

# PARSONS

**CATALOG 2008-2009**

[www.newschool.edu/parsons](http://www.newschool.edu/parsons)

**PARSONS THE NEW SCHOOL FOR DESIGN**

THE NEW SCHOOL  
COMMUNITY

NOTE FROM DEANS' OFFICE: The deadline for submitting the extended form is **WEDNESDAY, MARCH 19**. If you have already submitted your form, please disregard this message. Thank you and please disregard this message.

Faculty Response Form for May 2008 Commencement  
(Faculty, May 16, 2008 - Theater at Madison Square Garden)

DATE/TIME PHONE NUMBER

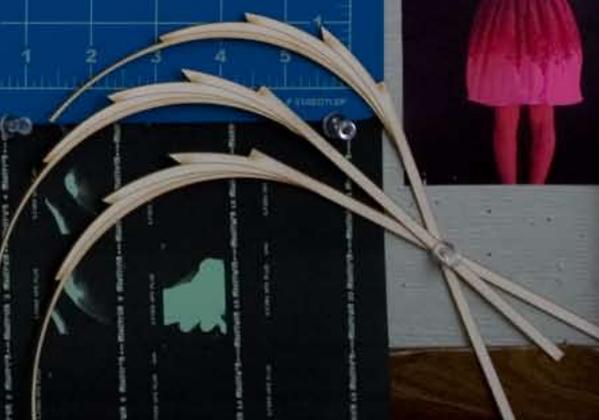
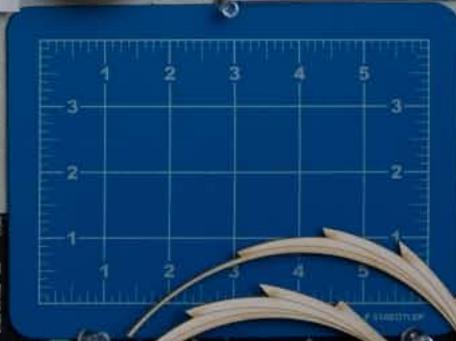
PLEASE CHECK ONE OPTION

I will not be able to participate in May Commencement.

I will be able to participate in May Commencement.

My responsibilities are:

Height (in feet and inches):



---

# PARSONS THE NEW SCHOOL FOR DESIGN

## 2008–2009 CATALOG

### CONTENTS

---

Academic Calendar	2
About Parsons	3
Programs of Study	4
Program Requirements	6
Study Options	19
Faculty	20
Admission	26
Advising	30
Student Financial Services	31
Registration	34
Academic Regulations and Procedures	35
Parsons Facilities and Services	41
University Policies and Information	42
About the University	45

Published 2008 by **The New School**

Produced by **Communications and External Affairs, The New School**

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

Parsons The New School for Design  
79 Fifth Avenue  
New York, NY 10003  
[www.newschool.edu/parsons](http://www.newschool.edu/parsons)

Cover Photography: Matthew Sussman

**THE NEW SCHOOL**

# ACADEMIC CALENDAR 2008–2009

## Fall 2008

Registration	March 31–May 2 (Registration for continuing students) Aug. 25–29 (Reg for new students; late reg for continuing students)
Classes begin	Tues., Sept. 2
Convocation	Thurs., Sept. 4
Last day to add a class	Mon., Sept. 15
Last day to drop a class	Mon., Sept. 22
<i>Last day to withdraw from a class with a grade of W</i>	
Undergraduate students	Mon., Oct. 20
Graduate Students	Mon., Oct. 20
Holidays:	
Labor Day:	Mon., Sept. 1
Rosh Hashonah:	Mon.–Tues., Sept. 29 eve*–Sept. 30
Yom Kippur:	Wed.–Thurs., Oct. 8 eve*–Oct. 9
	*No classes that begin Monday and Wednesday 4:00 p.m. or after and no classes all day Tuesday and Thursday.
Thanksgiving:	Thurs.–Sun., Nov. 27–30 Wed., Nov. 26: <i>The class schedule below is necessary in order to fulfill the number of class sessions for the Fall 2008 semester</i> Classes scheduled to begin before 4:00. p.m. will not meet. Classes scheduled to begin at or later than 4:00 p.m. will meet.
Winter break:	Wed.–Fri., Dec. 24–Jan. 23
Make-up and rescheduled days	Tuesday, Nov. 25 classes follow the Thursday schedule. Monday, Dec. 22 only classes scheduled to begin on or after 4:00 p.m. will meet
Spring '09 Registration	Oct. 27–Nov. 25 (Arranged by program)
Juries	Arranged by program
Classes & exams end	Tues., Dec. 23

## Spring 2009

Registration	Oct. 27–Nov. 25 (Registration for continuing students) Jan. 20–23 (reg for new students; late reg for continuing students)
Classes begin	Mon., Jan. 26
Last day to add a class	Fri., Feb. 6
Last day to drop a class	Fri., Feb. 13
<i>Last day to withdraw from a class with a grade of W</i>	
Undergraduate students	Fri., Mar. 13
Graduate students	Fri., Mar. 13
Holidays:	
Martin Luther King Day:	Mon., Jan. 19
President's Day:	Mon., Feb. 16
Spring break:	Mon.–Sun., Mar. 16–22
Fall '09 Registration	Mar. 30–May 1
Juries	Arranged by program
Classes & exams end	Mon., May 18
Graduation	Thurs., May 21

---

## ABOUT PARSONS

---

## PARSONS BOARD OF GOVERNORS

---

### WELCOME FROM THE DEAN

---

I am delighted to welcome you to Parsons, one of America's oldest, most comprehensive and prestigious schools of art and design. It is a community of enthusiastic, caring, and talented people, remarkably diverse and deeply the idea of art and design education—and all this in the center of the greatest city in the world! I know you will find exciting creativity here; I trust you will also find a warm, collegial, supportive, and welcoming community as you get to know our experienced faculty, our dedicated advisors and staff, and your fellow committed students.

Parsons and The New School, of which it is a part, are dedicated to helping you achieve your very best and providing you with a high-level, rigorous professional education and a broad engagement with the world around you. Parsons is committed to teaching and supporting the new; to taking every advantage of our presence in New York City, the design capital of the world; and to educating students not to do things well but, to be inspired to think about the meaning of the things they make. If you are at Parsons, it is because you, too, think about design and its relation to a larger world.

I wish you great success in your work. I hope you accomplish much and have a wonderful time doing it. Welcome to Parsons.

Tim Marshall, Dean

### PARSONS ADMINISTRATION

---

Tim Marshall, Dean  
Lisa Grocott, Dean, Academic Initiatives  
Lydia Matthews, Dean of Academic Programs  
Nadine Bourgeois, Associate Dean, Administration  
Lisa DeBenedittis, Associate Dean, Curriculum & Instruction  
Matthew Caballero, Assistant Dean, Academic Planning  
Kelly Grossi, Assistant Dean, Curricular Affairs  
Juli Parker, Assistant Dean, Advising

Sheila C. Johnson, Chair  
Nancy Dorn, Vice Chair  
Jayne Abess  
Arnold H. Aronson  
Pamela Bell  
Dominique Bluhdorn  
Harlan Bratcher  
Tess Dempsey  
Michael Donovan  
David B. Ford  
Eck Meng Goh  
Robert Greenberg  
Joseph R. Gromek  
James B. Gubelmann  
Victoria Hagan  
William E. Havemeyer  
George R. Hearst III  
Robert F. Hoerle  
Donna Karan  
Sidney Kimmel  
Reed D. Krakoff  
Kedakai Lipton  
Robert B. Millard  
Susan D. Plagemann  
Steven H. Reynolds  
Paul F. Rosengard  
Beth Rudin DeWoody  
Javier Saralegui  
Denise V. Seegal  
Cordell G. Spencer  
Sally Susman  
Tomio Taki  
Pamela Thomas-Graham  
Marvin Traub  
Kay Unger  
Alan C. Wanzenberg  
Gary Wolkowitz

### HONORARY MEMBERS

Marvin Blumenfeld  
Hélène David-Weill  
Anna-Maria Kellen  
Jack Lenor Larsen  
Dianne H. Pilgrim  
Betty Sherrill

---

## A BRIEF GUIDE TO PARSONS

---

Parsons prepares students to be independent thinkers who creatively and critically address the complex human conditions of 21st-century culture. We are creating a diverse learning environment for developing intelligent and reflective practices through studio-based research and critical scholarship in order to make meaningful and sustainable contributions to today's global society. As a division of The New School, Parsons builds on the university's legacy of progressive ideals, scholarship, and educational methods. Our faculty challenges convention through a setting and philosophy that encourages formal experimentation, nurtures alternative world views, and cultivates forward-thinking leaders and creative professionals in a world increasingly influenced by art and design.

The New School was founded in 1919 as a “center for discussion, instruction, and counseling for mature men and women.” Today it is a thriving urban university offering undergraduate and graduate degrees in the liberal arts and social sciences, design, and the performing arts. It is a privately supported university chartered by the Board of Regents of the State of New York, and its degree and certificate programs are approved by the state's Division of Veterans Affairs.

### Accreditation Statement

The New School is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. Parsons The New School for Design is additionally accredited by the National Association of Schools of Art and Design, and the graduate program in architecture is accredited by the National Architectural Accrediting Board.

## FACTS ABOUT PARSONS

- Founded in 1896 by New York City artist William Merritt Chase and associates
- Named in 1936 for longtime president Frank Alvah Parsons, who devoted his life to integrating visual art and industrial design
- Became a division of The New School in 1970. Located in Greenwich Village, New York City
- Current enrollments: Parsons enrolls nearly 4,000 students in its undergraduate and graduate degree programs. The New School as a whole enrolls nearly 10,000 matriculated students
- The Parsons faculty includes 127 full-time members and 1,056 part-time members. The majority of faculty members are working professional artists and designers

---

## PROGRAMS OF STUDY

---

### ASSOCIATE IN APPLIED SCIENCE (AAS)

---

**Areas of study in:** Fashion Marketing, Fashion Studies, Graphic Design, and Interior Design.

### BACHELOR'S PROGRAMS

---

All bachelor's programs at Parsons have a strong liberal arts component including university lecture courses required of all undergraduates at The New School and many choices of elective courses. All programs also include Art and Design Studies requirements—courses in theory, history, and criticism—that provide context and insights for your studio work. All BFA programs can be combined with a bachelor of arts degree from Eugene Lang College The New School for Liberal Arts (see below for more information).

#### Bachelor of Fine Arts (BFA)

---

**Areas of Study:** Architectural Design, Communication Design, Design and Technology, Fashion Design, Fine Arts, Illustration, Integrated Design, Interior Design, Photography, and Product Design. (There is a five-year BA/BFA dual degree program in each of these areas of study; speak to an admission counselor about the dual degree program.)

The BFA program is four years and consists of 134 credits, including 92 studio credits. It prepares students for art and design professions and/or graduate studies. Most BFA applicants enter the first-year Foundation Program before choosing a major, but some programs of study permit students to enter their major field of study directly (see First-Year Options for Incoming Freshman).

#### Bachelor of Business Administration (BBA)

---

The Bachelor of Business Administration (BBA) in Design and Management is a four-year program consisting of 134 credits, including finance, accounting, and studio credits. It prepares students for careers in design-related business management and marketing. This is a direct-entry program.

#### Bachelor of Science (BS) in Environmental Studies

---

The Bachelor of Science (BS) in Environmental Studies is a four-year program consisting of 120 credits. It prepares students for environmental design careers or graduate studies in two concentrations, sustainable design and urban ecosystems design. This is a direct-entry program. The New School also offers a Bachelor of Arts in Environmental Studies; visit [www.newschool.edu/environmentalstudies](http://www.newschool.edu/environmentalstudies) for more information about this new cross-disciplinary program.

#### BA/BFA

---

Parsons and Eugene Lang College The New School for Liberal Arts jointly offer a five-year curriculum permitting simultaneous completion of both the Bachelor of Fine Arts degree (90 credits) and a Bachelor of Arts degree (90 credits). More information about this program and the special BA/BFA application form can be found at [www.newschool.edu/apply](http://www.newschool.edu/apply), or contact the office of admission at either Parsons or at Eugene Lang College.

---

## First-Year Options for Incoming Freshman

Undergraduates are encouraged to enter certain programs directly as freshman. Otherwise, students enter the Foundation program their first year.

### Design and Technology (BFA) Direct-Entry

The focus of this program is computer systems, interface design, robotics, animation, and communication media design. While expertise in digital technologies is not a prerequisite for admission, applicants should include in their portfolios art or design work that highlights experience with digital media and technology. Students who expect to major in Communication Design have the option of taking the Foundation program or applying for direct entry to Design and Technology and declaring a Communication Design major at the end of the first year.

### Photography (BFA) Direct-Entry

Applicants should submit a portfolio that emphasizes black & white and color photography and demonstrates both processing skills and conceptual solutions, preferably images personally developed and printed by the applicant. Applicants must identify for each photograph the process used to make the image (traditional film and photographic paper or digital camera, software, and digital printer) and which parts of the production process were done by the applicant.

### Environmental Studies (BS) and Design and Management (BBA) Direct Entry

Visit the websites at [www.newschool.edu/environmental-studies](http://www.newschool.edu/environmental-studies) or [www.newschool.edu/parsons/dm](http://www.newschool.edu/parsons/dm) or speak to an admission counselor about particular application requirements for these two direct-entry programs.

### Foundation Program

This program introduces students to a broad range of concepts, skills, and critical issues in art and design practice before they declare a major. It is normally the first year of study for students who expect to major in architectural design, communication design,\* fashion design, fine arts, illustration, integrated design, interior design, or product design. Portfolios of Foundation applicants should focus on observational drawing, composition, color, and conceptual problem solving.

Students select a major in the spring semester of their first year. Please note that, due to space limitations, placement in certain BFA programs is competitive, and students cannot be guaranteed their first choice of a major.

\*Students who intend to major in Communication Design have the option of applying to the Design and Technology direct entry program.

---

## MASTER'S PROGRAMS

**Master of Fine Arts (MFA)** in: Design and Technology, Lighting Design, Interior Design,\* Fine Arts, and Photography.

**Master of Architecture (MArch)**

**Master of Arts (MA)** in History of Decorative Arts and Design

**Master of Architecture/Master of Fine Arts in Lighting Design (MArch/MFA)**

\* New York State approval pending.

---

## OTHER ACADEMIC PROGRAMS

Parsons offers a variety of programs for nonmatriculated students of all ages: Summer Intensive Studies (pre-college and college-level) in New York City and Paris; Continuing Education (certificate programs and general art and design education for adults); Parsons Pre-College Academy (certificate programs and general art and design education for young people, grades 4–12). Visit the website at [www.newschool.edu/parsons](http://www.newschool.edu/parsons) for more information.

---

## RESIDENCY REQUIREMENTS

### Undergraduate

All BFA and BBA students must complete 67 credits in residence, including two full years of program course work, to be eligible for a degree. All BA/BFA students must earn a minimum of 54 out of 90 required studio/design credits and 45 out of 90 required liberal arts credits in residence. AAS students must earn a minimum of 34 credits in residence. Credits earned through Study Abroad or Exchange do not count toward the residency requirement. The senior year may not be taken off campus without the special written approval of the program chair or director and the assistant dean.

### Graduate

All MA candidates must complete 42 credits in residence. Candidates for the MArch must complete 106 credits in residence, except those granted advanced standing, who must complete a minimum of 73 credits in residence. MFA candidates in Design and Technology and in Fine Arts must complete 58 credits in residence; MFA candidates in Lighting Design and in Photography must complete 64 credits in residence.

---

## HEGIS CODES

PROGRAM	HEGIS	DEGREE
Architectural Design	0299.00	BFA
Architecture	0202.00	MArch
Communication Design	1002.00	BFA
Design & Management	1099.00	BBA
Design & Technology	1009.00	BFA
Design & Technology	1009.00	MFA
Environmental Studies	1999.10	BA
Environmental Studies	1999.10	BS
Fashion Design	1009.00	BFA
Fashion Marketing	5012.00	AAS
Fashion Studies	5012.00	AAS
Fine Arts	1002.00	BFA
Fine Arts	1002.00	MFA
General Studio	5610.00	AAS
Graphic Design	5012.00	AAS
Hist of Dec Arts & Design	1003.00	MA
Illustration	1009.00	BFA
Integrated Design	1009.00	BFA
Interior Design	5012.00	AAS
Interior Design	0203.00	BFA
Lighting Design	0201.00	MA
Lighting Design	0201.00	MFA
Photography	5007.00	AAS
Photography	1011.00	BFA
Photography	1011.00	MFA
Product Design	1009.00	BFA

## PROGRAM REQUIREMENTS

### UNDERGRADUATE DEGREE PROGRAMS

#### Associate in Applied Science (AAS) Degree

The Associate in Applied Science degree is awarded upon completion of 65 credits of coursework. A maximum of 31 credits of undergraduate-level course work may be transferred. Students must also attain a 2.0 cumulative grade point average and fulfill all program requirements.

Students who receive the maximum number of transferrable credits (31) are eligible to enroll in the fast-track options as outlined below.

#### AAS Fashion Marketing Program

##### Level 1

Color Theory	2
Fashion Industry: Design	2
Fashion Industry: Marketing	2
Fashion Textile Survey	2
Marketing 1: Introduction to Fashion Marketing	2
Critical Reading and Writing 1	3
Liberal Arts	3
	<b>16</b>

##### Level 2

Fashion CAD	2
Internship or Studio Elective	2
Marketing 2: Global Marketing	2
Merchandising Math	2
Merchandising	2
Critical Reading and Writing 2	3
Liberal Arts	3
	<b>16</b>

##### Level 3

Import/Export	2
Marketing 3: Marketing Management	2
Process and Skills: Marketing	2
Retailing	2
Studio Electives	4
Liberal Arts	6
	<b>18</b>

##### Level 4

History of Fashion	3
Internship or Elective	1
Marketing 4: Brand Management	2
Merchandising Workshop	2
Studio Electives	4
Liberal Arts	3
	<b>15</b>

**Total Credits 65**

#### AAS Fashion Marketing Program: Fast Track

##### First Semester

Color Theory	2
Fashion CAD	2
Fashion Industry: Design	2
Fashion Industry: Marketing	2
Fashion Textile Survey	2
Marketing 1: Introduction to Fashion Marketing	2
Marketing 2: Global Marketing	2
Merchandising	2
Merchandising Math	2
	<b>18</b>

##### Second Semester

Internship or Elective	1
History of Fashion	3
Import/Export	2
Marketing 3: Marketing Management	2
Marketing 4: Brand Management	2
Merchandising Workshop	2
Process and Skills: Marketing	2
Retailing	2
<b>Total</b>	<b>16</b>
<b>Total Credits</b>	<b>34</b>

---

## AAS Fashion Studies Program

### Level 1

---

Color Theory	2
Construction Design 1: Sewing	2
Digital Fashion CAD	2
Fashion Drawing 1	2
Process and Skills: Fashion	2
Fashion Industry: Design	2
Fashion Industry: Marketing	2
Critical Reading and Writing 1	3
	<hr/>
	<b>17</b>

### Level 2

---

Construction Design 2: Draping	2
Construction Design 2: Patternmaking	2
Fashion Technical Drawing	2
Fashion Textile Survey	2
Studio Elective	2
Critical Reading and Writing 2	3
Liberal Arts	3
	<hr/>
	<b>16</b>

### Level 3

---

Construction 2	4
History of Fashion	3
Internship or Studio Elective	2
Liberal Arts	6
	<hr/>
	<b>15</b>

### Level 4

---

Construction 3	2
Fashion Design Studio	2
Fashion Portfolio	2
Studio Electives	5
Liberal Arts	6
	<hr/>
	<b>17</b>

### Total Credits

**65**

## AAS Fashion Studies Program: Fast Track

### First Semester

---

Construction Design 1: Draping	2
Construction Design 1: Patternmaking	2
Construction Design 1: Sewing	2
Digital Fashion CAD	2
Fashion Drawing 1	2
Fashion Textile Survey	2
Process and Skills: Fashion	2
Fashion Industry: Design	2
Fashion Industry: Marketing	2
	<hr/>
	<b>18</b>

### Second Semester

---

Construction 2 & 3	6
Fashion Technical Drawing	2
History of Fashion	3
Fashion Design Studio	2
Fashion Portfolio	2
Fashion Elective	1
	<hr/>
	<b>16</b>

### Total Credits

**34**

## AAS Graphic Design Program

### Level 1

---

Color Theory	2
Digital Layout	2
Graphic Design 1	4
Process and Skills	2
Typography	2
Critical Reading and Writing 1	3
	<hr/>
	<b>15</b>

### Level 2

---

Digital Design Elective	3
Drawing	2
Graphic Design 2	4
Interactive/Web Design 1	2
Critical Reading and Writing 2	3
Liberal Arts	3
	<hr/>
	<b>17</b>

### Level 3

---

Digital Design Elective	3
Graphic Design 3	4
Internship	2
Printmaking	2
Liberal Arts	6
	<hr/>
	<b>17</b>

### Level 4

---

Digital Design Elective	3
Portfolio and Process	2
Graphic Design Elective	2
History of Graphic Design	3
Liberal Arts	6
	<hr/>
	<b>16</b>

### Total Credits

**65**

---

## AAS Graphic Design Program: Fast Track

### First Semester

---

Drawing	2
Graphic Design 1	4
History of Graphic Design	3
Interactive/Web Design	2
Digital Layout	3
Process and Skills	2
Typography	2
	<b>18</b>

### Second Semester

---

Digital Design Elective	3
Graphic Design 2 & 3	8
Internship	1
Portfolio and Process	2
Printmaking	2
	<b>16</b>
<b>Total Credits</b>	<b>34</b>

## AAS Interior Design Program

### Level 1

---

Color Theory	2
Drawing for Interiors 1: 2D	4
Drawing for Interiors 1: 3D	2
Drawing	2
Principles of ID Composition	2
Critical Reading and Writing 1	3
Liberal Arts	3
	<b>18</b>

### Level 2

---

Drawing for Interiors 2	2
ID Studio 1	4
Design Analysis: Environmental Design	3
Critical Reading and Writing 2	3
Liberal Arts	3
	<b>15</b>

### Level 3

---

Construction Documents	2
Digital Elective	2
History of Interior Design	3
ID Digital Studio 2	4
Materials and Finishes	2
Liberal Arts	3
	<b>16</b>

### Level 4

---

ID Portfolio	2
ID Studio 3	4
Interior Design Electives	4
Liberal Arts	6
	<b>16</b>
<b>Total Credits</b>	<b>65</b>

## AAS Interior Design Program: Fast Track

### First Semester

---

Drawing	2
Drawing for Interiors 1: 2D	4
Drawing for Interiors 1: 3D	2
ID Studio 1	4
Design Analysis: Environmental Design	3
Principles of ID Composition	2
	<b>17</b>

### Second Semester

---

Construction Documents	2
History of Interior Design	3
ID Studio 2	6
ID Studio 3	4
Interior Design Electives	2
	<b>17</b>
<b>Total Credits</b>	<b>34</b>

## Bachelor of Business Administration (BBA)

### Degree

The Bachelor of Business Administration degree is awarded upon completion of 134 credits. A maximum of 67 credits of undergraduate-level course work may be transferred. Students must also attain a 2.0 cumulative grade point average and fulfill all requirements.

### BBA Design and Management Program

<b>Freshman Year</b>	<b>F</b>	<b>S</b>
Department Elective*	-	3
Dept. Seminar 1: Intro to Design and Management	3	-
Dept. Seminar 2: Design in Everyday Experience	-	3
Design 1: Design Elements and Visual Tools	5	-
Design 2: Imaging for Designers	-	3
Algebra/Natural Science**	-	3
Critical Reading and Writing 1 & 2	3	3
Introduction to Social Theory**	3	-
Perspectives in World Art and Design 1 & 2	3	3
	<b>17</b>	<b>18</b>

<b>Sophomore Year</b>	<b>F</b>	<b>S</b>
Business Ethics	-	3
Department Electives*	3	3
Dept. Seminar 3: Innovation	3	-
Design 3: Visual Org/Info Design 1	3	-
Design 4: Visual Org/Info Design 2	-	2
Introduction to Microeconomics	3	-
Introduction to Macroeconomics	-	3
Marketing 1	-	3
Statistics	3	-
History of Design	3	-
Liberal Arts Elective**	-	3
	<b>18</b>	<b>17</b>

<b>Junior Year</b>	<b>F</b>	<b>S</b>
Business Models and Planning	-	3
Department Electives*	3	3
Dept. Seminar 4: Economics and Ethics of Sustainability	3	-
Design Development	-	3
Design Research Methods	3	-
Financial Management	3	-
Internship	-	1
Managing Creative Projects and Teams	3	-
Art History/Design Studies Elective	-	3
Liberal Arts Electives**	3	3
	<b>18</b>	<b>16</b>

<b>Senior Year</b>	<b>F</b>	<b>S</b>
Adv Topics in Design and Management	-	3
Business Law	3	-
Department Electives*	3	3
International Business	-	3
Senior Seminar and Thesis 1 & 2	3	3
Strategic Management	3	-
Liberal Arts Elective**	3	3
	<b>15</b>	<b>15</b>

**Total Credits** **134**

\* Department electives may be used to take courses in other design departments and/or in particular areas of study, such as Fashion, Interiors, and Lifestyle Marketing; Advertising and Graphic Design; Design Entrepreneurship and Innovation; and Smart Products and Digital Technologies

\*\* Liberal Arts electives are distributed across the Humanities, Social Sciences, and Natural Sciences. Two of these electives must be drawn from the university-wide (ULEC) elective courses. Students who do not demonstrate proficiency in algebra will be required to take this course as their Natural Science elective in the spring semester of their first year. Students are required to fulfill three credits in the Humanities and six credits in the Social Sciences.

## Bachelor of Fine Arts (BFA) Degree

The Bachelor of Fine Arts degree is awarded upon completion of 134 credits, as designated by the program. A maximum of 67 credits of undergraduate-level course work may be transferred. Students must also attain a 2.0 cumulative grade point average and fulfill all requirements.

### BFA Architectural Design Program

<b>Freshman Year</b>	<b>F</b>	<b>S</b>
2D Integrated Studio 1 & 2	3	3
3D Studio 1 & 2	3	3
Drawing Studio 1 & 2	3	3
Laboratory 1 & 2	3	3
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
	<b>18</b>	<b>18</b>

<b>Sophomore Year</b>	<b>F</b>	<b>S</b>
Design Studio 1 & 2	5	5
Elements of Space, Tectonics, and Surface	3	-
Materials: Methods and Intentions	-	3
Representation and Analysis 1 & 2	3	3
History of World Architecture 1 & 2	3	3
Introduction to Design Studies	3	-
University Lecture Elective	-	3
	<b>17</b>	<b>17</b>

<b>Junior Year</b>	<b>F</b>	<b>S</b>
Departmental Electives	3	3
Design Studio 3 & 4	6	6
Nature, Culture, Design	3	-
Technology/Digital Elective	-	3
Art History/Design Studies Elective	3	-
Global Issues in Design and Visuality: 21st Century	3	-
University Lecture Elective	-	3
	<b>18</b>	<b>15</b>

<b>Senior Year</b>	<b>F</b>	<b>S</b>
Departmental Electives	3	3
Design Studio	6	6
Portfolio Prep	1	-
Senior Seminar	3	-
Advanced Art History/Design Studies Elective	-	3
Liberal Arts Electives	3	3
	<b>16</b>	<b>15</b>

**Total Credits** **134**

## BFA Communication Design Program

<b>Freshman Year</b>	<b>F</b>	<b>S</b>
2D Integrated Studio 1 & 2	3	3
3D Studio 1 & 2	3	3
Drawing Studio 1 & 2	3	3
Laboratory 1 & 2	3	3
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
	<b>18</b>	<b>18</b>

<b>Sophomore Year</b>	<b>F</b>	<b>S</b>
Communication Design 1 & 2	3	3
Presentation	3	-
Production	-	3
Studio Electives	3	3
Typography 1 & 2	3	3
Introduction to Design Studies	-	3
History of Graphic Design	3	-
Liberal Arts Elective	3	-
University Lecture Elective	-	3
	<b>18</b>	<b>18</b>

<b>Junior Year</b>	<b>F</b>	<b>S</b>
Advanced Studio	-	3
Advanced Typography	3	-
Studio Electives	7	9
Art History/Design Studies Elective	3	-
Global Issues in Design and Visuality: 21st C.	3	-
University Lecture Elective	-	3
	<b>16</b>	<b>15</b>

<b>Senior Year</b>	<b>F</b>	<b>S</b>
Advanced Graphic Design	3	-
Senior Thesis	-	4
Studio Electives	9	6
Advanced Art History/Design Studies Elective	-	3
Liberal Arts Elective	-	3
Senior Seminar	3	-
	<b>15</b>	<b>16</b>

**Total Credits** **134**

## BFA Design and Technology Program

<b>Freshman Year</b>	<b>F</b>	<b>S</b>
Core Studio 1: Image	4	-
Core Studio 2: Time	-	4
Production Lab: Image	2	-
Production Lab: Time	-	2
Experiments with Technology	-	3
Studio Electives	6	3
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
	<b>18</b>	<b>18</b>

### Sophomore Year

	<b>F</b>	<b>S</b>
Core Studio: Interaction	4	-
Core Studio: Space	-	4
Production Lab: Interaction	2	-
Production Lab: Space	-	2
Studio Electives*	6	6
History of Design	-	3
Introduction to Design Studies	3	-
Liberal Arts Elective	-	3
University Lecture Elective	3	-
	<b>18</b>	<b>18</b>

### Junior Year

	<b>F</b>	<b>S</b>
Topic Studio: Game	4	-
Prototyping	-	3
Production Lab: Game	2	-
Collaboration Studio	-	3
Studio Electives*	6	6
Art History/Design Studies Elective	-	3
Global Issues in Design and Visuality: 21st Century	3	-
Liberal Arts Elective	3	-
University Lecture Elective	-	3
	<b>18</b>	<b>18</b>

### Senior Year

	<b>F</b>	<b>S</b>
Thesis 1	6	-
Thesis 2	-	6
Internship (fall or spring)	2	-
Studio Electives*	3	3
Senior Seminar	3	-
Advanced Art History and Design Studies Elective	-	3
	<b>14</b>	<b>12</b>

### Total Credits

**134**

## BFA Fashion Design Program

<b>First Year</b>	<b>F</b>	<b>S</b>
2D Integrated Studio 1 & 2	3	3
3D Studio 1 & 2	3	3
Drawing Studio 1 & 2	3	3
Laboratory 1 & 2	3	3
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
	<b>18</b>	<b>18</b>

### Sophomore Year

	<b>F</b>	<b>S</b>
Fashion Design Core 1 & 2	8	8
Fashion Digital Studio	2	2
History, Culture, Society	2	2
History of Design: 1850–2000	-	3
Introduction to Design Studies	3	-
Liberal Arts Elective	3	-
University Lecture Elective	-	3
	<b>18</b>	<b>18</b>

### Junior Year

	<b>F</b>	<b>S</b>
Fashion Design Core 3 & 4	8	8
Fashion Drawing	1	1
Fashion Digital Studio	2	2
Themes in Fashion History	2	-
Fashion Industry Survey	-	2
Global Issues in Design and Visuality: 21st Century	3	-
Art History/Design Studies Elective	-	3
University Lecture Elective	3	-
	<b>19</b>	<b>16</b>

### Senior Year

	<b>F</b>	<b>S</b>
Fashion Design Core 5 & 6: Thesis	8	8
Business Seminar	2	-
Senior Seminar	3	-
Liberal Arts Elective	-	3
Advanced Art History/Design Studies Elective	-	3
	<b>13</b>	<b>14</b>

### Total Credits

**134**

**BFA Fine Arts Program**

<b>Freshman Year</b>	<b>F</b>	<b>S</b>
2D Integrated Studio 1 & 2	3	3
3D Studio 1 & 2	3	3
Drawing Studio 1 & 2	3	3
Laboratory 1 & 2	3	3
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
	<b>18</b>	<b>18</b>

<b>Sophomore Year</b>	<b>F</b>	<b>S</b>
Painting 1 & 2	3	3
Sculpture 1 & 2	3	3
Drawing 1 & 2	3	3
Visual Thinking: Narrative and Video	2	2
Studio Elective	2	-
Introduction to Visual Culture	3	-
History of Modern and Postmodern Art	-	3
Liberal Arts Elective	-	3
University Lecture Elective	3	-
	<b>19</b>	<b>17</b>

<b>Junior Year</b>	<b>F</b>	<b>S</b>
Painting 3	3	-
Sculpture 3	3	-
Drawing 3	3	-
Junior Concentration: Means (Narratives, Perception, or Public Engagement)	-	3
Junior Concentration: Modes (Materiality, Performance, or Space)	-	3
Professional Practices	-	3
Studio Electives	2	3
Global Issues in Design and Visuality: 21st Century	3	-
Art History/Design Studies Elective	-	3
Liberal Arts Elective	3	-
University Lecture Elective	-	3
	<b>17</b>	<b>18</b>

<b>Senior Year</b>	<b>F</b>	<b>S</b>
Concentration 1 & 2	5	5
Theory, Practice & Career	3	3
Thesis Lectures	0	0
Senior Thesis	-	3
Studio Elective	2	-
Senior Seminar	3	-
Advanced Art History/Design Studies Elective	-	3
	<b>13</b>	<b>14</b>

**Total Credits** **134**

**BFA Illustration Program**

<b>Freshman Year</b>	<b>F</b>	<b>S</b>
2D Integrated Studio 1 & 2	3	3
3D Studio 1 & 2	3	3
Drawing Studio 1 & 2	3	3
Laboratory 1 & 2	3	3
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
	<b>18</b>	<b>18</b>

<b>Sophomore Year</b>	<b>F</b>	<b>S</b>
Illustration Concepts	2	2
Materials and Methods	1	1
Drawing	3	-
Painting	3	-
Drawing/Painting	-	3
Digital Elective	3	-
Type (Digital)	-	3
Illustrative Printmaking	-	3
Introduction to Design Studies	3	-
History of Illustration	-	3
Liberal Arts Elective	-	3
University Lecture Elective	3	-
	<b>18</b>	<b>18</b>

<b>Junior Year</b>	<b>F</b>	<b>S</b>
Illustration Concepts	3	3
Drawing/Painting	3	-
Studio Elective	3	-
Printmaking Elective	-	2
Drawing/Mixed Media	-	2
Digital Elective	3	3
Global Issues in Design and Visuality: 21st Century	3	-
Art History/Design Studies Elective	-	3
Liberal Arts Elective	3	-
University Lecture Elective	-	3
	<b>18</b>	<b>16</b>

<b>Senior Year</b>	<b>F</b>	<b>S</b>
Senior Thesis and Senior Concepts	4	3
Professional Practices	-	3
Digital Presentation	3	-
Web for Illustrators	-	3
Studio Electives	4	2
Senior Seminar	3	-
Advanced Art History/Design Studies Elective	-	3
	<b>14</b>	<b>14</b>

**Total Credits** **134**

## BFA Integrated Design Program

Every student is required to select one area of study: Integrative Fashion Curriculum, Integrative Urban Curriculum, or Integrative Self-Directed Curriculum.

<b>Freshman Year</b>	<b>F</b>	<b>S</b>
2D Integrated Studio 1 & 2	3	3
3D Studio 1 & 2	3	3
Drawing Studio 1 & 2	3	3
Laboratory 1 & 2	3	3
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
	<b>18</b>	<b>18</b>
<b>Sophomore Year</b>	<b>F</b>	<b>S</b>
Integrative Design Core	4	4
IDC Lab	2	2
Area of Study Electives	6	6
Liberal Arts Elective	-	3
Introduction to Design Studies	3	-
History of (area of study)	3	-
University Lecture Elective	-	3
	<b>18</b>	<b>18</b>
<b>Junior Year</b>	<b>F</b>	<b>S</b>
Integrative Design Core	4	4
IDC Lab	2	2
Area of Study Electives	6	6
Art History/Design Studies Elective	3	-
Global Issues in Design and Visuality: 21st Century	3	-
Theories of Practice	-	3
University Lecture Elective	-	3
	<b>18</b>	<b>18</b>
<b>Senior Year</b>	<b>F</b>	<b>S</b>
Senior IDC Project	4	4
Senior IDC Lab	2	2
Senior Internship	2	-
Area of Study Electives	3	3
Senior Seminar	3	-
Advanced Art History/Design Studies Elective	-	3
	<b>14</b>	<b>12</b>
<b>Total Credits</b>		<b>134</b>

## BFA Interior Design Program

<b>Freshman Year</b>	<b>F</b>	<b>S</b>
2D Integrated Studio 1 & 2	3	3
3D Studio 1 & 2	3	3
Drawing Studio 1 & 2	3	3
Laboratory 1 & 2	3	3
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
	<b>18</b>	<b>18</b>
<b>Sophomore Year</b>	<b>F</b>	<b>S</b>
Design Studio 1 & 2	5	5
Representation and Analysis 1 & 2	3	3
Elements of Space, Tectonics, Surface	3	-
Materiality: Methods and Intentions	-	3
History of World Architecture 1 & 2	3	3
Introduction to Design Studies	3	-
University Lecture Elective	-	3
	<b>17</b>	<b>17</b>
<b>Junior Year</b>	<b>F</b>	<b>S</b>
Design Studio 3 & 4	6	6
Program: Concept and Representation	3	-
Critical Studies in Design 1 & 2	3	3
Departmental Elective	-	3
Art History/Design Studies Elective	3	-
Global Issues in Design and Visuality: 21st Century	3	-
University Lecture Elective	-	3
	<b>18</b>	<b>15</b>
<b>Senior Year</b>	<b>F</b>	<b>S</b>
Design Studio 5 & 6	6	6
Portfolio Preparation	1	-
Detail: Furniture and Construction	3	-
Departmental Elective	-	3
Senior Seminar	3	-
Advanced Art History/Design Studies Elective	-	3
Liberal Arts Elective	3	3
	<b>16</b>	<b>15</b>
<b>Total Credits</b>		<b>134</b>

**BFA Photography Program**

<b>Freshman Year</b>	<b>F</b>	<b>S</b>
Freshman Seminar	4	4
Design: From Line to Pixel 1 & 2	4	4
Drawing	2	-
Drawing and Painting	-	2
Studio Elective	-	3
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
	<b>16</b>	<b>19</b>

**Sophomore Year**

	<b>F</b>	<b>S</b>
Design 3: Capture to Print	3	-
Design 4: Pixel to Cyberspace	-	3
Photo Topics	-	3
Sophomore Seminar	3	3
Studio and Light 1 & 2	3	3
Studio Elective	-	3
View Camera	3	-
History of Photography	3	-
Intro to Visual Culture	3	-
University Lecture Elective	-	3
	<b>18</b>	<b>18</b>

**Junior Year**

	<b>F</b>	<b>S</b>
Imagery and Design	3	-
Internship or Elective	-	3
Junior Seminar	3	3
Studio Electives	6	6
Global Issues in Design and Visuality: 21st Century	3	-
Art History/Design Studies Elective	-	3
Liberal Arts Elective	3	-
University Lecture Elective	-	3
	<b>18</b>	<b>18</b>

**Senior Year**

	<b>F</b>	<b>S</b>
Senior Seminar	3	3
Senior Seminar Lab	2	2
Senior Thesis Tutorial	1	1
Studio Electives	3	3
Senior Seminar (ADS)	3	-
Advanced Art History/Design Studies Elective	-	3
Liberal Arts Elective	3	-
	<b>15</b>	<b>12</b>

**Total Credits****134****BFA Product Design Program**

<b>Freshman Year</b>	<b>F</b>	<b>S</b>
2D Integrated Studio 1 & 2	3	3
3D Studio 1 & 2	3	3
Drawing Studio 1 & 2	3	3
Laboratory 1 & 2	3	3
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
	<b>18</b>	<b>18</b>

**Sophomore Year**

	<b>F</b>	<b>S</b>
Design, Research, and Development 1 & 2	3	3
Introduction to CAD	-	2
Materials 1	-	2
Models 1 & 2	2	2
Presentation	3	-
Prototypes 1 & 2	2	2
Technical Rendering	2	-
History of Design	-	3
Introduction to Design Studies	3	-
Liberal Arts Elective	-	3
University Lecture Elective	3	-
	<b>18</b>	<b>17</b>

**Junior Year**

	<b>F</b>	<b>S</b>
Design Concepts and Applications 1 & 2	3	3
Digital Electives 1 & 2	2	2
Design Studio Elective	2	-
Metal Fabrication	2	-
Information Design 1 & 2	2	2
Materials 2 & 3	2	2
Models 1 & 2 or Prototypes 1 & 2	2	2
Global Issues in Design and Visuality: 21st Century	3	-
Art History/Design Studies Elective	-	3
University Lecture Elective	-	3
	<b>18</b>	<b>17</b>

**Senior Year**

	<b>F</b>	<b>S</b>
Digital Elective 3	-	2
Dynamic Media Studio	2	-
Professional Internship	1	-
Studio Electives	2	2
Thesis and Analysis Studio 1 & 2	4	4
Thesis Prototyping	-	2
Senior Seminar	3	-
Liberal Arts Elective	3	-
Advanced Art History/Design Studies Elective	-	3
	<b>15</b>	<b>13</b>

**Total Credits****134**

---

## Bachelor of Arts/Bachelor of Fine Arts

**BA/BFA Degrees:** The Bachelor of Fine Arts degree from Parsons and the Bachelor of Arts degree from Eugene Lang College are awarded to students who have completed 180 credits (90 credits of studio/design and 90 credits of liberal arts) as designated by the programs. A minimum of 12 credits must be in art or design history. A maximum of 81 credits, 36 towards Parsons and 45 towards Lang, may be transferred. Students must also attain a 2.0 cumulative grade point average and fulfill all requirements.

Students should consult the BA/BFA Student Handbook for greater specificity concerning program and degree requirements.

## Critical Studies Requirements

Students may fulfill Critical Studies requirements by enrolling in courses offered by the Art and Design Studies Department and by other programs at the university. These courses will be clearly designated each semester at the student resources website, [www.students.parsons.edu](http://www.students.parsons.edu). Focusing on the culture, history, theory, and analysis of design and art, courses offered by Art and Design Studies help students develop an understanding of the processes, practices, and products of design and art as core loci of human knowledge, agents of social change, and sites of cultural diversity.

All degree candidates are required to fulfill this component of their program requirements. Transfer credit for appropriate academic course work is subject to review and must be approved in advance.

## Critical Reading and Writing

All undergraduates, including transfer students who have not received credit in Critical Reading and Writing, are expected to enroll in and complete a course every semester until the requirement has been completed. BFA and BBA students who are admitted as freshmen must complete the requirement before they are permitted to enter their junior or third year of study. Students who test into or are placed in English as a Second Language (ESL) courses may be required to earn additional credit in Critical Reading and Writing. Some students may be required to attend summer study and/or may be prevented from enrolling in program course work until the requirement has been fulfilled. Upon matriculation, students must fulfill the Critical Reading and Writing requirement at Parsons.

---

## GRADUATE DEGREE PROGRAMS

### Master of Arts (MA) Degree

#### MA History of Decorative Arts and Design Program

Offered in collaboration with the Cooper-Hewitt Museum of the Smithsonian Institution in New York, the Master of Arts degree in the History of Decorative Arts is awarded upon completion of 48 credits of course work and the successful completion of the master's examination or thesis. A maximum of six credits of graduate-level course work may be transferred. Students must also attain a 3.0 cumulative grade point average and fulfill all requirements.

Students may take undergraduate courses for graduate credit only if they have received special written approval from both the graduate and undergraduate programs.

#### First Year Fall

---

Survey of Decorative Arts 1	3
Proseminar	3
Electives (2)	6
	<b>12</b>

#### First Year Spring

---

Survey of Decorative Arts 2	3
Museology/Theory	3
Electives (2)	6
	<b>12</b>

#### Second Year Fall

---

Electives (3, if proposing thesis); or	9
Electives (4, if standing for exams)	12
Independent Study: thesis 1 (if proposing thesis)	3
	<b>12</b>

#### Second Year Spring

---

Electives (3)	9
Independent Study: Thesis 2 or	
Independent Study: Thesis Exam	3
	<b>12</b>

---

**Total Credits** **48**

## Master of Architecture (MArch) Degree

### MArch Architecture: First Professional Program

The Master of Architecture is awarded to students who have completed 106 credits or the equivalent, as designated by the program. Students must also attain a 3.0 cumulative grade point average and fulfill all requirements.

The program may be completed in two to three years, depending on the program's evaluation of each student's educational background. The standard course of study is three years.

Students must have earned a four-year undergraduate bachelor's degree to enter this program.

Students may take undergraduate courses for graduate credit only if they have received special written approval from both the graduate and undergraduate programs.

#### First Year Fall

Design Studio 1	6
Issues and Practices of Modern Architecture 1 or Modern and Postmodern Architecture	3
Representation and Spatial Reasoning 1	4
Construction Technology 1	3
	<b>16</b>

#### First Year Spring

Design Studio 2 (Housing)	9
Issues and Practices of Modern Architecture 2 or Imagining New York	3
Representation and Spatial Reasoning 2	3
Nature in Environment	3
	<b>18</b>

#### Second Year Fall

Design Studio 3 (Natural Systems)	9
Structural Technology 1	3
Environmental Technologies	3
Theory of Architectural Form	3
	<b>18</b>

#### Second Year Spring

Design Studio 4 (The Design Workshop option)	9
Structural Technology 2	3
Construction Technology 2	3
Elective	3
	<b>18</b>

#### Third Year Fall

Design Studio 5 (Urban Architecture)	9
Research Seminar: Cities and Details	3
Theory of Urban Form	3
Elective	3
	<b>18</b>

#### Third Year Spring

Design Studio 6 (Thesis)	9
Professional Practice	3
Electives	6
	<b>18</b>
<b>Total Credits</b>	<b>106</b>

### MArch Architecture and MFA Lighting Design Dual-Degree Program

The Master in Architecture and the Master in Fine Arts in Lighting Design dual degree is awarded to students who have completed 142 credits. The curriculum retains all required coursework for both stand alone degrees; the compressed time frame and reduced credit hours are possible because required coursework for architecture replaces free electives in the lighting program, and required coursework for lighting design replaces free electives in architecture. Dual-degree students are required to complete a joint thesis and take one joint lighting design/architecture design studio. Students must also attain a 3.0 cumulative grade point average and fulfill all requirements.

The standard course of study is four years. Students must have earned a four-year undergraduate bachelor's degree to enter the program.

Students may take undergraduate courses for graduate credit only if they have received special written approval from both the graduate and undergraduate programs.

#### First Year Fall

MArch Design Studio 1	6
Issues & Practices of Modern Architecture or Modern & Postmodern Architecture	3
Representation & Spatial Reasoning 1	4
Construction Technology 1	3
	<b>16</b>

#### First Year Spring

MArch Design Studio 2 (Housing)	9
Issues & Practices of Modern Architecture or Imagining New York	3
Representation & Spatial Reasoning 2	3
Nature in Environment	3
	<b>18</b>

#### Second Year Fall

MFALD Studio 1: Light, Vision & Representation	6
Principles of Light	3
Theory of Architectural Form	3
Structural Technology 1	3
Luminaire Design	3
	<b>18</b>

#### Second Year Spring

MFALD Studio 2: Natural & Technological Light	6
Daylighting & Sustainability	3
Light: Critical Issues	3
Structural Technology 2	3
Light, Perception, & Culture 1	3
	<b>18</b>

---

**Third Year Fall**

---

MArch Design Studio 3 (Natural Systems)	9
Theory of Urban Form	3
Environmental Technology	3
Research Seminar: Cities & Details	3
	<b>18</b>

**Third Year Spring**

---

MArch Design Studio 4	9
Construction Technology 2	3
Light, Perception, & Culture 2	3
MArch/MFALD Elective	3
	<b>18</b>

**Fourth Year Fall**

---

MArch Design Studio 5/ MFALD Studio 3	9
Thesis Seminar	3
Luminaire Technology	3
MArch/MFALD Elective	3
	<b>18</b>

**Fourth Year Spring**

---

MArch/MFALD (Joint) Thesis	9
MFALD Professional Practice	3
MArch Professional Practice	3
MArch/MFALD Elective	3
	<b>18</b>

**Total Credits** **142****Master of Fine Arts (MFA) Degree****MFA Design and Technology Program**

The Master of Fine Arts in Design and Technology is awarded to students who have completed 64 credits. A maximum of six credits of graduate-level course work may be transferred. Students must also attain a 3.0 cumulative grade point average and fulfill all requirements.

Students may take undergraduate courses for graduate credit only if they have received special written approval from both the graduate and undergraduate programs.

**First Year Fall**

---

Major Studio 1: Interface	6
Creativity and Computation	3
Support Electives	6
	<b>15</b>

**First Year Spring**

---

Major Studio 2: (Concentration)	6
Collaboration Studio	3
Academic Elective	3
Support Electives	6
	<b>18</b>

**Second Year Fall**

---

Thesis Studio 1	6
Collaboration Studio	3
Writing and Research	3
Support Electives	6
	<b>18</b>

**Second Year Spring**

---

Thesis Studio 2	7
Academic Elective	3
Support Electives	3
	<b>13</b>

**Total Credits** **64**

---

## MFA Fine Arts Program

The Master of Fine Arts in Fine Arts is awarded to students who have completed 64 credits. A maximum of six credits of graduate-level liberal arts course work may be transferred. Students must also attain a 3.0 cumulative grade point average and fulfill all requirements.

Students may take undergraduate courses for graduate credit only if they have received special written approval from both the graduate and undergraduate programs.

### First Year Fall

---

Graduate Core 1	10
Graduate Seminar	3
Academic Elective	3
Graduate Studio Visits	0
Fine Arts Lecture Series	0
	<b>16</b>

### First Year Spring

---

Graduate Core 2	10
Graduate Seminar	3
Academic Elective	3
Graduate Studio Visits	0
Fine Arts Lecture Series	0
	<b>16</b>

### Second Year Fall

---

Graduate Core 3	8
Graduate Seminar	3
Academic Elective	3
Theory, Practice, Career	2
Graduate Studio Visits	0
Fine Arts Lecture Series	0
	<b>16</b>

### Second Year Spring

---

Graduate Core 4	8
Graduate Seminar	3
Academic Elective	3
Theory, Practice, Career	2
Graduate Studio Visits	0
Fine Arts Lecture Series	0
	<b>16</b>

### Total Credits

**64**

## MFA Lighting Design Program

The Master of Fine Arts in Lighting Design is awarded to students who have completed 64 credits. No credits may be transferred. Students must also attain a 3.0 cumulative grade point average and fulfill all requirements.

Students may take undergraduate courses for graduate credit only if they have received special written approval from both the graduate and undergraduate programs.

### First Year Fall

---

Studio 1: Light, Vision, and Representation	6
Luminaire Design	3
Principles of Light	3
Modern and Postmodern Architecture or Issues and Practices of Architecture 1	3
	<b>15</b>

### First Year Spring

---

Studio 2: Natural and Technological Light	6
Daylight and Sustainability	3
Light: Issues and Theory	3
Multi-Discipline Elective (Required)	3
Light Perception and Culture 1	3
	<b>18</b>

### Second Year Fall

---

Studio 3	6
Thesis Seminar	3
Luminaire and Systems Technology	3
Multi-Discipline Elective (Required)	3
	<b>15</b>

### Second Year Spring

---

Thesis Studio	7
Light Perception and Culture 2	3
Professional Practice	3
Multi-Discipline Elective (Required)	3
	<b>16</b>

### Total Credits

**64**

---

## MFA Photography Program

The Master of Fine Arts in Photography is awarded to students who have completed 64 credits. No credits may be transferred. Students must also attain a 3.0 cumulative grade point average and fulfill all requirements.

Students may take undergraduate courses for graduate credit only if they have received special written approval from both the graduate and undergraduate programs.

### First Year Summer

Graduate Studio	6
Graduate Seminar	3
Wired Studio	3
	<b>12</b>

### First Year Fall

Independent Studio	3
Academic Elective	3
	<b>6</b>

### First Year Spring

Independent Studio	3
Academic Elective	3
	<b>6</b>

### Second Year Summer

Graduate Studio	6
Graduate Seminar	3
Teaching Methods	3
	<b>12</b>

### Second Year Fall

Independent Studio	3
Academic Elective	3
Thesis and Exhibition	2
	<b>8</b>

### Second Year Spring

Independent Studio	3
Academic Elective	3
Thesis and Exhibition	2
	<b>8</b>

### Third Year Summer

Graduate Studio	6
Graduate Seminar	3
Thesis and Exhibition	3
	<b>12</b>

### Total Credits

**64**

## English as a Second Language (ESL)

Graduate students who test into or are placed in ESL courses are expected to enroll in and complete an ESL course every semester until the sequence has been successfully completed. Students who fail to complete the sequence in one year, including summer, may be prevented from enrolling in program course work until the sequence has been successfully completed.

---

## STUDY OPTIONS

---

### BA/BFA PROGRAM

Students who are interested in combining their studio education with an extensive exploration of a particular branch of the liberal arts should consider enrolling in the BA/BFA program, a five-year dual degree program offered jointly by Parsons and Eugene Lang College, both divisions of The New School. Students in this program simultaneously complete a BFA at Parsons and a BA at Lang, a small, progressive liberal arts college, by combining 90 liberal arts credits with 90 credits of studio/design study. In addition to choosing a studio major at Parsons, each BA/BFA student chooses an area of study from among Lang's diverse offerings. The programs include The Arts; Culture and Media; Economics; Education Studies; Environmental Studies; History; Interdisciplinary Science; Liberal Arts; Literary Studies; Philosophy; Psychology; Religious Studies; Social Inquiry; and Urban Studies. Participating programs at Parsons are Architectural Design, Communication Design, Design and Technology, Fashion Design, Fine Arts, Illustration, Integrated Design, Interior Design, Photography, and Product Design.

---

### INDEPENDENT STUDY

Students who wish to pursue a specific area of interest beyond what is available in an existing course may elect to work independently with a faculty member. Undertaking such study requires a serious commitment on the part of the student and the supervising faculty member. The project must be clearly and realistically defined in advance; progress will be measured at regular intervals; and the final project—be it research, written work, or a creative project—will be evaluated rigorously. Students approved to pursue independent work should be focused, motivated, and capable of working productively on their own. Students interested in pursuing this option should seek additional guidelines and advising from the program chair or director or an advisor. Students granted permission to work independently with a faculty member must complete an Independent Study Contract within the “add” period and register for the approved number of credits.

---

### INTERNSHIPS

Many programs include a professional internship as part of their degree requirements. Students interested in pursuing this option should seek additional guidelines and advising from the program advisor. Students granted permission to participate in an internship for credit must complete a Work/Learn Agreement within the “add” period and register for the approved number of credits.

International students considering internship opportunities should discuss their eligibility with an International Student Advisor in the International Student Services Office.

---

## STUDY ABROAD AND EXCHANGE

---

BBA, BFA, and BA/BFA students may enroll for one or two semesters during the junior year in another school in the United States or abroad, with approval from both schools. Credit is awarded by the host school and is accepted by Parsons as transfer credit. Interested students should discuss options with their program advisor.

Arrangements must be made in the spring prior to the intended semester or year abroad. Students are required to attend an information session, complete the appropriate application paperwork and portfolio requirements, and obtain permission from the program chair or director and the Office of Advising. The application deadline is March 27.

Any qualified student who wishes to undertake study at a school with whom we do not have an exchange agreement must (1) procure information from the host school regarding course offerings, the application process, deadlines, and portfolio requirements; (2) develop a plan of study that is approved by the major program chair; (3) complete all application paperwork and portfolio requirements; and (4) if the application is accepted, notify the major program so that the credits can be preapproved for transfer.

Students who participate in Study Abroad or Exchange will be registered for “mobility” credit at Parsons. Where tuition payments are made is dependent upon Parsons’ agreement with the host institution and other factors. Financial aid awards may be applicable to approved off-campus schools. Given the complexity of these issues, all participating students are expected to seek advising from a counselor in Student Financial Services. Students should refer to [parsons.edu/studyabroad](http://parsons.edu/studyabroad) for up-to-date information and deadlines.

## SUMMER STUDY

---

### Required Courses

Most required program courses for the degree programs are not available during the summer. However, some programs, including Art and Design Studies, offer courses during one or both of the intensive summer sessions. Courses that fulfill each of the Critical Studies requirements are generally offered, though not necessarily during each session. Students may enroll in up to three courses per session. Summer course information is available in March; registration begins in April. Interested students should consult with an advisor for information on course offerings, dates, and prerequisites. Some students, including those who have not completed first-year requirements, may be required to attend summer study.

### Off-Campus Study

Students may enroll in summer courses at another institution if they are in Good Academic Standing, if they have not exceeded the maximum number of allowable transfer credits, if they have completed required first-year courses, and if the summer courses are preapproved for transfer. Students must bring a summer course catalog from the host institution to a meeting with an advisor and complete a Permission to Take Courses at Another Institution form. Because each program has a carefully structured, sequential curriculum, approval is very rarely given for core program courses. BFA and BBA students may request up to nine credits of off-campus summer study so long as they have not already received the maximum allowable transfer credits (67). AAS students may request up to five credits of off-campus summer study so long as they have not already received the maximum allowable transfer credits (31).

## FACULTY

### Tamara Albu

Associate Professor  
Fashion, AAS  
MFA, Academy of Fine Arts, Bucharest

### Michelle Alleyne

Assistant Professor  
Fashion Marketing, AAS  
BS, Howard University

### Laura Auricchio

Assistant Professor  
Art and Design History  
PhD, Columbia University

### Anthony Aziz

Associate Professor  
Fine Arts, BFA  
MFA, San Francisco Art Institute

### Mark Bechtel

Term Assistant Professor  
Product Design, BFA  
MFA, Columbia University

### Craig Bernecker

Term Associate Professor  
Lighting Design, MA  
PhD, Pennsylvania State University

### Andy Bichlbaum

Assistant Professor  
Digital Design  
MFA, Louisiana State University

### Michelle Bogre

Associate Professor  
Photography, BFA  
BJ, University of Missouri

### Thomas Bosket

Assistant Professor  
Graphic Design, AAS  
MFA, Yale University

### Margot Bouman

Assistant Professor  
Art and Design History  
PhD, University of Rochester

### Adam Brent

Term Assistant Professor  
Foundation, BFA  
MFA, Parsons The New School for Design

### Laura Briggs

Assistant Professor  
Architectural Design, BFA  
MArch, Columbia University

### David Brody

Assistant Professor  
Art and Design History  
PhD, Boston University

### Edward Byfield

Term Assistant Professor  
Digital Design  
BA, Columbia University

---

**David Carroll**

Assistant Professor  
Digital Design  
MFA, Parsons The New School for Design

**Jinsook Cho**

Associate Professor  
Design & Management, BBA  
PhD, University of Wisconsin at Madison

**Hazel Clark**

Associate Professor  
Program Admin, ADS  
PhD, Brighton Polytechnic

**Simon Collins**

Associate Professor  
Fashion Design, BFA  
Epsom School of Art

**Melanie Crean**

Assistant Professor  
Digital Design  
MFA, School of Visual Arts

**Jose De Jesus-Zamora**

Assistant Professor  
Foundation, BFA  
MFA, New York Academy of Art

**Lisa DeBenedittis**

Assistant Professor  
Academic & Educational Programs  
PhD, New York University

**Fiona Dieffenbacher**

Term Instructor  
Fashion Design, BFA  
BFA, Parsons The New School for Design

**Alice Demirjian**

Term Assistant Professor  
Fashion Marketing, AAS  
MS, Philadelphia College of Textiles and Science

**Andrea Dezsó**

Assistant Professor  
Digital Design  
MFA, Hungarian University of Design

**Shari Diamond**

Term Assistant Professor  
Foundation, BFA  
MA, New York University

**Clive Dilnot**

Professor  
Art and Design History  
MA, Leeds University

**Simone Douglas**

Associate Professor  
Photography, BFA  
MFA, University of New South Wales

**Nadia M Elrokhsy**

Assistant Professor  
Integrated Design Curclm., BFA  
MPhil, Martin Centre for Architectural and Urban Studies

**Steven Faerm**

Assistant Professor  
Fashion Design, BFA  
BFA, Parsons The New School for Design

**Shelley Fox**

Donna Karan Professor  
Fashion Design, BFA  
MA, Central St. Martins College of Arts Design

**Aaron Fry**

Associate Professor  
Foundation, BFA  
MFA, University of Hawaii at Manoa

**Coco Fusco**

Associate Professor  
Fine Arts, BFA  
PhD, Middlesex University

**Anne Gaines**

Term Assistant Professor  
Program Admin. Spec. Prog.  
MFA, Parsons The New School for Design

**Vincent Gargiulo**

Term Assistant Professor  
Fine Arts, BFA  
BA, San Diego State University

**Pascale Gatzen**

Associate Professor  
Integrated Design Curclm., BFA  
MFA, Jan van Eyck Academie

**Lisa Grocott**

Associate Professor  
Academic & Educational Programs  
MFA, Royal Melbourne Institute of Technology

**Katarzyna Gruda**

Associate Professor  
Graphic Design, AAS  
MFA, Yale University

**Steven Guarnaccia**

Associate Professor  
Illustration, BFA  
Brown University

**Charles Harbutt**

Term Associate Professor  
Photography, BFA  
BS, Marquette University

**Alexander Harrington**

Term Instructor  
Photography, BFA  
MFA, University of Massachusetts

**Daniel Hill**

Assistant Professor  
Foundation, BFA  
MFA, Hunter College

**Jamer Hunt**

Associate Professor  
Foundation, BFA  
PhD, Rice University

---

**Larisa Iosilevich**

Term Instructor  
Fashion, AAS  
BDes, Shenkar College of Engineering and Design

**Jessica Irish**

Assistant Professor  
Digital Design  
MFA, University of California, Irvine

**Jonatan Jelen**

Term Assistant Professor  
Design & Management, BBA  
D.E.A., Université de Pau; J.D./L.L.B. equivalent, Ludwig-Maximilians  
Universität

**Heike Jenss**

Assistant Professor  
Art and Design History  
PhD, Universität Dortmund

**Mary Judge**

Associate Professor  
Foundation, BFA  
MFA, Tyler School of Art

**Maura Jurgrau**

Term Assistant Professor  
Fashion Design, BFA  
BFA, Parsons The New School for Design

**Ben Katchor**

Associate Professor  
Illustration, BFA  
BA, Brooklyn College

**Gwynne Keathley**

Associate Professor  
Foundation, BFA  
MArch, Harvard University

**Robert Kirkbride**

Assistant Professor  
Product Design, BFA  
PhD, McGill University

**Mary Pamela Klein**

Associate Professor  
Program Administration, AAS  
MFA, Pratt Institute

**Kent Kleinman**

Professor  
Architectural Design, BFA  
MArch, University of California, Berkeley

**Janet Kraynak**

Assistant Professor  
Art and Design History  
PhD, Massachusetts Institute of Technology

**Nora Krug**

Associate Professor  
Illustration, BFA  
MFA, School of Visual Arts

**Sarah Lawrence**

Associate Professor  
Cooper-Hewitt/New York  
PhD, Columbia University

**Cynthia Lawson**

Assistant Professor  
Integrated Design Curclm., BFA  
MA, New York University

**Laura Leite**

Term Instructor  
Fashion, AAS  
BFA, Parsons The New School for Design

**David Leven**

Associate Professor  
Architecture, MA  
MArch, Yale University

**David Lewis**

Associate Professor  
Architecture, MA  
MArch, Princeton University

**Sarah Lichtman**

Term Assistant Professor  
Humanities  
MA, Bard Graduate Center

**Steven Lindner**

Term Instructor  
Design & Management, BBA  
BA, State University of New York, Buffalo

**Colleen Macklin**

Associate Professor  
Design & Management, BBA  
BFA, Pratt Institute

**David Marin**

Term Assistant Professor  
Product Design, BFA  
MFA, Cranbrook Academy of Art

**Victoria Marshall**

Assistant Professor  
Foundation, BFA  
MLA, Cert. UD, University of Pennsylvania

**Lydia Matthews**

Professor  
Academic & Educational Programs  
MA, University of California, Berkeley

**Brian McGrath**

Associate Professor  
Architectural Design, BFA  
MArch, Princeton University

**Kerry McNaughton**

Term Assistant Professor  
Product Design, BFA  
MFA, Hunter College

**Alison Mears**

Term Assistant Professor  
Foundation, BFA  
MArch, Columbia University

**Pablo Medina**

Assistant Professor  
Communication Design, BFA  
MFA, Pratt Institute

---

**James Mendolia**

Assistant Professor  
Fashion Marketing, AAS  
BS, Fashion Institute of Technology

**Joanna Merwood-Salisbury**

Assistant Professor  
Architectural Design, BFA  
PhD, Princeton University

**Miodrag Mitrasinovic**

Associate Professor  
Foundation, BFA  
PhD Arch, University of Florida

**Daniel Nadel**

Assistant Professor  
Illustration, BFA  
BA, Washington University

**Seth Nagelberg**

Term Assistant Professor  
Product Design, BFA  
MFA, Cranbrook Academy of Art

**Gregory Newton**

Term Instructor  
Art and Design History  
MPhil, Graduate School and University Center, CUNY

**Kichisaburo Ogawa**

Term Assistant Professor  
Fashion, AAS  
BA, Bunka Fashion College

**Thomas O'Hare**

Term Instructor  
General Administration  
BFA, Parsons The New School for Design

**Rosemary O'Neill**

Associate Professor  
Art and Design History  
PhD, Graduate School and University Center, CUNY

**James Osman**

Term Assistant Professor  
Foundation, BFA  
MFA, Queens College

**Arthur Ou**

Term Associate Professor  
Photography, BFA  
MFA, Yale University

**Carol Overby**

Assistant Professor  
Design & Management, BBA  
MBA, University of Chicago

**Michie Pagulayan**

Term Assistant Professor  
Digital Design  
MFA, Parsons The New School for Design

**Chun Wo Pat**

Assistant Professor  
Communication Design, BFA  
MFA, Yale University

**Lara Penin**

Assistant Professor  
Foundation, BFA  
PhD, Politecnico di Milano University

**Jane Pirone**

Assistant Professor  
Digital Design  
MS, Polytechnic Institute

**George Pitts**

Assistant Professor  
Photography, BFA  
BA, Bennington College

**Scott Pobiner**

Assistant Professor  
Design & Management, BBA  
MDesS, Harvard University

**Donald Porcaro**

Associate Professor  
Fine Arts, BFA  
MFA, Columbia University

**Derek Porter**

Assistant Professor  
Lighting Design, MA  
BFA, Kansas City Art Institute

**Julia Poteat**

Assistant Professor  
Fashion, AAS  
BFA, Pratt Institute

**Zhijian Qian**

Instructor  
Art and Design History  
MA, The Central Academy of Fine Arts, Beijing, MA, New York University

**Michael Rabin**

Associate Professor  
Design & Management, BBA  
PhD, Yale University

**Robert Rabinovitz**

Term Assistant Professor  
Integrated Design Curclm., BFA  
MFA, Cranbrook Academy of Art

**Anna Rabinowicz**

Associate Professor  
Product Design, BFA  
MFA/MS, Stanford University

**James Ramer**

Associate Professor  
Photography, BFA  
MFA, Memphis College of Art

**Raoul Rickenberg**

Assistant Professor  
Design & Management, BBA  
PhD, Stanford University

**John Roach**

Term Assistant Professor  
Foundation, BFA  
MFA, Hunter College

---

**Matthew Robb**

Term Assistant Professor  
Design & Management, BBA  
PhD, The New School for Social Research

**Ethan Robey**

Assistant Professor  
Cooper-Hewitt/New York  
PhD, Columbia University

**Richard Rosenfeld**

Term Assistant Professor  
Fashion Design, BFA  
Graduate Certificate, Parsons The New School for Design

**Katie Salen**

Associate Professor  
Digital Design  
MFA, Rhode Island School of Design

**Francesca Sammaritano**

Term Assistant Professor  
Fashion Design, BFA  
BFA, Parsons The New School for Design

**Luciana Scrutchen**

Assistant Professor  
Fashion, AAS  
MFA, Parsons The New School for Design

**Anezka Sebek**

Associate Professor  
Digital Design  
PhD, The New School for Social Research

**Maurice Sherman**

Term Instructor  
Digital Design  
BFA, School of Visual Arts

**Dean Stadel**

Term Assistant Professor  
Fashion Design, BFA  
BS, University of Wisconsin at Madison

**Eduardo Staszowski**

Term Instructor  
Foundation, BFA  
MFA, St. Joost Academy of Fine Arts and Design

**Colin Stearns**

Term Assistant Professor  
Photography, BFA  
MFA, Hunter College

**Pamela Steinman**

Term Assistant Professor  
Photography, BFA  
MFA, Hunter College

**Ken Stevens**

Associate Professor  
Design & Management, BBA  
MS, Illinois Institute of Technology

**Earl Tai**

Associate Professor  
Program Administration, ADS  
PhD, Columbia University

**Jose Carlos Teixeira**

Assistant Professor  
Design & Management, BBA  
PhD, Illinois Institute of Technology

**Lucille Tenazas**

Henry Wolf Professor  
Information Design, MFA  
MFA, Cranbrook Academy of Art

**Cameron Tonkinwise**

Associate Professor  
Integrated Design Curclm., BFA  
PhD, University of Sydney

**Joel Towers**

Associate Professor  
Foundation, BFA  
MArch, Columbia University

**Georgia Traganou**

Assistant Professor  
Art and Design History  
PhD, University of Westminster

**Sven Travis**

Associate Professor  
Digital Design  
BFA, Rhode Island School of Design

**Alisa Turko**

Term Assistant Professor  
Fashion, AAS  
Master's equivalent, Fashion Institute of Technology, Kiev

**Michael Verbos**

Term Instructor  
Product Design, BFA  
BFA, The Rhode Island School of Design

**Julia Wargaski**

Assistant Professor  
Digital Design  
BFA, Parsons The New School for Design

**Lois Weintal**

Associate Professor  
Interior Design, BFA  
MArch, Cranbrook Academy of Art

**Thomas Werner**

Assistant Professor  
Photography, BFA  
BA, Art Center College of Design

**Heico Wesselius**

Assistant Professor  
Design & Management, BBA  
MS, The New School

**Peter Wheelwright**

Associate Professor  
Architectural Design, BFA  
MArch, Princeton University

**Anthony Whitfield**

Associate Professor  
Product Design, BFA  
BA, Sarah Lawrence College

---

**Johanne Woodcock**

Associate Professor  
Interior Design, AAS  
MArch, Columbia University

**Susan Yelavich**

Term Assistant Professor  
Humanities  
MFA, Cranbrook Academy of Art

**Alfred Zollinger**

Assistant Professor  
Interior Design, BFA  
MArch, Cranbrook Academy of Art

**Part-Time Faculty**

Parsons The New School for Design has approximately 1019 part-time faculty members.

---

## ADMISSION

### ADMISSION TO AAS PROGRAMS

---

Apply online at [www.newschool.edu/parsons/apply](http://www.newschool.edu/parsons/apply). Select AAS.

Address inquiries to  
Parsons The New School for Design  
University Admission  
Associate Programs  
79 Fifth Avenue, 5th Floor  
New York, NY 10003  
Telephone 212.229.5150 or 877.528.3321 (toll-free in the U.S.)  
Email [parsadm@newschool.edu](mailto:parsadm@newschool.edu)

#### Deadlines

**February 1 for fall admission.** This is the priority deadline for students who wish to be considered for university housing or scholarships. However, all applicants are urged to submit complete applications by this date. After the priority deadline has passed, applications received will be considered only if space is available.

**November 1 for spring admission.** Students wishing to enter Parsons in the spring semester must submit all application materials by this date. If all required materials are not submitted or postmarked by November 1, the application will be considered for the next fall semester.

#### Application Procedures

All applications must be made using the online application form. The form and complete instructions are found on the website at [www.newschool.edu/parsons/apply](http://www.newschool.edu/parsons/apply). Prospective students should read the instructions carefully before they apply. The application may be submitted online or downloaded and mailed to the office of admission. All documents and artwork not being submitted online should be accompanied by the Materials Cover Sheet posted in the Apply section of the website and be mailed together in one package to the address above. Applicants should fill out the Materials Cover Sheet completely and itemize everything being submitted.

Once the admission committee has received all required materials and the application is complete, applicants will receive a decision within four to six weeks.

#### Required Application Support Materials

**Transcripts:** Official college transcripts must be sent to University Admission; see address above. Copies are not acceptable. Applicants who have not completed at least 26 college credits are required to submit high school transcripts as well. Applicants for the AAS in Fashion Marketing who intend to complete the degree entirely online must have previously completed at least 21 college credits in liberal arts, including 6 credits of English.

Credits received from other institutions can be accepted for transfer provided that the institution is accredited by a state or regional accrediting association or by the National Association of Schools of Art and Design, that the courses were equivalent to courses offered at Parsons or other divisions of The New School, and that grades of C or better were received.

Students who have earned a French baccalaureate, a German Abitur, or an International Baccalaureate diploma, or who have passed equivalent European university qualifying examinations, will be considered for appropriate transfer credits based on those academic credentials.

International students must submit original transcripts; a certified English translation if a transcript was recorded in a language other than English; and a course-by-course evaluation report prepared by World Education Services, [www.wes.org](http://www.wes.org), or another member of the National Association of Evaluation Services (NACES). If filing with WES online, search for New School Parsons. Transcripts should be sent for evaluation as soon as possible so that Parsons will receive the evaluation reports prior to the application deadline. Applicants required to submit a score for a test of English as a Foreign Language (TOEFL) should contact the appropriate agency and arrange for the scores to be sent to Parsons.

**Statement of Intent:** In one page (typed, double-spaced), applicants should describe the events and ideas that led them to the field of design that they wish to study at Parsons.

**Home Exam:** All applicants for AAS programs must take the home examination and follow the directions for the discipline they expect to study.

**Fashion Marketing:** write a one-page (typed, double spaced) analysis of a successful marketing campaign.

**Fashion Studies:** applicants must create a collage that defines the lifestyle of the kind of woman or man for whom they would like to design using images taken from magazines and consider color, texture, and other elements.

**Graphic Design:** design a postage stamp, 8 x 8 inches, depicting a fruit or vegetable.

**Interior Design:** Present a collage of ideas for a small ad agency office in an urban townhouse. Details should include kinds of furniture, colors, and materials.

Applicants to Fashion Marketing must upload the Home Exam as part of the online application. Applicants to Fashion Studies, Graphic Design, or Interior Design may upload the exam (.jpg format, 1 MB limit) as part of the online application, or they may provide a URL link to a website where the exam can be viewed or mail the exam to the Admissions Office (address above). All mailed artwork must be in slide or digital form accompanied by the Materials Cover Sheet (see Application Procedures above); original artwork cannot be accepted.

**Interview:** While not required, an interview is recommended. A prospective student may schedule an interview only after their application has been received and they have been issued a New School ID number. Applicants may make arrangements for an interview by calling 212.229.8989 and using their ID numbers.

---

## ADMISSION TO BACHELOR'S PROGRAMS

---

Apply online at [www.newschool.edu/parsons/apply](http://www.newschool.edu/parsons/apply).

Parsons seeks serious, responsible, and highly motivated students. There is no admission formula, and every applicant is reviewed individually with regard to his or her experience, achievements, and potential for personal growth at Parsons The New School for Design. The admission committee recognizes the benefits of strong artistic preparation, but some applicants are admitted based on their academic achievements despite limited art or design experience.

The admissions information in this brochure is for applicants to bachelor's degree programs at Parsons The New School for Design in New York City. (Parsons Paris is a separate institution with its own programs and admission policies. For information about Parsons Paris, email [parsonsparis@compuserve.com](mailto:parsonsparis@compuserve.com), or write to Parsons Paris, 14 rue Letellier, 75015 Paris, France.) Complete information about admission criteria and required documents, admission status and transfer admissions, and credit and course requirements for different degree programs is available on the Web at [www.newschool.edu/parsons](http://www.newschool.edu/parsons). Summary information is provided below.

Address inquiries to:  
Parsons The New School for Design  
University Admission  
(Parsons Undergraduate Programs)  
79 Fifth Avenue, 5th Floor  
New York, NY 10003  
Telephone 212.229.5150 or 877.528.3321 (toll-free in the U.S.)  
Email [parsadm@newschool.edu](mailto:parsadm@newschool.edu)

### Frequently Asked Questions

**I am a student at another college. Can I transfer to Parsons as a sophomore or junior?**

To be admitted as a sophomore or junior, you must have earned the studio art credits equivalent to the requirements of the first year(s) of the Parsons program to which you are applying. If you do not have the right studio credits, you can transfer in at a lower level regardless of your previous college experience. In any case, your liberal arts credits should be transferable if you received acceptable grades. Note: Junior-level transfers are not permitted in Fashion Design.

**I am an international applicant. How do I get an I-20 form?**

I-20 forms are provided only after an applicant has been accepted to a degree program (BFA, BBA, BS, MFA, MA, AAS). Parsons does not issue I-20 forms for nonmatriculating, continuing education, or certificate students.

**Can I take individual courses or enroll part-time?**

Parsons degree program courses are open only to full-time matriculated students. Students wishing to take individual classes at Parsons can register for continuing education courses. For more information, visit [www.newschool.edu/parsons/cc](http://www.newschool.edu/parsons/cc).

**How many students attend Parsons?**

Parsons enrolls about 3,200 undergraduate students. Studio classes are usually limited to 15 students, and Art and Design Studies classes are usually limited to 20 students.

**Does Parsons offer career services?**

The office of career services directly supports students seeking industry employment and offers comprehensive career guidance.

### Application Deadlines

February 1 for fall admission. This is the priority deadline for students who wish to be considered for university housing or scholarships. However, all applicants are urged to submit complete applications by this date. After the priority deadline has passed, applications received will be considered only if space is available.

November 1 for spring admission. Students wishing to enter Parsons in the spring semester (see Transfer Students below) must submit all application materials by this date. If all required materials are not submitted or postmarked by November 1, the application will be considered for the next fall semester.

### Application Procedures

All applications must be made using the online application form. The form and complete instructions are found on the website at [www.newschool.edu/parsons/apply](http://www.newschool.edu/parsons/apply). Students should read the instructions carefully before applying. The application may be submitted online or downloaded and mailed to the office of admission. All documents and artwork not being submitted online should be mailed together in one package to the address. Always use the Materials Cover Sheet posted in the Apply section of the website. Fill it out completely and itemize everything you are submitting.

### Admission Decisions

Once the admission committee has received all required materials and the application is complete, students will receive a decision within four to six weeks.

### Required Application Support Materials

#### Transcripts

Official high school and college transcripts must be sent to University Admissions; see address given previously. Copies are not acceptable.

International students must submit original transcripts; a certified English translation if a transcript was recorded in a language other than English; and a course-by-course evaluation report prepared by World Education Services, [www.wes.org](http://www.wes.org), or another member of the National Association of Evaluation Services (NACES). If filing with WES online, search for New School Parsons. Transcripts should be sent for evaluation as soon as possible so that Parsons will receive the evaluation reports prior to the application deadline.

#### Test Scores

SAT or ACT scores are required of all applicants currently enrolled in U.S. high schools. Applicants who are not native speakers of English must submit a TOEFL score\*; a minimum score of 580 on the paper test, 237 on the computer test, or 92 on the Internet-based test is required for an applicant to be considered (600, 250, or 100 for Environmental Studies).

\*Waiving the TOEFL Requirement: The New School for General Studies offers intensive courses and a certificate in English as a second language. Many international students take these courses to prepare for academic studies or professional work in the United States. Parsons applicants who pass Level Six (6) of the New School ESL courses may waive the TOEFL exam requirement. For general information, current course schedules, and fees, visit the website at [www.newschool.edu/english](http://www.newschool.edu/english).

#### The Parsons Challenge

All applicants must complete the Parsons Challenge. This exercise helps the admission committee understand how a potential student structures and conveys ideas.

---

—Where do you live? What are your everyday activities? Where do you go? What have you overlooked? Look around your community and discover something new within your familiar surroundings and daily life—an object, event, activity, or location.

—Interpret your discovery in three (3) perspectives in any medium and three (3) statements of approximately 150 words each. You may proceed from image to text or text to image. Each interpretation should represent a different point of view.

—Visual media may include drawing, photography, video, sculpture, 3D work, collage, digital images or any combination of the above. Each written statement should explore your creative and imaginative process and support the visual work in both form and content. All images and texts must be clearly identified with your name and date of birth.

### **Portfolio (BFA applicants)**

---

8–12 additional examples of art or design work such as but not limited to drawing, painting, photographs, and digital media. There are special portfolio requirements for students applying for direct-entry to Design and Technology and Photography program.

### **Required essay (Design and Management BBA applicants)**

---

In an essay of 500–550 words, describe a situation in which you combined creativity and analysis to solve a challenging problem. The problem you describe could be personal, social, political, environmental, or another kind of challenge. The admission committee is more interested in your process or method in considering the problem than whether you reached a complete solution.

### **Required essay (Environmental Studies BS applicants)**

---

In an essay of 500–550 words, discuss a major environmental challenge facing a large urban area, such as New York, Los Angeles, Mexico City, London, etc., and propose a solution focusing on design and sustainability.

### **Personal Interview**

---

An interview is optional but recommended. An application must be submitted prior to scheduling an interview. To schedule an interview, call 212.229.8989; your New School ID number, issued when enrollment services received your application, must be given when scheduling an interview.

## **Early Admission for High School Juniors**

A limited number of students may be admitted to the first-year Foundation Program after completing the junior year of high school. Students who are applying for early admission must provide a letter from your high school authorizing the Parsons Foundation Program to be substituted for their senior year of high school. They may submit PSAT scores if SAT or ACT scores are unavailable.

## **Conditional Admission**

In some circumstances, Parsons may admit an applicant subject to conditions as described below.

### **Summer Program as a Condition for Admission**

---

The committee may admit an applicant on the condition that he or she successfully complete a Parsons summer program to make up an academic or portfolio deficiency. This is determined at the time of the admission committee's initial review so that applicants will receive notification with ample time to make plans for the summer. The admission committee will provide information about these programs if appropriate.

### **Probation**

---

A student may be admitted on probation due to weak academic performance as indicated on transcripts. Details about probationary admission will be included in the decision letters sent to applicants accepted under such conditions.

### **Summer Orientation Program for International Students (SOPIS)**

---

Students whose artistic and academic skills warrant admission but whose weak English-language skills disqualify them, may be offered the eight-week SOPIS program as a condition of admission. Placement in this program is solely at the discretion of the admission committee. The admission committee will provide information about these programs if appropriate.

## **Spring Admission**

See Transfer Students information below: spring admissions are limited and always require specific prior course work at Parsons or another accredited institution. The following programs allow spring entry: Architectural Design (second-semester sophomore); Foundation (freshman transfer); Communication Design (sophomore); Design and Technology (freshman transfer or second-semester sophomore); Fine Arts (second-semester sophomore); Illustration (sophomore); Interior Design (second semester sophomore); and Photography (freshman transfer or second-semester sophomore).

If the program a student wishes to enter does not admit new students in the spring, or if they do not have the appropriate prior course work, he or she can apply for the Foundation Program as a freshman transfer student or else apply for the next fall semester. The portfolio work of transfer applicants must be equivalent to that of Parsons students at the same level. Please contact the office of admission for more information.

## **Transfer Students**

### **Residency Requirement**

---

Parsons has a two-year residency requirement for all undergraduate degree programs. A maximum of 67 credits earned elsewhere can be applied toward a Parsons degree.

Transfer students may receive credit for college courses completed elsewhere that are similar to those offered at Parsons, based on assessment of official transcripts. A grade of C or better must have been awarded for a course to be considered. Credit will be transferred for studio if the applicant's portfolio materials demonstrate proficiency in the skills for which credit is sought. Courses considered for transfer credit must have been taken at an institution accredited by a state or regional accrediting association or by the National Association of Schools of Art and Design. Transfer credit will be accepted only in 12-credit (equivalent semester) blocks. No credit will be granted for life experience.

Students who have earned a French baccalaureate, a German Abitur, or an International Baccalaureate diploma, or who have passed equivalent European university qualifying examinations, will be considered for appropriate transfer credits based on those academic credentials.

### **Foundation Year Spring Semester Transfer**

---

Students who have previously completed the equivalent of the required first-semester studio credits can enter the Foundation Program in the spring as second-semester students.

---

### **Sophomore and Junior Year Transfers**

Transfer students who apply for direct entry into a particular program but are deemed to lack fundamental skills, or otherwise are not ready to declare a major, will be directed to apply for the Foundation Program. Transfer students seeking admission at the sophomore or junior level to the BBA program in Design and Management must have completed college course work equivalent to the courses in the Parsons BBA curriculum. Junior-level transfers are not permitted into the Fashion Design program.

### **Notification of Transfer Credit Awards**

Before accepting a transfer application, an admissions counselor should estimate the credits likely to be accepted by Parsons. However, actual transfer credits are awarded only after an applicant has been admitted and all final transcripts have been reviewed by the admission committee. All transfer applicants may schedule appointments with an academic advisor prior to or during the beginning-of-term registration period for in-person review of transfer credit awards.

### **Advanced Placement Examinations**

Advanced Placement scores may be submitted by accepted students for credit as follows. Academic Subjects score of 4 or 5: credit may be awarded for liberal arts electives or for certain required courses in the Art and Design Studies curriculum; Art History score of 4 or 5: exemption may be granted from required first-year survey courses but credit points will not be granted; students can take intermediate and advanced art history courses to satisfy degree requirements. Studio Art: due to the integral nature of the studio curricula at Parsons, Advanced Placement scores cannot replace required studio courses.

---

## **ADMISSION TO GRADUATE PROGRAMS**

To apply for admission to a graduate program at Parsons, go to [www.newschool.edu/parsons/apply](http://www.newschool.edu/parsons/apply) and use the online application form. Applications must be submitted online only.

### **Deadlines**

Applicants for Architecture, Fine Arts, and Photography must submit a complete application packet by February 1.

Design and Technology, Interior Design, Lighting Design, and History of Decorative Arts and Design accept applications on a rolling basis, but applicants who wish to be considered for a Dean's Scholarship must submit a complete application packet by February 1.

### **Admission Inquiries**

For graduate programs in Fine Arts, Photography, Design and Technology, and History of Decorative Arts and Design, contact

Parsons The New School for Design  
Graduate Admissions  
65 Fifth Avenue, 1st floor  
New York, NY 10003  
Telephone 212.229.8989 or 877.528.3321 (toll-free in the United States)  
Email [parsadm@newschool.edu](mailto:parsadm@newschool.edu)

For graduate programs in Architecture, Lighting Design, and Interior Design, contact

Parsons The New School for Design  
Graduate Admissions  
School of Constructed Environments  
66 Fifth Avenue  
New York, NY 10011  
Telephone 212.229.8955  
Email [aidladmission@newschool.edu](mailto:aidladmission@newschool.edu)

### **International Students**

This school is authorized under Federal law to enroll non-immigrant alien students. Students whose native language is not English must submit acceptable minimum scores on the TOEFL. Documentation necessary to obtain a visa to enter the United States will be provided after a student has been accepted into a degree program.

---

## ADVISING

Advising at Parsons The New School for Design promotes a culture in which art and design students can flourish creatively and intellectually. Parsons advisors encourage students to fully invest in academic opportunities and to actively seek out resources that deepen educational and career endeavors. To assist students in their educational progress, the advising staff provides clear, consistent information regarding programs, policies, and procedures that shape the Parsons experience. Advising believes that students become active participants in their learning community and in the larger public sphere when given the opportunity to make informed choices and to understand the responsibilities connected to their decisions.

### Advising Objectives

---

The following objectives inform advisors' practices:

- to be accessible to students to discuss educational progress, plans, and professional goals
- to assist students in the development of strong decision-making skills
- to promote academic and student development programming that enhances students' educational experiences
- to interpret and implement Parsons and University policies and procedures
- to assess students' needs and make appropriate referrals
- to maintain accurate records on each student and abide by Family Educational Rights and Privacy Act (FERPA) regulations
- to strengthen the relationship between art and design studies and studio requirements
- to maintain professionalism by being knowledgeable of the larger Parsons and university communities
- to affirm the belief that students are ultimately responsible for their decisions and the outcomes of those decisions

### Expectations of Students

---

Because students share responsibility with advisors for the outcomes of their advising interactions, advisors have the following expectations of students:

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

## Advising Resources

### Office of Advising

---

The Office of Advising provides general academic support services and advising to degree students. Advisors are available to answer questions about academic policies and general requirements; registration procedures; Critical Studies requirements, course offerings, and writing support; choosing a major; and university offices and resources. They support students through decision-making processes; assist with the development of good study habits; provide guidance on time and stress management; and, when necessary, make referrals to appropriate healthcare professionals.

Beyond the studio and classroom, the office provides educational opportunities including group and special events related to the programs. The office staff facilitates interaction between students, faculty, and the larger university campus. The advisors have extensive knowledge of the programs within Parsons and the university, act as liaisons between students and school personnel, and collaborate with the program chairs, advisors, and faculty to help students succeed.

Students may arrange appointments with an advisor by calling 212.229.5855 or by visiting the Office of Advising, located at 2 West 13th Street, room 506.

### Office of Career Services

---

The Office of Career Services helps students apply their Parsons education to the professional work world. Many programs and services are offered to degree students, beginning in the first year and continuing through graduation and beyond. Students learn how to apply their creative talents and presentation skills to their career goals. Services include the following:

The **Online Job Board** lists hundreds of job opportunities so that students and alumni can connect electronically with prospective employers. The Online Job Board is available to students currently registered in one of the following degree programs: AAS, BBA, BFA, BA/BFA, MFA, MA, or MArch, as well as to Parsons graduates. Eligible participants will be issued a log-in ID to register online following resume approval from the Office of Career Services.

**Career Advising** enables students to explore their career issues in private sessions with an advisor in the Office of Career Services. Topics such as choosing a major, determining a career direction, writing a resume and cover letter, conducting a job search, exploring career and job options, and changing careers may be discussed.

The **Internship Program** offers paid and unpaid career-related work opportunities. The Office of Career Services provides leads to internships in companies such as Polo Ralph Lauren, Donna Karan, MTV, Nickelodeon, Nike, Smart Design, and Simon & Schuster.

**Career Days** are held in the spring semester and often coincide with each program's student show. Industry employers and company representatives meet individually with graduating students. The students have an outstanding opportunity to present their resumes and portfolios to industry professionals, to ask questions about working in their chosen fields, and to network with prospective employers.

**Seminars** are offered throughout the year to address the specific career development concerns of artists and designers. Workshops cover topics such as business basics for freelancers and networking fundamentals for artists.

### Academic Programs

---

A student's program advisor should serve as his or her primary resource. In particular, students should consult their advisor for information on requirements; academic progress; registration advisement, course approval and course changes; and guidance on issues pertaining to policies and practices. Advisors are available to meet with students and to refer students to other offices if necessary. Advisors in the programs are especially familiar with their discipline and are best prepared to provide insight into the particular major.

---

## STUDENT FINANCIAL SERVICES

### FINANCIAL AID

---

The New School provides a comprehensive program of financial aid services for students, including significant institutional scholarship support based on merit and need. The New School participates in all available federal and state aid programs.

In general, to be eligible to apply for assistance under the programs listed above, students must be matriculated in a degree program and be enrolled at least half-time. In addition, to be eligible for federal assistance, students must not be in default or owe a refund on any of the federal aid programs. Students interested in applying for the government and institutional financial assistance programs listed above must complete a Free Application for Federal Student Aid (FAFSA) using The New School's code of 002780 annually. Students are encouraged to file this form electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Completion and submission of the FAFSA will enable Student Financial Services to receive a need analysis report, or Student Aid Report, electronically.

#### Estimated Cost of Attendance and Determining Eligibility

The information on student resources contained in the Student Aid Report (SAR) allows Student Financial Services to determine a student's eligibility for institutional scholarship awards and federal aid programs. The expected student contribution and aid from other sources are subtracted from the student expense budget to determine the individual student's financial need. The financial aid equation can be expressed as: Student Expense Budget – Available Resources = Need.

The student expense budget, or cost of attendance (COA), is the foundation on which eligibility for student financial assistance is determined. Federal laws regulating the disbursement of funds to students receiving Title IV aid (including subsidized and unsubsidized Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Stafford Loans, Federal Perkins Loans, and Federal Work-Study awards) dictate the expense items that can be included in calculations of COA budgets. Allowable expenses for the period of enrollment are tuition and fees, books and supplies, room and board, other personal expenses, transportation costs, and federal loan fees.

To obtain all tuition, fees, and other education-related expenses, visit Student Financial Services at [www.newschool.edu/student-services/financialaid](http://www.newschool.edu/student-services/financialaid).

### Additional Information

#### Satisfactory Academic Progress

---

To be eligible for federal financial assistance, students must meet Satisfactory Academic Progress (SAP) standards. The New School requires that students meet the following minimum standards:

##### Qualitative SAP Standards

2.0 cumulative Grade Point Average for undergraduates

3.0 cumulative Grade Point Average for graduate students

##### Quantitative SAP Standards

Students must have earned at least 66% of their attempted course credits to be considered to be meeting Satisfactory Academic Progress minimum standards. Students are permitted to receive federal student aid only for the number of terms that reach 150% of the amount of time it normally takes to complete their degree program.

Students are not eligible to receive federal financial assistance for terms beyond this point, even if they did not receive aid for all of terms included in figuring whether they have exceeded 150% of the maximum time allowed to complete their degree requirements.

SAP is reviewed yearly except for students on probation whose status is reviewed each semester. You can find additional information regarding Satisfactory Academic Progress online at [http://www.newschool.edu/student-services/financialaid/apply\\_us.aspx](http://www.newschool.edu/student-services/financialaid/apply_us.aspx)

#### Students convicted of Possession or Sale of Illegal Drugs

A federal or state drug conviction can disqualify a student for Federal Student Aid (FSA) funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when he or she was a juvenile, unless he or she was tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

Offense	Possession of Illegal drugs	Sale of illegal drugs
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	

### Scholarships

#### Chase Scholars

---

First-year applicants with exceptional academic achievement are eligible for this program of accelerated Art and Design courses, which carries with it a supplemental scholarship award.

#### Higher Education Opportunity Program (HEOP)

---

The Higher Education Opportunity Program (HEOP) offers support to residents of New York State whose family incomes meet guidelines established by the State Department of Education and whose college success may not be readily predictable through high school grades and standardized test scores. Candidates for HEOP assistance must exhibit the exceptional art and design talent expected of all Parsons students. For more information, send email to [heop@newschool.edu](mailto:heop@newschool.edu) or call The New School at 212.229.8996.

---

## TUITION

---

### Associate Degree Program

---

Estimated School-Year Expenses, 2008–09 Academic Year  
(Full-time on-campus resident)

Tuition	\$33,700
University Services Fee	200
Divisional Fee	80
Health Services Fee*	480
Health Insurance Fee*	1,617
Room and Board**	15,260
Books and Supplies**	2,050
Personal Expenses	1,550
Transportation	684
Total	\$55,621

\*All students are automatically charged the Student Health Insurance Fee and a Student Health Services Fee. Students covered by other insurance can decline the insurance coverage by submitting a waiver form..

\*\*Actual costs may vary widely for individuals.

### Bachelor's Programs

---

Estimated School-Year Expenses, 2008–09 Academic Year  
(Full-time on-campus resident)

Tuition	\$33,700
University Services Fee	200
Divisional Fee	80
Health Services Fee**	480
Health Insurance Fee**	1,617
Room and Board***	15,260
Books and Supplies***	2,050
Personal Expenses	1,550
Transportation	684
Other*	125
Total	\$55,746

\* For BFA programs.

\*\* All students are automatically charged the Student Health Insurance Fee and a Student Health Services Fee. Students covered by other insurance can decline the insurance coverage by submitting a waiver form..

\*\*\*Actual costs may vary widely for individuals.

### Graduate Programs

---

Estimated Academic Year Expenses 2008–09\*

Graduate Tuition	\$34,560
University Services Fee	200
Divisional Fee	80
Health Services Fee**	480
Health Insurance Fee**	1,617
Room and Board***	15,260
Books and Supplies***	2,050
Personal Expenses***	1,550
Transportation	684
Total	\$56,481

\* Except the graduate Photography program.

\*\* All students are automatically charged the Student Health Insurance Fee and a Student Health Services Fee. Students covered by other insurance can decline the insurance coverage by submitting a waiver form.

\*\*\* Actual costs may vary widely for individuals.

---

## BILLING, PAYMENT, AND REFUND POLICIES

---

### Billing information

---

In an effort to offer greater access to invoice and payment information as well as reduce our impact on the environment, electronic invoices (E-bills) will be sent to all registered continuing students. Students will not receive paper invoices at their official address, and will instead receive a notification to their New School (@newschool.edu) email accounts when an invoice is ready to be viewed. An electronic invoice for the fall semester will be available online by mid-July for registered students. Payment or approved payment arrangements are due August 10. For the spring semester, electronic invoices will be ready for viewing online the first week in December and payment or approved payment arrangements are due January 10. Invoices are available only to registered students. Registered continuing students are charged a late payment fee if they do not make payment or approved payment arrangements by the payment due date.

### Accepted Forms of Payment

---

Students are encouraged to make payment online by ACH, using a checking or savings account or credit card (MasterCard, Visa, and American Express) by signing onto MyNewSchool and going to the Student tab. Payment may also be made by mail or in person, by bank debit card and cash (in person only), or by personal check, Visa, MasterCard, American Express, or wire transfer.

### Payment by Check

---

Please make checks payable to The New School and include the student's name and New School ID number in the memo section. Mail your payment to The New School, Cashiering, 65 Fifth Avenue, New York, NY 10003. According to university policy, third-party checks are not accepted with the exception of checks from parents, which must include the name of the student and the New School ID number in the memo section. Please be advised that funds to cover any checks submitted to The New School must be available at the time checks are submitted. Also see the "Returned Check Policy" section below for more information on this topic.

### Returned Check Policy

---

If, for any reason, a check does not clear for payment, a penalty of \$30 is charged to the student's account. The university cannot presume that the student has withdrawn from classes because the check has not cleared or has been stopped; payment and penalty remain due. Payment for the amount of the returned check and the \$30 returned check fee must be made with cash, certified bank check, or money order. Another personal check is not acceptable.

An additional 10 percent penalty is charged if payment for a returned check is not received within four weeks. After a second returned check, all future charges must be paid with cash, certified bank check, or money order. Personal checks or payment by ACH online will not be acceptable. If it becomes necessary to forward an account to a collection agency, an additional 10 percent penalty will be charged on the remaining account balance.

### Wire Transfer Information

---

For information on how to wire transfer funds to The New School, please sign on to MyNewSchool (click the "Student" tab, then in the "Student Financial Services" channel click "Wire transfer information.").

Students who do not have access to MyNewSchool, please email Student Financial Services for instructions. Only students who have been admitted and deposited can send funds by wire.

---

## Monthly Payment Plan

The university offers a monthly payment plan. The plan enables students or their families to pay interest-free monthly installments on their account toward their tuition, fees, and housing. Many students and families find monthly installments more manageable than one lump payment each semester. Through this plan, fall and spring semester's charges may be paid in five monthly installments beginning on August 1, or September 1 for a four month plan for the fall semester. For spring, payment for the payment plan begins January 1 for the five month plan and February 1 for the four month plan. Students must sign-up for the payment plan each semester, as it is based on the charges on a student's account and the university charges by semester. The payment plan is not a loan, therefore, there are no credit checks. (This payment plan is not available for summer charges.) Matriculated students taking six or more credits per semester and The New School for Social Research students maintaining matriculation are eligible. More information on the monthly payment is available at MyNewSchool.

Students may also take advantage of the following services on MyNewSchool. Students may sign-up for electronic refunds to have funds deposited directly into their bank account. For students who are using a parent PLUS Loan to finance their educational expenses, the parent borrower (if applicable) will still be mailed a paper refund check. Students may also authorize parents, guardians, or employers to view their student account and make payment.

## Deferral of Payment for Employer Reimbursement

### Employer/Sponsor Reimbursement

Students expecting reimbursement from their employer/sponsor may defer payment of tuition and fees upon presentation of a signed, official authorization from their employer/sponsor on company letterhead. The authorization, which needs to accompany the appropriate form(s) must show a current date and include the following: student name, the New School ID number, the amount of tuition (and fees, if applicable) to be covered by the employer/sponsor, the semester for which tuition will be covered, the employer's address and phone number, and the specific terms for payment, i.e., whether upon receipt of grades or upon registration. Payment may not be deferred on any portion of the charges that the employer has not agreed to pay.

If the reimbursement is to be made upon receipt of grades, there is an employee participation fee of \$150.00. The participation fee, all mandatory fees, and any tuition balance not covered by your employer /sponsor must be made prior or upon submission of forms. Payment by credit card or ACH payment using a checking/saving account may be made online at MyNewSchool. Students may also fax a credit card authorization to 212.229.8582 when faxing their forms. Students taking this type of deferral need to complete both the Deferral Credit Card Payment Authorization and Employer Reimbursement Deferment forms found online on The New School website. The payment due dates of the balance being deferred are February 1 for the fall semester, June 15 for the spring semester and August 15 for the summer semester.

If The New School can submit an invoice to your employer/sponsor once you are registered, and payment is not contingent upon receipt of grades, there is no participation fee. Students need to complete the Employer Reimbursement Deferment form (found online) and submit with the employer authorization. Any balance not covered by your employer/sponsor must be made prior or upon submission of forms.

Students who are deferring because they are expecting reimbursement from their employer/sponsor must submit the employer authorization letter and form(s) to Student Financial Services by the appropriate payment due dates in order to avoid the late payment fee. Employer authorizations and form(s) may be faxed to 212.229.8582 or mailed to The New School, Attn: Third Party Billing, 79 Fifth Avenue, 5th Floor, New York, NY 10003 or brought to the Cashiering Office at 65 Fifth Avenue. For information regarding employer reimbursement, e-mail [sfs@newschool.edu](mailto:sfs@newschool.edu) or call 212.229.8930, option 2.

Payment to the university is the responsibility of the student. Payment is not contingent on receiving grades, receiving passing grades, or completing courses.

**Electronic Refunds Deposited in a Bank Account:** Student refunds can be deposited directly into a personal savings or checking account. Students can sign up for this service on MyNewSchool. Exception: For students who are using a Parent Loan for Undergraduate Students to finance their educational expenses, a paper refund check (if applicable) will be sent to the parent borrower.

### Deferral of Payment for Employer Reimbursement:

Students expecting reimbursement from their employer or sponsor may defer payment of tuition and fees upon presentation of an official authorization on company or sponsor letterhead. If the reimbursement is to be made upon receipt of grades, there is an employee participation fee, which is listed in the Tuition and Fee Schedule. Students may be required to submit a valid credit card authorization to Student Financial Services, which will be processed if payment is not made by the due date. If The New School can submit an invoice to the employer or sponsor as soon as you register and payment is not contingent upon receipt of grades, there is no participation fee. All students must fill out an External Aid Deferment Form. Information and forms can be found at [www.newschool.edu/student-services/financialaid](http://www.newschool.edu/student-services/financialaid).

The authorization must show a current date and include student's name, Social Security number (preferred), the amount of tuition (and fees, if applicable) to be covered by the employer or sponsor, the semester for which tuition will be covered, the employer's address and phone number, and the specific terms for payment (e.g., whether upon receipt of grades or to be invoiced immediately). Payment of any portion of the fees that the sponsor has not agreed to pay may not be deferred.

## REGISTRATION

The University Registrar's Office registers students for classes, charges tuition and fees, and processes course changes and withdrawals.

### Registration Procedures

Registration procedures at The New School vary by school, and the Registration Information and Procedures booklet, distributed each semester, provides students with detailed registration procedures specific to their school, as well as relevant policy information. Students should follow registration procedures as outlined by their school.

Note the following specifics regarding registration procedures:

- Exact advising and web registration dates will be provided by the student's department. Generally speaking, new students register in July or August (for the fall term) or January (for the spring term). Continuing degree students register in April for the following fall term, and in November for the following spring term.
- All course registrations must be approved by a departmental advisor before a student registers, and then submitted to the University Registrar's Office either in MyNewSchool or in-person. Students who register for courses for which they have not been granted approval will be asked to drop, and may be administratively withdrawn.
- Student Financial Services e-mails continuing degree students a schedule of classes and a single invoice for tuition and fees several weeks before the start of the semester. Students should verify the accuracy of the schedule. A student is not registered, and will not receive credit, for courses not appearing on the schedule. In addition, registration is not complete until payment or payment arrangements have been made.
- Students who do not register or who do not make payments by the stated deadlines (see below) will incur late fees. Deadlines for completing registration will not be extended because of delays in clearing registration holds (which may be imposed for reasons including non-payment of tuition, late fees, or library fees, or for failure to return vaccination forms).

### Full-Time and Half-Time Status

Full-time is defined as enrollment in a minimum of 12 credits per semester, except in the History of Decorative Arts Program, where it is nine credits. Students are not permitted to exceed 19 credits without written permission from their program advisor. BBA and BFA students who wish to register for less than 12 credits per semester must receive permission from the program director and their program advisor. Permission is not required of seniors whose program requirements dictate less than 12 credits.

The flat tuition rate is charged to students enrolling in 12 to 19 credits. Students enrolling in fewer than 12 credits will be charged per credit. In addition, students who are granted permission to enroll in more than 19 credits will be charged per credit for the additional credits. Registering for part-time study may affect financial aid or visa eligibility.

### Adding, Dropping, and Withdrawing From Courses

To add, drop, or withdraw from a course, students must contact their academic advisor for approval and instructions. All course changes must be submitted to the University Registrar's Office, either via MyNewSchool or in-person. No course change is effective until this is complete.

Deadlines for adding, dropping, and withdrawing from courses are as follows (see the Academic Calendar for exact dates for each semester):

*Adding a course:* through 2nd week of semester

*Dropping a course (deleted from student's academic transcript):* through 3rd week of semester

*Withdrawal with a grade of W noted on academic transcript (no academic penalty)*

- Undergraduate students: through 7th week of semester
- Parsons, Mannes graduate students: through 7th week of semester
- All other graduate students: through end of semester

*Withdrawal with a grade of WF noted on academic transcript (equivalent to an F in gpa)*

- Undergraduate students: after 7th week of semester
- Parsons, Mannes graduate students: after 7th week of semester

Late-starting courses may be added after these deadlines with an advisor's permission.

Attendance in class or completion of course requirements alone does not constitute formal registration and does not make a student eligible to receive credit for that course. Likewise, failure to attend classes, failure to complete course-work, failure to complete payment, or notification of the instructor of withdrawal, does not constitute official withdrawal and may result in a permanent grade of WF on the student's record.

### Refund Schedule and Policies

In the event of early withdrawal, a percentage of tuition will be refunded (see University Refund Schedule below). Refunds will be granted only after the official withdrawal procedure has been completed or the university determines the student is no longer enrolled. Refund processing takes approximately four weeks.

#### University Refund Schedule—Degree Students

<i>Courses dropped</i>	<i>% Semester Tuition Charges Refunded</i>
Before semester begins	100%
Within first week of semester	90%
Within second week of semester	80%
Within third week of semester	70%
Within fourth week of semester	60%
After fourth week of semester	No refund

Fees, including tuition deposits for new students, are non-refundable. Housing fees are subject to the terms stated in the housing contract.

The above percentages will be applied to the number of credits dropped and the tuition will be recalculated based on the new credit load. Refund amounts will be the difference between tuition already paid and the recalculated tuition. Student financial aid may be affected when a student withdraws or drops credits. Students should contact Student Financial Services with questions regarding their account. Failure to complete payment prior to withdrawal does not relieve a student of financial liability.

For students receiving Title IV funds (federal aid) who withdraw officially or unofficially from all classes, refund calculations will be based on the amount of Title IV aid earned and on the amount of time the student was in attendance, using a proportional calculation through 60 percent of the payment period. This calculation has no relationship to the student's institutional charges. The amount of tuition, fees, housing, and meal plans assessed will be based on the institutional refund policy.

---

## Late Registration and Late Payment Fees

The policy outlined below applies to all continuing degree students, except those returning from a leave of absence or mobility. It does not apply to newly admitted students during their first semester.

Please note that tuition and fee policies are subject to change.

*Fall semester:* Students registered for the fall semester are required to make arrangements to pay by August 10. Failure to do so will result in a late payment fee of \$150. Students who register after August 10 will be charged a late registration fee of \$150.

*Spring Semester:* Students registered for the spring semester will be required to make arrangements to pay by January 10. Failure to do so will result in a late payment fee of \$150. Students who register after January 10 will be charged a late registration fee of \$150.

*Appeals:* Students who are charged the late payment fee or late registration fee and have extenuating circumstances that warrant a review of the fee may appeal by writing a letter stating their case and attaching appropriate documentation.

The appeal must be received prior to October 15 for the fall term or prior to February 15 for the spring term. The fee must be paid before the appeal can be reviewed. If the appeal is granted, a refund will be issued. The appeal should be sent to:

Late Fee Appeal Committee  
c/o William Kimmel  
University Registrar  
The New School  
79 Fifth Avenue, 5th floor  
New York, NY 10003

---

## Changes of Address and Phone Number

Students are responsible for keeping their address and phone number current with the university. Students may update their contact information in MyNewSchool (<http://my.newschoo.edu>) as needed. University correspondence is mailed to the address designated as Official or e-mailed to the student's New School e-mail address.

# ACADEMIC REGULATIONS AND PROCEDURES

---

## CHANGE OF PROGRAM

Students should not assume that the credits earned or approved for transfer in one program will be applicable to another. Because each program has a highly structured and professionally oriented curriculum, few program course offerings and requirements overlap. Moreover, it is difficult or impossible to change programs in the middle of the year. Therefore, any change in program is likely to necessitate summer study and additional time in school.

---

### Change of Major

A student who wishes to change his or her major must complete an official internal transfer procedure that ensures that he or she has been properly advised about the new program and is fully informed about the implications of the change.

For information on a change of major that involves a change of degree, such as from Design and Technology (BFA) to Design and Management (BBA), see "Change of Degree."

New students who wish to change majors prior to enrollment must discuss the change with the Office of Admission. Eligibility, status, and transfer credit will be reevaluated for the new major.

Matriculated students considering a change of major should become fully informed before making a final decision. Students should seek counsel from an advisor and from the current and new program chairs or directors. All students who decide to change programs must fill out a Change of Program form and obtain signatures from the current and new program chairs or directors as well as the Office of Advising. A student can verify that the change of program has become official by checking his or her program of study at [my.newschoo.edu](http://my.newschoo.edu).

---

### Change of Degree

Admission criteria and procedures vary according to the degree being sought (i.e. AAS, BBA, BFA, etc.) Therefore, students must complete an application process with the Office of Admissions to make a degree change. Students need not provide new copies of transcripts and may be excused from some components of the application materials (such as the home exam).

Students who wish to change from the BA/BFA program to the BA or BFA only must submit a Change of Status form, with the necessary signatures, to the University Registrar's Office.

All matriculated students considering a change of degree should consult an advisor in the Office of Advising.

---

## GRADES AND GRADING

---

### Grade Reporting

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

---

Numerical values of grades are as follows:

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

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

B- = 2.7 C- = 1.7 WF = 0.0

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

W = Withdraw

I = Temporary incomplete

P = Pass (credits count toward degree)

U = Unsatisfactory (credits do not count toward degree)

AP = Approved (non-credit certificate)

NA = Not approved (non-credit certificate)

GM = Grade not reported

---

### Grade of W

The grade of W may be issued by the Registrar's Office to a student who officially withdraws from a course within the applicable deadline. There is no academic penalty, but the grade will appear on the student transcript.

A grade of W may also be issued by an instructor to a graduate student (except at Parsons and Mannes) who has not completed course requirements nor arranged for an Incomplete.

---

### Grade of WF

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

---

### Grades of Incomplete

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

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

*All Other Graduate Students:* no later than one year following the end of the class. Grades of "I" not revised in the prescribed time will be recorded as a final grade of "N" by the Registrar's Office. The grade of "N" does not affect the GPA but does indicate a permanent incomplete.

---

### Midsemester Evaluations

In most programs, progress is reviewed in the middle of each semester. Instructors notify students of their current academic standing in a class by issuing midsemester evaluations. Copies may be kept in program files, but the evaluations do not become part of the permanent academic record.

---

### Grade-Point Averages

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

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

---

### Grade Changes

Final grades are subject to revision by the instructor with the approval of the dean's office for one semester following the term in which the course was offered (one year for graduate students). After that time has elapsed, all grades recorded in the University Registrar's Office become a permanent part of the academic record, and no changes are permitted.

---

### Grade Appeal Policy

Students may petition for review of any grade within sixty days after the grade was issued. Before deciding to appeal, the student must request an informal explanation of the basis of the grade from the instructor. If the student is not satisfied with the explanation, the student may pursue the matter as follows:

- The student submits a letter outlining any questions and/or objections directly to the faculty member, with a copy to the program chair or director. (If the faculty member is also the chair or director, the copy will be sent to the assistant dean.)
- The instructor submits a written response to the student's letter within one month of receipt, with a copy to the program chair or director (or the assistant dean, if the faculty member is also the chair or director).
- If the student is still unsatisfied after the faculty member's written response, the student may appeal further by writing and sending copies of previous communication to the assistant dean. The assistant dean will convene an appeals committee to review both letters, clarify any outstanding questions or issues and make a recommendation to the dean of the college. The dean's decision is final.

---

## ACADEMIC TRANSCRIPTS

An official transcript carries the Registrar's signature and The New School seal, and documents a student's permanent academic record at the university. Students may request a copy of their transcript, to be mailed to the address of their choosing (including other colleges and institutions), by submitting an official request to the University Registrar's Office. This can be done online at <http://my.newschool.edu>, or by completing the transcript request form available on the web: [www.newschool.edu/studentservices/registrar/transcript\\_requests.aspx?s=6:1](http://www.newschool.edu/studentservices/registrar/transcript_requests.aspx?s=6:1)

Standard transcript services are free of charge. Transcripts are not issued for students with outstanding debts to the university.

---

## ATTENDANCE

Parsons' attendance policy was developed to encourage students' success in all aspects of their academic programs. Parsons promotes high levels of attendance because full participation is essential to the successful completion of course work and enhances the quality of the educational experience for all, particularly in courses where group work is integral. Students are therefore expected to attend classes regularly and promptly and in compliance with the standards stated in course syllabi.

---

Faculty members may fail any student who is absent for a significant portion of class time. A significant portion of class time is defined as three absences for classes that meet once per week and four absences for classes that meet two or more times per week. During intensive summer sessions, a significant portion of class time is defined as two absences. Lateness or early departure from class may also translate into one full absence.

Faculty will make attendance standards clear, in writing, at the beginning of the semester. Students may be asked to withdraw from a course if habitual absenteeism or tardiness has a negative impact on the class environment.

Students who must miss a class session should notify their instructor and arrange to make up any missed work as soon as possible. Students who anticipate a potentially lengthy absence must immediately inform the major program chair or director and explain the extenuating circumstances in writing. Students must receive advance approval for the absence in order to ensure successful completion of the course. A Leave of Absence or Withdrawal from Program will be recommended if an absence would compromise a student's ability to meet course requirements and standards.

### **Religious Absences and Equivalent Opportunity**

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

### **Assignments, Exams, and Deadlines**

Unless special permission is received in advance, students must be present for all regularly scheduled examinations and final reviews and must submit completed assignments when they are due. Failure to take examinations or submit work on time may result in lowered grades or failure of the course.

---

## **ACADEMIC STANDING AND PROGRESS**

### **Dean's List**

Undergraduates who are full time and have a term grade point average of 3.7 or better are enrolled on the Dean's List, which is noted on the academic transcript.

### **Retaking a Course**

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

---

## **Academic Standing Requirements**

### **All Undergraduate Students:**

Must earn a 2.0 term gpa and cumulative gpa to remain in good academic standing. Students with less than a 2.0 term gpa or cumulative gpa will be placed on academic probation. In some circumstances, first-year Parsons students may be placed on academic warning instead of academic probation. Students on academic warning who earn less than a 2.0 term gpa or cumulative gpa will be placed on academic probation.

In addition, Parsons undergraduates must earn a grade of "C" or better in each required course to remain in good academic standing. Students who do not satisfactorily complete a required or sequential course, but who are otherwise in good academic standing, are subject to curricular probation. Students on curricular probation who fail to make satisfactory progress will be subject to dismissal and may be ineligible to continue in portions of their academic programs until the deficiency is resolved.

At Parsons, the following undergraduate students will be dismissed:

- those who earn less than a 2.0 term gpa or cumulative gpa for two consecutive semesters
- those who earn less than a 1.0 term gpa
- those on academic probation who do not pass all courses
- those admitted on academic probation who earn less than a 2.0 term gpa and/or who do not pass all courses
- those on curricular probation who fail to make satisfactory progress

Parsons students on academic warning, academic probation, or curricular probation are required to meet with their advisor prior to registering and may be required to reduce their course load.

### **All Graduate Students:**

Must earn a 3.0 term gpa and cumulative gpa to remain in good academic standing. Students with less than a 3.0 term gpa or cumulative gpa will be placed on academic probation.

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

In addition, Parsons graduate students must earn a grade of "B" or better in each required course to remain in good academic standing. Students who do not satisfactorily complete a required or sequential course, but who are otherwise in good academic standing, are subject to curricular probation. They may be ineligible to continue in portions of their academic programs until the deficiency is resolved.

At Parsons, the following graduate students will be dismissed:

- those who earn less than a 3.0 term gpa or cumulative gpa for two consecutive semesters
- those who earn less than a 2.5 term gpa
- those on academic probation who do not pass all courses
- those admitted on academic probation who earn less than a 3.0 term gpa and who do not pass all courses
- those on curricular probation who fail to make satisfactory progress
- those who twice fail the master's exam or thesis

Parsons students on academic warning, academic probation, or curricular probation are required to meet with their advisor prior to registering and may be required to reduce their course load.

---

## Dismissal Notification

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

All Dismissal statuses supersede any Leave of Absence or Withdrawal status, unless an appeal is submitted and accepted. Any student who is on Academic Warning or Probation before the Exit becomes official remains on Academic Warning or Probation upon return.

### Academic Dismissal Appeals

---

Students who are dismissed from their degree program may petition the Academic Status Review Committee to reverse the decision by filing a formal, written appeal. All appeals must be presented in writing, with supporting documentation, within two weeks of receipt of notice of academic dismissal. Students may expect to hear the results of an appeal within two to four weeks of its submission. The decision of the Academic Status Review Committee is final.

Appeals must contain the following information:

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

The Academic Status Review Committee is chaired by the assistant dean and comprises staff and faculty members from the university community.

## Academic Standing and Financial Aid

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

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

## Leave of Absence

Students in good academic standing may petition for a leave of absence. Students taking a leave of absence should meet with the Academic Affairs Officer in their school and complete the official Exit Form. Leaves of absence are typically approved for one or two semesters, depending on the curriculum and academic requirements of the program. Recipients of student loans should note that a leave of absence constitutes a break in their program of study, resulting in loss of their loan repayment grace period and/or eligibility for student deferment. They should consult Student Financial Services when contemplating taking a leave of absence. International students on F1 and J1 visas normally fall out of status during the period of a leave and must return to their home countries during the leave; international students should consult International Student Services when contemplating a leave of absence.

Academic records for students on leave are maintained in accordance with the relevant drop and withdrawal deadlines, and refunds are calculated in accordance with the university refund schedule.

Medical leaves of absence require appropriate documentation. To return from a medical leave, a student must submit follow-up documentation indicating that the student is able to continue study, at which point a decision will be made as to the student's eligibility to return.

If unable to return to study as planned, the student must contact their Academic Affairs Officer immediately to request an extension of their leave.

## Withdrawal from a Degree Program

Students who wish to withdraw completely from the university must meet with the Academic Affairs Officer in their school and complete the official Exit Form (at Mannes, Exit Forms are available in the Dean's Office). Their academic records will be maintained in accordance with the relevant drop and withdrawal deadlines, and refunds will be calculated in accordance with the university refund schedule.

### Readmission

---

A student seeking to return to the university must apply for readmission if he or she

- was dismissed
- did not complete the official Exit form before taking a leave or withdrawing
- was not approved for a leave of absence
- was approved for a leave of absence but did not return to the university within the approved time frame
- withdrew from his/her program

## Delayed Entry

New students who decide to delay entry into the school must submit a formal request for reconsideration to the Office of Admission. The Office of Admission will re-review new students who wish to delay entry or return from leave to determine their eligibility to come to Parsons for a term other than the one into which they were originally accepted. Students who have been away for more than five years may be asked to complete the full application process, including the submission of a portfolio. Not all prior course work is necessarily applicable. The deadlines for readmission are stated in the application materials.

## Degree Completion Term Limits

Students must complete degree requirements within 5 years for the master's degree. Term limits for the PhD are: 10 years at The New School for Social Research and eight years at Milano The New School for Management and Urban Policy. Beyond these time limits, students are not permitted to register unless an extension of time is obtained. Extensions of time may be granted based on a petition submitted by the student and assessed by the student's academic department. To petition, the student must outline work completed toward the degree and a plan for completion of the degree. If the extension of time is not granted, the student will be dismissed from the program.

## Transferring Credits

Evaluation of transfer credit for undergraduate degree students is handled through the Office of Admissions (at Mannes, transfer credit evaluation is handled through the Dean's Office). The University Registrar's Office will post approved transfer credit to the student's transcript. Graduate students complete a Transfer of Credit Petition available at the University Registrar's Office. The New School does not transfer grades or grade points from other schools. Credits only are transferred.

A maximum of 31 credits may be transferred toward the AAS degree. A maximum of 67 credits may be transferred toward the BBA and BFA degrees. For graduate programs, a maximum of six credits may be transferred toward the MA, the MFA in Design & Technology, and the MFA in Fine Arts; no credits may be transferred toward the MFA in Lighting Design and the MFA in Photography.

---

## GRADUATION

---

### Requirements for Graduation

---

To earn an undergraduate degree, students must have a minimum 2.0 cumulative grade-point average and must complete all degree requirements (as specified in school catalogs) prior to the graduation date.

To earn a graduate degree, students must have a minimum 3.0 cumulative gpa and must complete all degree requirements (as specified in school catalogs) prior to the graduation date. Doctoral programs may require cumulative gpa's above 3.0.

### Petitioning to Graduate

---

Students intending to graduate must file a graduation petition form with the University Registrar's Office and pay the appropriate fee by the following dates. The petition must be filed regardless of intent to attend the commencement ceremony:

#### *For January graduation*

Prior to October 1	No fee
After October 1	\$20 late fee
After November 1	\$50 late fee

The final deadline to petition is November 15.

#### *For May graduation*

Prior to February 15	No fee
After February 15	\$20 late fee
After March 15	\$50 late fee

The final deadline to petition is March 30.

PhD students must pay for the microfilming and binding of their dissertation when they petition to graduate.

### The Commencement Ceremony

---

The graduation ceremony for both May and January graduates is held in May. Undergraduate students who are within nine credits of completing their degree requirements and will complete all outstanding credits in the summer term following Commencement may participate in the ceremony. Graduate students must complete all degree requirements in the semester prior to Commencement to participate in the ceremony. Participation in commencement exercises does not ensure that degree requirements have been met.

Students attending the May ceremony must purchase graduation attire from the university supplier.

### Graduation with Honors

---

Undergraduates who have completed at least 60 credits in residence for a bachelor's degree and 34 credits for an associate's degree and who have a cumulative grade point average of 3.7 or higher may graduate "with honors" noted on their diplomas and transcripts.

At Parsons, departmental honors may be awarded to degree candidates who have demonstrated outstanding achievement in their programs as evidenced by

- prominent leadership
- outstanding contribution to departmental projects
- notable professional achievement and/or
- noteworthy participation in or remarkable contribution to the senior/thesis exhibition

Departmental honors are awarded to a maximum of ten percent of the graduating class, per program. All degree candidates are eligible, as are mid-year conferrals. Parsons departments select candidates for departmental honors by seeking nominations from faculty and staff. A departmental committee reviews nominations and makes final determinations should nominations exceed ten percent of the graduating class. Parsons BFA, BBA, and graduate programs' departmental honors are noted on the diploma and transcript.

### Degree Conferral and Issuing of Diplomas

---

The New School confers degrees in January and May. After all semester grades are received and posted, an evaluation of the student's academic record will be done to determine eligibility to graduate. This process will take several weeks. If the student is eligible to graduate, the degree will be conferred and a diploma will be mailed to the student's specified "diploma address" approximately 12 weeks later. Diplomas are not issued to students with outstanding debts to the university.

---

## ACADEMIC RESPONSIBILITY

---

At Parsons, all students are expected to take an active role in their own education.

All students are responsible for promoting, protecting, and upholding the highest standards of academic integrity and honesty. Students are required to learn the procedures specific to their disciplines for correctly and appropriately differentiating original work from quoted, incorporated, or emulated sources.

All students are responsible for keeping track of their progress in particular courses. Students should familiarize themselves with course requirements by reading syllabi and by attending to oral and written instructions for assignments throughout the semester. Students are responsible for knowing and complying with the attendance policy of each instructor. If students have questions about course requirements, assignments, examinations, attendance records, progress, or grades, they should ask instructors for clarification.

All students are responsible for keeping track of their academic progress. At all times, students should be aware of the credits they have earned, are in the process of earning, and have yet to earn in order to meet graduation requirements. If students have questions, they should ask the program advisor and/or the Office of Advising for clarification.

---

## ACADEMIC INTEGRITY AND HONESTY

---

Academic honesty, the duty of every member of an academic community to claim authorship of his or her own work and only for that work and to recognize the contributions of others accurately and completely, is fundamental to the integrity of intellectual debate and creative and academic pursuits. All members of the university community are expected to conduct themselves in accordance with the standards of academic honesty. Students are responsible for knowing and making use of proper procedures for writing papers, presenting and performing their work, taking examinations, and doing research. Instructors are equally responsible for informing students of their policies with respect to the limits within which students may collaborate with or seek help from others on specific assignments. Instructors are expected to educate students about the legal and ethical restrictions placed upon creative work and about the consequences of dishonesty in the professional world. At Parsons, all students are required to sign an Academic Integrity Statement declaring that they understand and agree to comply with this policy.

---

(From the University Policies Governing Student Conduct) “Academic honesty 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 instructors and other students). The standards of academic honesty and citation of sources apply to all forms of academic work (examinations, essay theses, dissertations, computer work, art and design work, oral presentations and other projects).

“The standards also include responsibility for meeting the requirements of particular courses of study.

“The New School recognizes that the different nature of work across the divisions of the University may entail different procedures for citing sources and referring to the work of others. Particular academic procedures, however, are based in universal principles valid in all divisions of The New School and institutions of higher education in general.”

Academic dishonesty includes but is not limited to

- cheating on examinations, either by copying another student’s work or by utilizing unauthorized materials
- any act of plagiarism, that is, the fraudulent presentation of the written, oral, or visual work of others as original
- theft of another student’s work
- purchase of another student’s work
- submitting the same work for more than one course
- destruction or defacement of the work of others
- aiding or abetting any act of dishonesty
- any attempt to gain academic advantage by presenting misleading information, making deceptive statements or falsifying documents

### Guidelines for Written Assignments

Plagiarism is the use of another person’s words or ideas in any academic work using books, journals, Internet postings, or other student papers without proper acknowledgment. For further information on proper acknowledgment and plagiarism, including expectations for paraphrasing source material and proper forms of citation in research and writing, students should consult the *MLA Style Manual and Guide to Scholarly Publishing* (second edition), chapter 6, on documentation or other texts as recommended by their school. The New School Writing Center also provides useful online resources to help students understand and avoid plagiarism. Go to [www.newschool.edu/admin/writingcenter](http://www.newschool.edu/admin/writingcenter) and navigate to Virtual Handout Drawer.

Students must receive prior permission from instructors to submit the same or substantially overlapping material for two assignments. Submission of the same work for two different assignments without the prior permission of instructors is plagiarism.

### 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 pasteup 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.

### Procedures

Any violation of the Academic Integrity and Honesty Policy is a matter for disciplinary action.

1. *Initial Discussion:* An instructor who suspects that a student has committed plagiarism in course work should give the student an opportunity to explain the origin of the work and should investigate whether the student understands the relevant standards of academic conduct. The instructor should explain the alleged violation clearly, concisely, and specifically and should advise the student to review the Policy in the Student Handbook. For online courses, this discussion may take place by email, phone or in person.
2. *Follow-Up Discussion:* The instructor should schedule a second meeting with the student to discuss the accusation fully following the student’s review of the Policy. Whenever possible, this full discussion should take place within one week of the initial meeting.

Each party may elect, but is not required, to have an impartial advisor present at the meeting. The instructor should select the chair or director of the program that offers the course. The student should select an advisor. The role of the program chair or director is to help facilitate discussion between the student and the instructor by calling all parties to the meeting, providing a private meeting space, and allowing the different points of view to be expressed. The role of the advisor is to help the student to understand the Policy and the alleged violation. During the discussion, the student should be prepared to present the work in question, along with any supporting drafts, sketches, digital files, or other documentation. The instructor may ask the student to reconstruct the process involved in creating the work.

If a violation comes to the instructor’s attention during finals or a school break, the discussion should take place as soon as possible, preferably before the start of a new semester. In cases where the work in question is submitted at the end of the semester and/or the faculty member is unavailable, the program chair or director may elect to discuss the incident with the student.

3. *Assessment of Infraction:* On the basis of this meeting, the instructor, in consultation with the program chair or director, will assess the case, taking into consideration the student’s intent to deceive, the amount of plagiarism, and the type of assignment involved, to determine whether a minor or major offense has occurred. The instructor who determines that a minor offense has occurred may counsel a student about standards of academic honesty, explain the consequences of plagiarism, and require the student to resubmit the assignment in an appropriate form. An instructor who determines that a major offense has occurred should fail the plagiarized assignment and submit a report to the program chair or director and the assistant dean. The report should include the student’s name, the course, the semester, notes on conversations with the student, and copies of the relevant plagiarized submission (with problems identified). Questions about the handling of plagiarism cases should be directed to the assistant dean. In cases where the student is taking a course with a faculty member outside his or her division, the Dean’s Office of the faculty member will inform the Dean’s Office of the student to handle the case.
4. *Disciplinary Review:* The assistant dean will issue a formal letter to the student, with a copy to the instructor, documenting the case and any imposed sanctions. A copy of this letter will remain in the Office of Advising and in the Office of Student Rights and Responsibilities.

### Penalties

The assistant dean may impose sanctions which can include a failing grade in the course, suspension, dismissal, or expulsion. For a second major offense, the assistant dean will impose suspension or dismissal. Infraction of standards of academic honesty in an MA or PhD thesis or in a comprehensive examination is an immediately dismissable offense. Programs should report these cases immediately to the assistant dean for adjudication by an ad hoc committee convened by that office and conducted according to principles established by the division’s academic grievance procedures.

---

In cases where the student confesses to the violation, the procedures and penalties for academic dishonesty may be altered at the discretion of the program chair or director and the assistant dean.

### **Academic Integrity Appeals**

Students may appeal the findings and penalties in cases of academic dishonesty to the University Appeals Committee.

## **Code of Conduct**

As an institution of higher learning, The New School affirms certain basic principles and values that are, in the fullest and best sense of the word educational. The New School is also a community and in that regard, upholds certain basic principles and standards of behavior that underlie its educational purpose. These include the recognition and preservation of basic human dignity, the freedom of expression, equal opportunity, and civil discourse, a sustained atmosphere of safety, respect for policies, rules, regulations, and standards set forth by the university, its academic divisions, and the Federal, State, and City Governments.

The Student Code of Conduct is designed to protect and promote these principles and standards of behavior that are in keeping with our educational mission. Formal disciplinary proceedings and penalties have a role subordinate to informal conversation and discussion, constructive advice and counsel, and supportive guidance. The Student Code of Conduct supports an environment where sensitivity, tolerance, and respect are sustained for members of the university community and its neighbors.

The full text of the Code of Conduct is available on the student affairs page of The New School website.

Parsons reaffirms its commitment to the standards of behavior defined in the New School Code of Conduct, to the underlying educational purpose of those standards, and to the guidelines and procedures specified in the Code of Conduct for the evaluation of alleged infractions by students.

---

## **PARSONS FACILITIES AND SERVICES**

### **Buildings and Facilities**

Our main buildings at the corner of Fifth Avenue and 13th Street house studios, classrooms, offices, galleries, computer labs and a large design library. Nearby facilities at 25 East 13th Street house additional studios, classrooms, labs and offices. The Fashion Design program is based in midtown at 40th Street and 7th Avenue. Art and Design Studies classes and lectures take place primarily in The New School buildings at 79 Fifth Avenue and 66 West 12th Street.

### **Building Hours**

During the academic year, normal building hours are Monday through Friday, 8 a.m. to 11:00 p.m.; Saturday, 9 a.m. to 8 p.m.; and Sunday, 11 a.m. to 8 p.m. Students may work in buildings until closing time. Students may not use any studio, classroom, lab or shop where there is a class in progress.

Building hours are extended in the final weeks of each semester to give students additional access to facilities. Hours may vary in each building, including separate hours for computer labs and studio shops. Students should check the Status page of the University website for up-to-date building hour information. Students may also check this page for information about closings due to weather or other emergencies.

### **Condition of Parsons Facilities and Property**

The University-wide policy on the use of University facilities and property is contained in The New School Code of Conduct, which appears in full on the Student Services page of the University website.

Students are expected to respect the rights and privileges of other students, faculty and staff using university facilities by behaving in a way that helps to maintain school property, including walls, furniture, equipment, computers and books.

### **Storage of Materials and Work**

Lockers are assigned by programs and are available to matriculated degree students on a first-come, first-served basis every semester. Locks placed on unassigned lockers will be cut and the contents removed. All lockers must be emptied at the end of the spring semester. After the last day of classes, locks will be cut on all lockers and the contents will be removed and discarded. Students should not leave valuables in lockers. The New School is not responsible for any misplaced or stolen items. Fire regulations prohibit students from storing materials or work in the hallways. Fire exits must be accessible at all times.

---

## UNIVERSITY POLICIES AND INFORMATION

### STUDENT SERVICES

---

Student Services offers workshops, lectures, events, and programs that enrich each students' academic experience at The New School and reflect the university's diverse student population. Students are encouraged to become involved in student organizations and other leadership programs. Student Services also offers a recreation program and a health education program. It is committed to bringing students together from the eight schools to build a community and an environment that reflect the principles of fairness, civility, and diversity. The offices include:

- Student Housing and Residence Life
- Student Health Services
- International Student Services
- Student Disability Services
- Student Rights and Responsibilities
- Career Development
- Intercultural Support
- Student Development

To find out more about Student Services, visit [www.newschool.edu/student-services](http://www.newschool.edu/student-services)

#### Student Housing and Residence Life

Student Housing and Residence Life offers undergraduates and graduate students unique living and learning spaces with amenities to suit individual needs and budgets. All residences and some apartment facilities are fully furnished and are staffed with professional residence hall directors and student resident advisors. Through the enthusiasm and creativity of our resident advisors, students are exposed to diverse educational and social programs that take advantage of the rich traditions of The New School and the cultural opportunities of New York City. There is 24-hour security coverage, and our residential staff is trained to handle crises and emergencies. The Residence Hall Handbook details housing services and residence hall policies that are essential to creating safe, supportive, and respectful communities.

For students who wish to navigate the metro New York real estate market, Student Housing also offers information to aid in searching for off-campus accommodations. Listings of rental properties and shared apartments, as well as short-term accommodations and subletting opportunities, are available in the Student Housing office. Student Housing will provide an up-to-date printed and electronic compilation of these listings upon request. The *Off-Campus Housing Resource Guide* also provides information about New York City and its neighborhoods and about the local real estate market. Workshops and one-on-one sessions are also available. For more information about student housing, visit [www.newschool.edu/student-services](http://www.newschool.edu/student-services).

#### International Student Services

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

International Student Services' mission is to help international students reach their fullest potential and have positive experiences at the university. In cooperation with departments, faculty, staff, and students themselves, International Student Services promotes diversity and respect for people from all over the world. The office helps international students offers workshops, handouts, and other programs as well as advice and support.

All international students are required to attend orientation and check in with International Student Services so that the office can review their documents and ensure that they have been properly admitted into the United States and to review rights, responsibilities and regulations. One-on-one advising sessions are available to all international students. For more information, visit [www.newschool.edu/student-services](http://www.newschool.edu/student-services).

#### Student Disability Services

All students at The New School are encouraged to reach their highest level of achievement. Through student services and programs, the school emphasizes the importance of recognizing and embracing individual differences. In keeping with this philosophy, The New School is committed to ensuring that students with disabilities obtain full access to academic and programmatic services. Student Disability Services is designed to provide students with disabilities academic and programmatic accommodations as required by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Federal Rehabilitation Act of 1973. Students with either a temporary or chronic disability of any kind can feel free to submit medical documentation to Student Disability Services at the beginning of the semester and receive information and advice on policies and procedures, accommodations, and support available. For more information, visit [www.newschool.edu/student-services](http://www.newschool.edu/student-services).

#### Student Health and Counseling Services

Student Health Services promotes the health and well-being of students by providing counseling and medical services, health education, and the Student Health Insurance plan. All degree, diploma, visiting, mobility, graduate certificate, and nonmatriculating students in undergraduate and graduate degree programs, including students taking courses only online, are automatically charged a Health Services Fee at registration.

Student Health and Counseling Services offers medical services to students who are ill or injured or have questions about their health. A staff of physicians, nurse practitioners, physician assistants, nurses, and office assistants is available to serve students' medical needs. The counseling services staff, including licensed psychologists, clinical social workers, psychological counselors, and a psychiatrist, provides students with a supportive environment to discuss concerns or problems. Counseling services works with each student to decide on a plan of treatment that will address these concerns in a reasonable and helpful manner. The Health Education Program offers a variety of health-related workshops and training and outreach programs throughout the university. For more information, visit [www.newschool.edu/student-services](http://www.newschool.edu/student-services).

#### Student Health Insurance

The Student Health Insurance plan offers affordable medical insurance. All degree, diploma, visiting, mobility, graduate certificate, and nonmatriculating students in undergraduate and graduate degree programs, including students taking courses only online, are automatically enrolled in the plan unless they waive participation by demonstrating that they already have comparable health insurance. Graduate and undergraduate students who register for fewer than 6 credits may waive participation without demonstrating other insurance. There is a deadline for waiving student health insurance. For complete information about the Student Health Insurance Plan, visit [www.newschool.edu/student-services](http://www.newschool.edu/student-services).

#### Food Services

Dining facilities on campus offer weekday food service. Students use the facilities on a cash basis or can participate in the Food Services Plan. For more information, visit [www.newschool.edu/student-services](http://www.newschool.edu/student-services).

#### Intercultural Support and HEOP

79 Fifth Avenue, 5th floor  
212.229.8996  
[www.newschool.edu/student-services](http://www.newschool.edu/student-services)

---

The Office of Intercultural Support (OIS) works with students of diverse backgrounds to build and establish community at The New School. The OIS offers individual counseling services and sponsors events and workshops to promote intercultural awareness. The staff works closely with recognized student organizations as well as the University Diversity Committee. The office also administers the Higher Education Opportunity Program (HEOP) and the Student Ombuds Office.

## **INSTITUTIONAL INFORMATION**

---

The New School provides the following institutional information on the university website at [www.newschool.edu](http://www.newschool.edu):

- **Family Educational Rights and Privacy Act (FERPA)**
- **Financial assistance information** (federal, state, local, private, and institutional need-based and non-need-based assistance programs, Title IV, FFEL, and Direct Loan deferments)
- **Institutional information** (fees, refund policy, withdrawal from school, Title IV grant or loan assistance information, academic information, and disability services for students)
- **Completion and graduation rates and transfer-out-rates** (graduation rate of degree-seeking students, and transfer-out rates of degree-seeking students)
- **Campus crime statistics**

To request copies of any of these reports, contact the appropriate office listed on the website.

**Online access to your student account and records:** All registered students can access their personal current student information through ALVIN on MyNewSchool, the university's Web portal. Students, once they have a password, can access ALVIN on MyNewSchool to view up-to-date records including enrollment in courses, status of tuition and fees (paid, owed, and refundable), and grades earned.

### **Immunization Requirements**

---

New York State requires that matriculated students enrolling for six or more credits (including equivalency credit) who were born on or after January 1, 1957, provide the university with documentation of their immunity to measles, mumps, and rubella.

All students must also affirm that they have read the material distributed by the university on meningococcal disease and either plan to get an immunization, have documentation of having had a meningococcal immunization, or decline the immunization in writing. All new students receive in their admissions packet an immunization and meningitis documentation form that must be completed and submitted prior to registering for classes. Students who do not submit the form will not be allowed to register.

### **Campus Crime Reporting and Statistics**

The Security and Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. Anyone wishing to review the University's current crime statistics may access them through the website for the Department of Education: [ope.ed.gov/security](http://ope.ed.gov/security). A copy of the statistics may also be obtained by contacting the Director of Security for The New School at 212.229.5101.

### **The Student Right to Know Act**

---

The New School makes available to all students and prospective students information about the persistence of undergraduate students pursuing degrees at this institution as required by the Student Right to Know Act. During the 2007–2008 academic year, for example, the university reports the “persistence rate” for the year 2005 (i.e., the percentage of all freshmen studying full time in fall 2005 who were still studying full time in the same degree programs in fall 2006). This information may be requested at any time between July 1 and June 30. Visit the Office of Institutional Research at [www.newschool.edu/admin/oir](http://www.newschool.edu/admin/oir) for more information.

### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended in 1995 and 1996, with which The New School complies, was enacted to protect the privacy of students regarding their education records, to establish the right of students to inspect and review their education records, and to provide guidelines for correction of inaccurate or misleading statements.

The New School has established the following student information as public or directory information, which may be disclosed by the institution at its discretion: student name; major field of study; dates of attendance; full- or part-time enrollment status; year level, degrees and awards received, including Dean's List; the most recent previous educational agency or institution attended; addresses; phone numbers; photographs; email addresses; and date and place of birth.

Students may request that The New School withhold release of their directory information by notifying the University Registrar's Office in writing. This notification must be renewed annually at the start of each fall term.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their records:

- The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit to the University Registrar's Office, dean, head of the academic department, or other appropriate official written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the records, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested, the university will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when s/he is notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent. Generally, the university needs written permission from the parent or eligible student in order to release any information from a student's educational record. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement units and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing school-related tasks. School officials have a legitimate educational interest if the review of an education record is necessary in order to fulfill their professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by The New School to comply with the requirements of FERPA. The office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-4605

---

## **Equal Employment and Educational Opportunity**

The New School is committed to creating and maintaining an environment that promises diversity and tolerance in all areas of employment, education and access to its educational, artistic and/or cultural programs and activities. The New School does not discriminate on the basis of age, race, color, gender or sexual orientation, religion, religious practices, mental or physical disability, national or ethnic origin, citizenship status, veteran or marital status.

Inquiries concerning the application of the laws and regulations concerning equal employment and educational opportunity at The New School (including Title VI—equal opportunity regardless of race, color or national origin; Section 504—equal opportunity for the disabled; and Title IX—equal opportunity without regard to gender) may be referred to: The Office of the General Counsel, The New School, 80 Fifth Avenue, Suite 800, New York, New York 10011. Inquiries may also be referred to: the Office of Federal Contract Compliance Programs, U.S. Department of Labor, 23 Federal Plaza, New York, NY 10278 or the U.S. Equal Employment Opportunity Commission (EEOC), New York District Office, 201 Varick Street, Suite 1009, New York, NY 10014. For individuals with hearing impairments, EEOC's TDD number is 212.741.3080.

Students or Employees who believe they have been discriminated against on the basis of a disability may contact their Division's Dean Office, their Department Director, or the Office of the Senior Vice-President for Human Resources & Labor Relations, who is the University Disability Official.

---

## **Intellectual Property Policy**

Under The New School's Intellectual Property Policy, the university shall have a nonexclusive, royalty-free, worldwide license to use works created by its students and faculty for archival, reference, research, classroom, and other educational purposes. With regard to tangible works of fine art or applied art, this license will attach only to stored images of such work (e.g., slides, videos, digitized images) and does not give the university a right to the tangible works themselves. With regard to literary, artistic, and musical works, this license will attach only to brief excerpts of such works for purposes of education. When using works pursuant to this license, the university will make reasonable efforts to display indicia of the authorship of a work. This license shall be presumed to arise automatically, and no additional formality shall be required. If the university wishes to acquire rights to use the work or a reproduction or image of the work for advertising, promotional, or fundraising purposes, the university will negotiate directly with the creator in order to obtain permission.

---

## **Use of Photographs**

The New School reserves the right to take or cause to be taken, without remuneration, photographs, film or videos, and other graphic depictions of students, faculty, staff, and visitors for promotional, educational, and/or noncommercial purposes, as well as approve such use by third parties with whom the university may engage in joint marketing. Such purposes may include print and electronic publications. This paragraph serves as public notice of the intent of the university to do so and as a release to the university giving permission to use those images for such purposes.

---

## **Statement of Ethical Responsibility for Research Involving Human Subjects**

New School faculty and staff engaged in research or supervising student research projects must be aware of their responsibilities for ethical conduct in any project involving the use of human subjects. Faculty and staff are responsible for research done by students under their supervision with respect to these matters. Each research design must be examined for possible risk to subjects. If even minor risk of physical, psychological, sociological, or other harm may be involved, the faculty or staff member must consult with the university Institutional Review Board. The full policy with guidelines and consent forms can be found at [newschool.edu/admin/gsp/gspframeset.html](http://newschool.edu/admin/gsp/gspframeset.html).

## **Diversity Initiative**

The Diversity Initiative supports the work of the University Diversity Committee, and of the diversity committees of the university's individual schools and departments, through the sponsorship, or co-sponsorship, of co-curricular programming. All members of the New School community are invited to develop proposals for public performances and presentations that foster inclusion and represent diverse perspectives as enumerated in the University Diversity Committee's Mission Statement below. For information, contact Celesti Colds Fechter, Associate Dean for Academic Services, The New School for General Studies, 212.229/5615.

## **University Diversity Committee Mission Statement**

The mission of The New School Diversity Committee is to support—among students, faculty, and staff—the inclusion of people who are members of class, ethnic, and racial groups that have been historically underrepresented in American higher education; people who are members of the international community; people who are disabled; and people of all sexual orientations and gender identities. We believe that an academic community fostered by such inclusion contributes to the free and respectful exchange of differing ideas, beliefs and perspectives in educational, co-curricular, and public programming and is an essential element in the education of students who will take their places as citizens in a pluralistic world.

---

## **Academic Freedom: Free Exchange of Ideas**

An abiding commitment to preserving and enhancing freedom of speech, thought, inquiry, and artistic expression is deeply rooted in the history of The New School. The New School was founded in 1919 by scholars responding to a threat to academic freedom in this country. The University in Exile, progenitor of The New School for Social Research, was established in 1933 in response to threats to academic freedom abroad. The bylaws of the institution, adopted when it received its charter from the State of New York in 1934, state that the “principles of academic freedom and responsibility ... have ever been the glory of the New School for Social Research.” Since its beginnings The New School, has endeavored to be an educational community in which public as well as scholarly issues are openly discussed and debated, regardless of how controversial or unpopular the views expressed are. From the first, providing such a forum was seen as an integral part of a university's responsibility in a democratic society.

The New School is committed to academic freedom in all forms and for all members of its community. It is equally committed to protecting the right of free speech of all outside individuals authorized to use its facilities or invited to participate in the educational activities of any of the university's schools. A university in any meaningful sense of the term is compromised without unhindered exchanges of ideas, however unpopular, and without the assurance that both the presentation and confrontation of ideas takes place freely and without coercion. Because of its educational role as a forum for public debate, the university is committed to for preserving and securing the conditions that permit the free exchange of ideas to flourish. Faculty members, administrators, staff members, students, and guests are obligated to reflect in their actions a respect for the right of all individuals to speak their views freely and be heard. They must refrain from any action that would cause that right to be abridged. At the same time, the university recognizes that the right of speakers to speak and be heard does not preclude the right of others to express differing points of view. However, this latter right must be exercised in ways that allow speakers to state their position and must not involve any form of intimidation or physical violence.

Beyond the responsibility of individuals for their own actions, members of the New School community share in a collective responsibility for preserving freedom of speech. This collective responsibility entails mutual cooperation in minimizing the possibility that speech will be curtailed, especially when contentious issues are being discussed, and in ensuring that due process is accorded to any individual alleged to have interfered with the free exchange of ideas.

Consistent with these principles, the university is prepared to take necessary steps to secure the conditions for free speech. Individuals whose acts abridge that freedom will be referred to the appropriate academic school for disciplinary review.

---

## ABOUT THE UNIVERSITY

### OFFICERS AND BOARD OF TRUSTEES

---

Visit [www.newschool.edu/administration.html](http://www.newschool.edu/administration.html).

### THE DIVISIONS OF THE NEW SCHOOL

---

Parsons is one of eight divisions of The New School. The other schools are described briefly below.

#### **The New School for General Studies**

---

66 West 12th Street, New York, NY 10011  
212.229.5615, [www.newschool.edu/generalstudies](http://www.newschool.edu/generalstudies)

The founding school of the university has always remained faithful to its original mission. It continues to serve the intellectual, cultural, and professional needs and interests of adult students through its unique bachelor's degree program for continuing students, graduate degree programs that integrate theory and practice in original ways, and broad and serious curriculum open to noncredit students. The New School for General Studies offers the following degrees: Bachelor of Arts and Bachelor of Science in Liberal Arts, Master of Arts and Master of Science in International Affairs, Master of Arts in Media Studies, Master of Fine Arts in Creative Writing, and Master of Arts in TESOL, as well as graduate- and undergraduate-level certificates. A pioneer of lifelong education in the United States, The New School for General Studies remains a center of innovation in American higher education.

#### **The New School for Social Research**

---

65 Fifth Avenue, New York, NY 10003  
212.229.5700, [www.newschool.edu/socialresearch](http://www.newschool.edu/socialresearch)

Established in 1934 as the Graduate Faculty of Social and Political Science, by scholars of the University in Exile, The New School for Social Research has been a center of world-class scholarship since then, offering an academic setting where disciplinary boundaries are easily crossed. The school awards master's and doctoral degrees in anthropology, economics, philosophy, political science, psychology (including clinical psychology), and sociology and terminal MA degrees in historical studies and liberal studies.

#### **Eugene Lang College The New School for Liberal Arts**

---

65 West 11th Street, New York, NY 10011  
212.229.5665, [www.newschool.edu/lang](http://www.newschool.edu/lang)

Eugene Lang College The New School for Liberal Arts is The New School's four-year college for traditional-age undergraduates. Emphasis is on small, seminar-style classes. Innovative interdisciplinary areas of study lead to the Bachelor of Arts degree. These include literature and writing; arts in context; visual arts, theater; dance; environmental studies; religious studies; social and historical studies; psychology; philosophy; science, technology and society; education studies; urban studies; and cultural studies and media. Qualified students can earn a dual bachelor of arts/bachelor of fine arts degree at Parsons The New School for Design or The New School for Jazz and Contemporary Music. There are accelerated bachelor's/master's degree options in association with several graduate programs. The school began in 1973 as an experimental program. It became a full division of the university in 1985 thanks to a generous gift from New School trustee Eugene Lang, the well-known educational philanthropist.

#### **Mannes College The New School for Music**

---

150 West 85th Street, New York, NY 10024  
212.580.0210, [www.newschool.edu/mannes](http://www.newschool.edu/mannes)

Founded in 1916 by David Mannes, this distinguished conservatory became a division of The New School in 1989. Mannes offers aspiring young musicians an unusually comprehensive conservatory curriculum in a supportive setting, training students in instrumental and vocal performance, composition, conducting, and music theory. The college offers the following degrees and credentials: bachelor of music, bachelor of science, undergraduate diploma, master of music, and professional studies diploma. Unique among New York's conservatories, Mannes remains true to its origins as a community music school through its Extension Division and children's Preparatory Division.

#### **Milano The New School for Management and Urban Policy**

---

72 Fifth Avenue, New York, NY 10011  
212.229.5400, [www.newschool.edu/milano](http://www.newschool.edu/milano)

Since 1975, Milano's graduate programs have been developing the analytical, managerial, and leadership skills of working professionals with the goal of facilitating positive change in communities, governments, and corporations on the local, national, and global levels. The school is named for the university trustee Robert J. Milano, who generously supported its mission. Milano offers the master of science degree in urban policy analysis and management, nonprofit management, and organizational change management and a PhD degree in public and urban policy.

#### **The New School for Drama**

---

151 Bank Street, New York, NY 10014  
212.229.5150, [www.newschool.edu/drama](http://www.newschool.edu/drama)

Since the 1940s when Erwin Piscator brought his Dramatic Workshop to The New School, the university has had a close association with the theater. The New School for Drama trains actors, writers, and directors side by side in an integrated curriculum. The training is rooted in the Stanislavski Method. Students gain practical experience in a wide range of workshops and full-length performances, including a public one-act play festival every year. The New School for Drama's full-time three-year program leads to the master of fine arts degree in acting, directing, or playwriting.

#### **The New School for Jazz and Contemporary Music**

---

55 West 13th Street, 5th floor, New York, NY 10011  
212.229.5896, [www.newschool.edu/jazz](http://www.newschool.edu/jazz)

The New School for Jazz and Contemporary Music offers young musicians a unique mentor-based course of study with a faculty of professional artists who have close links to New York City's jazz scene. It is a program for students who expect to make a living from their music. Jazz has traditionally been taught by one musician to another rather than being studied in school. The New School keeps that heritage alive. Its students benefit from direct exposure to the traditions of jazz and the latest professional practices in an intellectual environment that encourages exploration and innovation. The New School for Jazz and Contemporary Music offers the bachelor of fine arts degree in jazz performance and jazz composition and arranging. Qualified students can pursue a dual BA/BFA degree in collaboration with Eugene Lang College The New School for Liberal Arts.



**Albert List Academic Center** . . . . . F

**Alumni Relations** . . . . . D

**Alvin Johnson/J.M. Kaplan Hall** . . . . . A

**Arnhold Hall** . . . . . I  
 Dorothy H. Hirshon Suite . . . . . I  
 Theresa Lang Community & Student Center . . . . . I  
 Tishman Gallery . . . . . I

**Auditoria**  
 Edward Swayduck Auditorium . . . . . F  
 John L. Tishman Auditorium . . . . . A  
 Parsons Auditorium . . . . . N

**Building Affiliates**  
 Beth Israel . . . . . 317 E. 17 St.  
 Cardozo Law Library . . . . . 55 Fifth Ave.  
 Cooper Hewitt Museum . . . . . 2 E. 91 St.  
 Cooper Union Library . . . . . Cooper Sq.  
 Elmer Holmes Bobst Library . . . . . Wash. Sq. S.

**Cafeterias** . . . . . B, F, I

**Centers and Institutes**  
 Center for New York City Affairs . . . . . H  
 India China Institute . . . . . N  
 International Center for Migration, Ethnicity  
 & Citizenship . . . . . D  
 Parsons Institute for Information Mapping . . . . . I  
 Schwartz Center for Economic Policy Analysis . . . . . D  
 Transregional Center for Democratic Studies . . . . . G  
 University Writing Center . . . . . F  
 Vera List Center for Art & Politics . . . . . A  
 Wolfson Center for National Affairs . . . . . N

**Computing Centers**  
 Academic Computing Center . . . . . F  
 Digital Resource Library . . . . . I  
 Fashion Computing Center . . . . . K  
 Knowledge Union . . . . . I  
 University Computing Center . . . . . I

**Eugene Lang College The New School for Liberal Arts** . . . . . B  
 Admissions . . . . . B  
 Lang Annex . . . . . C  
 Lang Writing Center . . . . . B

**Fanton Hall** . . . . . H

**Human Resources** . . . . . D

**Libraries**  
 Raymond Fogelman Library . . . . . F  
 Adam & Sophie Gimbel Design Library . . . . . N  
 Kellen Archives . . . . . N  
 Harry Scherman Library . . . . . J

**Mannes College The New School for Music** . . . . . J  
 Admissions . . . . . J  
 Goldmark Practice Center . . . . . O

**Milano The New School for Management and  
 Urban Policy** . . . . . H  
 Admissions . . . . . H

**The New School for Drama** . . . . . Z  
 Admissions . . . . . Z  
 Theater . . . . . Z

**The New School for General Studies** . . . . . A  
 Admissions . . . . . A  
 International Affairs Program . . . . . A  
 Media Studies Program . . . . . N  
 TESOL Program . . . . . M  
 Writing Program . . . . . A

**The New School for Jazz and Contemporary Music** . . . . . I  
 Admissions . . . . . I

**The New School for Social Research** . . . . . D  
 Academic Affairs . . . . . D  
 Admissions . . . . . F

**Parsons The New School for Design** . . . . . D, E, K, L, N  
 Admissions . . . . . F  
 Arnold & Sheila Aronson Galleries . . . . . N  
 David Schwartz Fashion Education Center . . . . . K  
 Sheila C. Johnson Design Center . . . . . L, M, N

**Residence Halls**  
 13th Street Residence . . . . . V  
 20th Street Residence . . . . . Y  
 Grove Street Apartments . . . . . U  
 Loeb Residence . . . . . S  
 Mariton Residence . . . . . R  
 Union Square West Residence . . . . . T  
 William Street Residence . . . . . O

**Student Services** (university-wide)  
 Career Development . . . . . F  
 Health Services . . . . . S  
 Higher Education Opportunity Program (HEOP) . . . . . D  
 Housing . . . . . D  
 Intercultural Support . . . . . F  
 International Student Services . . . . . D  
 Ombuds . . . . . D  
 Records . . . . . D  
 Registrar's Office . . . . . D  
 Registration . . . . . F  
 Student Development . . . . . I  
 Student Disability Services . . . . . D  
 Student Financial Services . . . . . F  
 Student Rights and Responsibilities . . . . . D

**University Administration** . . . . . A, D, G, I

Not shown: Anderson Residence: Anderson Hall, Manhattan School of Music,  
 Claremont Ave. & W. 122nd St.;  
 Stuyvesant Apartments: 1st Ave. & E. 14th St.;  
 23rd Street Apartments: 225 W. 23rd St.

