

DRAMA



2011-2012
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THE NEW SCHOOL FOR DRAMA

THE NEW SCHOOL FOR DRAMA

The New School for Drama is an academic division of The New School, a private university, which was founded in New York City in 1919 by a small band of progressive American educators as a “center for instruction, discussion, and counseling.” Today, The New School enrolls more than 15,000 students in undergraduate and graduate degree programs and continuing education courses in liberal arts and social sciences, art and design, management, and performing arts. The New School offers programs and courses online as well as on campus. All the divisions and programs of the university boast a notable faculty, excellent resources, small class sizes, and innovative curricula.

At The New School for Drama, the creative instinct is nurtured. Actors stretch their talents through an integrated curriculum that combines Stanislavski and Chekhov techniques with intensive training of the body and voice. Playwrights hone their skills as they create and refine plays to be performed in studio settings and on the school’s mainstage. And directors develop a deep understanding of story and a proficiency in creating visionary theater. In all three disciplines, the working professionals on our faculty help students find their unique and original voice.

The three-year MFA program is progressive: students begin with self-discovery, build technical skills in the second year, and finish by writing, directing, and acting in productions. Collaboration is at the core of the program, which culminates in a season of plays—some extant, some written by our student playwrights—performed, directed, and presented to the public by each graduating class. The three disciplines come together in rehearsals and classes, giving students a taste of what it means to develop a new play. This crossover lets students learn from their peers as well as from their instructors, and gives them the opportunity to develop important and long-lasting professional connections. They establish a sense of themselves as individuals, as artists, and as professionals, with the ability to apply their gifts in seamless collaboration with other artists.

The New School has been training theater artists since Erwin Piscator brought his legendary Dramatic Workshop here in 1940. The workshop’s founder and faculty, including Stella Adler and Lee Strasberg, fostered artistic voices as distinctive as Tennessee Williams and Marlon Brando. The university has offered the MFA degree in acting, directing, and playwriting since 1994.

With theater in the air and on the streets as well as on its hundreds of stages, New York City provides unrivaled opportunities for observation and professional development. Through its integrated acting, directing, and playwriting programs, The New School for Drama is forging the next generation of artists capable of bringing stories to life on stage.

A MESSAGE FROM THE DIRECTOR

The New School for Drama offers a rigorous creatively challenging and uniquely collaborative conservatory MFA program for a select group of young theater artists.

With a faculty comprised of some of the finest, most experienced theater professionals in the country and a facility in Greenwich Village, The New School for Drama has established a vibrant home for the training of 21st-century actors, directors, writers, and theater innovators. The program explores not only a wide range of theatrical styles, forms and traditions, and significant performance and production opportunities, but also addresses the practical challenges of creating theater companies and self-producing—skills essential to sustaining a career in the arts.

Over the past few years, New School for Drama graduates have emerged as an exciting community of award-winning young professionals, who are working at some of the most prestigious theaters in the United States and internationally.

Looking forward, I am confident that our reputation for excellence and innovation can only grow brighter as we continue to graduate new generations of outstanding theater artists.

Pippin Parker, *Director*

ACCREDITATION

All degree programs at The New School are registered by the New York State Department of Education. The New School has been regionally accredited by the Middle States Commission on Higher Education since 1960. Documents of the university’s last Middle States review are published on the university website.

Professional curricula are accredited by the appropriate professional educational agencies and boards:

- Parsons The New School for Design has been accredited by the National Association of Schools of Art and Design since 1966.
- The graduate Clinical Psychology program has been accredited by the American Psychological Association since 1981.
- The master’s program in Urban Policy Analysis and Management has been accredited by the National Association of Schools of Public Affairs and Administration since 1988.
- The master’s program in Architecture has been accredited by the National Architectural Accrediting Board since 1994.

ADMINISTRATION

Director, Pippin Parker

Managing Director, Robert A. McAlpin

Associate Director, Matthew Kelty

Director of Professional Development, Robert Hoyt

Production Supervisor, Tim Capalbo

Managing Associate to the Director, Linda Kleppinger

Assistant Production Supervisor, Brian Olsen

Senior Office Assistant, Emerson Brathwaite Assistant

Director of Admission, Sarah Burtch

Admissions Counselor, Sherri Barber

Career Development

In addition to their training as artists, students work with the Office of Professional Development to meet major players in the field and to develop a business plan for their careers after graduate school. Professional development offers career seminars, workshops, and colloquia for students and graduates. Leaders in the business—including agents, managers, publishers, artistic directors, playwrights, stage directors, and actors—help students and alumni develop the skills and contacts necessary to succeed in their chosen fields.

Alumni Relations

The Office of Alumni Relations maintains contacts and builds networks with graduates of The New School for Drama, publishing a semi-annual alumni newsletter and sponsoring special events to help alumni stay in touch with The New School. The New School for Drama itself sponsors an Alumni Play Development Project and the Drama Alumni Playwright Lab, which provide opportunities for our alumni to create and develop new work. All graduates can receive a New School Alumni Association membership card that entitles them to attend most public events at The New School free of charge and have use of some university facilities. For more information, visit the Alumni Relations website.

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

www.newschool.edu/drama

ACADEMIC CALENDAR

FALL 2011

Registration for continuing students	April 4–29
Registration for new students (by program)	June–August (dates vary by program)
Classes begin	Monday, August 29
Last day to add a class	Monday, September 12
Last day to drop a class	Monday, September 19
<i>Last day to withdraw from a class with a grade of W</i>	
All undergrad students	Friday, October 14
<i>Classes and exams end</i>	Monday, December 19
<i>Holidays</i>	
Labor Day Weekend	Saturday–Monday, September 3–5
Rosh Hashanah	Wednesday–Thursday, September 28 (eve)*–29
Yom Kippur	Friday–Saturday, October 7 (eve)*–8
Thanksgiving holiday	Wednesday–Sunday, November 23–27
Winter break	Tuesday, December 20–Friday, January 20

Rescheduled days

The week of November 21, Thursday classes will meet on Tuesday, November 22 and Tuesday classes will not meet. The last class meeting for Wednesday evening classes will be on Monday, December 19. Monday daytime classes and all other classes will end the week of December 11–16.

Online Session A	August 29–December 19
Online Session B	August 29–October 28
Online Session C	October 10–December 19
Classes and exams end	Monday, December 19

*Classes scheduled for 4:00 p.m. and later do not meet September 28 and October 7; classes are cancelled all day on September 29 and October 8 (see rescheduled days above).

SPRING 2012

Registration for continuing students	October 31–November 28
Registration for new students	January 16–20
Classes begin	Monday, January 23
Last day to add a class	Friday, February 3
Last day to drop a class	Friday, February 10
Last day to withdraw from a class with a grade of W	
All undergrad students	Friday, March 9
<i>Classes and exams end</i>	Monday, May 14
<i>Holidays</i>	
Martin Luther King Day	Monday, January 16
Presidents Day	Monday, February 20
Spring Break	Monday–Sunday, March 12–18
Online Session A	January 23–May 14
Online Session B	January 23–March 30
Online Session C	March 5–May 14
Classes and exams end	Monday, May 14
Commencement	Friday, May 18
Fall 2012 continuing student registration	April 2–27

FACULTY

Pippin Parker, Director

Pippin Parker, a playwright and director, has been a member of the faculty of The New School for Drama for several years and succeeded Robert Lupone as director in 2011.

He recently directed and was the dramaturge of the award-winning Culture Project production of George Packer's *Betrayed* (Lortel Award for Best Play, 2008). He is a founding member and former artistic director of Naked Angels Theater Company in New York City, where he co-conceived the long-running reading series, Tuesdays at 9, and their signature Issues Projects, a collaboration with a wide range of advocacy organizations, including Amnesty International and Project A.L.S.

His own plays include *Anesthesia*, *Assisted Living*, and numerous one-acts produced in New York City and Los Angeles and published by Playscripts, Inc. His radio play, *A Gift* was broadcast on NPR's The Next Big Thing. He was a staff writer for the animated series, *The Tick*, and he has developed several projects for HBO. His episode for the children's television show *Pocoyo* received the Cristal Award at the 2006 Annecy Animation Festival.

Director Parker serves on the board of directors of Naked Angels Theater Company and on the council of the Writers Guild of America, East.

Matthew Kelty, Associate Director

Matthew Kelty received his BA from St. John's College in Santa Fe, where he co-founded the Ekstasis Theater Company. He studied with Jeffrey Sweet, Romulus Linney, and Lloyd Richards in the course of earning his MFA in dramatic writing at The New School.

As an actor, Mr. Kelty has performed Off-Broadway with the 24-Hour Play Company (Lucille Lortel), Epic Rep in Anouilh's *Antigone* and in the world premieres of *Reading Zimbabwe* and *Dancing with Joy*. His other New York and world premieres include *Safe* (Sam French), *Dawning* (Strawberry), *Loader #26* (Fringe NYC), and *Sid and Marshall* (The Actors Studio).

Mr. Kelty has directed plays in New York and regionally, including *La Puta Vida* (Lang Atrium), *The Bald Soprano* and *Fool for Love* (Ekstasis), and the developmental projects *All We Ever Had* (Common Basic) and *Robbie and Lynn* (The Actors Studio). His play, *When a Storm Comes*, was produced Off-Broadway at the DR2 Theatre, and other plays have been performed in a variety of venues in New York and regionally, including the American Theatre of Actors, The Actors Studio, and The Theater at Madison Square Garden. His play *Opening* was a winner in the 2007 Samuel French Short Play Festival; his play *Black and Blue* is in development with MCC Theater. Mr. Kelty is also artistic director of the New York City company Quarter Acre, with whom he is workshopping his adaptation of Lope de Vega's *Fuente Ovejuna*.

ACTING

Kathryn Rossetter, Department Head

Kathryn Rossetter is an actress, writer, teacher, and director. She appeared on Broadway opposite Dustin Hoffman in *Death of a Salesman* and at Lincoln Center in *Time of the Cuckoo*. Off-Broadway she has appeared in numerous productions at the Working Theater, the WPA Theater, Public Theater, Vineyard Theatre, the Hudson Guild theater, UBU Rep, Playwrights Horizons, New Dramatists, Village Gate, Workhouse Theatre, and the Ensemble Studio Theatre, where she is a member. Her film credits include *Death Of A Salesman*, *Speed II*, *Fearless*, *Shakedown*, *The Night We Never Met*, the independent short *Girls In Suits At Lunch*, and the Sundance hit *Whatever*. She recently completed work on *Pose Down*, *The Unidentified*, and *Ten Stories Tall*. Her television appearances include roles on *Law and Order SVU*, *Touched by an Angel*, *Full House*, *LA Law*, *Kate and Allie*, *Spencer For Hire*, *The Deidre Hall Story*, *The Bill Cosby Show*, and a pilot directed by Paul Sorvino called *Urban Legends*. In spring 2005, she received a Tennessee Williams Theatre Fellowship for developing a one-person show. Her current show, *Starving, Hysterical, Naked*, the result of that fellowship, is in development in New York City.

Ms. Rossetter's directing credits include *Wait Until Dark* at Bristol Valley Playhouse; *The Star Spangled Girl* at the Fredonia Opera House; *Still Life* at the Bank Street Theatre; *Mother, Lunch, Waiting For Julia* and many others at the Westbank Café; and the one-person shows *Between Take Off and Landing*, *If Tap Shoes Could Talk*, and *A Line In the Sand* at the New York City, Edinburgh, and Seattle Fringe Festivals and in Vancouver, Toronto, and Montreal.

Acting Faculty

Erica Berg, Teva Bjerken, Julie Boyd, Keith Buhl, Susan Cameron, Patricia Fletcher, Ragnar Freidank, Molly Goforth, Joe Grifasi, Peter J. Fernandez, Ron Leibman, Karen Ludwig, Jennifer McCabe, Alba Quezada, Cynthia Reynolds, Dr. Chris Roselli, Cotter Smith, Rick Sordelet, Jean E. Taylor, Nova Thomas, Thomas Vasiliades, Robert Walden, Shelley Wyant, Mina Yakim.

DIRECTING

Lou Jacob, Department Head

Lou Jacob has directed new plays, musicals, classics and adaptations in the United States, Europe, and Asia. Recent Off-Broadway productions include the world premiere of Sam Shepard's *The God Of Hell*, starring Tim Roth, Randy Quaid, J. Smith-Cameron and Frank Wood; *Coyote On A Fence*, (two Drama Desk Award nominations, *Village Voice* Top Ten); Dickens *Hard Times* (a *Village Voice* Season Highlight, Drama Desk nomination for Best Director); *Vilna's Got a Golem* (a *Village Voice* Season Highlight); Victoria Stewart's *Live Girls* at Urban Stages. He directed at the Summer Play Festival produced by Arielle Tepper for three years, directing *Hardball*, *Courting Vampires*, and *Arrivals and Departures* by Rogelio Martinez. Mr. Jacob's production of the U.S. premiere of *The Glass Cage* by JB Priestley at The Mint

Theatre was named a top ten production of 2008 by *Time Out Magazine* and was nominated for two Lucille Lortel Awards, winning for Outstanding Scenic Design.

Internationally and on tour, Mr. Jacob's acclaimed new production of *Saturday Night Fever* played for two seasons at the Beatrix Theatre in Amsterdam, and his own play, *Night Train to the Stars*, premiered in Tokyo at the Metropolitan Theatre. He is also the director of *Backyardigans Live!* for Nickelodeon and Live Nation.

Recent productions in the US include *The Blonde, the Brunette and the Vengeful Redhead*, starring Michelle Pawk at City Theatre; *Black Comedy* at Barrington Stage Company; Charles Mee's *Wintertime* and Yasmina Reza's *Lifex3* at The Roundhouse Theatre (Washington, DC); *Julius Caesar* at People's Light and Theatre Co. (Philadelphia Inquirer Production of the Year); *Chesapeake* at City Theatre; the world premiere of Angus MacLachlan's *The Radiant Abyss* at Woolly Mammoth/Kennedy Center; *Speaking In Tongues*, and *Shakespeare, Moses and Joe Papp* at The Roundhouse Theatre (two Helen Hayes Awards including Outstanding New Play), *Red Herring* at Florida Stage; *Honus and Me* and *Fuddy Meers* (Pittsburgh Post-Gazette Production of the Year) at City Theatre. Other directing credits include *Just So*, produced by Cameron MacKintosh and Goodspeed Musicals; *Mary And Myra* and *Coyote On A Fence* at CATF; "*1040*," and *Coyote Goes Salmon Fishing*, both produced by Stuart Ostrow; *Hard Times* (eight Barrymore Award nominations) at People's Light; *Vilna's Got a Golem* (Best Director of a Play, *Philadelphia Inquirer*) at Philadelphia Festival Theatre; and *Entries*, with music by Mickey Hart, at George Street Playhouse (Best Director of a Play, *Newark Star-Ledger*).

Mr. Jacob is the recipient of The Princess Grace Statue Award and a previous Princess Grace Award. He was Resident Director at New Dramatists in 1999–2000 and an original New York Theatre Workshop "Usual Suspect." He was mentored by great directors like Elia Kazan and Frank Galati and holds degrees in Theatre and Intellectual History from Northwestern University.

Directing Faculty

Daniel Aukin, Sherri Barber, Casey Biggs, Timothy Capalbo, Valentina Fratti, Stephen Fried, Suli Holum, Doug Hughes, Kate Loewald, Dorothy Lyman, Brian Olsen, Elinor Renfield, Jim Simpson, Deborah Stein.

PLAYWRITING

Christopher Shinn, Department Head

Christopher Shinn's plays include *Now or Later* (shortlisted for the *Evening Standard* Theatre Award for Best Play), *Dying City* (Pulitzer Prize finalist), *Where Do We Live* (OBIE for Playwriting), *Four, What Didn't Happen*, *On the Mountain*, *Other People*, and *The Coming World*. His adaptation of *Hedda Gabler* premiered at The Roundabout (American Airlines Theatre). He has written short plays for Naked Angels Theater Company and the 24 Hour Plays. His work has been premiered by Lincoln Center Theater, Manhattan Theatre Club, Playwrights Horizons, the Vineyard Theatre, South Coast Rep, the Royal Court, and the Soho Theatre, and produced around the world. His plays are published in collections from TCG and A&C Black. Mr. Shinn's awards include a Guggenheim Fellowship in Playwriting and a grant from the NEA/TCG Residency Program.

Playwriting Faculty

Jon Robin Baitz, Nicole Burdette, Laura Maria Censabella, Jane Ann Crum, Liz Flahive, Robert Hoyt, Kenneth Lonergan, Frank Pugliese, Gary Vena, Michael Weller, Stephen Williams.

ACADEMICS

MASTER OF FINE ARTS DEGREE

The New School for Drama offers the Master of Fine Arts (MFA) degree in Acting, Directing, or Playwriting in a full-time course of study designed to be completed in three years (six semesters). The program must be completed within five years. Because of the integral nature of the program, transfer credits are not accepted.

Higher Education General Information Survey (HEGIS) codes: Acting (HEGIS 1007.00); Directing (HEGIS 1007.00); Playwriting (HEGIS 1007.00).

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.

PROGRAMS OF STUDY

Acting

With the techniques of Konstantin Stanislavski as its organic center, The New School for Drama's acting track offers intensive training in all aspects of internal and external disciplines, as well as in the individual and collaborative application of classical and modern texts. The goals ensure that students understand the intellectual, emotional, physical, vocal, and psychological demands of individual performance in the current professional world; build their individual voices as performers and collaborators in the program and in the profession; and learn the skills they need to succeed in the profession.

Year One: Discovery

Integral to the acting track is step-by-step development of both basic acting and text discovery skills. With the classroom as laboratory, students explore the process of imagination through games, storytelling, and sensory and word exercises. In the second semester, students probe accessible texts through scene work and develop stronger, deeper, more nuanced vocal

and physical performance in comprehensive voice and movement classes.

Year Two: Structure

This year centers on the development and application of stylistic and structural knowledge and command, both in the classroom and in public performances of one-act plays.

Year Three: Production

The final year focuses on production experience and professional preparation. The personal and collaborative skills that students have developed in the first two years are realized in work that may include experimental pieces, cabarets, classics with an edge, and original full-length plays. Practical aspects of entering the acting profession are explored. Students attend sessions with producers, directors, writers, actors, casting directors, and agents. Students also rehearse for an industry showcase in which they display their skills to the professional world.

Directing

If the playwright is the author of the text, the director, in conjunction with the actors, is the author of the production. Directing students at The New School for Drama study theater history, acting, staging, script analysis, and hands-on directing. The directing track enables students to build vital skills in play analysis, define and execute the given circumstances, and shape a production around the director's idea of the story of a play. A large part of the work consists of exercises in interpretation, which is as much a part of the storytelling process as motivating actors in a rehearsal. Other important activities include collaborating dramaturgically with a playwright to develop a script and learning to use classic texts to discover language, style, and stage composition.

Year One: Discovery

Directors work on ten-minute plays—both published and new—to develop the skills of clarifying relationships and building conflict and dramatic action.

Year Two: Structure

Emphasis is on the study of classic texts (from Chekhov to Albee), culminating in a one-act performance festival at the end of the year.

Year Three: Production

Students focus entirely on performance and production, applying the skills mastered in the first two years.

Playwriting

The playwriting department challenges a select group of students to become courageous, informed writers able to support and artistically express themselves in the professional world. In the course of three years, playwrights build a portfolio of a ten-minute play, two one-acts, a full-length play, a screenplay, and a sample television script, some of which may be workshopped or produced. The program helps students develop not only the fundamental skills of craft and discipline

but also self-awareness and sensitivity to the range and depth of human experience in the larger world.

Like the other programs at Drama, playwriting emphasizes collaboration, in the belief that the best theater emerges from an intelligent and passionate fusion of writing, directing, and acting.

Year One: Discovery

Playwrights are immersed in the creation, history, and significance of drama. Class exercises build from inspiration to the fully developed, well-written scene. Text analyses of classic and modern plays emphasize the building blocks of dramatic forms. Lab class is an initiation into the vocabulary and technique of collaboration.

Year Two: Structure

The second year begins with the workshopping of a ten-minute play, developed and critiqued in writing and lab classes and presented at the end of the first semester. In the second semester, students begin writing their first full-length play and delve into the process of rewriting as they work on longer one-acts to be produced at the end of the year.

Year Three: Production

Over the summer, students begin their thesis by writing the first draft of a 35-minute one-act and starting on a new full-length play. Both pieces are workshopped in writing and lab classes, then presented to the public at the end of the year. Students also take classes in screenwriting and writing for television.

CURRICULUM

Students must complete all courses in their program of study. All courses are offered every year.

Acting

Total Required Credits: 115

Year One	Credits
Co-Lab 1.1 & 1.2	4
Contemporary Technique 1 & 2	8
Alexander Technique 1.1 & 1.2	6
Vocal Production 1.1 & 1.2	6
Neutral American Speech 1 & 2	4
History of Theater 1 & 2	6
Script Analysis for Actors	2
Michael Chekhov Technique 1 & 2	2
Neutral Masque	1
Character Masque	1
Total	40

Year Two	Credits
Co-Lab 2.1 & 2.2	4
Scene Study 1 & 2	8
Classical Technique 1 & 2	6
Alexander Technique 2.1 & 2.2	6
Vocal Production 2.1 & 2.2	6
Special Topics in Theater History (listed under Special Electives)	3
Theatrical Clown	1
Stage Combat 1 & 2	2
Grotowski & Viewpoints	1
Auditioning for the Stage	1
Auditioning for the Camera	1
Dialects 1 & 2	4
Total	43

Year Three	Credits
Co-Lab 3.1 & 3.2	8
Continuum 1 & 2	8
Creating the Character 1 & 2	4
Vocal Production 3.1 & 3.2	6
The Physical Life of the Role	2
Thesis	2
Total	32

Directing

Total Required Credits: 84

Year One	Credits
Co-Lab 1.1 & 1.2	4
Current American Plays	4
Acting Technique for Playwrights and Directors	2
History of Theater 1 & 2	6
History of Directing	3
Scene Study for Playwrights and Directors	4
Directing the Short Play	4
Script Analysis for Playwrights and Directors	2
Assistant Stage Management	1
Total	28

Year Two	Credits
Co-Lab 2.1 & 2.2	4
Directing Chekhov and Ibsen	4
Adaptation for the Stage	4
Production Design 1 & 2	4
The Avant-Garde	3
Directing the Classical Play	4
Directing the Avant-Garde	4
Dramaturgy	2
Assistant Directing	1
Total	30

Year Three	Credits
Co-Lab 3.1 & 3.2	8
Directing for Film	3
Directing for Television	3
Directing Full-Length Plays	4
Producing the Play 1 & 2	2
Directing the First Production	4
Thesis	2
Total	26

Playwriting

Total Required Credits: 93

Year One	Credits
Co-Lab 1.1 & 1.2	4
Acting Technique for Playwrights & Directors	4
Playwriting 1.1 & 1.2	8
The Writer and the World 1 & 2	8
Script Analysis for Playwrights and Directors	2
History of Theater 1 & 2	6
Scene Study for Playwrights and Directors	4
Total	36

Year Two	Credits
Co-Lab 2.1 & 2.2	4
Playwriting 2.1 & 2.2	8
The Play in Motion 1 & 2	8
Dramaturgy	2
The Avant-Garde	3
Writing for Film 1	3
Total	28

Year Three	Credits
Co-Lab 3.1 & 3.2	8
Playwriting 3.1 & 3.2	8
Writing for Film 2	6
Writing for Television 1 & 2	6
Thesis Supervision	2
Thesis	2
Total	29

Special Electives

Except for Acting majors, who must take 3 credits of theater history, students do not need elective credits for graduation.

A = Actors

D = Directors

P = Playwrights

Year Two	Credits
The Actor and Musical Theater (open to third-year A, D, and P)	3
Special Topics in Theater History (second-year A must choose one; elective for D and P)	3
• British Theater of Anger	
• Masterpieces of American Drama	
Professional Training Internship	1

COURSE DESCRIPTIONS

For up-to-date course descriptions, visit the website:

www.newschool.edu/drama.

ADMISSION

ELIGIBILITY

Applicants to The New School for Drama must hold a bachelor's degree, or an international equivalent, from an accredited college or university and have sufficient theater experience to benefit from training at the graduate level. For complete and up-to-date application information, visit the Drama website at www.newschool.edu/drama or call 877.528.3321 or email studentinfo@newschool.edu.

HOW TO APPLY

Visit www.newschool.edu/drama for forms and instructions. Applying online is strongly recommended.

Application Deadline

Applications must be complete by January 8 to be considered for the following school year (mailed applications must be postmarked by January 10). Early application is strongly encouraged, especially for applicants for the Acting program who wish to attend an earlier audition date.

The following items must be received by the Office of Admission by the published deadline: a completed application form, the nonrefundable application fee, a statement of purpose, an artistic resume, official transcripts of all undergraduate and graduate studies, two letters of recommendation that speak to the applicant's artistic ability, and an actor's headshot (actors only) or photograph (playwrights and directors). Playwriting applicants must also submit a writing sample, and directing applicants must also submit a production portfolio. Additional information regarding the required materials for each program of study is listed below.

Auditions and Interviews

Applicants will be invited to audition or interview after the Admission Committee has reviewed the applications. Not all applicants receive an invitation. Audition and interview schedules will be posted on the website at www.newschool.edu/drama.

Acting

Applicants to the Acting program must submit a standard headshot in addition to all other materials. They must also pass both a regional and a Call-Back Weekend audition before they will be admitted into the program. For further information, visit www.newschool.edu/drama.

Directing

Acceptance into the Directing program is based on review of a director's portfolio and an audition, in addition to other materials. Applications without a portfolio will not be processed. Information should be organized in a standard portfolio binder and should include reviews if available. After the portfolios are reviewed, directors may be invited to

audition by directing a scene for a member of the faculty. Applicants invited to audition must travel to New York City for the Call-back Weekend.

Playwriting

Applicants for the Playwriting program must submit a writing sample, either the first 50 pages of an original full-length play or two original one-acts. After all application materials have been reviewed, playwrights may be invited to interview at The New School with the head of the Playwriting program. Applicants invited to interview must travel to New York City for the Call-back Weekend.

Applying to More than One Program

Because many theater artists have interests and talents that cross the disciplines of writing, acting, and directing, The New School for Drama permits application to more than one area of study. However, students are only admitted into one program. Once an offer of admission has been made for an area of study, it is not negotiable. Prospective students should not apply to more than one program unless they would be equally happy in whichever program they are admitted to. An artist with a preference for one discipline over another should apply only for the preferred area of study.

International Applicants

This school is authorized under federal law to enroll non-immigrant international students. Applicants who are not U.S. citizens or permanent residents must submit the following additional materials to complete an application:

- TOEFL Results: Educational Testing Service (ETS) administers the Test of English as a Foreign Language. TOEFL scores are required for all applicants whose first language is not English. ETS's information number in the U.S. is 609.771.7100. The New School for Drama's TOEFL code is 2385.
- Certified English translations of all transcripts and other school credentials not originally in English.
- A Course-by-Course Evaluation Report prepared by World Education Services (www.wes.org), our preferred provider, or another member of the National Association of Credit Evaluation Services (NACES).

International applicants should start acquiring these materials as early as possible—including submission of their school transcripts to WES (or another provider) in order to ensure the timely completion of an evaluation report.

International students admitted to The New School for Drama will receive with their letter of acceptance a URL link to a website where they can download an I-20 or DS-2019 application. They must complete the form and return it to New School International Student Services (ISS). Once they receive an I-20 or DS-2019 permit, they can apply for an F-1 Student or J-1 Exchange Visitor visa at a U.S. consulate in their home country. Accepted international students should act immediately, as this process can take 90 days or longer. For more information about obtaining a visa, visit the website at www.newschool.edu/student-services/international. You may also contact ISS via phone at +1.212.229.5592 or via email at iss@newschool.edu.

FINANCIAL INFORMATION

ESTIMATED COST OF ATTENDANCE

Typical school-year expenses are itemized below. All information is for the 2011–2012 school year and is subject to change. Students can get current information about tuition, fees, and all education-related expenses online at www.newschool.edu/studentfinancialservices, or by contacting Student Financial Services at sfs@newschool.edu or 212.229.8930.

Tuition	\$37,020
University Services Fee	\$260
Student Senate Fee	\$10
Student Health Insurance*	\$2053
Health Services Fee*	\$570
Room (on campus)**	\$12,260
Board**	\$3,000
Personal Expenses***	\$1,550
Transportation***	\$936
Books and Supplies***	\$2,050
Total	\$59,709

*Note; All eligible students are automatically charged a Student Health Insurance premium and the Student Health Services Fee every semester at registration. Students may be eligible to decline these services by submitting an Online Waiver Form. More information is available at MyNewSchool.

**Actual-on-campus housing charges vary from student to student.

***Estimates only; actual expenses will vary.

BILLING AND PAYMENT

For registered continuing students, invoices will be sent electronically. An email will be sent to the student's New School email address (@newschool.edu) notifying him or her that the invoice is ready to view through MyNewSchool. The fall invoices are available for viewing in early July with a payment due date of August 10; invoices for the spring semester are available in December with a payment due date of January 10. The invoice contains all current financial aid as of the date of the invoice.

Students who register just prior to the start of classes must pay their tuition and fees (and housing if applicable) in full, less approved financial aid awards. Degree students may also make payment arrangements with the approval of Student Financial Services at the point of registration.

Accepted forms of payment: Payment may be made by Visa, MasterCard, Discover, American Express, check (US funds only), money order, travelers check, cash (in person only), and wire transfer (see instructions below). Students are encouraged to make payment online at MyNewSchool for timely, accurate, and secure posting. Online payment may be made using a U.S. checking or savings account, or Visa, MasterCard, Discover, or American Express.

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

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

Monthly Payment Plan

The New School offers a monthly payment plan, which is accessible through MyNewSchool. It enables students or their families to pay interest-free monthly installments toward tuition, fees, and housing. The monthly payment plan allows you to maximize your savings and income by spreading your education expenses over four or five monthly payments each semester. Many students and families find monthly installments more manageable than one lump payment each semester.

The payment plan is not a loan, so there are no credit checks. It is available for the fall and spring semesters (but not for summer terms).

Matriculated students taking six or more credits per semester and graduate students maintaining status are eligible.

The plan is interest free and there is a \$55 enrollment fee per semester. Payments for the fall five (5) month plan begin on August 1 and for the fall four (4) month plan on September 1. Payments for the spring five (5) month plan begin on January 1 and for the spring four (4) month plan on February 1. Enrollment is through MyNewSchool.

Important Note: Monthly payment plans are based on semester charges. Students need to re-enroll for each subsequent semester to continue using the payment plan.

Deferral of Payment for Employer Reimbursement

Students expecting reimbursement from an employer or sponsor may defer payment of tuition and fees by submitting a signed authorization letter on official employer/sponsor letterhead along with the appropriate deferral form(s) as described below. This may be done by mail or fax or in person, but not by email.

The authorization letter must show a current date and must include the student's full name (and, if available, the student's New School ID number), the amount to be reimbursed, the academic term for which the charges will be covered, the signer's address and telephone number, and the specific terms for reimbursement (either contingent on receipt of grades or else billable upon registration; see below). Any portion of charges that the employer has not agreed to pay may not be deferred. Registered degree students may fax the forms (instructions below). Non-matriculated students must submit the forms with their registration.

A registered degree student must submit the authorization and the deferral form(s) to Student Financial Services by the appropriate payment due date in order to avoid the late

payment fee. A non-matriculated (general credit, noncredit, or certificate) student must submit the authorization and deferment form(s) with his or her registration.

Authorizations letters and forms should be faxed to 212.229.8582; mailed to The New School, attention Third Party Billing, 79 Fifth Avenue, 5th floor, New York, NY 10003; or brought in person to the cashiering office at 72 Fifth Avenue. Payment may be made online at mynewschool.edu by ACH or credit card, or by faxing a credit card authorization along with the deferral form to 212.229.8582. Payment of all charges is the responsibility of the student. The student is liable for any and all deferred charges that the employer does not pay for any reason. The student's liability is not contingent on receiving grades, receiving passing grades, or completing courses. For answers to questions regarding employer reimbursement, email sfs@newschool.edu or call 212.229.8930, option 2.

Terms of Reimbursement

If the reimbursement will be made upon receipt of grades: There is a participation fee of \$150, and the student must complete both the Employer Reimbursement Deferment Form and the Deferral Credit Card Payment Authorization. (These forms can be downloaded from the website: go to www.newschool.edu/student-services and select Billing and Payment.) Payment of the \$150 participation fee and any balance of tuition and university fees not covered by the authorization letter must be made prior to or submitted with the deferment forms. Deferred charges must be paid in full by February 1 for the fall semester, June 15 for the spring semester, and August 15 for summer term.

If payment is not contingent on receipt of grades and The New School can bill the employer directly: There is no participation fee. The student submits only the Employer Reimbursement Deferment Form (found on the website; see above) with the employer authorization letter. The New School will send an invoice for payment to the employer according to the authorization. Payment for any balance due not covered by the authorization letter must be made prior to or submitted with the deferment form.

Deferral for Approved Financial Aid

Students receiving financial aid may defer tuition and fees only if an award has been granted and the proper forms have been signed and returned to Student Financial Services. Approved financial aid awards appear on student invoices and reduce the amount due. Students must make payment in full of any charges not covered by their financial aid package.

It is the student's responsibility to know the status of his or her financial aid awards, including loans, so that all tuition and other charges are satisfied in a timely fashion. In the event anticipated financial aid or loans are not realized, the student will be required to pay any outstanding balance through other means.

For additional information contact Student Financial Services.

Returned-Check Fee

If for any reason a check does not clear for payment after being deposited, a penalty of \$30 is charged to the student's account. The university cannot presume that the student has withdrawn from classes because the check has not cleared or has been stopped; payment and penalty remain due. Payment for the amount of the returned check and the \$30 returned check fee must be made with cash, a certified bank check, or a money order. Another personal check is not acceptable. A penalty (ten percent of the balance) is charged if payment for a returned check is not received within four weeks. If a second check is returned, all future charges must be paid with cash, a certified bank check, or a money order; personal checks will no longer be accepted.

FINANCIAL AID

The New School offers a comprehensive program of financial services for graduate students, including institutional scholarship support to eligible students on the basis of merit. All applicants for admission may and should apply for financial aid consideration if they feel they need it.

The New School for Drama understands that an arts education is very expensive. There are two types of financial support available: merit-based scholarships administered by The New School for Drama Associate Director, and need-based financial assistance administered by New School Student Financial Services. While scholarships will cover part of the cost of graduate study for many students, scholarships alone will not finance the full cost of education for any student.

New School Drama Scholarships

Returning students may be offered financial assistance by The New School for Drama on the basis of merit. "Merit" is defined as outstanding theatrical and academic achievement and ability. At the end of each academic year, members of the faculty complete individual student evaluations on the basis of several aspects of the student's performance in the classroom. Factors considered include but are not limited to professional behavior, class participation and collaboration, openness and application of new techniques and ideas, written work, and contributions to the Drama community. Those criteria are tabulated according to a weighted formula, and the score becomes the basis for allocating scholarship funding for the next year. To ensure honest and direct feedback from the faculty, Drama does not make these evaluations available for review by students.

The New School for Drama attempts to award a constant level of funding throughout the three years of study, offering recipients the same dollar amount each year. The good-faith efforts of the school to maintain scholarship amounts should not be taken as a guarantee as many factors go into awarding institutional funds. In addition, scholarships may occasionally be increased for outstanding students or decreased for students fail to meet program expectations. (Students should never assume that they will receive an increase or decrease in scholarship funding.)

The school may reduce or withhold a student's scholarship under some circumstances, including placement on academic probation or serious disciplinary action (such as for violating the university Code of Conduct; see www.newschool.edu/student-services/rights). In any such case, the student will receive prior notice of the reason.

NEED-BASED PROGRAMS

Eligible Drama students may apply for assistance under the following federal, and state aid programs, administered by New School Student Financial Services. In general, to be eligible for assistance under any of the programs described below, students must be matriculated in a degree program, enroll for at least 6 credits in a semester, and must not be in default on or owe a refund to any federal aid program.

Scholarship and Grant Programs

New York State Tuition Assistance Program (TAP)
New York State Aid for Part-Time Study Program (APTS)
New York State Higher Educational Opportunity Program (HEOP)
New York State Regents Opportunity Scholarship Program

Loan Programs

William D Ford Direct Student Loan Program
William D Ford Direct Parent Loan for Undergraduate Students (PLUS) Program
Federal Perkins Loan Program
Private credit-based educational loans

Work Programs

Federal Work-Study Program

Other Programs

Federal aid to Native Americans
Veterans' benefits
Social Security payments to children of deceased/disabled parents

For additional information on financial aid sources, visit the Department of Education's website at www.studentaid.ed.gov.

How to Apply

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. To be eligible for federal assistance, students must not be in default on or owe a refund to 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) annually. The New School's code is 002780. Students are encouraged to file this form electronically at www.fafsa.ed.gov, no later than March 1st each year. Completing and submitting the FAFSA enables Student Financial Services to receive a need analysis report or Student Aid Report (SAR) electronically.

Determining Eligibility

The Student Aid Report (SAR) allows Student Financial Services to determine a student's eligibility for federal aid programs. The expected student contribution and aid from other sources are subtracted from the student expense budget to determine the individual student's financial need. Thus, a simple expression of the financial aid equation is represented by the following formulation: Student Expense Budget – Available Resources = Need.

Your student expense budget, also known as your Cost of Attendance (COA), is the foundation on which eligibility for student financial assistance is determined (see the chart on page 12). Federal laws regulating the disbursement of funds to students receiving Title IV aid (including subsidized and unsubsidized Federal Student Loans, Federal Perkins Loans, and Federal Work-Study awards), dictate the expense items that can be included when calculating COA budgets. Allowable expenses for the period of enrollment are tuition and fees, books and supplies, room and board, other personal expenses, transportation costs, and federal loan fees.

Additional Information

Details on tuition, fees, educational expenses, billing, payment, as well as rules and regulations governing aid eligibility can be found at www.newschool.edu/student-services/financialaid or by contacting Student Financial Services.

Student Financial Services
The New School
72 Fifth Avenue (lower level)
New York, NY 10011
Phone: 212.229.8930
sfs@newschool.edu

STUDENT LIFE

COMMUNICATION WITH STUDENTS

MyNewSchool

MyNewSchool is a customizable Web portal, located at my.newschoo.edu, that connects students and employees to the university. Students can access their university email, view and update their personal information, participate in online courses, receive announcements, use library resources, check their accounts, see their financial aid award status and academic records, and much more. Most student business is transacted online through MyNewSchool, including registration for classes, payment of tuition and fees, and posting of grades. New students are notified when their MyNewSchool accounts have been set up.

Student Email Accounts

The university administration and academic departments routinely communicate with students through New School email. The university provides every degree or credit seeking student with a New School email account. Official communications are made to the New School email address only.

Changes of Address and Telephone Number

Students are responsible for keeping their addresses and telephone numbers current with the university. They can update their contact information whenever necessary through MyNewSchool. University correspondence is mailed to the address designated as “official” or emailed to the student’s New School email address.

STUDENT SERVICES

Student Services offers resources and programs to enrich each student’s experience at The New School and prepare students for a life of responsible citizenship. The Office of Student Services provides the following resources:

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

To find out more about Student Services, visit www.newschoo.edu/studentservices.

Student Housing and Residence Life

The New School has living and learning spaces for undergraduate and graduate students with amenities to suit

individual needs and budgets. All residences and some apartment facilities are fully furnished and staffed by professional residence hall directors and student resident advisors. Through the enthusiasm and creativity of the resident advisors, students who choose to live in university residences are introduced to diverse educational and social activities at The New School and in New York City. All facilities have 24-hour security coverage, and our staff is trained in handling emergencies should the need arise. The “Residence Hall Handbook” details housing services and residence hall policies essential to creating safe, supportive, and respectful communities.

For students who wish to navigate the metro New York real estate market, listings of rental properties, shared apartments, short-term accommodations, and sublets are available in the Student Housing office. Student Housing will provide a compilation of current listings on request. The “Off-Campus Housing Resource Guide” provides information about New York City and its neighborhoods and the ins and outs of the local real estate market. Workshops and one-on-one sessions with the staff are also available. For more information, visit www.newschoo.edu/studentservices.

Students can enroll in a university meal plan or take advantages of dining facilities on campus on a cash basis. (Students living in certain residence halls are automatically enrolled in a meal plan.) For more information, visit www.newschoo.edu/studentservices.

Student Health Services

Student Health Services provides counseling and medical services, promotes student wellness and health, and administers the Student Health Insurance Plan. All degree, diploma, visiting, mobility, graduate certificate, and non-matriculating students in undergraduate and graduate degree programs, including students taking courses only online, are automatically charged a Health Services Fee at registration.

A Medical Services staff of physicians, nurse practitioners, physician assistants, nurses, and office assistants is available to provide treatment for illnesses or injuries, routine health care, and medical advice. The Counseling Services staff of licensed psychologists, clinical social workers, an art therapist, and a psychiatrist provides emotional support and psychological counseling in a supportive environment, working with each student client on a reasonable and helpful plan of action to address the student’s concerns. The Wellness and Health Promotion program empowers students, connects them to information, resources, and support, cultivates healthy attitudes, skills and behaviors, and fosters a culture on campus that values health. Professional health educators meet with students one-on-one, offer workshops, and provide interactive programs on a variety of topics, including but are limited to stress reduction, money management, time management, meditation, acupressure, nutrition and cooking, physical activity, smoking cessation, harm reduction, sexual health, HIV/AIDS, depression, sexual assault, and interpersonal violence. For more information visit www.newschoo.edu/studentservices/health.

Student Health Insurance

The university offers students a comprehensive health insurance plan that includes coverage for emergencies, hospitalization, and regular outpatient visits. The Student Health Insurance Plan provides easy access to health care services locally, nationally, and globally. For complete information about the Student Health Insurance Plan, visit www.newschool.edu/studentservices/health. All eligible students are automatically enrolled at registration.

Waivers: Students may be eligible to decline the insurance plan by submitting an Online Waiver Form before EVERY fall semester by the posted deadline (or spring semester for students entering in the spring). Access the Online Waiver Form by going to www.universityhealthplans.com (select the “New School” link). To learn more about the Student Health Insurance Plan and your financial responsibility if you do not waive the insurance, visit the Student Health Services section of the university website.

International Student Services

This school is authorized under federal law to enroll nonimmigrant alien students. All international students are required to attend an orientation and check in with International Student Services at the beginning of each academic year. The office checks documents to see that students have been properly admitted into the United States and reviews their rights and responsibilities and government regulations.

The mission of International Student Services is to help international students from other countries reach their full potential and have positive experiences at The New School. Along with the rest of the university community, International Student Services promotes diversity and respect for cultures from all over the world. The office offers workshops, handouts, and other programs, as well as advice and support. Every international student has access to one-on-one advising. For more information, please visit www.newschool.edu/studentservices.

Student Disability Services

The New School is committed to helping students with disabilities obtain equal access to academic and programmatic services. Student Disability Services assists students who may need special accommodations, as required by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Federal Rehabilitation Act of 1973. If you have a temporary or chronic disability of any kind, please submit medical documentation to Student Disability Services at the beginning of the semester. The staff will advise you on policies and procedures and discuss available support and accommodations. For more information, visit www.newschool.edu/studentservices/disability.

University Student Senate

The University Student Senate (USS) is the official university student government of The New School. Student senators are elected by the matriculated students of each academic division. The number of senators from each division is

determined by the enrollment of that division. Elections are held in April for the following school year. The USS represents students’ concerns to administration, plans university-wide events, makes suggestions for improving the university, helps with student orientation, works with the provost and deans on academic planning, represents the students on university-wide committees, and works generally to ensure that the student experience at The New School is positive. The USS meets two or three times a month; the schedule is posted on the Student Senate website. Meetings are open to all students, and students are encouraged to bring their concerns or ideas to USS meetings. Visit <http://www.newschoolsenate.org/> for more information.

Intercultural Support/HEOP

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

Social Justice Committee

The Office of the Provost, committed to making social justice one of The New School’s top priorities, has established a university-wide Social Justice Committee to guide The New School’s efforts to promote a sense of inclusion and fairness among the many social identities, life experiences, intellectual approaches, and personal beliefs represented in our community. A concern for social justice is central to the way in which many understand and relate to The New School. This impulse can be traced in the history of our divisions and programs, which have been concerned with providing access to higher education for working people, serving as a haven for scholars at risk, devising policies that promote equity and democratic governance, designing for democratic participation and social change, and contributing to the public discourse on economic development. For more information, visit www.newschool.edu/provost/social-justice.

UNIVERSITY RESOURCES AND FACILITIES

The New School is located in New York City’s Greenwich Village, with a few facilities elsewhere in Manhattan. For a campus map and building hours visit www.newschool.edu/about.

Libraries

New School libraries offer a full array of workshops and lab classes for students and faculty. Individual reference appointments are available upon request from students and faculty. For information about the New School libraries and the Research Library Consortium of South Manhattan, described below, visit www.library.newschool.edu.

New School Libraries

Fogelman Social Science and Humanities Library
Gimbel Art and Design Library
Scherman Music Library
Kellen Archives
Visual Resource Center

Research Library Consortium Libraries

New York University

- Avery Fisher Center for Music and Media
- Elmer Holmes Bobst Library
- Library of the Courant Institute of Math Sciences

Cardozo Law Library of Yeshiva University
The Cooper Union Library
New York Academy of Art
The New-York Historical Society

Blackboard

Blackboard is the virtual “classroom” used for online and many on-campus courses. Log in by selecting the Blackboard icon at my.newschool.edu.

University Writing Center

The University Writing Center helps students become better expository writers, offering individual tutoring sessions in every phase of the writing process, from brainstorming ideas to developing an outline or rough draft to revising and editing. In addition, the Center provides mathematics tutoring, ESOL support such as speech and pronunciation, and tutoring in graduate-level academic writing for students enrolled in MA and PhD programs.

The Writing Center works both by appointment and on a walk-in basis. All sessions start on the hour and are 50 minutes long. To schedule an appointment or for more information visit www.newschool.edu/writingcenter.

Computing Facilities

Students have access to the latest technology in the labs and work spaces operated by the office of Academic Technology. For locations of facilities and hours of operation, visit www.newschool.edu/at. Features include:

- Mac and Windows open labs with printers
- Computer-equipped presentation classrooms
- Advanced video, audio, Web, print design, 2D and 3D modeling and animation programs
- Research, statistics, and Microsoft Office software
- Private editing suites, an AV recording studio, and a voiceover studio
- Print output center for photographic quality standard and large-format printing
- Specialty scanners (oversized, slide, film, and drum)

Questions about AT labs, the equipment center, the print output center, and AT-supported presentation classrooms should be directed to the Academic Technology staff: Email at@newschool.edu or call 212.229.5300 ext. 4538.

Wireless

The New School provides free wireless Internet access throughout the campus. For information visit www.newschool.edu/at/network/wireless.

University Help Desk

The University Help Desk is the point of contact for students, faculty, and staff requiring assistance or information on all university computing issues.

Contact the Help Desk Monday–Friday, 8:30 a.m. to 5:30 p.m.
Telephone: 212.229.5300 ext. 2828
Email: helpdesk@newschool.edu

Other Resources

Barnes and Noble Booksellers

105 Fifth Avenue at 18th Street
212.675.5500
www.barnesandnoble.com/textbooks

New and used textbooks for most courses are available for purchase at the Barnes and Noble store on 18th Street.

The Foundation Center

79 Fifth Avenue, 2nd floor
212.620.4230
www.fdncenter.org

Students pursuing foundation funding for their education (or for research projects) can contact the reference librarians at the Foundation Center. To learn more about these resources, visit the www.fdncenter.org.

FACILITIES AND RESOURCES

The New School for Drama Facilities

151 Bank Street

The New School for Drama facility at 151 Bank Street is located in the Westbeth Artists Community Complex in the historic Bell Laboratories building near the Hudson River in the West Village. The facility includes administrative offices, seven rehearsal/classroom studios of varying sizes, costume and props shops and storage, and The New School for Drama Theater—a 120-seat black-box theater. The facility is within walking distance of the subway and buses as well as many cafes, restaurants, nightclubs, stores, and parking garages.

The Herbert Robinson Drama Book and Script Collection

Located in the office of Professional Development at 151 Bank Street, this archive and reference collection includes scripts and a wide range of texts on theater, film, television, career development, craft, history, and criticism. Built around a private collection generously donated by Herbert Robinson, the library continues to receive donations from Mr. Robinson and others. In addition, Drama subscribes to reference periodicals such as *Back Stage*, *ArtSearch*, *American Theater*,

and *Dramatist Magazine*. Most books can be borrowed on an honor system.

Rehearsal Studios

The rehearsal/classroom studios at 151 Bank Street fall within two general categories. There are four large studios measuring roughly 30 feet by 20 feet and three midsized studios measuring roughly 20 feet by 20 feet.

Studio Reservation Policies

Students wishing to use a room must reserve it via email by Wednesday the week prior to the rehearsal. Only rooms and times allotted to each student's track may be reserved in advance. All requests and responses to room requests are sent by email. All requests should be coordinated within a class/track to avoid multiple requests for the same time in the same space. Classes are encouraged to elect class secretaries to assist in determining who will use the allotted space at the allotted time. Students may sign up for additional rehearsal space once the weekly schedule is posted.

To reserve space, class secretaries should email NSD@newschool.edu along with the entire class, the mutually decided requests for the week. The person for whom the room is assigned is ultimately responsible for the room and its contents and cleanliness.

Emails should include the following information:

- Class or project the request is for, with the professor's name, course name, track, and year of class
- Date requested
- Times and name of individual requesting use of the space

Students who need additional space once the deadline has passed should not send an email. Instead, they should sign up for any available room once the weekly schedule has been posted outside room 204. Students should write their locker number in the space indicating the room they will be using and block out the time they will be in the space. If a reserved room is empty, students should wait 15 minutes; if the person who originally signed the room out has not arrived, the room is available. The student now taking the space should write his or her locker number on the schedule and use the room.

Studio Rules

Students may not use a room unless they have reserved it in advance or signed it out.

Students are responsible for the room and its contents and its cleanliness.

Students must not remove furniture or props from any room.

Students should report any broken or missing items to the production office immediately.

Students must not nail, tape, or attach anything to the walls, floor, or light fixtures.

Open flames—matches, lighters, and candles and other flammable items—are strictly prohibited.

Students must restore and vacate the room by the end of their scheduled time. Fold and stack all chairs, push all furniture to the wall, wash any dishes used, and throw away all trash.

Student Responsibilities

Rules are posted in the hallways, in every studio, and are distributed to all students and faculty via this document. Students are responsible for knowing, understanding and abiding by the rules.

Students who sign out a room must use it or cancel the reservation to make the space available to others.

Students who are more than 15 minutes late forfeit their reservation.

Students who need to cancel a room request must send an email as soon as possible. If the cancellation request is for the same day, they must go to the schedule outside the Production Office, cross out their name, and write "free."

Students may not request more space or time than needed.

Failure to abide by any of these rules will result in loss of room request privileges.

Theater Rules

The theater may not be reserved or used by students, faculty, or staff outside of scheduled production rehearsals and classes.

Eating or drinking anything except bottled water is not allowed inside the theater.

Open flames—matches, lighters, candles, and other flammable items—are strictly prohibited.

Glitter and confetti are strictly prohibited.

No set pieces may be brought into the theater without prior written approval from the Production Department.

Props, costumes, and set pieces associated with a production may not be used. Classes will be supplied with classroom furniture.

Operation of or interference with the air conditioning is prohibited.

The lobby may be used as a lounge or waiting area but not for rehearsal space or storage.

The designated student class secretary is responsible for turning house and work lights on and off. Classes are not permitted to use the stage lighting or sound systems.

Nothing may be drilled, hammered, or inserted into the stage floor, ceiling, pillars, softgoods, etc. Nothing may be attached to the grid. Nothing may be taped, glued, or otherwise attached to the walls anywhere inside the theater.

The room must be restored and vacated by the end of the scheduled time. Fold and stack all chairs and tables, store furniture in designated areas, and throw away all trash.

On occasion, The New School for Drama will rent alternate spaces for classes, rehearsals, or performances. Students who

are involved in events in these spaces are expected to abide by all guidelines set forth by the Production Department, the Office of Professional Development, and the faculty or staff member overseeing the event.

Lockers

Every student at The New School for Drama is assigned a locker in which to store personal belongings. Students must provide their own locks. Locker dimensions are 12 inches deep by 10.5 inches wide by 22 inches tall. Lockers are assigned by the Program Office at the beginning of each school year and must be vacated the week after final classes and exams at the end of the spring semester.

Photocopying

The New School for Drama provides free copying of approved materials for students. All requests for copies must follow the school's guidelines, which are distributed to students at orientation and are available from the Program Office, room 203.

Student email accounts

The university provides each student with a university email account. Students are required to activate their account and check their email daily. Official communications from the college and the university will be made through this account. University e-mail accounts can be set up to forward to a personal email account, but delivery problems with certain providers may be encountered. It is recommended that students use their university e-mail.

REGISTRATION

The Office of the Registrar registers students for classes, charges tuition and fees, and processes course changes and withdrawals.

REGISTRATION PROCEDURES

Registration procedures at The New School vary by division. Students should refer to the Registration Information website (www.newschool.edu/reginfo) prior to each registration period for detailed registration instructions specific to their school, as well as relevant policy information. Students should follow the registration procedures outlined by their school.

Note the following specifics regarding registration procedures:

Exact advising and web registration dates will be provided by the student's academic program. Generally speaking, new students register over the summer (for the fall term) or in January (for the spring term). Continuing degree students register in April for the following fall 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 registrar's office through MyNewSchool or in person. Students who register for a course without an advisor's approval will be asked to drop the course, and may be administratively withdrawn from the course.

Student Financial Services 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. Registration is not complete until payment or payment arrangements have been made.

Students who do not register or who do not make payments by the stated deadlines (see below) will incur late fees. Deadlines for completing registration will not be extended because of delays in clearing registration holds (which may be imposed for reasons including non-payment of tuition, late fees, or for failure to return vaccination forms).

Registration Holds

In the event that a student fails to satisfy requirements for documentation or payment, the appropriate university office will place a hold preventing further registration. Students should check MyNewSchool at least two weeks prior to registration to see if any holds have been placed on their account. MyNewSchool will indicate the type of hold and the appropriate office to contact to resolve the hold. The deadlines for completing registration will not be extended because of delays in clearing holds, and students will be subject to any applicable late fees.

Full-Time and Half-Time Status

For graduate degree students, full-time status is defined as enrollment in a minimum of either 12 or 9 credits per semester, depending on the program. Half-time status is

defined as enrollment in a minimum of one-half the credits required for full-time status (6 or 4.5, depending on program).

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

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 Office of the Registrar through MyNewSchool or in person. No course change is effective until this step is complete.

There is a financial penalty for dropping classes once the term has begun. (See the University Refund Schedule for more information.)

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

Adding a course through 2nd week of semester

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

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

Drama MFA through the end of the semester

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

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

some federal loans and federal grants. Students subject to recalculations will be sent a revised award letter indicating any change in federal aid. Such recalculations of aid eligibility have no bearing on a student's institutional charges. The amount of tuition, fees, housing, and meal plan charges assessed will be based on the institutional refund policy as listed above.

Direct Deposit of Electronic Refunds

Student refunds can be deposited directly into a personal savings or checking account. Contact Student Financial Services for more information. Exception: a paper refund check will be sent to the parent borrower for any student whose fees were paid with a PLUS loan.

REFUND SCHEDULE AND POLICIES

Students are responsible for familiarizing themselves with university policies regarding adding or dropping courses and refund of tuition and fees.

In the event of early withdrawal, a percentage of tuition may be refunded. Refunds are granted only after the official withdrawal procedure has been completed or the university determines you are no longer enrolled.

In processing tuition refunds for degree students who drop or withdraw from fall or spring classes, the following schedule applies. (For the summer refund policy, see the registrar's website.) Please note that fees, including tuition deposits for new students, are non-refundable. Housing fees are subject to the terms stated in the housing contract.

University Refund Schedule—Degree Students

When Course is dropped	% of Charges Refunded
Before semester begins	100%
Within first week of semester	90%
Within second week of semester	80%
Within third week of semester	70%
Within fourth week of semester	60%
After fourth week of semester	No refund

The above percentages will be applied to the number of credits dropped or withdrawn, in order to determine a student's remaining liability for those credits. The tuition will then be recalculated to include the new credit load and any liability for dropped/withdrawn credits. Refund amounts will be the difference between tuition already paid and the recalculated tuition. Refund processing takes approximately four weeks.

Student financial aid may be affected when a student withdraws or drops credits. Failure to complete payment prior to withdrawal does not relieve a student of financial liability. Students should contact Student Financial Services with questions regarding their account.

Students receiving federal financial aid who withdraw officially or unofficially from all classes are subject to a Title IV recalculation of aid. Federal aid eligibility is re-determined based on the student's last date of attendance in class, using a proportional calculation through 60 percent of the payment period. Title IV recalculations may result in the loss of all or

GRADES AND GRADING

GRADE REPORTING

At The New School for Drama, grades reflect faculty members' assessment of a student's artistic growth, accomplishment in the application of knowledge and skills taught in a course, professional comportment, attendance, preparation for class, and contribution to class activities.

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. They are generally posted within two weeks of the end of the course. Students can access their grades and view their academic transcript on MyNewSchool. The university does not automatically mail paper copies of grades to students. Students who need an official copy of their grades for the current term can request it through MyNewSchool.

GRADE DESCRIPTIONS

A grade of A indicates work that exceeds what is expected. B indicates consistently good work of the quality expected of graduate students. C indicates inconsistent or mediocre work whose quality is below that expected of graduate students. There is no grade of D; credit is not given at the graduate level for work deemed less than mediocre.

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
	B- = 2.7	C- = 1.7	WF = 0

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

W = Withdraw
I = Temporary incomplete
N = Permanent incomplete
P = Pass (credits count toward degree)
U = Unsatisfactory (credits do not count toward degree)
AP = Approved (non-credit certificate)
NA = Not approved (non-credit certificate)
GM = Grade not reported

Grade of W

The grade of W may be issued by the Office of the Registrar 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 indicates that the student technically completed requirements but that the level of work did not qualify for a passing grade. The WF is equivalent to an F in calculating the grade point average (zero grade points) and no credit is awarded.

Grades of Incomplete

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

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

GRADE-POINT AVERAGE

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

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

GRADE CHANGES

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

Grade Appeal Policy

Students may petition for review of any grade up to 60 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 sent to both the department chair and director of Academic Affairs of the drama school. (If the faculty member is also the chair or director, the copy will be sent to the dean's office.)

- The instructor submits a written response to the student's letter within one month of receipt, with a copy to both the department chair and director of Academic Affairs.
- If the student is not satisfied by the faculty member's written response, the student may appeal further by writing to the director of Academic Affairs, who will convene an appeals committee to review both letters, clarify any outstanding questions or issues and make a recommendation to the director of the drama school. The director's decision is final.

ACADEMIC TRANSCRIPTS

An official transcript carries the Registrar's signature and The New School seal, and documents a student's permanent academic record at the university. Students may have a transcript mailed to the address of their choosing (including other colleges and institutions), by submitting an official request to the Office of the Registrar. This can be done online at MyNewSchool, or by completing the transcript request form available on the Web at

www.newschool.edu/student-services/registrar/transcripts/

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

ACADEMIC STANDING AND PROGRESS

DEGREE COMPLETION TERM LIMITS

Students must complete degree requirements within five years for the master's degree. Beyond this time limit, 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.

GRADUATION

Requirements for Graduation

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. Graduating students should not receive incomplete grades in any course taken in the final semester of study.

Petitioning to Graduate

Students who intend to graduate must submit a Graduation Petition to the Office of the Registrar (through mynewschool or by hard copy) and pay the appropriate fee by the dates listed below. 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.

The Commencement Ceremony

The graduation ceremony for both May and January graduates is held in May. 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.

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 STANDING

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

In addition, graduate students who do not complete one half of accumulated attempted credits after two consecutive semesters in their program will be subject to probation and will not necessarily be allowed to register for more courses and/or equivalency credits in the following semester.

Drama students must earn a grade of B- or better in required classes to remain in good standing in the program. At the conclusion of the semester's probation, students who receive additional grades below B- will be subject to dismissal. Students who fail any required course will be dismissed.

Students are additionally responsible for meeting department/program academic requirements in order to remain in good academic standing in their program.

Retaking a Course

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

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.

Academic Dismissal Appeals

A student dismissed from The New School for Drama may petition the director to reverse the decision by filing a formal appeal. All appeals must be presented in writing, with

supporting documentation, within two weeks of receipt of notice of academic dismissal. Students may expect to hear the results of an appeal within two to four weeks of its submission. The director's decision 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.

ACADEMIC STANDING AND FINANCIAL AID

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

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

CHANGE OF MAJOR OR PROGRAM

Students generally declare a major either as part of the admission process or upon entering their second year of study at the university. After this initial major is declared, students who wish to change their major should work with their advisor to complete a Change of Department form. This form should only be used to change departments within the same division and degree program. A student who seeks entrance to a different degree program within a division (e.g. from a BA to a BS) or to another division of the university usually must apply for readmission.

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. Due to the sequential nature of the curriculum, The New School for Drama requires that all leaves of absence be for an academic year (two semesters). 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 F-1 and J-1 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.

Leaves of absence for medical reasons require appropriate documentation. To return from a leave taken for medical reasons, 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. Their academic records will be maintained in accordance with the relevant drop and withdrawal deadlines, and refunds will be calculated in accordance with the University Refund Schedule.

Students who withdraw and later wish to return to the university must reapply through the Office of Admission.

READMISSION

A student seeking to return to the university may be required to apply for readmission if he or she

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

POLICIES AND PROCEDURES

STUDENT RESPONSIBILITY

At The New School for Drama, students are expected to take an active role in their own education.

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

All students are responsible for knowing and fulfilling the requirements of every course they take: to familiarize themselves with course requirements by reading the syllabus and following oral and written instructions for assignments and to know and comply with the attendance policy of the instructor. Students who have questions about course requirements, assignments, examinations, attendance records, progress, or grades, 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 director of Academic Affairs.

PROFESSIONAL CONDUCT

Students at The New School for Drama are expected to conduct themselves in a professional manner at all times. This includes interactions with faculty, staff, and other students, and with production personnel including stage managers, designers, directors, crew, and shop staff. Failure to follow these guidelines can result in disciplinary action and/or a change in grade, drop in academic standing, or change in scholarship eligibility.

Responsibilities include but are not limited to the following:

Actors

- Actors must be on time, sign in when required, and attend rehearsals faithfully. Absence, lateness, or any violation of the requirements listed below are grounds for replacing the actor.
- Actors are required to learn lines verbatim in a timely manner.
- All legitimate artistic disagreements in rehearsal must be negotiated with the director.
- In all disputes, actors must accept the decisions of the producer as the final authority.
- Actors must follow all stage management and crew instructions, with regard to conduct in rehearsal and in the theater, in a professional manner.
- Actors must never give acting notes to other actors.

Directors

- Directors are required to be prepared, arrive on time, and attend rehearsals faithfully. Absence, lateness or any violation of the requirements listed below may be grounds for replacing the director on a project.
- Directors fulfill their responsibility to the producer by maintaining artistic control of projects.
- Directors fulfill their responsibility to the playwright by faithfully executing the playwright's work.
- Directors should report artistic disagreements to the producer, who will attempt to negotiate agreement. The producer will have final say on all artistic issues if agreement cannot be reached.

Playwrights

- Playwrights are required to arrive on time and attend rehearsals mutually agreed upon with the director faithfully. Absence, lateness, or any violation of the requirements listed below may be grounds for terminating the production of a project.
- Playwrights must attend any meetings or rehearsals requested by the producer or director.
- Playwrights must complete all agreed-upon revisions in a timely manner for instructors and company.
- Playwrights must engage collaboratively with directors when questions arise about the script.
- Playwrights must always go through the director regarding any acting or production notes. They should never give notes directly to actors during rehearsals or performances.

PHOTOGRAPHY AND VIDEOGRAPHY

The New School for Drama employs professional directors, designers, and playwrights for its productions and pays all appropriate royalties for using established works. Therefore, photographing, sound and/or video recording, or the possession of any device for photographing, sound and/or video recording inside any theater or place of performance occupied by the school without written permission of The New School is prohibited by law. Violators may be ejected, and violations may render the offender liable for monetary damages. For questions regarding this policy and/or whether it applies to a specific performance, contact the managing director of The New School for Drama.

It may be permissible for students to photograph or make sound and/or video recordings in the classroom, if the instructor approves it in advance.

Use of Photographs by the University

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

ATTENDANCE

Attendance is crucial in a conservatory training program; success in the studio and classroom is inherently tied to presence and participation. Each instructor has the authority to evaluate the way in which a student's attendance (or lack thereof) has affected the student's performance. And while there are legitimate reasons to miss a class or rehearsal with a colleague, every missed class or rehearsal should be discussed with the instructor prior to the absence.

There is no such thing as an excused or unexcused absence at The New School for Drama; only communication with your instructor will influence the way in which she or he evaluates your attendance. Absence has the potential to affect the grade from the very first instance; and after two absences, the instructor will have the discretion to issue the student a grade of "F" or "U" in the class — or to issue any other grade that accurately reflects the effect of the absences on the student's work. Please note that a failing or unsatisfactory grade in a required course may result in academic dismissal from the program.

Policy on Lateness At The New School For Drama

A student who enters a classroom after the stated start time of the course will be considered late for the purpose of instructor record-keeping. An instance of lateness will be considered "half of an absence" and will be considered in accordance with the division's absence policy when assessing a student's work and assigning a grade for the course. Faculty members will have the option to refuse entry to any student arriving more than fifteen minutes late to a class, and to designate that student as absent for that session.

Important Note

These policies will serve as a MINIMAL expectation for classes. Some instructors may have stricter policies regarding absence and lateness in their classrooms. Any instructor's stricter policy should be considered to take precedence over the school's policy.

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.

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 accord with the standards of academic honesty. Students are responsible for knowing and making use of proper procedures for research and writing, presenting and performing work, and taking examinations. Instructors are 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 ethical and legal regulations placed upon creative work and about the consequences of dishonesty in the professional world.

Academic dishonesty includes but is not limited to

- cheating on examinations, whether by copying another student's work or by using unauthorized materials
- any act of plagiarism, defined in detail below
- 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.

Plagiarism

Plagiarism is the use of another's work without proper acknowledgement, intentionally or unintentionally, in one's own academic or creative writing, research data, examinations, creative projects, etc. Material from any source, whether books, journals, internet postings, the words or ideas of other students, or faculty, etc., when used without attribution is plagiarized, including purchased or "outsourced" written assignments.

Principle of Acknowledgement

A simple rule determines which sources must be acknowledged: When any text, data, or idea is quoted or paraphrased from a particular source, the source must be clearly acknowledged and credited. In particular, direct quotations must be placed in quotation marks and the source clearly cited.

Reuse of the Same Work

A student may not submit the same research or creative project to fulfill the requirements for two separate courses, unless with the specific prior approval of both instructors in the form of a written agreement signed by both. The rule is not intended to regulate repeated use of a concept or skill developed by the student, but no student should receive academic credit more than once for an identical formulation and presentation. Anyone with questions about the application of this rule in a specific case should consult with the Director

of Academic Affairs. Exception: In the case of sequenced writing courses, where a student may work on several drafts of a longer work over the course of several semesters, acknowledgment of the continuation of the project by the writing instructor is sufficient.

Students penalized for academic dishonesty may appeal the findings and penalties to the university Academic Appeals Committee.

Unauthorized Collaboration

Collaboration with other students in laboratories, reports, papers, homework assignments, examinations, senior projects, or other academic work depends on expectations communicated by the instructor in a course. Sometimes students are encouraged to collaborate on research, for example, but instructed to submit their reports independently. Unless specifically authorized, students should presume that collaboration on academic work is not permitted. Submission of collaborative work without acknowledgement definitely constitutes a violation of academic honesty. Any questions or uncertainties on this subject should be discussed with the course instructors in advance.

Disciplinary Procedures and Penalties

An instructor who suspects a student of academic dishonesty should give the student an opportunity to explain the materials or activity in question and investigate whether the student understands the relevant standards of conduct. On the basis of this discussion, the instructor should assess the case, taking into consideration the extent of the plagiarism or dishonest activity, the likelihood that the dishonesty was intentional, and the importance of the work in question to the student's grade, and determine whether a minor or major offense has occurred. If the instructor determines that an offense is minor, he or she may counsel the student about academic honesty, explain the consequences of academic dishonesty, and require the student to resubmit the work with appropriate modifications or otherwise make restitution.

When an instructor determines that a major offense has occurred, he or she is required to assign a failing grade to any work in question and report the incident to the director of academic affairs. The report should include the student's name, the course, semester, copies of the relevant plagiarized submission with problems identified or a description of other dishonest activity, and notes on his or her conversations with the student. Questions about how to handle any particular case should be addressed to the director of academic affairs. (If the course in question is offered by a different division of the university, the dean's office of that division will handle the case and inform the director of academic affairs of the outcome.)

The director of academic affairs will issue a formal letter to the student, with a copy to the instructor and a file copy, documenting the accusation. The director of academic affairs, in consultation with the director of the drama school and selected members of the student's department faculty, may impose additional sanctions, which could include a failing grade in the course and suspension or dismissal from the program. For a second major offense, a student will be dismissed from the program.

OTHER POLICIES

The Student Right to Know Act

The New School discloses information about the persistence of undergraduate students pursuing degrees at this institution. This data is made available to all students and prospective students as required by the Student Right to Know Act. During the 2011–2012 academic year, the university reports the “persistence rate” for the year 2010 (i.e., the percentage of all freshmen studying full time in fall 2010 who were still studying full time in the same degree programs in fall 2011). This information can be found under the common data set information. Visit the Office of Institutional Research at www.newschool.edu/admin/oir for more information.

Campus Crime Reporting and Statistics

Campus Crime Reporting & Statistics: The Security & 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 web site for the Department of Education: <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.

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 admission 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.

Information about the measles, mumps, and rubella immunization requirements and meningococcal disease is posted at www.newschool.edu/studentaffairs/health.

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.

Equal Employment and Educational Opportunity

The New School does not discriminate on the basis of age, race, color, creed, gender (including gender identity and expression), pregnancy, sexual orientation, religion, religious practices, mental or physical disability, national or ethnic origin, citizenship status, veteran status, marital or partnership status, or any other legally protected status.

Inquiries concerning the application of the laws and regulations concerning equal employment and educational opportunity at The New School (including Title VI-equal opportunity regardless of race, color or national origin; Section 504-equal opportunity for the disabled; and Title IX-equal opportunity without regard to gender) may be referred to: The 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, U.S. Department of Education, (Office of Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005 or the U.S. Equal Employment Opportunity Commission (EEOC), New York District Office, 201 Varick Street, Suite 1009, New York, NY 10014. For individuals with hearing impairments, 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.

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.

Family Educational Rights and Privacy Act

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

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

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

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

The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the university to amend a record should write to the university official responsible for the record, clearly identify the part of the record the student wants changed, and specify why, in the student's opinion, it should be changed.

If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the university discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The university discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health services staff); a person or company with whom the university has contracted as its agent to provide a service instead of university employees or officials (such as an attorney, auditor, or collection agent); a person serving on the New School Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the university.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

ABOUT THE UNIVERSITY

UNIVERSITY LEADERSHIP

David E. Van Zandt, President

Tim Marshall, Provost and Chief Academic Officer

Frank J. Barletta, Chief Financial Officer and Senior Vice President for Finance and Business

Craig Becker, Vice President and Treasurer

Pamela Besnard, Vice President for Development and Alumni Relations

Stephanie Browner, Dean, Eugene Lang College The New School for Liberal Arts

Carol Cantrell, Senior Vice President for Human Resources and Labor Relations

Nancy Donner, Vice President for Communications and External Affairs

Lia Gartner, Vice President for Design, Construction and Facilities Management

Robert Gay, Vice President for Enrollment Management

Richard Kessler, Dean, Mannes College The New School for Music

Rosemary Mathewson, Senior Vice President for Distributed and International Education

Roy P. Moskowitz, General Counsel and Vice President for Legal Affairs

Martin Mueller, Executive Director, The New School for Jazz and Contemporary Music

Pippin Parker, Director, The New School for Drama

Shelley E. Reed, Senior Vice President for Information Technology

Linda A. Reimer, Senior Vice President for Student Services

Bryna M. Sanger, Deputy Provost and Senior Vice President for Academic Affairs

Michael Schober, Dean, The New School for Social Research

David Scobey, Executive Dean, The New School for Public Engagement

Joel Towers, Executive Dean, Parsons The New School for Design

Bob Kerrey, President Emeritus

THE DIVISIONS OF THE NEW SCHOOL

As we approach the 100th anniversary of the university's founding, The New School's legacy of change remains a source of pride. The New School has been evolving since the day it began offering nondegree courses for working adults, responding to changes in the marketplace of ideas, career opportunities, and human curiosity. Each area of study, degree program, and school within the university has a unique story—from the founding division's focus on nontraditional students to the new approaches to design, management, urban policy, and the performing arts introduced by the divisions that have become part of The New School since the 1970s. Today undergraduate, graduate, and continuing education students still come to The New School expecting a university like no other. For that reason, the story of The New School's seven divisions, themselves the products of continuous reinvention, occupies a special place in the history of higher education.

Eugene Lang College The New School for Liberal Arts

www.newschool.edu/lang

65 West 11th Street, New York NY 10011 | 212.229.5665

Eugene Lang College is The New School's four-year liberal arts college for traditional-age undergraduates. What began as the experimental Freshman Year Program in 1972 and transitioned into the Seminar College in 1975 finally became a division of the university in 1985. This bold experiment in undergraduate education was named to honor educational philanthropist and New School trustee Eugene M. Lang. Students at Eugene Lang College enjoy small seminar-style classes taught by a faculty of prominent scholars, many of whom are also affiliated with The New School for Social Research. Lang is one of only a few liberal arts colleges in the country situated in the center of a major metropolitan area, a location that offers its students unsurpassed opportunities for civic engagement and internships.

Mannes College The New School for Music

www.newschool.edu/mannes

150 West 85th Street, New York, NY 10024 | 212.580.0210

Founded in 1916 by David Mannes and Clara Damrosch, Mannes became part of The New School in 1989. A leading conservatory of classical music, the college provides professional training for some of the most talented student musicians in the world. The comprehensive curriculum, the faculty of world-class artists, and the resources of a progressive university support students in their quest for virtuosity in vocal and instrumental music, conducting, composition, and theory. Like the students they teach, Mannes faculty members come from every corner of the world. They include performers and conductors from prominent orchestras, ensembles, and opera companies and renowned solo performers, composers, and scholars from every field of classical music.

The New School for Drama

www.newschool.edu/drama

151 Bank Street, New York, NY 10014 | 212.229.5150

The New School has been a center of innovation in theater since Erwin Piscator founded the Dramatic Workshop here in the 1940s. His students included Marlon Brando, Walter Matthau, Harry Belafonte, Elaine Stritch, and Tennessee Williams. Piscator established a tradition of excellence in theater education that continues at The New School today. The graduate program in dramatic arts was introduced in 1994 to prepare talented individuals for careers as actors, playwrights, or directors. The school's New York City setting offers students abundant opportunities to learn through observation as well as professional connections through the broadest career network in the country.

The New School for Jazz and Contemporary Music

www.newschool.edu/jazz

55 West 13th Street, New York, NY 10011 | 212.229.5896

Established in 1986, The New School for Jazz and Contemporary Music offers talented undergraduates an opportunity to train with professional artists from New York's peerless jazz community. The New School employs a teaching model based on the tradition of the artist as mentor: Our students study and perform with some of the world's most accomplished musicians and are immersed in the history, development, and latest incarnations of jazz, blues, pop, and all the ever-evolving genres of contemporary music. Learning takes place in the classroom, ensemble playing, one-on-one tutorial sessions, public performances, and master classes with legendary performers. Students develop their creative talents to meet the high standards of professional musicianship exemplified by the faculty.

The New School for Public Engagement

www.newschool.edu/publicengagement

66 West 12th Street, New York, NY 10011 | 212.229.5615

The New School for Public Engagement embodies the values that motivated the university's founders in 1919. The division was formed in 2011 through the integration of The New School for General Studies, home of the founders' adult and continuing education programs, and Milano The New School for Management and Urban Policy, created in 1975 to offer graduate study in public administration and civic life. The New School for Public Engagement is a unique academic enterprise. Its degree and certificate programs and continuing education courses connect theory to practice, support innovation in culture and communication, and encourage democratic citizenship through lifelong education. The New School for Public Engagement offers undergraduate and graduate degrees and professional certificates as well as hundreds of open-enrollment continuing education courses for adults in Greenwich Village and online.

The New School for Social Research

www.newschool.edu/socialresearch

16 East 16th Street, New York, NY 10003 | 212.229.5700

In 1933, The New School gave a home to the University in Exile, a refuge for German scholars fleeing persecution by the Nazis. In 1934, The New School incorporated this community as a graduate school of political and social science. In recognition of the graduate faculty's unparalleled contribution to social science discourse, the division retains the name of The New School for Social Research. Opportunities abound for graduate students to cross disciplinary boundaries and collaborate with social scientists, humanists, designers, and artists in other divisions of the university. The New School for Social Research addresses the most relevant political, cultural, and economic concerns of the day while fostering the highest standards of scholarly inquiry.

Parsons The New School for Design

www.newschool.edu/parsons

2 West 13th Street, New York, NY 10011 | 212.229.8950

Parsons is one of the preeminent colleges of art and design in the world. Founded as the Chase School of Art in 1896 by artist William Merritt Chase and his circle, Parsons was renamed in 1936 for its longtime president, Frank Alvah Parsons, who dedicated his career to integrating visual art and industrial design. Parsons became part of The New School in 1970. The first institution to award university degrees in fashion design, interior design, and lighting design in the United States, Parsons has earned a national reputation as a school at the vanguard of design education. Students in its undergraduate and graduate degree programs hold themselves to exceptional standards of creativity and scholarship, developing their skills and building knowledge in laboratories, workshops, and seminars. Nonmatriculated students of all ages can participate in certificate and general art and design education programs for design professionals and anyone with an interest in art and design.

Visit the home page of each division for information about degrees offered and areas of study.