Graduate Transfer Credit Policy

Effective July 1, 2020

Policy Statement:
This policy provides guidance on the acceptance of transfer credits toward New School programs of study. Students are required to complete all stated degree requirements in order to graduate. Degree requirements stated in the student’s Academic Catalog supersede this policy. Definitions of key terms appear at the end of this policy.

I. Requirements to Transfer Graduate Credit

A. Approved Sources For Transfer Credits

1. Higher Education Institutions: The New School awards transfer credit for graduate-level study completed at an institution of higher education recognized by the U.S. Department of Education and/or the Council for Higher Education Accreditation or comparable international agency for non-U.S. institutions. Additional review and criteria for accepting transfer credits may be required in certain circumstances, as outlined below.

   a. Non-Regionally Accredited Institutions: Transfer credits completed at a non-regionally accredited institution of higher education may require additional review by the academic unit responsible for delivering the corresponding curriculum at The New School. Students seeking transfer credit from non-regionally accredited institutions should provide, at a minimum, a syllabus for each course so that course content, course objectives, learning outcomes, and faculty credentials, may be reviewed for alignment with The New School requirements. Additional documentation may be requested.

   b. Non-U.S. Institutions: Courses completed at non-U.S. institutions must be certified by their respective country’s Ministry of Education or equivalent. All applicants must submit an official transcript. Applicants who attended postsecondary institutions outside of the United States are required to have their transcript(s) evaluated by World Education Services (WES) or by another member of the National Association of Credit Evaluation Services (NACES). A course-by-course evaluation must be prepared for each transcript. The evaluation must examine and equate all course work on a "course-by-course" basis and include grading equivalents to U.S. colleges. Certain postsecondary institutions outside of the United States are exempted.
This requirement also applies to transfer credits earned via Study Abroad experiences with two exceptions: (a) transfer credits for Study Abroad experiences that have corresponding articulation agreements with The New School which specify the terms for transferring credits and (b) transfer credits for which an official transcript is issued by the U.S. School of Record for a third-party provider or other independent agency of study abroad programs. Certain other third-party providers may be exempted from the required transcript evaluation and from issuing a transcript by the School of Record.

2. **Entities Other than Higher Education Institutions**: Credits for learning at institutes or other entities outside of higher education will **not** be awarded unless they are completed:
   a. as registered New School coursework (independent study, internship, or equivalent) during the semester the work is being completed, (i.e., not retroactively), and under the supervision of New School faculty. Such credits are not considered transfer credits; or
   b. via a New School articulation agreement.

B. Transferable Content and Grades

1. Transfer credit will only be awarded for content that
   a. is relevant to curricula offered by The New School, as determined by program leadership and Deans’ offices, (as appropriate).
   b. fulfills degree requirement(s) for the student’s program of study
   c. has been earned for graduate-level coursework
2. Transfer credit will not be awarded for remedial, pre-college, undergraduate or duplicative coursework.
3. Transfer credit will only be awarded for coursework (see definition below) in which the student has earned a grade of “B” or higher. Courses for which a grade of “Pass” (or equivalent) has been earned may be accepted for transfer provided that the Registrar (or equivalent) of the sending institution provides a statement that a “Pass” grade is equivalent to a grade of “B” or higher.
4. Grades and grade point averages (GPA) are not transferred. Only the course description, name of the sending institutions and number of credits awarded for transfer appears on a student’s New School transcript.

C. Time Limits for Awarding Transfer Credits

1. **New Students**:  
   a. Credits earned more than ten (10) years prior to admission may require additional review to be considered for transfer.
   → The New School for Social Research does not accept any transfer credits for coursework completed more than ten (10) years prior to matriculation.
   → For the MA in Teaching English to Speakers of Other Languages, credits for coursework completed more than ten (10) years prior to
matriculation will only be accepted under special circumstances.

b. WES/NACES evaluation is not required for Admissions but is required for transfer credit, unless there is an exchange or articulation agreement in place. Students should submit transfer credit requests and supporting materials no later than by the end of the first term of matriculation.

→ Students in the Politics PhD program in The New School for Social Research may submit transfer credit requests and supporting materials within one year after matriculation.

2. Continuing Students: Prior approval is required for courses taken at other institutions while a student is enrolled at The New School. All official transcripts must be received by the end of the subsequent semester to be considered. For students who are completing their final semester/final requirements at another institution or are studying abroad in their final semester, the official transcript must be submitted to the Registrar’s Office before the degree conferral date. All transcripts received after the degree conferral date will delay the awarding of the degree to the next degree conferral date.

D. General Requirements for Residency and Transfer Credit Limits

Transfer credit limits include transfer credits earned before and after matriculation at The New School.

1. Students may not exceed the maximum number of transfer credits permitted by their program.
2. Students who have completed experiences in excess of maximum allowable transfer credits may work with program leadership and/or the Dean’s Office (as appropriate) to elect which credits to apply to their record, up to the maximum.
3. Students must meet the residency requirements for their program.
4. Credits earned via an articulation agreement are considered “in residency” if specified in the agreement or by written permission of the appropriate member of the program or dean’s office, before the student embarks on the curricular experience. If not specified in the articulation agreement, the decision to award credits “in residency” will be made via the college processes that are used to determine “in residency” status for new articulation agreements. These decisions will apply to all students who earn credits under the same circumstances.
5. Study Abroad Credits: Do not count towards the residency requirement unless the institution or program abroad has a pre-approved standing agreement with The New School or by written exception by the appropriate member of the college’s dean’s office before the student embarks on the curricular experience.

E. Residency and Transfer Credit Limits for Individual Academic Programs

Individual Academic Programs determine their residency requirements and transfer credit limits. Students should consult the relevant program pages in the Degree Programs section of the Academic Catalog for this information.

F. Post-Matriculation Transfer Credit
Continuing students wishing to obtain transfer credits for study outside of The New School must obtain approval from their program prior to registering at the visiting institution. Consortium and partner institutions or programs of study with which The New School has a formal agreement may be exempt from parts of this policy. Students should check with their programs and read the terms of the agreement before registering for courses outside of The New School.

G. Displaced Persons and Other Extenuating Circumstances

1. **Extreme Events**: If a student cannot provide the appropriate copies of official transcripts or other documentation from their previous institutions due to sudden or extreme events such as the loss of diplomatic relations between the United States and another country, the rise of an unstable government, civil war, ongoing intense crime or violence, or violent events, The New School will accept unofficial copies of documents until said events have been resolved. If the student is unable to obtain a course-by-course evaluation due to an extreme event, exceptions may be granted at the discretion of the Registrar's Office. If the student is found to have falsified documentation or credentials, consequences for such actions will follow those outlined in the Student Code of Conduct, Academic Integrity and Honesty Policy and any other applicable University Policy.

2. **Natural Disasters**: In cases of natural disaster, students will have one year following the event to obtain copies of appropriate or required documentation. Extension can be granted in extenuating circumstances, at the discretion of the Registrar's Office. If said documentation is permanently lost to the student, The New School will first address legal obligations required within guidelines provided by state and federal entities. Second, The New School will follow national or international best practice.

3. **Stateless Persons or Refugees**: A unique pathway will be developed for each displaced person or refugee if an alternative pathway to completing their education is needed. The following steps may be implemented to assess a student’s academic history and develop a completion pathway:
   i. An application for admission
   ii. A sworn or personal statement from the applicant
   iii. A personal interview with faculty and staff
   iv. Assembling a portfolio of available background and evidence including: any available transcripts (including partial and non-formal transcripts; past student identifications; class lists; proof of tuition payments; admittance to or proof of state examinations; copies of license or certificates; copies of diplomas; or copies of professional identification
   v. Assessment of competencies via sample works or writings, interviews, examination or special projects with faculty or staff.

II. Definitions

1. **Articulation Agreements**: An agreement between two or more institutions with the intent to simplify the credit transfer process. Institutions reach a consensus on which courses are acceptable for transfer, without further review, by narrowing the range of courses or by providing a sequence of courses that could be taken to satisfy degree
requirements.

2. **Coursework:** A graded educational experience for which a student earns credit from an accredited higher education institution. The educational experience may be a traditional “course” or may occur via another graded format (e.g., research, thesis.).

3. **Degree:** A credential conferred to a student upon satisfactory completion of a course of study.

4. **Residency:** Time spent registered at the The New School completing educational requirements.

Issuing Authority: Provost's Office

Responsible Officer: Registrar

Who should read this policy?
- Graduate students seeking transfer credits
- Graduate Program Department Chairs and Program Directors
- Academic and Faculty Advisors
- Deans’ Offices
- Admissions Office
- Registrar’s Office