

STUDENT HANDBOOK



2014 - 2015

**COMMITTEE ON
LIBERAL STUDIES**

**THE NEW SCHOOL
FOR SOCIAL RESEARCH
NEW YORK CITY**

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THE COMMITTEE ON LIBERAL STUDIES

The program in Liberal Studies is designed to facilitate interdisciplinary study and an independent approach to learning, with an emphasis on Literature, Media, the Arts, Critical Writing, Creative Publishing, and the Humanities.

The Committee brings together students and faculty with a wide variety of backgrounds and fields of interest, in the hope that this diversity will enhance the academic endeavors of each group. Moreover, this interaction ensures that students will be exposed to an array of theoretical approaches and concepts, as well as different types of experience. Students are encouraged to take advantage of a renowned faculty of world-class professors—and also to learn more about the fine art of writing from an equally distinguished group of journalist-researchers.

As is demonstrated by “Eros and Civilization,” the Committee’s required introductory course, special attention is paid to the canonical currents in Western thought. However, the Committee also offers a number of courses that focus on contemporary critical and heterodox theory, from a global perspective. Students are encouraged to avail themselves of any combination of courses offered by The New School for Social Research (NSSR) of The New School, in conjunction, if necessary, with courses offered elsewhere within the New York City Inter-University Doctoral Consortium (IUDC) (see appendix). Other courses from within the New School, specifically through the Media studies and MFA programs, are open to Liberal Studies students with permission from the department chair.

Students are also urged to engage their Liberal Studies colleagues and participate in the larger NSSR community on a deeper and more active level. Take part in workshops whenever possible; attend Student Union meetings at The New School for Social Research; form study groups with classmates to augment class discussions; join other students and faculty members at our department parties, scheduled regularly throughout the academic year; attend lectures offered by departments and centers throughout the NSSR. These interactions between students can make a great deal of difference in improving the quality of scholarship, in overcoming the tendency toward fragmentation which is one of the drawbacks of any urban campus, and, of course, in the enjoyment of everyday life. Remember that what you will get out of your time at The New School for Social Research will be commensurate with what you put into it. It is possible to achieve a perfect GPA without ever connecting with a fellow student—but you, and our community, will be the poorer for it. Remember, too, that there are a host of people to help you through the program; they include not only your faculty advisor and student advisor, but above all your fellow students—many of whose concerns are likely quite similar to yours.

(And don't forget to follow @LibStudiesNSSR and "like" the Liberal Studies, NSSR Facebook Page for regular updates about events, news, faculty publications, student initiatives, etc.)

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THE LIBERAL STUDIES MA

ADVISING

THE STUDENT ADVISOR

The student advisor is a seasoned Liberal Studies veteran, usually a second-year student, who assists students in making academic decisions. The role of the student advisor is to counsel students about course selection during registration and help students with bureaucratic troubleshooting and academic planning. The advisor can also inform students about MA thesis requirements, deadlines, credit transfers, various academic petitions, etc. The student advisor works part time, holds regular “open door” office hours, and is also available by appointment. Every student is required to consult with the student advisor prior to registration. First-term students will meet with their advisor personally, while continuing students will either attend open office hours or register via e-mail.

FACULTY ADVISOR

The faculty advisor helps the student in making course selections and other academic decisions. Students need to consult their faculty advisor at least once during each semester and are encouraged to meet with their faculty advisor more often. You should regard your faculty advisor as an essential guide in career and thesis planning.

The default faculty advisor for new students is the committee chair. Students will arrange a time to meet with the chair at the department meeting during new student orientation. A student, however, can choose to change his or her faculty advisor at any time. Continuing students, for example, may well wish to have their thesis advisor double as their faculty advisor. Most professors at The New School for Social Research are eligible to serve as a faculty advisor, so long as that professor is willing to take the necessary time and effort. Any question regarding who can serve as an advisor should be directed to the committee chair. Students are urged to take the initiative in seeking out an advisor of their choice.

Keep in mind that the relationship between advisor and student is not merely academic, but interpersonal as well. A student will want to choose someone that he or she can trust.

REQUIREMENTS

Compared with most other graduate programs, there are not a lot of rules in Liberal Studies. Still, there are a few basic requirements. In order to graduate a student must:

- Complete 30 course credits.
- Maintain no less than a B (3.0) cumulative grade point average.
- Complete a thesis project.

CORE COURSES

Only two courses are required:

- **GLIB 6001 “Eros & Civilization”** This course is taught in the fall semester.
- **GLIB 6301 “Proseminar in Intellectual History and Cultural Studies.”** Offered every Spring and run as a

writing workshop, this class brings together students who have completed 27 credits (three full-time semesters of course work) and are writing their MA thesis. The workshop format and pass/fail grading option are meant to encourage students to refine the style and effectiveness of their prose by requiring seminar participants to share revisions of work in progress, and also to read and comment on the drafts of others.

There are no other required courses.

The Committee *does* require that a student meet routinely with a faculty advisor, in order to discuss the course of study, and to talk about long-range plans. Ideally, a full time Liberal Studies student will finish their coursework during their 3rd semester so that they may dedicate their fourth semester to joining their peers for the proseminar and completing their thesis. A student may take equivalency credits, for which there is no charge; EQ credits substitute for course credits and allow students to maintain full time status while working (with their thesis advisor) on their thesis and attending the proseminar. The following does not represent the only possible plan for students. For instance many students audit courses, including language classes. Students should coordinate a plan of study with their faculty advisor.

Ideal plan of study for a (full time) Liberal Studies Student: (9 credits per semester)

1 st Semester	GLIB 6001 & 2 MA level courses
2 nd Semester	3 MA level courses
3 rd Semester	3 MA level courses
4 th Semester	GLIB 6301 & 6 equivalency credits (for “MA Thesis”)

****However, there are many variations on this course of study, so students would be wise to speak to the Student Advisor about their plans.****

THE MA THESIS

The composition of a thesis is, distinctively, a central goal of Master of Arts in Liberal Studies at The New School for Social Research. More than a piece of original written work, the thesis traditionally has been used as an exercise in the production of knowledge, and as a rite of passage that introduces a student to the community of scholars. In the case of the MA thesis in Liberal Studies, these traditional goals are supplemented by an unusual focus on refining the voice of the aspiring prose stylist in an effort to perfect the craft of fine writing—a factor rarely stressed explicitly in conventional programs of graduate study. The production, in this fashion of an MA thesis of independent literary merit, provides a solid foundation for pursuing doctoral-level research, or a career in non-fiction writing for the general public.

The first step is picking your thesis topic and getting it approved by the committee chair. You will next need to find an instructor at The New School for Social Research to be your thesis advisor. You must have an approved thesis proposal and a thesis advisor by the end of your third semester, or upon the completion of 27 credits worth of coursework, whichever comes first. Once a thesis advisor and a second reader are selected, please report back to the student advisor. If you do not have an approved thesis proposal and a thesis advisor at that time, you will not be allowed to register for GLIB 6301 Proseminar in Intellectual History and Cultural Studies.

With their thesis advisor, students should make an appropriate schedule for submitting drafts and undertaking revisions. For full-time Liberal Studies students, it is *strongly* recommended that you take an independent study built around the topic during your third semester, under the supervision of your thesis advisor. This should facilitate your initial research and get your MA thesis into a workable rough draft that can be presented and revised in the Proseminar.

Most questions about format can be answered by consulting *The Chicago Manual of Style*.

As with all papers, students are bound by law and academic ethics to scrupulously cite all material—whether quoted or paraphrased—that is taken from other authors. Not doing so may expose you to accusations of plagiarism and all the incredibly bad things that would accompany such accusations.

DEPARTMENTAL PROCEDURES

REGISTRATION

Detailed information on registration dates, deadlines and procedures will be available before the registration period begins. Contact your student advisor or the Office of Academic Affairs (212-229-5712) for updated information. Also, registered students can keep track of their own academic records including registration information, financial aid, holds, change of address, etc. via the on-line service: **my.newschool.edu (go to Self-Service/Alvin in the student section)**

GRADUATION

I. Coursework:

Students are responsible for ensuring that all of their coursework has been handed in, graded, and recorded on their transcript. If all coursework is not completed by the last day of classes of their final semester, there is a possibility that they will not be able to graduate until the next semester. This is especially important for students who are finishing incompletes. After having turned in the coursework for an incomplete, it is *highly* recommended that students make sure a grade has been submitted before graduation. For the most part, professors do not know when students intend to graduate, thus may take their time in grading their work. You can confirm whether a grade has been submitted or not by checking with your Student Advisor or with the Registrar's Office. Also, it is recommended that students inform the Student Advisor of when they believe they have completed all their course work. **Students are strongly encouraged to check their records on my.newschool.edu.**

II. Thesis

Students should also hand in the final draft of their thesis *no later than* the last day of classes. To avoid any misunderstandings, it is *highly* suggested that students consult with their thesis advisor and reader(s) about the due date. Both the advisor and the reader(s) need to be given a reasonable amount of time to read the thesis so that they can grade it before grades are due, which is usually a week or two after the last day of classes. These dates vary from year to year, so confirm them with your Student Advisor. In Liberal Studies, the procedure for officially passing your thesis is rather simple. Once a student's thesis advisor and reader(s) have approved the thesis, they will need to send either an email or a letter to the committee chair confirming this approval. They should copy the Student Advisor and/or the Secretary. From there, the committee chair will send a memo to the Registrar's Office which states the student has passed the thesis requirement. Again, it is imperative that the committee chair receives these letters before the end of the grading period.

III. Graduation Petition:

An important step in the graduation process is filling out a Graduation Petition. This simple form is found online via the Registrar's Office. It does not require the Student Advisor's signature. It is usually due during mid-February, but students should check with the Registrar's Office for the official due date as it varies from year to year.

EXTENSION OF TIME FOR COMPLETION OF DEGREE REQUIREMENTS

All course credits for the Master of Arts degree in Liberal Studies must be earned within five years, unless written permission for an extension is granted by the Committee and the Office of Academic Affairs. All other work for the degree must be finished within one year after the course requirements have been satisfied.

The Committee may waive these requirements by granting an extension to the student. The Committee's practice has been:

- to require that any student requesting an extension consult with a faculty advisor within the Committee;
- to grant an initial six month's extension of time in almost all cases while, at the same time, making the student aware that further extensions are not routinely granted;
- to ask that the faculty advisor monitor the student's subsequent progress and, if further extensions are requested, report on what the student has done in the last period of study;
- to evaluate further extension requests in light of the previous record of the applicant (e.g., GPA) and the "match" between the applicant's field of study and the areas of concentration of the current faculty. Failure to complete requirements in a timely manner, faculty turnover, and an uneven academic record thus prejudice further extensions;
- and to consider that extension requests made a year or more after the last extension expired as equivalent to an application for readmission into the program.
- Please see the NSSR appendix for further details.

TEACHING ASSISTANTSHIPS

Each year the committee hires 2 teaching assistants to lead tutorial discussions associated with the class Eros and its Discontents. Applications for the positions are due on early March and announced by email via the office of Academic Affairs. Check with the Committee student advisor for further information. Any full-time Liberal Studies student may apply.

WORK STUDY

This program finds employment for U.S. students with financial need, to assist them in meeting their educational and subsistence expenses. Students are provided on-campus employment at an hourly wage. A work study recipient may work up to 20 hours per week. Limited full-time employment is available during vacation periods. Students must apply for work study through Student Financial Services (212-229-8939), and must be registered for nine actual or equivalent credits of coursework, per semester, to be eligible.

There are basically two types of college work study jobs:

- assignments to an administrative office (e.g., Financial Aid, Admissions, departmental office)
- assignment to a Liberal Studies professor for such duties as research and data collection, photocopying, etc.

These work study positions can be an integral part of your graduate career, and often are an important part of the apprenticeship process. Again, interested students are encouraged to take the initiative to speak directly about working for a faculty member.

****Please see the NSSR policies and procedures appendix for further information and requirements.****

EXTRAS

EMAIL

All NSSR students are given an account on The New School's email server. New students can set up their account online at <http://webmail.newschool.edu> by following the link "set your password here." The New School email accounts are accessible from university computer facilities and via the web at the above address. Email is THE primary means of communication amongst students, faculty and the NSSR in general. If you are already receiving email via an outside service, you should consider setting it up to forward mail to your university email address: You can find out how to set up a forward mail facility at: <http://www.newschool.edu/ac/doc/quiktips/forwarding.pdf>. If you do have an email address that you check more regularly than your New School account, notify your student advisor of this address so that s/he can add it to the Liberal Studies email list - which the advisor uses to make important departmental announcements. Should you decide to take this action, you are nevertheless strongly advised to check your New School account regularly – or you stand to miss out on opportunities relating to academia, your career, as well as your social and personal life.

STUDENT MAILBOXES

If you are a registered active student in Liberal Studies there will also be a mailbox assigned to you. Professors may use mailboxes to return marked papers to you. In addition, other departments at the NSSR will want to let you know about speakers and conferences they are bringing to The New School, and may use your mailbox to do so. Fellow students and professors might also try to communicate with you between class meetings by leaving a note in your mailbox. The point being: CHECK YOUR MAILBOX REGULARLY—they are on the 7th Floor next to the Study Lounge in the Liberal Studies suite.

FACILITIES AND SERVICES

THE COMPUTER CENTER

Information about the Academic Computer Center (ACC) is located on my.newschool.edu (go to the academic technology section on the student tab). Students and faculty members may use IBM and compatible PCs here; if you are a Macintosh user, you will have to go to the University Computer Center (UCC). All of the computers at both the ACC and the UCC have World Wide Web access. Students can receive University email at either computer center. Computer orientations are held at the start of the academic year. Students are encouraged to use the computer labs located at the 6 E 16th street location.

In addition, the NSSR building is Wireless-enabled. This means that if you have a wireless card, which can be easily purchased at any electronics store, you will be able to access online resources anywhere in the building including the reading room and library. For relevant information regarding enabling your computer please consult the following link:

<http://www.newschool.edu/ac/wireless/>

HOUSING

On-Campus

The Office of University Housing can help you find both on-campus dormitory-style housing and off-campus housing. Please note that, while the University operates about five dormitory facilities with several types of living arrangements available in each, it is unable to guarantee single rooms to graduate students. Thus, while a convenient

and safe option for those new to New York, it is possible that you will be sharing a room or apartment. You can access information about the dorms and accommodations at the following link:

<http://www.newschool.edu/studentaffairs/housing/>

Off-Campus

The Office of University Housing also maintains a list of available off-campus housing. The list, updated weekly and which can be emailed or faxed to you, includes shares, leases and subleases available in Manhattan and the boroughs.

Many NSSR students chose to live in Brooklyn where they find more affordable and roomy housing options. Several popular neighborhoods include Williamsburg, Park Slope, Cobble Hill, Fort Green and Greenpoint. These neighborhoods are, for the most part, well-served by the subway and public transportation. The cheapest option for most students is often to find a “share”—an available bedroom in an apartment. A popular and ****free**** service for locating housing is *Craigslist* and can be accessed at the following link: <http://newyork.craigslist.org>. In general, roommate referral services that charge fees tend to be a poor value.

It may be difficult to find an affordable living situation, particularly before you are physically in town. Thus, students hoping to find off-campus housing are advised to utilize any and all resources they can find. If you limit yourself to one source of information—you may be in for stress and grief.

LIBRARIES

Students with a valid New School ID may use and borrow books from Fogelman Library, New York University’s Bobst Library (the big red building on West 4th Street between LaGuardia Place and Washington Square East), and the Cooper Union Library (at Astor Place, which is at approximately 7th Street and Third Avenue). The collections of all three of these libraries are catalogued on the Bobcat computer system, which can be accessed within these libraries, at either The New School computer centers and online from the University homepage.

Students are also encouraged to get a New York Public Library (NYPL) card available at any neighborhood branch library. And do not overlook NYPL’s more extensive research facilities: such as the Mid-Manhattan branch (455 Fifth Avenue at 40th Street); the central research library and Center for the Humanities (Fifth Avenue between 40th and 42nd Streets); the Library for the Performing Arts at Lincoln Center (40 Lincoln Center Plaza); the Schomburg Center for Research in Black Culture (515 Malcolm X Blvd.); and the Science, Industry, and Business Library (188 Madison Avenue).

OFF-CAMPUS ESSENTIALS

BOOKSTORES

The following is a partial list of bookstores – some near The New School and some not:

Barnes and Noble – the nearest locations is

Union Square North -- the upscale neighborhood branch, with a coffee shop, comfy chairs, and excellent service. A good place to browse and see big shot authors reading from their books.

Labyrinth Books (536 West 112th Street, between Broadway and Amsterdam)

You can find nearly any obscure book – old and new –in this tightly packed treasure chest. Worth that trip uptown.

Mast Books (66 Avenue A, New York, NY 10009)

Used & rare books specializing in 20th and 21st Century Art and Artists' Books, Photography, Design, Fashion, Cinema, Modern Literature and Poetry and related ephemera. Good prices on paperbacks.

Revolution Books (9 West 19th Street, between Fifth and Sixth Avenues)

Sectarian nirvana for red readers.

St. Mark's Bookshop (136 E. 3rd Street, between 1st Ave. and Ave. A)

Every hipster's favorite bookstore and a good place to spot low-tier rock stars as they browse the Critical Theory section. New location.

Strand Bookstore (828 Broadway, at 12th Street)

The best bookstore in the neighborhood to find your books for cheap. Stop at the information station right by the front door if you're looking for something specific, or devote a few hours to the delights of browsing. Always ask at the desk if you're looking for a book—oftentimes they have gift table specials of various canonical classics you'll be reading.

WATCH OUT FOR FREE STUFF

New York City has some of the best free events anywhere on the planet. From performances by the Metropolitan Opera in Central Park to buskers in Washington Square, you can get a lot for a little. A quick online search of New York Yahoo, for example, will yield plenty of options. A comprehensive calendar for activist events can be found at <http://nyc.freeevents.org> and in weekly issues of Time Out NY. Weekly email announcements from The New School also list tons of free events around the university, including performances at Mannes College of Music (Jazz and Classical), plays at the New School for Drama and its Divisions and showings at Parsons School of Design. Also, periodically there are tickets offered to the New York Philharmonic. Take advantage of the fact that The New School ID gets you into the Museum of Modern Art (MOMA)—both the museum and the film screenings for free!

ATHLETIC FACILITIES AND RECREATIONAL SPORTS

The New School is affiliated with McBurney YMCA, which has been newly renovated and has the virtue of being located around the corner from the NSSR. For a discounted monthly fee (initiation fee is waived for full-time New School students) have access to an impressive list of classes, weight and fitness rooms and a pool.

There are quite a few other gyms in the area, but most of them horrendously expensive. Other reasonably priced facilities, although they are not quite as fancy or well-equipped (or clean) as Crunch, New York Sports Club or World Gym include.

- Carmine Recreation Center (Seventh Avenue and Clarkson Street / 212-242-5228)
- Asser Levy Recreation Center (First Avenue and 23rd Street / 212-447-2020)
- The 14th Street Y (East 14th street between 1st and 2nd avenues / 212-780-0800)
- Lucille Roberts (80 Fifth Avenue / 212-255-3999) - Women only

The New School Office of Student Services also offers free classes that are held at The New School facilities: these include yoga, African dance, capoeira, and other fun challenges. Also, take a stroll around the West 20s between 5th and 7th Avenues, where, for some reason, there is a concentration of Yoga studios. Practices and prices vary.

If you are interested in joining an intramural team, you might look into Chelsea Piers, located at Pier 62 (23rd Street and the West Side Highway / 336-6800). They organize year-round basketball, volleyball, soccer, lacrosse, and ice

hockey leagues; it is expensive, but their facilities are absolutely incredible and you can pay on a month to month basis. Team-players without a lot of scratch will find pick-up soccer, football, and ultimate Frisbee teams in Central Park, though if you are willing to trek out to Brooklyn, (or if you live there already,) Prospect Park's games are less cutthroat. East River Park (between Houston and 6th Street, east of the FDR) is another good place to check out. The New School also apparently has some intramural soccer teams, and maybe other sports, so it's worth looking into.

NSSR Appendix

- Sign up for the [GRADFACTs Blog](#) to receive important announcements from Academic Affairs.
- Visit the Academic Affairs [webpage](#) for information about NSSR policies and procedures.
- View our [catalog](#) for a comprehensive look at NSSR and New School information and resources.

I. Institutional Financial Aid, Scholarships, and Assistance

A. Scholarship Information: Continuing students who wish to be considered for increases to their scholarship funding apply on March 1 in Academic Affairs for the following academic year. Applications and instructions are available starting February 1st. More information [online](#).

B. Assistantship Information: Applications for NSSR Research Assistantships and Teaching Assistantships are due on March 1st in Academic Affairs. Applications for teaching assistantships in the University Lecture courses and teaching fellowships in other New School divisions are administered through the [Office of the Provost](#) (see Graduate Students tab) and students will receive announcements of applications and deadlines well in advance of the deadline.

C. Student Travel Fund Information: The New School for Social Research will provide support for student research and conference travel. Submission of proposals will be due twice in the academic year, on **November 1st** for travel and conferences occurring between **December 15th** and **June 15th** and **April 1st** for travel and conferences occurring between **June 15th** and **December 15th**.

D. Fee Board: Fee Board uses a portion of the divisional fee charged to all NSSR students to offer partial reimbursements for costs incurred while representing the university at academic conferences. The Fee Board is made up of student representatives from each department and is coordinated by the Graduate Faculty Student Senate. They meet at the end of each semester.

II. Academic Resources

A. Dossier Service: Academic Affairs administers a Dossier Service, which keeps on file letters of recommendations for Ph.D. students.

B. NSSR Career Services Information: NSSR Career Service provides career guidance for students pursuing academic and professional careers. The office also provides external funding and scholarships information. Check the Career Services Blog, [Career Hub](#).

C. Inter-University Consortium: Along with The New School for Social Research, Columbia University (including Teachers College), CUNY Graduate Center, Fordham University, New York University, Princeton University, Rutgers University at New Brunswick, and Stony Brook University form a graduate-level consortium in the arts and sciences. PhD students may petition to take courses through this consortium. More information [online](#).

D. Institutional Review Board: New School students, 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. Information for the IRB is available at [online](#).

E. Graduate Faculty Student Senate (GFSS): GFSS is the representational student governance body for the New School for Social Research. It is charged with representing student interests across departments, and it is the student liaison to the Graduate Faculty administration. gfss@newschool.edu

F. University Student Senate (USS): USS is the representational student governance body for the New School. All divisions are allocated representatives based on their student population. [Link here](#).

G. University Writing Center: The Writing Center helps students become better writers through individual tutoring sessions. Students may work with tutors on any phase of the writing process, from brainstorming ideas, to developing an outline or rough draft, to revising and editing. Writers of all skill levels benefit from the center's services. [Link here](#).

III. Academic Policies

Academic Review: NSSR students receive an audit of their academic performance each semester. The Office of Academic Affairs works with Student Advisors and Department Chairs to ensure that students receive updated information about their progress through the department.

A. Time to Degree: Students have five years to complete all requirements for the MA degree. Students have ten years to complete all requirements (including the MA degree) for the doctoral degree. An extension of time must be granted to continue doctoral studies beyond ten years. [Link to form](#).

B. Transfer of Credit: Up to 30 transfer credits, including those granted towards the MA degree may be granted toward the PhD degree for courses. MA students are allowed to transfer up to 3 credits to their MA degrees. Credits older than 10 years from the date of matriculation will not be accepted nor will courses that received a grade of B- or below. Additional requirements set by NSSR and individual departments also apply. [Link to form](#).

C. Reenrollment: Students who have failed to register for one, two, or three semesters may petition through the Office of Academic Affairs to reenroll in order to continue their studies. Students who have not registered for four or more semesters must apply for readmission through the Admissions Office. [Link to form](#).

D. Changes of Status: Applications for a change of status for students seeking admission from an MA to a PhD program or from an MA to an MS program, or to change from PhDS (PhD student) to PhDC (PhD Candidate with proposal approved) status within the same department can be obtained from the Academic Affairs Office. [Link to form](#).

E. Changes of Department: Forms, available in Academic Affairs, require written consent of the chair of the new department involved and Academic Affairs. [Link to form](#).

F. Student Exit Guidelines: Leave of Absence: Students in good academic standing may petition for a leave of absence

- Students may not complete work toward their degree while on leave of absence
- There is a maximum of four semesters' leave throughout a student's entire period of study
- First-year students must obtain special permission from the assistant dean to go on leave
- Leaves cannot be granted retroactively

Recipients of student loans should consult the Office of Financial Aid when contemplating taking a leave of absence. International students in F-1 or J-1 I-94 status must consult with the International Student Services before taking a leave. [Link to form](#).

IV. Grading Policy

A. Grade Point Average

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 value 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 completed, including failed courses, if any. The numeric values of the grades are as follows:

A = 4.0
A- = 3.7
B+ = 3.3

B = 3.0
B- = 2.7
C+ = 2.3

C = 2
C- = 1.7
F = 0.0

The following grades are not figured into GPA:

W Withdrawal

IE Incomplete extension

AU Audit

I Temporary incomplete

U Unsatisfactory

GM Grade missing

P Pass

N Permanent incomplete

B. Incompletes: A grade of I is a temporary grade and indicates that assigned work has not been completed. The time allowed for the removal of an incomplete is one year after the end of the semester in which the course was offered. After the first year has elapsed the grade is changed to a permanent incomplete N and cannot be overturned. Students who attend a class to complete an incomplete grade will be expected to register and pay for the class as an audit. In these cases, students must obtain the instructor's approval to attend a class. Grades of GM will be converted to N if a grade is not entered within the year. In unusual circumstances, PhD students (only) are eligible to request a 6 month extension for the incomplete. This will require the signature of the instructor, department chair and assistant dean of academic affairs. Following that, the PhD student may require an additional and final 6 month extension. This too must be approved by the instructor, department chair, and assistant dean of academic affairs. In no case will an incomplete be extended for a PhD student for more than two years. [Link to form.](#)

C. Pass/Fail: Students have the option of taking certain courses as pass/fail, or P/U. In order to take a class pass/fail, a petition must be approved by the instructor. The petition must be filed at the Registrar's Office by the end of the semester's "add period." Such petitions cannot be filed retroactively. Request forms from the Registrar.

D. Grade Review Process: A student may petition for a review of a grade by the following procedure:

1. The student initially requests of the instructor a verbal explanation of a grade or evaluation.
2. If the student is not satisfied or has any additional questions, a letter outlining any questions and/or objections is written directly to the faculty member, with a copy to the department chair.
3. The faculty member will respond in writing to the student. If the student remains unsatisfied, they may request a review and response from the department chair.
3. If the chair concurs with the instructor, the student may appeal in writing to the Committee on Student Academic Affairs through the Office of Academic Affairs.
4. The committee will make a recommendation to the dean.
5. The dean's decision is final.

E. Repeating a Course: With approval, graduate students with a grade of B- or below are eligible to petition to repeat that course. Students can request to repeat up to three courses during a single degree program. The initial grade will continue to appear on the transcript, but only the grade earned the second time will be computed into the grade point average.

VI . University Policies, Values and Standards

A. Graduation: The New School confers degrees twice a year, in January and May. The commencement ceremony for May and January graduates is held in May. All degree requirements, as specified in this handbook, must be completed prior to the graduation date for a degree to be awarded. **Students intending to graduate must file a graduation petition form with the Registrar's Office or online at my.newschool.edu even if they do not plan to attend a graduation ceremony.** To earn a graduate degree, students must have a minimum 3.0 cumulative GPA and complete departmental requirements. Some doctoral programs may require a cumulative GPA above 3.0.

B. Academic Honesty Policy: Academic honesty, the duty of every scholar to claim authorship of his or her own work and only for that work and to recognize the contributions of other scholars accurately and completely, is fundamental to

the integrity of intellectual debate and the pursuit of knowledge. [Link here.](#)

C. University Code of Conduct: Student rights and responsibilities codes help ensure that the NSSR is a safe environment conducive to learning. The student code of conduct is based on the principles of fairness, civility, and diversity, and intended to guide our community's development. [Link here.](#)

D. Course Evaluations: Students may submit anonymous course evaluations each semester for the classes in which they are currently enrolled. The evaluation process occurs at the end of each semester with an online resource sent to students' New School email address.