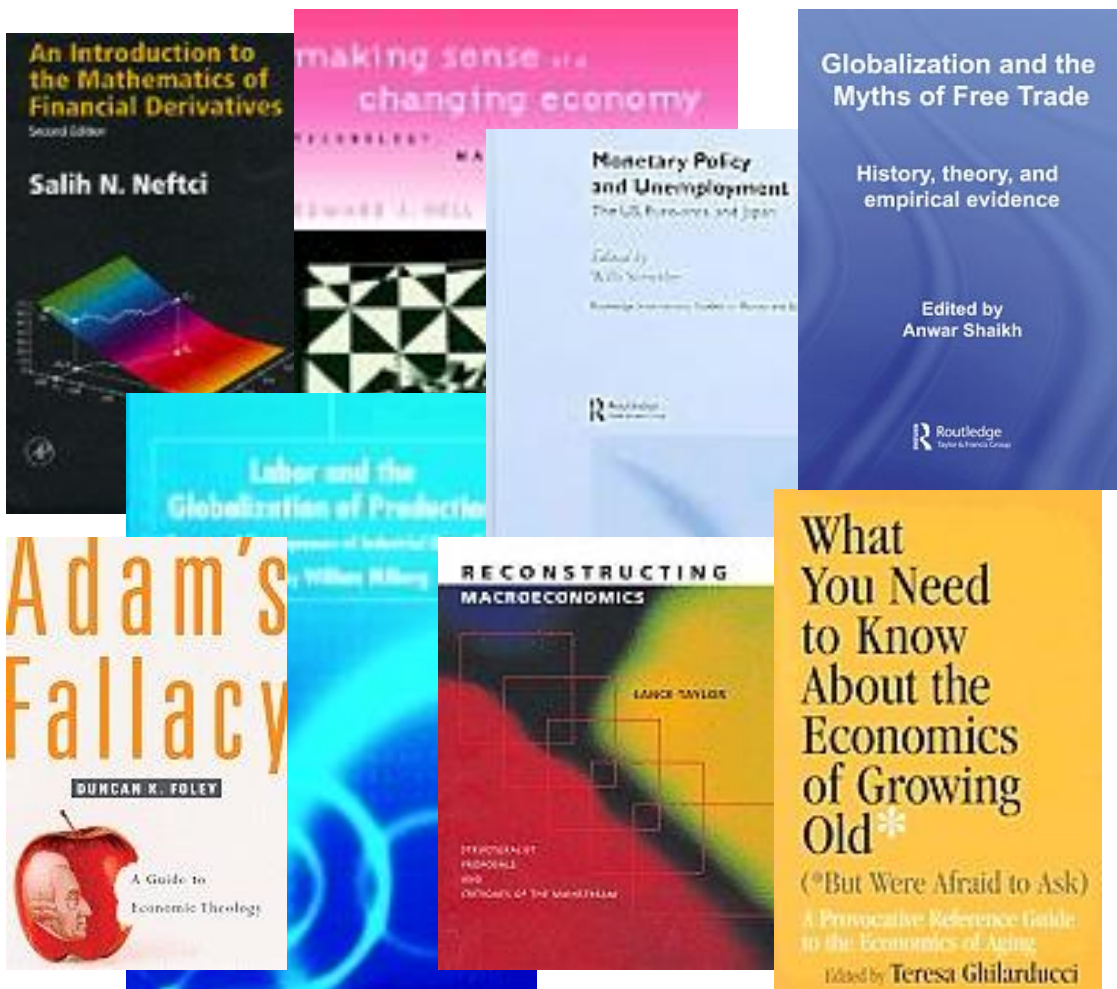


2011-2012

Department of Economics
Procedures Guide



New School for Social Research

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Listing of Faculty and Other Department Contacts

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The **Department Chair** oversees the operation of the department, acts as emissary between the department, central administration, and the heads of various NSSR offices (e.g. Dean's Office, Office of Academic Affairs). The Chair also approves various documents such as graduation petitions, dissertation oral and defense paperwork, and registration holds and releases. If you have a problem, first speak with the Department Secretary or the Student Advisor to see if they can resolve the issue. If they cannot, contact the Chair for an appointment.

Chair 2010-11: William Milberg
E-mail: MilbergW@newschool.edu

The **Department Secretary** is Barbara Herbst. The Secretary coordinates the operation of the Department Office and schedules rooms for PhD students' oral (proposal) and dissertation defenses, as well as special events. If you have questions regarding faculty schedules or class schedules you can contact the Department Secretary at:

Phone: (212) 229-5717, extension 3044
Fax: (212) 229-5724

The **Student Advisor** is Kate Bahn. The student advisor provides (1) guidance on the academic requirements, (2) information and help on departmental procedures such as Qualifying Examinations, Dissertation Defenses, and Graduation Petitions, and (3) assistance in registration. The Student Advisor traditionally has been nominated by the ESU for approval by the Department Chair and the Director of Academic Support.

Phone: (212) 229-5717, extension 3049 (takes messages)
E-mail: econadv@newschool.edu

As noted throughout, several issues and items may require information from or petitions to be filed with the **Office of Academic Affairs**.

Phone: (212) 229-5712
Office: 6 16th Street, Room1007
Web-site: <http://www.newschool.edu/nssr/subpage.aspx?id=9240>

Degree Programs

Summary: Our department offers comprehensive Master's and PhD programs that provide students with a deep and critical understanding of both traditional and alternative approaches in economics. These programs are well suited to students who aim at careers in applied fields such as macroeconomics, finance, development economics, political economy, international economics, and applied aspects of labor economics. Topics are studied in the context of our long tradition of a critical approach to theory, economic history and the history of economic thought.

The Department of Economics offers two Master of Arts degrees: MA in Global Political Economy and Finance (MAGPEF) and MA in Economics (MAECON). The Economics Department does not require any specific undergraduate work as a prerequisite for matriculation into the Master's program, but familiarity with Economics at the level of undergraduate introductory courses and with Mathematics at the level of undergraduate first-year calculus is highly recommended. Please consult your faculty advisor if you have questions about your level of preparation.

In addition, students who have an interdisciplinary orientation can benefit from a variety of courses in other departments of the New School for Social Research. Students who have completed one year of full-time graduate study may take certain courses at Columbia University, New York University, Fordham University, Princeton University, Rutgers University, Stony Brook University and City University of New York, through the Inter-University Doctoral Consortium with the approval of the Chair. Please contact the Office of Academic Affairs for more information.

Advising and Assessment of Progress

During his/her first year, each matriculated student, part-time or full-time, will be assigned a Faculty Advisor to help him/her through the program. Please note that a student's Faculty Advisor is not necessarily his/her dissertation supervisor. Students may request and, if possible, be given advisors of their choice. To arrange an appointment to see your Faculty Advisor, please check his/her office door for a direct phone line and schedule of office hours. Students should consult their Advisors at least once a semester to discuss their choice of courses and their academic progress.

Your progress will be formally reviewed by the department each semester. All students will receive the results of their review by mail. An unsatisfactory review may require the student to meet specific criteria set forth by the Economics Department and the Office of Academic Affairs.

MA in Global Political Economy and Finance

The MA in Global Political Economy and Finance provides students with a sophisticated understanding of the world economy in historical context, the political economic analysis of the dynamics of contemporary world capitalist society, and state-of-the-art tools of political economic and financial analysis of the dynamics of contemporary world capitalist society.

A total of 30 credits are required for the MA in Global Political Economy and Finance. Students may petition the department to transfer a maximum of 3 credits from other graduate institutions. Students may apply for transfer credits after completing six credits in the New School for Social Research. Most NSSR courses are 3 credits.

Courses

The MAGPEF consists of seven required courses and three electives. Core courses must be completed within the Economics Department at the NSSR.

Core (3 courses)

GECO6190 Graduate Microeconomics
GECO6191 Graduate Macroeconomics
GECO6181 Graduate Econometrics

(GECO6189 Mathematical Methods in Economics or the approval of the instructor is a prerequisite to GECO6181. With the agreement of their Faculty Advisor, candidates with a strong background in economics may substitute appropriate upper-level (200-level) courses for these core requirements).

Political Economy (2 courses)

GECO5104 Historical Foundations of Political Economy I
GECO5108 World Political Economy

Finance (**one** of the following courses)

GECO6140 Financial Markets and Valuation, or
GECO6141 Principles of Financial Engineering
GECO6269 Financial Economics, or
GECO6253 International Economics

Internship or Mentored Research (**one** of the following)

GECO6198 Internship (to be arranged by the student with the approval and advice of the Department Chair), or
GECO6993 Mentored Research

Internship or Mentored Research

There are two alternative courses through which students can synthesize and apply the knowledge they have gained in the program, *Internship* or *Mentored Research*.

Internships arranged by students will be carefully screened by the Department Chair to ensure that they involve students actively and critically in programmatic and policy decisions relevant to global political economy and finance, and to ensure a good match between the needs of the firms offering the internships and the students who occupy them. Internships offer students an opportunity to test the concepts discussed in courses in real-world situations and to understand the complex interplay of political-economic forces in the modern world of finance. Working as a teacher or a teaching assistant is generally not acceptable as an internship; the final approval is up to the Department Chair. Students submit a 2,500 word essay (which can be based on a journal) describing the internship experience and its educational value together with a letter from the internship sponsor certifying the period and length of the internship to the Department Chair. Internship is graded Pass/Fail. Each student may take a maximum of three Internship credits.

Mentored Research pairs a student with a faculty member who will guide the student in an independent research project centered on a current problem in political economy and finance, and culminating in a 7,500 word essay. The *Mentored Research* offers an alternative path to the synthesis of the program material through a critical confrontation with a concrete problem in contemporary world political economy.

The following are the guidelines for Mentored Research:

Before registration for Mentored Research:

The student discusses the proposed Mentored Research project with one or more faculty members before the term she or he intends to do it.

Registration:

The student provides the faculty member who has agreed to supervise the Mentored Research with a preliminary proposal of about 1-2 pages indicating the aims of the research, with a preliminary bibliography, prior to registration. Registration for Mentored Research requires the signature of the sponsoring faculty member and the department chair. The Independent Study Contract Form (available from the Student Advisor) is used for this purpose. The student's preliminary proposal must be included with the Independent Study form.

During the term:

The student meets approximately once every two weeks with the supervising faculty member. The first two meetings can be devoted to improving the student's proposal and bibliography. Later meetings can be devoted to discussion of the writing of the draft

paper, a conference on a complete draft, and a final conference on the final revision of the paper.

A draft of the paper is submitted to the faculty member one month before the end of the semester. The faculty member provides written comments and a conference on this draft as a basis for the student's revision of the paper. Revision is the most valuable educational part of the writing of a research paper and is essential to a successful Mentored Research.

A revised version of the paper is submitted during the last week of the term. Since the faculty member will have given extensive comments on the draft (which the student has used in revision) the faculty member does not give extensive further comments on the final paper, but grades it promptly and informs the student in a brief comment of his/her grade and how successful the revision was.

Mentored Research projects should be tailored to the interests and capacities of the individual student. Mentored Research papers need not make original contributions to knowledge (though they must represent the original work of the student according to generally accepted standards of scholarly integrity). A careful critical survey of a relevant subset of the literature on a problem is a suitable aim of a Mentored Research. The grade on the Mentored Research reflects both the success of the student in meeting his or her own individual goals in the project and the level of the student's achievement in relation to generally accepted standards of work at the student's level of study.

Electives (3 courses):

Three electives may be chosen from the graduate level courses taught or cross-listed by the Economics Department.

MA in Economics

The MA in Economics provides the analytical skills of a master's level program in economics with the flexibility of a wide range of elective choices, allowing each candidate to shape an individual program or concentrations.

A total of 30 credits are required for the MA in Economics. Students may petition to transfer a maximum of 3 credits from other institutions. Students may apply for transfer credits after completing six credits in the New School for Social Research. Most NSSR courses are 3 credits.

The requirements for the MA in Economics consist of: five required courses, including an internship or mentored research, and five elective courses, up to three of which can be taken in other departments of the New School for Social Research. Some courses offered

at Milano and GPIA may also be taken as electives. Core courses must be completed within the Economics Department at the NSSR.

Courses

Core (four courses):

- GECO6190 Graduate Microeconomics
- GECO6191 Graduate Macroeconomics
- GECO5104 Historical Foundations of Political Economy I
- GECO6181 Graduate Econometrics

(GECO6189 Mathematical Methods in Economics or the approval of the instructor is a prerequisite to GECO6181. With the agreement of their Faculty Advisor, candidates with a strong background in economics may substitute appropriate upper-level (6200-level) courses for these core requirements.)

Internship or Mentored Research (one of the following)

- GECO6198 Internship (to be arranged through the Department Internship Coordinator) or
- GECO6993 Mentored Research

Internship or Mentored Research

There are two alternative courses through which students can synthesize and apply the knowledge they have gained in the program, *Internship* or *Mentored Research*.

Internships arranged by students will be carefully screened by the Department Chair to ensure that they involve students actively and critically in topics relevant to economics and to ensure a good match between the needs of the firms offering the internships and the students who occupy them. Internships offer students an opportunity to test the concepts discussed in courses in real-world situations and to develop skills important to economic analysis. Working as a teacher or a teaching assistant is generally not acceptable as an internship; the final approval is up to the Department Chair. Students submit a 2,500 word essay (which can be based on a journal) describing the internship experience and its educational value together with a letter from the internship sponsor certifying the period and length of the internship to the Department Chair. Internship is graded Pass/Fail. Each student may take a maximum of three Internship credits.

Mentored Research pairs a student with a faculty member who will guide the student in an independent research project centered on a current problem in political economy and finance, and culminating in a 7,500 word essay. The *Mentored Research* offers an alternative path to the synthesis of the program material through a critical confrontation with a concrete problem in contemporary world political economy.

The following are the guidelines for Mentored Research:

Before registration for Mentored Research:

The student discusses the proposed Mentored Research project with one or more faculty members before the term she or he intends to do it.

Registration:

The student provides the faculty member who has agreed to supervise the Mentored Research with a preliminary proposal of about 1-2 pages indicating the aims of the research, with a preliminary bibliography, prior to registration. Registration for Mentored Research requires the signature of the sponsoring faculty member and the department chair. The Independent Study Contract Form (available from the Student Advisor) is used for this purpose. The student's preliminary proposal must be included with the Independent Study form.

During the term:

The student meets approximately once every two weeks with the supervising faculty member. The first two meetings can be devoted to improving the student's proposal and bibliography. Later meetings can be devoted to discussion of the writing of the draft paper, a conference on a complete draft, and a final conference on the final revision of the paper.

A draft of the paper is submitted to the faculty member one month before the end of the semester. The faculty member provides written comments and a conference on this draft as a basis for the student's revision of the paper. Revision is the most valuable educational part of the writing of a research paper and is essential to a successful Mentored Research.

A revised version of the paper is submitted during the last week of the term. Since the faculty member will have given extensive comments on the draft (which the student has used in revision) the faculty member does not give extensive further comments on the final paper, but grades it promptly and informs the student in a brief comment of his/her grade and how successful the revision was.

Mentored Research projects should be tailored to the interests and capacities of the individual student. Mentored Research papers need not make original contributions to knowledge (though they must represent the original work of the student according to generally accepted standards of scholarly integrity). A careful critical survey of a relevant subset of the literature on a problem is a suitable aim of a Mentored Research. The grade on the Mentored Research reflects both the success of the student in meeting his or her own individual goals in the project and the level of the student's achievement in relation to generally accepted standards of work at the student's level of study.

Electives

Of the five elective courses required for the MA in Economics two must be taken from the courses offered or cross-listed by the Economics Department, and three may be courses at the graduate level offered by other departments of the New School for Social Research or Milano the New School for Management. The student's Faculty Advisor must approve the elective program.

Other requirements for MA degrees on both tracks

Transfer Credits: A maximum of 3 transfer credits from another graduate program is allowed. Students may apply for transfer credit after they have completed at least 6 credits in the New School for Social Research. The courses to be transferred must have a minimum grade of B (3.0). In addition, the courses to be transferred cannot be more than ten years old from the student's date of matriculation at NSSR.

GPA: A final, overall course average of 'B' (3.0) is required for the MA degree. In addition, the student must earn a grade of 'B' or better in all but one of the core courses, and no worse than 'B-' in the remaining core course.

Time Limit: The time limit for completion of an MA degree is 5 years. Please refer to the NSSR Catalog for more information on time-to-degree limits and time extension procedures.

There are no language, seminar, comprehensive exam, or thesis requirements for the MAGPEF and MAECON degrees.

Petition to graduate: Each student must file a *Petition to Graduate* at the Registrar's Office to obtain his/her MA degree when he/she has finished the MA course requirements. Petitions can be found online through MyNewSchool and should be filed by October 1 for fall graduation and by February 15 for spring graduation. Petitions filed after these deadlines will be subject to late fees. Students who receive an MA degree are not eligible for the Master of Science (MS) degree.

Credit Limit

Students with MA status may not register for more than 30 credits.

Note: Students are not eligible to receive the MA in Economics or the MA in Global Political Economy unless they complete at least 27 credits towards that degree at the NSSR.
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Admission into the PhD program

A student who enters the Department of Economics is not automatically accepted for study toward the PhD degree. Separate admission in the PhD program must be obtained.

Students already matriculated in the MAGPEF or MAECON programs

Students matriculated into the MAGPEF or MAECON programs can petition for admission to PhD status after they have completed 18 credits in the NSSR. A departmental subcommittee reviews student records and makes decisions on acceptance for PhD status. Students will be notified in writing of rejection or acceptance. In the case of rejection, students may appeal the committee's decision to the department, but the department's decision will be final. Three (3) minimum conditions must be fulfilled for consideration for PhD status. The student must have:

- completed at least 18 credits in the courses for which he/she has registered,
- earned a cumulative GPA of at least 3.5 (between 'B+' and 'A-'), and
- completed at least 1 course in the PhD theory core with a grade of at least 'B+' and one graduate-level econometrics course with a grade of B+ or better. The average of the two classes must be 3.5 or better.

Students who have not been accepted for continued PhD study may register for no more than 30 credits with MA status or 45 credits with MS status.

Students with graduate work or an MA degree from other institutions

Students who wish to transfer into the NSSR from other institutions must have obtained an overall average of 'B' (3.0) or better in their prior graduate work

MS in Economics

The MS in Economics provides students with a solid grounding in the history and contemporary development of political economic tools and, through education in the contemporary quantitative tools of analysis, extends this training to include a significant part of the required PhD analytical core. It is designed for students who are interested in pursuing economics in more depth than the MA allows-- particularly to advance their research skills in economic modeling and econometrics--without being committed to completing a PhD degree.

Students who receive a Master of Arts (MA) degree from the Economics Department are not eligible for the Master of Science (MS) degree.

Required Coursework

The requirements for the MS in economics will include six core courses, nine elective courses (for a total of 45 credits), and the passing of the MS examination. Core courses must be completed within the Economics Department at the NSSR.

Core Courses (four courses):

GECO 6190 Graduate Microeconomics
GECO 6191 Graduate Macroeconomics
GECO 5104 Historical Foundations of Political Economy I
GECO 6181 Graduate Econometrics
(GECO6189 Mathematical Methods in Economics or the approval of the instructor is a prerequisite to GECO6181. With the agreement of their Faculty Advisor, candidates with a strong background in economics may substitute appropriate upper-level (6200-level) courses for these core requirements)

Plus any two of the following courses:

GECO 6281 Advanced Econometrics I
GECO 6200 Advanced Microeconomics I
GECO 6202 Advanced Macroeconomics I
GECO 6204, Advanced Political Economy I
GECO 6205, Advanced Political Economy II
GECO 6206 Post-Keynesian Economics

Electives

Of the nine elective courses required for the MS in economics, three must be taken from the courses offered or cross-listed by the Economics department, and six may be courses at the graduate level offered by other departments of the New School for Social Research, Milano the New School for Management, or the New School for General Studies Graduate Program in International Affairs. The student's Faculty Advisor must approve the elective program.

Examination

The MS in economics requires that a student pass the MS examination, which will be offered twice a year. Students should file a *Petition for Examination* form with the Student Advisor at the beginning of the semester. Students who have petitioned to take the MS exam will receive a study guide at least six weeks prior to the exam date. A qualifying paper may be substituted for the MS examination with departmental approval.

PhD students may substitute the 1st PhD Qualifying Exam for the MS Exam. A student who changes status to the PhD program from the MS may substitute the MS exam for the 1st Qualifying Exam.

Additional MS Degree Requirements

Transfer Credits, GPA, Time Limit, and Petition to Graduate: The policies regarding credit transfers, GPA, time limits and petitioning to graduate are identical to those outlined in the previous section for the Masters of Arts degrees. Please refer to that section for details.

Credit Limit

Students with MS status may not register for more than 45 credits.

Oral Examination Procedure for Students who took their PhD Qualifying Examinations before Fall 1992

The *Orals Defense* or examination serves to provide additional examination in the student's two elective fields. The student is formally responsible for the same material for which he/she was considered responsible on the written Qualifying examination. The *Oral Examination* is likely to focus on two or three basic topics within those areas of concentration to test the rigor and depth of the student's understanding of the basic analytic tools and concepts within these areas of specialization.

The procedure to set up the *Oral Examination* is that the student petitions for a specific departmental examining board, consisting of three (3) members of the Economics department faculty. The composition of the board is subject to review by, and is at the final discretion of, the Department Chairperson. An outside faculty examiner representing the New School for Social Research at large is appointed by the Office of Academic Affairs. A student who objects to the choice of examiners may petition for a change through the Office of Academic Affairs. Under this old format, a student who fails an *Oral Examination* can repeat the exam once and only once. The examination must be retaken in full unless the previous Oral Examination Committee grants special exception.

In this case a Dissertation Proposal Committee must review the dissertation proposal. When the student and his/her supervisor agree upon a dissertation proposal it is formally submitted for review through the department office (two copies of the proposal would need to be submitted for this purpose). This review is intended to help establish general department standards for acceptable proposals and to involve more faculty members at this stage in the dissertation proposal process. If a supervisor had already approved the proposal, approval by only one of the two review committee members would be necessary. If no supervisor approval had been granted, approval by both members of the dissertation proposal review is required.

PhD in Economics

Summary: The department offers a distinctive PhD program in economics. Required core courses in microeconomics, macroeconomics and econometrics are supplemented by core courses in Marxian, Post-Keynesian and Neo-Ricardian theory.

In addition to core theory courses, each student chooses two areas of concentration. The Department of Economics regularly offers the following areas of concentration:

Advanced Macroeconomics
Advanced Microeconomics
Advanced Econometrics
Advanced Political Economy
Economic Development
Finance
History of Economic Thought
International Economics
Labor Economics
Money and Banking

Students not wishing to select both areas of concentration from the above list may define one area for themselves. Students may also define an interdisciplinary area of concentration. If a student chooses to do so, permission must be obtained from the department. See Faculty Advisor or Student Advisor to initiate the process.

Required Coursework

A total of 60 credits are required for the PhD degree, including the 30 required for the MA degree. Of these 60 credits, at least 30 must be earned at the NSSR. Core courses must be completed within the Economics Department at the NSSR.

The student must complete four PhD Theory Core Courses:

GECO6200 Advanced Microeconomics I
GECO6202 Advanced Macroeconomics I
GECO6281 Advanced Econometrics I

And one of the following:

GECO6204 Advanced Political Economy I, GECO 6204, Advanced Political Economy II or GECO6206 Post-Keynesian Economics

A student must obtain a grade of 'B' or better in each core course. Should he/she obtain a grade of less than 'B', the examination in that core course may be retaken twice, providing the exam is completed within one year of the end of the semester in which the course was taken.

Transfer Credits: Students in the PhD program who have completed graduate coursework at another institution can apply for transfer credits upon completion of at least 12 credits within the NSSR with a GPA of 3.5 or better. Of these 12 credits, at least 3 credits must be from a PhD theory core course in economics with a grade of 'B+' or better. The form used for this purpose, "Transfer of Credit Petition", is available at the Registrar's Office. The credit to be transferred must have at least a grade of 'B'.

Up to 30 points of transfer credit may be granted. No seminar credits can be earned through transfer credits. No transfer credit will be granted for any course not relevant to the PhD degree in economics, or for any course with a grade of less than 3.0. No transfer credit will be given for any coursework that is over ten years old from the student's date of matriculation at NSSR.

Students who are accepted to the PhD with a previous Master's degree from another institution are not eligible to receive the MA in Economics, the MA in Global Political Economy and Finance, or the MS in Economics from the NSSR if they transfer more than 3 credits from their previous graduate course work towards the PhD.

Grade Point Average: A final course grade point average of 3.5 or better is required for the PhD degree. In addition, the student must earn a grade of 'B' or better in each of the theory core courses as outlined above.

Mathematics Requirement: Although there are no formal requirements in mathematics, students are expected to acquire sufficient competence to enable them to pass all courses using mathematical techniques, such as the PhD Theory Core courses. Competence in mathematics may also be substituted for the language requirement. Competence in mathematics is evidenced by either:

- Satisfactory performance (at least a 'B') in GECO6189 (Mathematical Methods in Economics),
- GECO6281 (Advanced Econometrics I), or
- Petitioning the department to have the requirement waived if the student has taken equivalent coursework elsewhere.

Note: Students may be asked to demonstrate competence by taking the examination in GECO6189.

Distribution of Credits: The necessary number of credits for the degree can be completed by selecting other courses from the wide range offered by the Economics Department,

including courses in other departments that are cross-listed in the Economics Department's offerings. Students will need the permission of either the department chair or their Faculty Advisor to take courses from other departments that are not cross-listed.

Inter-University Doctoral Consortium Courses: The consortium is open to doctoral students who have completed one year of full-time graduate study. Consortium courses may not be used to fulfill core course requirements. Approval for consortium courses must be obtained from the Department Chair. Students should contact the Office of Academic Affairs for more information on Consortium courses.

Directed Dissertation Study: Students may take up to nine credits of Directed Dissertation Study (GECO7991). This dissertation research and writing, supervised by a dissertation director, is offered only on a pass/fail basis. Taking more than 3 credits of Directed Dissertation Study in one term requires special approval.

Note: Taking more than 3 credits of directed dissertation study in one semester requires approval from the Office of Academic Affairs and Scholarships.

Independent Study: A maximum of twelve credits may be taken as Independent Study, which includes any Directed Dissertation Study credits taken. Independent Study courses can only be taken with full time NSSR faculty. A student who wishes to do an independent study with faculty from Milano be sure to clear it with both the department chair from the economics department as well as the Dean's office from Milano. If it is approved by both offices, then the student should arrange to register for the independent study through a faculty member in the economics department.

Seminar Course: Three (3) credits must be fulfilled in the form of seminar requirement. Seminar credits can be earned only after a student has completed Advanced Macroeconomics, Advanced Microeconomics, and Advanced Econometrics, or with the permission of the instructor and the Department Chair. These seminar credits can be earned only from work associated with a class at the 6200 level or above.¹ Seminar credits can only be earned with faculty approval. No seminar credits can be earned through transfer credits or through Directed Dissertation study.

Language Requirement: The Department of Economics requires literacy in one foreign language relevant to the student's intended program of study. Literacy must be shown by translating, from the chosen language, a substantial section of a reading on economics designated by the chair. Requests to take the exam may be submitted to the Student Advisor. Alternatively, a student may satisfy the language requirement by showing competence in mathematics as described above.

Time limit: The time limit for completion of a PhD degree is 10 years. Students may petition for extensions of time by filing a petition for an extension of time at the Office of Academic Affairs. If a student has passed the 10-year deadline to complete the PhD

¹ These courses do not have to be designated explicitly as seminars.

degree, he/she will need to file petition for extension of time to complete the degree and obtain approval from the Department Chair and the Assistant Dean of Academic Affairs. Students should consult the NSSR Catalog for all policies and information regarding degree time limits, extension of time requests, and probation policies related to extension of time requests.

MA or MS degree in the process of studying for the PhD:

A student who is enrolled in the PhD program may petition to receive either the MA or the MS degree while in the process of studying for the PhD provided they have met the requirements for that degree. The MA and MS are mutually exclusive, the student may only petition for one or the other, but the conferral of one of those degrees does not interfere with enrollment in the PhD program. Students who petition for one of these degrees should make it clear to the registrar that they intend to continue on in the PhD program. Provided that the requirements are met, the student must submit a graduation petition for the degree they seek within the appropriate deadline.

PhD Qualifying Examination

Students are required to take a two-part *PhD Qualifying Examination*.

The PhD Qualifying examination is offered two times a year over two consecutive days (3 hours each day; one area each day). Candidates are not required to take both parts of the examination in the same semester.² Exam dates will be announced by the Student Advisor at the beginning of each semester.

The PhD Qualifying examination is more concerned with depth and rigor of understanding than with breadth of knowledge. Students are expected to seek general and comprehensive mastery of the material covered in the courses related to their chosen areas. See the above concentrations section for listing of areas of concentration.

Students not wishing to select areas of concentration from the above list may define one area for themselves. Students may also define an interdisciplinary area of concentration. If a student chooses to do so, permission must be obtained from two faculty advisors. The faculty advisors should write an official letter of approval to the Department Chair with a copy to the Student Advisor to initiate the process.

Petition for Examination: To sit for either part or both parts of a PhD Qualifying exam, a student needs to file a *Petition for Examination* form with the Student Advisor at least three weeks prior to the examination date. This form can be obtained from the Student Advisor's office. At the time a student files a petition for examination, he/she must:

- be accepted for PhD status,

² It is Department policy to have 2 consecutive days. It is not possible to re-schedule the days so that they are not consecutive.

- have completed a minimum of 45 course credits,
- maintained a cumulative GPA of at least 3.5,
- completed the PhD core courses with grades of at least ‘B’ in each course,³
- have completed two courses in the subject of concentration, subject to course availability,
- not have taken the PhD examination more than once before, and
- be current in registration.

The *Petition* is then reviewed by the Student Advisor to ensure the requirements are satisfied. Those eligible and ineligible to take the examination are then notified. If a student does not satisfy the above requirements, he/she can petition to take the exam by submitting a written request to the department as whole. The department reviews the request at a regular department meeting, and the student is notified shortly afterwards of its decision. No special requests are to be granted by any individual faculty member, including the Department Chair.⁴

Structure of the PhD Qualifying Examination

The PhD Qualifying Examination will consist of either:

- a three-hour written exam in each of the two areas of concentration chosen, or
- a three-hour written exam in one area of concentration and a research paper of high scholarly quality in the second area. Permission to submit a paper in lieu of examination must be obtained from a faculty member who agrees to be the student’s supervisor. The department must then approve this request, which it is free to deny. If approved by the department, the exam will be read and graded by two faculty members, one of whom will be the student’s supervisor. See below for further details on the possibility of a research paper.

The three-hour written exam is structured in the following way:

- Faculty will prepare a list of 10-12 questions as the guide for students to prepare exams at least 6 weeks before the scheduled date of the exam.
- The exam will consist of 4-6 questions, which may be drawn from the study questions, or may cover similar but not identical material.
- Students will be asked to answer 2-3 of the questions on the exam, the exact number to be determined by the faculty preparing the examination.

³ For students who completed their core requirements prior to fall, 1992: having satisfactorily completed the three-semester requirement in Economic Analysis and the Econometrics Core requirement.

⁴ In the case where there is not enough time for the request to be brought to the next regular Faculty meeting, the Department Chair will canvas at least five (5) Department Faculty members (for a quorum) in order to obtain a decision.

- Students will be expected to be familiar with the readings assigned in the New School courses offered in the field of the examination. Reading lists for the relevant courses will be available in the Department Office.

Note: Students should not try to determine which specific faculty members write or grade the qualifying exams. While students are welcome to discuss the general topics covered by the study guides with faculty, they should refrain from trying to get specific questions on the study guides answered by the faculty.

Research Paper in lieu of 2nd PhD Qualifying Exam

Each student is allowed to petition the department to substitute a research paper in lieu of ½ of the PhD Qualifying Examination. If the student is given consent to do so, he/she would take one 3-hour examination in one of his/her chosen areas of concentration, and then present a high-quality research paper in place of the 3-hour exam in the student's remaining area of concentration. This option is considered by the department to be a privilege granted to a student, not a student's right. Students granted this option are those who seem likely to pass their Qualifying Exam and who may obtain the benefit of pursuing scholarly fieldwork that will help in the selection and preparation of a dissertation topic. The department is interested in research papers which make original, scholarly contributions to some problem, as well as effectively reviewing the existing literature in a field. The qualifying paper should prepare a student to teach a high level course in the field.

Students wishing to pursue the research paper option must submit an outline and/or abstract of their paper to at least one faculty member. The outline should state the problem and the proposed methods for its solution in roughly 3-5 pages; it should also include an actual outline of the proposed paper and a brief working bibliography. Once the faculty member(s) agree(s) to sponsor the proposal, it is submitted to, and voted upon by, the department as a whole.

If the petition is granted, the student must submit the research paper before the end of the semester. Its length obviously depends on its mode of analysis, but a rough guideline might be 40-50 pages in most circumstances. The paper must be submitted to and graded by at least two faculty members.

Policy on Grading the PhD Qualifying Examination

The student's grade for each PhD Qualifying Examination is the average of two grades: (1) a grade from the 1st reader for the area of concentration and (2) a grade from the 2nd reader for the area of concentration. If there happens to be more than 1.0 spread between the two readers on an area exam, the readers are required to discuss the exam and agree on a single, final grade. An area exam achieving an average grade of at least 3.7 will receive Honors Pass. An area exam achieving an average grade of less than 3.0 will receive fail for that exam.

At the request of either reader on a given field exam, if he/she is uncertain about the determinacy or usefulness of the written exam as a test of the student's knowledge and understanding, a supplementary, informal oral exam in that area may be held as soon as possible after the official written examination date to probe the written exam answers in greater depth. The two readers of the written examination will comprise the oral committee. Once the oral exam is completed, the two readers will agree on a final grade for the written exam.

Note: Students who sit for the PhD Qualifying examination on the day that it is given will be considered to have taken the examination and their blue books will be graded. *A student who petitions to take the exam, attends the exam, and receives the actual exam questions is considered to have taken the exam. Scanning the exam questions and leaving is counted as a failed attempt.*

Retaking the PhD Qualifying Examination

One re-examination is permitted for students who do not pass the PhD Qualifying exam. A student who hands in an unsatisfactory research paper may resubmit it ONCE. If it is necessary to retake this examination, it must be within two years of the date of the first examination, provided the second date does not exceed the time limits for completing the doctoral requirements. The department may require the student to sit for the second examination at any time within the allowed limits. The Office of Academic Affairs must approve any extension of overall time limits. No further re-examinations are permitted.

PhD Oral Defense of the Dissertation Proposal (PhD Oral Examination)

PhD candidates must also fulfill an oral examination requirement. The *Oral Examination* involves a defense of the candidate's dissertation proposal. The exam will take place only when the candidate's thesis supervisor and the two other members of the dissertation committee have approved the proposal.

The *Oral Examination* may be taken after the candidate has completed a minimum of 54 credits toward the 60-credit course requirement. In addition to the three members of the dissertation committee, the Oral Examination also includes a faculty member (the Dean's Representative) from another department within the New School for Social Research.

The Oral Examination is the defense of the student's dissertation proposal. The dissertation proposal is the first step towards writing the dissertation. A student ought to begin thinking about a topic early in his/her work as he/she begins to focus on particular interests. The proposal does not need to be particularly long (5-15 pages), however, it must be specific and determinate about the proposed dissertation. It ought to state the topic or problem to be addressed, the precise methods by which an original contribution will be made, and the standards of evidence, or argument by which, one would judge

whether the conclusion is valid. For example, a proposal outline could have the following structure:

- General problem and background in the field (with literature review),
- Specific topic or problem to be addressed (including a determinate statement of specific hypotheses or propositions),
- Methods of analysis (including formal hypotheses),
- Resources required (including data sources if quantitative, historical resources if historical, mathematical or logical tools if appropriate, etc.)
- Prospective conclusions (including standard by which the reader judges the appropriateness of the conclusions), and
- Potential implications (if appropriate or useful).

The proposal should also include a prospective chapter outline (no more than 1 1/2 pages) to give the Committee some sense of what the proposed dissertation would actually look like; this outline is provisional and not binding. The proposal should also include a reasonable, detailed bibliography of materials referenced in the text of the proposal and otherwise pertinent to the problem area of the dissertation. Unacceptable proposals are those that do no more than delineate the general problem within which the students plan to write a dissertation.

The *Oral Defense* may be taken after the candidate has completed a minimum of 54 credits toward the 60-credit course requirement and successfully completed both parts of his/her PhD Qualifying examination. At the *Oral Defense*, there must be present the three (3) members of the dissertation proposal committee and the “outside” committee member (a faculty member from another department within the New School for Social Research). It is the student’s and proposal supervisor’s responsibility to put together the *Oral Defense Committee*. The Office of Academic Affairs must be contacted to assign an outside committee member (Dean’s Representative).

An *Oral Examination* can be set up only with the agreement of the full committee.

The <i>Oral Examination</i> can be retaken only once. Students who fail the examination twice will not be permitted to go forward in the PhD Program.

The student must contact his/her proposal committee members, including the outside committee member, to determine the day and time for the defense. Once a date and time have been agreed upon, the student must petition to hold the defense in writing. The appropriate paperwork is available from the Student Advisor.

The Student Advisor will let the student know which sections of the form(s) he/she needs to fill out. Once completed, the forms must be returned to the Student Advisor for additional processing. The forms are then forwarded to the Department Secretary, who will request a room for the defense. Upon confirmation of the room assignment and receipt of the defense petition, the Secretary will send confirmation to each committee

member to remind them of the day and time. In the meantime, the student should forward copies of the dissertation proposal to all committee members and the Student Advisor. A copy of the proposal will be kept in the student's file.

Note: Students must leave sufficient time (a minimum of 2 weeks) to notify the Student Advisor and the department about their intentions to defend their proposal.

At the time of the Oral Defense, the committee members will indicate whether or not the student successfully defended his/her dissertation proposal on the *PhD Oral Examination Cover Sheet* and return the paperwork to the Department Secretary who forwards it to the Registrar's Office.

PhD Candidate Status

A student can receive *PhD Candidate* status, as opposed to PhD Student status, upon the successful completion of:

- course requirements,
- PhD Qualifying Examination, and
- PhD Oral Examination or Proposal Defense.

After completing these steps students must formally petition for PhD candidate status. Change of status petitions are found in the Office of Academic Affairs. Once the student has received PhD candidate status, s/he will automatically receive semester-loan library privileges through Fogelman Library.

PhD Dissertation

Upon successful completion of the *PhD Qualifying Examination* and the *Oral Examination* a student is expected to write a dissertation.

A dissertation will be considered completed after it receives the approval of the *Dissertation Committee*. Thereafter, the student must submit the dissertation to the New School for Social Research at large and must sit for a defense of the dissertation before receipt of the PhD degree. One faculty member from outside the department (the Dean's Representative) will join the *Dissertation Committee* for the defense.

It is advised that a student work on his/her dissertation proposal with the faculty member he/she would like as dissertation supervisor. If the student is not certain about the person

with whom to work he/she should consult with his/her Faculty Advisor, or with the Department Chair. The student should not begin working on an actual draft until a specific project, method, and standards for prospective conditions have been developed.

As a student works towards a dissertation it is important to anticipate its format as well as the deadlines for its defense and revisions. All PhD students/candidates must pick up a NSSR Catalog, which details the exact deadline dates, and to go to the Office of Academic Affairs for the “*New School for Social Research PhD Handbook*”, which details the requirements for a dissertation’s layout & formatting, when to file the *Petition for Graduation*, the fees involved, etc.

Like the Committee for a student’s dissertation proposal defense, a *Dissertation Committee* is decided upon by the candidate in consultation with the dissertation supervisor and consists of the supervisor, two other members of the Economics Department, and a Dean's Representative (a faculty member from another department within the New School for Social Research). Usually, the proposal committee is the same as the defense committee, though it is possible to change committee members. If a student changes committee members it is a good idea to inform the existing committee members of the change. With the permission of the department, a qualified scholar teaching at another institution may serve on a Dissertation Committee. When a draft is finished, it is then given to the dissertation supervisor for review. When the supervisor approves the final draft, it should then be forwarded to the other two committee members.⁵ When all three committee members have approved the final draft, and any necessary revisions have been made, the candidate may petition for a dissertation defense.

To set up a Dissertation Defense, the candidate must contact his/her proposal committee members, including the outside committee member, to determine the day and time. Once determined, the student must then initiate the paperwork for the event by filling out the relevant sections on the required forms, which are available at the Student Advisor’s office.

The Student Advisor will let the student know which sections on the forms he/she has to fill out. Once completed, the forms are returned to the Student Advisor’s office for additional processing. The forms are then forwarded to the Department Secretary so he/she can request a room assignment. Upon receipt of the room assignment and paperwork the Secretary will send confirmation to each of the committee members to remind them of the day and time. In the meantime, the student should forward copies of the dissertation, including abstract (no more than 350 words), to all committee members.

Note: Please allow <i>at least</i> 2 weeks for the above steps to be completed. Also, the Academic Affairs Office needs copies of the dissertation and abstract to be submitted <i>at least</i> 3 weeks before the defense.

⁵ The outside committee member is not required to see the draft at this stage.

Dissertation Acceptance Statement: At the time of the Dissertation defense, the committee members will indicate whether or not the student successfully defended his/her dissertation on the PhD Defense cover sheet and return the paperwork, which includes a *Dissertation Acceptance Statement* written by the dissertation supervisor, to the Department Secretary who forwards the material to the Registrar's office.

Note: A successful dissertation defense does not mean that the PhD degree has been conferred to the candidate. There may be revisions required by the dissertation committee and/or the University Reader; the University Reader reviews the dissertation's form & style. Only when the University Reader notifies the Registrar's office that revisions have been satisfactorily completed will all degree requirements be satisfied. As per January 28, 1998 memo from NSSR Dean, candidates who do not complete the revisions required by the dissertation committee by the start of the following semester, or who fail to submit the University Reader's corrections in time for that semester's graduation, are required to maintain status until the dissertation is completed and approved for graduation.

Summary of PhD degree requirements

Number of Credits:	60
Number of Core Courses:	4 (12 credits)
Number of Concentration Areas:	2 (at least 6 credits in each area)
Seminar Courses:	1 (3 credits)
Maximum Number of Transfer Courses:	10 (30 credits)
Minimum overall GPA:	3.5
Time Limit:	10 years
Language Requirement or equivalent	
Passing of 2-part PhD qualifying examination	
Successful completion of oral defense of dissertation proposal	
Successful completion of PhD dissertation defense	

Petition to Graduate: Each student must file a *Petition to Graduate* with the Registrar's Office to obtain his/her PhD degree when he/she has finished the degree requirements.

Master of Philosophy in Economics

The degree of master of philosophy in economics is conferred upon a registered student who has fulfilled satisfactorily all the requirements of the Economics department of the New School for Social Research for the PhD in economics *except* the dissertation and the dissertation proposal defense.

Summary of MPhil. degree requirements

Number of Credits:	60
Number of Core Courses:	4 (12 credits)
Number of Concentration Areas:	2 (at least 6 credits in each area)
Seminar Courses:	1 (3 credits)
Maximum Number of Transfer Courses:	10 (30 credits)
Minimum overall GPA:	3.5
Time Limit:	10 years
Language Requirement or equivalent	
Passing of the 2-part PhD qualifying examination	

Satisfaction of the PhD Dissertation Requirement in Economics Extra Muros

At any time within ten years from the date of the award of the MPhil. degree - and subject to approval for continuation toward the PhD degree in economics by the Economics department chair - a recipient of the MPhil. in economics who has not continued studies in residence at the university may present to the Economics department, in lieu of a sponsored dissertation, a substantial body of independent and original published scholarly material toward completion of the requirements for the PhD degree. A recipient of the MPhil. degree who has not continued studies in residence at the university is not entitled to regular guidance or supervision by the faculty.

An applicant who wishes to submit material prepared extra muros should ascertain through the chair of the Economics department the specific requirements of the department. The submitted material is reviewed by the chair in consultation with the department faculty to determine whether or not the candidate is eligible to sit for the final examination. If the decision to examine the candidate is favorable, the chair names for this purpose a committee of at least five members, of whom four members are from the department, and names one member as chair.

The final examination is designed to satisfy the examination committee that in its judgment the quality of the candidate's work meets the standards of the university for the award of the PhD degree in economics. The examination may be taken only once, and it is either passed or failed.

The applicant must register for maintenance of status for the term in which he or she sits for the final examination.

General Department Procedures and Information

The *Economics Student Union (ESU)* is the forum through which students form and express their opinion on departmental issues. The ESU elects Representatives for one-year terms, who attend department meetings to convey the opinion of the student body in department discussions and to vote on issues involving departmental policy. The ESU Representatives do not participate in departmental discussions of confidential student issues. The ESU also nominates representatives to serve on department recruitment and other committees as required.

Student Mailboxes are available to every matriculated student. They are located in the department space on the 11th floor of 6 E. 16th Street. In addition, please refer to the *econlist* for important departmental announcements.

Every student should subscribe to econ-list, the department e-mail list, which is the main channel through which information about department events and policies is disseminated. You can subscribe to econ-list by sending an e-mail to majordomo@newsite.newschool.edu with the text "subscribe econ".

All students must activate their *GroupWise email account* (@newschool.edu). An account is setup for every matriculated student. Information regarding your academic progress can only be sent to the official New School account. In addition, this account will give you access to the network and the most up-to-date information on the department. If you prefer to receive e-mail through another account you can set up your New School account to forward mail. You can access your email account and academic information at <https://my.newschool.edu>.

Return of Graded Materials: Exams/papers for the MA and PhD core courses are placed in the students' files within the department office. All other graded coursework materials ought to be returned to the students by the faculty member. Blue books for MA Comprehensive and PhD Qualifying examinations are also placed in students' files within the department office. If a student wishes to view his/her core course material or MA/PhD exam bluebooks, the student must first contact the Student Advisor in order ensure that the materials of other students remain undisturbed.

Late Papers/Exams: Any student who submits an exam or paper after the deadline must give the paper directly to the Department Secretary, who will note that you submitted the paper and then forward it to the appropriate faculty member. *Students should always keep a copy of submitted work.*

<p>Note: Too many incompletes (i.e., more than one-third of attempted coursework received temporary grades of incomplete) jeopardizes the student's academic standing, progress towards his/her degree, and receipt of financial aid, including all forms of scholarships and fellowships. Please see the <u>NSSR Catalog</u> for more information.</p>

Non-Degree Students

Students who are not enrolled in a degree program with the economics department or another department of the NSSR can take courses in the economics department by registering as a non-degree student through the admissions office. Non-degree students may seek course advising from the student advisor to ensure that the courses they are taking are appropriate, but all enrollment is handled through the admissions office. Non-degree students are allowed to take up to 2 courses in one academic year before they would be required to apply to a program in the economics department.

For further information about academic policies on:

Maintenance of Status, Equivalency, Leaves of Absence, Change of Status, Changes in Field of Status, Withdrawal from the Program, Compulsory Withdrawal, Holds, please refer to the relevant sections in the Appendix.

Financial Aid

There are various types of financial aid available to New School for Social Research students: scholarships, dissertation fellowships, state grants, state and federal assistance (student loans), college work-study, teaching & research assistantships, Lang internships & tutorships, and, in some cases, department-based tutorships. Please see the NSSR Catalog and this appendix for more information.

The department sets the following three conditions, in addition to financial need, for the receipt of aid by continuing students:

- GPA of at least 3.4,
- at least half of all courses attempted at the NSSR must be completed by the department's application deadline, and
- must be current in registration in each semester.

College Work-Study Awards: Students are notified by the Student Financial Services office as to whether or not they received a college work-study award. Each student who receives work-study money is required to complete timesheets for each pay period by the student's supervisor or Department Chairperson. Timesheets are due on a biweekly basis, and can be obtained from the Student Employment Coordinator. Also, please see the Student Employment Coordinator to obtain a sheet of the payroll schedule and deadlines.

Work-study assignments within the department are supposed to occur as follows. The department compiles a list of job descriptions for the academic year from the faculty members and the Department Secretary. Early in the fall semester, the department faculty and secretary meet to assign available work-study students, as indicated by Financial Aid's notification to the Economics Department, to the vacant positions. It is possible

that work-study assignments between the faculty and the Department Office could be rotated or split in some manner to ensure that the positions considered essential to the operation of the department are adequately covered. A job description form and an Employee Interview form should then be filed both in the Financial Aid office and in the Economics Department office.

Teaching Assistantships: There are a limited number of teaching assistantships (TAs) available through the Economics Department. To apply for a TA position, please see the information in the appendix. The two principle criteria for the selection of TAs are GPA and evidence of teaching ability. Selections are made, along with other internal financial aid awards, at department meetings in the Spring Semester. Students assigned as TAs will receive their descriptions of responsibilities from the faculty member to which they've been assigned. Generally, these responsibilities are:

1. supplemental teaching, preparing and conducting labs, maintaining and assisting study groups, etc.
2. all copying and collating material associated with the course. These are not tasks to be delegated to the Department Secretary or any work-study student.
3. ensuring that reading list materials are placed on reserve in the Library. TAs should visit the library at least 2 weeks prior to the start of class to get instructions on how to reserve materials.
4. proctoring in-class exams.
5. assisting the faculty member in the grading of exercises and mid-term exams. The determination of final grades is the responsibility of the instructor

Research Assistantships: There are a limited number of research assistantships (RAs) available through the Economics Department. To apply for an RA position, please see the information in the appendix. Students may express their preferences among individual faculty members. Selections are based primarily on GPA and evidence of research ability. Selections are made, along with other financial aid awards, at department meetings in the spring semester.

Dissertation Fellowships: Dissertation fellowships cover maintenance of status fees and provide small research stipends for students pursuing dissertation work. Students apply through the Office of Academic Affairs. The applications are reviewed by the department during the financial aid review period during the spring semester. Students who the department decides to nominate are presented to the Committee on Awards and Scholarships, which makes the final decision on the recipients of the fellowships.

Teaching Fellowships: The NSSR Teaching Fellows program is a program that introduces its participants to pedagogical methods and enables them to design and teach a course in their field of study. During the fall students should look for important announcements about this fellowship program.

Job Placement: Jobs, teaching, and research listings are sent to the econlist. Each student who has completed a minimum of 60 credits and/or has successfully completed the PhD

Qualifying examinations within the department should maintain a Job Placement form (with current information) in the department. Please fill out a new form at the beginning of each semester.

The department supports a process to help PhD candidates who are close to finishing their dissertations and are ready to enter the relatively formal job market for full-time positions, administered partly by the American Economic Association, during the academic year. This process needs to begin fairly early in the academic year, since it points towards prospective job interviews at the annual meeting of the Allied Social Science Associations (ASSA) in late December or early January.

***External funding and scholarships:** The New School for Social Research Office of Academic Affairs* provides external funding and scholarships information and career guidance to New School for Social Research students. See the appendix for more on career services.

Economics Department Working Papers Series

The New School for Social Research Economics Working Papers Series pre-publishes scholarly research papers authored or co-authored by students, faculty and alumni of the New School for Social Research Economics Department. Working Papers should be presented in a form suitable for submission to a scholarly journal, and must meet generally accepted scholarly standards of accuracy, correctness and completeness of citations, and originality. Papers submitted for the series will be reviewed by a Department committee consisting of one faculty member appointed by the Chair and one student appointed by the ESU with the agreement of the Chair. The decisions of this committee may be appealed to the whole Department Meeting. Papers accepted for the Working Papers Series will be made publicly available through the Department web page and through other professional working paper web outlets.

NSSR Appendix

(PLEASE SEE THE NSSR CATALOG, ONLINE AND IN PRINT, FOR ADDITIONAL INFORMATION ABOUT ACADEMIC POLICIES FOR THE DIVISION)

I. INSTITUTIONAL FINANCIAL AID, SCHOLARSHIPS, AND ASSISTANCE

A. Scholarship Information

Continuing students who wish to be considered for scholarship funding for the first time must file the application for scholarship support for currently enrolled students. Students already receiving scholarship support do not need to submit a new application. An additional application and supplemental materials are required for the University Fellowship and Dissertation Fellowships. Completed forms are due March 1 in Academic Affairs and are available at <http://www.newschool.edu/nssr/subpage.aspx?id=14556>.

B. Assistantship Information (I.E. RA/TA and competitions run through the Office of the Provost and Academic Affairs)

Applications for NSSR Research Assistantships and Teaching Assistantships are available at <http://www.newschool.edu/nssr/subpage.aspx?id=14556> and are due on March 1st in Academic Affairs. Applications for teaching assistantships in the University Lecture courses and teaching fellowships in other New School divisions are administered through the Office of the Provost <http://www.newschool.edu/admin/provost/> (see Graduate Students tab) and students will receive announcements of applications and deadlines well in advance of the deadline.

C. Student Travel Fund Information

The New School for Social Research will provide support for student research and conference travel. Submission of proposals will be due twice in the academic year, on **November 1st** for travel and conferences occurring between **December 15th** and **June 15th** and **April 1st** for travel and conferences occurring between **June 15th** and **December 15th**. Proposal guidelines will be advertised each semester by Academic Affairs.

D. Fee Board

Fee Board uses a portion of the divisional fee charged to all NSSR students to offer partial reimbursements for costs incurred while representing the university at academic conferences. Fee Board meets once a semester and announcements will be sent to students prior to the meeting regarding deadlines and materials. The Fee Board is made up of student representatives from each department and is coordinated by the Graduate Faculty Student Senate.

II. ACADEMIC RESOURCES

A. Dossier Service

Academic Affairs administers a Dossier Service, which keeps on file letters of recommendations for Ph.D. students. This file is especially useful in applying for teaching positions and other professional employment. Establishing a dossier file ensures the confidentiality of letters of recommendation and the prompt distribution of credentials at a low cost. The service also makes it easy to send reference letters to multiple institutions and potential employers. Only NSSR doctoral students are eligible to use the Dossier Service. All the forms can either be picked up at Academic Affairs or downloaded from the website using Acrobat Reader.

<http://www.newschool.edu/nssr/subpage.aspx?id=9324>

B. NSSR Career Services Information

NSSR Career Service provides career guidance for students pursuing academic and professional careers. The office also provides external funding and scholarships information. Services include: (1) assisting NSSR students with CV, cover letter and resume writing, interview skills, job search strategies, negotiation skills, writing abstracts for conference submissions, how to publish in academia, grant writing workshop, Fulbright workshop, and information sessions on Academic and Non-Academic Careers in Social Sciences, (2) panels on special topics and networking events with alumni; AND (3) providing students with scholarships and funding information. Check the Career Services Blog at <http://blogs.newschool.edu/nssr-career-hub/> for a list of workshops and opportunities.

C. Inter-University Consortium

Along with The New School for Social Research, Columbia University (including Teachers College), CUNY Graduate Center, Fordham University, New York University, Princeton University, Rutgers University at New Brunswick, and Stony Brook University form a graduate-level consortium in the arts and sciences. Students who have completed one year of graduate study and are entering doctoral programs at any one of these institutions have the opportunity to take courses at another participating institution after securing the approval of four persons: the academic advisor, the home dean (or designate), the instructor, and the host dean (or designate). Courses may not be identical to courses offered at the home institution. At The New School for Social Research, Academic Affairs is designated as the “dean’s office” for consortial arrangement purposes. Terminal MA students wishing to enroll in consortium courses must receive prior approval from their program chair and then the assistant dean in academic affairs. First-year students are not allowed to participate. Inter-university cross-registration forms, guidelines, and procedures are available in Academic Affairs. Students register and pay tuition at the home institution for all courses offered through the consortium; there may be special fees payable to the host institutions. Students cross-registered in the consortium may use libraries of the visited institutions while enrolled in such courses. Summer consortium courses are not available for New School students.

D. Institutional Review Board

New School students, faculty and staff engaged in research or supervising student research projects must be aware of their responsibilities for ethical conduct in any project

involving the use of human subjects. 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 (IRB). Informational for the IRB is available at <http://www.newschool.edu/leadership/subpage.aspx?id=37351>.

E. Graduate Faculty Student Senate

The Graduate Faculty Student Senate (GFSS) is the representational student governance body for the New School for Social Research. It is charged with representing student interests across departments, and it is the student liaison to the Graduate Faculty administration. The GFSS also oversees the Student Fee Board, which allocates funds to students who present at academic conferences and the Graduate Faculty student publication, *Canon*. Students are appointed to the GFSS via departmental elections and then serve on various Graduate Faculty and University committees. While voting rights are only granted to departmental representatives, all students are invited to participate in the GFSS. For further information regarding GFSS, e-mail gfss@newschool.edu.

F. University Student Senate

The University Student Senate (USS) is the representational student governance body for the New School. All divisions are allocated representatives based on their student population. For more information regarding the USS, please go to the University Student Senate webpage <http://www.newschoolsenate.org/>.

G. University Writing Center

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

The Writing Center additionally provides Graduate-level writing tutoring to all matriculated students in MA or PhD programs at N SSR, Milano, and GPIA or Media Studies. Please note that Graduate writing tutors are designated on the [e-scheduler](#). [For more details and an appointment see: http://www.newschool.edu/writingcenter/](http://www.newschool.edu/writingcenter/)

H. Student Activities

Students can find information on departmental and interdepartmental student organizations on the student activities webpage. Student associations, reading and film groups, and information on the student senate are all listed here. Additionally, students interested in using the New Wolff conference room for study space can find listing of available times for quiet study. The page is located at <http://www.newschool.edu/nssr/subpage.aspx?id=14612>.

I. Online Resources for Current Students

The NSSR webpage links to a Current Students page where information for most administrative, policy, and support services is housed for easy navigation. The page provides direct links to academic affairs and scholarships, student services, building hours, and other useful pages. The Current Students page is at <http://www.newschool.edu/nssr/current-students/>. GRADFACTs, the newsletter from Academic Affairs relating student and faculty accomplishments, announcements, and funding information, can be accessed from the Current Students tab or from the Academic Affairs webpage.

E. The Office of Academic Affairs

More information about funding opportunities and student services is available from the staff in the Office of Academic Affairs. For information on advising, graduation guidelines, or for copies of necessary forms and petitions, see the Academic Affairs webpage at <http://www.newschool.edu/nssr/subpage.aspx?id=9240>.

III. ACADEMIC POLICIES

A. Academic Petitions

Time Limit

Students have five years to complete all requirements for the MA degree. Students have ten years to complete all requirements (including the MA degree) for the doctoral degree. This includes students in the doctoral program in Clinical Psychology. An extension of time must be granted to continue doctoral studies beyond ten years. Students registering to maintain status who have gone beyond their time limits may not be eligible to receive equivalency credits. Exception to this will be made on a case-by-case basis. The petition to request an extension is available online at <http://www.newschool.edu/nssr/subpage.aspx?id=9246#Time>.

Transfer of Credit

Up to 30 transfer credits, including those granted towards the MA degree may be granted toward the PhD degree for courses. MA students are allowed to transfer up to 3 credits to their MA degrees. Credits older than 10 years from the date of matriculation will not be accepted. Additional requirements set by NSSR and individual departments also apply. Students may pick up Transfer of Credit Petitions at the Office of Academic Affairs or find them online at <http://www.newschool.edu/nssr/subpage.aspx?id=9246#AcademicPetitions>.

Reenrollment

Students who have failed to register for one, two, or three semesters may petition through the Office of Academic Affairs to reenroll in order to continue their studies. Petitions are available online at <http://www.newschool.edu/nssr/subpage.aspx?id=9246#Re-enrollment>. Students who have not registered for four or more semesters must apply for readmission through the Admissions Office.

Changes of Status

Applications for a change of status for students seeking admission from an MA to a PhD program or from an MA to an MS program, or to change from PhDS (PhD student) to PhDC (PhD Candidate with proposal approved) status within the same department can be obtained from the Academic Affairs Office and must be submitted to the University Registrar's Office. It is also available in PDF at

http://www.newschool.edu/nssr/subpage.aspx?id=9246#Changes_of_Status.

International students need to notify the university's Office of International Student Services when a change of status has been approved by their academic program chair.

Changes of Department

Applications for changing a major field of study must be submitted to the University Registrar's Office. Forms, available in Academic Affairs, require written consent of the chair of the new department involved and Academic Affairs. The courses applicable toward the new program are determined at that time.

Student Exit Guidelines: Leave of Absence

Students in good academic standing may petition for a leave of absence using a Student Exit Form. Exit forms are available from and should be submitted to Academic Affairs. Approval by the student's academic advisor, international advisor (for international students), department chair, the University Office of Financial Aid, the Housing Office, and Academic Affairs is required and is based upon the good academic standing of the student and the reasons supporting the leave request. Students may not complete work toward their degree while on leave of absence. Students are not required to register or to maintain status while on a leave of absence. Time spent on a leave of absence will not apply toward degree time limits. A maximum of four semesters' leave throughout a student's entire period of study at The New School for Social Research may be granted. First-year students must obtain special permission from the assistant dean to go on leave. Students should contact their student advisor to register once their leave has expired. Leaves cannot be granted retroactively. 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. These students should consult the Office of Financial Aid when contemplating taking a leave of absence. International students in F-1 or J-1 I-94 status normally violate the terms of their status during the period of a leave and must return to their home countries during the leave. Therefore, they should consult with the university's Office of International Student Services when contemplating a leave of absence.

IV. ACADEMIC STANDING AND PROGRESS

A. Academic Review

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

department. The academic review affects whether students are able to register, whether they are eligible for institutional or federal financial aid, and whether they are allowed to continue in their program of study. Academic review is also an important and direct mechanism of communication between the department and the student to inform students of the quality of their academic performance in their department or committee.

B. Maintaining Status

New School for Social Research students **must be in continuous attendance and are therefore required to register each semester until all degree requirements have been met** and a petition to graduate has been submitted, unless on a leave of absence. Students who have completed required course work and who for other compelling reasons are unable to register for course work or who wish to audit courses only may remain matriculated by registering to maintain status. Matriculation status alone does not give students full- or part-time enrollment status. This is especially important to note for international students and Title IV funds recipients. Registration for maintenance of status must be completed during the regular registration period and must be approved in the department. Most students maintaining status will also register for equivalency credits, indicating the type of work they are undertaking while maintaining status (e.g., completing a thesis, doing language study, or preparing for an exam). These students must complete an equivalency verification form at the time of registration. Students who register online to maintain status must contact their department for the form or download it from

http://www.newschool.edu/uploadedFiles/NSSR/Student_Services/Academic_Affairs/Equivalency%20Credit%20Verification%20Form%20updated%202006.pdf?n=3985.

Students who fail to maintain status during the regular registration period each semester will also be required to pay a late registration fee.

C. Withdrawal from the Program

A student may withdraw from The New School for Social Research at any time during the academic year by filing an exit form. Exit forms are available in Academic Affairs. Students with institutional financial aid or loans should consult with the University Office of Financial Aid when submitting the petition. International students should consult with the university's Office of International Student Services and Housing Office.

If withdrawal from The New School for Social Research also involves course withdrawal, either for refund or grades of W, the course withdrawal procedure outlined above must be followed within the appropriate time limits. Ceasing to attend classes does not constitute withdrawing from the program or the courses. Any student who simply stops attending classes will be expected to pay tuition charges for all courses taken that semester and will not be entitled to any refund.

D. Compulsory Withdrawal

The New School for Social Research reserves the right to require a student to withdraw from study for reasons of academic performance or personal behavior. Departments may also withdraw students administratively if they are no longer active in the program.

Academic reviews, conducted twice yearly to assess student progress, may provide the basis for department decisions to withdraw students for the reasons above. When

withdrawal is required, the student will receive a tuition refund, if applicable, in accordance with registration regulations and university refund policy.

V. GRADING POLICY

A. Grade Point Average

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

A = 4.0

A- = 3.7

B+ = 3.3

B = 3.0

B- = 2.7

C+ = 2.3

C = 2

C- = 1.7

F = 0.0

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

Internal transfer of the following is included in the cumulative GPA:

- New School for Social Research courses taken by non-degree students who subsequently become degree students in the school or
- New School for Social Research courses taken by bachelor's/master's students designated for credit toward the master's degree at the time of enrollment in the courses.
- New School courses taken at the graduate level in other divisions that are approved for transfer credit.

The following grades are not figured into GPA:

W Withdrawal

I Temporary incomplete

P Pass

IE Incomplete extension

U Unsatisfactory

N Permanent incomplete

AU Audit

GM Grade missing

A grade of GM is a temporary administrative grade assigned when grades are not submitted by the instructor.

B. Incompletes

A grade of I is a temporary grade and indicates that assigned work has not been completed.

The time allowed for the removal of an incomplete is one year after the end of the semester in which the course was offered. After the first year has elapsed the grade is changed to a permanent incomplete N and cannot be overturned.

Students who attend a class to complete an incomplete grade will be expected to register and pay for the class as an audit. In these cases, students must obtain the instructor's approval to attend a class.

Grades of GM will be converted to N if a grade is not entered within the year.

In unusual circumstances, PhD students (only) are eligible to request a 6 month extension for the incomplete. This will require the signature of the instructor, department chair and assistant dean of academic affairs. Following that, the PhD student may require an additional and final 6 month extension. This too must be approved by the instructor, department chair, and assistant dean of academic affairs. Petitions for extensions of incomplete grades for PhD students are available in the Office of Academic Affairs. In no case will an incomplete be extended for a PhD student for more than two years.

C. Pass/Fail

Students have the option of taking certain courses as pass/fail, or P/U. In order to take a class pass/fail, a petition must be approved by the instructor. The petition must be filed at the Registrar's Office by the end of the semester's "add period." Such petitions cannot be filed retroactively. If the student has opted for pass/fail, only a grade of P or U may be assigned. Grades of P/U will not be included in the cumulative grade point average. In some cases the grade of P is not valid for core requirements.

D. Grade Review Process

A student may petition for an academic review of a grade by the following procedure:

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

E. Change of Grade Process

Final grades are subject to revision by the instructor for one year following the end of the semester in which the course was offered. After that year has elapsed, all grades recorded in the Registrar's Office become a permanent part of the academic record and no changes will be allowed. The only exception is for incomplete grades, as described above. Pass grades cannot retroactively be changed to other letter grades and letter grades cannot be retroactively changed to P grades.

F. Repeating a Course

With the approval of the appropriate department chair, Academic Affairs, on an Approval and Notification of Repeated Course Form (available in the Registrar's Office), graduate students with a grade of B- or below are eligible to repeat that course. Students can petition to repeat up to three courses during a single degree program. Although the initial grade will appear on the transcript, the grade earned the second time will be computed in the grade point average and the previous grade will drop out of the cumulative grade point average. Students must submit an approved form at the time of registration. Repeated courses may not be counted twice toward fulfillment of graduation requirements. Neither may they be counted twice for loan or New York Tuition Assistance Program (TAP) certification.

VI. UNIVERSITY POLICIES, VALUES AND STANDARDS

A. Graduation

The New School confers degrees twice a year, in January and May. The commencement ceremony for May and January graduates is held in May. All degree requirements, as specified in this handbook, must be completed prior to the graduation date for a degree to be awarded. Students intending to graduate must file a graduation petition form with the Registrar's Office or online at my.newschool.edu even if they do not plan to attend a graduation ceremony. They must also pay the appropriate fee by the following dates:

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

Students who are enrolled during the current academic year but have financial holds on their accounts are allowed to petition to graduate; charges are assessed, and evaluations are processed, but students do not receive diplomas or transcripts until all holds have been removed. To earn a graduate degree, students must have a minimum 3.0 cumulative GPA and complete departmental requirements. Some doctoral programs may require a cumulative GPA above 3.0.

B. Academic Honesty Policy

Academic honesty, the duty of every scholar to claim authorship of his or her own work and only for that work and to recognize the contributions of other scholars accurately and completely, is fundamental to the integrity of intellectual debate and the pursuit of knowledge. All members of the university community are expected to conduct themselves in accord with the standards of academic honesty. Students are responsible for acquainting themselves with and making use of proper procedures for writing papers,

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. Please see all details of the NSSR Academic Honesty Policy and Plagiarism policy at <http://www.newschool.edu/nssr/subpage.aspx?id=9256>.

C. University Code of Conduct

Student rights and responsibilities codes help ensure that the NSSR is a safe environment conducive to learning. The student code of conduct is based on the principles of fairness, civility, and diversity, and intended to guide our community in intellectual and social development. It is available online from the Student Services office here:

<http://www.newschool.edu/student-services/rights/>.

D. Course Evaluations

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

Economics MA Checklist

Student name: _____

MA Core Courses

Course	Semester/Year	Credits
GECO 5104, Historical Foundations Of Political Economy	_____	_____
GECO 6190, Graduate Micro (May replace with Advanced Micro I or II)	_____	_____
GECO 6191, Graduate Macro (May replace with Advanced Macro I or II)	_____	_____
GECO 6181, Graduate Econometrics (May replace with Advanced Econometrics I or II)	_____	_____
Internship/Mentored Research Project title: _____ _____	_____	_____

MA Elective Courses

GECO or cross-listed courses (mandatory 3):

Course	Semester/Year	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____

GEICO, cross-listed or other graduate-level course, or accepted transfer credits
(mandatory 2):

Course	Semester/Year	Credits
_____	_____	_____
_____	_____	_____
	Total Credits (30 required):	_____

Economics PhD Checklist

Student name: _____

PhD Core Courses (mandatory 15 credits)

Course	Semester/Year	Credits
GECO 6200, Advanced Micro I	_____	_____
GECO 6202, Advanced Macro I	_____	_____
GECO 6281, Advanced Econometrics	_____	_____
One Seminar Course:		
_____	_____	_____

Select **one** of the following:

GECO 6206, Post-Keynesian Economics	_____	_____
GECO 6204, Advanced Political Economy (May replace with APE II)	_____	_____

PhD Elective Courses

NSSR graduate courses (mandatory 5):

Course	Semester/Year	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____

