@newschool.edu](mailto:CollierS@newschool.edu)

**Sakiko Fukuda-Parr**, Chair, Development, Grad. Program Int. Affairs [FukudaPS@newschool.edu](mailto:FukudaPS@newschool.edu)

**Sean Jacobs**, Chair, Media & Culture, Grad. Program Int. Affairs - (x2446) [jacobss@newschool.edu](mailto:jacobss@newschool.edu)

**Everita Silina**, Chair, Governance and Rights, Grad. Program Int. Affairs [SilinaE@newschool.edu](mailto:SilinaE@newschool.edu)

**Michael Cohen**, Chair, Cities & Social Justice, Grad. Program Int. Affairs - (x2143) [cohenm2@newschool.edu](mailto:cohenm2@newschool.edu)

**Ana Baptista**, Assoc. Dir., Tishman Environment and Design Center - (x4766) [BaptistA@newschool.edu](mailto:BaptistA@newschool.edu)

**Alec Gershberg**, Chair, Urban Policy and Analysis and Mgmt. - (x1412) [Gersh@newschool.edu](mailto:Gersh@newschool.edu)

**Michael Park**, Chair, Nonprofit Mgmt., Organization Change Mgmt. - (x1515) [SrinivaN@newschool.edu](mailto:SrinivaN@newschool.edu)

**Darrick Hamilton**, Dir., PhD in Public and Urban Policy - (x1514) [HamiltoD@newschool.edu](mailto:HamiltoD@newschool.edu)

### School of Media Studies (79 5<sup>th</sup> Ave., 16<sup>th</sup> Floor) 212.229.8903

Dean: **Anne Balsamo**, (x4238) [BalsamoA@newschool.edu](mailto:BalsamoA@newschool.edu)

**Christiane Paul**, Assoc. Dean - (x8903) [PaulC@newschool.edu](mailto:PaulC@newschool.edu)

**Laurrice Morgan-Eady**, Executive Secretary - (x4326) [MorganEL@newschool.edu](mailto:MorganEL@newschool.edu)

**Janelle McKenzie**, Dir. of Administration - (x3979) [McKenziJ@newschool.edu](mailto:McKenziJ@newschool.edu)

**Dale MacDonald**, Dir. of Creative Technologies - [MacDonad@newschool.edu](mailto:MacDonad@newschool.edu)

**Rosalie McManis**, Asst. Dir. of Technical Operations - (x4227) [McManisR@newschool.edu](mailto:McManisR@newschool.edu)

**Tracy Varites**, Program Mgr. – (x4118) [VaritesT@newschool.edu](mailto:VaritesT@newschool.edu)

**Liana Bailey**, Events and Communications Coord. – (x4036) [BaileyL@newschool.edu](mailto:BaileyL@newschool.edu)

#### Program Leadership

**Melissa Friedling**, Dir. of Undergraduate Programs - (x4306) [FriedliM@newschool.edu](mailto:FriedliM@newschool.edu)

**Dawnja Burris**, Dir. of Graduate Studies - (x4067) [Dawnja@newschool.edu](mailto:Dawnja@newschool.edu)

**Paul Hardart**, Dir. of Media Management - (x4061) [HardartP@newschool.edu](mailto:HardartP@newschool.edu)

**Deanna Kamiel**, Dir. of Grad Certificate in Documentary Studies - (x4058) [KamielD@newschool.edu](mailto:KamielD@newschool.edu)

### School of Undergraduate Studies (66 West 12<sup>th</sup> Street, 9<sup>th</sup> Floor) 212.229.5119

Dean: **Laura Auricchio** - [AuricchL@newschool.edu](mailto:AuricchL@newschool.edu)

**Yvonne Garrett**, Executive Secretary - (x2490) [GarrettY@newschool.edu](mailto:GarrettY@newschool.edu)

**Juana Kennedy**, Dir. of Administration - (x2417) [KennedyJ@newschool.edu](mailto:KennedyJ@newschool.edu)

**Tracyann Williams**, Dir. of Academic Advising - (x2407) [WilliamT@newschool.edu](mailto:WilliamT@newschool.edu)

**Cathy Gibbons**, Dir. of Experiential Learning - [GibbonsC@newschool.edu](mailto:GibbonsC@newschool.edu)

**Van Lee**, Senior Academic Advisor - (x3420) [LeeV@newschool.edu](mailto:LeeV@newschool.edu)

**Brandon Fischer**, Program Mgr. - (x2784) [FischerB@newschool.edu](mailto:FischerB@newschool.edu)

**Kemi Soyaju**, Program Mgr. - (x5124) [SoyajuK@newschool.edu](mailto:SoyajuK@newschool.edu)

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

**Michelle Materre**, Director of Curriculum - (x2393) [MaterreM@newschool.edu](mailto:MaterreM@newschool.edu)

**Terri Gordon**, Chair, Ethics, Power and Justice - (x2389) [GordonT@newschool.edu](mailto:GordonT@newschool.edu)  
**Julia Foulkes**, Chair, Arts and Social Engagement - (x2388) [FoulkesJ@newschool.edu](mailto:FoulkesJ@newschool.edu)  
**Claire Potter**, Chair, Gender, Sexuality, Race and Ethnicity Studies - [claire.potter@newschool.edu](mailto:claire.potter@newschool.edu)  
**Lisa Rubin**, Chair, Psychology - (x3104) [RubinL@newschool.edu](mailto:RubinL@newschool.edu)  
**Fabio Parasecoli**, Director, Food Studies Initiatives - (x3908) [ParasecF@newschool.edu](mailto:ParasecF@newschool.edu)  
**Bea Banu**, Chair, Food Studies. - (x4173) [BanuB@newschool.edu](mailto:BanuB@newschool.edu)  
**Val Vinokur**, Chair, Literary and Cultural Studies. - (x2238) [VinokurV@newschool.edu](mailto:VinokurV@newschool.edu)  
**Charles Allison**, Chair., Management, Leadership, and Entrepreneurship. - [AllisonC@newschool.edu](mailto:AllisonC@newschool.edu)

#### **Thematic Interdisciplinary Programs**

**Jonathan Bach**, Chair, Global Studies, [BachJ@newschool.edu](mailto:BachJ@newschool.edu)  
**Timon McPhearson**, Chair, Environmental Studies - (x3220) [timon.mcphearson@newschool.edu](mailto:timon.mcphearson@newschool.edu)  
**Laura Liu** Chair, Urban Studies - (x2276) [LiuL@newschool.edu](mailto:LiuL@newschool.edu)

#### **Language Learning and Teaching (66 West 12<sup>th</sup> Street, 6<sup>th</sup> Floor.)**

##### **Foreign Languages**

**Raúl Rubio**, Chair - (x2368) [rubior@newschool.edu](mailto:rubior@newschool.edu)

##### **English Language Studies 212.229.5372**

**Caitlin Morgan**, Dir. of ELS - (x4298) [MorganC@newschool.edu](mailto:MorganC@newschool.edu)

**Jacqueline Smith**, ELS Coord. - [SmithJ@newschool.edu](mailto:SmithJ@newschool.edu)

##### **MA in Teaching English as to Speakers of Other Languages (68 Fifth Ave., Mezz.) 212.229.5372**

**Lesley Painter-Farrell**, Dir. - (x4171) [PainterL@newschool.edu](mailto:PainterL@newschool.edu)

#### **School of Writing (66 West 12<sup>th</sup> Street, 5<sup>th</sup> Floor) 212.229.5611**

Director: **Luis Jaramillo** - (x2346) [JaramillL@newschool.edu](mailto:JaramillL@newschool.edu)

**Justin Sherwood**, Executive Secretary - (x2344) [Sherwooj@newschool.edu](mailto:Sherwooj@newschool.edu)

**Lori Lynn Turner**, Assoc. Dir. of Administration - (x2337) [TurnerL@newschool.edu](mailto:TurnerL@newschool.edu)

**Laura Cronk**, Assoc. Dir. of Undergraduate Curriculum, - (x2435) [CronkL@newschool.edu](mailto:CronkL@newschool.edu)

**Honor Moore**, Nonfiction Coord., [MooreH@newschool.edu](mailto:MooreH@newschool.edu)

**David Lehman**, Poetry Coord. - (x2340) [LehmanD@newschool.edu](mailto:LehmanD@newschool.edu)

**Helen Schulman**, Fiction Coord. - (x2341) [SchulmaH@newschool.edu](mailto:SchulmaH@newschool.edu)

#### **- INSTITUTES, CENTERS, & INITIATIVES -**

#### **Center for New York City Affairs (72 5th Ave.) 212.229.5400**

**Kristen Morse**, Director - (x2314) [morsek@newschool.edu](mailto:morsek@newschool.edu)

**Clara Hemphill**, Inside Schools Editor - (x1521) [hemphilc@newschool.edu](mailto:hemphilc@newschool.edu)

**Kendra Hurley**, Senior Editor - (x1501) [HurleyK@newschool.edu](mailto:HurleyK@newschool.edu)

#### **Community Development Finance Project (72 5th Ave.) 212.229.5400**

**Charles Allison**, Dir. - [AllisonC@newschool.edu](mailto:AllisonC@newschool.edu)

#### **Equity for Children**

**Charles Allison**, Dir. - [AllisonC@newschool.edu](mailto:AllisonC@newschool.edu)

**Institute for Retired Professionals (IRP) (66 West 12<sup>th</sup> Street, 5<sup>th</sup> Floor) 212.229.5682**

**Michael Markowitz** Dir - (x2336) [MarkowiM@newschool.edu](mailto:MarkowiM@newschool.edu)

**Amy Brener**, Senior Office Asst. - (x2335) [IRP@newschool.edu](mailto:IRP@newschool.edu)

**Observatory on Latin America**

**Michael Cohen**, Dir. - [CohenM2@newschool.edu](mailto:CohenM2@newschool.edu)

**Vera List Center for Art and Politics (66 West 12<sup>th</sup> Street, 9<sup>th</sup> Floor) 212.229.2436**

**Carin Kuoni**, Dir. - (x2386) [KuoniC@newschool.edu](mailto:KuoniC@newschool.edu)

**Emily Donnelly**, Mgr, Programs and Administration - (x2436) [donnellye@newschool.edu](mailto:donnellye@newschool.edu)

(updated on 1/14/16)

NOTE: Any adjustments to the above information should be directed to Ned Frame (x2103) [EFrame@newschool.edu](mailto:EFrame@newschool.edu)



FOR REGISTRAR'S OFFICE USE ONLY

ENTERED:

THE NEW SCHOOL

Registrar's Office 79 Fifth Avenue, 5<sup>th</sup> Floor, New York, NY 10003**CHANGE OF GRADE FORM****PLEASE PRINT CLEARLY AND FILL OUT COMPLETELY**

Grades of Incomplete can now be changed online through MyNewSchool self-service until grades are converted to WF/N.

View complete policy here: <http://www.newschool.edu/student-services/academic-policies/grades/>Student Name: \_\_\_\_\_  
Last First

Student ID: N \_\_\_\_\_ Student Major/Program: \_\_\_\_\_

CRN: \_\_\_\_\_ Subject Code: \_\_\_\_\_ Course #: \_\_\_\_\_ Title: \_\_\_\_\_ Credits: \_\_\_\_\_

TERM REGISTERED: ☐ FALL ☐ SPRING ☐ SUMMER YEAR: \_\_\_\_\_REASON FOR CHANGE: \_\_\_\_\_  
\_\_\_\_\_

FROM OLD GRADE:

TO NEW GRADE:

Instructor's Name \_\_\_\_\_ Instructor's ID: N \_\_\_\_\_  
(Please Print) Last First

Instructor's e-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Signature (If Necessary): \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS**

- Change of grade forms are processed within 5 business days of receipt.
- Any grade changes submitted on this form will not be reflected on the grade roster in MyNewSchool. However, the student will be able to see the final grade in MyNewSchool.
- Change of grade forms submitted one semester following for undergraduate students and one year for graduate students do not require a Dean's signature. Grade changes submitted after the deadline **must** have a Dean/Vice Dean's signature.
- Change of grades will not be accepted for students who are not listed on your grade roster.
- Grades may not be changed after a degree has been conferred.
- Signed faculty authorization is needed if this form is submitted by a third party (ie. dept. secretary)
- Submit completed form to your Dean's Office representative:
  - The New School for Public Engagement: *Kathleen Breidenbach/Chrissy Roden*
  - The New School for Social Research: *Tsuya Yee*
  - Parsons The New School for Design: *Juli Parker/Kelly Grossi*
  - Parsons Paris: *Florence Leclerc-Dickler/Arnaud Hedin*
  - Eugene Lang College The New School for Liberal Arts: *Riva Kadar*
  - Mannes College The New School for Music: *Bill Gustafson*
  - The New School for Drama: *Carrie Neal*
  - The New School for Jazz and Contemporary Music: *Martin Hundley*
  - University Lecture Courses: *Carolyn Comiskey*

## (Optional) Syllabus Template

This is an optional, customizable template that you may wish to use for your convenience. Leave in the darkened content, and customize what is in grey.

**The New School**  
[DIVISION]  
[SCHOOL/PROGRAM]  
**COURSE TITLE** as provided by your program  
[PROGRAM CODE AND NUMBER]; CRN [NUMBER]  
Semester and Year  
[MEETING TIME and BUILDING and ROOM NUMBER]

[Faculty first and last name]  
[New School email address]  
[Office phone number]  
[Office hours (if held) or *by appointment only* or *by email*]

**Course Description** [Must match description in course catalog; faculty member may add additional text]

### Learning Outcomes

By the successful completion of this course, students will be able to:

- 1.
- 2.
- 3.
- 4.
- 5.

**Course Requirements/Graded Activities** [List the tasks and activities upon which students will be graded in order to meet the learning outcomes. Write name of task / activity, date it is due, and the requirements of the task / activity.]

### Final Grade Calculation

[Participation /Attendance	x%
Project	x%
Project	x%
Etc.	
TOTAL	100%]

**Course Readings and Materials** [List]

## Resources

The university provides many resources to help students achieve academic and artistic excellence. These resources include:

- ❖ The University (and associated) Libraries: <http://library.newschool.edu>
- ❖ The University Learning Center: <http://www.newschool.edu/learning-center>
- ❖ University Disabilities Service: [www.newschool.edu/student-disability-services/](http://www.newschool.edu/student-disability-services/) In keeping with the university's policy of providing equal access for students with disabilities, any student with a disability who needs academic accommodations is welcome to meet with me privately. All conversations will be kept confidential. Students requesting any accommodations will also need to contact Student Disability Service (SDS). SDS will conduct an intake and, if appropriate, the Director will provide an academic accommodation notification letter for you to bring to me. At that point, I will review the letter with you and discuss these accommodations in relation to this course.

**University, Divisional/School, and Program Policies** [Faculty must include policies on academic honesty and attendance, as well as any required divisional/program policies]

## Academic Honesty and Integrity

Compromising your academic integrity may lead to serious consequences, including (but not limited to) one or more of the following: failure of the assignment, failure of the course, academic warning, disciplinary probation, suspension from the university, or dismissal from the university.

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. It is the responsibility of students to learn the procedures specific to their discipline for correctly and appropriately differentiating their own work from that of others. The full text of the policy, including adjudication procedures, is found at <http://www.newschool.edu/leadership/provost/policies/>

Resources regarding what plagiarism is and how to avoid it can be found on the Learning Center's website: <http://www.newschool.edu/learning-center/virtual-handout-drawer/>

[Additional division-specific standards for what constitutes academic dishonesty may be included here.]

## Guidelines for Studio Assignments

Work from other visual sources may be imitated or incorporated into studio work if the fact of imitation or incorporation and the identity of the original source are properly

acknowledged. There must be no intent to deceive; the work must make clear that it emulates or comments on the source as a source. Referencing a style or concept in otherwise original work does not constitute plagiarism. The originality of studio work that presents itself as “in the manner of” or as playing with “variations on” a particular source should be evaluated by the individual faculty member in the context of a critique.

Incorporating ready-made materials into studio work as in a collage, synthesized photograph or paste-up is not plagiarism in the educational context. In the commercial world, however, such appropriation is prohibited by copyright laws and may result in legal consequences.]

**Intellectual Property Rights:** <http://www.newschool.edu/leadership/provost/policies/>

### **Attendance**

[Divisional attendance and lateness policies can be found in divisional catalogs; your program director/chair can also provide you with a policy]

### **Course Policies**

[Most courses will have additional policies, such as policies for late assignments, rewrites and extra credit; the use of cellphones, laptops, and other technology in the classroom; or makeup exams/absence on exam days. Some suggested policies are listed in gray below]

#### Responsibility

Students are responsible for all assignments, even if they are absent. Late papers, failure to complete the readings assigned for class discussion, and lack of preparedness for in-class discussions and presentations will jeopardize your successful completion of this course.

#### Participation

Class participation is an essential part of class and includes: keeping up with reading, contributing meaningfully to class discussions, active participation in group work, and coming to class regularly and on time.

#### Canvas

Use of Canvas may be an important resource for this class. Students should check it for announcements before coming to class each week.

#### Delays

In rare instances, I may be delayed arriving to class. If I have not arrived by the time class is scheduled to start, you must wait a minimum of thirty minutes for

my arrival. In the event that I will miss class entirely, a sign will be posted at the classroom indicating your assignment for the next class meeting.

### Other Course Information

[Instructors may want to attach grading standards and rubrics or any other information important to the course)

#### Student Course Ratings

During the last two weeks of the semester, students are asked to provide feedback for each of their courses through an online survey and cannot view grades until providing feedback or officially declining to do so. Instructors rely on course rating surveys for feedback on the course and teaching methods, so they can understand what aspects of the class are most successful in teaching students, and what aspects might be improved or changed in future. Without this information, it can be difficult for an instructor to reflect upon and improve teaching methods and course design. In addition, program/department chairs and other administrators review course surveys.

### Course Outline

[Outline the course topics, activities, assignments, readings, etc. to be covered during the semester. Check the NSU calendar for the updated academic calendar.]

WEEK 1	DATE	Introduction, Syllabus Handed Out	Assignment: Reading for next class XXX
WEEK 2	DATE	[Topic or Activity]	Assignment: Reading for next class XXX Due:
WEEK 3	DATE	[Topic or Activity]	Assignment: Reading for next class XXX Due:
WEEK 4	DATE	[Topic or Activity] [Topic or Activity]	Assignment: Reading for next class XXX Due:
WEEK 5**	DATE	[Topic or Activity] Administer Mid Term Evaluations	Assignment: Reading for next class XXX Due:
WEEK 6	DATE	[Topic or Activity]	Assignment: Reading for next class XXX Due:

WEEK 7	DATE	[Topic or Activity]	Assignment: Reading for next class XXX Due:
WEEK 8	DATE	[Topic or Activity]	Assignment: Reading for next class XXX Due:
WEEK 9	DATE	[Topic or Activity]	Assignment: Reading for next class XXX Due:
WEEK 10	DATE	[Topic or Activity]	Assignment: Reading for next class XXX Due:
WEEK 11	DATE	[Topic or Activity]	Assignment: Reading for next class XXX Due:
WEEK 12	DATE	[Topic or Activity]	Assignment: Reading for next class XXX Due:
WEEK 13	DATE	[Topic or Activity]	Assignment: Reading for next class XXX Due:
WEEK 14	DATE	[Topic or Activity] Fill out online course ratings survey	Assignment: Reading for next class XXX Due:
WEEK 15	DATE	[Topic or Activity] Last Class	Assignment: Reading for next class XXX Due:

## The New School for Public Engagement Course Excursion Request Form

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**Prior approval is required for all course excursions. Please return this form to Chrissy Roden, 66 W. 12<sup>th</sup> Street Room 307 at least 3 weeks prior to the excursion. If transportation is required, this form will be sent to the Office of Student Services for approval before any transportation can be booked.**

Completed student release and emergency contact forms are needed for all approved excursions and should be sent to Chrissy Roden, 66 W. 12<sup>th</sup> Street Room 307.

Instructor Name \_\_\_\_\_

Course Title and Number \_\_\_\_\_

Date and Times of Proposed Trip \_\_\_\_\_

Proposed Destination \_\_\_\_\_

Educational Justification for trip \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Note: If funding is requested for the excursion please consult with your School Dean, Department or Program Chair.*

\_\_\_\_\_  
Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Dept/Program Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

School Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_

*Approved by Chrissy Roden, Dir. of Academic Student Services*

## EXCURSION CONTRACT AND RELEASE FORM

Insert name and dates of trip here

Student Name: \_\_\_\_\_

NSU ID#: \_\_\_\_\_ Division: \_\_\_\_\_

Name/Title of Trip Organizer: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

\_\_\_\_\_

I hereby release The New School and New School University and all trustees, employees, and faculty members, chaperones or other persons connected in any way with The New School or New School University from any and all liability which may arise from my participation in the activities of or associated with the excursion identified and described above.

In addition, I understand that the University Student Code of Conduct is applicable throughout the course of my trip and I agree to by the terms outlined therein.

I have read this contract and release form and agree to comply with it and with all New School University policies and procedures. I understand that violations may result in disciplinary action.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Guardian if student is under 18 years of age:

\_\_\_\_\_ Date: \_\_\_\_\_



## EXCURSION EMERGENCY CONTACT FORM

Insert name and dates of trip here

1. Student Name: \_\_\_\_\_ NSU ID#: \_\_\_\_\_

Local Address: \_\_\_\_\_

Local Telephone: \_\_\_\_\_ Division: \_\_\_\_\_

2. Health Insurance Information:

Name of Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

3. In the event of an emergency, will you be able to hear fire alarms or other signals, see written instructions or signs, walk down the stairs to the nearest exit without assistance?

Circle one: YES NO

If NO, please explain: \_\_\_\_\_

\_\_\_\_\_

4. Please describe any medical condition or disability you have and indicate any medications you are taking:

\_\_\_\_\_

\_\_\_\_\_

5. In the event of an emergency, please contact: (If you are under 18 years of age, please indicate the name of a parent/guardian). All emergency contacts must reside in the United States.

A). Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

B). Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

# FOSTERING STUDENT HEALTH: CHEAT SHEET FOR FACULTY & STAFF

## Overview

The New School has an extensive network of trained professionals who are able to work directly with students in distress and who are also able to offer advice and intervention strategies to faculty and staff who suspect that a student has a problem. In conversations you may have with a student about the various resources and support options available, always emphasize that seeking help is a sign of strength.

## Confidentiality & Family Educational Rights and Privacy Act (FERPA)

All university employees are required to report concerns they may have about a student's health or safety, and FERPA expressly permits this if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Seek guidance from Counseling Services or Student Support if you have any doubts.

## Signs of Distress

- Direct statements indicating problems.
- Sudden, significant, and persistent changes in behavior, appearance, class participation, hygiene, or attendance.
- Nonsensical, hard-to-follow thoughts in written work, class discussion, emails, or personal conversations.
- Severe or out of control demonstrations of emotion.
- Words or behavior that creates a hostile or threatening environment for other students and/or staff.
- Indications that the student is intoxicated or under the influence of alcohol or drugs.
- Inappropriate behavior that has previously been addressed but persists or worsens.

## What Can I Do if a Student is Disruptive?

You may raise a Behavioral Concern Flag in Starfish, The Student Success Network (<http://www.newschool.edu/leadership/subpage.aspx?id=84370>). Be specific about the observed behavior of the student. Based on the nature of the concern, the appropriate staff member will contact the student. The student is NOT emailed if this flag is raised.

If you have concerns about the safety of the student, your class, or yourself, contact Campus Security immediately at 212-229-7001 (24 hours). After the immediate situation has been addressed, please submit an incident report and seek consultation from Student Rights and Responsibilities.

### **Responding to a Student in Distress**

- Be an Active Listener. Express Hope. Be Non Judgmental.
- Know the Limits of Your Role. Maintain the professional nature of the relationship.
- Maintain consistent expectations of student behavior, and academic standards
- Make a Referral. Normalize getting help.
- Unless the student is suicidal or a danger to others, they must make their own decisions about taking advantage of the resources available. Invite the student to get back in touch in a day or two.
- Calm a Heated Conversation. Acknowledge the feelings. Avoid escalation.

If you are not comfortable, reach out to Student Support or Counseling Services. If there is imminent danger seek immediate help from Campus Security 212-229-7001, or, call 911.

### **Warning Signs of Suicide**

- Makes threats of suicide, homicide, or death.
- Writes papers or creates art about suicide, death or dying in a way that seems ominous.
- Sends cryptic or indirect messages such as “I wish I were dead”; “You’ll be better off without me”; “Soon you won’t have to worry about me”; “Time is running out”.
- Gives away prized possessions without explanation.
- Describes or exhibits feelings of desperation or intense psychic pain.
- Obtains a weapon, pills, or other means to inflict self-harm.
- Acts reckless or engages in high risk activities.
- Shares feelings such as severe hopelessness, depression, isolation, withdrawal, agitation, unable to sleep or sleeping all the time.
- Sees no reason for living or having no sense of purpose in life.

### **Ways to be Helpful to Someone Contemplating Suicide**

- Be direct. Talk openly and matter-of-factly about suicide.
- Be willing to listen. Allow expressions of feelings. Accept the feelings.
- Be non-judgmental. Don't debate whether suicide is right or wrong, or whether feelings are good or bad.
- Don't be sworn to secrecy. Seek support.
- Take immediate action. Get help from Counseling Services on campus, or call 911.

**All suicidal threats and statements must be taken seriously. In suicidal emergencies, call 911, and then call Campus Security at 212-229-7001 and Student Health Services at 212-229-1671. Be aware of your own limits and role. If you feel panicked or unsafe, quickly get someone else to help you.**

### **Other Emergency Situations to Immediately Call 911**

- Out of control, violent, and/or homicidal or suicidal behavior.
- Seizures (convulsions).
- Obvious difficult or painful breathing.
- Deep wound or other clear indication of severe physical injury.
- Unconsciousness or complaint about losing consciousness, sight, hearing, or other life function.
- Hearing or seeing things, swirling or dizziness, intense pain, or strange sensations.
- Inability to speak, walk, or otherwise communicate.
- Signs of dangerous level of intoxication (Never assume that an intoxicated student has given accurate information about the nature or quantity of what has been ingested.)
- Complaining about possible life-threatening symptoms or requesting emergency services.

### **Concern a Student May be Missing**

If you believe a student may be missing immediately notify Thomas Iliceto, Director of Security, at 212.229.7001 or [ilicetot@newschool.edu](mailto:ilicetot@newschool.edu), and Tracy Robin, Assistant Vice President for Student Health and Support Services at 212.229.1671 or [robint@newschool.edu](mailto:robint@newschool.edu) with all pertinent information.

### **How to Help a Student who Reports Sexual Violence, Stalking, Intimate Partner Violence/Domestic Violence, Sexual Harassment, Microaggression or Discrimination**

Before a student discloses, make sure they understand that you cannot keep the disclosure confidential, and you are required to inform one of the following offices about the incident: Campus Security, Student Rights and Responsibilities, or Student Support and Crisis Management. If they are seeking to make a confidential disclosure refer them to Student Health Services or visit the university's anti-violence web pages for off campus resources at [newschool.edu/yesmeansyes](http://newschool.edu/yesmeansyes)

If there is ever an imminent threat of violence or injury, call 911 without delay.

**Resources: A Network of Support**

**Medical and Counseling Services**

80 Fifth Avenue, 3rd floor  
212-229-1671  
SHS@newschool.edu  
Director of Counseling Services - Jerry Finkelstein  
Director of Medical Services - Jayne Jordan  
Please note: for medical emergencies, call 911.

**Campus Security**

68 Fifth Avenue, Mezzanine Level  
212-229-7001 (24 hours)  
Director of Security - Tom Iliceto

**Student Support and Crisis Management (SSCM)**

72 Fifth Avenue, 4th floor  
212.229.5900 x 3965  
studentsupport@newschool.edu  
Website: newschool.edu/  
student-support-crisis-management/  
Director - Maureen Sheridan

**Student Rights and Responsibilities (SRR)**

72 Fifth Avenue, 4th floor  
212.229.5349 x 3653  
SRR@newschool.edu  
Director - Gene Puno DeLeon

**Title IX Coordinator for Students**

72 Fifth Avenue, 4th floor  
212-229-5900 x 3656  
franconj@newschool.edu  
Title IX Coordinator for Students - Jennifer Francone

**International Student and Scholar Services (ISSS)**

72 Fifth Avenue, 3rd floor  
212.229.5592  
ISS@newschool.edu  
Website: newschool.edu/  
international-student-services/  
Senior Director - Monique Ngozi-Nri

**Student Disability Services (SDS)**

80 Fifth Avenue, 3rd floor  
212.229.5626 x 3135  
studentdisability@newschool.edu  
Website: newschool.edu/  
student-disability-services/  
Director - Jason Luchs

**Higher Education Opportunity Program (HEOP)**

72 Fifth Avenue, 4th floor  
212.229.8996  
heop@newschool.edu  
Website: newschool.edu/  
intercultural-support/heop/  
Director - Keisha Davenport-Ramirez

**Student Ombudsperson**

Address: 72 Fifth Avenue, 4th floor  
212.229.8996  
Ombudsperson - Keisha Davenport-Ramirez

**Coordinator for Student Veterans Affairs**

Address: 65 5th Avenue, Room 425  
Phone: 212-229-5101 x1316  
kalinowm@newschool.edu  
Coordinator - Mariette Kalinowski

**Student Housing and Residence Life**

72 Fifth Avenue, 3rd floor  
212.229.5459 (After 6:00 p.m. contact Campus Security)  
myhome@newschool.edu  
Assistant Vice President for Housing and Residence Life - Rob Lutomski