

STUDENT HANDBOOK



2016 - 2017

CREATIVE PUBLISHING AND CRITICAL JOURNALISM

THE NEW SCHOOL FOR SOCIAL RESEARCH

NEW YORK CITY

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CREATIVE PUBLISHING AND CRITICAL JOURNALISM

Since its inception, the [New School for Social Research](#) has attracted reflective journalists and experimental publishers. The founders included Thorsten Veblen, Charles Beard, and John Dewey — authors whose books reached a wide audience of general readers. After World War II, faculty and students at the New School helped create and launch the first alternative weekly urban newspaper, the *Village Voice*. The Graduate Faculty subsequently attracted public intellectuals like Robert Heilbroner and Hannah Arendt, whose work appeared in publications like the *New Yorker* and the *New York Review of Books*. In more recent decades, the New School for Social Research has invited outspoken journalists like Christopher Hitchens, Jonathan Schell, and Katha Pollitt to discuss their contrarian views with its graduate students in substantive courses on timely topics.

This program trains students not only in the traditions of criticism, critical theory, and fine writing — but also offers students a variety of studio courses and working experiences that teach them how to design, edit, and distribute journals and books containing intellectually serious written work aimed at a general reader. In addition to surveying more traditional forms of book and magazine publishing, the program will explore the possibilities opened up by new media, such as the internet, tablet applications, and the rise of print-on-demand small batch publications.

Our unique curriculum equips students to think critically and historically about book publishing and journalism; to learn about the best practices of contemporary reporting and cultural criticism; to appreciate the business aspects of production and distribution; and to acquire an ability to work collaboratively in the writing, editing, design and publication of texts on a variety of platforms, both print and digital.

It will also explore the democratic potential in disseminating new "worlds made by words," whether in the form of so-called "open journalism," in which writers interact in new ways with engaged communities of readers, or in the form of political pamphleteering and frank advocacy.

Unlike other publishing programs, this program teaches students how to edit pieces, how to write better, how to think more clearly and critically — and how to design literary texts. Unlike other journalism programs, this program teaches students how to design a business plan, lay out a cross-platform publication, and offers a grounding in the history of written communication from the printing press to the internet. And unlike most design programs, this program regards design, communication technology, and form-making as part of the continuum of the exchange of ideas.

Faculty Members and Department Contacts

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Board of Advisors

Edwin Fancher

Co-founder, the *Village Voice*

Rob Giampietro

Designer, two-time finalist, National Design Awards

David Jacobs

CEO and co-founder, 29th Street Publishing

Lewis Lapham

Founding editor, *Lapham's Quarterly*

Sarah Leonard

Senior editor, *The Nation*

Amy O'Leary

Technology reporter, the *New York Times*

Colin Robinson

Founder and co-publisher, OR Books

CPCJ Chair

James Miller

MillerJE@newschool.edu

212-229-2747 ext. 3027

6 East 16th Street, Room 712

CPCJ Student Advisor (2016-2017)

Aaron Newman

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CREATIVE PUBLISHING AND CRITICAL JOURNALISM MA

ADVISING

THE STUDENT ADVISOR

The student advisor is a second-year CPCJ 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 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 academic and career planning.

The default faculty advisor for new students is the department 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. 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 department chair. Students are urged to take 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

In order to graduate a student must:

- Complete 30 course credits.
- Maintain no less than a B (3.0) cumulative grade point average.
- Complete an individual one-semester capstone project.

CORE COURSES

There are three required courses:

- **GPUB 5001 – Creative Publishing and Critical Journalism**

From the dawn of the mechanical printing press, the dissemination of ideas has been tied to the means of reproducing words and texts. Since the traditional printed codex and such nineteenth century offshoots as the newspaper and magazine face an uncertain future in a brave new world of digital media, tweets, and social-networking, this seminar will survey the kinds of “worlds built by words” that first flourished in the Renaissance – and may yet flourish again, should imaginative writers and innovative entrepreneurs take up the challenge of reinventing serious intellectual publishing in a post-print world. Readings include texts by Anthony Grafton, Robert Darnton, Baudelaire, Mathew Arnold, Oscar Wilde, Walter Benjamin, Theodor Adorno, George Orwell, Guy Debord, C. Wright Mills, Roland Barthes, Susan Sontag, and Bernard Williams; with site visits to The New York Times, Vice, Penguin/ Random House, Gawker Media, Dissent &c.

The following course offering is recommended and must be taken concurrently with GPUB 5001 if a student would like to take six credits of the introductory core course. GPUB 5001 is 3 credits and GPUB 5010 is 3 credits.

- **GPUB 5010 – CPCJ: Field Seminar**

Prerequisite: Concurrent enrollment in GPUB 5001. Recommended but not required for CPCJ majors. A supplement to the introductory Creative Publishing & Critical Journalism course (GPUB 5001), which consists of readings and seminar discussion. This corresponding field seminar will consist of visits to various publishing sites in New York, supplemented by weekly seminars that bring students together with practitioners in the field.

- **GPUB 5002 – Design and the Future of Publishing**

This course is specifically designed to bring together two types of students: 1) those who have a background in critical reading and writing but no extensive experience in design and 2) those who have a background in design but no extensive experience in writing and publishing. We will begin with a critical survey of the transmission of written communication from Gutenberg to the present to get up to speed, and in the second half of the semester we will discuss contemporary issues that cross design and publishing through an analysis of contemporary books, magazines, and periodicals across both printed and digital platforms, with a particular focus on the relationship between form and content. The seminar will be the underpinning of a hands-on studio course, where students will get a working introduction to typography, image, layout, sequence, and order, with the aim to design and publish in interdisciplinary teams, both printed and digital, by the end of the semester.

- **GPUB 6001 – Multimedia Publishing, Production and Writing Lab**

In this collaborative, hands-on seminar, students will be given the dual experience of independent project creation and a collaborative public-facing product launch by the course’s end. Students will be given the time and tools they need to pursue skill acquisition where they’re lacking, determined on a case-by-case basis, including knowledge of HTML, CSS, Adobe Suite, Wordpress, EPUB and more. After the completion of individual projects, the class will cohere around the conception, creation, edit and publication of a contemporary magazine in whatever digital and/or print forms the students collectively decide. This process will be mentored with a strong emphasis in practical, professional development by the course’s

professor, helping students learn how to interface effectively with professionals as applicants or employees in journalism and publishing beyond the confines of the classroom. The final product will be tailored to enable each student to emerge from the course with a portfolio-building example of their work, and learn how to connect their creative work with a public readership through promotional efforts and events. The lab will feature the guidance and feedback of visiting industry professionals and New School faculty, taking full advantage of The New School's location by emphasizing strong engagement with New York City. By exploring a variety of emerging practices in book, newspaper, and magazine writing and publishing, on both print and digital platforms, students will improve their ability to write, to work with a team in a publishing environment, diversify their skills, and produce quality projects establishing them as strong entry-level candidates for a variety of careers in contemporary media. This course is open to all students, but permission is required by emailing the instructor, Rachel Rosenfelt: rosenfrd[at]newschool.edu

- **GPUB 6002 – Multimedia Publishing, Production and Writing Lab Pt. 2**

This collaborative, hands-on seminar, students will be given the dual experience of independent project creation and a collaborative public-facing product launch by the course's end. The focus is on advanced writing and editing, research, hands-on design and distribution for print. Students will have the opportunity to choose their concentration in editorial, marketing, or production. Advanced composition skills are a course prerequisite. Students will be given the time and tools they need to pursue skill acquisition where they're lacking, determined on a case-by-case basis, including knowledge of HTML, CSS, Adobe Suite, Wordpress, EPUB and more. After the completion of individual projects, the class will cohere around the conception, creation, edit and publication of a contemporary magazine in whatever digital and/or print forms the students collectively decide. This process will be mentored with a strong emphasis in practical, professional development by the course's professor, helping students learn how to interface effectively with professionals as applicants or employees in journalism and publishing beyond the confines of the classroom. The final product will be tailored to enable each student to emerge from the course with a portfolio-building example of their work, and learn how to connect their creative work with a public readership through promotional efforts and events. The lab will feature the guidance and feedback of visiting industry professionals and New School faculty, taking full advantage of The New School's location by emphasizing strongly engagement with New York City. By exploring a variety of emerging practices in book, newspaper, and magazine writing and publishing, on both print and digital platforms, students will improve their ability to write, to work with a team in a publishing environment, diversify their skills, and produce quality projects establishing them as strong entry-level candidates for a variety of careers in contemporary media. This course is open to all students, but permission is required by emailing the instructor, Rachel Rosenfelt: rosenfrd[at]newschool.edu

There is one required writing-intensive elective. There are also independent study and internships classes that enable a student to receive mentoring and credit for on job training, and also to receive individualized help for a capstone project. Other possible courses include, but are not limited, to the following:

- **GPUB 5200 – Freedom by Design: An Introduction to Modernity**
- **GPUB 5610 – Truth, Deception, & Self-Deception in Politics, Philosophy, & the Media**
- **GPUB 5410 – Reading and Writing the Other**
- **GPUB 5112 – Cultural Criticism**

The program requires that a student meet routinely with a faculty advisor in order to discuss the course of study and to talk about long-range plans. The following does not represent the only possible plan for students. For instance, many students audit courses, including language classes (Auditing language classes at NSPE is free for all NSSR students.) Students should coordinate an individual plan of study with their student advisor.

Possible plan of study for a (full-time) CPCJ Student (9 credits per semester)

1st Semester	GPUB 5001 & 2 MA level courses
2nd Semester	GPUB 5002, GPUB 6001, & 1 MA level course
3rd Semester	Writing-Intensive Elective & 2 MA level courses
4th Semester	1 MA level course & 6 EQ credits** for “MA Thesis” (Capstone)

**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 capstone project advisor) on their capstone project.

Possible one year plan of study for a (full time) CPCJ Student (15 credits per semester)

1 st Semester	GPUB 5001, GPUB 5010, GPUB 5002, GPUB 6001 & 1 MA level course
2 nd Semester	GPUB 6002, Writing intensive elective & 3 MA level courses.

THE CAPSTONE PROJECT

Each MA student will complete an individual capstone project, usually elaborated in the context of the Multimedia Publishing, Production, and Writing Lab, which may consist of a final piece of criticism, reflective essay, news article, example of design work, or portfolio that documents editorial or production work done in the program.

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 and thus may take their time in grading work. You can confirm whether a grade has been submitted or not by checking with your Student Advisor, with the Registrar's Office, or by checking your Degree Works page at degreeaudit.newschool.edu. Also, it is recommended that students inform the Student Advisor when they believe they have completed all their course work. Students are strongly encouraged to check their records on my.newschool.edu.

II. Graduation Petition

As of Spring 2015, the Registrar's Office no longer requires a graduation petition from degree students. Instead, graduation candidates are identified by their advisor after the add/drop period for the term has ended. Students who have been identified as being on track to complete their degree requirements by the end of the term will be contacted by the Registrar's Office at their New School email address with additional information about the degree audit timeline, diplomas, and commencement by the following dates:

- March 20 for Spring candidates
- August 1 for Summer candidates
- October 20 for Fall candidates

EXTENSION OF TIME FOR COMPLETION OF DEGREE REQUIREMENTS

All course credits for the Master of Arts degree in Creative Publishing and Critical Journalism must be earned within five years, unless written permission for an extension is granted by the Department and the Office of Academic Affairs. Please see the NSSR appendix for further details.

WORK STUDY

U.S. students with financial need who qualify for work study through FAFSA can work either for the department or elsewhere in the New School to assist them in meeting their educational and subsistence expenses. Work study 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 NSSR professor for duties such as research and data collection, photocopying, etc.

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 CPCJ 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 CPCJ, there will be a mailbox assigned to you. Professors may use mailboxes to return graded 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 of 6 E. 16th St. 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.

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 choose to live in Brooklyn and Queens where they find more affordable and roomy housing options. Several popular neighborhoods include Astoria, Bushwick, Bed-Stuy, Crown Heights, Park Slope, Fort Greene, 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. 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 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 Union Square Barnes and Nobles (see address below) is the “official” bookstore of The New School. Some professors will order the books on their syllabi to be delivered there. Enterprising students, however, often find better deals on-line anyway, so try to get the syllabi in advance and take advantage of any sales you can find.

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

Alabaster Books (122 4th Ave, at 12th St.)

The last used bookstore on what was once known as ‘book row.’ Cozy alternative around the corner from the megalithic Strand (below).

Barnes and Noble Union Square North (33 E 17th St, at Park Ave.)

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.

Bluestockings (172 Allen St, at Stanton St., L.E.S.)

Collectively owned radical bookstore with great sections for social inquiry, advocacy, gender and sexuality studies, race, class and political theory/history. Events every night.

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.

Left Banke Books (17 8th Ave, between W. 12th and Jane St.)

West Village independent used book shop, known for rarities.

Mast Books (66 Avenue A, at 5th St.)

Beautifully curated, airy used book shop specializing in literature, poetry, art and rare volumes.

Mercer Books (206 Mercer St, at Bleecker St.)

Used book store with a large selection of film theory, philosophy, poetry and LPs.

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

Sectarian nirvana for red readers.

Spoonbill and Sugartown Books (218 Bedford Ave., Williamsburg, Bklyn, at N. 5th)

Just the tip of the iceberg when it comes to Brooklyn bookshops, and one of the best, with a nearly perfect selection of new books, substantial used, and other ephemera. Often hosts New School faculty readings and more.

St. Mark's Bookshop (136 E 3rd St at Ave. A)

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

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. 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. And 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) you 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 are 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. Or try taking 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.

CPCJ ON SOCIAL MEDIA

CPCJ on Facebook - <https://www.facebook.com/cpcjmedia>

CPCJ on Twitter - @cpcjmedia

NSSR Appendix

- Sign up for the [GRADEFACTs 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.](#)

V. 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

I Temporary incomplete

P Pass

IE Incomplete extension

U Unsatisfactory

N Permanent incomplete

AU Audit

GM Grade missing

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.