

Academic Policies and Procedures

International Students and Visas

Attendance in the Parsons Continuing Education program does not qualify students for student visas under U.S. government regulations. Those looking to study in a student visa-authorized program should contact the Parsons Admission Office about degree programs, 212.229.5150.

Attendance Policy

(Credit and certificate students only)

Credit and certificate students are expected to attend classes regularly and promptly. There are no excused absences or cut allowances. If, in the instructor's judgment, a student's absences are excessive, the final grade may be affected. Limited absences are permitted for medical or other legitimate reasons and are subject to make-up of the assigned work or additional attendance requirements. Students are responsible for notifying instructors when they know in advance that they will miss a class. Those who are absent for more than two weeks (or three classes), excused or unexcused, may be subject to involuntary withdrawal from all of the courses affected. Continued

registration at Parsons is contingent upon regular attendance, quality of work, and conduct.

Online Access to Your Student Account and Records

All registered students (noncredit, general credit, and matriculated) can access their personal student information on the Internet through my.newschoo.edu. For more information, visit my.newschoo.edu. If you have not logged on to my.newschoo.edu before, you will need your New School student ID (*N* followed by eight digits) to get your log-in information. Once you have a log-in, you will have access to up-to-date records of your student activities, including your course enrollment, the status of your tuition and fees (paid, owed, refundable) and, if you were enrolled for credit or certificate approval, your grades.

Grade Reporting and Transcript Requests

Grades and academic transcripts are maintained for credit and certificate students only. Once grades are posted, students can access them through my.newschoo.edu and request an official copy to be mailed

to them. Students can also view and print an unofficial copy of their transcript from my.newschoo.edu. An official transcript carries the Registrar's signature and the New School seal and documents a student's permanent academic record at the university. Students may request a copy of their transcript, to be mailed to the address of their choosing (including other colleges and institutions), by submitting an official request to the University Registrar's Office. This can be done online at my.newschoo.edu, or by completing the transcript request form available on the Web: www.newschoo.edu/student-services/registrar/transcripts. Standard transcript services are free of charge. Transcripts are not issued for students with outstanding debts to the university.

Reviews and Appeals

Grade reviews should be initiated and completed in a timely manner. The student must initially request an explanation of a grade or evaluation from the instructor. If the student is not satisfied or has additional questions, he or she may petition for a review, using the following procedure:

1. The student submits a letter outlining any questions and/or objections to the faculty member, with a copy to the director and/or chairperson of the department.

Grade Descriptions

General Credit Evaluation

The following evaluations apply to any general credit student registered for the credit option.

A = 4.0 Excellent	C+ = 2.3 Fair
A- = 3.7 Excellent	C = 2.0 Fair
B+ = 3.3 Good	C- = 1.7 Fair
B = 3.0 Good	D = 1.0 Poor
B- = 2.7 Good	F = 0.0 Failure

Certificate Evaluation

The following evaluations apply to certificate students registered for the noncredit option.

AP = Approved
NA = Not Approved

Special Grade Status

I = Temporary Incomplete Indicates failure to complete assigned work. This mark is not given automatically but only on the request of the student and at the discretion of the instructor. A Request for Grade of Temporary Incomplete Form must be completed and signed by both the student and the instructor. The time allowed for completion of the work and removal of the "I" mark will be set by the instructor, but may be no later than the seventh week of the following fall semester for spring and summer grades of Incomplete, and no later than the seventh week of the following spring semester for fall grades of Incomplete. Work that is not completed in the prescribed time will be recorded as a final grade of "WF" by the Registrar's Office.

W = Official Withdrawal By petition to the Registrar's Office, credit students may withdraw from their credit registration without penalty after the drop deadline; see Add/Drop and Refund Schedules on last page of catalog.

WF = Withdrawal and Failure (GPA value 0) Issued by instructor to a student who has not attended or not completed all required work in a course and who has not officially withdrawn. It differs from "F," which indicates that the student has completed all requirements but that the level of work did not qualify for a passing grade.

GM = Grade Not Reported for Student

2. The instructor will be required to submit a written response to the concerns or objections raised by the student, with a copy to the director and/or chairperson of the department.
3. The student may respond in writing to the faculty member as well as to the director and/or chairperson of the department.
4. If a resolution has not been reached, the student may request that the director or chairperson evaluate the petition, consulting with both the student and the faculty member to determine the fairness of the grade.
5. If either the student or the faculty member is dissatisfied with the director or chairperson's decision, a final review may be made with the associate dean for academic affairs at Parsons. The associate dean's decision is final.

Change of Grade

Grades are subject to revision by the instructor, with the approval of the director, for one semester following the term in which the course was offered. After one semester has elapsed, all grades recorded in the University Registrar's Office become a permanent part of the academic record and no changes are allowed.

Noncredit Record of Attendance

Noncredit students do not receive an academic evaluation or a course grade. If verification is needed for class attendance, noncredit students may request a Noncredit Record of Attendance for all courses meeting for four or more sessions during the term in which they are registered.

The Noncredit Record of Attendance verifies the student's completion of a course. Noncredit Records of Attendance can be requested by fax to 212.229.5648 (credit card payment only), mail, or in person from the Registrar's Office (72 Fifth Avenue, New York, NY 10011) at least four weeks before the final session of the course. If requested after that time, the university is not required to provide the record. A separate record is issued for each noncredit course; the fee is \$20. Payment must be made by check or MasterCard, Visa, Discover, or American Express. No permanent records are kept for noncredit students.

Canceled Courses

Parsons reserves the right to withdraw courses or to adjust curriculum. Courses typically are canceled because of insufficient enrollment, the withdrawal of the instructor, or inability to schedule appropriate instructional space. If you are registered in a course that is canceled, you will be notified by telephone or email. You will be asked if you wish to transfer to another course or if you prefer a full refund of tuition and fees.

Add/Drop and Status Changes

Withdrawals, transfers from one course to another, registration for additional courses, or changes of status (e.g., from noncredit to credit) must be completed within the deadlines shown in the schedules on page 30. Withdrawals, transfers from one course to another, and changes of status can be made in person or in writing by fax. (They may not be made by telephone or email.) Any additional tuition or fees resulting from a course transfer or status change are payable at the time the change is made.

Degree candidates and certificate students must obtain advisor approval for all program changes, including withdrawals, grade of "W," add/drop, and status changes, before going to the Registrar's Office.

Grade of "W": Students who are registered for academic credit have the option of withdrawing from a course and requesting a grade of "W" after the drop deadline has passed. A grade of "W" is recorded for the course, which will appear on the student's transcript. Deadlines for requesting a grade of "W" are shown in the Add/Drop and Refund Schedules on page 30. See Grade Descriptions (page 28) for a definition of the grade "W."

Refunds Due to Withdrawal

To obtain a refund of tuition and fees paid or remove charges still due, a student must officially withdraw by written notice to the Registrar's Office. Full refund of course tuition requires advance withdrawal. Otherwise, the refund will be pro-rated. See the Add/Drop and Refund schedule at the right for deadlines. The registration/university services fee is not refundable

unless the course is canceled or the time, day, or instructor is officially changed by the university.

1. Put your withdrawal request in writing. Refunds are prorated based on the schedules on page 30 and are calculated from the date and time the written notice is received in the Registrar's Office or the date of the postmark if the notice is mailed (requests cannot be processed by phone or email). Students may also withdraw by fax. The fax number is 212.229.5648.
2. Please allow approximately four weeks for refund processing. All refunds are prorated, based on the schedules on page 30.

Note: Failure to attend classes and/or notification to the instructor alone do not constitute official withdrawal. Failure to make or complete payment does not constitute official withdrawal.

Student ID Card

Noncredit students receive a non-photo ID card with their Statement/Schedule upon receipt of payment. Students taking courses for credit or certificate are entitled to a photo ID. All students should carry their ID whenever they come to Parsons/The New School and be prepared to present it to security staff. The schedule for photo IDs is posted outside the Campus Card Services Office, located at 66 West 12th Street, 4th floor. If your card is lost or stolen, call the Campus Card Services Office at 212.229.5660 x3213 to find out whether the card has been returned. There is a \$25 fee to replace a lost, stolen, or damaged card.

If you withdraw from all classes, the university may terminate your student privileges including access to the university's buildings and resources.

Library Access and Privileges

The student photo ID card allows use of the New School Library consortium, including the Parsons Gimbel Library, the New School Fogelman Library, and the Mannes Scherman Library. Students may also borrow books from The Cooper Union, the New York School of Interior Design, and New York University's Bobst Library.

Academic Term and Online Add/Drop and Refund Schedule

This schedule applies to noncredit and undergraduate classroom courses starting Jan. 30–Feb. 5 and meeting for 10–15 weeks and to online courses. *For classroom courses, tuition is refunded in full only if formal written withdrawal is made before Jan. 30.* Otherwise, tuition is charged on a prorated basis as described.

Schedule Type	Deadline to add or change status	Deadline for full tuition refund	Deadlines for tuition refunds	Credit student withdrawal for grade of “W”
On site 10–15 weeks (beg. Jan. 30–Feb. 5)	Before Feb. 13	Before Jan. 30	Before Jan. 30: 100% refund Before Feb. 6: 90% Before Feb. 13: 80% Before Feb. 20: 70% Before Feb. 28: 60%	Before Mar. 19
Online 9 weeks	Before the end of week 2 (week 1 of the course is orientation)	Before the end of week 1	End of week 1: 100% refund End of week 2: 90% End of week 3: 80% End of week 4: 70%	Week 5
Online 5 weeks	Before the end of week 2	Before the end of week 1	End of week 1: 100% refund End of week 2: 70%	Week 3

Short/Intensive and Late-Starting Courses Add/Drop and Refund Schedule

This schedule applies to noncredit and undergraduate classroom courses starting after Feb. 5 or meeting less than 10 weeks in any schedule. Course tuition is refunded in full *if formal written withdrawal is made before the first class meets.*

Schedule Type	Deadline to add or change status	Deadline for full tuition refund	Deadline for tuition refunds (tuition charged)	Credit student withdrawal grade of “W”
10 or more sessions (beg. after Feb. 5)	Before 3rd session	Before 1st session	Before 4th session (10% per session)	Between 4th and 7th sessions
6–9 sessions	Before 2nd session	Before 1st session	Before 3rd session (15% per session)	Between 3rd and 4th sessions
3–5 sessions	Before 2nd session	Before 1st session	Before 2nd session (30%)	Not applicable
1–2 sessions	Before 1st session	Before 1st session	Before 1st session (full refund)	Not applicable

Classroom Locations

All classes meet at the Parsons campus in Greenwich Village unless stated otherwise in the course description. For classroom locations, visit my.newschool.edu and click the Class Finder link. (Do not log in.) Final room assignments are also posted and updated at the locations shown here.

Digital rooms are posted at:

55 West 13th Street lobby

All other rooms are posted at:

2 West 13th Street lobby

Instructions for accessing online courses will be emailed to you.

University Policy on Nondiscrimination

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

Family Educational Rights and Privacy Act

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

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

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

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

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

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

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

A student who wishes to ask the university to amend a record should write to the university official responsible for the record, clearly identify the part of the record the student wants changed, and specify why, in the student's opinion, it should be changed. If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

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

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605