

STUDENT HANDBOOK



2011 - 2012

COMMITTEE ON LIBERAL STUDIES

THE NEW SCHOOL
FOR SOCIAL RESEARCH
NEW YORK CITY

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THE COMMITTEE ON LIBERAL STUDIES

The program in Liberal Studies is designed to facilitate interdisciplinary study and an independent approach to learning.

The Committee brings together students and faculty with a wide variety of backgrounds and fields of interest, in the hope that this diversity will enhance the academic endeavors of each group. Moreover, this interaction ensures that students will be exposed to an array of theoretical approaches and concepts, as well as different types of experience. Students are encouraged to take advantage of a renowned faculty of world-class professors—and also to learn more about the fine art of writing from an equally distinguished group of journalist-researchers.

As is demonstrated by “Modernity and its Discontents,” the Committee’s required introductory course, special attention is paid to the main currents in Western thought. However, the Committee also offers a number of courses that focus on modern critical and multicultural theory. Students are encouraged to avail themselves of any combination of courses offered by The New School for Social Research (NSSR) of The New School, in conjunction, if necessary, with courses offered elsewhere within the New York City Inter-University Doctoral Consortium (IUDC) (see appendix).

Students are also urged to engage their Liberal Studies colleagues and participate in the larger NSSR community on a deeper and more active level. Take part in workshops whenever possible; attend Student Union meetings at The New School for Social Research; form study groups with classmates to augment class discussions; join other students and faculty members at our department parties, scheduled regularly throughout the academic year; attend lectures offered by departments and centers throughout the NSSR. These interactions between students can make a great deal of difference in improving the quality of scholarship, in overcoming the tendency toward fragmentation which is one of the drawbacks of any urban campus, and, of course, in the enjoyment of everyday life. Remember that what you will get out of your time at The New School for Social Research will be commensurate with what you put into it. It is possible to achieve a perfect GPA without ever connecting with a fellow student—but you, and our community, will be the poorer for it. Remember, too, that there are a host of people to help you through the program; they include not only your faculty advisor and student advisor, but above all your fellow students—many of whose concerns are likely quite similar to yours.

Faculty Members and Department Contacts

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Crary, Alice
de Kenessey, Stefania

[Frankel, Oz](#)

Frost, Laura
Gordon, Terri

[Isenberg, Noah](#)

[Jefferson, Margo](#)

Kendall, Elizabeth

[Kottman, Paul A.](#)

Matynia, Elzbieta

Miller, James

[Monroe, Melissa](#)

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THE LIBERAL STUDIES MA

ADVISING

THE STUDENT ADVISOR

The student advisor is a seasoned Liberal Studies veteran, usually a second-year student, who assists students in making academic decisions. The role of the student advisor is to counsel students about course selection during registration and help students with bureaucratic troubleshooting and academic planning. The advisor can also inform students about MA thesis requirements, deadlines, credit transfers, various academic petitions, etc. The student advisor works part time, holds regular “open door” office hours, and is also available by appointment. Every student is required to consult with the student advisor prior to registration. First-term students will meet with their advisor personally, while continuing students will either attend open office hours or register via e-mail.

FACULTY ADVISOR

The faculty advisor helps the student in making course selections and other academic decisions. Students need to consult their faculty advisor at least once during each semester and are encouraged to meet with their faculty advisor more often. You should regard your faculty advisor as an essential guide in career and thesis planning.

The default faculty advisor for new students is the committee chair. Students will arrange a time to meet with the chair at the department meeting during new student orientation. A student, however, can choose to change his or her faculty advisor at any time. Continuing students, for example, may well wish to have their thesis advisor double as their faculty advisor. Most professors at The New School for Social Research are eligible to serve as a faculty advisor, so long as that professor is willing to take the necessary time and effort. Any question regarding who can serve as an advisor should be directed to the committee chair. Students are urged to take the initiative in seeking out an advisor of their choice.

Keep in mind that the relationship between advisor and student is not merely academic, but interpersonal as well. A student will want to choose someone that he or she can trust.

REQUIREMENTS

Compared with most other graduate programs, there are not a lot of rules in Liberal Studies. Still, there are a few basic requirements. In order to graduate a student must:

- Complete 30 course credits.
- Maintain no less than a B (3.0) cumulative grade point average.
- Complete a thesis project.

CORE COURSES

Only two courses are required:

- **GLIB 6315 “Modernity & its Discontents.”** This course is taught in the fall semester.
- **GLIB 6301 “Proseminar in Intellectual History and Cultural Studies.”** Offered every Spring and run as a writing workshop, this class brings together students who have completed 27 credits (three full-time semesters of course work) and are writing their MA thesis. The workshop format and pass/fail grading option are meant to encourage students to refine the style and effectiveness of their prose by requiring seminar participants to share revisions of work in progress, and also to read and comment on the drafts of others.

There are no other required courses.

The Committee *does* require that a student meet routinely with a faculty advisor, in order to discuss the course of study, and to talk about long-range plans. Ideally, a full time Liberal Studies student will finish their coursework during their 3rd semester so that they may dedicate their fourth semester to joining their peers for the proseminar and completing their thesis. There is no charge for equivalency credits; they substitute for course credits so students maintain full time status while working (with their thesis advisor) on their thesis and attending the proseminar. The following does not represent the only possible plan for students. For instance many students audit courses, including language classes. Students should coordinate a plan of study with their faculty advisor.

Ideal plan of study for a (full time) Liberal Studies Student: (9 credits per semester)

1 st Semester	GLIB 6315 & 2 MA level courses
2 nd Semester	3 MA level courses
3 rd Semester	3 MA level courses
4 th Semester	GLIB 6301 & 6 equivalency credits (for “MA Thesis”)

However, there are many variations on this course of study, so students would be wise to speak to the Student Advisor about their plans.

THE MA THESIS

The composition of a thesis is, distinctively, a central goal of Master of Arts in Liberal Studies at The New School for Social Research. More than a piece of original written work, the thesis traditionally has been used as an exercise in the production of knowledge, and as a rite of passage that introduces a student to the community of scholars. In the case of the MA thesis in Liberal Studies, these traditional goals are supplemented by an unusual focus on refining the voice of the aspiring prose stylist in an effort to perfect the craft of fine

writing—a factor rarely stressed explicitly in conventional programs of graduate study. The production, in this fashion of an MA thesis of independent literary merit, provides a solid foundation for pursuing doctoral-level research, or a career in non-fiction writing for the general public.

The first step is picking your thesis topic and getting it approved by the committee chair. You will next need to find an instructor at The New School for Social Research to be your thesis advisor. You must have an approved thesis proposal and a thesis advisor by the end of your third semester, or upon the completion of 27 credits worth of coursework, whichever comes first. If you do not have an approved thesis proposal and a thesis advisor at that time, you will not be allowed to register for GLIB 6301 Proseminar in Intellectual History and Cultural Studies.

With their thesis advisor, students should make an appropriate schedule for submitting drafts and undertaking revisions. For full-time Liberal Studies students, it is *strongly* recommended that you take an independent study built around the topic during your third semester, under the supervision of your thesis advisor. This should facilitate your initial research and get your MA thesis into a workable rough draft that can be presented and revised in the Proseminar.

Most questions about format can be answered by consulting *The Chicago Manual of Style*.

As with all papers, students are bound by law and academic ethics to scrupulously cite all material—whether quoted or paraphrased—that is taken from other authors. Not doing so may expose you to accusations of plagiarism and all the incredibly bad things that would accompany such accusations.

DEPARTMENTAL PROCEDURES

REGISTRATION

Detailed information on registration dates, deadlines and procedures will be available before the registration period begins. Contact your student advisor or the Office of Academic Affairs (212-229-5712) for updated information. Also, registered students can keep track of their own academic records including registration information, financial aid, holds, change of address, etc. via the on-line service: my.newschool.edu (go to **Self-Service/Alvin in the student section**)

GRADUATION

I. Coursework:

Students are responsible for ensuring that all of their coursework has been handed in, graded, and recorded on their transcript. If all coursework is not completed by the last day of classes of their final semester, there is a possibility that they will not be able to graduate until the next semester. This is especially important for students who are finishing incompletes. After having turned in the coursework for an incomplete, it is *highly* recommended that students make sure a grade has been submitted before graduation. For the most part, professors do not know when students intend to graduate, thus may take their time in grading their work. You can confirm whether a grade has been submitted or not by checking with your Student Advisor or with the Registrar's Office. Also, it is recommended that students inform the Student Advisor of when they believe they have completed all their course work. **Students are strongly encouraged to check their records on my.newschool.edu.**

II. Thesis

Students should also hand in the final draft of their thesis *no later than* the last day of classes. To avoid any misunderstandings, it is *highly* suggested that students consult with their thesis advisor and reader(s) about the due date. Both the advisor and the reader(s) need to be given a reasonable amount of time to read the thesis so that they can grade it before grades are due, which is usually a week or two after the last day of classes. These dates vary from year to year, so confirm them with your Student Advisor. In Liberal Studies, the procedure for officially passing your thesis is rather simple. Once a student's thesis advisor and reader(s) have approved the thesis, they will need to send either an email or a letter to the committee chair confirming this approval. They should copy the Student Advisor and/or the Secretary. From there, the committee chair will send a memo to the Registrar's Office which states the student has passed the thesis requirement. Again, it is imperative that the committee chair receives these letters before the end of the grading period.

III. Graduation Petition:

An important step in the graduation process is filling out a Graduation Petition. This simple form is found online via the Registrar's Office. It does not require the Student Advisor's

signature. It is usually due during mid-February, but students should check with the Registrar's Office for the official due date as it varies from year to year.

EXTENSION OF TIME FOR COMPLETION OF DEGREE REQUIREMENTS

All course credits for the Master of Arts degree in Liberal Studies must be earned within five years, unless written permission for an extension is granted by the Committee and the Office of Academic Affairs. All other work for the degree must be finished within one year after the course requirements have been satisfied.

The Committee may waive these requirements by granting an extension to the student. The Committee's practice has been:

- to require that any student requesting an extension consult with a faculty advisor within the Committee;
- to grant an initial six month's extension of time in almost all cases while, at the same time, making the student aware that further extensions are not routinely granted;
- to ask that the faculty advisor monitor the student's subsequent progress and, if further extensions are requested, report on what the student has done in the last period of study;
- to evaluate further extension requests in light of the previous record of the applicant (e.g., GPA) and the "match" between the applicant's field of study and the areas of concentration of the current faculty. Failure to complete requirements in a timely manner, faculty turnover, and an uneven academic record thus prejudice further extensions;
- and to consider that extension requests made a year or more after the last extension expired as equivalent to an application for readmission into the program.
- Please see the NSSR appendix for further details.

TEACHING ASSISTANTSHIPS

Each year the committee hires 5-6 teaching assistants to lead tutorial discussions associated with the class Modernity and its Discontents. Applications for the positions are due on early March and announced by email via the office of Academic Affairs. Check with the Committee student advisor for further information. Any full-time Liberal Studies student may apply.

WORK STUDY

This program finds employment for U.S. students with financial need, to assist them in meeting their educational and subsistence expenses. Students are provided on-campus employment at an hourly wage. A work study recipient may work up to 20 hours per week. Limited full-time employment is available during vacation periods. Students must apply for

work study through Student Financial Services (212-229-8939), and must be registered for nine actual or equivalent credits of coursework, per semester, to be eligible.

There are basically two types of college work study jobs:

- assignments to an administrative office (e.g., Financial Aid, Admissions, departmental office)
- assignment to a Liberal Studies professor for such duties as research and data collection, photocopying, etc.

These work study positions can be an integral part of your graduate career, and often are an important part of the apprenticeship process. Again, interested students are encouraged to take the initiative to speak directly about working for a faculty member.

****Please see the NSSR policies and procedures appendix for further information and requirements.****

EXTRAS

EMAIL

All NSSR students are given an account on The New School's email server. New students can set up their account online at <http://webmail.newschool.edu> by following the link "set your password here." The New School email accounts are accessible from university computer facilities and via the web at the above address. Email is THE primary means of communication amongst students, faculty and the NSSR in general. If you are already receiving email via an outside service, you should consider setting it up to forward mail to your university email address: You can find out how to set up a forward mail facility at: <http://www.newschool.edu/ac/doc/quiktips/forwarding.pdf>. If you do have an email address that you check more regularly than your New School account, notify your student advisor of this address so that s/he can add it to the Liberal Studies email list - which the advisor uses to make important departmental announcements. Should you decide to take this action, you are nevertheless strongly advised to check your New School account regularly – or you stand to miss out on opportunities relating to academia, your career, as well as your social and personal life.

STUDENT MAILBOXES

If you are a registered active student in Liberal Studies there will also be a mailbox assigned to you. Professors may use mailboxes to return marked papers to you. In addition, other departments at the NSSR will want to let you know about speakers and conferences they are bringing to The New School, and may use your mailbox to do so. Fellow students and professors might also try to communicate with you between class meetings by leaving a note in your mailbox. The point being: CHECK YOUR MAILBOX REGULARLY—they are on the 7th Floor next to the Study Lounge in the Liberal Studies suite.

FACILITIES AND SERVICES

THE COMPUTER CENTER

Information about the Academic Computer Center (ACC) is located on my.newschooll.edu (go to the academic technology section on the student tab). Students and faculty members may use IBM and compatible PCs here; if you are a Macintosh user, you will have to go to the University Computer Center (UCC). All of the computers at both the ACC and the UCC have World Wide Web access. Students can receive University email at either computer center. Computer orientations are held at the start of the academic year. Students are encouraged to use the computer labs located at the 6 E 16th street location.

In addition, the NSSR building is Wireless-enabled. This means that if you have a wireless card, which can be easily purchased at any electronics store, you will be able to access online resources anywhere in the building including the reading room and library. For relevant information regarding enabling your computer please consult the following link:
<http://www.newschooll.edu/ac/wireless/>

HOUSING

On-Campus

The Office of University Housing can help you find both on-campus dormitory-style housing and off-campus housing. Please note that, while the University operates about five dormitory facilities with several types of living arrangements available in each, it is unable to guarantee single rooms to graduate students. Thus, while a convenient and safe option for those new to New York, it is possible that you will be sharing a room or apartment. You can access information about the dorms and accommodations at the following link:
<http://www.newschooll.edu/studentaffairs/housing/>

Off-Campus

The Office of University Housing also maintains a list of available off-campus housing. The list, updated weekly and which can be emailed or faxed to you, includes shares, leases and subleases available in Manhattan and the boroughs.

Many NSSR students chose to live in Brooklyn where they find more affordable and roomy housing options. Several popular neighborhoods include Williamsburg, Park Slope, Cobble Hill, Fort Green and Greenpoint. These neighborhoods are, for the most part, well-served by the subway and public transportation. The cheapest option for most students is often to find a “share”—an available bedroom in an apartment. A popular and ****free**** service for locating housing is *Craigslist* and can be accessed at the following link:
<http://newyork.craigslist.org>. In general, roommate referral services that charge fees tend to be a poor value.

It may be difficult to find an affordable living situation, particularly before you are physically in town. Thus, students hoping to find off-campus housing are advised to utilize any and all resources they can find. If you limit yourself to one source of information—you may be in for stress and grief.

LIBRARIES

Students with a valid New School ID may use and borrow books from Fogelman Library, New York University's Bobst Library (the big red building on West 4th Street between LaGuardia Place and Washington Square East), and the Cooper Union Library (at Astor Place, which is at approximately 7th Street and Third Avenue). The collections of all three of these libraries are catalogued on the Bobcat computer system, which can be accessed within these libraries, at either The New School computer centers and online from the University homepage.

Students are also encouraged to get a New York Public Library (NYPL) card available at any neighborhood branch library. And do not overlook NYPL's more extensive research facilities: such as the Mid-Manhattan branch (455 Fifth Avenue at 40th Street); the central research library and Center for the Humanities (Fifth Avenue between 40th and 42nd Streets); the Library for the Performing Arts at Lincoln Center (40 Lincoln Center Plaza); the Schomburg Center for Research in Black Culture (515 Malcolm X Blvd.); and the Science, Industry, and Business Library (188 Madison Avenue).

OFF-CAMPUS ESSENTIALS

BOOKSTORES

The Fifth Avenue Barnes and Nobles (see address below) is the “official” bookstore of The New School. You may, or may not, find the books listed on your syllabi here. Often, you will find your professors will have failed to place orders on time. Enterprising students, however, often find better deals on-line anyway, so try to get the syllabi in advance and take advantage of any sales you can find.

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

Barnes and Noble – the two nearest locations are:

- a) 105 Fifth Avenue, at 18th Street – The chain's flagship store, and the New School's official bookstore. Books ordered for classes can be found here, in the back “New School” section. Don't be afraid to ask for help.
- b) Union Square North -- the upscale neighborhood branch, with a coffee shop, comfy chairs, and excellent service. A good place to browse and see big shot authors reading from their books.

Labyrinth Books (536 West 112th Street, between Broadway and Amsterdam)

You can find nearly any obscure book – old and new –in this tightly packed treasure chest. Worth that trip uptown.

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

Sectarian nirvana for red readers.

St. Mark's Bookshop (31 Third Avenue, at 9th Street)

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

Strand Bookstore (828 Broadway, at 12th Street)

The best bookstore in the neighborhood to find your books for cheap. Stop at the information station right by the front door if you're looking for something specific, or devote a few hours to the delights of browsing. Always ask at the desk if you're looking for a book—oftentimes they have gift table specials of various canonical classics you'll be reading.

BARS

Spain (13th Street just west of 6th Ave)

The closest thing that exists to a *Cheers* for New School students. Wine and beer are \$4, and they bring free appetizers to your table. Especially good for lovers of the meatball.

Bar 6 (6th Ave just south of 13th Street)

Good for after class drinks or dinner with visiting parents. A little pricier, but the wine and food are of a slightly higher caliber. There've been rumors of a New School discount, though everyone's usually to drunk by the time the bill comes to remember to ask for it.

Reservoir Bar (University Place between 10th and 11th Streets)

Too many TVs make this a questionable call, and stay away on the weekends, but if you want food and booze after class, their waffle fries are as comforting as they come.

BREAKFAST

University Place Restaurant (University Place and 12th Street)

Delicious omelets any time of day.

WATCH OUT FOR FREE STUFF

New York City, while stunningly expensive in most respects, has some of the best free events anywhere on the planet. From performances by the Metropolitan Opera in Central Park to buskers in Washington Square, you can get a lot for a little. A quick online search of New York Yahoo, for example, will yield plenty of options. A comprehensive calendar for

activist events can be found at <http://nyc.freeevents.org>. Weekly email announcements from The New School also list tons of free events around the university, including performances at Mannes College of Music (Jazz and Classical), plays at the New School for Drama and its Divisions and showings at Parsons School of Design. Also, periodically there are tickets offered to the New York Philharmonic. And take advantage of the fact that The New School ID gets you into the Museum of Modern Art (MOMA)—both the museum and the film screenings for free!

ATHLETIC FACILITIES AND RECREATIONAL SPORTS

The New School is affiliated with McBurney YMCA, which has been newly renovated and has the virtue of being located around the corner from the NSSR. For a discounted monthly fee (initiation fee is waived for full-time New School students) have access to an impressive list of classes, weight and fitness rooms and a pool.

There are quite a few other gyms in the area, but most of them horrendously expensive. Other reasonably priced facilities, although they are not quite as fancy or well-equipped (or clean) as Crunch, New York Sports Club or World Gym include.

- Carmine Recreation Center (Seventh Avenue and Clarkson Street / 212-242-5228)
- Asser Levy Recreation Center (First Avenue and 23rd Street / 212-447-2020)
- The 14th Street Y (East 14th street between 1st and 2nd avenues / 212-780-0800)
- Lucille Roberts (80 Fifth Avenue / 212-255-3999) - Women only

The New School Office of Student Services also offers free classes that are held at The New School facilities: these include yoga, African dance, capoeira, and other fun challenges. Also, take a stroll around the West 20s between 5th and 7th Avenues, where, for some reason, there is a concentration of Yoga studios. Practices and prices vary.

If you are interested in joining an intramural team, you might look into Chelsea Piers, located at Pier 62 (23rd Street and the West Side Highway / 336-6800). They organize year-round basketball, volleyball, soccer, lacrosse, and ice hockey leagues; it is expensive, but their facilities are absolutely incredible and you can pay on a month to month basis. Team-players without a lot of scratch will find pick-up soccer, football, and ultimate Frisbee teams in Central Park, though if you are willing to trek out to Brooklyn, (or if you live there already,) Prospect Park's games are less cutthroat. East River Park (between Houston and 6th Street, east of the FDR) is another good place to check out. The New School also apparently has some intramural soccer teams, and maybe other sports, so it's worth looking into.

Continuing and Recent Students' Interests

Below is a selection of students in Liberal Studies and their research interests:

Gabriela Pimenta Martins: American literature, theatre and cultural history.

Stefanie Krasnow: posthumanism, phenomenology, psychoanalysis, cultural studies

Veronica Cassidy: Feminism, gender studies, pop culture and historiography.

Eric Shorey: media and cultural criticisms, sub-culture, post-modernism, psychoanalysis, contemporary aesthetics and mass culture.

Jennifer Hyland: Post-structuralism, sociolinguistic variables and gender hegemonies.

Erik Syverson: Environmental criticism, cultural criticism, peak oil, liminality, chiasmus

Hilary Price: 20th-21st century art and art theory; the relationship between aesthetics and politics

Daniel Dickerman: The production, transmission, and break down of social norms through narrative structures, social expressions of nihilism.

John Boland: Western intellectual history, interpretive sociology, theories of modernity

Timothy Anderson: 20th century literature, monumentality, and iconoclasm.

Andrew Smith: new music, new musicology

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.newschoosenate.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 NSSR, 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/>

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.newschooledu 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.newschooledu/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.newschooledu/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.