

PARSONS

2009–2010

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PARSONS THE NEW SCHOOL FOR DESIGN

ACADEMIC CALENDAR 2009–2010

Fall 2009

Registration March 30–May 1 (registration for continuing students)

Registration for new students; late reg. for continuing students) August 24–28

Classes begin Monday, August 31

Convocation Thursday, September 3

Last day to add a class Monday, September 14

Last day to drop a class Monday, September 21

Last day to withdraw from a class with a grade of W

Undergraduate students Monday, October 19

Parsons graduate students Monday, October 19

All other graduate students Friday, December 18

Holidays Labor Day Weekend: Saturday–Monday, September 5–7

Rosh Hashanah: Friday–Saturday, September 18 eve*–September 19

Yom Kippur: Sunday–Monday, September 27 eve*–September 28

*No classes that begin Friday and Sunday 4:00 p.m. or after and no classes all day Saturday and Monday.

Thanksgiving: Wednesday–Sunday, November 25–29

Winter break: Monday–Friday, December 21–January 22

Makeups and rescheduled days On Tuesday, September 29, classes follow the Monday schedule.

Spring 2010 registration November 2–30 (arranged by program)

Juries Arranged by program

Classes and exams end Sunday, December 20

Online Session A 8/31–2/18

Online Session B 8/31–10/30

Online Session C 10/12–12/18

Spring 2010

Registration November 2–30 (registration for continuing students)

Registration for new students; late reg. for continuing students) January 19–22

Classes begin Monday, January 25

Last day to add a class Friday, February 5

Last day to drop a class Friday, February 12

Last day to withdraw from a class with a grade of W

Undergraduate students Friday, March 12

Parsons graduate students Friday, March 12

All other graduate students Monday, May 17

Holidays Martin Luther King Day: Monday, January 18
President's Day: Monday, February 15
Spring break: Monday–Sunday, March 15–21

Fall 2010 registration April 5–30

Juries Arranged by program

Classes and exams end Monday, May 17

Graduation Friday, May 21

Online Session A 1/25–5/14

Online Session B 1/25–4/2

Online Session C 3/8–5/14

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Parsons The New School for Design
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New York, NY 10011
www.newschool.edu/parsons

Cover photo: Bob Handelman

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A BRIEF GUIDE TO PARSONS

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

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

Accreditation Statement

Parsons is a division of The New School, which is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. All degree programs at The New School are registered by the New York State Department of Education. A privately supported institution, The New School is chartered by the Board of Regents of the State of New York, and its programs are approved by the New York State Division of Veterans Affairs. Additionally, professional curricula are accredited by the appropriate professional educational agency or board. Accrediting agencies of individual programs are listed below.

The Master's program in Architecture has been accredited by the National Architectural Accrediting Board since 1994

Parsons the New School for Design has been accredited by the National Association of Schools of Art and Design since 1966

FACTS ABOUT PARSONS

- Founded in 1896 by New York City artist William Merritt Chase and associates
- Named in 1936 for longtime president Frank Alvah Parsons, who devoted his life to integrating visual art and industrial design
- Became a division of The New School in 1970. Located in Greenwich Village, New York City
- Current enrollments: Parsons enrolls nearly 4,300 students in its undergraduate and graduate degree programs. The New School as a whole enrolls nearly 10,000 matriculated students
- The Parsons faculty includes 130 full-time members and 1,000 part-time members. The majority of faculty members are working professional artists and designers

PROGRAMS OF STUDY

ASSOCIATE IN APPLIED SCIENCE (AAS)

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

BACHELOR'S PROGRAMS

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

Bachelor of Business Administration (BBA)

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

Bachelor of Fine Arts (BFA)

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

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

Bachelor of Science (BS) in Environmental Studies

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

BA/BFA

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

First-Year Options for Incoming Freshman

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

Design and Technology (BFA) Direct-Entry

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

Photography (BFA) Direct-Entry

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

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

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

Foundation Program

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

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

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

MASTER'S PROGRAMS

Master of Architecture (MArch)

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

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

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

* New York State approval pending.

OTHER ACADEMIC PROGRAMS

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

RESIDENCY REQUIREMENTS

Undergraduate

All BBA and BFA students must complete 67 credits in residence, including two full years of program coursework, to be eligible for a degree. All BA/BFA students must earn a minimum of 54 out of 90 required studio/design credits and 45 out of 90 required liberal arts credits in residence. All BS students must complete 60 credits in residence. AAS students must earn a minimum of 34 credits in residence. Credits earned through Study Abroad or Exchange do not count toward the residency requirement. The senior year may not be taken off campus without the special written approval of the program chair or director and the assistant dean.

Graduate

All MA candidates must complete 42 credits in residence. Candidates for the MArch must complete 107 credits in residence, except those granted advanced standing, who must complete a minimum of 73 credits in residence. MFA candidates in Design and Technology and in Fine Arts must complete 58 credits in residence; MFA candidates in Lighting Design and in Photography must complete 64 credits in residence.

HEGIS CODES

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

PROGRAM REQUIREMENTS

UNDERGRADUATE DEGREE PROGRAMS

Associate in Applied Science (AAS) Degree

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

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

AAS Fashion Marketing Program

Level 1

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

Level 2

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

Level 3

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

Level 4

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

Total Credits 65

AAS Fashion Marketing Program: Fast Track

First Semester

Color Theory	2
Fashion CAD	2
Fashion Industry: Design	2
Fashion Industry: Marketing	2
Fashion Textile Survey	2
Marketing 1: Introduction to Fashion Marketing	2
Marketing 2: Global Marketing	2
Merchandising	2
Merchandising Math	2
Total	18

Second Semester

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

AAS Fashion Design Program

Level 1

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

Level 2

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

Level 3

Construction 2	4
History of Fashion	3
Internship or Studio Elective	2
Liberal Arts	6
	15

Level 4

Construction 3	2
Fashion Design Studio	2
Fashion Portfolio	2
Studio Electives	5
Liberal Arts	6
	17

Total Credits

65

AAS Fashion Design Program: Fast Track

First Semester

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

Second Semester

Construction 2 & 3	6
Fashion Technical Drawing	2
History of Fashion	3
Fashion Design Studio	2
Fashion Portfolio	2
Fashion Elective	1
	16

Total Credits

34

AAS Graphic Design Program

Level 1

Color Theory	2
Digital Layout	2
Graphic Design 1	4
Process and Skills	2
Typography	2
Critical Reading and Writing 1	3
	15

Level 2

Digital Design Elective	3
History of Graphic Design	3
Drawing	2
Graphic Design 2	4
Interactive/Web Design 1	2
Critical Reading and Writing 2	3
	17

Level 3

Digital Design Elective	3
Graphic Design 3	4
Internship	2
Printmaking	2
Liberal Arts	6
	17

Level 4

Digital Design Elective	3
Portfolio and Process	2
Graphic Design Elective	2
Liberal Arts	9
	16

Total Credits

65

AAS Graphic Design Program: Fast Track

First Semester

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

Second Semester

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

AAS Interior Design Program

Level 1

Drawing Interiors 1: 2D	4
Drawing Interiors 1: 3D	2
ID Studio 1	4
Principles of Interior Design	2
Critical Reading and Writing 1	3
Liberal Arts	3
	18

Level 2

Interior Design Elective	2
Drawing	2
Color Theory	2
Environmental Design	2
Critical Reading and Writing 2	3
Liberal Arts	3
	14

Level 3

Construction Documents	2
History of Interior Design	3
ID Studio 2	6
Interior Design Elective	2
Liberal Arts	3
	16

Level 4

ID Studio 3	4
Interior Design Electives	7
Liberal Arts	6
	17
Total Credits	65

AAS Interior Design Program: Fast Track

First Semester

Drawing	2
Drawing Interiors 1: 2D	4
Drawing Interiors 1: 3D	2
ID Studio 1	4
Environmental Design	2
Principles of Interior Design	2
	16

Second Semester

Construction Documents	2
History of Interior Design	3
ID Studio 2	6
ID Studio 3	4
Color Theory	2
Interior Design Elective	1
	18
Total Credits	34

Bachelor of Business Administration (BBA)

Degree

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

BBA Design and Management Program

Freshman Year	F	S
Department Elective*	-	3
Dept. Seminar 1: Intro to Design and Management	3	-
Dept. Seminar 2: Design in Everyday Experience	-	3
Design 1: Design Elements and Visual Tools	5	-
Design 2: Imaging for Designers	-	3
Quantitative Reasoning/ Natural Science Elective**	-	3
Social Thought: Design, Self, and Society	3	-
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
	17	18

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

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

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

Total Credits **134**

* Department electives may be used to take courses in other design programs and/or in particular areas of study, such as: Communication Design, Digital Technology, Environmental Studies, Fashion Marketing, Integrated Fashion Design, Service Design, Sustainable Design, or Urban Design.

** Liberal Arts electives are distributed across the Humanities, Social Sciences, and Natural Sciences. Two of these electives must be drawn from the university-wide (ULEC) elective courses. Students are required to fulfill three credits in the Humanities and six credits in the Social Sciences.

Bachelor of Fine Arts (BFA) Degree

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

BFA Architectural Design Program

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

BFA Communication Design Program

First Year	F	S
2D Integrated Studio 1 & 2	3	3
3D Studio 1 & 2	3	3
Drawing Studio 1 & 2	3	3
Laboratory 1 & 2	3	3
Critical Reading & Writing 1 & 2	3	3
Perspectives in World Art & Design 1 & 2	3	3
	18	18
Sophomore Year	F	S
Type: Core Studio & Lab	6	-
Web: Core Studio & Lab	-	6
Creative Computing	3	-
Studio Electives	3	6
Introduction to Design Studies	3	-
History of Graphic Design	-	3
Liberal Arts Elective	3	-
University Lecture Elective	-	3
	18	18
Junior Year	F	S
Topic Studio: Adv Type/Info Design/Art Direction or Studio Design	3	-
Collaborative Studio/Current Elective	-	3
Studio Electives/Internship	7	9
Global Issues in Design & Visuality: 21st C.	3	-
Art History/Design Studies Elective	3	-
University Lecture Elective	-	3
	16	15
Senior Year	F	S
Thesis 1 & 2	3	4
Studio Electives	9	6
Senior Seminar	3	-
Advanced Art History/Design Studies Elective	-	3
Liberal Arts Elective	-	3
	15	16
Total Credits		134

BFA Design and Technology Program

First Year	F	S
Image: Core Studio & Lab	6	-
Time: Core Studio & Lab	-	6
Creative Computing	-	3
Studio Electives	6	3
Critical Reading & Writing 1 & 2	3	3
Perspectives in World Art & Design 1 & 2	3	3

18 18

Sophomore Year

F	S
Interaction: Core Studio & Lab	6 -
Space: Core Studio & Lab	- 6
Studio Electives	6 6
History of Design	- 3
Introduction to Design Studies	3 -
Liberal Arts Elective	- 3
University Lecture Elective	3 -

18 18

Junior Year

F	S
Topics Studio: Interactive/Narrative/Non-Narrative	6 -
Prototyping	- 3
Collaboration Studio	- 3
Studio Electives	6 6
Art History/Design Studies Elective	- 3
Global Issues in Design & Visuality: 21st C.	3 -
Liberal Arts Elective	3 -
University Lecture Elective	- 3

18 18

Senior Year

F	S
Thesis 1	6 -
Thesis 2	- 6
Internship (fall or spring)	2 -
Studio Electives	3 3
Senior Seminar	3 -
Advanced Art History & Design Studies Elective	- 3

14 12

Total Credits

134

BFA Fashion Design Program

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

18 18

Sophomore Year

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

18 18

Junior Year

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

19 16

Senior Year

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

13 14

Total Credits

134

BFA Fine Arts Program

Freshman Year	F	S
2D Integrated Studio 1 & 2	3	3
3D Studio 1 & 2	3	3
Drawing Studio 1 & 2	3	3
Laboratory 1 & 2	3	3
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
	18	18
Sophomore Year	F	S
Painting 1 & 2	3	3
Sculpture 1 & 2	3	3
Drawing 1 & 2	3	3
Visual Thinking: Narrative and Video	2	2
Studio Elective	2	-
Introduction to Visual Culture	3	-
History of Modern and Postmodern Art	-	3
Liberal Arts Elective	-	3
University Lecture Elective	3	-
	19	17
Junior Year	F	S
Painting 3	3	-
Sculpture 3	3	-
Drawing 3	3	-
Junior Concentration: Means (Narratives, Perception, or Public Engagement)	-	3
Junior Concentration: Modes (Materiality, Performance, or Space)	-	3
Professional Practices	-	3
Studio Electives	2	3
Global Issues in Design and Visuality: 21st Century	3	-
Art History/Design Studies Elective	-	3
Liberal Arts Elective	3	-
University Lecture Elective	-	3
	17	18
Senior Year	F	S
Concentration 1 & 2	5	5
Theory, Practice, and Career	3	3
Thesis Lectures	0	0
Senior Thesis	-	3
Studio Elective	2	-
Senior Seminar	3	-
Advanced Art History/Design Studies Elective	-	3
	13	14
Total Credits		134

BFA Illustration Program

Freshman Year	F	S
2D Integrated Studio 1 & 2	3	3
3D Studio 1 & 2	3	3
Drawing Studio 1 & 2	3	3
Laboratory 1 & 2	3	3
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
	18	18
Sophomore Year	F	S
Illustration Concepts	3	3
Materials and Methods	1	1
Drawing	3	-
Painting	3	-
Drawing/Painting	-	3
Digital Elective	3	-
Type (Digital)	-	3
Illustrative Printmaking	-	3
Introduction to Design Studies	3	-
History of Illustration	-	3
Liberal Arts Elective	-	3
University Lecture Elective	3	-
	19	19
Junior Year	F	S
Illustration Concepts	3	3
Drawing/Painting	3	-
Studio Elective	-	3
Printmaking Elective	-	2
Digital Elective	3	3
Global Issues in Design and Visuality: 21st Century	3	-
Art History/Design Studies Elective	-	3
Liberal Arts Elective	3	-
University Lecture Elective	-	3
	15	17
Senior Year	F	S
Senior Thesis and Senior Concepts	4	3
Professional Practices	-	3
Digital Presentation	3	-
Web for Illustrators	-	3
Studio Electives	4	2
Senior Seminar	3	-
Advanced Art History/Design Studies Elective	-	3
	14	14
Total Credits		134

BFA Integrated Design Program

Every student is required to select one area of study: Integrative Fashion, Service, Sustainability, or Urban.

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

Sophomore Year	F	S
Integrative Design Core: Ecologies and Systems	4	4
IDC Lab: Media and Design Thinking	2	2
Area of Study Electives	6	6
Introduction to Design Studies	3	-
History of (area of study)	3	-
University Lecture Elective	-	3
Liberal Arts Elective	-	3
	18	18

Junior Year	F	S
Integrative Design Core: Interfaces and Networks	4	4
IDC Lab: Performance and Cooperative	2	2
Area of Study Electives	6	6
Art History/Design Studies Electives	3	3
Global Issues in Design and Visuality: 21st Century	3	-
University Lecture Elective	-	3
	18	18

Senior Year	F	S
IDC Senior Core (or Critical Studio)	4	-
IDC Senior Thesis	-	4
IDC Lab: Pre-Thesis and Representation	2	2
Senior Internship	2	-
Area of Study Electives	3	3
Senior Seminar (ADHT)	3	-
Liberal Arts Elective	-	3
	14	12

Total Credits **134**

BFA Interior Design Program

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

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

Junior Year	F	S
Design Studio 3 & 4	6	6
Program: Concept and Representation	3	-
Critical Studies in Design 1 & 2	3	3
SCE Elective	-	3
Art History/Design Studies Elective	3	-
Global Issues in Design and Visuality: 21st Century	3	-
University Lecture Elective	-	3
	18	15

Senior Year	F	S
Design Studio 5 & 6	6	6
Portfolio Preparation	1	-
Detail: Furniture and Construction	3	-
SCE Elective	-	3
Senior Seminar	3	-
Advanced Art History/Design Studies Elective	-	3
Liberal Arts Elective	3	3
	16	15

Total Credits **134**

BFA Photography Program

Freshman Year	F	S
Freshman Seminar	4	4
Design: From Line to Pixel 1 & 2	4	4
Drawing	2	-
Drawing and Painting	-	2
Studio Elective	-	3
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
	16	19
Sophomore Year	F	S
Design 3: Capture to Print	3	-
Design 4: Pixel to Cyberspace	-	3
Photo Topics	-	3
Sophomore Seminar	3	3
Studio and Light 1 & 2	3	3
Studio Elective	-	3
View Camera	3	-
History of Photography	3	-
Intro to Visual Culture	3	-
University Lecture Elective	-	3
	18	18
Junior Year	F	S
Imagery and Design	3	-
Internship or Elective	-	3
Junior Seminar	3	3
Studio Electives	6	6
Global Issues in Design and Visuality: 21st Century	3	-
Art History/Design Studies Elective	-	3
Liberal Arts Elective	3	-
University Lecture Elective	-	3
	18	18
Senior Year	F	S
Senior Seminar	3	3
Senior Seminar Lab	2	2
Senior Thesis Tutorial	1	1
Studio Electives	3	3
Senior Seminar (ADHT)	3	-
Advanced Art History/Design Studies Elective	-	3
Liberal Arts Elective	3	-
	15	12
Total Credits		134

BFA Product Design Program

Freshman Year	F	S
2D Integrated Studio 1 & 2	3	3
3D Studio 1 & 2	3	3
Drawing Studio 1 & 2	3	3
Laboratory 1 & 2	3	3
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
	18	18
Sophomore Year	F	S
Design, Research and Development 1 & 2	3	3
Introduction to CAD	-	2
Materials 1	-	2
Models 1 & 2	2	2
Presentation	3	-
Prototypes 1 & 2	2	2
Technical Rendering	2	-
History of Design: 1850-2000	-	3
Introduction to Design Studies	3	-
Liberal Arts Elective	-	3
University Lecture Elective	3	-
	18	17
Junior Year	F	S
Design Concepts and Applications 1 & 2	3	3
Materials 2 & 3	2	2
Information Design 1	2	-
Digital Electives 1 & 2	2	2
Design Studio Electives	2	4
Models 3 & 4 or Prototypes 3 & 4	2	2
Global Issues in Design & Visuality: 21st Century	3	-
Art History/Design Studies Elective	-	3
University Lecture Elective	-	3
	16	19
Senior Year	F	S
Thesis and Analysis Studio 1 & 2	4	4
Thesis Prototyping	-	2
Materials 4	2	-
Digital Elective 3	-	2
Dynamic Media Studio	-	2
Professional Internship	1	-
Studio Elective	2	-
Senior Seminar	3	-
Liberal Arts Elective	3	-
Advanced Art History/Design Studies Elective	-	3
	15	13
Total Credits		134

Bachelor of Arts/Bachelor of Fine Arts

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

Students should consult the *BABA Student Handbook* for greater specificity concerning program and degree requirements.

Art and Design History and Theory and Liberal Arts Requirements

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

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

Critical Reading and Writing

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

Bachelor of Science

The Bachelor of Science degree is awarded upon completion of 120 credits. A maximum of 60 credits of undergraduate-level coursework may be transferred. Students must also attain a 2.0 cumulative grade point average and fulfill all requirements.

BS Environmental Studies Program

Freshman Year	F	S
Critical Reading and Writing 1 & 2	3	3
Perspectives in World Art and Design 1 & 2	3	3
Design 1: Design Elements and Visual Tools	5	-
Laboratory 2	-	3
Math Models in Nature	-	3
Environment and Society	4	-
Lang Outdoors	2	-
Environmental Studies Elective	-	4
	17	16
Sophomore Year	F	S
Integrative Design Core: Ecologies	4	-
Stats with SPSS or Calculus	-	4
Introduction to Macro-economics	-	3
Ecology 1	4	-
Chemistry of Life	4	-
Environmental Studies Electives	3	4
Integrative Design Core: Systems	-	4
IDC Lab: Design Thinking	-	2
	15	17
Junior Year	F	S
Mapping the Urban Environment	4	-
Ecologies of the Urban: Lab	4	-
Ecology 2: Urban Ecology	-	4
Social Science Elective (approved for ES)	-	4
Environmental Studies Elective	-	4
University Lecture Elective	3	-
Integrative Design Core: Interfaces	4	-
IDC Lab: Media	2	-
	17	12
Senior Year	F	S
Senior Internship	0	-
Pre-Thesis	4	-
IDC Senior Thesis	-	4
IDC Lab: Representation	-	2
Environmental Studies Electives	8	8
	12	14
Total Credits		120

GRADUATE DEGREE PROGRAMS

Master of Arts (MA) Degree

MA History of Decorative Arts and Design Program

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

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

First Year Fall

Survey of Decorative Arts 1	3
Proseminar	3
Electives (2)	6
	12

First Year Spring

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

Second Year Fall

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

Second Year Spring

Electives (3)	9
Independent Study: Thesis 2 or	
Independent Study: Thesis Exam	3
	12

Total Credits 48

Master of Architecture (MArch) Degree

MArch Architecture: First Professional Program

The Master of Architecture is awarded to students who have completed 107 credits or the equivalent, as designated by the program. Students must also attain a 3.0 cumulative grade point average and fulfill all requirements.

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

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

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

First Year Fall

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

First Year Spring

Studio 2	9
Issues and Practices of Modern Architecture 2 or Imagining New York: Modern and Postmodern Urbanism	3
Representation and Spatial Reasoning 2	3
Nature in Environment	3
	18

Second Year Fall

Design Studio 3 (Natural Systems)	9
Structural Technology 1	3
Environmental Technology	3
Theory of Architectural Form	3
	18

Second Year Spring

Design Studio 4 (Design Workshop or Comprehensive)	9
Structural Technology 2	3
Construction Technology 2	3
Elective	3
	18

Third Year Fall

Design Studio 5	9
Thesis Preparation Seminar	1
Theory of Urban Form	3
Electives	6
	19

Third Year Spring

Design Studio 6 (Thesis Studio)	9
Professional Practice	3
Electives	6
	18

Total Credits 107

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

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

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

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

First Year Fall

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

First Year Spring

MArch Design Studio 2: Housing	9
Issues and Practices of Modern Architecture or Imagining New York: Modern and Postmodern Urbanism	3
Representation and Spatial Reasoning 2	3
Nature in Environment	3
	18

Second Year Fall

MFALD Studio 1: Light, Vision and Representation	6
Principles of Light	3
Theory of Architectural Form	3
Structural Technology 1	3
Luminaire Design	3
	18

Second Year Spring

MFALD Studio 2: Day Lighting Studio	6
Day Lighting and Sustainability	3
Light: Critical Issues	3
Structural Technology 2	3
Light, Perception, and Culture 1	3
	18

Third Year Fall

MArch Design Studio 3: Natural Systems	9
Theory of Urban Form	3
Environmental Technology	3
MFALD/MArch Elective	3
	18

Third Year Spring

MArch Design Studio 4: Design Workshop or Comprehensive	9
Construction Technology 2	3
Light, Perception, and Culture 2	3
MFALD/MArch Elective	3
	18

Fourth Year Fall

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

Fourth Year Spring

MArch/MFALD Joint Thesis Studio	9
MFALD Professional Practice	3
MArch Professional Practice	3
MFALD/MArch Elective	3
	18

Total Credits 142

Master of Fine Arts (MFA) Degree

MFA Design and Technology Program

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

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

First Year Fall

Major Studio 1: Interface	6
Creativity and Computation	3
Support Electives	6
	15

First Year Spring

Major Studio 2: (Concentration)	6
Collaboration Studio	3
Academic Elective	3
Support Electives	6
	18

Second Year Fall

Thesis Studio 1	6
Collaboration Studio	3
Writing and Research	3
Support Electives	6
	18

Second Year Spring

Thesis Studio 2	7
Academic Elective	3
Support Electives	3
	13

Total Credits

64

MFA Fine Arts Program

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

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

First Year Fall

Graduate Core 1: Studio Visits	6
Graduate Core 1: Group Critique	1.5
Graduate Seminar	3
Academic Elective	3
Fine Arts Lecture Series/Visiting Artists	1.5
	15

First Year Spring

Graduate Core 2: Studio Visits	6
Graduate Core 2: Group Critique	1.5
Graduate Seminar	3
Academic Elective	3
Fine Arts Lecture Series/Visiting Artists	1.5
	15

Second Year Fall

Graduate Core 3: Studio Visits	6
Graduate Core 3: Group Critique	1.5
Graduate Seminar	3
Academic Elective	3
Professional Practices	3
Fine Arts Lecture Series/Visiting Artists	1.5
	18

Second Year Spring

Graduate Core 4: Studio Visits	6
Graduate Core 4: Group Critique	1.5
Graduate Thesis: Independent Study	1
Graduate Seminar	3
Academic Elective	3
Fine Arts Lecture Series/Visiting Artists	1.5
	16

Total Credits

64

MFA Lighting Design Program

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

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

First Year Fall

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

First Year Spring

Studio 2: Natural and Technological Light	6
Daylight and Sustainability	3
Light: Critical Issues	3
Elective	3
Light Perception and Culture 1	3
	18

Second Year Fall

Studio 3: Multi-Disciplinary Study	6
Thesis Seminar: Research Studio	3
Luminaire and Systems Technology	3
Elective	3
	15

Second Year Spring

Studio 4: Thesis	7
Light Perception and Culture 2	3
Professional Practice	3
Elective	3
	16

Total Credits

64

MFA Photography Program

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

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

First Year Summer

Graduate Studio	6
Graduate Seminar	3
Wired Studio	3
	12

First Year Fall

Independent Studio	3
Academic Elective	3
	6

First Year Spring

Independent Studio	3
Academic Elective	3
	6

Second Year Summer

Graduate Studio	6
Graduate Seminar	3
Teaching Methods	3
	12

Second Year Fall

Independent Studio	3
Academic Elective	3
Thesis and Exhibition	2
	8

Second Year Spring

Independent Studio	3
Academic Elective	3
Thesis and Exhibition	2
	8

Third Year Summer

Graduate Studio	6
Graduate Seminar	3
Thesis and Exhibition	3
	12

Total Credits

64

ENGLISH AS A SECOND LANGUAGE (ESL)

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

COURSE DESCRIPTIONS

Course descriptions can be found under each program's page on the Parsons Website. Visit www.parsons.newschool.edu/departments/index.aspx.

STUDY OPTIONS

BA/BFA PROGRAM

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

INDEPENDENT STUDY

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

INTERNSHIPS

The professional internship is defined as an experience intended to provide a learning opportunity for students to: apply their knowledge and skills acquired in the classroom to a professional context; understand what skills are transferable to new contexts; identify and understand the practices and protocols of the particular employer and industry in which they are working; successfully reflect on the quality of the contribution they have made to the organization; refine and assess their own career goals as a result of the experience.

Many programs include a professional internship as part of their degree requirements. Some programs grant credit for internships that students obtain independently or through resources offered at Office of Career Services. Several programs assist students in securing noncredit internships so that students may gain work experience and make professional contacts. Students interested in pursuing this option should seek additional guidelines and advising from the program Advisor. Students who are eligible to participate in an internship for credit must secure an internship offer, complete Internship Work Contract within the “add” period, and register for the approved number of credits.

A one-credit professional internship is equivalent to 60 hours of on-site, supervised work.

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

STUDY ABROAD AND EXCHANGE

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

Students must:

- be in Good Academic Standing,
- have no Academic or Disciplinary Warnings,
- have a minimum cumulative grade point average (GPA) of 2.8,
- be making satisfactory progress toward degree completion,
- complete every step of the application process,
- and successfully complete all coursework in progress.

Arrangements must be made in the spring prior to the intended semester or year abroad. Students are required to attend an information session, complete the appropriate application paperwork and portfolio requirements, and obtain permission from their advisor. The application deadline, in March, will be announced in the fall term.

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

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

SUMMER STUDY

Required Courses

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

Off-Campus Study

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

FACULTY

Shana Agid

Assistant Professor
Art, Media & Technology
MA/MFA, California College of the Arts

Tamara Albu

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

Michelle Alleyne

Assistant Professor
Fashion Marketing, AAS
BS, Howard University

Laura Auricchio

Assistant Professor
Art and Design History
PhD, Columbia University

Anthony Aziz

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Fine Arts, BFA
MFA, San Francisco Art Institute

Benjamin L. Bacon

Assistant Professor
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MFA, Parsons the New School for Design

Mark Bechtel

Term Assistant Professor
Product Design, BFA
MFA, Columbia University

Craig Bernecker

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

William Bevington

Communication Design
BFA, Cooper Union

Andy Bichlbaum

Assistant Professor
Digital Design
MFA, Louisiana State University

Michelle Bogre

Associate Professor
Photography, BFA
BJ, University of Missouri

Thomas Bosket

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Graphic Design, AAS
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Margot Bouman

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Laura Briggs

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MArch, Columbia University

David Brody

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Art and Design History
PhD, Boston University

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BFA, Syracuse University

Edward Byfield

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Melanie Crean

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MFA, School of Visual Arts

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MFA, Hungarian University of Design

Shari Diamond

Term Assistant Professor
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MA, New York University

Fiona Dieffenbacher

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

Clive Dilnot

Professor
Art and Design History
MA, Leeds University

Simone Douglas

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

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

Steven Faerm

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

Shelley Fox

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

Aaron Fry

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

Coco Fusco

Associate Professor
Fine Arts, BFA
PhD, Middlesex University

Anne Gaines

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

Vincent Gargiulo

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

Pascale Gatzen

Associate Professor
Integrated Design Curriculum., BFA
MFA, Jan van Eyck Academic

Andrea Geyer

Assistant Professor
Fine Arts/New Genres
Diploma Fine Arts, Academy of Fine Arts

Lisa Grocott

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

Katarzyna Gruda

Associate Professor
Graphic Design, AAS
MFA, Yale University

Steven Guarnaccia

Associate Professor
Illustration, BFA
Brown University

Charles Harbutt

Term Associate Professor
Photography, BFA
BS, Marquette University

Gretchen Harnick

Assistant Professor
Fashion Marketing
MBA, Case Western Reserve University

Alexander Harrington

Term Instructor
Photography, BFA
MFA, University of Massachusetts

Daniel Hill

Assistant Professor
Foundation, BFA
MFA, Hunter College

Jamer Hunt

Associate Professor
Foundation, BFA
PhD, Rice University

Larisa Iosilevich

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

Jessica Irish

Assistant Professor
Digital Design
MFA, University of California, Irvine

Jonatan Jelen

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

Heike Jenss

Assistant Professor
Art and Design History
PhD, Universität Dortmund

Mary Judge

Associate Professor
Foundation, BFA
MFA, Tyler School of Art

Maura Jurgrau

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

Ben Katchor

Associate Professor
Illustration, BFA
BA, Brooklyn College

Robert Kirkbride

Assistant Professor
Product Design, BFA
PhD, McGill University

Mary Pamela Klein

Associate Professor
Program Administration, AAS
MFA, Pratt Institute

Janet Kraynak

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

Nora Krug

Associate Professor
Illustration, BFA
MFA, School of Visual Arts

Sarah Lawrence

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

Cynthia Lawson

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

Laura Leite

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

David Leven

Associate Professor
Architecture, MA
MArch, Yale University

David Lewis

Associate Professor
Architecture, MA
MArch, Princeton University

Kan Yang Li

Instructor
Design and Technology
MFA, Parsons

Sarah Lichtman

Term Assistant Professor
Humanities
MA, Bard Graduate Center

Jeffrey Lieber

Assistant Professor
Design Studies/Visual Culture Studies
Ph.D., University of Michigan, Ann Arbor

Steven Lindner

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

Colleen Macklin

Associate Professor
Design & Management, BBA
BFA, Pratt Institute

David Marin

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

Timothy Marshall

Provost

Victoria Marshall

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

Lydia Matthews

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

Brian McGrath

Associate Professor
Architectural Design, BFA
MArch, Princeton University

Kerry McNaughton

Term Assistant Professor
Product Design, BFA
MFA, Hunter College

Alison Mears

Term Assistant Professor
Foundation, BFA
MArch, Columbia University

Pablo Medina

Assistant Professor
Communication Design, BFA
MFA, Pratt Institute

James Mendolia

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

Joanna Merwood-Salisbury

Assistant Professor
Architectural Design, BFA
PhD, Princeton University

Riad Miah

Instructor
Fine Arts/SPACE
MFA, Ohio State University

Miodrag Mitrasinovic

Associate Professor
Foundation, BFA
PhD Arch, University of Florida

William Morrish

Professor
Constructed Environments
M.Arch., Harvard University

Seth Nagelberg

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

Gregory Newton

Term Instructor
Art and Design History

MPhil, Graduate School and University Center, CUNY

Bruce Nussbaum

Professor
Design Strategies

Kichisaburo Ogawa

Term Assistant Professor
Fashion, AAS
BA, Bunka Fashion College

Thomas O'Hare

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

Rosemary O'Neill

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

James Osman

Term Assistant Professor
Foundation, BFA
MFA, Queens College

Arthur Ou

Term Associate Professor
Photography, BFA
MFA, Yale University

Carol Overby

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

Michie Pagulayan

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

Chun Wo Pat

Assistant Professor
Communication Design, BFA
MFA, Yale University

Lara Penin

Assistant Professor
Foundation, BFA
PhD, Politecnico di Milano University

Lisa Pincus

Assistant Professor
Art and Design History
PhD, University of Chicago

Jane Pirone

Assistant Professor
Digital Design
MS, Polytechnic Institute

George Pitts

Assistant Professor
Photography, BFA
BA, Bennington College

Scott Pobiner

Assistant Professor
Design & Management, BBA
MDesS, Harvard University

Donald Porcaro

Associate Professor
Fine Arts, BFA
MFA, Columbia University

Derek Porter

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

Julia Poteat

Assistant Professor
Fashion, AAS
BFA, Pratt Institute

Zhijian Qian

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

Michael Rabin

Associate Professor
Design & Management, BBA
PhD, Yale University

Robert Rabinovitz

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

Anna Rabinowicz

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

James Ramer

Associate Professor
Photography, BFA
MFA, Memphis College of Art

Raoul Rickenberg

Assistant Professor
Design & Management, BBA
PhD, Stanford University

John Roach

Term Assistant Professor
Foundation, BFA
MFA, Hunter College

Matthew Robb

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

Ethan Robey

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

Richard Rosenfeld

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

Jonsara Ruth

Assistant Professor
Interior Design
MArch, Cranbrook Academy of Art

Katie Salen

Associate Professor
Digital Design
MFA, Rhode Island School of Design

Francesca Sammaritano

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

Luciana Scrutchen

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

Anezka Sebek

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

Maurice Sherman

Term Instructor
Digital Design
BFA, School of Visual Arts

Dean Stadel

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

Eduardo Staszowski

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

Colin Stearns

Term Assistant Professor
Photography, BFA
MFA, Hunter College

Pamela Steinman

Term Assistant Professor
Photography, BFA
MFA, Hunter College

Ken Stevens

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

Joel Stoehr

Instructor
Constructed Environments
MFA, Cranbrook Academy of Art

Earl Tai

Associate Professor
Program Administration, ADS
PhD, Columbia University

Jose Carlos Teixeira

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

Lucille Tenazas

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

Ioanna Theocaropoulou

Assistant Professor
Interior Design
Ph.D, Columbia University

Cameron Tonkinwise

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

Joel Towers

Associate Professor
Foundation, BFA
MArch, Columbia University

Georgia Traganou

Assistant Professor
Art and Design History
PhD, University of Westminster

Sven Travis

Associate Professor
Digital Design
BFA, Rhode Island School of Design

Alisa Turko

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

Michael Verbos

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

Julia Wargaski

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

Lois Weinthal

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

Thomas Werner

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

Heico Wesselius

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

Peter Wheelwright

Associate Professor
Architectural Design, BFA
MArch, Princeton University

Anthony Whitfield

Associate Professor
Product Design, BFA
BA, Sarah Lawrence College

Johanne Woodcock

Associate Professor
Interior Design, AAS

MArch, Columbia University

Susan Yelavich

Term Assistant Professor
Humanities
MFA, Cranbrook Academy of Art

Alfred Zollinger

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

Part-Time Faculty

Parsons The New School for Design has approximately 1000 part-time faculty members.

ADMISSION

ADMISSION TO AAS PROGRAMS

Apply online at www.newschool.edu/parsons/apply. Select AAS.

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

Deadlines

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

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

Application Procedures

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

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

Required Application Support Materials

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

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

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

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

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

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

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

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

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

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

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

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

ADMISSION TO BACHELOR'S PROGRAMS

Apply online at www.newschool.edu/parsons/apply.

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

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

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

Frequently Asked Questions

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

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

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

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

Can I take individual courses or enroll part-time?

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

How many students attend Parsons?

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

Does Parsons offer career services?

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

Application Deadlines

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

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

Application Procedures

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

Admission Decisions

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

Required Application Support Materials

Transcripts

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

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

Test Scores

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

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

The Parsons Challenge

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

- Where do you live? What are your everyday activities? Where do you go? What have you overlooked? Look around your community and discover something new within your familiar surroundings and daily life—an object, event, activity, or location.
- Interpret your discovery in three (3) perspectives in any medium and three (3) statements of approximately 150 words each. You may proceed from image to text or text to image. Each interpretation should represent a different point of view.
- Visual media may include drawing, photography, video, sculpture, 3D work, collage, digital images or any combination of the above. Each written statement should explore your creative and imaginative process and support the visual work in both form and content. All images and texts must be clearly identified with your name and date of birth.

Portfolio (BFA applicants)

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

Required essay (Design and Management BBA applicants)

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

Required essay (Environmental Studies BS applicants)

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

Personal Interview

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

Early Admission for High School Juniors

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

Conditional Admission

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

Summer Program as a Condition for Admission

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

Probation

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

Summer Orientation Program for International Students (SOPIS)

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

Spring Admission

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

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

Transfer Students

Residency Requirement

Parsons has a two-year residency requirement for all undergraduate degree programs. A maximum of 67 credits earned elsewhere can be applied toward a Parsons BBA or BFA degree. A maximum of 60 credits earned elsewhere can be applied toward a Parsons BS degree.

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

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

Foundation Year Spring Semester Transfer

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

Sophomore and Junior Year Transfers

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

Notification of Transfer Credit Awards

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

Advanced Placement Examinations

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

ADMISSION TO GRADUATE PROGRAMS

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

Deadlines

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

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

Admission Inquiries

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

Parsons The New School for Design
Graduate Admissions
72 Fifth Avenue, 2nd floor
New York, NY 10011
Telephone 212.229.8989 or 877.528.3321 (toll-free in the United States)
Email parsadm@newschool.edu

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

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

International Students

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

ADVISING

Advising at Parsons is a core component of students' academic experience. Through advisor and student interactions, the teaching and learning objectives of the University are extended beyond the classroom. The mission statement below guides advising practice at Parsons:

ADVISING MISSION STATEMENT

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

Students will encounter a variety of factors that can affect academic performance as they work towards their degrees, so advisors address student issues from a developmental perspective. Because of their extensive knowledge of campus resources, advisors teach students how to navigate the University system and act as liaisons between students and University Student Services staff. Additionally, advisors help students learn how to communicate with faculty and other academic leadership when policy issues arise. The advisor's role is to provide information and to create a supportive environment where students learn to think critically about their decisions related to issues affecting academic progress. We consider advising to be a relationship shared between student and advisor, defined by the following advising objectives and expectations for students.

ADVISING OBJECTIVES

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

EXPECTATIONS FOR STUDENTS

- To approach the advising process with informed questions and adequate preparation.
- To proactively use the resources provided by Parsons and the University.

- To regularly check academic records and maintain current contact information through my.newschool.edu.
- To activate and regularly check University GroupWise email account.
- To be aware of the right to confidentiality under FERPA guidelines.
- To be aware of program and degree requirements and projected date of graduation.
- To be aware of posted registration (add, drop, withdraw and refund) deadlines and complete all registration activities within these deadlines.
- To meet as needed with an Advisor during posted office hours or by appointment.
- To be respectful when communicating with others at the University.

ADVISING RESOURCES

Advising services are administered through The Office of Advising led by the Assistant Dean of Advising and the Director of Advising. Each School within Parsons (School of Art, Media & Technology; School of Art Design, History and Theory; School of Constructed Environments; School of Design Strategies; School of Fashion) is served by a staff of full-time academic advisors. Students are assigned an advisor based on their program of study within their School. Advisors are available to answer questions about academic policies, degree requirements, course offerings, and registration procedures.

The Advising staff works collaboratively with academic leadership and with Student Services personnel to provide co-curricular opportunities in such areas as time and stress management; career development; exploring majors; and the enhancement of written and oral presentation skills.

Advisors are available through posted walk-in hours or by appointment. Directory information is available on The New School website. Students may contact an advisor by calling 212.229.5855 or by visiting the Office of Advising, located at 2 West 13th Street, Room 506.

STUDENT FINANCIAL SERVICES

FINANCIAL AID

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

Scholarship and Grant Programs

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Academic Competitiveness Grant (ACG)
- New York State Tuition Assistance Program (TAP)
- New York State Aid for Part-Time Study Program (APTS)
- New York State Higher Educational Opportunity Program (HEOP)
- New York State Regents Opportunity Scholarship Program
- New School scholarships
- Loan Programs
- Federal Stafford Loan Program
- Federal 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
- Veterans' benefits
- Social Security payments to children of deceased/disabled parents

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

How to Apply

In general, to be eligible to apply for assistance under the programs listed above, students must be matriculated in a degree program and be enrolled at least half-time. To be eligible for federal assistance, students must not be in default on or owe a refund to any of the federal aid programs. Students interested in applying for the government and institutional financial assistance programs listed above must complete a Free Application for Federal Student Aid (FAFSA) annually. The New School's code is 002780. Students are encouraged to file this form electronically at www.fafsa.ed.gov. Completing and submitting the FAFSA enables Student Financial Services to receive a need analysis report or Student Aid Report (SAR) electronically. International students may be eligible to receive institutional scholarships and may apply by completing the International Student Scholarship Application annually.

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 subsidized and unsubsidized Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Academic Competitiveness Grant, Federal Stafford 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.

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

Additional Information

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

Student Financial Services

The New School
72 Fifth Avenue
New York, NY 10011
Phone: 212.229.8930
sfs@newschool.edu

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

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

Scholarships

Chase Scholars

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

Higher Education Opportunity Program (HEOP)

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

TUITION

Associate Degree Program

Estimated School-Year Expenses, 2009–2010 Academic Year

(Full-time on-campus resident)

Tuition	\$35,220
University Services Fee	200
Divisional Fee	80
Student Senate Fee	10
Health Services Fee*	500
Health Insurance Fee*	1,714
Room*	12,260
Board**	3,000
Books and Supplies**	2,050
Personal Expenses	1,550
Transportation	684
Total	\$57,268

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

**Estimates only; actual expenses vary.

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

Bachelor's Programs

Estimated School-Year Expenses, 2009–2010 Academic Year

(Full-time on-campus resident)

Tuition	\$35,220
University Services Fee	200
Divisional Fee	80
Student Senate Fee	10
Health Services Fee**	500
Health Insurance Fee**	1,714
Room*	12,260
Board**	3,000
Books and Supplies**	2,050
Personal Expenses**	1,550
Transportation**	684
Other*	125
Total	\$57,393

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

**Estimates only; actual expenses vary.

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

Graduate Programs

Estimated Academic Year Expenses 2009–2010*

Graduate Tuition	\$36,120
University Services Fee	200
Divisional Fee	80
Student Senate Fee	10
Health Services Fee**	500
Health Insurance Fee**	1,714
Room**	12,260
Board***	3,000
Books and Supplies***	2,050
Personal Expenses***	1,550
Transportation	684
Total	\$58,168

* Except the graduate Photography program.

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

***Estimates only; actual expenses vary.

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

BILLING, PAYMENT, AND REFUND POLICIES

Billing and Payment Information

For registered continuing students, invoices will be sent electronically as of the Fall 2007 semester. 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, 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 checking or savings account, or Visa, MasterCard, or American Express.

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

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

Monthly Payment Plan

The university 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. 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 for five or four monthly installments (this payment plan is not available for summer charges). Matriculated students taking 6 or more credits per semester and New School for Social Research students maintaining status are eligible. There is a small enrollment fee, and students need to enroll each semester.

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 deferral 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 deferral 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 Deferral 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 deferral 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 Deferral 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 deferral 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.

REGISTRATION

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

Registration Procedures

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

Note the following specifics regarding registration procedures:

- Exact advising and web registration dates will be provided by the student's department. Generally speaking, new students register over the summer (for the fall term) or in January (for the spring term). Continuing degree students register in April for the following fall term, and in November for the following spring term.
- All course registrations must be approved by a departmental advisor before a student registers, and then submitted to the registrar's office through MyNewSchool or in person. Students who register for a course without an advisor's approval will be asked to drop the course, and may be administratively withdrawn from the course.
- Student Financial Services emails continuing degree students a schedule of classes and a single invoice for tuition and fees several weeks before the start of the semester. Students should verify the accuracy of the schedule. A student is not registered, and will not receive credit, for courses not appearing on the schedule. Registration is not complete until payment or payment arrangements have been made.
- Students who do not register or who do not make payments by the stated deadlines (see below) will incur late fees. Deadlines for completing registration will not be extended because of delays in clearing registration holds (which may be imposed for reasons including non-payment of tuition, late fees, or library fees, or for failure to return vaccination forms).

Registration Holds

In the event that a student fails 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 on their account. MyNewSchool will indicate the type of hold and the appropriate office to contact to resolve the hold. The deadlines for completing registration will not be extended because of delays in clearing holds, and students will be subject to any applicable late fees.

Full-Time and Half-Time Status

For undergraduate degree or diploma students, full-time status is defined as enrollment in a minimum of 12 credits per semester. Half-time status is defined as enrollment in a minimum of 6 credits per semester.

For graduate degree or diploma students, full-time status is defined as enrollment in a minimum of either 12 or 9 credits per semester, depending on the program. Half-time status is defined as enrollment in a minimum of one-half the credits required for full-time status (6 or 4.5, depending on program).

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

Parsons students are not permitted to exceed 19 credits without written permission from their program advisor. BBA and BFA students who wish to register for less than 12 credits per semester must receive permission from the program director and their program advisor. Permission is not required of seniors whose program requirements dictate less than 12 credits.

Adding, Dropping, and Withdrawing From Courses

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

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

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

Adding a course: through 2nd week of semester

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

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

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

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

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

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

Attendance in class or completion of course requirements alone does not constitute formal registration and does not make a student eligible to receive credit for that course. Likewise, failure to attend classes, failure to complete 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.

Refund Schedule and Policies

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

University Refund Schedule—Degree Students

<i>Courses dropped</i>	<i>% Semester Tuition Charges Refunded</i>
Before semester begins	100%

ACADEMIC REGULATIONS AND PROCEDURES

Within first week of semester	90%
Within second week of semester	80%
Within third week of semester	70%
Within fourth week of semester	60%
After fourth week of semester	No refund

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

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

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

Late Registration and Late Payment Fees

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

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

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

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

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

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

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

Changes of Address and Phone Number

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

GRADES AND GRADING

Grade Reporting

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

Numerical values of grades are as follows:

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

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

B- = 2.7 C- = 1.7 WF = 0.0

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

W = Withdraw

I = Temporary incomplete

P = Pass (credits count toward degree)

U = Unsatisfactory (credits do not count toward degree)

AP = Approved (non-credit certificate)

NA = Not approved (non-credit certificate)

GM = Grade not reported

Grade of W

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

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

Grade of WF

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

Grades of Incomplete

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

Undergraduate students: Work must be completed no later than the seventh week of the following fall semester for spring or summer term incompletes and no later than the seventh week of the following spring semester for fall term incompletes. Grades of "I" not revised in the prescribed time will be recorded as a final grade of "WF" by the Office of the Registrar.

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

Midsemester Evaluations

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

Grade-Point Averages

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

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

Grade Changes

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

Grade Appeal Policy

Students may petition for review of any grade up to 60 days after the grade was issued. Before deciding to appeal, the student must request an informal explanation of the basis of the grade from the instructor. If the student is not satisfied with the explanation, the student may pursue the matter as follows:

- The student submits a letter outlining any questions and/or objections directly to the faculty member, with a copy to the program chair or director. (If the faculty member is also the chair or director, the copy will be sent to the assistant dean.)
- The instructor submits a written response to the student's letter within one month of receipt, with a copy to the program chair or director (or the assistant dean, if the faculty member is also the chair or director).
- If the student is not satisfied by the faculty member's written response, the student may appeal further by writing and sending copies of previous communication to the assistant dean. The assistant dean will convene an appeals committee to review both letters, clarify any outstanding questions or issues and make a recommendation to the dean of the college. The dean's decision is final.

ACADEMIC TRANSCRIPTS

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

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

ACADEMIC STANDING AND PROGRESS

Dean's List

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

Retaking a Course

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

ACADEMIC STANDING REQUIREMENTS

All Undergraduate Students:

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

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

At Parsons, the following undergraduate students will be dismissed:

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

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

All Graduate Students:

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

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

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

At Parsons, the following graduate students will be dismissed:

- those who earn less than a 3.0 term or cumulative GPA for two consecutive semesters
- those who earn less than a 2.5 term GPA
- those on academic probation who do not pass all courses
- those admitted on academic probation who earn less than a 3.0 term GPA and who do not pass all courses

- those on curricular probation who fail to make satisfactory progress
- those who twice fail the master’s exam or thesis

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

Dismissal Notification

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

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

Academic Dismissal Appeals

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

Appeals must contain the following information:

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

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

Academic Standing and Financial Aid

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

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

CHANGE OF PROGRAM

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

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

Change of Major

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

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

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

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

Change of Degree

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

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

Currently matriculated students interested in entering the BFA program should submit the following to the Office of Admission:

- An application form. (The application fee is waived.)
- A portfolio of the student's best work in a CD, slides, or via URL address.
- An unofficial Parsons transcript, from ALVIN.
- A brief (one paragraph) statement of intent.

Currently matriculated students interested in entering the BBA program should submit the following to the Office of Admission:

- An application form. (The application fee is waived.)
- An unofficial Parsons transcript, from ALVIN.
- A brief (one paragraph) statement of intent.

- The Design & Management application essay (500-550 words): Describe a situation in which you combined creativity and analysis to solve a challenging problem. We are open to any problem: it could be personal, social, political, environmental, or something very different. We are more interested in your process or method in considering the problem, than whether you reached a complete solution.

Currently matriculated students interested in entering the BA or BS programs should submit the following to the Office of Admission:

- An application form. (The application fee is waived.)
- An unofficial Parsons transcript, from ALVIN.
- A brief (one paragraph) statement of intent.
- The Environmental Studies application essay (500-550 words): Please discuss a major environmental challenge facing a large urban area such as New York, Los Angeles, Mexico City, London, etc. and propose a solution that would focus on design and sustainability.

*BFA students interested in enrolling in the BA/BFA or BS/BFA in Environmental Studies will need to follow the directions above to enter the BA or BS and submit to an interview with the Chair of Environmental Studies.

Materials should be submitted in one complete package to the Office of Admission, 72 Fifth Avenue, 2nd Floor.

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

ATTENDANCE

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

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

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

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

Religious Absences and Equivalent Opportunity

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

Assignments, Exams, and Deadlines

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

ACADEMIC PROGRAM STATUS

Leave of Absence

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

Academic records for students on leave are maintained in accordance with the relevant drop and withdrawal deadlines, and refunds are calculated in accordance with the University Refund Schedule.

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

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

Withdrawal from a Degree Program

Students who wish to withdraw completely from the university must meet with the advisor in their school and complete the official Exit Form. Their academic records will be maintained in accordance with the relevant drop and withdrawal deadlines, and refunds will be calculated in accordance with the University Refund Schedule.

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

Readmission

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

- was dismissed

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

Delayed Entry

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

Degree Completion Term Limits

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

Transferring Credits

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

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

GRADUATION

Requirements for Graduation

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

To earn a graduate degree, students must have a minimum 3.0 cumulative GPA and must complete all degree requirements (as specified in school catalogs) prior to the graduation date.

Petitioning to Graduate

Students intending to graduate must file a Graduation Petition form with the Office of the Registrar and pay the appropriate fee by the dates listed below. The petition must be filed regardless of intent to attend the commencement ceremony:

For January graduation

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

The final deadline to petition is November 15.

For May graduation

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

The final deadline to petition is March 30.

The Commencement Ceremony

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

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

Graduation with Honors

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

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

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

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

Degree Conferral and Issuing of Diplomas

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

ACADEMIC RESPONSIBILITY

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

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

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

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

ACADEMIC INTEGRITY AND HONESTY

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

(From the University Policies Governing Student Conduct) “Academic honesty includes accurate use of quotations, as well as appropriate and explicit citation of sources in instances of paraphrasing and describing ideas, or reporting on research findings or any aspect of the work of others (including that of instructors and other students). The standards of academic honesty and citation of sources apply to all forms of academic work (examinations, essay theses, dissertations, computer work, art and design work, oral presentations and other projects).

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

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

Academic dishonesty includes but is not limited to

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

Guidelines for Written Assignments

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

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

Guidelines for Studio Assignments

Work from other visual sources may be imitated or incorporated into studio work if the fact of imitation or incorporation and the identity of the original source are properly acknowledged. There must be no intent to deceive; the work must make clear that it emulates or comments on the source as a source. Referencing a style or concept in otherwise original work does not constitute plagiarism. The originality of studio work that presents itself as “in the manner of” or as playing with “variations on” a particular source should be evaluated by the individual faculty member in the context of a critique.

Incorporating ready-made materials into studio work as in a collage, synthesized photograph, or pasteup is not plagiarism in the educational context. In the commercial world, however, such appropriation is prohibited by copyright laws and may result in legal consequences.

Procedures

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

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

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

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

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

Penalties

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

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

Academic Integrity Appeals

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

Code of Conduct

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

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

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

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

STUDENT LIFE

STUDENT SERVICES

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

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

To find out more about Student Services, visit www.newschool.edu/student-services.aspx.

Student Housing and Residence Life

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

For students who wish to navigate the metro New York real estate market, listings of rental properties, shared apartments, short-term accommodations, and subletting opportunities are available in the Student Housing office. Student Housing provides a compilation of these listings upon request. The Off-Campus Housing Resource Guide also 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 are also available. For more information about student housing, visit www.newschool.edu/student-services.

Student Health and Counseling Services

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

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

Student Health Insurance

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

International Student Services

This school is authorized under federal law to enroll nonimmigrant alien students.

International Student Services' mission is to help international students reach their fullest potential and have positive experiences while at the university. In cooperation with 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.

All international students are required to attend orientation and check in with International Student Services. The office checks documents to see that students have been properly admitted into the United States, and reviews rights, responsibilities, and regulations. Each international student has access to one-on-one advising sessions. For more information, please visit www.newschool.edu/student-services.

Student Disability Services

The New School fosters an environment that encourages all students to reach a high level of achievement. Through student services and programs, the school emphasizes the importance of recognizing and embracing individual differences. In keeping with this philosophy, The New School is committed to helping students with disabilities obtain equal access to academic and programmatic services. Student Disability Services is designed to assist students with disabilities in need of academic and programmatic accommodations as required by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Federal Rehabilitation Act of 1973. If you have either a temporary or chronic disability of any kind, feel free to submit medical documentation to Student Disability Services at the beginning of the semester. The staff members can advise you on policies and procedures and discuss any available accommodations and support.

For more information about Student Disability Services, please visit www.newschool.edu/student-services.

University Student Senate

The University Student Senate (USS) is the official university student government of The New School. Senators are elected by matriculated students from every academic division with the number of senators determined by the size of the school. Elections are held each 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 USS website. Meetings are open to all students, and students are encouraged to bring their concerns or ideas to the USS. Visit www.newschool.edu/student-services for more information.

Parsons Career Services

Information about the career services office at Parsons can be found at parsons/services/carecurr.aspx. University career services can be found at www.newschool.edu/student-services.aspx.

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 as well as the University Diversity Committee. The office also administers the Higher Education Opportunity Program and the Student Ombuds Office.

Food Services

Students may enroll in a meal plan or take advantages of dining facilities on campus on a cash basis. For more information, visit www.newschool.edu/student-services.

Diversity Initiative

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

University Diversity Committee Mission Statement

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

PARSONS FACILITIES AND SERVICES

Buildings and Facilities

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

Building Hours

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

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

Condition of Parsons Facilities and Property

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

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

Storage of Materials and Work

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

UNIVERSITY RESOURCES AND FACILITIES

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

Libraries

The 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 libraries listed below, visit www.library.newschool.edu

University Libraries

Fogelman Social Science and Humanities Library

Gimbel Art and Design Library

Scherman Music Library

Consortium Libraries

New York University

Avery Fisher Center for Music and Media

Elmer Holmes Bobst Library

Courant Institute of Mathematical Sciences

Cardozo Law Library

Cooper Union Library

New York Academy of Art

The New-York Historical Society

The New York Public Library

The University Writing Center

The University Writing Center helps students become better expository writers through individual tutoring sessions in every phase of the writing process. Tutors can help students organize an assignment, develop a rough draft, and revise a paper. Rather than offering a quick-fix editing or proofreading service, the center offers tutors who help students develop versatile, lifelong communication skills that will serve them throughout their careers. The staff includes many professional writers in addition to ESOL specialists and speech coaches. Visit www.newschool.edu/admin/writingcenter for more information.

Other Resources

Barnes and Noble

105 Fifth Avenue at 18th Street

212.675.5500

www.barnesandnoble.com/textbooks

Textbooks for most courses are available for purchase at Barnes & Noble.

The Foundation Center

79 Fifth Avenue, 2nd floor

212.620.4230

www.fdncenter.org

Many foundations administer scholarship programs for students, but most funds are granted to colleges and universities, which then distribute awards according to various criteria. A small number of foundations (some 5,000 organizations identified by the Foundation Center) approve grants directly to individuals. These organizations are listed in an online database, and a significant proportion of those grants are for direct scholarships, fellowships, and loans to students at all undergraduate levels. Students pursuing foundation funding for their education should contact reference librarians at the Foundation Center. To learn more about these special resources for scholarships, visit the www.fdncenter.org.

MyNewSchool

MyNewSchool is the university's customizable Web portal located at my.newschool.edu. Through a single secure sign-on process, students can access their university e-mail account, view and make changes to their student records, participate in online courses, receive personal and campus announcements, explore library resources, and much more. Most student business is transacted online through mynewschool, including registering for classes, verifying financial aid awards, making payment arrangements, and viewing final grades. New students are notified when their mynewschool account has been established.

Computer Facilities

Students have access to the latest technology in the university's computer, print, and A/V equipment centers. Features include:

- Mac and Windows open labs
- Computer-equipped presentation classrooms
- Advanced video, audio, Web, print design, 2D and 3D modeling and animation programs; and research, statistics and Microsoft Office software and hardware
- AV recording studio with microphones and lighting gear
- Private editing suites, an equipment center, and a print output center
- Self-help and online reservation for select facilities
- Specialty scanners (oversized, slide, film, and drum)

For centers and hours, visit www.newschool.edu/at and choose "Labs and Services."

Wireless

The New School provides free wireless Internet access throughout the campus. Students should be sure to have the latest anti-virus and anti-spyware software.

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. The help desk is open Monday through Friday from 8:30 a.m. to 6:00 p.m. Telephone messages can be left on the voicemail. Voice messages are returned during business hours, usually within one hour.

Problems that cannot be resolved immediately are assigned to a queue in an online database. The help desk is monitored for follow-up service.

COMMUNICATION WITH STUDENTS

The college and university administration routinely communicates with students through these channels:

- MyNewSchool. MyNewSchool is the university's customizable Web portal that connects students to the university. See Student Life for more information.
- Student email accounts. The university provides each student with a GroupWise email account. Students are required to activate their account and check their university email daily. Official communications from the college and the university will be made through this account. GroupWise accounts can be set up to forward to a personal email account, but delivery problems with certain providers may be encountered. It is recommended that students use GroupWise.

Change of Address or Telephone Number

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

OTHER UNIVERSITY POLICIES

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.newschooll.edu/studentaffairs/health.

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.newschooll.edu/admin/oir for more information.

Intellectual Property Policy

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

Use of Photographs

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

Statement of Ethical Responsibility for Research Involving Human Subjects

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

Campus Crime Reporting and Statistics

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

Academic Freedom: Free Exchange of Ideas

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

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

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

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

Equal Employment and Educational Opportunity

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

Inquiries concerning the application of the laws and regulations concerning equal employment and educational opportunity at The New School (including Title VI-equal opportunity regardless of race, color or national origin; Section 504-equal opportunity for the disabled; and Title IX-equal opportunity without regard to gender) may be referred to: The Office of the General Counsel, The New School, 80 Fifth Avenue, Suite 800, New York, New York 10011. Inquiries may also be referred to: the Office of Federal Contract Compliance Programs, U.S. Department of Labor, 23 Federal Plaza, New York, NY 10278 or the U.S. Equal Employment Opportunity Commission (EEOC), New York District Office, 201 Varick Street, Suite 1009, New York, NY 10014. For individuals with hearing impairments, EEOC's TDD number is (212) 741-3080.

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

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

OFFICERS AND BOARD OF TRUSTEES

Visit www.newschool.edu/administration.html.

ABOUT THE NEW SCHOOL

The New School was founded in 1919 as The New School for Social Research by a group of prominent progressive scholars, including Charles Beard, John Dewey, James Harvey Robinson, and Thorstein Veblen. The school was established as an alternative to the traditional university and offered an open curriculum, minimal hierarchy, and free intellectual exchange. In 1933, New School President Alvin Johnson created the University in Exile, a refuge for scholars driven out of Germany by the Nazis, and gave it a home at the school. In 1934, the University in Exile was renamed the Graduate Faculty of Political and Social Science and incorporated into The New School, making it a degree-granting institution.

Today The New School consists of eight divisions offering undergraduate and graduate degrees and certificates and continuing education courses in the arts, the humanities, the social sciences, and public policy. Students benefit from small classes, access to the rich educational resources of New York City, and a faculty of prestigious scholars and working professionals. The New School is located in Greenwich Village, one of New York City's oldest and most beautiful neighborhoods. The university's divisions are The New School for General Studies, The New School for Social Research (formerly the Graduate Faculty of Political and Social Science), Milano The New School for Management and Urban Policy, Parsons The New School for Design, Eugene Lang College The New School for Liberal Arts, Mannes College The New School for Music, The New School for Drama, and The New School for Jazz and Contemporary Music.

The university's commitment to transcending the boundaries between traditional academic disciplines, its ties to the cosmopolitan cultural and professional life of New York City, and its willingness to reinvent itself remain unchanged, as does its dedication to the ideal of lifelong education for all citizens. The New School holds a place in the avant-garde of American universities, attracting adventurous, creative, civic-minded scholars.

For more information, visit www.newschool.edu.

THE DIVISIONS OF THE NEW SCHOOL

The New School for General Studies

66 West 12th Street, New York, NY 10011
212.229.5615, www.newschool.edu/generalstudies

A pioneer of lifelong education in the United States, The New School for General Studies is still a center of innovation today. Its offerings include a bachelor's degree program for returning students, graduate degree programs that integrate theory and practice, and a broad and serious curriculum open to noncredit students. The school offers the following degrees: the BA and BS in Liberal Arts, BFA in Performing Arts (in association with the American Musical and Dramatic Academy), MA and MS in International Affairs, MA in Media Studies, MFA in Creative Writing, and MA in TESOL. The New School offers graduate-level certificates in Documentary Media Studies and Media Management and undergraduate and noncredit certificates in Creative Arts Therapies, English Language Teaching, English as a Second Language, Film Production, and Screenwriting. Accelerated joint bachelor's/master's degree options are available in several graduate programs at the university. The curriculum open to noncredit students includes courses in history, psychology, social sciences, literature, philosophy, film

and media studies, fine arts, acting, writing, business, foreign languages, and food studies. The school is also the home of the Vera List Center for Art and Politics.

The New School for Social Research

16 East 16th Street, New York, NY 10003

212.229.5700, www.newschool.edu/socialresearch

The New School for Social Research is a graduate center for the social sciences and philosophy that began in 1933 as the University in Exile, the legendary haven for European scholars seeking refuge from fascism. Today each department and program excels in its own area of inquiry while promoting dialogue that transcends the concerns of its field. Students participate in interdepartmental courses and multidisciplinary conferences and forums and collaborate with other social scientists, designers and artists, and faculty and students in other parts of The New School. They also participate in interdepartmental courses and multidisciplinary conferences and forums. The New School for Social Research awards master's and doctoral degrees in Anthropology, Economics, Philosophy, Political Science, Psychology, and Sociology, as well as interdisciplinary master's degrees in Historical Studies and Liberal Studies.

Parsons The New School for Design

2 West 13th Street, New York, NY 10011

212.229.8950, www.newschool.edu/parsons

Parsons The New School for Design is a degree-granting college of art and design offering professional and liberal education at the undergraduate and graduate levels. The school is recognized for its focus on critical thinking skills, social engagement, collaborative methods, and global perspective. Parsons graduates are known worldwide for their leadership in creative, management, and scholarly areas of art and design. The school was named in 1936 for longtime president Frank Alvah Parsons, who devoted his life to integrating visual art and industrial design. Professional internships, interdisciplinary collaboration, and international study opportunities augment Parsons' undergraduate, graduate, and certificate programs. Parsons offers the following degree programs: BFA in Architectural Design, Communication Design, Design and Technology, Fashion Design, Fine Arts, Illustration, Integrated Design, Interior Design, Photography, and Product Design, as well as a five-year BA/BFA dual-degree program in each of these areas of study; BBA in Design and Management; BS in Environmental Studies; AAS in Fashion Marketing, Fashion Design, Graphic Design, and Interior Design; MFA in Design and Technology, Lighting Design, Interior Design,* Fine Arts, and Photography; MArch; MArch/MFA (dual degree) in Lighting Design; and MA in History of Decorative Arts and Design. An MFA in Fashion Design and Society* and Transdisciplinary Studies,* MA in Fashion Studies,* and MS in Design Management* are in development. Nonmatriculated students of all ages can participate in a variety of programs throughout the year in New York and Paris, such as Summer Intensive Studies (pre-college and college-level), Continuing Education (certificate programs and general art and design courses for adults), and the Parsons Pre-College Academy (certificate programs and general art and design education for young people in grades 4–12).

*New York State approval pending.

Eugene Lang College The New School for Liberal Arts

65 West 11th Street, New York NY 10011

212.229.5665, www.newschool.edu/lang

Eugene Lang College is The New School's four-year liberal arts college for traditional-age undergraduates. Established in 1985, the school was named in honor of the educational philanthropist and New School trustee Eugene

M. Lang. Lang students enjoy the benefits of study in small seminar-style classes and can pursue the BA in the Arts, Culture and Media, Economics, Environmental Studies, History, Interdisciplinary Science, Literary Studies, Philosophy, Psychology, or Liberal Arts. Liberal Arts majors can complete interdisciplinary programs in Education Studies, Religious Studies, Social Inquiry, and Urban Studies; they can also elect a self-designed program of study. In addition, Lang offers a dual-degree program in which students earn a BA from Lang and a BFA from Parsons The New School for Design or The New School for Jazz and Contemporary Music. The college also offers several combined bachelor's/master's degree programs with other divisions at The New School.

Milano The New School for Management and Urban Policy

72 Fifth Avenue, New York, NY 10011

212.229.5400, www.newschool.edu/milano

The J.M. Kaplan Center for New York City Affairs was founded in 1964 as the first academic institution in the United States devoted to the study of a single metropolitan area. In 1975, the Kaplan Center evolved into the Robert J. Milano Graduate School of Management and Urban Policy (later renamed Milano The New School for Management and Urban Policy). Today the school trains working professionals for leadership in government, corporations, and nongovernmental and community organizations. Milano's teachers are world-class theorists and working practitioners who use New York City as a training ground and laboratory for their students. The curriculum focuses on urban policy, nonprofit management, and organizational change. Students can earn an MS in Nonprofit Management, Organizational Change Management, or Urban Policy Analysis and Management; a PhD in Public and Urban Policy; or a post-master's certificate in Organizational Development.

Mannes College The New School for Music

150 West 85th Street, New York, NY 10024

212.580.0210, www.newschool.edu/mannes

Mannes is a leading conservatory of classical music that was founded in 1916 by violin and piano duo David Mannes and Clara Damrosch Mannes. It provides professional training for graduate and undergraduate students of music, preparatory instruction for children ages 4 to 18, and classes for adult students at every level of proficiency. At Mannes, a comprehensive curriculum, a faculty of experienced artists, and the resources of an innovative university support students in their quest for virtuosity. Mannes offers the BM, BS, and MM, as well as undergraduate and professional diplomas. Students can major in every classical instrument, orchestral or choral conducting, composition, theory, and voice. The Mannes community comprises students from every corner of the world and instructors at the top of their fields, including performers and conductors from prominent orchestras, ensembles, and opera companies, as well as renowned soloists, composers, and scholars.

The New School for Drama

151 Bank Street, New York, NY 10014

212.229.5150, www.newschool.edu/drama

The New School has been a center of innovation in theater since Erwin Piscator founded the Dramatic Workshop at the university in the 1940s. Today The New School for Drama prepares talented graduate students for lives and careers as performing artists. The school awards the MFA in Acting, Directing, or Playwriting. Students work under the instruction of distinguished theater professionals in small, challenging classes. The three-year program is progressive: Students begin with self-discovery, develop technical skills in the second year, and finish by writing, directing, and

acting in productions and developing a business plan. New York City offers Drama students both limitless opportunities to learn through observation and a wealth of career possibilities.

The New School for Jazz and Contemporary Music

55 West 13th Street, fifth floor, New York, NY 10011

212.229.5896, www.newschool.edu/jazz

Established in 1986, The New School for Jazz and Contemporary Music offers talented musicians an opportunity to train with professional artists from New York City's illustrious jazz community. The school's teaching model is based on the tradition of the artist as mentor; students work with accomplished musicians immersed in the history and evolution of jazz, blues, pop, and newer genres. Learning takes place in three environments: the classroom (through instruction in ensemble playing, instrumental music, music history, music theory, and related topics), tutorial instrumental study (through one-on-one sessions with renowned musicians), and master classes (through lectures, performances, and workshops). In these settings, students develop their creative talent while working to meet the high standards set by their instructors. The school awards the BFA; it also offers a five-year dual-degree BA/BFA program in conjunction with Eugene Lang College The New School for Liberal Arts.