

MANNES

2011–2012

CATALOG

A photograph of three young women in red dresses playing violins in a chamber music setting. They are seated on a wooden floor, and a grand piano is visible in the background. The lighting is warm and focused on the performers.

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MANNES COLLEGE THE NEW SCHOOL FOR MUSIC

MANNES AT A GLANCE

TRAINING THE COMPLETE MUSICIAN

Mission. Mannes College The New School for Music trains aspiring young classical musicians to become first-rate professional artists. The college attracts students from around the world to study at the highest level in the international capital of classical music, New York City. Mannes deliberately limits its enrollment to approximately 300 students, thereby maintaining an intimate and supportive atmosphere among students, faculty, and administrators.

Accreditation Statement. All degree programs at The New School are registered by the New York State Education Department. The New School has been regionally accredited by Middle States Commission of Higher Education since 1960.

Faculty. The Mannes faculty consists of artists, scholars, and educators. The performance faculty includes active professionals from all areas of the music world—concert artists, chamber musicians, successful freelancers, established composers, and members of such leading organizations as the New York Philharmonic, the Metropolitan Opera, the Orpheus Chamber Orchestra, the New York City Opera, the Philadelphia Orchestra, and the Chamber Music Society of Lincoln Center. The faculty who teach Techniques of Music and the humanities are highly regarded scholars, musicologists, and educators. Most of the administration and staff at Mannes are professional musicians who understand the challenges facing the students they advise and guide.

Location. Part of every Mannes student's education is participating in New York's exciting musical and cultural life. Mannes is located in the heart of the Upper West Side, a residential neighborhood known for its congenial and creative character. Mannes is in walking distance from Lincoln Center, Carnegie Hall, the Metropolitan Museum of Art, and Riverside and Central Parks.

The New School. In 1989, Mannes merged with The New School for Social Research, now known as The New School. The other divisions of the university are The New School for Public Engagement, The New School for Social Research, Parsons The New School for Design, Eugene Lang College The New School for Liberal Arts, The New School for Drama, and The New School for Jazz and Contemporary Music.

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Mannes College The New School for Music
Office of Admission
150 West 85th Street
New York, NY 10024
www.newschool.edu/mannes

ACADEMIC CALENDAR 2011–2012

FALL 2011

First Day of classes	Monday, August 29
Labor Day (no classes)	Monday, September 5
Rosh Hashanah (no classes)	Wednesday evening, September 28,* and Thursday, September 29
Yom Kippur (no classes)	Friday evening, October 7,* and Saturday, October 8
Thanksgiving (no classes)	Wednesday–Sunday, November 23–27
Last day of classes	Monday, December 19

**No classes Wednesday Friday from 4:00 p.m.; no classes all day Thursday and Saturday.*

SPRING 2012

First day of classes	Monday January 9
Martin Luther King, Jr. Day (no classes)	Monday, January 16
President's Day Mannes classes are in session	Monday, February 20
Auditions (no classes)	Sunday–Sunday, March 4–11
Spring break (no classes)	Monday–Sunday, March 12–18
Juries (no classes; student attendance at juries is required; no leaves are granted)	Monday–Friday, April 9–13
Last day of classes	Monday, May 14
Mannes dean's ceremony and reception for graduates	Thursday, May 17
New School Commencement	Friday, May 18

PROGRAMS OF STUDY

DEGREE AND DIPLOMA PROGRAMS

Mannes offers degrees and diplomas at the undergraduate and graduate levels. Young musicians receive superb training in the art and craft of music and are prepared to meet the demands of professional careers.

Undergraduate Programs

The undergraduate programs available at Mannes are the Bachelor of Music degree, the Bachelor of Science degree, and the Undergraduate Diploma. The undergraduate course of study at Mannes requires four years of full-time study to complete. To be full-time, a student must enroll for a minimum of 12 credits of college-level instruction each semester. The minimum residency is two years for qualified and approved transfer students. See “Transcript Evaluation” later in this catalog for the transfer credit policy.

Bachelor of Music Degree (BM)

The Bachelor of Music degree is awarded in all major fields upon completion of the appropriate music and academic requirements. These programs are described in “Program Components and Requirements” and listed in “Course Requirements by Major”. The four-year Bachelor of Music program combines intensive study in a specific concentration with coursework in the Techniques of Music and in the liberal arts. Students build a solid foundation for careers as professional musicians. In accordance with the requirements of New York State, at least 25 percent of the credits in each degree program are in liberal arts courses.

Bachelor of Science Degree (BS)

The Bachelor of Science degree is awarded in all major fields. The Bachelor of Science has the same major requirements as the Bachelor of Music, but 50% of the total degree credits must be liberal arts. These additional credits may be from, but are not limited to, the following fields: humanities, the natural sciences, the social sciences, and the cognitive sciences. Students transferring from other post-secondary institutions may find that they have already completed many of the additional liberal arts credits.

Undergraduate Diploma (UDPL)

The Undergraduate Diploma is awarded in all major fields upon successful completion of the Bachelor of Music program minus the following courses: Introduction to Undergraduate Studies, Introduction to Humanities, English Composition, Western Civilization I and II, Fine Arts I and II, and World Literature I and II.

Graduate Programs

The graduate programs available at Mannes are the Master of Music (MM) degree and the Professional Studies Diploma. Both graduate programs require two years (four semesters) of full-time study, defined as a minimum of 12 graduate credits per semester. Transfer credits from other graduate programs are not allowed, except for Introduction to Graduate Studies (a course in resource materials and research methods for MM students).

Master of Music Degree (MM)

The Master of Music degree is awarded in all major fields upon completion of the requirements described in “Program Components and Requirements” and listed in “Course Requirements by Major”. The two-year Master of Music degree program combines advanced study in a specific concentration with coursework. It develops broad musical expertise and artistically sound interpretive skills. Students are required to take major lessons and participate in performance classes throughout their residency.

Professional Studies Diploma Program (PDPL)

The Professional Studies Diploma program is a full-time post-master’s advanced course of study designed to develop professional skills in the area of study. All students are required to take major lessons in each of their four semesters of residence and earn a minimum of 48 graduate-level credits for program completion. Majors in orchestral instruments are required to participate in the Mannes Orchestra and performance classes every semester and may also be required to participate in chamber music. Majors in voice are required to participate in the Mannes Opera or another vocal performance class every semester. Students choose their courses in consultation with a registration advisor.

MAJORS AND CONCENTRATIONS

Students major in one of the following fields:

Piano
Harpsichord
Orchestral Instruments
Guitar
Voice
Orchestral Conducting
Composition
Theory
Collaborative Piano: Vocal (graduate level only)

Concentrations available within orchestral instruments:

Violin
Viola
Cello
Double Bass
Harp
Flute
Oboe
Clarinet
Saxophone
Bassoon
Horn
Trumpet
Trombone
Tuba
Percussion

Double Majors and Secondary Instruction

Students who apply for and are accepted into more than one major may enroll as double majors. A student pursuing a double major must complete all the requirements for both majors except where those requirements overlap. Students are encouraged to seek advisement from the assistant dean before pursuing this option. Mannes offers no minor fields of concentration. College Division students desiring private lessons outside of their major area may enroll for them through the Extension Division. There are extra charges for both a second major and secondary instruction.

PROGRAM COMPONENTS AND REQUIREMENTS

Mannes' outstanding curriculum is a synthesis of international styles and schools, incorporating European performance and interpretive disciplines, French solfège, German and Austrian traditions of theory and analysis, and pragmatic modern American pedagogy.

Mannes students receive private lessons and coaching from faculty members, who are prominent professionals in their fields. Students participate regularly in large and small ensembles, orchestra, and opera. A basic part of a Mannes education is Techniques of Music, an intensive course of instruction in musical skills and theory. Throughout their studies, all undergraduate students follow this curriculum, created by students of the Viennese theorist Heinrich Schenker. It provides thorough and rigorous instruction in ear training, sight-singing, dictation, keyboard harmony, score reading, theory, and musical analysis.

General Education at the University

The New School's academic programs are designed to prepare students to be productive citizens in the 21st century. In addition to mastery of discipline-specific competencies, the university expects all of its graduates to be able to demonstrate the capacity to think critically; to analyze quantitative and/or scientific constructs; to communicate effectively both orally and in writing; and use appropriate technologies as tools for collecting information.

Private Study with a Major Teacher

Performance and composition majors are entitled to one hour per week of private instruction in their major field throughout the academic year (30 lessons per year). When applicants fill out an application to Mannes, they may request a teacher or teachers. If they do so, they should list all preferences in ranked order. If an applicant lists no preferences, or the listed teachers are unavailable, a teacher will be assigned. Students with questions or concerns about the major lessons should consult with the associate dean in a timely way. Students may change their major teacher only once during a given program of study; they should initiate that process by speaking with the associate dean.

Performance Classes

Students majoring in instruments or in voice participate in a variety of ensemble classes as a required part of their course of study. These classes include The Mannes Orchestra, The Mannes Chorus, The Mannes Opera (through a separate audition), instrumental performance classes, vocal performance classes, and chamber music groups for many combinations of instruments and voice.

Techniques of Music

Well-schooled musicians hear accurately, read fluently, and write with awareness of musical meaning and syntax. They can analyze works of varying styles and periods with insight into their structural and stylistic characteristics. The renowned Techniques of Music curriculum enables students to

coordinate their studies in these four areas with work in their major field.

In the four years of the undergraduate Techniques of Music program, increasingly challenging demands are made upon the student. In the first two years, students are introduced to the basic technical elements of their art. Students learn to read in the various clefs; they acquire the ability to identify by ear the specific rhythmic, melodic, and harmonic events occurring in music of relative simplicity; they master the fundamental concepts of harmony and counterpoint; and they become acquainted with principles of musical form. These studies serve as the basis for the more advanced work undertaken in the third and fourth years: reading and hearing more complex music, including orchestral scores, and writing and executing keyboard work in a variety of styles. In analysis classes, students are asked not merely to label chords or identify thematic groups and sections but to hear and understand musical works as unified wholes in which each detail relates to both an immediate and a larger context. This analytic approach is based on the pioneering work of Heinrich Schenker as developed at the college by Felix Salzer. The written, aural, and keyboard studies also reflect Schenker's concept of structure, tonal coherence, and musical direction.

Undergraduate Academic Studies

Mannes educates complete musicians. Its academic program introduces students to the major areas of intellectual achievement, with particular reference to Western culture, past and present. Students in these courses develop a critical grasp of world history and insight into contemporary meanings and values. Students can supplement academic studies with courses from other divisions at The New School.

Undergraduate and Graduate Electives

A certain number of elective courses are required of all degree and diploma students. Although electives play a small role in the undergraduate programs, they make up a significant part of the MM and PDPL programs. Various elective courses are offered each semester in the College Division at Mannes. Some of the courses offered in the Mannes Extension Division are available to college students for undergraduate elective credit. In addition, undergraduate students may choose from a wide variety of electives at other divisions of The New School, many of which are available at no extra cost to the student. Graduate students are welcome to audit foreign language courses at The New School at no charge. Students meet with academic advisors to select classes during each registration period.

OTHER REQUIREMENTS

Undergraduate Students

To earn an undergraduate degree or diploma, students must have a minimum 2.0 cumulative GPA and complete departmental requirements. All candidates for the Bachelor of Science degree, Bachelor of Music degree, and Undergraduate Diploma must be in residence for a minimum of two academic

years. A four-year residency is required for first-time freshmen.

The following regulations apply to all undergraduate performance majors:

1. A performance examination, held before a jury of college faculty members from the student's major field (or a closely related one) and senior members of the administration, is required in each year of residency. These examinations are held in April of each year for all students.
2. The senior-year final examination consists of a performance drawn from a full-length program of suitably demanding works. Jurors attend the graduation recitals of conducting majors, who perform specially arranged programs.
3. A graduation recital is required. It can be performed at Mannes or at an outside venue. All undergraduate recitals performed at Mannes must be performed during the fall semester of the senior year.

Composition majors are required to submit five completed compositions, in fair copy, to a jury consisting of members of the composition faculty. These works should use various performance media and must include an orchestral composition. Guidelines for the other required pieces are developed by the composition department in cooperation with the administration.

Graduate Students

To earn a graduate degree or diploma, students must have a minimum 3.0 cumulative GPA and complete departmental requirements. All candidates for the Master of Music degree and the Professional Studies diploma must be in residence for four semesters. Candidates for the MM and PDPL must complete their degree requirements within five years of their initial enrollment.

The following requirements apply to all graduate performance majors:

1. A performance examination, played before a jury of college faculty members from the student's major field (or a closely related one) and senior members of the administration, is required in each year of residency. These examinations are held in April of each year for all students. Special juries may be available in December only for those eligible for December graduation.
2. Second-year final examinations for MM students consist of a performance drawn from a full-length program of suitably demanding works. Jurors attend the graduation recitals of conducting majors, who perform specially arranged programs.
3. A graduation recital of suitably demanding works is required for MM candidates and PDPL candidates. It may be given at any time during the second year of study. Conducting majors are required to conduct a substantial work with a student orchestra.
4. Candidates for the Master of Music degree in performance areas are also required to play in, and provide suitable documentation for, two professional outside performances,

which can take place at any time during their course of graduate study.

COURSE REQUIREMENTS BY MAJOR

This section outlines coursework and credits required for completion of each program at Mannes.

UNDERGRADUATE

Requirements for the Bachelor of Science degree and the Undergraduate Diploma differ. For more information, see "Degree and Diploma Programs". The UDPL HEGIS code is 5610.00 for all programs.

Bachelor of Music Program

Piano	HEGIS 1004.00
Harpichord	HEGIS 1004.00

First Year	Credits
Major Lessons	8
Theory I	6
Ear Training I	2
Dictation I	2
Chorus	2
Piano Sight-Reading*	2
Introduction to Undergraduate Studies	2
Introduction to Humanities	1.5
English Composition	1.5
Total	27

Second Year	Credits
Major Lessons	8
Theory II	4
Ear Training II	2
Dictation II	2
Keyboard I	2
Chorus	2
Piano Ensemble*	2
History of Music I	4
Western Civilization I & II	6
Total	32

Third Year	Credits
Major Lessons	8
Theory III	4
Ear Training III	2
Dictation III	2
Analysis I	4
Keyboard II	2
Chamber Music**	2
History of Music II	4
Fine Arts I & II	6
Total	34

Fourth Year	Credits
Major Lessons	8
Theory IV	2
20th-Century Theory	3
Ear Training IV	2
Dictation IV	2
Analysis II	3
Score Reading	2
Keyboard III	2
Piano Pedagogy*	3
Chamber Music**	2
World Literature I & II	6
Graduation Recital	0
Electives	3
Total	38
Four-year total	131

*Harpichord majors replace Piano Sight-Reading, Piano Ensemble, and Piano Pedagogy with Baroque Chamber Players and additional electives by advisement.
 ** Chamber music credits cannot be used to fulfill the electives requirement.

Bachelor of Music Program

Orchestral Instruments: HEGIS 1004.00
Cello, Double Bass, Harp, Percussion, Viola, Violin

First Year	Credits
Major Lessons	8
Theory I	6
Ear Training I	2
Dictation I	2
Piano Class I	2
Chamber Music**	2
Performance Class*	2
Orchestra	4
Introduction to Undergraduate Studies	2
Introduction to Humanities	1.5
English Composition	1.5
Total	33

Second Year	Credits
Major Lessons	8
Theory II	4
Ear Training II	2
Dictation II	2
Piano Class II	2
Chamber Music**	2
Performance Class*	2
Orchestra	4
History of Music I	4
Western Civilization I & II	6
Total	36

Third Year	Credits
Major Lessons	8
Theory III	4
Ear Training III	2
Dictation III	2
Analysis I	4
Chamber Music**	2
Performance Class*	2
Orchestra	4
History of Music II	4
Fine Arts I & II	6
Total	38

Fourth Year	Credits
Major Lessons	8
Theory IV	2
20th-Century Theory	3
Ear Training IV	2
Dictation IV	2
Analysis II	3
Chamber Music**	2
Performance Class*	2
Orchestra	4
World Literature I & II	6
Graduation Recital	0
Electives	3
Total	37
Four-year total	144

*Performance class requirement for harp dependent upon enrollment

**Chamber Music credits cannot be used to fulfill the electives requirement

Bachelor of Music Program

Orchestral Instruments: HEGIS 1004.00
Bassoon, Clarinet, Flute, Horn, Oboe, Saxophone, Trumpet,
Trombone, Tuba

First Year	Credits
Major Lessons	8
Theory I	6
Ear Training I	2
Dictation I	2
Piano Class I	2
Chamber Music**	2
Performance Class*	2
Orchestra	4
Ensemble Class	2
Introduction to Undergraduate Studies	2
Introduction to Humanities	1.5
English Composition	1.5
Total	35

Second Year	Credits
Major Lessons	8
Theory II	4
Ear Training II	2
Dictation II	2
Piano Class II	2
Chamber Music**	2
Performance Class*	2
Orchestra	4
Ensemble Class	2
History of Music I	4
Western Civilization I & II	6
Total	38

Third Year	Credits
Major Lessons	8
Theory III	4
Ear Training III	2
Dictation III	2
Analysis I	4
Chamber Music**	2
Performance Class*	2
Orchestra	4
Ensemble Class	2
History of Music II	4
Fine Arts I & II	6
Total	40

Fourth Year	Credits
Major Lessons	8
Theory IV	2
20th-Century Theory	3
Ear Training IV	2
Dictation IV	2
Analysis II	3
Chamber Music**	2
Performance Class*	2
Orchestra	4
Ensemble Class	2
World Literature I & II	6
Graduation Recital	0
Electives	3
Total	39
Four-year total	152

*Performance class requirement for saxophone dependent upon enrollment.

** Chamber music credits cannot be used to fulfill the electives requirement.

Bachelor of Music Program

Guitar

HEGIS 1004.00

First Year	Credits
Major Lessons	8
Theory I	6
Ear Training I	2
Dictation I	2
Piano Class I	2
Chorus	2
Guitar Survey	2
Fingerboard Harmony	2
Introduction to Undergraduate Studies	2
Introduction to Humanities	1.5
English Composition	1.5
Total	31

Second Year	Credits
Major Lessons	8
Theory II	4
Ear Training II	2
Dictation II	2
Piano Class II	2
Chorus	2
Guitar Performance Class	2
History of Music I	4
Western Civilization I & II	6
Total	32

Third Year	Credits
Major Lessons	8
Theory III	4
Ear Training III	2
Dictation III	2
Analysis I	4
Guitar Performance Class	2
Guitar Ensemble	2
History of Music II	4
Fine Arts I & II	6
Total	34

Fourth Year	Credits
Major Lessons	8
Theory IV	2
20th-Century Theory	3
Ear Training IV	2
Dictation IV	2
Analysis II	3
Guitar Performance Class	2
Guitar Ensemble	2
World Literature I & II	6
Graduation Recital	0
Electives	3
Total	33
Four-year total	130

Bachelor of Music Program

Voice

HEGIS 1004.00

First Year	Credits
Major Lessons	8
Theory I	6
Ear Training I	2
Dictation I	2
Piano Class I	2
Chorus	2
Introduction to Undergraduate Studies	2
Introduction to Humanities	1.5
English Composition	1.5
Italian Language	4
Italian Diction	2
Total	33

Second Year	Credits
Major Lessons	8
Theory II	4
Ear Training II	2
Dictation II	2
Piano Class II	2
Chorus	2
Stage Movement for Singers	2
History of Music I	4
Western Civilization I & II	6
German Language	4
German Diction	2
Total	38

Third Year	Credits
Major Lessons	8
Theory III	4
Ear Training III for Singers	2
Dictation III	2
Analysis I	4
Performance Class	4
Acting for Singers	2
History of Music II	4
Fine Arts I & II	6
French Language	4
French Diction	2
Total	42

Fourth Year	Credits
Major Lessons	8
Theory IV	2
20th-Century Theory	3
Ear Training IV for Singers	4
Sight-Reading for Singers	0
Performance Class	4
English Diction	2
World Literature I & II	6
Graduation Recital	0
Electives	3
Total	32
Four-year total	145

Bachelor of Music Program

Theory HEGIS 1004.10

First Year	Credits
Major Lessons	8
Theory II	4
Ear Training II	2
Dictation II	2
Keyboard I	2
Chorus	2
Introduction to Undergraduate Studies	2
English Composition	1.5
Introduction to Humanities	1.5
Total	25

Second Year	Credits
Major Lessons	8
Theory III	4
Ear Training III	2
Dictation III	2
Keyboard II	2
Analysis I	4
Chorus	2
History of Music I	4
Western Civilization I & II	6
Total	34

Third Year	Credits
Theory Pedagogy	6
Tonal Composition	4
Ear Training IV	2
Dictation IV	2
Keyboard III	2
Analysis II	3
German or French I	4
History of Music II	4
Fine Arts I & II	6
Total	33

Fourth Year	Credits
Ear Training Pedagogy	6
Score Reading	2
20th-Century Theory	3
Orchestration I	2
Composition Class	4
Current Research in Theory	2
German or French II	4
World Literature I & II	6
Elective	3
Total	32
Four-year total	124

Prerequisites: Theory I, Ear Training I, Dictation I.

Bachelor of Music Program

Composition* HEGIS 1004.10

First Year	Credits
Major Lessons	8
Theory I	6
Ear Training I	2
Dictation I	2
Piano Class I	2
Chorus	2
Introduction to Undergraduate Studies	2
Introduction to Humanities	1.5
English Composition	1.5
Total	27

Second Year	Credits
Major Lessons	8
Theory II	4
Ear Training II	2
Dictation II	2
Keyboard I	2
Orchestration I	2
Piano Class II	2
Chorus	2
History of Music I	4
Western Civilization I & II	6
Total	34

Third Year	Credits
Major Lessons	8
Theory III	4
Ear Training III	2
Dictation III	2
Analysis I	4
Keyboard II	2
Orchestration II	2
History of Music II	4
Fine Arts I & II	6
Total	34

Fourth Year	Credits
Major Lessons	8
Tonal Composition	4
20th-Century Theory	3
Ear Training IV	2
Dictation IV	2
Analysis II	3
Keyboard III	2
Score Reading	2
World Literature I & II	6
Performance of Student Compositions	0
Electives	3
Total	35
Four-year total	130

*Applicants in composition are generally admitted at the second-year level or higher in Techniques of Music courses.

Bachelor of Music Program

Orchestral Conducting* HEGIS 1004.00

First Year	Credits
Major Lessons	8
<i>Conducting Class</i>	0
<i>Repertory Orchestra</i>	0
Theory I	6
Ear Training I	2
Dictation I	2
Piano Class I	2
Orchestra	4
Introduction to Undergraduate Studies	2
Introduction to Humanities	1.5
English Composition	1.5
Total	29

Second Year	Credits
Major Lessons	8
<i>Conducting Class</i>	0
<i>Repertory Orchestra</i>	0
Theory II	4
Ear Training II	2
Dictation II	2
Keyboard I	2
Orchestration I	2
Piano Class II	2
Orchestra	4
History of Music I	4
Western Civilization I & II	6
Total	36

Third Year	Credits
Major Lessons	8
<i>Conducting Class</i>	0
<i>Repertory Orchestra</i>	0
Theory III	4
Ear Training III	2
Dictation III	2
Analysis I	4
Keyboard II	2
Orchestration II	2
Orchestra	4
History of Music II	4
Fine Arts I & II	6
Total	38

Fourth Year	Credits
Major Lessons	8
<i>Conducting Class</i>	0
<i>Repertory Orchestra</i>	0
Theory IV	2
20th-Century Theory	3
Ear Training IV	2
Dictation IV	2
Analysis II	3
Keyboard III	2
Score Reading	2
Orchestra	4
World Literature I & II	6
Graduation Recital	0
Electives	6
Total	40
Four-year total	143

*Preference given to those who enter at an advanced level in Techniques of Music.

GRADUATE

Master of Music Degree

Orchestral Instruments: HEGIS 1004.00
Cello, Double Bass, Harp, Percussion, Viola, Violin

Courses	Credits
Major Lessons	24
Chamber Music**	4
Orchestra	8
Analysis for Graduate Students I	3
Introduction to Graduate Studies	3
Professional Performance Obligation	2
Graduation Recital	0
Performance Class*	4
Electives (including one Seminar class)	6
Total	54

Prerequisites:

Theory II, Dictation II, Music History I and II

*Performance class requirement for harp dependent upon enrollment

**Chamber Music credits cannot be used to fulfill the electives requirement

Master of Music Degree

Orchestral Instruments: HEGIS 1004.00
Bassoon, Clarinet, Flute, Horn, Oboe, Saxophone, Trumpet, Trombone, Tuba

Courses	Credits
Major Lessons	24
Chamber Music**	4
Orchestra	8
Analysis for Graduate Students I	3
Introduction to Graduate Studies	3
Professional Performance Obligation	2
Graduation Recital	0
Performance Class*	4
Ensemble Class	4
Electives ((including one Seminar class)	6
Total	58

Prerequisites:

Theory II, Dictation II, Music History I and II

*Performance class requirement for saxophone dependent upon enrollment

**Chamber Music credits cannot be used to fulfill the electives requirement

Master of Music Degree

Piano, Guitar, Harpsichord HEGIS 1004.00

Courses	Credits
Major Lessons	24
Chamber Music*	4
Analysis for Graduate Students I	3
Introduction to Graduate Studies	3
Professional Performance Obligation	2
Graduation Recital	0
Electives (including one Seminar class)	12
Total	48

Prerequisites: Piano/Guitar: Theory II, Dictation II, Music History I and II

Harpsichord: Theory II, Dictation II, Keyboard III, Music History I and II

*Chamber Music credits cannot be used to fulfill the electives requirement

Master of Music Degree

Voice HEGIS 1004.00

Courses	Credits
Major Lessons	24
Performance Class/Ensemble	8
Graduate Diction: Italian/German/French/English	4-8*
Ear Training and Score Reading for Graduate Students I	2
Ear Training and Score Reading for Graduate Students II	2
Analysis for Graduate Students I	3
Graduate Vocal Forum	4
Introduction to Graduate Studies	3
Professional Performance Obligation	2
Graduation Recital	0
Electives (including one Seminar class)	4
Total	56-60

Prerequisites:

Theory I, Dictation II, Piano I, Music History I and II

*Students are placed into full-year or semester courses according to level

Master of Music Degree

Theory HEGIS 1004.10

Courses	Credits
Tutorials	8
Analysis for Graduate Students II	3
Theory Pedagogy	2
Analysis Pedagogy	2
Techniques of the Modern Era	2
Introduction to Graduate Studies	3
Graduate Keyboard	2
Graduate Score Reading	2
Theory Seminars	4
Ear Training Pedagogy	4
Dictation Pedagogy	4
Advanced Schenkerian Analysis	4
Writing Projects	2
Electives	6
Total	48

Prerequisites: Tonal Composition, Analysis I, Ear Training IV, Dictation IV, Keyboard III, Score Reading, 20th-Century Theory, Music History I and II, German I

Master of Music Degree

Orchestral Conducting

HEGIS 1004.00

Courses	Credits
Major Lessons	24
<i>Conducting Class</i>	0
<i>Repertory Orchestra</i>	0
Orchestra	8
Techniques of the Modern Era	2
Graduate Score Reading	2
Analysis for Graduate Students II	3
Dictation V	2
Introduction to Graduate Studies	3
Professional Performance Obligation	2
Graduation Recital	0
Electives (<i>including one Seminar class</i>)	6
Total	52

Prerequisites: Theory IV, Analysis I, Ear Training IV, Dictation IV, Keyboard III. Score Reading, 20th-Century Theory, Music History I and II

Master of Music Degree

Composition

HEGIS 1004.10

Courses	Credits
Major Lessons	24
Techniques of the Modern Era	2
Graduate Score Reading	2
Analysis for Graduate Students II	3
Dictation V	2
Composition Forum	4
Introduction to Graduate Studies	3
Performance of Student Compositions	0
Electives (<i>including one Seminar class</i>)	10
Total	50

Prerequisites: Tonal Composition, Analysis I, Orchestration II, Ear Training III, Dictation IV, Keyboard III, Score Reading, 20th-Century Theory, Music History I and II

Master of Music Degree

Collaborative Piano: Vocal

HEGIS 1004.00

Courses	Credits
Major Lessons	24
Vocal Accompaniment for Pianists	8
Diction: Italian/German/French/English	4-8*
Chamber Music (by advisement)	2
Analysis for Graduate Students I	3
German Lieder	4
French Art Song	4
Opera Practicum/Electives (<i>by advisement of the Director of the program</i>)	4
Introduction to Graduate Studies	3
Professional Performance Obligation	2
Studio Accompanying (5 hours per week)	0
Graduation Recital	0
Elective Seminar class	2
Total	60-64

Prerequisites: Theory II, Ear Training II, Dictation II, Keyboard II, Music History I and II, proficiency in two languages (choice of Italian, French, or German)

*Students are placed into full-year or semester courses according to level

PROFESSIONAL STUDIES DIPLOMA

Sample Schedules by Program

Professional Studies Diploma

Orchestral Instruments: HEGIS 1004.00
Cello, Double Bass, Harp, Percussion, Viola, Violin

Courses	Credits
Major Lessons	24
Orchestra	8
Chamber Music	4
Performance Class*	4
Graduation Recital	0
Electives by advisement**	Minimum of 8

Total Minimum of 48

*Performance class requirement for harp dependent upon enrollment

**Chamber Music credits cannot be used to fulfill the electives requirement

Professional Studies Diploma

Orchestral Instruments: HEGIS 1004.00
Bassoon, Clarinet, Flute, Horn, Oboe, Saxophone, Trumpet,
Trombone, Tuba

Courses	Credits
Major Lessons	24
Orchestra	8
Chamber Music	4
Performance Class*	4
Graduation Recital	0
Electives by advisement**	Minimum of 8

Total Minimum of 48

*Performance class requirement for saxophone dependent upon enrollment

**Chamber Music credits cannot be used to fulfill the electives requirement

Professional Studies Diploma

Piano, Guitar, Harpsichord HEGIS 1004.00

Courses	Credits
Major Lessons	24
Graduation Recital	0
Electives by advisement	Minimum of 24

Total Minimum of 48

Professional Studies Diploma

Orchestral Conducting HEGIS 1004.00

Courses	Credits
Major Lessons	24
Conducting Class	0
Repertory Orchestra	0
Orchestra	8
Graduation Recital	0
Electives by advisement	Minimum of 16

Total Minimum of 48

Professional Studies Diploma

Composition HEGIS 1004.10

Courses	Credits
Major Lessons	24
Performance of Student Compositions	0
Electives by advisement	Minimum of 24

Total Minimum of 48

Professional Studies Diploma

Theory HEGIS 1004.10

Courses	Credits
Major Lessons	24
Electives by advisement	Minimum of 24

Total Minimum of 48

Professional Studies Diploma

Voice HEGIS 1004.00

Courses	Credits
Major Lessons	24
Vocal Performance Requirement	8
Graduation Recital	0
Electives by advisement	Minimum of 16

Total Minimum of 48

Professional Studies Diploma

Collaborative Piano: Vocal HEGIS 1004.00

Courses	Credits
Major Lessons	24
Vocal Accompaniment for Pianists	8
Opera Practicum/Electives (by advisement of the Director of the program)	4
Studio Accompanying (3 hours per week)	0
Graduation Recital	0
Electives by advisement*	Minimum of 12

Total Minimum of 48

Prerequisites: Proficiency in two languages (choice of Italian, French, or German); proficiency in Italian, French, German, and English diction

*Chamber Music credits cannot be used to fulfill the electives requirement

ADMISSION, FINANCIAL AID, AND TUITION AND FEES

ADMISSION

For more information about applying to one of Mannes' degree programs, email mannesadmissions@newschool.edu, call 212.580.0210 x4862, or visit our website at www.newschool.edu/mannes.

FINANCIAL AID

Two types of support are available to new and returning students at Mannes: need-based awards, administered by the New School Office of Student Financial Services, and merit-based awards, recommended by the Mannes College Scholarship Committee and processed by The New School.

For information about need-based awards, view the information available at newschool.edu/student-services.aspx, or call Student Financial Services directly at 212.229.8930. See also "University Policies and Information: Student Financial Services".

Merit-based awards are based not on financial need but on evidence of outstanding musical talent, ability, and achievement. The level of award is determined at the initial audition as part of the acceptance package. Continuing students at Mannes can expect to retain their merit scholarships each year provided that they remain in good academic standing and demonstrate steady progress toward degree completion. Continuing students with poor progress in the major area, poor progress in classes, low grade point averages (below 3.0 for graduates and 2.0 for undergraduates), or serious disciplinary problems may have their awards reduced or eliminated. Students who do not successfully fulfill their performance responsibilities may also have their awards reduced or eliminated.

In extraordinary situations, and as funds allow, a continuing student may have his or her award increased because of outstanding achievement during the previous year or years. No student should enter the school anticipating a significant increase in merit award or requiring such an increase to complete his or her studies.

All decisions about merit-based awards for new and continuing students are made by the Mannes Scholarship Committee, which consists of faculty and administrators selected from across the spectrum of performance and academic areas. Inquiries about merit-based awards should be made by email to mannescholarships@newschool.edu.

TUITION INFORMATION

Tuition information per term (12 or more credits) for the 2011–2012 academic year is as follows:

Degree Course (BM, BS, MM) full-time	\$17,970
Undergraduate Diploma full-time	\$17,970
Professional Studies Diploma full-time	\$12,745

Lessons for a second major	\$4,215
ESL coursework (per course)	\$1,055

For students with more than one major, the tuition is the cost of the full-time course plus the cost of the second set of major lessons.

FEE INFORMATION

Fee information for the 2011–2012 academic year is as follows:

Application fee (nonrefundable)	\$100
Tuition deposit (new students, nonrefundable)	\$500
University Services Fee (per term)	\$130
Student Senate Fee (per term)	\$5
University Health Services Fee (per term)	\$285
University Health Insurance Plan (may be waived)	\$2,053
Dishonored check fee	\$30
Late registration fee	\$150
Late tuition payment fee	\$150

New School Housing offers dormitory housing to Mannes students. For room and board information, see www.newschool.edu/student-services.

BILLING AND PAYMENT INFORMATION

See billing, payment, and refund policies on page 44.

TRANSCRIPT EVALUATION

FOREIGN TRANSCRIPT TRANSLATION POLICY

International students must have their official transcripts translated into English by a participating member of NACES (www.naces.org). The New School's preferred provider is World Education Services, Inc. (www.wes.org). Untranslated and unevaluated documents will not be accepted.

TRANSFER CREDIT POLICY

Applicants from other colleges or universities must follow the admission procedures as outlined and have official transcripts sent from secondary schools and colleges attended. Once accepted, transfer students may receive credit toward the Mannes degree pending results of entrance tests, interviews, and transcript evaluation.

Courses in the humanities will be considered for undergraduate transfer credit provided the student earned a grade of B- or higher. Students with more specific questions about transfer credits should contact the assistant dean.

Transfer credits from other graduate programs are not allowed, except for Introduction to Graduate Studies (a course in resource materials and research methods for MM students).

The New School does not transfer grades or grade points from other schools. Credits only are transferred.

CREDITS BY EXAM

Undergraduate students take a battery of placement tests before beginning their studies and a significant percentage of them are exempt from one or more courses as a result of these tests. Mannes issues credits by exam to entering undergraduate students and lists exempted courses and credits granted on their transcript.

ADVISEMENT AND REGISTRATION

REGISTRATION ADVISEMENT

Each student's program is designed under the supervision of the assistant dean to insure regular progress toward completion of the degree or diploma. Students are responsible for ensuring they meet all the requirements for their program. Students meet privately with a registration advisor twice a year to review past work and choose future courses. Changes in schedule are also handled by registration advisors at the beginning of each semester during the posted "add/drop" period. It is the student's responsibility to meet with advisors during the scheduled registration periods; late registration will result in additional charges. The college reserves the right to cancel any class because of low enrollment or circumstances beyond its control.

For more information about registration, visit www.newschool.edu/student-services/registrar.

REGISTRATION SCHEDULE

Current Students

In order to reserve a place in the college for the following fall, currently enrolled students must complete registration each spring according to the posted advising and registration schedule. Spring registration for continuing students is completed each fall according to the posted schedule.

New Students

The assistant dean informs all new students of the registration procedure upon payment of the nonrefundable \$500 tuition deposit and submission of an Intent to Enroll form to the Office of Admission.

Registration Holds

In the event that a student has failed to satisfy requirements for documentation, payment, or return of library materials, 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. MyNewSchool will indicate the type of hold and contact information 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 registration fee.

Adding or Dropping Courses, Program Changes, and Withdrawals

To add or drop a course, a student should contact his or her advisor for approval and instructions. All course changes are made in ALVIN at my.newschool.edu and are processed through the registration advisor.

Please note that class attendance and/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.

The following deadlines apply for students adding and dropping on site in all degree and diploma programs:

Adding a course	Through the second week of the semester
Dropping a course	Through the third week of the semester
Withdrawal	After the third week of the semester and
with a grade of W	through the seventh week of the semester
Withdrawal	After the seventh week of the semester with a grade of WF

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

Withdrawing with a Grade of W

A grade of W indicates withdrawal from a course without academic penalty. Permission must be obtained from an advisor. The course will appear on the student's transcript with a grade of W and is not counted in the cumulative grade point average.

Late Registration Fee and Late Payment Fee Policy

(This policy does not apply to newly admitted students during their first semester.)

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

Spring Registration: 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 neglect to register until after January 10 will be charged a late registration fee of \$150.

This policy applies to all continuing degree and diploma students except students returning from a leave of absence.

How to Avoid the Late Payment Fee and Late Registration Fee:

1. If at all possible, register for fall courses in April and for spring courses in November. Advisors may not be available during the summer months. Check with your advisor for his or her availability.
2. Complete the financial aid application process as quickly and efficiently as possible. Do not delay in submitting critical documents. Check with the Financial Aid Office if you have any questions or concerns about your financial aid package.

3. Sign up for the payment plan on time. Check with Student Financial Services if you need an application or have a question.

4. Check your student account at my.newschool.edu on a regular basis to see if any charges have been added to your account. Take care of any charges promptly.

5. An electronic invoice (e-bill) for the fall semester will be available online in mid-July. For the spring semester, electronic invoices will be ready for viewing online the first week in December. Invoices will be available only to registered students. If a balance remains on your account after tuition, housing, and other fees have been charged, take care of the balance due by the payment deadline date.

6. If you will be receiving a third-party reimbursement, be sure to submit the appropriate documents to Student Financial Services by the payment deadline date.

7. If you are unable to pay the balance by the payment deadline date, contact the Financial Aid Office and Student Financial Services promptly. You must make arrangements to pay by the payment deadline date.

Appeals: If you are charged the late payment fee or late registration fee and have extenuating circumstances that warrant a review of the fee, you may appeal by writing a letter stating your case and attaching appropriate documentation. The appeal must be received before October 15 for the fall term and before February 15 for the spring term. You will be required to pay the fee 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 University Registrar
79 Fifth Avenue, 5th floor
New York, NY 10003

MANNES OFFICE OF RECORDS AND REGISTRATION

The Mannes Office of Records and Registration provides the following services: fulfillment of transcript requests, enrollment verifications, changes of permanent address, graduation petitions, degree verifications, and issuing diplomas.

Degree Verifications

The New School has authorized the National Student Clearinghouse to provide degree verifications. The National Student Clearinghouse can be contacted at:

Web: www.degreeverify.com

Telephone: 703.742.4200

Fax: 703.742.4239

Email: degreeverify@studentclearinghouse.org

Mail: National Student Clearinghouse
13454 Sunrise Valley Drive, Suite 300
Herndon, VA 20171

Enrollment Verifications

The New School has authorized the National Student Clearinghouse to act as its agent for verification of student enrollment status.

Students can print an Official Enrollment Verification Certificate through ALVIN at my.newschool.edu for current or past semesters. This Enrollment Verification Certificate can be presented to health insurance agencies, housing authorities, banks, etc., and provides official evidence of enrollment at The New School. Students who have a specific form that needs to be completed should contact the Office of Records and Registration.

Academic Transcripts

An official transcript carries the Registrar's signature and The New School seal, and documents a student's permanent academic record at the university. Students may request a copy of their transcript, to be mailed to the address of their choosing (including other colleges and institutions), by submitting an official request to the Mannes Office of Records and Registration. Or this may be done online at my.newschool.edu, or by completing the transcript request form available on the web.

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

ACADEMIC REGULATIONS AND PROCEDURES

MATRICULATED STUDENTS

Matriculated students are students accepted by the admission committee and enrolled in a full-time Mannes College division degree or diploma program (BM, BS, UDPL, MM, PDPL). It is not possible to pursue a degree or diploma at Mannes on a part-time basis except under extraordinary circumstances as allowed by the College Division Executive Committee and approved by the assistant dean.

CHANGE OF MAJOR TEACHER

A student may petition the associate dean for a change of major teacher. No change will be implemented during the course of a semester, and the decision is at the associate dean's discretion. Students may change major teachers only once during their course of study for each degree or diploma.

ATTENDANCE POLICIES

The college observes professional standards of attendance for all its performance activities and concerts. The college also requires regular and punctual attendance at all classes, lessons, and rehearsals. Students should inform themselves of the specific attendance policies outlined by instructors at the beginning of each term. Excessive absences may result in lowered grades, failure, or dismissal from a course at the discretion of the instructor in consultation with the assistant dean.

Short-Term Leave

Students are required to be in residence at the college when classes are in session, especially during the final week of classes and exams in each semester. No student may take a leave of absence from the college for professional or personal reasons unless he or she receives permission in advance from the administration. Leaves will be considered for students in excellent academic standing and for a period of time not to exceed two weeks per academic year. Formal requests must be made to the assistant dean well in advance of the departure date. Students in large performing ensembles (e.g., orchestra and opera) should also make sure that their requested absences conform to the regular participation and attendance policies for those groups. In exceptional cases, a leave of absence of more than two weeks may be granted. Such requests should be made to the associate dean.

Leave of Absence

Students in good standing may request an official leave of absence for one or two semesters; such requests should be made to the associate dean. Leaves of absence will be granted only once. Students with approved leaves may resume their full-time studies without re-auditioning or retesting, provided that they inform the associate dean in writing of their intention

to return by the agreed-upon deadline. Leaves granted for medical reasons require appropriate documentation both for exit and for readmittance. A student who withdraws without an official leave of absence or who fails to re-register within the term of an official leave must file a new application and be examined in the regular manner.

Withdrawal

If a student decides not to continue at Mannes, he or she must complete an official Exit Form and have an exit interview with the associate dean. The form and interview ensure proper tracking of the student's record. Information about refunds in cases of leave of absence or withdrawal is provided in "Billing, Payment, and Refund Policies".

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.

EXAMINATIONS

Examinations are given in all subjects at the end of each semester, except the major field of study. Examinations in the major (juries) are held once a year, at which time each student's work is critically evaluated. Students are required to be present at all regularly scheduled examinations during the year. An unexcused absence from any final semester examination may result in an automatic grade of F for that course.

GRADING

Most undergraduate and many graduate courses at Mannes are organized on a yearly basis rather than on a semester basis. However, grades are given in each subject at midyear, and these grades are recorded on the student's transcript. Students receiving an F in any course at midyear are disqualified from continuing in that course. A grade of D in an undergraduate class or C- in a graduate class given at midyear indicates unsatisfactory but not failing work. Students continuing on to the second semester must demonstrate significant improvement in order to pass the course.

Incomplete Grades: A grade of I (Incomplete) is given by a faculty member only at the request of the student and with the approval of the assistant dean. Students must complete the Request for a Grade of Incomplete Form with their instructors to request a grade of Incomplete.

Undergraduate students must complete the outstanding course requirements by the end of the seventh week of the following fall semester for spring and summer courses and by the end of the seventh week of the following spring semester for fall courses or receive a permanent grade of WF. Graduate

students must complete the outstanding course requirements within a year from the last class meeting or receive a permanent grade of WF.

All credit-bearing degree requirements must be taken for standard letter grade, except for those few courses specifically set up for a Pass/Unsatisfactory evaluation.

Grade	Point
A = Excellent	4.0
A- = Very High Quality	3.7
B+ = High Quality	3.3
B = Very Good	3.0
B- = Good	2.7*
C+ = Above Average	2.3
C = Average	2.0
C- = Below Average	1.7
D = Poor	1.0
F = Failure	0.0
WF = Withdrawal and Failure	0.0
W = Withdrawal before eighth week of class	
P = Pass	
U = Unsatisfactory	
I = Incomplete	

**A grade of B- or lower in the major field of study and in certain performance classes is considered unsatisfactory and may result in action by the Academic Standing Committee.*

The grade of D is available for undergraduate courses only; the lowest passing grade for graduate students is C-. Students who fail a required Fundamentals class are subject to dismissal.

Repeated Course Policy

With divisional approval, graduate students with a grade of B- or below and undergraduate students with a grade of F or WF are eligible to repeat up to three courses during a single degree program. Although the initial grade will appear on the transcript, the grade earned the second time will be computed in the grade point average, and the previous grade will drop out of the cumulative GPA.

Students must submit an approved form at the time of registration. Repeated courses may not be counted twice toward fulfillment of graduation requirements, nor may they be counted twice for loan or New York Tuition Assistance Program (TAP) certification.

Grade Appeals

Students may petition for an academic grade review by following the procedure outlined below within 60 days after the grade was issued. Before deciding to appeal for a grade change, the student should request a verbal explanation of the basis of the grade from the instructor. If the student is not satisfied with the explanation, he or she may appeal the grade according to the following steps:

1. The student submits a letter outlining any questions and/or objections directly to the faculty member, with a copy to the assistant dean.

2. The instructor submits a written response to the student's letter within one month of receipt, with a copy to the assistant dean.

3. If the student is still unsatisfied after the faculty member's written response, he or she may appeal further by writing to the assistant dean, who will convene an appeals committee to review both letters, clarify any outstanding questions or issues, and make a recommendation to the dean of the college. The dean's decision is final.

ACADEMIC STANDING AND PROGRESS

ACADEMIC STANDING

Dean's List

Mannes undergraduate students must be full-time and have a term GPA of 3.7 to be placed on the Dean's List for any given semester.

Undergraduate Students—University-Wide

All matriculated undergraduate students must earn a 2.0 term GPA and cumulative GPA to remain in good academic standing. Students with less than a 2.0 term GPA or cumulative GPA will be placed on academic probation. Students who earn less than a 2.0 term GPA or cumulative GPA for two consecutive semesters will be dismissed. Any undergraduate earning less than a 1.0 term GPA will be dismissed.

Graduate Students—University-Wide

All matriculated 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 cumulative GPA for two consecutive semesters will be dismissed.

Graduate students must have accumulated at least one half of their required credits by the end of their second semester of residency. Students who have not done so will be subject to probation and may not be allowed to register for additional credits (or equivalency credits) the following semester. In addition, students must meet department and program academic requirements in order to remain in good academic standing in their program.

Mannes Students

Undergraduate and graduate students who meet the requirements above and make regular progress toward degree completion are considered to be in good academic standing. Those who do not are subject to disciplinary action by the Academic Standing Committee. The Academic Standing Committee is made up of administrators and faculty members and is chaired by the assistant dean. It meets each semester to review student progress. Any student who earns a grade of B– or lower in a required course, particularly in courses in their major area, is subject to review by the Academic Standing Committee. Disciplinary actions imposed by the committee include academic warning, probation, and dismissal. An undergraduate student who fails one or more Fundamentals courses in the Techniques of Music curriculum is subject to dismissal.

Academic Warning

The student is informed in writing about areas of weakness and suggested steps for improvement. Lack of improvement or additional poor grades will result in further action by the Academic Standing Committee, including probation or dismissal.

Probation

The student is informed in writing that he or she has failed to achieve an adequate academic record and/or is making unsatisfactory progress in the major. Probationary status constitutes an official warning to the student that he or she will be dismissed from the college if the quality of work does not significantly improve during the next semester. Probationary status may entail loss of eligibility for merit scholarship and may also restrict students from participation in some performance opportunities. Students on probation for two consecutive terms are subject to dismissal.

Dismissal

A student may be dismissed by action of the Academic Standing Committee for poor academic performance, unsatisfactory progress in the major, or infractions of the University Policies Governing Student Conduct. Students who have been dismissed and who wish to return to the college must re-apply through the normal admission process for reinstatement no sooner than one academic year from the date of dismissal. If re-accepted, the student will be on probation for the first academic year of reinstatement.

Academic Dismissal Appeals—University-Wide

Students who are dismissed from their degree program may petition to their dean's office to reverse the decision by filing a formal written appeal. All appeals must be presented in writing, with supporting documentation, within two weeks of receipt of notice of academic dismissal. Students can expect to hear the results of an appeal within two to four weeks of its submission.

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.

Students dismissed on the basis of fall term grades must be notified before spring semester classes begin. If a student's dismissal status is determined after classes begin, he or she will be allowed to attend classes and be placed on probation for the spring term.

At Mannes, the appeals process is handled by the associate dean, who convenes an ad hoc appeals committee consisting of administrators, department heads, or program coordinators, as appropriate.

Academic Standing and Financial Aid

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

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

GRADUATION REQUIREMENTS

General Requirements

Students are solely responsible for knowing and completing the course requirements for their major, as set forth in the Mannes Catalog of their year of entrance. The assistant dean will evaluate transfer credits from other accredited institutions of higher learning.

Undergraduate Requirements

To earn an undergraduate degree or diploma, students must have a minimum 2.0 cumulative GPA and complete departmental requirements. All candidates for the Bachelor of Science degree, Bachelor of Music degree, or Undergraduate Diploma must be in residence for a minimum of two academic years. A four-year residency is required for first-time freshmen.

Graduation Honors

Undergraduates who have completed at least 60 credits in residence for a bachelor's degree and who have a cumulative GPA of 3.7 or better may graduate "With Honors" noted on their diploma and transcript.

Graduate Requirements

To earn a graduate degree or diploma, students must have a minimum 3.0 cumulative GPA and complete departmental requirements. Graduate students who exit the program and then reapply and are readmitted must complete their degree requirements within five years.

Graduation Petitions and Fees

The New School confers degrees twice a year, in January and May. The commencement ceremony for May and January graduates is held in May. All degree requirements, as specified in divisional catalogs, must be completed prior to the graduation date for a degree to be awarded.

Mannes students intending to graduate must file a Graduation Petition Form with the Mannes Office of Records and

Registration and pay the appropriate fee by the following dates:

- For January graduation: no fee before October 1, a \$20 late fee after October 1, and a \$50 late fee after November 1. The final deadline to petition is November 15.
- For May graduation: no fee prior to February 15, a \$20 late fee after February 15, and a \$50 late fee after March 15. The final deadline to petition is March 30.

Please note: Attendees must purchase graduation attire in April from the university supplier. Additional information will be provided in February.

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.

MANNES FACILITIES AND SERVICES

FACILITIES

150 West 85th Street

Mannes offers an ideal environment for music education and creativity. The main building, on West 85th Street, features classrooms, practice rooms, a complete music and listening library, an audio studio, and a computer lab. Mannes has two concert halls, one with 250 seats and one with 65 seats, that host hundreds of performances each year by students, faculty, and artists-in-residence.

Mannes is located on Manhattan's vibrant Upper West Side, a safe, residential neighborhood that is home to hundreds of excellent restaurants, movie theaters, parks, live-music venues, and cozy cafés, not to mention cultural institutions such as the American Museum of Natural History, Symphony Space, and Lincoln Center.

The John Goldmark Practice Center

The John Goldmark Practice Center, within walking distance of the school and adjacent to Lincoln Center, provides additional practice rooms and an opera rehearsal studio. It is located at 37 West 65th Street and is open approximately 60 hours per week.

The Harry Scherman Library

The Scherman Music Library supports degree and diploma programs offered by Mannes College The New School for Music, as well as the rest of The New School and Mannes' nondegree programs in the Extension and Preparatory Divisions. The growing collection is strong in music theory, scores, and performing editions of the classical repertoire. The collection contains approximately 8,000 books, 30,000 scores, 9,000 recordings, 300 video recordings, many music-related periodical titles, specialized databases, and electronic resources.

The Scherman Library is a member of the Research Library Association of South Manhattan (also known as the consortium), which includes the research libraries of The New School, New York University, Cooper Union, Cardozo Law School, the New York Academy of Art, and the New-York Historical Society. The consortium was established to increase access to research resources for matriculated students and faculty teaching in degree-granting programs at these institutions.

Mannes Computer Lab

A seven-workstation lab on West 85th Street's sixth floor provides administrative software (Microsoft Word, Excel, etc.), music composition tools, and email and Internet access to Mannes degree- and diploma-seeking students.

SERVICES

Mannes Writing Center

Each week, Mannes instructors hold open sessions for students seeking help with writing assignments. The Writing Center sessions, usually held in a designated classroom, are available to graduates and undergraduates. Students are encouraged to bring in a completed paper, a draft, an incomplete idea, or just a question or problem they are facing. The bulletin board in Mannes's lobby area provides more detailed information, such as location and times at which the center is functioning.

Techniques of Music Tutoring

The Techniques of Music Department sponsors a free tutoring program for degree students having difficulty in their Techniques of Music courses (especially theory, ear training, and dictation). Students seeking more information about this service should look for a notice in the fifth-floor hallway or inquire in the Dean's Office.

Mannes ESL Instruction

During the academic year, Mannes provides instruction in English as a second language (ESL) for students who require it. Placement into courses in ESL conversation and in ESL writing is by examination during the audition period. There is an additional fee for those courses. Students seeking additional practice in English conversation may meet with Mannes "conversation partners" (students who are native English speakers and have expressed interest in working with international students) at no extra charge.

Mannes Audio Department

Mannes houses an audio studio to support students' recording needs. The Audio Department records student recitals, holds private recording sessions, and edits and duplicates existing recordings for a reasonable fee. Reservations for recordings, arranged through the Mannes Bursar's Office, must be made two weeks before the recital or recording session. To schedule a private recording session, students must reserve the Mannes Concert Hall through the Mannes Concert Office or Goldmark Hall through the Mannes Room Scheduling Desk. Students can request that records be delivered as compact discs, DATs, and/or analog tapes. Students can also hire the Audio Department to videotape their performance.

The Mannes Audio Department offers audiovisual aids to Mannes faculty and administrative staff for use in teaching and job-related presentations. Slide, overhead, and audio equipment (such as portable CD and cassette tape players); classroom stereo systems (including record, CD, and cassette tape players); videocassette recorders; television monitors; and a multimedia cart (including a projection screen) are available. Faculty and staff should make arrangements through the Mannes Dean's Office and the Audio Department.

Concert Office

The Mannes Concert Office assists students and faculty with all aspects of organizing performances, rehearsals, and recording sessions in the Mannes Concert Hall and the John Goldmark Hall and, for Mannes' large ensembles, in outside venues. Consult the Concert Office's Guide to Scheduling Concerts for information about scheduling recitals, printing concert programs, and publicizing performances. Copies are available from the Concert Office, located on Mannes' first floor.

Room Scheduling Desk

Currently registered degree and diploma students may reserve a room for practice or rehearsal in the Mannes building according to the room scheduling policies:

- Submit a request via the online form at <http://www.newschool.edu/mannes/roomrequest/>, allowing 24 hours advanced notice.
- See the room scheduling manager (or assistant) in the Office of Records and Registration (Monday–Friday, 9:30 a.m.–12:30 p.m. and 2:00–4:45 p.m.).
- Call 212.580.0210 x4890.

Piano Maintenance Department

Mannes employs one full-time and one part-time piano technician to maintain the college's pianos. Students using practice rooms and concert facilities are asked to report any problems with Mannes pianos to the Piano Maintenance Department so that the technicians can act appropriately.

Business Office

The Mannes Business Office, located on Mannes' first floor, manages the payroll for student on-campus employment.

COURSE DESCRIPTIONS

PRIVATE INSTRUCTION

Instrument, Voice, and Composition

Students receive one-hour private lessons weekly for each of the 30 weeks of the academic year. Those majoring in instruments or voice are required to pass an examination in their major field before a faculty jury toward the end of the second semester each year. Jury requirements are available on the Mannes website.

1 hour weekly, 2 semesters, 8 credits (undergraduate)/12 credits (graduate)

Theory

In addition to attending classes in Techniques of Music, students majoring in theory receive individual piano lessons during their first two years and are required to pass a piano examination before a faculty jury toward the end of the second semester each year. Jury requirements are available on the Mannes website.

1 hour weekly, 2 semesters, 8 credits

Orchestral Conducting

Conducting majors meet individually and in a small group for lessons, including work with two pianos, and study of symphonic, concerto, and operatic literature. All orchestral conducting students work regularly with the Repertory Orchestra, an instrumental ensemble created specifically to support the orchestral conducting program. Advanced students also have the opportunity to conduct reading sessions, rehearsals, and performances of The Mannes Orchestra at the discretion of the music director.

1 hour weekly, 2 semesters, 8 credits (undergraduate)/12 credits (graduate)

LARGE AND SMALL ENSEMBLES

The Mannes Orchestra

Sight-reading and study of symphonic and operatic literature; rehearsal and preparation for regular public performances. All majors in orchestral instruments are required to audition annually for seating placement.

6 hours weekly, 2 semesters, 4 credits

The Mannes Chorus

Sight-reading and study of choral literature from the 15th century to the present; rehearsal and preparation for regular performances. Members accepted on the basis of audition. Two years of chorus are required for all undergraduate students not subject to the orchestra requirement. Required every year for choral conducting majors.

3 hours weekly, 2 semesters, 2 credits

The Mannes Opera

Fundamentals of opera training for students majoring in voice. The class is divided into small sections, each of which is led

by various coaches and stage directors, and prepares a brief performance either in concert or of staged scenes from selected operas. A number of students in the class are also chosen to prepare a fully staged production of one or more complete operas for public performance. In addition to fulfilling their performance obligation, students in the class assist in the technical preparation of staged productions. Entry into The Mannes Opera is by audition at the beginning of the school year.

Varied hours weekly, 8 credits

Percussion Ensemble

Repertory includes standard works and music of many contemporary composers. Required for students concentrating in percussion in each semester of residency.

3 hours weekly, 2 semesters, 2 credits

Guitar Ensemble

Music of the lute and guitar repertory of all periods, written for two or more guitars or in combination with other instruments or voice. Required for students majoring in guitar.

3 hours weekly, 2 semesters, 2 credits

Baroque Chamber Players

Performance practices of the 17th and 18th centuries. A laboratory course with emphasis on ornamentation, improvisation, and idiomatic conventions of notation and rhythm. Open to singers, instrumentalists, and keyboard players.

2 hours weekly, 2 semesters, 2 credits

Contemporary Music Ensemble

Music of the 20th century in classroom performance. Works prepared for periodic public performances.

2 hours weekly, 2 semesters, 2 credits

INSTRUMENTAL PERFORMANCE CLASSES

Performance Classes for Orchestral Instruments

Includes separate classes for orchestral instruments. Study and in-class performance of the literature, with emphasis on orchestra audition preparation. Discussion of performance practice problems.

12 hours per semester, 2 semesters, 2 credits

Ensemble Classes – Winds and Brass

Reading and study of orchestral literature in classes grouped by wind or brass sections. Emphasis is placed on developing skills necessary to play in a professional orchestra section. Required in each semester of residency.

12 hours per semester, 2 semesters, 2 credits

Chamber Music

Study of the standard ensemble literature for string instruments, wind and brass instruments, and piano; performances in student recitals and festivals.

10 hours per semester, 2 semesters, 2 credits

Repertory Orchestra

A performance class designed to assist in the training of orchestral conducting majors. Open by audition to College Division instrumentalists.

2 hours weekly, 2 semesters, 0 credit

GRADUATION RECITAL

Graduation Recital

Candidates for all degrees and diplomas (BM, BS, UDPL, MM, PDPL) must present a graduation recital at Mannes during their final year. Theory majors are exempted from this requirement. For composition majors, this requirement is replaced by the "Performance of Student Compositions" (see below).

0 credit

Performance of Student Compositions

During the period of residency, each student must prepare performances of at least three of his or her own works at concert programs given in the college.

0 credit

UNDERGRADUATE CURRICULUM

Techniques of Music I

Theory I

Intensive study of the fundamental materials and procedures of tonal music. Writing of harmonic progressions and setting of melodies and figured basses using triads and seventh chords and their inversions. Two-part counterpoint in all five species. Introduction to chromaticism, applied dominant relationships, modulation, and tones of figuration. Emphasis on the linear origin of many chord successions.

3 hours weekly, 2 semesters, 6 credits

Ear Training I, Dictation I

Sight-singing of melodies in five clefs. Emphasis on basic rhythmic and tonal patterns. Introduction to score reading and transposition. Melodic, contrapuntal, and harmonic dictation.

Each course 1 hour weekly, 2 semesters, 4 credits

Piano Class I

Fundamentals of piano technique. Simple pieces for beginners. Major and minor scales, tonic and dominant-seventh chords, basic progressions in major and minor keys. Sight-reading. Required for all majors except keyboard and theory.

1 hour weekly, 2 semesters, 2 credits

Techniques of Music II

Theory II

Three-part counterpoint in all five species. Setting of chorale melodies and further studies of chromaticism and figuration. Written exercises in various styles and media.

2 hours weekly, 2 semesters, 4 credits

Ear Training II, Dictation II

Melodic, contrapuntal, and harmonic dictation. Melodic dictation and sight-singing with emphasis on chromaticism. Continuation of score reading and transposition using seven clefs.

Each course 1 hour weekly, 2 semesters, 4 credits

Keyboard I

Contrapuntal and harmonic progression in all keys. Keyboard settings of simple chorales and folk tunes. Realization of figured basses. Required for piano, harpsichord, theory, composition, and conducting majors.

1 hour weekly, 2 semesters, 2 credits

Guitar Fingerboard Harmony

Study of harmonic progressions and figured bass for guitar.

1 hour weekly, 2 semesters, 2 credits

Piano Class II

More advanced technique and pieces. Major and minor scales. Progressions in major and minor keys. Introduction to figured bass. Sight-reading. Required for all majors except keyboard and theory.

1 hour weekly, 2 semesters, 2 credits

Techniques of Music III

Theory III

Combined species counterpoint; imitation, canon, and introduction to fugue. Intensive study of chromaticism, texture, continuity, style, and form. Settings of instrumental and vocal melodies and basses from the literature. Projects in the composition of short forms.

2 hours weekly, 2 semesters, 4 credits

Ear Training III, Dictation III

Continuation of sight-singing, score reading, transposition, and dictation. Introduction to atonal material. A substantial keyboard requirement for theory, composition, conducting, and piano majors.

Each course 1 hour weekly, 2 semesters, 4 credits

Analysis I

Schenkerian analytic procedures. The structural principles and techniques of triadic tonality are learned in shorter works.

Required for all majors. This course satisfies a liberal arts requirement according to New York State guidelines.

2 hours weekly, 2 semesters, 4 credits

Keyboard II

Study of 18th-century figured bass and introduction to continuo. Chromatic progressions and modulation. Playing of variations, both composed and improvised, in Baroque and Classical styles. Sight-reading of figured bass. Required for piano, harpsichord, theory, composition, and conducting majors.

1 hour weekly, 2 semesters, 2 credits

Piano Class III

Available as an elective for qualified students.

1 hour weekly, 2 semesters, 2 credits

Techniques of Music IV

Theory IV

Studies in tonal composition, extended use of chromaticism, and imitative counterpoint, including writing of complete fugues.

1 hour weekly, 2 semesters, 2 credits

Twentieth-Century Theory

Analysis of selected examples from the tonal and posttonal literature of the 20th century. Written exercises in a variety of styles and media. Required for all majors.

1½ hours weekly, 2 semesters, 3 credits

Ear Training IV, Dictation IV

Continuation of Ear Training III and Dictation III using more difficult material. Required for all majors except voice.

Each course 1 hour weekly, 2 semesters, 4 credits

Ear Training IV for Singers

Continuation of Ear Training III using more difficult material with emphasis on vocal literature.

2 hours weekly, 2 semesters, 4 credits

Ear Training IV Sight-Reading for Singers

Sight-reading for graduating singers. Sight-reading of solo, duo, and trio vocal literature from Elizabethan songs through 20th-century material. Co-requisite: Ear Training IV.

1 hour weekly, 2 semesters, 0 credit

Analysis II

Works of greater scope and complexity. Linear-harmonic analysis of complete movements and works in various styles. Required for all majors except voice. This course satisfies a liberal arts requirement according to New York State guidelines.

1½ hours weekly, 2 semesters, 3 credits

Keyboard III

Advanced continuo: Baroque recitative and aria, accompaniment of concerto and sonata movements.

Composition and improvisation of larger-scale keyboard projects in Classical and Romantic styles; sight-reading of figured bass, sight-reading of keyboard literature. Required for piano, harpsichord, theory, composition, and conducting majors.

1 hour weekly, 2 semesters, 2 credits

Score Reading

Details the various problems of orchestral score reading. Covers literature from the classic through the modern period. Required for keyboard, theory, composition, and conducting majors.

1 hour weekly, 2 semesters, 2 credits

Tonal Composition

Advanced studies in tonal composition. Three- and four-part canon and double and triple fugue. Study and exercises in sonata form. Required in place of Theory IV for composition and theory majors. Suggested as an elective for other qualified students.

2 hours weekly, 2 semesters, 4 credits

Current Research in Theory

Introduces senior theory majors to areas of active research in the theoretical literature of the preceding five years.

2 hours weekly, 1 semester, 2 credits

OTHER REQUIRED COURSES AND ELECTIVES

The following courses are required for some majors and are open to others as electives.

Orchestration

Orchestration I

Instrumentation. The basic range and techniques of the instruments of the orchestra. The study of their uses and functions within the musical structure as established by the important composers of the 18th, 19th, and 20th centuries. Assignments in writing for individual instruments and small combinations as well as for small and full orchestra. Required for students majoring in theory, composition, and conducting.

1 hour weekly, 2 semesters, 2 credits

Orchestration II

A continuation of Orchestration I. Intensive study and analysis of orchestration. Problems of texture, balance, and doubling. Exercises and assignments in orchestration. Aspects of present-day orchestral music. Individual projects. Required for students majoring in composition and conducting.

1 hour weekly, 2 semesters, 2 credits

Vocal

Song Interpretation

Designed for singers and pianists who are interested in the performance of art songs. Emphasis placed on analysis of text and music and their interrelation. May be used by pianists for ensemble credit.

3 hours weekly, 2 semesters, 2 credits

Languages I and II (Italian, German, or French)

The main objective of the language courses is to enable the student to think in a foreign language and thereby enjoy a broadened cultural experience. Each language is assimilated through speaking, reading, writing, and listening. Pronunciation, grammar, vocabulary, translation, conversation, and idioms are stressed. In the second year, the student concentrates on the reading and translation of simple poetry, plays, and short novels in addition to more advanced conversation and vocabulary. Students majoring in voice are required to take one year of each language. Students majoring in theory are required to take two years of either French or German.

Various hours weekly, 2 semesters, 4 credits

English Diction

Study of the artistic delivery of English in song using the International Phonetic Alphabet. Required for students majoring in voice and choral conducting.

2 hours weekly, 2 semesters, 2 credits

Italian, French, and German Diction

Study of the fundamentals of phonetics, articulation, and pronunciation of Italian, French, and German as applied to song and operatic literature. Accompanists are provided for a number of classes. Required for students majoring in voice and choral conducting.

Each course 2 hours weekly, 2 semesters, 2 credits

Movement for Singers

Led by a professional active in the theater and opera. Includes stage movement and related techniques and styles, such as combat. Required for students majoring in voice and available as an elective for graduate singers not in Opera.

Each course 3 hours weekly, 2 semesters, 2 credits

Acting for Singers

For the singer and nondancer. Covers expressive movement techniques from gesture to posture and basics of stage movement. Sources are Emile Jacques-Dalcroze, Rudolf Laban, and Etienne Decroux. Additional lessons in functional anatomy, breath, and alignment. Technical study designed to promote physical responsibility and awareness in the singer-actor and to provide a vocabulary for the spontaneous creation of character. Required for students majoring in voice.

Each course 3 hours weekly, 2 semesters, 2 credits

Piano

Piano Sight-Reading

Consists of exercises leading to instant recognition of rhythms, chords, and basic keyboard patterns; keyboard topography; sight-reading of four-hand music, accompaniments, and solo repertory. Required for students majoring in piano who are deficient in sight-reading.

1 hour weekly, 2 semesters, 2 credits

Piano Ensemble

Develops good ensemble playing through the study of four-hand (two-piano) compositions, with attention to sound, balance, and voicing. Required for piano majors.

1 hour weekly, 2 semesters, 2 credits

Piano Pedagogy

Examination of teaching material for the preschool child, elementary school beginner, high school beginner, adult beginner, and professional student. Discussions focus on developing musical taste, building technical skill, memorization, and performance; intelligent practice and the establishment of a sound relationship between child, teacher, and parent; visiting lecturers; and demonstrations. Students are required to observe classes and individual instruction and to practice teaching other students. Required for students majoring in piano.

1½ hours weekly, 2 semesters, 3 credits

Guitar

Guitar Survey

Study of problems specifically relating to performance on the guitar. Editing of music for performance, transcription, reading of lute tablature, and sight-reading. Required for all students majoring in guitar.

1 hour weekly, 2 semesters, 2 credits

Guitar Performance Class

Study and performance of the guitar literature. Required for all students majoring in guitar.

2 hours weekly, 2 semesters, 2 credits

ACADEMIC STUDIES

Mannes requires all undergraduate degree students to complete a core curriculum in the humanities. The curriculum is intended to give students a basic familiarity with the broad spectrum of the humanities, not only in relation to the field of music but also as a continuum of study that will enable them to take an active role in the community of educated citizens. The program offers courses in music, art, literature, and history that provide students with an in-depth understanding of each cultural period as well as a panoramic view of the development of Western civilization in a global context. During the second and third years, the core curriculum includes History of Music, a chronological presentation of

music in Western society from classical antiquity through the 19th century (three hours weekly). The first year of History of Music traces the development of music from its earliest forms to 1800; the second year is concerned with music from 1800 through the 20th century.

The curriculum has been established along lines approved by the music and academic consultants of the New York State Board of Education (Albany) and those of the Middle States Accreditation Association.

Students are also encouraged to take advantage of the wide range of undergraduate liberal arts electives available at The New School.

Introduction to Undergraduate Studies

This course provides students with basic knowledge of the reference materials and terminology needed for undergraduate coursework. The first semester prepares students for the music history sequence by introducing key genres and forms, surveying major eras, and presenting important musical works. The second semester teaches students to write research papers and give oral presentations on music topics.

1 hour weekly, 2 semesters, 2 credits

History of Music I

An intensive study of the development of musical styles and forms from the early Middle Ages through the Classical period. Emphasis on the relationship of music to social history, the visual arts, literature, and philosophy. Required for all undergraduates.

2 hours weekly, 2 semesters, 4 credits

History of Music II

A continuation of Music History I, from the romantic period through the 20th century. Required for all undergraduates.

2 hours weekly, 2 semesters, 4 credits

English Composition

Concentrates on writing skills beginning with simple compositions and gradually developing an individual style. Introduction to literature, with a focus on writing in various styles.

1½ hours weekly, 1 semester, 1½ credits

Introduction to Humanities

A survey of the major questions of humanities studies: What are the humanities? Why are they so named? What is history, and how do we study it? What is literature? What is art?

1½ hours weekly, 1 semester, 1½ credits

Western Civilization

A survey of European civilization, from its origins in the Middle East to the present, with emphasis on religious, political, and intellectual developments.

Two semesters: each course 3 hours weekly (two 1½-hour sessions), 1 semester, 3 credits; 6 credits total

I. Prehistory, ancient civilizations of the Middle East, the classical civilizations of Greece and Rome, the Middle Ages, the Renaissance

II. The Reformation, the Enlightenment, the French Revolution and Napoleon, the Industrial Revolution, nationalism, imperialism, the World Wars, dictatorships and democracies, the Cold War, global perspectives

World Literature

The major traditions from antiquity to the present, particularly the epic, drama, poetry, and the novel.

Two semesters: each course 3 hours weekly (two 1½-hour sessions), 1 semester, 3 credits; 6 credits total

I. The epic, Greek drama, medieval romance influenced by Christianity, Elizabethan comedy and tragedy

II. Seventeenth-century, Romantic, and Victorian poetry; the novel; 20th-century literature

Fine Arts

Study of painting, sculpture, and architecture. The visual arts in their cultural surroundings.

Two semesters: each course 3 hours weekly (two 1½-hour sessions), 1 semester, 3 credits; 6 credits total

GRADUATE CURRICULUM

Theory Review for Graduate Students

Intensive review of significant areas of theory: two- and three-part species counterpoint, harmonization, and chromaticism; phrasing and musical form. Theory review is required for master's candidates who, by examination, place below the entrance level in theory.

3 hours weekly (two 1½-hour sessions), 2 semesters, 6 credits

Music History Review for Graduate Students

This course examines representative topics in music history. The first semester covers topics from the baroque and classical eras, while the second semester deals with 19th- and 20th-century topics. Music History Review is required for master's candidates who, by examination, place below the entrance level in music history.

1 1/2 hours weekly, 2 semesters, 3 credits

Introduction to Graduate Studies

This course is designed to provide the student with fundamental knowledge of the reference and research materials required for coursework in the Master of Music program.

The course also introduces students to the process of surveying and evaluating editions and to the practical implications for performance practice. The goal is to help students acquire a basis for artistically sound and informed interpretation. Required for all master's candidates.

2 hours weekly, 1 semester, 3 credits

Analysis for Graduate Students I

An intensive course in Schenkerian analysis for graduate students. Fundamental concepts and skills of Schenkerian analysis are developed as a preparation for elective seminars such as Analysis for Performers. Required for all Master of Music students. Students whose entrance examination results exempt them from this requirement must take an additional elective, preferably from among the theory options.

3 hours weekly, 1 semester, 3 credits

Analysis for Graduate Students II

An advanced course in Schenkerian analysis for graduate students who have completed Analysis for Graduate Students I or the equivalent. Required of students whose majors require advanced work in Techniques of Music (theory, composition, conducting) and recommended for others with theoretical interests.

3 hours weekly, 1 semester, 3 credits

Advanced Schenkerian Analysis

An intensive seminar in Schenkerian analysis at its most advanced levels, involving in-depth study of selected pieces and consideration of the scholarly literature as appropriate. Work includes weekly preparation of graphs under the instructor's supervision and a final project. Prerequisites: Analysis II (or Analysis for Graduate Students II).

2 hours weekly, 2 semesters, 4 credits

Professional Performance Obligation

Each student must present evidence of at least two professional engagements outside of the college having taken place during the student's tenure in the graduate program. The administration determines the acceptability of the performances in consultation with student's major teacher. Required for all master's candidates in performance.

2 credits

Graduate Score Reading

Advanced studies in reading from orchestral scores. Covers material from various style periods. Required for all master's candidates in composition, conducting, and theory.

1 hour weekly, 2 semesters, 2 credits

Graduate Keyboard

Advanced continuo: Baroque recitative and aria, accompaniment of concerto and sonata movements. Composition and improvisation of large scale and advanced keyboard projects. Required for theory, composition and conducting majors. Prerequisites: Keyboard II.

1 hour weekly, 2 semesters, 2 credits

Dictation V, Ear Training V

Advanced studies, including atonal material.

1 hour weekly, 2 semesters, 2 credits

Techniques of the Modern Era

An intensive examination of theoretical and stylistic aspects of significant works of the 20th century, focusing on the development of chromatic music from Schoenberg and Stravinsky to Boulez and Stockhausen. Required for all master's candidates in composition, conducting, and theory.

1 hour weekly, 2 semesters, 2 credits

Theory: Writing Projects

Each year, students must prepare two article-length papers of a depth and originality sufficient to justify submission to professional journals. Topics are to be determined in consultation with the faculty and might originate in work done for other graduate-level courses. Students with a commitment to a particular area of interest may petition for the right to prepare a thesis to fulfill this requirement. Required for master's candidates in theory.

Hours and credits arranged in consultation with the assistant dean.

Ear Training Pedagogy

Outline of four-year course of study in ear training; practical application; teaching and coaching of first-, second-, and third-year undergraduate students. Required for master's candidates in theory.

2 hours weekly, 2 semesters, 4 credits

Dictation Pedagogy

Outline of four-year course of study in dictation; practical application; teaching and coaching of first-, second-, and third-year undergraduate students. Required for master's candidates in theory.

2 hours weekly, 2 semesters, 4 credits

Theory Pedagogy

Examination of fundamental problems of theory instruction, with particular reference to elementary theory teaching as preparation for the study of analysis. Demonstration of specific teaching techniques, survey of standard textbooks, practice teaching, and designing a theory curriculum for college or professional school. Required for master's candidates in theory.

2 hours weekly, 1 semester, 2 credits

Analysis Pedagogy

Examination of fundamental problems of analysis instruction. Demonstration of specific teaching techniques, survey of standard textbooks, practice teaching, and designing an analysis curriculum for college or professional school. Required for master's candidates in theory.

2 hours weekly, 1 semester, 2 credits

Ear Training and Score Reading for Graduate Students I

Sight-singing of advanced rhythms and melodies from the literature. Intensive studies in score reading using seven clefs. Required for all master's candidates in voice.

1 hour weekly, 2 semesters, 2 credits

Ear Training and Score Reading for Graduate Students II

A continuation of Ear Training and Score Reading for Graduate Students I.

1 hour weekly, 2 semesters, 2 credits

Piano Review Class

Piano review class is required for master's candidates who, by examination, place below entrance levels in piano.

Piano Review I

Fundamentals of piano technique. Simple pieces for beginners. Major and minor scales. Basic progressions in major and minor keys. Sight-reading.

1 hour weekly, 2 semesters, 2 credits

Piano Review II

More advanced technique and pieces. Progressions in all keys. Introduction to figured bass. Sight-reading.

1 hour weekly, 2 semesters, 2 credits

Dictation Review Class

Dictation review class is required for master's candidates who, by examination, place below entrance levels in dictation.

Dictation Review I

Scales and intervals. Simple melodic and contrapuntal dictation.

1 hour weekly, 2 semesters, 2 credits

Dictation Review II

Melodic, contrapuntal, and harmonic dictation.

1 hour weekly, 2 semesters, 2 credits

Vocal Forum

A series of seminars in which students meet with specialists in the vocal arts. Required for all master's candidates in voice.

2 hours weekly, 2 semesters, 2 credits

Composition Forum

A weekly meeting required for all master's candidates in composition. Presentations are made by faculty, students, and invited guest lecturers on topics determined each year in accordance with students needs and interests.

2 hours biweekly, 2 semesters, 2 credits

Vocal Accompaniment for Pianists

The class addresses the techniques required for the art of vocal accompaniment. The main focus is on differences between accompanying art songs and operas. Other topics include preparing a vocal-piano recital and dealing with orchestral reductions.

2 hours weekly, 2 semesters, 2 credits

Electives/Seminars

Graduate electives are one semester long, 2 credits. Seminar courses are elective courses designed to refine the students' writing skills with regard to musical topics. A research paper is required. A complete list of electives offered each semester, along with course descriptions, is compiled and distributed at the beginning of each registration period. Recent offerings have included

- Analysis for Performers
- Baroque Performance Practice
- 20th-Century Performance Practice
- Conducting for Non-Majors
- Performance Master Class
- Preparing for Orchestra Auditions
- French Art Song
- German Lieder
- Song Interpretation
- Chamber Music of Brahms
- Music of Debussy and Ravel
- Working with Composers' Autographs
- J.S. Bach's Fugues
- Orchestral Repertory of the Twentieth Century
- Harpsichord for Pianists

FACULTY

For biographical details on faculty members, visit www.newschool.edu/mannes.

Violin

Nina Beilina
Shirley Givens
Lewis Kaplan
Chin Kim
Michelle Kim
Daniel Phillips
Todd Phillips
Lucie Robert
Aaron Rosand
Ann Setzer
Laurie Smukler
Mark Steinberg
Sally Thomas
Hiroko Yajima

Viola

Karen Dreyfus
Hsin-Yun Huang
Paul Neubauer
Daniel Panner
Ira Weller

Violoncello

Timothy Eddy
Barbara Stein Mallow
Marcy Rosen
Irene Sharp
Fred Sherry
Paul Tobias

Double Bass

Marji Danilow
Jordan Frazier
Orin O'Brien

Piano

Arkady Aronov
Pavlina Dokovska
Vladimir Feltsman
Richard Goode
Yuri Kim
Irina Morozova
Jerome Rose
Victor Rosenbaum
Thomas Sauer
Ju-Ying Song
Nina Svetlanova
Diane Walsh
Inessa Zaresky

Harpsichord

Arthur Haas

Flute

Sue Ann Kahn
Judith Mendenhall
Keith Underwood

Oboe

Richard Dallesio
Elaine Douvas
Sherry Sylar

Clarinet

David Krakauer
Anthony McGill
Charles Neidich
Steve Williamson (on leave 2011–12)

Bassoon

Marc Goldberg
Leonard Hindell
Kim Laskowski

Saxophone

Allen Won

Horn

Michelle Baker
David Jolley
Phil Myers
Eric Ralske

Trumpet

Vincent Penzarella
Raymond Riccomini
Thomas Smith

Trombone and Bass Trombone

James Markey
Weston Sprott
David Taylor

Tuba

Kyle Turner

Harp

Susan Jolles

Timpani and Percussion

Maya Gunji
Joseph Tompkins
Glen Velez
Michael Werner

Instrumental Performance Classes

Violin: Garrett Fischbach, Wen Qian
Viola: Daniel Panner, Ira Weller
Violoncello: Paul Tobias
Double Bass: Marji Danilow, Orin O'Brien

Winds: Anthony McGill
Flute: Judith Mendenhall
Oboe: Sherry Sylar
Clarinet: David Krakauer
Bassoon: Marc Goldberg; Kim Laskowski
Brass: Raymond Riccomini
Horn: Erik Ralske
Trumpet: Vincent Penzarella
Low Brass: James Markey, Weston Sprott

Classical Guitar

Frederic Hand
Michael Newman

Composition

Robert Cuckson
Mario Davidovsky
Leo Edwards
David Loeb
Paul Moravec
David Tcimpidis

Voice

Richard Barrett
Amy Burton
Thomas Cultice
Ruth Falcon
Bonnie Hamilton
Antonia Lavanne
Arthur Levy
Dan Marek
Beth Roberts

Vocal Studies

Thomas Bagwell, Opera Scenes Workshop
Marianne Barrett, Diction
Cristina Stanescu, Song Interpretation, Diction
Jocelyn Dueck, Song Interpretation
Sharon Halley, Stage Movement
Rhoda Levine, Acting
Glenn Morton, Song Interpretation, Diction
Frank Nemhauser, Oratorio
Renée Santer, Diction

Vocal Coaches

Thomas Bagwell
Susan Caldwell
Pei-Wen Chen
Joshua Greene
Anthoni Manoli
Glenn Morton
Cristina Stanescu
Ted Taylor
Susan Woodruff Versage
Howard Watkins

Collaborative piano: Vocal

Cristina Stanescu, Director
Thomas Bagwell

The Mannes Opera

Joseph Colaneri, Director
Laura Alley
Susan Caldwell
Ted Taylor
Susan Woodruff Versage

The Mannes Orchestra

David Hayes, Director of Orchestral and Conducting Studies

The Mannes Chorus

Frank Nemhauser

Orchestral Conducting

David Hayes

Contemporary Ensemble

Madeleine Shapiro, Director

Guitar Ensemble

Terry Champlin, Director

Percussion Ensemble

James Baker, Director

The Mannes Baroque Chamber Players

Nancy Wilson, Director

Ensembles in Residence

The Newman & Oltman Guitar Duo
The Orion String Quartet

Chamber Music and Ensembles

Audrey Axinn
Terry Champlin
Marji Danilow
Timothy Eddy
Marc Goldberg
Harris Goldsmith
Frederic Hand
David Jolley
Sue Ann Kahn
Chin Kim
David Krakauer
Joel Lester (on leave 2011-12)
Martha McGaughey
Anthony McGill
Judith Mendenhall
Edna Michell
Michael Newman
Daniel Phillips
Todd Phillips
Peter Prosser
Gena Raps
Raymond Riccomini
Marcy Rosen
Victor Rosenbaum
Carl Schachter

Ann Setzer
Thomas Smith
Laurie Smukler
David Taylor
Paul Tobias
Diane Walsh
Nancy Wilson
Hiroko Yajima
Inessa Zaretsky

Pedagogy

Elizabeth Aaron
Robert Cuckson
Frank Nemhauser
Beth Roberts
Ann Setzer
Vladimir Valjarevic
Eric Wen

Techniques of Music

Elizabeth Aaron
Wayne Alpern
Poundie Burstein
Robert Cuckson
Leo Edwards
Joel Lester (on leave 2011-12)
David Loeb
Mei-Mei Meng
William Needelman
Frank Nemhauser
Christopher Park
Richard Porterfield
Carl Schachter
Hedi Siegel
Noam Sivan
Christopher Stone
Loretta Terrigno
Eric Wen

Keyboard Skills

George Fisher
Marilyn Groves
Miriam Kartch
Mei-Mei Meng

History and Literature of Music

Frederic Fehleisen, History of Music
Faye-Ellen Silverman, History of Music
Ju-Ying Song, Graduate Studies

Academic Studies

Anne-Margaret Daniel, World Literature
Marianne Barrett, German
Bonny Hart, English as a Second Language
Martha McGaughey, English Composition
Alfredo Marques, French
Glenn Morton, French, Italian
John Varney, English as a Second Language
Raymond Weisman, Western Civilization
Jytte Willumstad, Fine Arts

Graduate Electives

Michael Charry
Allan Evans
Harris Goldsmith
Myron Lutzke
Mark L. Shapiro

MANNES ADMINISTRATION

Office of the Dean

Dean	Richard Kessler
Associate Dean for Administration	Valerie Feuer
Associate Dean of Academic Affairs	George Fisher
Assistant Dean	Audrey Axinn
Assistant to the Dean (interim)	Benjamin Solis

Advisors

Undergraduate and PDPL MM and PDPL	Audrey Axinn Marilyn Groves
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Office of Admission

Director of Admission	Georgia Schmitt
Assistant Director of Admission	Jonathan Engle
Admission Counselor	Chris Bonner
Admission Counselor	Cecily Horner

Office of Records and Registration

Director of Records and Registration	Joan Morgan
Assistant Director of Records and Registration	Christopher Meeder
Room Scheduling Manager	Gregory Weissman
Senior Office Assistant	Casey Fisher

Coordinators

Director of Instrumental Studies	Chris Gulhaugen
Coordinator of Undergraduate Academic Studies	Faye-Ellen Silverman
Director of Vocal Studies	Frank Nemhauser
Piano Department Coordinator	Pavlina Dokovska
Voice Department Coordinator	Beth Roberts
Strings Department Coordinator	Hiroko Yajima
Woodwinds Department Coordinator	Judith Mendenhall
Brass Department Coordinator	Raymond Riccomini

Orchestra

Orchestra Manager	Chris Gulhaugen
Assistant Director of Orchestral Studies	Elizabeth Weisser
Director of Orchestral and Conducting Studies	David Hayes

Opera Department

Director	Joseph Colaneri
Administrator	Susan Cadoff

Harry Scherman Library

Director	Ed Scarcelle
Assistant Director	Arsinoi Ioannidou
Assistant Director of Public Services	Andy Toulas
Circulation Supervisor	Gregory Briggler

Senior Library Clerk	Marie Luongo
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Development

Director of Development	George Nichols
Director of Institutional Advancement	Lane Richards Peace
Communications Consultant	David Ames
Assistant to the Directors of Development	Alison Mahoney

Extension Division

Associate Director	Richard Russell
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Preparatory Division

Director	Kate Sheeran
Associate Director	Katherine White
Program Assistant	Beth Anderson

Student Financial Services

Assistant to the Director of Student Accounts	TBD
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Concert Office

Director of Concert Operations	Erik Bestmann
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Community Services

Community Outreach	Elizabeth Aaron
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New School Concerts and N.Y. String Orchestra Seminar

Director	Rohana Elias-Reyes
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John Goldmark Practice Center

Practice Center Manager	Hong Tao Sun
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Business Office

Business Office Manager	Michael Seabrook
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Computer Services

Director of Computer Services	Joseph Ravo
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Audio Department

Audio Studio Head	Daniel Mallon
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Piano Maintenance Department

Piano Technician	Misha Branzburg
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Maintenance

Building Manager	Rafael Gutierrez
	Anthony Baez
	Luis Robles
	Eric Rodriguez
	Marco Tamayo

MANNES COLLEGE BOARD OF GOVERNORS

Linda E. Rappaport, Chair
Eugenia A. Ames
John E. Beerbower
Beatrice K. Broadwater
Michael E. Gellert
Alexander Glantz
David P. Goldman
Peter M. Gross
Jayme Koszyn
David W. Niemiec
Philip Scaturro
William A. Schwartz
Mrs. James C. Slaughter
William J. Strizever
Donald A. Wagner

Artist Members

Danielle de Niese
Gordon P. Getty
Murray Perahia
Julius Rudel
Robert Sherman
Frederica von Stade

ALUMNI, DEVELOPMENT, AND AWARDS

ALUMNI

A remarkably high percentage of Mannes alumni have successfully pursued careers in music. They include concert soloists, members of established orchestras and opera companies, faculty at colleges and music schools, private teachers, and contract musicians in Broadway show orchestras and recording studios. Others hold positions in related fields, such as arts administration and television and radio broadcasting. Mannes publishes two annual newsletters that detail current activities of Mannes alumni, faculty, and students. For more information, visit www.newschool.edu/alumni.

DEVELOPMENT

Mannes College The New School for Music is a private, nonprofit organization supported by foundation and corporate grants and tax-deductible gifts from alumni, parents, and other friends. These gifts help to fund scholarship and career development awards, performance opportunities, facility renovations, instrument purchases, and other needs.

GRADUATION AWARDS AND SPECIAL SCHOLARSHIP SUPPORT

Many donors generously contribute gifts for graduation awards to recognize excellence in achievement among members of the graduating class and to provide special scholarship support. There are no applications for these awards; recipients are designated by the Mannes Scholarship Committee.

Graduation Awards

Associated Music Teachers League Award
Joseph Fidelman Memorial Award
Richard F. Gold Career Grant
George and Elizabeth Gregory Award for Excellence in Performance
James E. Hughes, Sr. Memorial Performance Award
Mannes College The New School for Music Dean's Award
Mannes College Music History Award
Mannes Theory Essay Award
Padre Martini Fugue Award
Bohuslav Martinů Composition Award
Presser Undergraduate Scholar Award
Lotte Pulvermacher-Egers Humanities Award
George Rockman Vocal Excellence Award
Felix Salzer Techniques of Music Award
Michael Sisca Opera Award
Newton Swift Piano Award
Marian Marcus Wahl Memorial Award

STUDENT LIFE

COMMUNICATION WITH STUDENTS

MyNewSchool

MyNewSchool is a customizable Web portal, located at my.newschooledu, 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.newschooledu/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.newschooledu/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.newschooledu/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.newschooledu/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.

New School Career Development

The Office of Career Development promotes a holistic approach to career planning, helping students make sound career decisions to ensure personal and professional growth. Services are designed to assist students as they enter the competitive global job arena. The services include individual counseling, special programs and workshops in the form of résumé reviews, mock interviews, and cover-letter writing, connections to full- and part-time employment opportunities, career resource information, and job search strategies. To facilitate the search for information online, Career Development posts information arranged by field on its website.

The online database of job opportunities for New School students is hosted by College Central. To access the database, visit www.collegecentral.com/newschool. Registration is required. The registration process enables students to upload their résumés and search for positions.

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. s. 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.

UNIVERSITY POLICIES AND INFORMATION

STUDENT FINANCIAL SERVICES

The Office of Student Financial Services at The New School provides a comprehensive program of financial services for degree-seeking students that includes significant institutional scholarship support to eligible students on the basis of merit and need. Eligible students can apply for assistance under the federal, state, and institutional aid programs listed below.

Scholarship and Grant Programs

Federal Pell Grant
Federal Supplemental Educational Opportunity Grant (SEOG)
New York State Tuition Assistance Program (TAP)
New York State Aid for Part-Time Study Program (APTS)
New York State Regents Opportunity Scholarship Program
New School Scholarships

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
On-Campus Student Employment

Other Programs

Federal aid to Native Americans
Veteran's benefits
Social Security payments to children of deceased parents or parents with disabilities

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

Special Scholarship Support

The Alma Askin Scholarship
The Augustine Guitar Scholarship Fund
The Hildegard D. Becher Memorial Voice Scholarship
The Louise R. Cronheim Piano Scholarship
The Walter Damrosch Memorial Scholarship
The Thea Dispeker Voice Scholarship
The Baisley Powell Elebash Memorial Scholarships
The Sebastian Engelberg Memorial Voice Scholarship
The Harvey Estrin Memorial Saxophone Scholarship
The Felix Galimir Award
The John D. Gilliam Piano Award
The Sol Goldman Charitable Trust Piano Scholarship
The John Goldmark Memorial Scholarship
The Marie Josephine Hartford Piano Scholarship
The Frank and Helen Hermann Scholarship

The Jessica Holland Memorial Scholarship
The I Have a Dream Award
The Rodie Green Koenig Scholarship for Piano
The Elsie Choy Lee Piano Scholarship
The Evelyn and Leopold Mannes Memorial Scholarship
The Mannes College Distinguished Artist Scholarship
The Marya Mannes Scholarship
The Louise Crane Foundation-Sylvia Marlowe Memorial Harpsichord Scholarship
The McConnell-Clark Scholarship Fund
The Homer and Constance Mensch Memorial Double Bass Scholarship
The N.T. Milani Memorial Conducting Scholarship
The Pamela Munson Award
The Kate Netter Scholarship Fund
The Jamie Norcross Memorial Percussion Scholarship
The Marie Powers Memorial Scholarship
The John B. and Helen B. Price Scholarship
The Natalie G. Risbeck Piano Scholarship
The Rita Russell Award
The Philip Scaturro Scholarship
The Hedwig and Felix Salzer Memorial Scholarship
The Harold and Helene Schonberg Piano Scholarship
The Carol O. Selle Piano Scholarship
The Sphinx Organization Scholarship
The C.V. Starr Scholarship
The George Szell Fellowships
The Jean Tennyson Scholarship Fund
The Toensmann-Gilombardo Undergraduate Scholarship
The Eleanor Grayson Woodbridge Pianist Fund
The Peter M. Gross Student Assistance Fund provides small grants to Mannes students for nonrecurring expenses related to professional development. Information is available in the Dean's Office.
The Mannes Distinguished Student Assistance Awards provide a stipend for living expenses for a very small number of extraordinary new and continuing Mannes students who are invited to apply. These awards are made possible by the generosity of Eugenia Ames, the Horace W. Goldsmith Foundation and the Harold and Helene Schonberg Piano Scholarship Fund.

How to Apply

Detailed information regarding applying for aid and the types of aid available is available on our website at www.newschool.edu/student-services.aspx. 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. Completing and submitting the FAFSA enables Student Financial Services to receive a need analysis report or Student Aid Report (SAR) electronically.

Estimated Cost of Attendance and Determining Eligibility

The Student Aid Report (SAR) allows Student Financial Services to determine a student's eligibility for institutional scholarship awards and federal aid programs. The expected student contribution and aid from other sources are subtracted from the student expense budget to determine the individual student's financial need. 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. Federal laws regulating the disbursement of funds to students receiving Title IV aid (including Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, William D Ford Direct 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, and 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

BILLING, PAYMENT, AND REFUND POLICIES

Billing and Payment Information

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 are asked to 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. (This payment plan is not available for summer charges).

Matriculated students taking six or more credits per semester and New School for Social Research students maintaining status are eligible.

The plan is interest free and there is a \$55.00 enrollment fee per semester. Payment for the fall five (5) month plan begins on August 1, and payment for the fall four (4) month plan begins on September 1. Payment for the spring five (5) month plan begins on January 1, and payment for the spring four (4) month plan begins on February 1. Enrollment is through MyNewSchool.

Important Note: All payment plans are based on per semester charges. Students will need to re-enroll each subsequent semester in order to continue using the payment plan as an option.

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). Nonmatriculated students must submit the forms with their registration.

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

University Refund Schedule—Degree Students

Courses dropped	% Semester Tuition 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

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

The above percentages will be applied to the number of credits dropped and the tuition will be recalculated based on the new credit load. The refund amount is the difference between the tuition already paid and the recalculated tuition. Contact Student Financial Services if you have questions about your account. Your financial aid may be affected if you withdraw or drop credits. Failure to complete payment prior to withdrawal does not relieve you of financial liability. For students receiving Title IV funds (federal aid) who withdraw officially or unofficially from all classes, refund calculations will be based on the amount of Title IV aid earned and on the amount of time the student was in attendance, using a proportional calculation through 60 percent of the payment period. This calculation has no relationship to the student's institutional charges. The amount of tuition, fees, housing, and meal plans assessed will be based on the institutional refund policy. Refund processing takes approximately four weeks.

Electronic refunds deposited in a bank account: Student refunds can be deposited directly into a personal savings or checking account. Students can sign up for this service on

MyNewSchool. Exception: For students who are using a Parent Loan for Undergraduate Students to finance their educational expenses, a paper refund check (if applicable) will be sent to the parent borrower.

UNIVERSITY ACADEMIC HONESTY POLICY

Academic honesty is 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; it is fundamental to the integrity of intellectual debate and creative and academic pursuits. All members of the university community are expected to conduct themselves in accordance with the standards of academic honesty. Students are responsible for knowing and making use of proper procedures for writing papers, presenting and performing their work, taking examinations, and doing research. Instructors are equally responsible for informing students of their policies with respect to the limits within which students may collaborate with or seek help from others on specific assignments. Instructors are expected to educate students about the legal and ethical restrictions placed upon creative work and about the consequences of dishonesty in the professional world.

Academic honesty includes accurate use of quotations, as well as appropriate and explicit citation of sources in instances of paraphrasing and describing ideas or reporting on research findings or any aspect of the work of others (including that of instructors and other students). The standards of academic honesty and citation of sources apply to all forms of academic work (examinations, essays, theses, dissertations, musical work, computer work, art and design work, oral presentations, and other projects). The standards also include responsibility for meeting the requirements of particular courses of study.

The New School recognizes that the different nature of work across the divisions of the university may entail different procedures for citing sources and referring to the work of others. Particular academic procedures, however, are based in universal principles valid in all divisions of The New School and institutions of higher education in general. The above statement reiterates policies outlined in the “The New School Policies Governing Student Conduct” document, which may be obtained from the Office of the Provost. Additional details may be obtained from the “The New School Intellectual Property Rights Policy,” which may be accessed online at

www.newschool.edu/admin/provost.

Plagiarism

Plagiarism is the use of another person’s words or ideas in any academic work by using books, journals, Internet postings, or other student papers without proper acknowledgment. For further information on proper acknowledgment and plagiarism, including expectations for paraphrasing source material and proper forms of citation in research and writing, students should consult the MLA Style Manual and Guide to Scholarly Publishing (second edition), chapter 6, on documentation. The New School Writing Center also provides

useful online resources to help students understand and avoid plagiarism (see www.newschool.edu/admin/writingcenter). Students must receive prior permission from instructors to submit the same or substantially overlapping material for two different assignments. Submission of the same work for two assignments without the prior permission of instructors is plagiarism. In some instances, faculty may grant permission to students to collaborate with other students for a particular assignment. If that permission is not granted specifically, students should presume that collaboration on academic work is not permitted and the submission of collaborative work would constitute a violation of the academic honesty principle.

Procedures and Penalties

An instructor who suspects a student has committed plagiarism in course work should give the student an opportunity to explain the origin of the work and should investigate whether or not the student understands the relevant standards of academic conduct. On the basis of this meeting the instructor will assess the case and take into consideration the student’s intent to deceive, the amount of plagiarism, and the type of assignment involved to determine whether a minor or major offense has occurred. The instructor who determines that a minor offense has occurred may counsel a student about standards of academic honesty, explain the consequences of plagiarism, and require the student to resubmit the assignment in an appropriate form. An instructor who determines that a major offense has occurred should fail the plagiarized assignment and submit a report to the assistant dean. The report should include the student’s name, the course, semester, notes on conversations with the student, and copies of the relevant plagiarized submission (with problems identified). Questions about the handling of plagiarism cases should be directed to the assistant dean. In cases where the student is taking a course with a faculty member outside his or her division, the Dean’s Office of the faculty member will ask the Dean’s Office of the student to handle the case. The assistant dean will issue a formal letter to the student, with a copy to the instructor, documenting the case. A copy of this letter will remain in the office of assistant dean. The assistant dean, in consultation with the Mannes Academic Standing Committee, may also impose additional sanctions, which can include a failing grade in a course, suspension, or dismissal. For a second major offense, the assistant dean will impose suspension or dismissal. Students may appeal the findings and penalties in cases of plagiarism to the university appeals committee.

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 2009–2010 academic year, the university reports the “persistence rate” for the year 2007 (i.e., the percentage of all freshmen studying full time in fall 2007 who were still

studying full time in the same degree programs in fall 2008). 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 Statistical Report

The Security and Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. Anyone wishing to review the University's current crime statistics may access them through the web site for the Department of Education: 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.

Intellectual Property Policy

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

Use of Photographs

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

Statement of Ethical Responsibility for Research Involving Human Subjects

New School faculty and staff engaged in research or supervising student research projects must be aware of their responsibilities for ethical conduct in any project involving the use of human subjects. Faculty and staff are responsible for research done by students under their supervision with respect to these matters. Each research design must be examined for possible risk to subjects. If even minor risk of physical, psychological, sociological, or other harm may be involved,

the faculty or staff member must consult with the university Institutional Review Board. The full policy with guidelines and consent forms can be found at www.newschool.edu/admin/gsp/gspframeset.html.

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.

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 and 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 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

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Tim Marshall	Provost and Chief Academic Officer
James Murtha	Special Advisor to the President
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Stephanie Browner, Dean, Eugene Lang College The New School for Liberal Arts
Richard Kessler, Dean, Mannes College The New School for Music
Pippin Parker, Director, The New School for Drama
Martin Mueller, Executive Director, The New School for Jazz and Contemporary Music
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

BOARD OF TRUSTEES

For the most up-to-date list, visit www.newschool.edu/administration.html.

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.