Contents:
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Student Life
The New School prepares students to understand, contribute to, and succeed in a rapidly changing society, and thus make the world a better and more just place. We will ensure that our students develop both the skills a sound liberal arts education provides, and the competencies essential for success and leadership in the emerging creative economy. We will also lead in generating practical and theoretical knowledge that enables people to better understand our world and improve conditions for local and global communities.

For more, visit www.newschool.edu/mission-vision

ADMINISTRATION

David E. Van Zandt, President
Tim Marshall, Provost and Chief Academic Officer
Anne Adriance, Chief Marketing Officer
Andy Atzert, Vice President for Distributed and Global Education
Stephanie Browner, Dean, Eugene Lang College of Liberal Arts
Carol S. Cantrell, Senior Vice President for Human Resources and Labor Relations
Lia Gartner, FAIA, LEED AP, Vice President for Design, Construction and Facilities Management
Richard Kessler, Executive Dean, College of Performing Arts; and Dean, Mannes School of Music
Mark Gibbel, Chief Development Officer
William Milberg, Dean, The New School for Social Research
Roy P. Moskowitz, Chief Legal Officer and Secretary of the Corporation
Martin Mueller, Executive Director, School of Jazz
Anand Padmanabhan, Senior Vice President and Chief Information Officer
Pippin Parker, Director, School of Drama
Linda Abrams Reimer, Senior Vice President for Student Services
Michelle Relyea, Vice President for Student Success
Donald Resnick, Chief Enrollment and Success Officer
Bryna Sanger, Deputy Provost and Senior Vice President for Academic Affairs
Tokumbo Shobowale, Chief Operating Officer
Steve Stabile, Vice President for Finance and Business and Treasurer
Joel Towers, Executive Dean, Parsons School of Design
Mary R. Watson, Executive Dean, Schools of Public Engagement

THE NEW SCHOOL IN BRIEF

In 1919, a few great minds imagined a school that would never settle for the status quo, one that would rethink the purpose of higher learning. The New School was the result. Today it is a progressive university housing five extraordinary schools and colleges. It is a place where scholars, artists, and designers find the support they need to unleash their intellect and creativity so that they can courageously challenge convention. We dissolve walls between disciplines to create a community in which journalists collaborate with designers, architects with social researchers, artists with activists. Our academic centers in New York City, Paris, Shanghai, and Mumbai offer over 10,000 students more than 135 undergraduate and graduate degree programs uniquely designed to prepare them to make a more just, more beautiful, and better-designed world.

College of Performing Arts
newschool.edu/mannes
55 West 13th Street, New York, NY 10011 | 212.580.0210
newschool.edu/jazz
55 West 13th Street, New York, NY 10011 | 212.229.5896
newschool.edu/drama
151 Bank Street, New York, NY 10014 | 212.229.5150

The College of Performing Arts is a progressive arts center housed within The New School, in the heart of New York City. Artists receive individualized training, becoming fearless risk takers who value real-world relevance, pursue excellence, and embrace collaboration. Celebrated faculty mentors guide students to take their place as artistic leaders who can make a positive difference in the world today.

We offer undergraduate and graduate degree programs for musicians, composers, actors, directors, writers, and performers of all kinds through three renowned schools: Mannes School of Music, the School of Jazz, and the School of Drama. Unlike small stand-alone conservatories, our performing art schools offer students the valuable opportunity to pursue interdisciplinary studies within a comprehensive university.

Mannes School of Music
Since 1916, Mannes has been rigorously training artists to engage with the world around them through music. By practicing—day in and day out—with some of the most revolutionary musicians, Mannes students have become world-renowned masters of their craft and the canon. Today, Mannes has transformed the traditional conservatory education by integrating our rigorous classical training with new music, improvisation, real-world experiences, and cross-disciplinary projects. Mannes also offers a program for adult learners, and a preparatory program for young people.

School of Drama
Founded in 1940s by Erwin Piscator as the Dramatic Workshop, the School of Drama interweaves rigor with creative experimentation. We focus on authenticity of expression and confront today’s most pressing societal issues through prose, composition, voice, and movement. Notable alumni include Marlon Brando, Walter Matthau, Harry Belafonte, Elaine Stritch, and Tennessee Williams, as well as more recent graduates like Adrienne Moore and Jason Kim. The School of Drama trains talented individuals for careers in the theater as actors, directors, and playwrights through undergraduate and graduate degree programs.

School of Jazz
Founded in 1986 by Arnie Lawrence, David Levy, and Paul Weinstein, The School of Jazz at The New School is renowned across the globe for its artist-as-mentor approach to learning. Students are immersed in the history and theory of and latest developments in jazz, blues, pop, and the ever-evolving genres of contemporary music. They learn from leading jazz and contemporary musicians, including Peter
Bernstein, Cecil Bridgewater, Jeff Carney, and Jimmy Owens. Learning takes place in classrooms, student ensembles, one-on-one tutorials, public performances, and master classes.

**Eugene Lang College of Liberal Arts**
[www.newschool.edu/lang](http://www.newschool.edu/lang)
65 West 11th Street, New York NY 10011 | 212.229.5665

Eugene Lang College of Liberal Arts, part of The New School in NYC, is where scholarly rigor meets intellectual freedom. This small, progressive liberal arts college is designed for fiercely independent scholars. Students map out their own curriculum. They immerse themselves in primary texts rather than textbooks, attend small seminars rather than large lectures, work closely with faculty, and become part of a community committed to social justice. Lang students ask the big questions, challenge assumptions, and develop their potential by studying disciplines across our entire university.

**Parsons School of Design**
[www.newschool.edu/parsons](http://www.newschool.edu/parsons)
2 West 13th Street, New York, NY 10011 | 212.229.8950

Parsons School of Design is the only major design school within a comprehensive university, The New School. Recently ranked by Quacquarelli Symonds 2015 World University Rankings as the country’s top art and design school, Parsons is at the vanguard of design education, providing artists, designers, and scholars with the skills to devise design-led approaches to complex contemporary challenges—from sustainability to social and economic inequalities to globalization in creative industries. A proven design education methodology produces graduates with a passionate commitment to technical mastery and reflective practice through inquiry, radical ideas, iterative experimentation, and creative collaboration. In addition to its bachelor’s, master’s, and associate’s degree programs, Parsons offers general art and design courses and certificate programs for students of all ages.

Parsons offers undergraduate and graduate degrees at its five schools:
- School of Art and Design History and Theory (ADHT)
- School of Art, Media, and Technology (AMT)
- School of Constructed Environments (SCE)
- School of Design Strategies (SDS)
- School of Fashion (SOF)

Students pursue degrees at Parsons’ home campus in New York City and at Parsons Paris. They also gain international experience taking courses online, with partner universities worldwide, or at The New School’s global academic centers in Mumbai and Shanghai.

**Schools of Public Engagement**
[www.newschool.edu/publicengagement](http://www.newschool.edu/publicengagement)
66 West 12th Street, New York, NY 10011 | 212.229.5615

These schools and programs are designed for the intellectually curious and creative, at all stages of life and career, who are passionate about social justice around the world. Here students are asked to challenge what others take for granted. We offer innovative graduate and undergraduate programs in media, creative writing, languages/TESOL, international affairs, policy, and management that integrate real-world practice with cutting-edge theory.

**Bachelor’s Program for Adults and Transfer Students**

Designed specifically for adults and transfer students seeking an alternative to the traditional four-year college experience, the bachelor’s program offers flexible study options (including part-time and full-time study), a curriculum tailored to individual goals, and credit for workplace experience.

**Milano School of International Affairs, Management, and Urban Policy**

The Milano School offers graduate programs designed for students dedicated to addressing social, economic, environmental, and political issues. Students gain a truly global and multidisciplinary perspective on real-world problems through intellectually rigorous study as well as hands-on experiences. This renowned school takes advantage of the extensive resources available throughout New York City, its celebrated faculty, and its extraordinary partnerships in the private and public sectors.

**Creative Writing Program**

**Concentrations in Fiction, Nonfiction, Poetry, Writing for Children**

In less than 20 years, The New School’s Master of Fine Arts in Creative Writing has become one of the world’s best-respected graduate writing programs, attracting promising writers from all corners of the globe who shape the contemporary literary landscape and related industries, and have the opportunity to live the writer’s life in New York City.

**School of Media Studies**

The media studies programs are based on the belief that media can be a tool for social good. Students learn to think critically about the history of media and its evolving forms, with the aim of designing solutions to real problems. They are prepared for careers as media makers, critics, managers, and entrepreneurs able to interpret and improve our highly mediated world through critical reflection.

**School of Languages**

The ability to communicate across languages and cultures is an essential skill in a global economy. The School of Languages offers degree and certificate programs in English language instruction, and for-credit, open enrollment, and weekend immersion courses in more than a dozen foreign languages.

**The New School for Social Research**
[www.newschool.edu/socialresearch](http://www.newschool.edu/socialresearch)
16 East 16th Street, New York, NY 10003 | 212.229.5700

In 1933, The New School gave a home to the University in Exile, a refuge for scholars fleeing persecution by the Nazis. Today The New School for Social Research (NSSR) is an internationally renowned graduate school where scholars, practitioners, and innovators guide students to understand the world around them in intellectually intense, heterodox ways. Our interdisciplinary master’s and doctoral degree programs in the social sciences break with traditional modes of thinking. Students build new knowledge through research, become critical and creative scholars, and learn to grapple with the tensions of contemporary society.
SCHOOL OF DRAMA

The School of Drama is an academic school in the College of Performing Arts at The New School, a private university, which was founded in New York City in 1919 by a small band of progressive American educators as a “center for instruction, discussion, and counseling.” Today, The New School enrolls more than 15,000 students in undergraduate and graduate degree programs and continuing education courses in liberal arts and social sciences, art and design, management, and performing arts. The New School offers programs and courses online as well as on campus. All the divisions and programs of the university boast a notable faculty, excellent resources, small class sizes, and innovative curricula.

At the School of Drama, the creative instinct is nurtured. With theater in the air and on the streets as well as on its hundreds of stages, New York City provides unrivaled opportunities for observation and professional development. The New School has been training theater artists since Erwin Piscator brought his legendary Dramatic Workshop here in 1940. The workshop’s founder and faculty, including Stella Adler and Lee Strasberg, fostered artistic voices as distinctive as Tennessee Williams and Marlon Brando. The university has offered the MFA degree in acting, directing, and playwriting since 1994, and now offers a BFA degree in Dramatic Arts as well. Through its integrated acting, directing, and playwriting programs, the School of Drama is forging the next generation of artists bringing stories to life on stage.

ADMINISTRATION

Dean, Pippin Parker
Managing Director, Leighton Mitchell
Director of Academic and Faculty Affairs, Carrie E. Neal
Senior Academic & Experiential Education Advisor, Rachel Francois
Director of Professional Development and External Relations, Robert Hoyt
Interim Director of Production and Operations, Jim Foster
Managing Associate to the Director, Linda Kleppinger
Senior Office Assistant, Emerson Brathwaite
Senior Admission Counselor MFA Program, Sherri Barber
Senior Admission Counselor BFA Program, Marlon Meikle

A MESSAGE FROM THE DEAN

The School of Drama offers a rigorous creatively challenging and uniquely collaborative conservatory MFA program for a select group of young theater artists.

With a faculty comprised of some of the finest, most experienced theater professionals in the country and a facility in Greenwich Village, the School of Drama has established a vibrant home for the training of 21st-century actors, directors, writers, and theater innovators. The program explores not only a wide range of theatrical styles, forms and traditions, and significant performance and production opportunities, but also addresses the practical challenges of creating theater companies and self-producing—skills essential to sustaining a career in the arts.

Over the past few years, the School of Drama graduates have emerged as an exciting community of award-winning young professionals, who are working at some of the most prestigious theaters in the United States and internationally.

Looking forward, I am confident that our reputation for excellence and innovation can only grow brighter as we continue to graduate new generations of outstanding theater artists.

Pippin Parker, Dean

ACCREDITATION

The New School has been regionally accredited by the Middle States Commission on Higher Education (MSCHE, 3624 Market Street, 2nd Floor West, Philadelphia, PA 19104; 216-284-5000) since 1960. All degree programs at the New York City campus of The New School are registered by the New York State Education Department (NYSED, 89 Washington Avenue, Albany, New York 12234; 518-474-1551). Both NYSED and MSCHE, a federally recognized body, provide assurance to students, parents, and all stakeholders that The New School meets clear quality standards for educational and financial performance.

Parsons Paris is a registered branch campus of The New School and is accredited by MSCHE and the National Association of Schools of Art and Design (NASAD, 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190-5248; 703-437-0700). In addition, Parsons Paris has the authorization of the French Ministry of Education to operate in France.

The appropriate professional educational agency or board accredits professional curricula at The New School. Accrediting agencies of individual programs are listed below.

- Parsons School of Design has been accredited by the National Association of Schools of Art and Design (NASAD) since 1966.
  - The BBA in Design and Management meets NASAD standards for the Bachelor of Arts—four years: Design and Management. It is registered as a Bachelor of Business Administration through the New York State Education Department (NYSED) and is listed as a Bachelor of Business Administration in Design and Management by The New School.
- The master’s program in Architecture has been accredited by the National Architectural Accrediting Board since 1994.
- The graduate Clinical Psychology program has been accredited by the American Psychological Association since 1981.
- The master’s program in Urban Policy Analysis and Management has been accredited by the National Association of Schools of Public Affairs and Administration since 1988.
Pippin Parker, Dean

Pippin Parker, a playwright and director, has been a member of the faculty of the School of Drama for several years and succeeded Robert Lupone as director in 2011.

He recently directed and was the dramaturge of the award-winning Culture Project production of George Packer’s Betrayed (Lortel Award for Best Play, 2008). He is a founding member and former artistic director of Naked Angels Theater Company in New York City, where he co-conceived the long-running reading series, Tuesdays at 9, and their signature Issues Projects, collaboration with a wide range of advocacy organizations, including Amnesty International and Project A.L.S.

His own plays include Anesthesia, Assisted Living, and numerous one-acts produced in New York City and Los Angeles and published by Playscripts, Inc. His radio play, A Gift was broadcast on NPR’s The Next Big Thing. He was a staff writer for the animated series, The Tick, and he has developed several projects for HBO. His episode for the children’s television show Pocoyo received the Cristal Award at the 2006 Annecy Animation Festival.

Director Parker serves on the board of directors of Naked Angels Theater Company and on the council of the Writers Guild of America, East.

Carrie E. Neal, Director of Academic and Faculty Affairs

With a background in multimedia theater and design, and nine years in higher education administration, Carrie E. Neal is a natural fit with the School of Drama.

She received her BFA from SUNY Purchase in sculpture with a concentration in video art and book making, earned an MAT in art education from Manhattanville College and an MA in Media Studies from The New School.

She has professional experience as a director, video artist, lighting designer, and educator in both K-12 and higher education.

Her career in higher education administration has included student advising, faculty affairs, curriculum coordination, designing co-curricular activities and professional development experiences, residence hall and conference coordination, crisis management, and wellness education.

MFA Acting

Cotter Smith, Department Head MFA

Cotter Smith began his acting career in New York in 1978, studying first with Stella Adler and later at The Actors Studio. His many New York theater credits include Broadway productions of the new American play Next Fall, which received a 2010 Tony Award nomination for Best New Play; Wendy Wasserstein's An American Daughter; and Lanford Wilson's Burn This, as the first replacement for John Malkovich. Off Broadway shows include Michael Weller’s Side Effects with Joely Richardson for the MCC Theater; KIN at Playwrights Horizons; Paula Vogel's Pulitzer Prize winning How I learned to Drive with Molly Ringwald for the Vineyard Theatre, where he also appeared in The Dying Gaul by Craig Lucas; Charles Fuller's Pulitzer Prize winning A Soldier's Play with Denzel Washington and Samuel Jackson for the Negro Ensemble Company; and Athol Fugard's The Blood Knot with Danny Glover at the Roundabout. He spent ten years as a member of the Circle Repertory Company in New York, working exclusively on the premiere productions of new American plays. He also starred with Judd Hirsch in the National Tour of the Tony Award winning play Art.

He is a founding member of the Matrix Theatre Company in Los Angeles, where he has appeared in Anton Chekhov's The Sea Gull, Harold Pinter's The Homecoming, Samuel Beckett's Endgame, Caryl Churchill's Mad Forest, Allan Bennett's Habeus Corpus and George M. Cohan's The Tavern. Other Los Angeles performances include Romeo And Juliet, Love Letters and Raft of the Medusa, as well as the West Coast premieres of A Soldier's Play and How I learned to Drive at the Mark Taper Forum. He has received four DramaLogue Awards and two Ovation nominations, been nominated four times by the Los Angeles Drama Critics Circle, and received their Outstanding Lead Performance Award for The Tavern.

His television and film work ranges from his debut in 1982 as Robert Kennedy in the mini-series Blood Feud, to his role as the President in the 20th Century Fox film, X2: X-Men United. He was recently seen in Barry Levinson’s HBO film You Don’t KNow Jack, as the prosecutor attempting to convict Dr. Kevorkian, portrayed by Al Pacino. He received a Best Supporting Actor nomination at the MethodFest Film Festival for the independent feature Lunatics, Lovers and Poets.

Over the years he has appeared in over fifty television shows, from his regular roles on the ABC series Equal Justice and Night Stalker to his recurring roles on Judging Amy, Tru Calling, Orleans and Courthouse. His numerous guest star appearances span from the early days of Hill Street Blues and St. Elsewhere to the more recent Brothers and Sisters and White Collar.

Members of the MFA Acting Faculty

Casey Biggs, Teva Bjorken Keith Buhl, Susan Cameron, Erica Fae, Peter J. Fernandez, Patricia Fletcher, Ragnar Freidank, Joe Grifasi, Ron Leibman, Karen Ludwing, Alba Quezada, Cynthia Reynolds, Dr. Chris Roselli, Kathryn Rossetter, Thomas Schall, Shannon Stowe, Jean E. Taylor, Scott Whitehurst, Shelley Wyant

MFA Directing

Lou Jacob, Department Head MFA

Lou Jacob has directed new plays, musicals, classics and adaptations in the United States, Europe, and Asia. Recent Off-Broadway productions include the world premiere of Sam Shepard’s The God Of Hell, starring Tim Roth, Randy Quaid, J. Smith-Cameron and Frank Wood; Coyote On A Fence, (two Drama Desk Award nominations, Village Voice Top Ten); Dickens Hard Times (a Village Voice Season Highlight,
Drama Desk nomination for Best Director); Vilna's Got a Golem (a Village Voice Season Highlight); Victoria Stewart’s Live Girls at Urban Stages. He directed at the Summer Play Festival produced by Arielle Tepper for three years, directing Hardball, Courting Vampires, and Arrivals and Departures by Rogelio Martinez. Mr. Jacob's production of the U.S. premiere of The Glass Cage by JB Priestley at The Mint Theatre was named a top ten production of 2008 by Time Out Magazine and was nominated for two Lucille Lortel Awards, winning for Outstanding Scenic Design.

Internationally and on tour, Mr. Jacob's acclaimed new production of Saturday Night Fever played for two seasons at the Beatrix Theatre in Amsterdam, and his own play, Night Train to the Stars, premiered in Tokyo at the Metropolitan Theatre. He is also the director of Backyardigans Live! for Nickelodeon and Live Nation.

Recent productions in the US include The Blonde, the Brunette and the Vengeful Redhead, starring Michelle Pawk at City Theatre; Black Comedy at Barrington Stage Company; Charles Mee’s Wintertime and Yasmina Reza’s Lifes3 at The Roundhouse Theatre (Washington, DC); Julius Caesar at People’s Light and Theatre Co. (Philadelphia Inquirer Production of the Year); Chesapeake at City Theatre; the world premiere of Angus MacLachlan’s The Radiant Abyss at Woolly Mammoth/Kennedy Center; Speaking In Tongues, and Shakespeare, Moses and Joe Papp at The Roundhouse Theatre (two Helen Hayes Awards including Outstanding New Play), Red Herring at Florida Stage; Honus and Me and Puddy Meers (Pittsburgh Post-Gazette Production of the Year) at City Theatre. Other directing credits include Just So, produced by Cameron MacKintosh and Goodspeed Musicals; Mary And Myra and Coyote On A Fence at CATF; “1040,” and Coyote Goes Salmon Fishing, both produced by Stuart Ostrow; Hard Times (eight Barrymore Award nominations) at People's Light; Vilna’s Got a Golem (Best Director of a Play, Philadelphia Inquirer) at Philadelphia Festival Theatre; and Entries, with music by Mickey Hart, at George Street Playhouse (Best Director of a Play, Newark Star-Ledger).

Mr. Jacob is the recipient of The Princess Grace Statue Award and a previous Princess Grace Award. He was Resident Director at New Dramatists in 1999–2000 and an original New York Theatre Workshop “Usual Suspect.” He was mentored by great directors like Elia Kazan and Frank Galati and holds degrees in Theatre and Intellectual History from Northwestern University.

Members of the MFA Directing Faculty
Tea Alagić, Daniel Aukin, Sherri Barber, Casey Biggs, William Cusick, Stephen Brown-Fried, Doug Hughes, Kate Loewald, Elinor Renfield

MFA PLAYWRITING

Christopher Shinn, Department Head MFA

Christopher Shinn's plays include Now or Later (shortlisted for the Evening Standard Theatre Award for Best Play), Dying City (Pulitzer Prize finalist), Where Do We Live (OBIE for Playwriting), Four, What Didn't Happen, On the Mountain, Other People, and The Coming World. His adaptation of Hedda Gabler premiered at The Roundabout (American Airlines Theatre). He has written short plays for Naked Angels Theater Company and the 24 Hour Plays. His work has been premiered by Lincoln Center Theater, Manhattan Theatre Club, Playwrights Horizons, the Vineyard Theatre, South Coast Rep, the Royal Court, and the Soho Theatre, and produced around the world. His plays are published in collections from TCG and A&C Black. Mr. Shinn’s awards include a Guggenheim Fellowship in Playwriting and a grant from the NEA/TCG Residency Program.

Members of the MFA Playwriting Faculty
Jon Robin Baitiz, Nicole Burdette, Laura Maria Censabella, Jane Ann Crum, Robert Hoyt, Stephen Karam, Jill Rachel Morris, Chris Shinn, Lucy Thurber, Frank Pugliese, Gary Vena, Michael Weller

BFA Dramatic Arts

Members of the BFA Dramatic Arts Faculty
Heather Acs, Mark Armstrong, Mason Beggs, Alex Correira, Natasha Chuk, Ann Crum, Stephanie Cunningham, William Cusick, Ragnar Freidank, Donneta Lavinia Grays, Wendy Hammond, Abigail Katz, Lauren Keating, Nedra McClyde, Caits Meissner, Carrie E Neal, Glynis Rigsby, Toni-Lyn Sideco, Cotter Smith, Jean E Taylor, Nova Thomas, Kirya Traber, Gary Vena

Academic Partners: BFA Dramatic Arts

African Dream Initiative, Capes Coaching, Casita Maria Center for Arts and Education, Cry Havoc Company, Grand Street Settlement, Lincoln Center Education, National Black Theater, SAGE, Urban Bush Women
### ACADEMIC CALENDAR
#### Summer 2015-Spring 2016
[Excluding Parsons Paris]

#### SUMMER 2015

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates (Degree-/Diploma-seeking Programs)</th>
<th>Dates (Continuing Education Programs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memorial Day</td>
<td>Mon. May 25</td>
<td>Mon. May 25</td>
</tr>
<tr>
<td>Start of Summer Sessions</td>
<td>Tue. May 26</td>
<td>Tue. May 26</td>
</tr>
<tr>
<td>Observed Independence Day</td>
<td>Fri. Jul 3</td>
<td>Fri. Jul 3</td>
</tr>
<tr>
<td>End of Summer Sessions</td>
<td>Fri. Aug 21</td>
<td>Fri. Aug 21</td>
</tr>
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</table>

#### FALL 2015

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates (Degree-/Diploma-seeking Programs)</th>
<th>Dates (Continuing Education Programs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Weekend for Freshmen</td>
<td>Thurs. Aug 20 – Sun. Aug 23</td>
<td>N/A</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>Mon. Aug 24 – Sun. Aug 30</td>
<td>N/A</td>
</tr>
<tr>
<td>Labor Day – University Closed</td>
<td>Sat. Sep 5 – Mon. Sep 7</td>
<td>Sat. Sep 5 – Mon. Sep 7</td>
</tr>
<tr>
<td>Last Day to Add</td>
<td>Sun. Sep 13</td>
<td>Varies by course</td>
</tr>
<tr>
<td>Rosh Hashanah** – No Classes, also Sun eve</td>
<td>Mon. Sep 14</td>
<td>Mon. Sep 14</td>
</tr>
<tr>
<td>Yom Kippur** – No Classes, also Tues eve</td>
<td>Wed. Sep 23</td>
<td>Wed. Sep 23</td>
</tr>
<tr>
<td>Last Day to Waive Student Health Insurance</td>
<td>Fri. Oct 2</td>
<td>N/A</td>
</tr>
<tr>
<td>Last Day to Drop</td>
<td>Sun. Oct 4</td>
<td>Varies by course</td>
</tr>
<tr>
<td>First Day of Online Session C</td>
<td>Mon. Oct 12</td>
<td>Mon. Oct 12</td>
</tr>
<tr>
<td>Last Day of Online Session B</td>
<td>Fri. Oct 30</td>
<td>Fri. Oct 30</td>
</tr>
<tr>
<td>Initial Spring 2016 Registration</td>
<td>Starting Mon. Nov 2, 2015</td>
<td>TBD</td>
</tr>
<tr>
<td>Last day to Withdraw with a grade of W</td>
<td>Sun. Nov 22</td>
<td>Varies by course</td>
</tr>
<tr>
<td>Designated Day – Wednesday classes meet</td>
<td>Tue. Nov 24</td>
<td>Tue. Nov 24</td>
</tr>
<tr>
<td>Make Up Day</td>
<td>N/A</td>
<td>N/A</td>
</tr>
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#### SPRING 2016

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates (Degree-/Diploma-seeking Programs)</th>
<th>Dates (Continuing Education Programs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Spring 2016 Registration</td>
<td>Starting Mon. Nov 2, 2015</td>
<td>TBD</td>
</tr>
<tr>
<td>Martin Luther King – University Closed</td>
<td>Mon. Jan 18</td>
<td>Mon. Jan 18</td>
</tr>
<tr>
<td>New Student Registration and Orientation</td>
<td>Starting week of Tues. Jan 19</td>
<td>N/A</td>
</tr>
<tr>
<td>Last Day to Add</td>
<td>Sun. Feb 7</td>
<td>Varies by course</td>
</tr>
<tr>
<td>President’s Day – University Closed</td>
<td>Mon. Feb 15</td>
<td>Mon. Feb 15</td>
</tr>
<tr>
<td>Last Day to Waive Student Health Insurance</td>
<td>Fri. Feb 26</td>
<td>N/A</td>
</tr>
<tr>
<td>Last Day to Drop</td>
<td>Sun. Feb 28</td>
<td>Varies by course</td>
</tr>
<tr>
<td>First Day of Online Session C</td>
<td>Mon. Mar 7</td>
<td>Mon. Mar 7</td>
</tr>
<tr>
<td>Last Day of Online Session B</td>
<td>Fri. Apr 1</td>
<td>Mon. Apr 1</td>
</tr>
<tr>
<td>Initial Fall 2016 Registration</td>
<td>Starting Mon. Apr 4, 2016</td>
<td>TBD</td>
</tr>
<tr>
<td>Last Day to Withdraw with a grade of W</td>
<td>Sun. Apr 17</td>
<td>Varies by course</td>
</tr>
<tr>
<td>Make-up Day</td>
<td>Tue. May 17</td>
<td>Tue. May 17</td>
</tr>
</tbody>
</table>
ACADEMICS

COURSE DESCRIPTIONS

Course descriptions contain pre-requisite and co-requisite information as well as any other restrictions that apply. Course descriptions are published in the University Course Catalog: http://www.news.edu/ucc/courses.aspx. General course distribution and other program requirements are described below.

UNDERGRADUATE PROGRAMS

Bachelors of Fine Arts

The four-year BFA program in Dramatic Arts at the School of Drama prepares students to be 21st-century performing artists and creative thinkers. Professionalism and community are the core of the program, a rich multidisciplinary, project-based investigation of theater arts that focuses on the development of critical thinking and collaborative skills.

From Concept to Practice: Prospective students apply for direct entry into the program, which begins in the freshman year. Through studio classes, performance opportunities, and courses in aesthetic inquiry, the history of theater, and collaborative research, students cultivate the intellectual, and conceptual skills needed to launch careers in theater or any field that requires creativity, teamwork, critical thinking, and effective communication.

Intellectual and Technique Fundamentals: Our interdisciplinary curriculum enables students to explore acting, directing, playwriting, creative technologies, liberal arts, applied research, and collaborative processes. They are taught to frame questions imaginatively and consider problems from multiple perspectives.

Situated Learning: New York City, a world capital of theater, art, culture, and intellectual inquiry, is an essential part of a School of Drama education. Our faculty includes award-winning professionals from New York's theater community. Our relationships with leading cultural and civic organizations enable our students to use the city as a learning laboratory.

The BFA program also offers students the option of taking classes offered by other divisions of The New School: Parsons School of Design, Eugene Lang College of Liberal Arts, The College of Performing Arts, Mannes School of Music, and The School of Jazz, and Schools of Public Engagement.

GRADUATE PROGRAMS

Masters of Fine Arts

The MFA program takes a carefully selected group of artistically courageous students through three years of professional training. The curriculum covers a full range of styles, forms, and traditions, and includes significant performance and production opportunities. Beyond that, it addresses the practical challenges of building an artistic community and self-producing skills essential to sustaining a career in the arts in today's world. The School of Drama graduates constitute a growing community of award-winning professionals working on and behind the stage and screen in some of the most prestigious venues in the United States and internationally.

Collaboration is at the heart of the MFA program, which culminates in a season of plays—some extant, some newly written by our student playwrights—performed, directed, and presented to the public by each graduating class. The three disciplines come together in rehearsals and classes, giving students a taste of what it means to develop a new play. This crossover lets students learn from their peers as well as from their instructors, and gives them the opportunity to develop important and long-lasting professional connections. They establish a sense of themselves as individuals, as artists, and as professionals, with the ability to apply their gifts in seamless collaboration with other artists.

DEGREE PROGRAM REQUIREMENTS

The School of Drama offers the Bachelor of Fine Arts (BFA) degree in Dramatic Arts in a full-time course of study designed to be completed in four years (8 semesters). The program must be completed within six years. BFA students normally take between 12 and 17 credits a semester.

The New School typically accepts credits from regionally accredited institutions. Coursework from non-regionally accredited institutions is evaluated on a case-by-case basis, and students may be asked to provide course syllabi, portfolios, and other pertinent documentation.

Students can transfer up to 30 credits but, due to the ensemble nature of the New School program, transfer students are still required to study in residence for four years. (They may be eligible to study part-time in their final year.)

Higher Education General Information Survey (HEGIS) codes: Dramatic Arts: 1007.00

CAPACITIES WORTH SHARING

The New School has been a leader at the forefront of progressive education since our founding in 1919. Today, we are the only comprehensive university that integrates a major design school with renowned schools in liberal arts, social sciences, and performing arts. This open relationship between disciplines allows us to augment our core academic essentials of communication literacy, critical thinking, and empirical reasoning with collaborative project-based learning and making. Our unique curriculum prepares New School students to problem-solve in creative and innovative ways, see patterns where others don’t, and become life-long reflective learners who lead the advancements of our future with a contextually relevant and socially aware orientation. Steeped in these shared capacities, our students graduate ready to succeed in a rapidly evolving world that values ideas, solutions, and the people who create them.
University Curriculum

University Lecture courses focus on interdisciplinary themes or introduce a single discipline. The courses are three credits and students must sign up for the accompanying discussion section. Drama BFA students entering as freshman are required to complete a minimum of two university lecture courses (identified by the subject code ULEC) by graduation. While the courses may be taken at any point in a student’s academic career, students are encouraged to take them during the second year.

OTHER STUDY OPTIONS

BFA in Dramatic Arts students may choose to use their electives toward a variety of courses in the liberal arts or in studio in any undergraduate division at The New School.

Electives may be used to take courses in other programs and/or in particular areas of study, such as: Acting & Movement Technique, Directing, Playwriting, Creative Technologies/ Media, Performance Studies, Integrated Arts, Theater Literature, History & Theory or additional Collaborative Research Studio/ Theater Related Civic Engagement courses.

Electives may also be distributed across the Humanities, Social Sciences, and Natural Sciences or the Arts, and may be taken at any undergraduate college at the New School.

Electives may be Liberal Arts Electives or Studio/ Non-Lib electives.

All New School for Drama BFA students have the option to elect an academic minor, although a minor is not required.

Students can minor in any of the minors offered on campus, except for Theater or Dramatic Arts.

The School of Drama offers two drama related minors for undergraduate students at the university. BFA Drama students can minor in Creative Technology for Performative Practice, and other matriculated students at the university with a major can minor in either Creative Technology for Performative Practice, or in Dramatic Arts.

DRAMA INSIDE AND OUTSIDE THE CLASSROOM - MFA AND BFA

Students have opportunities to continue to develop themselves intellectually and artistically through partnerships with organizations like Naked Angels, and The 24 Hour Play Company, The New Dance Theater Project, the Creative Café, Diversity Works, workshops hosted by the Professional Development office and with intercollege projects with Parsons, the Schools of Public Engagement, Mannes and Jazz.

Study Away opportunities for BFA:

BFA Drama students may study away in second semester second year. Students apply for permission to go abroad in first semester second year. Students must have a minimum GPA of 3.4. There are a limited number of Study Away program spaces. Sometimes an additional audition is required.

2015/2016 Partners-

Regents University, London (Screen and Playwriting, Creative Industries, Acting)

NSKI, Oslo (Acting for Stage and Screen)

British American Drama Academy, London (Classical Acting and Contemporary Criticism)

Students at Drama develop new work, create innovative projects, refine and synthesize their technique and to engage in dramatic life both inside and outside the classroom and across campus.

Summer Study

The School of Drama does not offer a summer term for matriculated students. It is recommended that Drama BFA students use their summers to continue their technique training through practice based work, in internships, or in summer Study Away programs. There is no guarantee that summer study or technique training will be transferred back to the School of Drama towards degree credit.

There are summer courses offered at The New School. Students may take a maximum of six credits in summer courses offered by divisions of The New School and a maximum of six credits at other colleges or universities.

If a Drama BFA student would like to transfer their summer study back to the university for degree program credit they need to have pre-approval from the Senior Academic and Experiential education Advisor prior to registration for that credit. Policies relating to transfer credits for continuing students apply. All BFA Drama students are required to have a four year residency.
Educational Values and Learning Objectives

Creativity and Courage: Creativity allows us to imagine innovative artistic responses to circumstances and ideas—and use different techniques to solve problems. Courage gives us space to take intellectual and creative risks, accepting failure as part of the creative process.

Collaborative Practice and Communication: Collaboration and communication foster both positive interdependence and individual accountability. Both are rooted in the ability to listen actively and express oneself clearly and with intention in spoken, written, non-verbal, visual, and performative domains.

Critical Thinking and Reflection: Critical thinking and reflection enable us to interpret and evaluate information from multiple perspectives—and to analyze, judge, define, question, organize, and prioritize information.

Civic Engagement and Global Perspective: Being a citizen-student means collaborating with diverse individuals, organizations, and communities inside and outside of the university setting, respecting your own and others' personal and cultural histories.

Integrative and Interdisciplinary Profiles: The increasing complexities of modern culture—and the challenges of non-linear career trajectories—require that we be able to think, research, and communicate across disciplines.

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BFA in Dramatic Arts

<table>
<thead>
<tr>
<th>Year One</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing &amp; Critique</td>
<td>3</td>
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<tr>
<td>Writing &amp; Orality</td>
<td>3</td>
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<tr>
<td>Aesthetic Inquiry 1 &amp; 2</td>
<td>6</td>
</tr>
<tr>
<td>Global Dramatic Literature 1 &amp; 2</td>
<td>6</td>
</tr>
<tr>
<td>Foundations in Acting 1 &amp; 2</td>
<td>6</td>
</tr>
<tr>
<td>Creative Technologies</td>
<td>3</td>
</tr>
<tr>
<td>Portfolio &amp; Embodied Practice</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
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<tr>
<td>Creative Café</td>
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<table>
<thead>
<tr>
<th>Year Two</th>
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<tbody>
<tr>
<td>Foundations in Directing &amp; Lab</td>
<td>5</td>
</tr>
<tr>
<td>Foundations in Playwriting &amp; Lab</td>
<td>5</td>
</tr>
<tr>
<td>ULEC</td>
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</tr>
<tr>
<td>Portfolio &amp; Embodied Practice</td>
<td>2</td>
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<tr>
<td>Electives</td>
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<td>Creative Café</td>
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<table>
<thead>
<tr>
<th>Year Three</th>
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<tbody>
<tr>
<td>Collaborative Research Studio</td>
<td>6</td>
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<tr>
<td>Collaborative Theater Practices &amp; Lab</td>
<td>10</td>
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<td>Portfolio &amp; Professional Development</td>
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<table>
<thead>
<tr>
<th>Year Four</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Directed Research</td>
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<tr>
<td>Portfolio &amp; Professional Development</td>
<td>2</td>
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<tr>
<td>Electives</td>
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<tr>
<td>Creative Café</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>26</strong></td>
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</table>

Total Required Credits: 120
**MASTER OF FINE ARTS DEGREE**

The School of Drama offers the Master of Fine Arts (MFA) degree in Acting, Directing, or Playwriting in a full-time course of study designed to be completed in three years (six semesters). The program must be completed within five years. Because of the integral nature of the program, transfer credits are not accepted.

Higher Education General Information Survey (HEGIS) codes: Acting (HEGIS 1007.00); Directing (HEGIS 1007.00); Playwriting (HEGIS 1007.00).

**Electives**

MFA students do not need elective credits for graduation. Elective opportunities for students begin in year two. Students must speak with the Director of Academic and Faculty Affairs to obtain permission to enroll in elective courses.

### Elective Credits

<table>
<thead>
<tr>
<th>Elective</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Actor and Musical Theater 1&amp;2</td>
<td>3</td>
</tr>
<tr>
<td>Solo Performance</td>
<td>2</td>
</tr>
<tr>
<td>Special Topics in Theater History:</td>
<td>3</td>
</tr>
<tr>
<td>- British Theater of Anger</td>
<td></td>
</tr>
<tr>
<td>- Masterpieces of American Drama</td>
<td></td>
</tr>
<tr>
<td>- The Avant Garde</td>
<td></td>
</tr>
</tbody>
</table>

Additionally, students may enroll in Collab: Technology and Performance more than one time (3 cr).

There is no guarantee that all electives will be offered in any one calendar year. Elective courses are scheduled based on a number of factors and may meet at a time when required courses also meet.

**MFA PROGRAMS OF STUDY**

### MFA Acting

With the techniques of Konstantin Stanislavski as its organic center, the School of Drama’s acting track offers intensive training in all aspects of internal and external disciplines, as well as in the individual and collaborative application of classical and modern texts. The goals ensure that students understand the intellectual, emotional, physical, vocal, and psychological demands of individual performance in the current professional world; build their individual voices as performers and collaborators in the program and in the profession; and learn the skills they need to succeed in the profession.

#### MFA Acting

<table>
<thead>
<tr>
<th>Year One</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Co-Lab 1.1 &amp; 1.2</td>
<td>8</td>
</tr>
<tr>
<td>Contemporary Technique 1 &amp; 2</td>
<td>8</td>
</tr>
<tr>
<td>Alexander Technique 1.1 &amp; 1.2</td>
<td>6</td>
</tr>
<tr>
<td>Linklater 1.1 &amp; 1.2</td>
<td>6</td>
</tr>
<tr>
<td>Neutral American Speech 1 &amp; 2</td>
<td>4</td>
</tr>
<tr>
<td>History of Theater 1 &amp; 2</td>
<td>6</td>
</tr>
<tr>
<td>Activated Script Analysis</td>
<td>2</td>
</tr>
<tr>
<td>Script Analysis in Action</td>
<td>2</td>
</tr>
<tr>
<td>Michael Chekhov Technique</td>
<td>2</td>
</tr>
<tr>
<td>Collab: Technology and Performance</td>
<td>3</td>
</tr>
<tr>
<td>Neutral Masque</td>
<td>1</td>
</tr>
<tr>
<td>Character Masque</td>
<td>1</td>
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<tr>
<td>MFA Performance</td>
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<tr>
<td>Guest Artist Series</td>
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<tr>
<td><strong>Total</strong></td>
<td>49</td>
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<table>
<thead>
<tr>
<th>Year Two</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Co-Lab 2.1 &amp; 2.2</td>
<td>8</td>
</tr>
<tr>
<td>Scene Study 1 &amp; 2</td>
<td>8</td>
</tr>
<tr>
<td>Classical Studio</td>
<td>3</td>
</tr>
<tr>
<td>Classical Technique</td>
<td>3</td>
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<tr>
<td>Classical Performance</td>
<td>2</td>
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<tr>
<td>Classical Workshop</td>
<td>2</td>
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<td>Alexander Technique 2.1 &amp; 2.2</td>
<td>6</td>
</tr>
<tr>
<td>Vocal Production 2.1 &amp; 2.2</td>
<td>6</td>
</tr>
<tr>
<td>Theatrical Clown</td>
<td>1</td>
</tr>
<tr>
<td>Stage Combat</td>
<td>1</td>
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<tr>
<td>Grotowski</td>
<td>6</td>
</tr>
<tr>
<td>Dialects 1 &amp; 2</td>
<td>4</td>
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<tr>
<td>MFA Performance</td>
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<tr>
<td>Guest Artist Series</td>
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<th>Year Three</th>
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<tbody>
<tr>
<td>Continuum</td>
<td>4</td>
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<tr>
<td>Performance Technique</td>
<td>4</td>
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<tr>
<td>Process in Practice</td>
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<td>Showcase</td>
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<tr>
<td>Vocal Production for Performance</td>
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<tr>
<td>Vocal Production 3.1 &amp; 3.2</td>
<td>6</td>
</tr>
<tr>
<td>Cinema Projects</td>
<td>6</td>
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<tr>
<td>Thesis</td>
<td>2</td>
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<tr>
<td>MFA Performance</td>
<td>0</td>
</tr>
<tr>
<td>Guest Artist Series</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>26</td>
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</tbody>
</table>

**Total Required Credits: 125**
MFA Directing

If the playwright is the author of the text, the director, in conjunction with the actors, is the author of the production. Directing students at the School of Drama study theater history, acting, staging, script analysis, and hands-on directing. The directing track enables students to build vital skills in play analysis, define and execute the given circumstances, and shape a production around the director’s idea of the story of a play. A large part of the work consists of exercises in interpretation, which is as much a part of the storytelling process as motivating actors in a rehearsal. Other important activities include collaborating dramaturgically with a playwright to develop a script and learning to use classic texts to discover language, style, and stage composition.

Year One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Co-Lab 1.1 &amp; 1.2</td>
<td>8</td>
</tr>
<tr>
<td>Acting Technique for Playwrights and Directors</td>
<td>2</td>
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<tr>
<td>Chekhov</td>
<td>1</td>
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<tr>
<td>History of Theater 1 &amp; 2</td>
<td>6</td>
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<tr>
<td>History of Directing</td>
<td>3</td>
</tr>
<tr>
<td>Directing 1 &amp; 2</td>
<td>8</td>
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<tr>
<td>Script Analysis for Playwrights and Directors 1&amp;2</td>
<td>4</td>
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<tr>
<td>Activated Script Analysis</td>
<td>2</td>
</tr>
<tr>
<td>Collab: Technology and Performance</td>
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<tr>
<td>Creative Technologies</td>
<td>1</td>
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<tr>
<td>Art and Architecture</td>
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<td>Independent Study: Assistant Directing</td>
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<tr>
<td>Guest Artist Series</td>
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<tr>
<td><strong>Total</strong></td>
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Year Two

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Co-Lab 2.1 &amp; 2.2</td>
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</tr>
<tr>
<td>Adaptation for the Stage 1 &amp; 2</td>
<td>6</td>
</tr>
<tr>
<td>Production Design 1 &amp; 2</td>
<td>4</td>
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<td>Directing &amp; Adapting the Classical Play (Classical Studio)</td>
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</tr>
<tr>
<td>Dramaturgy</td>
<td>2</td>
</tr>
<tr>
<td>Director’s Gym</td>
<td>4</td>
</tr>
<tr>
<td>Guest Artist Series</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>32</strong></td>
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Year Three

<table>
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Cinema Projects</td>
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<tr>
<td>Directing the Full-Length</td>
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<tr>
<td>Directing the First Production</td>
<td>6</td>
</tr>
<tr>
<td>Thesis</td>
<td>2</td>
</tr>
<tr>
<td>Director’s Gym</td>
<td>4</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>24</strong></td>
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</tbody>
</table>

Total Required Credits: 97

MFA Playwriting

The playwriting department challenges a select group of students to become courageous, informed writers able to support and artistically express themselves in the professional world. In the course of three years, playwrights build a portfolio of a ten-minute play, two one-acts, a full-length play, a screenplay, and a sample television script, some of which may be workshopped or produced. The program helps students develop not only the fundamental skills of craft and discipline but also self-awareness and sensitivity to the range and depth of human experience in the larger world.

Like the other programs at Drama, playwriting emphasizes collaboration, in the belief that the best theater emerges from an intelligent and passionate fusion of writing, directing, and acting.

Year One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Co-Lab 1.1 &amp; 1.2</td>
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<tr>
<td>Acting Technique for Playwrights &amp; Directors</td>
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<tr>
<td>Playwriting 1.1 &amp; 1.2</td>
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<tr>
<td>The Writer and the World 1 &amp; 2</td>
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<tr>
<td>Script Analysis for Playwrights and Directors 1&amp;2</td>
<td>4</td>
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<tr>
<td>History of Theater 1 &amp; 2</td>
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<tr>
<td>Collab: Technology and Performance</td>
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Year Two

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<tr>
<td>Playwriting 2.1 &amp; 2.2</td>
<td>8</td>
</tr>
<tr>
<td>How Plays Work 1 &amp; 2</td>
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<tr>
<td>Dramaturgy</td>
<td>2</td>
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<tr>
<td>Writing for Film 1</td>
<td>3</td>
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<tr>
<td>Guest Artist Series</td>
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Year Three

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<th>Course</th>
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<tbody>
<tr>
<td>Playwriting 3.1 &amp; 3.2</td>
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<td>Writing for Film 2</td>
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<tr>
<td>Writing for Television 1 &amp; 2</td>
<td>6</td>
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<tr>
<td>Collab: Technology &amp; Performance</td>
<td>3</td>
</tr>
<tr>
<td>Cinema Projects</td>
<td>6</td>
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<tr>
<td>Thesis Supervision</td>
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<td>Thesis</td>
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<tr>
<td>Guest Artist Series</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

Total Required Credits: 100
ACADEMIC POLICIES AND PROCEDURES

CATALOG YEAR

All degree students are subject to requirements based on a particular catalog, referred to as the student’s “catalog year.” The catalog year is the set of degree requirements in effect at the time of the student's admission.

Students who do not maintain continuous enrollment will be required to complete the courses and credits corresponding to their year-level cohort upon returning to their programs. This may result in a change of the catalog year for the student.

Any interruption to a student’s initial course of study (such as a change of major, change of degree, or Leave of Absence) or a failure to progress/enroll may result in a change of catalog year. Students will be advised of any implications during change of major, readmission and exit processes.

CURRICULAR CHANGES

In the case that the university changes the required curriculum for a program, students currently enrolled in the altered program will be required to complete the new requirements going forward from the level to which they have already progressed. They are not required to take courses or meet other requirements below the level to which they have progressed.

CALCULATING CREDIT HOURS

In seminars and lectures, including those paired with discussion sections, one semester hour of credit equals one hour of class instruction and at least two hours of work outside of class for 15 weeks.

Independent studies and internships vary in credit; this is determined on a case-by-case basis in consultation with the faculty and program leadership overseeing the student’s work.

ACADEMIC TRANSCRIPTS

An official transcript carries the registrar’s signature and The New School’s seal and documents a student’s permanent academic record at the university. Students may have a transcript mailed to the address of their choosing (including other colleges and institutions) by submitting an official request to the Registrar’s Office. This can be done online at MyNewSchool. Transcripts are not issued for students with outstanding debts to the university. For additional information visit: www.newschool.edu/registrar/transcripts.

ADMISSION

The Admission Committee will make a decision on an application only after all the required materials have been received. Applicants must plan ahead to meet deadlines. It takes time for supporting documents, such as transcripts and reference letters, to reach The New School.

How to Apply: BFA

- Complete the online application, including the Accepted submission (see below). Complete instructions are provided with the application form, but you can also download the instructions at http://www.newschool.edu/drama/academics/.
- Pay the $50 nonrefundable application fee as directed on the online application form.
- Have your high school and/or college transcripts sent directly to the office of admission by the institutions. Applicants with fewer than 24 prior college credits (based on a semester system) must submit an official high school transcript. Transfer students must provide transcripts from every college and university attended. There are additional requirements for international applicants (see below).
- Portfolio: Every applicant must provide one of five types of portfolios: an audition video as an acting portfolio; writing samples as a playwriting portfolio; documentation related to directing and stage management as a directing portfolio; academic/ play analysis as a dramaturgy portfolio or a multimedia theater portfolio. The portfolio allows you to show us your strengths. Portfolios must be submitted online through Accept'd only (see instructions below). CDs, DVDs, slides, original work, PowerPoint presentations, binders, and flash drives are not accepted.
- Statement of Purpose: This must be submitted online through Accept’d. Describe your creativity and how it influences the way you view yourself and the world around you. Where do you visualize your creative abilities and academic study taking you after your education at The School of Drama? (maximum 500 words)
- Short Essay: This must be submitted online through Accept’d. Describe what it means to you to be an artist and citizen. How do your life experiences and your interactions with the world around you inspire and influence you to be both a more engaged citizen and artist? (maximum 500 words)
- Two Letters of Reference: One letter should be related to your academics and the other to your dramatic arts experience. Your references can submit their recommendations online (instructions are included with the online application). We recognize that some recommenders prefer to mail in their letters; if one of your references prefers standard mail, download the Recommendation Form for Online Applicants (PDF). Delivery of letters of recommendation often takes several weeks; please request these documents as early as possible to ensure timely receipt.
• Optional: SAT or ACT test scores and a résumé, while not required, will be considered by the admission committee if provided. You can submit a résumé through Accept’d. The admission committee will be looking for dramatic arts experience, work experience, volunteer experience, leadership experience, and awards and honors.

A Materials Cover Sheet must accompany all materials submitted by mail, including the printed application forms and materials sent separately in support of an online application. Please print out the cover sheet, follow the instructions, and include it with any documents mailed in.

Accepted BFA Applicants
Successful applicants are notified by mail through the online VIP site. The letter of acceptance will include information and instructions regarding final transcripts, financial aid, housing, tuition and fees, I-20 visas (for nonresidents of the United States), and other matters. The decision to admit an applicant is always contingent upon the student’s successful completion of any current studies and receipt of final transcripts by the Admission Committee.

Advanced Standing And Transfer Credits
Applicants who have completed college-level courses may qualify for advanced standing. The New School will evaluate prior credits after a student has been admitted to The School of Drama. The School of Drama.

The New School typically accepts credits from regionally accredited institutions. Coursework from non-regionally accredited institutions is evaluated on a case-by-case basis, and students may be asked to provide course syllabi, portfolios, and other pertinent documentation.

Evaluation of transfer credit for undergraduate degree students is handled through the Office of Admission. Each course is evaluated separately. The maximum number of credits that can be transferred is 30.

Typically, courses approved for transfer credit count toward general credit requirements only and not toward area of study requirements. To apply a transferred course to a specific area of study, an admitted student must consult with the Senior Academic and Experiential Education Advisor. The Senior Academic and Faculty Affairs provide a course syllabus for review.

The New School does not transfer grades or grade points from other schools. Only credits are transferred. Approved transfer credits are posted to the student’s transcript.

Students may view their approved transfer credit and its correlation to degree requirements in DegreeWorks, the university’s online degree audit tool, accessible via the Student tab in MyNewSchool. Degree Works is available in the first semester of a student’s enrollment.

Advanced Placement (AP) and International Baccalaureate (IB) Examinations
The School of Drama awards three college credits for any AP examination in a liberal arts subject for which the student received a score of four or five. For higher IB examinations, the college awards four credits for each liberal arts subject for minimum score of five. No credit is awarded for standard level examinations. The maximum number of credits that can be awarded on the basis of AP and/or IB examinations is 30.

Credits earned by examination count toward general credit requirements only and cannot be used to meet area of study requirements. Some foreign national-level examinations are accepted as well. Official transcriptions must be provided.

College Courses Completed in High School
College-level courses in the liberal arts earned at an accredited college or university prior to high school graduation will be considered for transfer credit to The School of Drama.

To receive credit, a course must have been completed with a grade of C or better (C– will not transfer). Pass/fail courses and courses otherwise not graded may be considered for credit if accompanied by documentation showing that they would have earned a grade of C or better if the course had been graded.

Credits received for vocational or pre-professional courses (such as nursing, home economics, and health education) are not transferable. Credits received for internships and independent study may be transferrable but are subject to careful evaluation; the student must submit a description of the work completed and appropriate supporting documents as requested by the Director of Academic and Faculty Affairs.

How to Apply: MFA
Visit www.newschool.edu/drama for forms and instructions.

Applicants to graduate study at the School of Drama must hold a bachelor’s degree or international equivalent and have sufficient theater experience to benefit from training at the graduate level. To speak to an admission counselor, call 877.528.3321 or email dramaadmissions@newschool.edu.

Application Deadline
Applications must be complete by January 10 to be considered for the following school year (mailed applications must be postmarked by January 10). Early application is strongly encouraged, especially for applicants for the Acting program who wish to attend an earlier audition date.

The following items must be received by the Office of Admission by the published deadline: a completed application form, the nonrefundable application fee, a statement of purpose, an artistic resume, official transcripts of all undergraduate and graduate studies, two letters of recommendation that speak to the applicant’s artistic ability, and an actor’s headshot (actors only) or photograph (playwrights and directors). Playwriting applicants must also submit a writing sample, and directing applicants must also submit a production portfolio. Additional information
regarding the required materials for each program of study is listed below.

Auditions and Interviews

Applicants will be invited to audition or interview after the Admission Committee has reviewed the applications. Not all applicants receive an invitation. Audition and interview schedules will be posted on the website at www.newschool.edu/drama.

Acting

Applicants to the Acting program must submit a standard headshot with their other application materials. They must also pass both a regional and a Call-Back Weekend audition. Applicants invited to the Call-back Weekend audition must travel to New York City.

Directing

Acceptance into the Directing program is based on review of a director’s portfolio, and interview and an audition, in addition to other materials. Applications without a portfolio will not be processed. After the portfolios are reviewed, directors may be invited to interview and audition by directing a five-minute play for members of the faculty. Applicants invited to audition must travel to New York City for the Call-back Weekend.

Playwriting

Applicants for the Playwriting program must submit a writing sample; an original full-length play and an optional second piece. After all application materials have been reviewed, playwrights may be invited to interview at The New School with the head of the Playwriting program. Applicants invited to interview must travel to New York City for the Call-back Weekend.

Applying to More than One MFA Program

Because many theater artists have interests and talents that cross the disciplines of writing, acting, and directing, The School of Drama permits application to more than one area of study. However, students are only admitted to one program. Once an offer of admission has been made for an area of study, it is not negotiable. Prospective students should not apply to more than one program unless they would be equally happy in either program. An artist with a strong preference for one discipline over another should apply only for the preferred area of study.

INTERNATIONAL APPLICANTS: MFA AND BFA

The New School is authorized under federal law to enroll non-immigrant international students. Applicants who are not U.S. citizens or permanent residents must submit the following additional materials to complete an application:

- TOEFL Results: Educational Testing Service (ETS) administers the Test of English as a Foreign Language. TOEFL scores are required of all applicants whose first language is not English. ETS’s

International applicants should start acquiring these materials as early as possible—including submission of their school transcripts to WES (or another provider) in order to ensure the timely completion of an evaluation report.

Students who are not U.S. citizens or permanent U.S. residents (green card holders) must obtain an I-20/DS-2019 form before they can apply for a visa to study in the United States. It is essential that you begin the visa application process as soon as you receive the letter of acceptance from your program, as the process can take 90 days or longer. We recommend that you review Your 5 Steps to U.S. Study at www.educationusa.info for a suggested timeline.

In your acceptance letter, you will find a link to our I-20/DS-2019 application website from which you can submit your I-20/DS-2019 application online. The same link is also available in the Accepted Students tab in my.newschool.edu. The I-20/DS-2019 application website is not accessible through the main ISSS website, so only students who have received an acceptance letter or whose my.newschool.edu account has been set up will have access to it. After you complete and submit the online I-20/DS-2019 form, you must send the required supporting documents as a single PDF file to iss@newschool.edu. If you do not have access to email, you can fax or mail the documents, but this may delay processing. For more information visit www.newschool.edu/international-student-services/prospective-students.

DEGREE COMPLETION TERM LIMITS

BFA

At the School of Drama, BFA students must complete the degree requirements within six years. After that, a student will not be permitted to register unless an extension of time is obtained. Extensions of time may be granted at the discretion of the Dean based on a petition submitted by the student. The petition must outline work completed toward the degree and propose a plan for completion. If the extension of time is not granted, the student will be dismissed from the program.

MFA

MFA students must complete their degree requirements within five years. After that, a student will not be permitted to register unless an extension of time is obtained. Extensions of time may be granted at the discretion of the Dean based on a petition submitted by the student. The petition must outline work completed toward the degree and propose a plan for completion. If the extension of time is not granted, the student will be dismissed from the program.
ATTENDANCE

Attendance is crucial in a studio-based training program—success in the studio and classroom is inherently tied to presence and participation. Instructors are required to evaluate the way in which attendance (or lack thereof) has affected a student’s performance.

When a student misses class not only do they suffer from having missed important material and discussions, but the entire class suffers from missing their contributions in that classroom community. When a student is absent it may disrupt the group’s development and progress.

Important Note:
These policies will serve as a MINIMAL expectation for classes. Some instructors may have stricter policies regarding absence and lateness in their classrooms. Any instructor’s stricter policy should be considered to take precedence over the school’s policy.

BFA

At the School of Drama students may not receive credit for any course if they miss more than 20 percent of the classes. Most BFA classes meet weekly for 15 weeks, so students who miss more than three classes in a semester should expect this attendance behavior to adversely affect their grade, including the possibility of receiving a grade of ‘F’ due to lack-of attendance.

The faculty has the ability to make exceptions to this policy if students miss more class time. Students should contact their faculty at least two days before the class for non-emergencies, and before class for emergencies if possible.

A faculty member may choose to lower a student’s grade based on participation or the attendance policy in their class syllabus any time a student is absent or late.

Students are responsible for all material covered during missed class time - and should work with their classmates to get the notes, readings, and assignments.

MFA

While there are legitimate reasons to miss a class or rehearsal with a colleague, every missed class or rehearsal should be discussed with the instructor, preferably prior to the absence.

There is no category of “excused” and “unexcused” absences in the MFA programs at The School of Drama. Individual communication with the instructor is the only basis upon which attendance is evaluated.

Absence can adversely affect a student’s grade from the first instance. At the School of Drama students may not receive credit for any course if they miss more than 20 percent of the classes. After two absences, an instructor has the discretion to assign a grade of F or U or any other grade that accurately reflects the effect of the absences on the student’s work.

Religious Absences and Equivalent Opportunity

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

Lateness

A student who enters a classroom after the stated start time of the course is considered late for the purpose of attendance record keeping. Each instance of lateness is considered half of an absence and will be so evaluated in accordance with the program’s absence policy when grades are assigned for the course.

Faculty members have the option to refuse entry to any student arriving more than 15 minutes late to a class and designate that student as absent for that session.

A student who leaves a class session before it is completed may also be charged with a half of an absence.

A note on participation: Because success in the studio and classroom is inherently tied to presence and participation, a student may be considered absent or "half absent" if the student is not able to fully participate in a class session. If a student is too ill to fully participate in a class, for example, they may be dismissed from the class by the instructor or the Director of Academic and Faculty Affairs. The student may accrue an absence or "half absence" with regards to that class time. Each instructor has the authority to evaluate the way in which a student’s attendance (or lack thereof) has affected the student’s performance.

Only communication with the instructor will influence the way in which she or he evaluates attendance.

ACADEMIC STANDING

BFA

Matriculated undergraduate students must maintain a term and cumulative GPA of at least 2.0 to be in good academic standing. Students whose term or cumulative GPA falls below 2.0 will be placed on academic probation. Students whose term or cumulative GPA is less than 2.0 for two consecutive semesters are eligible for dismissal from their program. Any student whose term GPA falls below 1.0 will be dismissed.

While on academic warning and probation, students may have a credit restriction, and are expected to meet monthly with an advisor for academic progress appointments. Please note academic probation is related to, but nonetheless distinct from, satisfactory progress reviews for financial aid eligibility; probationary students reliant on federal and institutional aid should consult with a counselor in Student Financial Services.
Incomplete grades not resolved in the time allocated by the instructor are automatically converted to grades of “F” for undergraduate students, and “N” (Permanent Incomplete) for graduate students, and will be considered in determining a student’s academic standing.

MFA

Graduate students must maintain a term and cumulative GPA of at least 3.0 to be in good academic standing. Students whose term or cumulative GPA falls below 3.0 will be placed on academic probation. Students whose term or cumulative GPA remains below 3.0 for any two semesters are subject to dismissal.

In addition, graduate students who do not complete one half of accumulated attempted credits after two consecutive semesters in their program will be placed on probation and may not be allowed to register for courses and/or equivalency credits in the following semester.

Students are responsible for meeting the following department/program academic requirements in order to remain in good academic standing in their program:

- Students must earn a grade of B- or better in all required technique classes.
- Each Term GPA must be 3.0 or higher.
- The Cumulative GPA must be 3.0 or higher.
- Students must earn a grade of B- or better in all required technique classes.
- Students must earn a grade of B- or better in all required technique classes.

A student will be put on Academic Probation if the following standards are not met:

- If a graduate student has less than a 3.0 Term or Cumulative GPA for any two semesters.
- If a student is on probation for earning a grade below a B- in any required class and then earns any additional grade or grades of below B- in the following semester.

Additionally: Please note that a failing "F" or unsatisfactory "U" grade in a required course may result in academic dismissal from the program.

Academic Standing and Financial Aid

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

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

STUDENT RESPONSIBILITY

At School of Drama, students are expected to take an active role in their own education.

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

All students are responsible for knowing and fulfilling the requirements of every course they take: to familiarize themselves with course requirements by reading the syllabus and following oral and written instructions for assignments and to know and comply with the attendance policy of the instructor. Students who have questions about course requirements, assignments, examinations, attendance records, progress, or grades, should ask instructors for clarification.

All students are responsible for keeping track of their academic progress. At all times, students should be aware of the credits they have earned, are in the process of earning, and have yet to earn, in order to meet graduation requirements. If students have questions, they should ask the Senior Academic and Experiential Education Advisor.

AUDITION AND CASTING INFORMATION

In most cases auditions are required to participate in productions at The School for Drama.

Auditioning is not a guarantee of a role.

MFA Casting

Main Stage Productions

It is school policy that all MFA acting students receive stage time in workshop and/or main stage productions.

- As part of the overall learning experience, and specifically to provide opportunity for students to hone their audition skills in preparation for the professional arena, auditions will be held for main stage productions.
- Faculty may be present for auditions. Final casting will be subject to input from department heads regarding the artistic growth and performance opportunities for each student and final approval by the Director of The School for Drama.
- Second and third year MFA acting students in good academic standing are guaranteed a role in at least one main stage production per year. (Note: conduct deemed by faculty or administration to be
unprofessional, such as failure to learn lines, lateness to rehearsals, intoxication, disrespectful or uncooperative behavior, may be cause for forfeiting that guarantee).

**New Visions and New Voices**

MFA acting students will not be allowed to “opt-out” of participation in these productions or the audition process.

- All 3rd year MFA acting students must audition for at least one role in New Voices and one role in New Visions.
- All 3rd year MFA acting students are entitled to audition for up to one role per play in New Visions and one role per play in New Voices.
- In addition to roles they’ve selected, actors may be asked to audition for roles for which they did not sign up and may be cast in roles for which they did not specifically audition.
- All roles are cast from our student body except in clear cases where character requirements (such as ethnicity or age) can’t be cast internally, and these exceptions are made only with the approval of the Director of The School of Drama.
- Faculty may attend auditions.
- If an outside director is needed, the Director of The School of Drama must approve the guest director’s casting.
- Third year MFA acting students are required to participate as a actor and play a role in at least one Cinema Project. (Note: conduct deemed by faculty or administration to be unprofessional, such as failure to learn lines, lateness to rehearsals, disrespectful or uncooperative behavior, may be cause for forfeiting this requirement). See also “Professional Conduct” portion below.

**Collaborative Courses:**

Instructors will make every effort to insure an equitable distribution of acting opportunities over the course of the year, with specific consideration for artistic growth and curricular imperatives. Roles may be either assigned by faculty or auditions may be held at the faculty’s discretion.

**Third Year Cinema Project**

MFA students will not be allowed to “opt-out” of participation in these productions or the audition process (if there is an audition). In some classes the assignment of roles is at the sole discretion of the instructor. In other classes, casting is at the discretion of the instructor and enrolled participants.

- All 3rd year MFA acting students must audition for the Cinema Projects.
- All roles are cast from our student body except in clear cases where character requirements (such as ethnicity or age) can’t be cast internally, and these exceptions are made only with the approval of the Dean of the School of Drama.
- Faculty may attend auditions.

- All casting is subject to approval and refinement by department head(s) and the Dean of the School of Drama, who are collectively responsible for the artistic and educational development of the students. No casting is final or posted prior to their approval.

- If an outside director is needed, the Dean of The School of Drama must approve the guest director’s casting.

**1st Year Extant Projects and MFA Shakespeare Adaptations**

MFA acting students will not be allowed to “opt-out” of participation in these productions or the audition process (if there is an audition). In some classes the assignment of roles is at the sole discretion of the instructor. In other classes, casting is at the discretion of the instructor and enrolled participants.

**Other Classes**

In acting technique classes, assignment of roles is at the sole discretion of the instructor. In other classes, casting is at the discretion of the instructor and enrolled participants. There are no guarantees of equitable casting opportunities.

**BFA Casting**

**Main Stage Productions**

It is School of Drama policy that all Drama BFA students receive the opportunity to audition for stage time in main stage productions.

- As part of the overall learning experience, and to provide opportunity for students to hone their audition skills in preparation for the professional arena, auditions will be held for all BFA main stage productions.

- BFA Dramatic Arts students in good academic standing are afforded the opportunity to audition for BFA productions. (Note: conduct deemed by faculty or administration to be unprofessional, such as failure to learn lines, lateness to rehearsals, intoxication, disrespectful or uncooperative behavior, may be cause for forfeiting that guarantee). See also “Professional Conduct” portion below.

- All roles are cast from the BFA student population except in clear cases where character requirements (such as ethnicity or age) can’t be cast internally, and these exceptions are made only with the approval of the Dean of the School of Drama.
• All casting is subject to approval and refinement by the Dean of the School of Drama, who is responsible for the artistic and educational development of the students. No casting is final or posted prior to their approval.

• Acting students on academic probation or otherwise identified as not in good standing are not entitled to the above privileges and will be reviewed for eligibility on a case-by-case basis.

Other classes
• In acting techniques classes, assignment of roles is at the sole discretion of the instructor. There are no guarantees of equitable casting opportunities.

REHEARSAL COMMITMENTS

Main Stage Rehearsals MFA and BFA
We know that students are busy. Nevertheless, every student who is cast in a production is expected to be at every rehearsal on time and prepared.

- The School of Drama treats a student’s first role in a main stage production as the student’s first contract.
- The student’s rehearsals with Stage Management referred to as “published rehearsals”) supersede any other rehearsals.
- At the beginning of the rehearsal period, the stage manager will ask the students for a list of conflicts (work, other rehearsals, workshops) and will try to accommodate as many of them as possible during the first two weeks of rehearsals. If it is not possible for stage management to make accommodations, some students might need to reschedule on their end. After the second week of rehearsals, schedule conflicts will not be accommodated.
- The Office of Professional Development works with the production office to schedule workshop opportunities around published rehearsals. There is no guarantee that Professional Development workshops will not conflict with classes or rehearsals.
- No students will be excused from a published rehearsal for a production outside the School of Drama (on campus opportunities or off campus opportunities).
- Any student unsure about a potential conflict is responsible to consult with their stage manager or producer in advance.
- Occasionally, published rehearsals may be scheduled during a student’s class time. When this happens, the student is excused from the class and expected to attend the rehearsal. The student’s instructor will be notified by the Production Office, or the Office of the Dean. Students are responsible for all material covered during missed class time - and should work with their classmates to get the notes, readings, and assignments. The administration, when scheduling the season, makes every effort to limit the frequency of this type of schedule conflict.

Collaborative Courses:
Class project rehearsals are capped at 4 hours per week per actor outside of class time. Rehearsals will be scheduled by the director at least one week ahead. In cases of illness or emergency, the student is expected to contact their director and cast as soon as possible.

Rehearsal Commitments for 1st Year Extant Projects and MFA Shakespeare Adaptations
Rehearsals are capped at 8 hours per week per actor outside of class time throughout the semester. Shakespeare Adaptations hours for rehearsals may be raised to 12 hours a week through a direct request to the faculty and permission from the Director of Academic and Faculty Affairs for the final five weeks of the second semester. Rehearsals will be scheduled by the director at least one week ahead. In cases of illness or emergency, the student is expected to contact their director and cast as soon as possible.

Rehearsal Commitments for other classes
Rehearsals will be scheduled by the director at least one week ahead. In cases of illness or emergency, the student is expected to contact their director and cast as soon as possible.

PROFESSIONAL CONDUCT

Students at the School of Drama are expected to conduct themselves in a professional manner at all times. This includes interactions with faculty, staff, and other students, and with production personnel including stage managers, designers, directors, crew, and shop staff. Additional responsibilities include: checking and responding to your New School email daily; meeting in-class deadlines regarding collaborative projects, group projects, rehearsals, and requests for information from faculty; being on time to classes, rehearsals, fittings, and other production related calls; giving clear notes; receiving notes; learning lines; having a positive attitude.

Failure to follow these guidelines can result in disciplinary action and/or a change in grade, drop in academic standing, or change in scholarship eligibility.

Responsibilities include but are not limited to the following:

Actors
- Actors must be on time, sign in when required, and attend rehearsals faithfully. Absence, lateness, or any violation of the requirements listed below are grounds for replacing the actor.
- Actors must be prepared for every rehearsal:
  - Have read and reread the script
  - Come in with choices in mind
Playwrights

- Playwrights may attend any rehearsal of their plays. Playwrights are required to arrive on time and attend rehearsals mutually agreed upon with the director. Absence, lateness, or any violation of the requirements listed below may be grounds for terminating the production of a project.
- Playwrights must attend any meetings or rehearsals requested by director.

Directors

- Directors are required to be prepared, arrive on time, attend rehearsals faithfully and maintain a respectful and cooperative attitude in the room.
- Directors are required to attend meetings requested by the Production Manager or School of Drama Administration.
- Absence, lateness or any violation of the requirements listed below may be grounds for replacing the director on a project.
- Directors fulfill their responsibility to the production by maintaining artistic control of projects.
- Directors fulfill their responsibility to the playwright by faithfully executing the playwright’s work.
- Directors should report artistic disagreements to the Department Head or assigned Faculty member, who will attempt to negotiate agreement. The Dean of The School of Drama will have final say on all artistic issues if agreement cannot be reached.
- Directors need to schedule rehearsals at least one week in advance. Actors cannot be called to rehearsals with less than one-week notice.

Playwrights

- Playwrights must complete all agreed-upon revisions in a timely manner for instructors and company.
- Playwrights must engage collaboratively with directors when questions arise about the script and maintain a respectful and cooperative attitude in the room.
- Playwrights must always go through the director regarding any acting or production notes. They should never give notes directly to actors during rehearsals or performances.

INTOXICATION: Alcohol or drug intoxication is a danger to fellow classmates and destructive to rehearsal and performance environments. An intoxicated student may be removed from rehearsal and/or dismissed from the project by an Equity Stage Manager, attending Faculty member or School of Drama Administrator. An incident report may be filed to the Managing Director by any student who has safety concerns in rehearsal or performance due to another student’s intoxication. Additionally, any student may report concerns to an attending Faculty member or Equity Stage Manager.

The School of Drama Administration will report any concerns about intoxication to the office of Student Rights and Responsibilities.

USE OF CELL PHONES, LAPTOPS, AND RECORDING DEVICES IN THE CLASSROOM

Observing other students’ work can be as valuable as doing the work oneself. Observation requires attention, focus, and a presence in the room beyond mere attendance. For this reason, texting on one’s cell phone or web surfing using a laptop is unacceptable in the classroom. It prevents attention to and learning from fellow students’ work. It is disrespectful to the teacher and one’s fellow students.

Individual faculty members are authorized to decide whether electronic devices will be allowed into their classrooms. When electronic devices are allowed, students using their cell phones (or other digital devices) or inappropriately using their laptops in class may be asked to leave the class by the instructor. This may be considered an absence for the sake of student review and grading.

Recording of any kind during class sessions requires the express permission of the instructor and every party involved. No student or faculty member is permitted to post still images, audio, or video of students to the Internet without the express permission of the instructor and every party involved. Recording of any kind during class sessions requires the express prior approval of the Director of Academic and Faculty Affairs.

Some instructors may have stricter policies regarding technology in their classrooms. In that, the instructor’s policy should be considered to take precedence over the school’s policy. Conversely, some instructors may require the use of technology to complete in-class assignments. These exceptions will be clearly stated in the course syllabus.
GRADE REPORTING

At the School of Drama, grades reflect faculty members’ assessment of a student’s artistic growth, accomplishment in the application of knowledge and skills taught in a course, professional comportment, attendance, preparation for class, and contribution to class activities.

Grade Reporting

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

A grade of A indicates work that exceeds what is expected. B indicates consistently good work of the quality expected of students. C indicates inconsistent or mediocre work whose quality is below that expected of students. [There is no grade of D for graduate students; credit is not given at the graduate level for work deemed less than mediocre.]

Numerical values of grades are as follows:

A = 4.0  B+ = 3.3  C+ = 2.3  D = 1.0
A– = 3.7  B = 3.0  C = 2.0  F = 0
B– = 2.7  C– = 1.7

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

W = Withdrawal
Z = Unofficial Withdrawal
I = Temporary incomplete
N = Permanent incomplete
P = Pass (credits count toward degree)
U = Unsatisfactory (credits do not count toward degree)
GM = Grade not reported

Grade of W

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

Grade of Z

The grade of Z is issued by an instructor to a student (any undergraduate student or a graduate student at Parsons or Mannes) who has not attended or not completed all required work in a course but did not officially withdraw before the withdrawal deadline. It differs from an “F,” which would indicate that the student technically completed requirements but that the level of work did not qualify for a passing grade.

Grades of Incomplete

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

For BFA Drama students, work must be completed no later than the 7th week of the semester directly following the end of the class. Grades of “I” not revised in the prescribed time will be recorded as a final grade of “F” by the Registrar’s Office.

For MFA Drama students, work must be completed by the deadline set by the faculty member, and approved by the Director of Academic and Faculty Affairs, but can be no later than one year following the end of the class. Incomplete grades not resolved in the time allocated by the instructor are automatically converted to a final grade of “N” by the Registrar’s Office.

Grade-Point Average

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

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

Grade Changes

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

Grade Appeal Policy

Students can petition for an academic grade review by following the procedure outlined below within 60 days after the grade was posted or within 30 days if the student has petitioned to graduate. Before deciding to appeal for a grade change, the student should request an informal explanation of the basis of the grade from the instructor. If the student is not satisfied with the explanation, the student may appeal the grade according to the following steps:

- The student submits a letter outlining any questions and/or objections directly to the faculty member, with a copy sent to both the department head and Director of Academic and Faculty Affairs at the Drama school.
- The instructor submits a written response to the student’s letter within one month of receipt, with a copy to both the department head and the Director of Academic and Faculty Affairs
- If the student is not satisfied by the faculty member’s written response, the student may appeal further by writing to the Director of Academic and Faculty Affairs, who will convene an appeals committee to review both letters, clarify any outstanding questions or issues and make a recommendation to the Director of the Drama school. The Director’s decision is final.

**Retaking a Course**

**BFA**
With approval from the Senior Academic and Experiential Education Advisor, undergraduate students with a grade of F or Z in a course are eligible to retake the course and have the original grade removed from the cumulative GPA. Approval will be granted for this up to three times during a single degree program. The initial grade will continue to appear on the transcript but will drop out of the cumulative GPA; the grade earned the second time will be used to compute the GPA. Retaken courses will not count twice toward fulfillment of graduation requirements nor for student loan or New York Tuition Assistance Program (TAP) certification. Students who wish to retake a course should contact their advisor to learn the proper procedure prior to registration.

**MFA**
With approval from the Director of Academic and Faculty Affairs, a graduate student who receives a grade of B- or below for a course may repeat the course in order to have the original grade removed from the cumulative GPA calculation. Approval to repeat will not be granted more than three times for any one degree program. The initial grade will continue to appear on the student’s transcript but will drop out of the cumulative GPA; the grade earned the second time will be used to compute the GPA. Retaken courses will not count twice toward fulfillment of graduation requirements nor for student loan or New York Tuition Assistance Program (TAP) certification. A student who wishes to retake a course should speak to an advisor to learn the proper procedure prior to registration. Courses are scheduled based on a number of factors. There is no guarantee that a student will be able to retake a course for a higher grade if the course is not offered at a time that is available in the student’s schedule.

**DISMISSAL NOTIFICATION**

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

**Academic Dismissal Appeals**
A student dismissed from the School of Drama may petition the director to reverse the decision by filing a formal appeal. All appeals must be presented in writing to the Senior Academic and Experiential Education Advisor, with supporting documentation, within two weeks of receipt of notice of academic dismissal. Students can expect to hear the results of an appeal within four weeks of its submission. Appeals must contain the following information:
- An explanation of poor performance and/or failure to complete required coursework.
- A description of plans to improve academic performance and/or to complete outstanding work.
- Any other relevant information pertaining to academic history or potential.

The Dean’s decision is final.

**LEAVE OF ABSENCE**

Based on the creative rigor of the MFA program and enrollment management needs, the leave of absence is not guaranteed and MFA students may be asked to reapply for the program. Students in good academic standing may petition for a leave of absence by emailing the Director of Academic and Faculty Affairs.

Both BFA and MFA students taking a leave of absence should meet with the Senior Academic and Experiential Education Advisor and complete the official Exit Form. Due to the sequential nature of the curriculum, the MFA program requires that leaves of absence be for one full academic year (two semesters). Students in the BFA Program may be approved for a leave of one semester, but it is preferable that they too take one full academic year (two semesters) for a leave of absence.

Recipients of student loans should note that a leave of absence constitutes a break in their program of study, resulting in loss of their loan repayment grace period and/or eligibility for student deferment. They should consult Student Financial Services when contemplating taking a leave of absence. International students on F-1 and J-1 visas normally fall out of status during the period of a leave and must return to their home countries during the leave; international students should consult International Student and Scholar Services when contemplating a leave of absence.

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

Leaves of absence for medical reasons require appropriate documentation. Students taking a leave of absence for health reasons must contact Student Health Services after completing the Exit Form with the student's advisor if the student is enrolled in the student health insurance plan and wishes to remain enrolled while on leave. To return from a leave taken for medical reasons, a student must submit follow-up documentation indicating that the student is able to resume study. Upon receipt of this documentation, the Office of Student Support will make a decision as to the student’s eligibility to return. A registration hold will be in effect until the student receives clearance to return.
If unable to return to study as planned, the student must contact their academic affairs officer immediately to request an extension of their leave. MFA students who are not actively enrolled for more than two semesters will be required to reapply for admission.

**WITHDRAWAL FROM A DEGREE PROGRAM**

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

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

**READMISSION**

A student seeking to return to the university may be required to apply for readmission if he or she

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

**GRADUATION**

**Graduation Requirements**

All students can track their academic progress using DegreeWorks, the university’s online degree audit tool, which is accessible through MyNewSchool.

**BFA**

To earn an undergraduate degree, student must have a minimum 2.0 cumulative GPA and complete all degree requirements (as specified in this catalog) prior to the graduation date.

The student must have received a minimum grade of C (2.0) in all of these courses: Writing and Critique, Foundations in Acting, Foundations in Directing & Lab, Foundations in Playwriting & Lab, and Creative Technologies. The student must have received a minimum grade of B (3.0) in these courses: Writing and Orality, Aesthetic Inquiry 1 & 2, Global Dramatic Literature 1 & 2, Collaborative Theater Practices & Lab, Collaborative Research Studio, and Directed Research.

Graduating students must not receive a grade of Incomplete in any course taken in the final semester of study.

**MFA**

To earn a master’s degree, a student must have a minimum 3.0 cumulative GPA and must complete all degree requirements (as specified in this catalog) prior to the graduation date. Graduating students must not receive a grade of Incomplete in any course taken in the final semester of study.

**Degree Conferral and Issuing of Diplomas**

The New School confers degrees in January, May, and August. After all semester grades are received and posted, an evaluation of the student’s academic record will determine eligibility to graduate. This process will take several weeks. If the student is eligible to graduate, the degree will be conferred and a diploma will be mailed to the student’s specified “diploma address” approximately 8 weeks later. Diplomas are not issued to students with outstanding debts to the university.

**The Commencement Ceremony**

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

Students planning to attend the commencement ceremony must purchase graduation attire from the university supplier.

**Graduation with Honors**

Undergraduates who have completed at least 60 credits in residence for a bachelor’s degree and who have a cumulative grade point average of 3.7 or higher may graduate “with honors” noted on their diplomas and transcripts.
UNIVERSITY POLICIES AND PROCEDURES

REGISTRATION PROCEDURES

Registration procedures at The New School vary by school. New students should visit the New Students page (www.newschool.edu/student-services/newstudents) for registration information prior to arrival on campus. Continuing students should refer to the Registration Information website http://www.newschool.edu/registrar/registration-information/ prior to each registration period for detailed registration instructions specific to their school, as well as relevant policy information. Students should follow the registration procedures outlined by their school.

Note the following specifics regarding registration procedures:

Exact advising and web registration dates will be provided by the student’s academic program. Generally, new students register over the summer (for the fall term) or in January (for the spring term). Continuing degree students register in April for the following fall term, and in November for the following spring term.

All course registrations must be approved by a departmental advisor before a student registers, and then submitted to the registrar’s office through MyNewSchool. Students who register for a course without an advisor’s approval will be asked to drop the course, and may be administratively withdrawn from the course.

Student Financial Services e-mails continuing degree students a schedule of classes and a single invoice for tuition and fees several weeks before the start of the semester. Students should verify the accuracy of the schedule. A student is not registered, and will not receive credit, for courses not appearing on the schedule. Registration is not complete until payment or payment arrangements have been made.

New students registering over the summer for their first-semester classes are e-mailed an invoice prior to their arrival on campus. Payment is due prior to the first day of classes.

Students who do not register or who do not make payments by the stated deadlines (see below) will incur late fees. Deadlines for completing registration will not be extended because of delays in clearing registration holds (which may be imposed for reasons including non-payment of tuition, late fees, or for failure to return vaccination forms).

Registration Holds

In the event that a student fails to satisfy requirements for advising, documentation or payment, the appropriate university office will place a hold preventing further registration. Students should check MyNewSchool at least two weeks prior to registration to see if any holds have been placed on their account. MyNewSchool will indicate the type of hold and the appropriate office to contact to resolve the hold. The deadlines for completing registration will not be extended because of delays in clearing registration holds, and students will be subject to any applicable late fees.

Full-Time and Half-Time Status

Full-time status is defined as enrollment for a minimum of 12 credits per semester. Half-time status is defined as enrollment for a minimum of 6 credits per semester.

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

Adding, Dropping, and Withdrawing From Courses

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

There is a financial penalty for dropping classes once the term has begun. However, if a student adds equivalent credits on the same day, the penalty is waived. (See the University Refund Schedule for more information.)

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

Adding a course: through 2nd week of semester.

Dropping a course (deleted from student’s academic transcript): through 5th week of semester

Withdrawal with a grade of W noted on academic transcript (academic penalty) after the 5th week of semester up until the 12th week of the semester. .

Late-starting courses may be added after these deadlines with an advisor’s permission. Online courses may have different deadlines; refer to the registrar’s office website for details.

Attendance in class or completion of course requirements alone does not constitute formal registration and will not make a student eligible to receive credit for that course. Likewise, failure to attend classes, failure to complete coursework, failure to complete payment, or notification of the instructor, does not constitute official withdrawal and may result in a permanent grade of Z on the student’s record.

Late Registration and Late Payment Fees

Late registration fee of $150.

Students registered for the fall semester are required to make arrangements to pay by August 10. Failure to do so will result in a late payment fee of $150. Students who register on or before the First Day of Classes will be charged a late registration fee of $150.
Spring Semester: Students registered for the spring semester will be required to make arrangements to pay by January 10. Failure to do so will result in a late payment fee of $150. Students who register on or before the First Day of Classes will be charged a late registration fee of $150.

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

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

Student Success
The New School
79 Fifth Avenue, 5th floor
New York, NY 10003
appeals@newschool.edu

REFUND SCHEDULE AND POLICIES

Students are responsible for familiarizing themselves with university policies regarding adding or dropping courses and refund of tuition and fees.

In the event of early withdrawal, a percentage of tuition may be refunded. Refunds are granted only after the official withdrawal procedure has been completed or the university determines you are no longer enrolled.

In processing tuition refunds for degree students who drop or withdraw from fall or spring classes, the following schedule applies. (For the summer refund policy, see the registrar’s website.) Please note that fees, including tuition deposits for new students, are non-refundable. Also non-refundable are any convenience fees assessed on credit card payments. Housing fees are subject to the terms stated in the housing contract.

University Refund Schedule for Degree Students

<table>
<thead>
<tr>
<th>When course is dropped</th>
<th>% of Tuition Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before semester begins</td>
<td>100%</td>
</tr>
<tr>
<td>Within first week of semester</td>
<td>100%</td>
</tr>
<tr>
<td>Within second week of semester</td>
<td>80%</td>
</tr>
<tr>
<td>Within third week of semester</td>
<td>50%</td>
</tr>
<tr>
<td>Within fourth week of semester</td>
<td>40%</td>
</tr>
<tr>
<td>Within fifth week of semester</td>
<td>20%</td>
</tr>
<tr>
<td>After fifth week of semester</td>
<td>No refund</td>
</tr>
</tbody>
</table>

The above percentages will be applied to the number of credits dropped or withdrawn, in order to determine a student’s remaining liability for those credits. The tuition will then be recalculated to include the new credit load and any liability for dropped/withdrawn credits. Refund amounts will be the difference between tuition already paid and the recalculated tuition. Refund processing can take approximately four weeks.

Student financial aid may be affected when a student withdraws or drops credits. Failure to complete payment prior to withdrawal does not relieve a student of financial liability. Students should contact Student Financial Services with questions regarding their account.

Students receiving federal financial aid who withdraw officially or unofficially from all classes are subject to a Title IV recalculation of aid. Federal aid eligibility is re-determined based on the student’s last date of attendance in class, using a proportional calculation through 60 percent of the payment period. Title IV recalculation may result in the loss of all or some federal loans and federal grants. Students subject to recalculation will be sent a revised award letter indicating any change in federal aid. Such recalculations of aid eligibility have no bearing on a student’s institutional charges. The amount of tuition, fees, housing, and meal plan charges assessed will be based on the institutional refund policy as listed above.

Electronic Refunds Deposited in Your Bank Account
Student refunds can be deposited directly to a domestic personal savings or checking account. Students can sign up for this service on MyNewSchool. Exceptions: For students who are using a Parent Loan for Undergraduate Students to finance their educational expenses, a paper refund check (if applicable) will be sent to the parent borrower, unless otherwise authorized by the parent borrower. If using a credit card to pay your balance, refunds will be issued back to the card last used to complete this payment. Any convenience fee assessed on the credit card payment is non-refundable, since it is paid to the third party processor.

BILLING AND PAYMENT

For registered continuing students, invoices will be sent electronically. An email will be sent to the student’s New School email address (@newschool.edu) notifying him or her that the invoice is ready to view through MyNewSchool. The fall invoices are available for viewing in early July with a payment due date of August 10 for continuing students. For new entering students, the deadline is the Friday before classes begin. Invoices for the spring semester are available in December with a payment due date of January 10. The invoice contains all current financial aid as of the date of the invoice.

Students who register just prior to the start of classes must pay their tuition and fees (and housing if applicable) in full, less approved financial aid awards. Degree students may also make payment arrangements with the approval of Student Accounts at the point of registration.

Accepted Forms of Payment

Tuition payments can be made using a check, wire transfer, money order, traveler's check, cash (in person only), and credit card (American Express, Visa, MasterCard, and Discover).

Effective June 24, 2014, The New School only accepts credit card and debit payments through the online service PayPath. This service will be accessible through the "Make a Payment" link on the Student section of MyNewSchool. Credit card
payments will no longer be accepted over the phone or in person. If you choose to use a credit card to pay your bill, you will be assessed a convenience fee of 2.75% each time a payment is made.

Students are encouraged to make payments online at MyNewSchool for timely, accurate, and secure posting. Online payments may be made using a U.S. checking or savings account, or credit or debit card.

Wire Transfers: For information on how to wire transfer funds to The New School, please sign on to MyNewSchool. Click the “Student” tab, then in the “Student Financial Services” channel click “Wire transfer information”.

Students who do not have access to MyNewSchool, please email Student Accounts at myaccount@newschool.edu for instructions. Only students who have been admitted and deposited can send funds by wire.

Monthly Payment Plan

The New School offers a monthly payment plan, which is accessible through MyNewSchool. It enables students and/or their families to pay interest-free monthly installments toward tuition, fees, and housing. The monthly payment plan allows you to maximize your savings and income by spreading your education expenses over two, four, or five monthly installments each semester. Many students and families find monthly installments more manageable than one lump payment each semester.

The payment plan is not a loan, so there are no credit checks. It is available for the fall, spring, and summer semesters.

Matriculated students taking six or more credits per semester and graduate students maintaining status are eligible.

The plan is interest free and there is a $55 enrollment fee per semester.

Payment Plan Due Dates

Although there is an option for changing the payment due dates on the system, the due date should not be altered. If there are adjustments made to your account within the semester, the plan will automatically recalculate.

Fall Term

Five-month plan begins August 1 and the four-month plan begins September 1, with subsequent payments being made on the first of the month.

Spring Term

Five-month plan begins January 1 and the four-month plan begins February 1, with subsequent payments being made on the first of the month.

Summer Term

Two-month plan begins May 18, with the last payment on June 18.

Plan Enrollment Deadlines

Fall 2015: August 10 for continuing students and August 22 for new students.

Important Note: Monthly payment plans are based on semester charges. Students need to re-enroll for each subsequent semester to continue using the payment plan.

Deferral of Payment for Employer Reimbursement or Third Party Billing

Students expecting reimbursement from an employer or sponsor may defer payment of tuition and fees by submitting a signed authorization letter along with the appropriate deferral form(s). This may be done by mail, fax, in person, or via email.

The authorization letter must be provided on official employer/sponsor letterhead. This letter should indicate the current date and include the following: student’s full name, New School ID number (if applicable), the amount to be reimbursed, the academic term for the covered charges, the signer’s address and telephone number, and the specific terms for reimbursement (either contingent on receipt of grades or else billable upon registration. Any portion of charges that the employer has not agreed to pay may not be deferred and must be paid upon registration.

Registered degree students must submit the authorization and the deferment form(s) to Student Accounts by the appropriate payment due date in order to avoid the late payment fee. A non-matriculated (general credit, noncredit, or certificate) student must submit the authorization and deferment form(s) with his or her registration.

Students can mail authorization letters and forms to The New School, Attention: Third Party Billing, 79 Fifth Avenue, 5th floor, New York, NY 10003 or bring their documents in person to the Cashiering Office located at 72 Fifth Avenue on the fourth floor. Payments may be made online at my.newschool.edu via their checking account or credit card. Registered Students can fax a credit card authorization with their deferral form and authorizations letters to Student Accounts at 212.229.8582. If submitting letters and deferral form by email, students must forward all documents to myaccount@newschool.edu.

Payment for all charges is the responsibility of the student. The student is liable for any and all deferred charges that are not paid by the employer/sponsor. Liability is not contingent on receiving passing grades or completing courses. For answers to questions regarding employer reimbursement or third party billing, please email myaccount@newschool.edu or call 212.229.8930.

Terms of Reimbursement

If the reimbursement will be made upon receipt of grades: There is a participation fee of $150, and the student must complete both the Employer Reimbursement Deferment Form and the Deferral Credit Card Payment Authorization. (These forms can be downloaded from the website: go to http://www.newschool.edu/student-financial-services/forms/. The forms are under ‘Other University Financial Services Forms’.) Payment of the $150 participation fee and any balance of tuition and university fees not covered by the authorization letter must be made prior to or submitted with the deferment forms. Deferred charges must be paid in full by
February 1 for the fall semester, June 15 for the spring semester, and August 15 for summer term.

If payment is not contingent on receipt of grades and The New School can bill the employer directly: There is no participation fee. The student submits only the Employer Reimbursement Deferment Form (found on the website; see above) with the employer authorization letter. The New School will send an invoice for payment to the employer according to the authorization. Payment for any balance due not covered by the authorization letter must be made prior to or submitted with the deferment form.

Returned Check Fee

If for any reason a check does not clear for payment after being deposited, a penalty of $30 is charged to the student’s account. The university cannot presume that the student has withdrawn from classes because the check has not cleared or has been stopped; payment and penalty remain due. Payment for the amount of the returned check and the $30 returned check fee must be made with cash, a certified bank check, or a money order. Another personal check will not be accepted. A penalty (ten percent of the balance) is charged if payment for a returned check is not received within four weeks. If a second check is returned, all future charges must be paid with cash, a certified bank check, or a money order; personal checks will no longer be accepted.

If it becomes necessary to forward an account to a collection agency, an additional 10 percent penalty will be charged on the remaining account balance.

ESTIMATED COST OF ATTENDANCE

All information is for the 2015-2016 school year and is subject to change. Students can get current information about tuition, fees, and all education-related expenses online at www.newschool.edu/student-financial-services or by contacting Financial Aid at sfs@newschool.edu or 212.229.8930.

Drama BFA

<table>
<thead>
<tr>
<th>Tuition*</th>
<th>$42,080</th>
</tr>
</thead>
<tbody>
<tr>
<td>For New Students</td>
<td>$42,080</td>
</tr>
<tr>
<td>University Services Fee</td>
<td>$260</td>
</tr>
<tr>
<td>Student Senate Fee</td>
<td>$16</td>
</tr>
<tr>
<td>Student Health Insurance</td>
<td>$2,892</td>
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<tr>
<td>Health Services Fee</td>
<td>$636</td>
</tr>
<tr>
<td>Room*</td>
<td>$15,150</td>
</tr>
<tr>
<td>Board**</td>
<td>$1,730</td>
</tr>
<tr>
<td>Personal Expenses**</td>
<td>$1,550</td>
</tr>
<tr>
<td>Transportation**</td>
<td>$460</td>
</tr>
<tr>
<td>Books and Supplies**</td>
<td>$2,050</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$66,824</strong></td>
</tr>
</tbody>
</table>

*Based on 12-19 credits in fall and spring terms. Additional credits are charged at $1,310/credit.

Drama MFA

<table>
<thead>
<tr>
<th>Tuition* For New Students</th>
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<tbody>
<tr>
<td>University Services Fee</td>
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<tr>
<td>Board****</td>
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<tr>
<td>Personal Expenses****</td>
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<td>Transportation****</td>
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<tr>
<td>Books and Supplies****</td>
<td>$2,050</td>
</tr>
<tr>
<td><strong>Total: For New Students</strong></td>
<td><strong>$66,984</strong></td>
</tr>
</tbody>
</table>

*Based on 12-19 credits in fall and spring terms. Additional credits are charged at $1,845/credit.

**Note; All eligible students are automatically charged a Student Health Insurance premium and the Student Health Services Fee every semester at registration. Students may be eligible to decline these services by submitting an Online Waiver Form. More information is available at www.newschool.edu/student-health-services/insurance.

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

***Estimates only; actual expenses will vary.

FINANCIAL AID

The New School provides a comprehensive program of financial services for degree-seeking students that includes significant institutional scholarship support to eligible students on the basis of merit and need. Detailed information regarding applying for aid and the types of aid available is available on our website at www.newschool.edu/student-financial-services. All applicants for admission may and should apply for financial aid consideration if they feel they need it.

The School of Drama understands that an arts education is very expensive. There are two types of financial support available for undergraduates: merit-based scholarships administered by the Director of Academic and Faculty Affairs, and need-based financial assistance administered by New School Student Financial Services. While scholarships will cover part of the cost of graduate study for many students, scholarships alone will not finance the full cost of education for any student.

New School Drama Scholarships BFA

Students may be offered financial assistance by The School of Drama on the basis of merit. “Merit” is defined as outstanding theatrical and academic achievement and ability.

The School of Drama attempts to award a constant level of funding throughout the four years of study, offering recipients the same dollar amount each year. The good-faith efforts of the school to maintain scholarship amounts should not be taken as a guarantee as many factors go into awarding institutional funds. In addition, scholarships may occasionally be increased for outstanding students or decreased for students...
who fail to meet program expectations. (Students should never assume that they will receive an increase or decrease in scholarship funding.)

The school may reduce or withhold a student’s scholarship under some circumstances, including placement on academic probation or serious disciplinary action (such as for violating the university Code of Conduct; see www.newschool.edu/student-rights-and-responsibilities). In any such case, the student will receive notice of the reason.

**New School Drama Scholarships MFA**

Students may be offered financial assistance by the School of Drama on the basis of merit. “Merit” is defined as outstanding theatrical and academic achievement and ability. At the end of each academic year, members of the faculty complete individual student evaluations on the basis of several aspects of the student’s performance in the classroom. Factors considered include but are not limited to professional behavior, class participation and collaboration, openness and application of new techniques and ideas, written work, and contributions to the Drama community. Those criteria are tabulated according to a weighted formula, and the score becomes the basis for allocating scholarship funding for the next year. To ensure honest and direct feedback from the faculty, Drama does not make these evaluations available for review by students.

The School of Drama attempts to award a constant level of funding throughout the three years of study, offering recipients the same dollar amount each year. The good-faith efforts of the school to maintain scholarship amounts should not be taken as a guarantee as many factors go into awarding institutional funds. In addition, scholarships may occasionally be increased for outstanding students or decreased for students who fail to meet program expectations. (Students should never assume that they will receive an increase or decrease in scholarship funding.)

The school may reduce or withhold a student’s scholarship under some circumstances, including placement on academic probation or serious disciplinary action (such as for violating the university Code of Conduct; see www.newschool.edu/student-rights-and-responsibilities). In any such case, the student will receive prior notice of the reason.

**NEED-BASED PROGRAMS**

Eligible Drama students may apply for assistance under the following federal and state aid programs, administered by New School Student Financial Services.

**Scholarship and Grant Programs**

- New York State Tuition Assistance Program (TAP)
- New York State Aid for Part-Time Study Program (APTS)
- New York State Higher Educational Opportunity Program (HEOP)
- New York State Regents Opportunity Scholarship Program

**Loan Programs**

- William D Ford Direct Student Loan Program
- William D Ford Direct Parent Loan for Undergraduate Students (PLUS) Program
- Federal Perkins Loan Program
- Private credit-based educational loans

**Work Programs**

- Federal Work Study Program

**Other Programs**

- Federal aid to Native Americans
- Veterans’ benefits
- Social Security payments to children of deceased/disabled parents

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

**HOW TO APPLY**

In general, to be eligible to apply for assistance under the programs listed above, US citizens and eligible non-citizens must be matriculated in a degree program and be enrolled at least half-time. To be eligible for federal assistance, students must not be in default on or owe a refund to any of the federal aid programs. Students interested in applying for the government and institutional financial assistance programs listed above must complete a Free Application for Federal Student Aid (FAFSA) annually. The New School’s code is 002780. Students are encouraged to file this form electronically at www.fafsa.ed.gov no later than March 1st each year. Completing and submitting the FAFSA enables Student Financial Services to receive a need analysis report or Student Aid Report (SAR) electronically.

**Determining Eligibility**

The Student Aid Report (SAR) allows Student Financial Services to determine a student’s eligibility for federal aid programs. The expected family contribution and aid from other sources are subtracted from the student expense budget to determine the individual student’s financial need. Thus, a simple expression of the financial aid equation is represented by the following formulation: Student Expense Budget – Available Resources = Need.

Your student expense budget, also known as your Cost of Attendance (COA), is the foundation on which eligibility for student financial assistance is determined (see the chart on page 20). Federal laws regulating the disbursement of funds to students receiving Title IV aid (including subsidized and unsubsidized Federal Student Loans, Federal Perkins Loans, and Federal Work-Study awards), dictate the expense items that can be included when calculating COA budgets. Allowable expenses for the period of enrollment are tuition and fees, books and supplies, room and board, other personal expenses, transportation costs, and federal loan fees.
Additional Information

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

Student Financial Services
The New School
72 Fifth Avenue 2nd floor
New York, NY 10011
Phone: 212.229.8930
sfs@newschool.edu

OTHER UNIVERSITY POLICIES

The New School Board of Trustees has adopted a number of policies addressing student rights and responsibilities, some of which are summarized below. Other policies address sexual and discriminatory harassment, use of alcohol and illegal drugs, and disciplinary procedures. Texts of these policies are published on the university website at www.newschool.edu/policies or www.newschool.edu/student-rights-and-responsibilities and are available in the Office of Student Rights and Responsibilities.

ACADEMIC INTEGRITY AND HONESTY

Statement of Purpose: Academic Honesty and Integrity

The New School views “academic honesty and integrity” as the duty of every member of an academic community to claim authorship for his or her own work and only for that work, and to recognize the contributions of others accurately and completely. This obligation is fundamental to the integrity of intellectual debate, and creative and academic pursuits. Academic honesty and integrity includes accurate use of quotations, as well as appropriate and explicit citation of sources in instances of paraphrasing and describing ideas, or reporting on research findings or any aspect of the work of others (including that of faculty members and other students). Academic dishonesty results from infractions of this “accurate use”. The standards of academic honesty and integrity, and citation of sources, apply to all forms of academic work, including submissions of drafts of final papers or projects. All members of the University community are expected to conduct themselves in accord with the standards of academic honesty and integrity.

Students are responsible for understanding the University’s policy on academic honesty and integrity and must make use of proper citations of sources for writing papers, creating, presenting, and performing their work, taking examinations, and doing research. Through syllabi, or in assignments, faculty members are responsible for informing students of policies with respect to the limits within which they may collaborate with, or seek help from, others. Individual divisions/programs may require their students to sign an Academic Integrity Statement declaring that they understand and agree to comply with this policy.

The New School recognizes that the different nature of work across the schools of the University may require different procedures for citing sources and referring to the work of others. Particular academic procedures, however, are based in universal principles valid in all schools of The New School and institutions of higher education in general. This policy is not intended to interfere with the exercise of academic freedom and artistic expression.

Definitions and Examples of Academic Dishonesty

Academic dishonesty includes, but is not limited to:

• cheating on examinations, either by copying another student’s work or by utilizing unauthorized materials
• using work of others as one’s own original work and submitting such work to the university or to scholarly journals, magazines, or similar publications
• submission of another students’ work obtained by theft or purchase as one’s own original work
• submission of work downloaded from paid or unpaid sources on the internet as one’s own original work, or including the information in a submitted work without proper citation
• submitting the same work for more than one course without the knowledge and explicit approval of all of the faculty members involved
• destruction or defacement of the work of others
• aiding or abetting any act of academic dishonesty
• any attempt to gain academic advantage by presenting misleading information, making deceptive statements or falsifying documents, including documents related to internships
• engaging in other forms of academic misconduct that violate principles of integrity.

Plagiarism

Plagiarism is the use of another’s work without proper acknowledgement, intentionally or unintentionally, in one’s own academic or creative writing, research data, examinations, creative projects, etc. Material from any source, whether books, journals, internet postings, the words or ideas of other students, or faculty, etc., when used without attribution is plagiarized, including purchased or “outsourced” written assignments.

Principle of Acknowledgement

A simple rule determines which sources must be acknowledged: When any text, data, or idea is quoted or paraphrased from a particular source, the source must be clearly acknowledged and credited. In particular, direct quotations must be placed in quotation marks and the source clearly cited.
Academic and Experiential Education Advisor. Exception: In the case of sequenced writing and creative technology courses, where a student may work on several drafts/versions of a longer work over the course of several semesters, acknowledgment of the continuation of the project by the instructor is sufficient.

Unauthorized Collaboration
Collaboration with other students in laboratories, reports, papers, homework assignments, examinations, senior projects, or other academic work depends on expectations communicated by the instructor in a course. Sometimes students are encouraged to collaborate on research, for example, but instructed to submit their reports independently. Unless specifically authorized, students should presume that collaboration on academic work is not permitted. Submission of collaborative work without acknowledgement definitely constitutes a violation of academic honesty. Any questions or uncertainties on this subject should be discussed with the course instructors in advance.

Adjudication Procedures
An administrator or faculty member at each of the divisions/programs of the University is the Dean’s designee with responsibility for administering the University’s Academic Integrity and Honesty Policy (hereinafter “school designee”). The name of each School Designee is listed on the Provost’s Office website.

The steps below are to be followed in order. If the two parties come to agreement at any of the steps, they do not need to proceed further.

Throughout this policy where correspondence is indicated, but the method is not specified, New School e-mail accounts and/or hard copy, sent through regular mail or hand delivery, may be used and is considered a good faith effort of notification on the part of the University. Each school will follow internal procedures for tracking correspondences with students related to this policy.

All time frames indicated by days refer to business days that do not include when the University’s administrative offices are closed, including weekends and holidays.

Grades awarded under the university’s Academic Integrity and Honesty Policy are not subject to review under this Grade Appeal Policy.

Step 1: Notification to Student
A faculty member who suspects that a student has engaged in academic dishonesty will meet with the student. It is expected that the faculty member will contact the student within ten (10) days after the last day of classes for that semester in which the alleged incident occurs. If academic dishonesty is alleged on an examination, paper, or creative work due within the last two weeks of classes, the faculty member should submit an incomplete grade until the student can be properly notified and the matter resolved. If grading a major culminating work (for example, a Senior Exhibit, final course paper, Masters Thesis, or Doctoral Dissertation) which may take longer to evaluate, faculty may request an exception to this deadline through the Dean’s office.

The student must contact the faculty member within ten (10) days of the notification to schedule a meeting with the faculty member. The faculty member is responsible for setting the meeting. This meeting can be in person or via telephone. A student who fails to respond in the time required will be deemed to have waived his/her rights under this policy. If the student does not respond, and the faculty member determines that the infraction is an actionable offense, s/he will inform writing the School’s Designee of his/her determination and include copies of the following: correspondence with the student, syllabi, and course assignments.

In cases where the student is taking a course with a faculty member of a different school, the faculty member’s school designee will inform the student’s School Designee who will then oversee the adjudication process.

Step 2: Faculty Meeting with Student
During the meeting with the student, the faculty member will review the allegations with the student and allow the student the opportunity to respond. The student and/or the faculty member may, on a voluntary basis, request the presence of a designated third party from the student’s school or the University’s student ombudsman. A Third Party is appointed within each school for this purpose and can assist in clarifying questions about this policy and its processes, and facilitate communication between the faculty member and the student. The name of each Third Party is listed on the Provost’s Office website and the School Designee can never also serve as a Third Party. If the faculty member and/or the student elect to have a third party present, the requestor is responsible for notifying the other of his/her decision in advance of the meeting.

During this meeting, the student may either accept responsibility for the allegations or dispute them. Regardless, the faculty member will consult with the School Designee and then make one or more of the following determinations:

1. Indicate that the student has not committed an infraction of this policy.
2. Indicate that the student has committed an infraction and impose one of the following sanctions:
   a. require the student to resubmit the assignment; or
   b. give the student a failing grade for that particular assignment; or
   c. give the student a failing grade for the course.
3. Indicate that the student has committed an egregious infraction supporting the recommendation to the Dean that the student be suspended or expelled. Examples of egregious infractions include, but are not limited to: (1) multiple instances of academic dishonesty in a single course, (2) repeated instances of academic dishonesty by a student in different courses, and (3) academic dishonesty related to a major culminating work such as a Senior Exhibit, Masters Thesis or Doctoral Dissertation.

The faculty member will send correspondence as well as syllabi and course assignments to the School Designee with his/her determination.

In the rare and exceptional circumstance where the Step 2 process cannot occur, the instructor or the School’s Designee shall notify the student of the instructor’s concern that the student has engaged in academic dishonesty and that the matter has been referred to the Dean for resolution. In such cases, the student may proceed as set forth in the Appeals Procedures.

**Step 3: Review of Faculty Determination and Possible Imposition of Sanctions by School Designee**

The school designee will review the faculty member’s determination and consult, as needed, with appropriate academic personnel. Based on the faculty member’s determination, the nature of the most recent violation as it relates to past violations, consistency within the division and across the University, and on any other relevant information pertaining to the student’s record at the University, the School Designee may determine that modified sanctions should be imposed on the student that can include, but are not limited to, suspension or expulsion.

Recognizing the importance of the decision for the student, the faculty member and the School Designee will notify the student in writing of the sanction(s) as soon as possible, but not more than twenty (20) days after receipt of the faculty member’s written recommendation. In addition, the School Designee will notify the appropriate offices in the school, the faculty member, the faculty member’s School Designee (if the course at issue is offered through another school), as well as the Office of the Assistant Vice President for Student Life.

**Appeal Procedures**

If the student is dissatisfied with the outcome of the adjudication procedures, s/he has the right to appeal.

**Student’s Right to Appeal**

The student may appeal the school designee’s decision to the Dean/Director of the School or his/her designee (hereinafter “Dean”). The appeal must be in writing and sent within ten (10) days of the decision letter received by the student. The student may request that the Dean convene a meeting of the existing committee that is responsible for academic standards and standing, or convene such a committee should one not already exist, to review the appeal. No member of this committee will have been part of the appeals process to date.

The committee’s recommendation will be made to the Dean, whose decision is final except in cases where the student has been suspended or expelled. Alternately, the student may waive review by a committee and request that the appeal be reviewed exclusively by the Dean or his/her designee, who will not be the School’s Designee.

The student’s appeal must be reviewed within fifteen (15) days of receipt. Note that an appeal to the Dean may result in a stricter penalty than that applied by the School Designee. The student must be notified in writing of the appeal decision within five (5) days of the decision. A copy of the decision must be sent to the faculty member who brought the initial allegations, the Office of the Assistant Vice President for Student and Campus Life, and other offices as appropriate. The Dean’s decision is final, and not subject to further appeal, except in cases where the decision is either to suspend or expel.

**Appeal to the Provost**

A student who has been ordered suspended or expelled from the University because of a violation of this policy may appeal to the Provost or his/her designee (hereinafter “Provost”). The appeal must be made in writing within five (5) days of receipt of the Dean’s decision.

If the Provost decides to consider the appeal, such a review will be limited to: (a) whether the adjudication procedures outlined in this policy were properly followed; and (b) whether the sanction imposed is appropriate given the nature of the violation, and is consistent with sanctions imposed across the University in the past for similar violations. Note that an appeal to the Provost may result in a stricter penalty than that applied by the Dean; i.e. an appeal of a Dean’s decision of suspension could result in the Provost’s decision of expulsion. The Provost will, within ten (10) days of receipt of the request, make a determination. The Provost’s decision is final.

**INTELLECTUAL PROPERTY POLICY**

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

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

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

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

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

STATEMENT OF ETHICAL AND
REGULATORY RESPONSIBILITY FOR
RESEARCH INVOLVING HUMAN
SUBJECTS

In accordance with its Federalwide Assurance (FWA), The New School has established a Human Research Protection Program (HRPP) to ensure affiliated faculty, students, and staff will conduct research with human subjects in accordance with applicable regulations (federal, state, city) and institutional policies. The HRPP Policies and Procedures define the scope and purview of the HRPP, including the Institutional Review Board (IRB). They provide current institutional interpretation for assessing submissions and conducting the review process; as such, they serve as “living documents” that are updated as necessary to ensure institutional compliance and to provide relevant guidance to The New School research community.

Researchers/Investigators of The New School are responsible for upholding the highest standards of ethical and professional conduct of research, including the protection of human subjects. Anyone considering conducting research with human subjects should refer to the HRPP Policies and Procedures to understand: researcher responsibilities, when a project is under the purview of the HRPP, what information is required for review, the HRPP/IRB review process, ongoing requirements of approved projects, and reporting of non-compliance, adverse events, unanticipated problems, and subject complaints.

THE STUDENT RIGHT TO KNOW ACT

The New School discloses information about the persistence of undergraduate students pursuing degrees at this institution. This data is made available to all students and prospective students as required by the Student Right to Know Act. During the 2014–2015 academic year, the university reports the “persistence rate” for the year 2013 (i.e., the percentage of all freshmen studying full time in fall 2013 who were still studying full time in the same degree programs in fall 2014). This information can be found under the common data set information. Visit the Office of Institutional Research at www.newschool.edu/admin/oir for more information.

For important information regarding your rights as a student, visit www.newschool.edu/your-right-to-know.

CAMPUS CRIME REPORTING AND
STATISTICS

Campus Crime Reporting & Statistics: The Security & Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. Anyone wishing to review the University’s current crime statistics may access them through the web site for the Department of Education: http://ope.ed.gov/security. A copy of the statistics may also be obtained by contacting the Director of Security for The New School at (212) 229-5101.
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.

As of January 3, 2012, U.S. Department of Education FERPA regulations expand the circumstances under which education records and personally identifiable information (PII) contained in such records—including Social Security Number, grades, and other private information—may be shared without a student’s consent.

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state or local education authorities (“Federal and State Authorities”) may allow access to a student’s records and PII without the student’s consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training as well as any program that is administered by an education agency or institution.

Second, Federal and State Authorities may allow access to education records and PII without the student’s consent to researchers performing certain types of studies, in certain cases even when the educational institution did not request or objects to such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive a student’s PII, but the Authorities need not maintain direct control over such entities.

In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without a student’s consent PII from the student’s education records and may track a student’s participation in education and other programs by linking such PII to other personal information about the student that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

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 New School does not discriminate on the basis of age, race, color, creed, sex or gender (including gender identity and expression), pregnancy, sexual orientation, religion, religious practices, mental or physical disability, national or ethnic origin, citizenship status, veteran status, marital or partnership status, or any other legally protected status.

In addition, The New School is committed to complying with Title IX of the Education Amendments of 1972 by providing a safe learning and working environment for all students and employees regardless of sex or gender-identity. Title IX states that no individual “shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” Title IX also prohibits retaliation against individuals who report sex-based or gender-based discrimination. The New School has adopted policies and procedures to prevent and respond to sex or gender-based discrimination in the form of sexual harassment, sexual assault, or other types of sexual misconduct. These policies and procedures apply to all members of the university community, including students, staff, and faculty. The New School has a designated a Title IX Coordinator to ensure the University’s compliance with and response to inquiries concerning Title IX and to provide resources for victims and community members who have experienced sex or gender-based discrimination.

Inquiries concerning the application of the laws and regulations concerning equal employment and educational opportunity at The New School (including Title VI-equal opportunity regardless of race, color or national origin; Section 504-equal opportunity for the disabled; and Title IX-equal opportunity without regard to gender) may be referred to the following university officials:

Jennifer Francone
AVP for Student and Campus Life
Title IX Coordinator
72 Fifth Avenue, 4th floor
New York, NY 10011
212.229.5900 x3656
titleixcoordinator@newschool.edu

Carol S. Cantrell
SVP for Human Resources and Labor Relations
79 Fifth Avenue, 18th floor
New York, NY 10003
212.229.5671 x4900
cantrelec@newschool.edu

Inquiries regarding the university’s obligations under applicable laws may also be referred to The Office of Federal Contract Compliance Programs, U.S. Department of Labor, 23 Federal Plaza, New York, NY 10278; U.S. Department of Education, Office of Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005; or the U.S. Equal Employment Opportunity Commission (EEOC), New York District Office, 33 Whitehall Street, 5th Floor, New York, NY 10004. For individuals with hearing impairments, EEOC's TDD number is 212.741.3080. Persons who want to file a complaint regarding an alleged violation of Title IX should visit the website of the Office of Civil Rights at the U.S. Department of Education's or call 1.800.421.3481.

PHOTOGRAPHY AND VIDEOGRAPHY OF PERFORMANCES

The School of Drama employs professional directors, designers, and playwrights for its productions and pays all appropriate royalties for using established works. Therefore, photographing, sound and/or video recording, or the possession of any device for photographing, sound and/or video recording inside any theater or place of performance occupied by the school without written permission of The New School is prohibited by law. Violators may be ejected, and violations may render the offender liable for monetary damages. For questions regarding this policy and/or whether it applies to a specific performance, contact the Managing Director of the School of Drama.

It may be permissible for students to photograph or make sound and/or video recordings in the classroom, if the instructor approves it in advance, and all involved parties.

Use of Photographs by the University

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

IMMUNIZATION REQUIREMENTS

New York State requires that matriculated students enrolling for six or more credits (including equivalency credit) who were born on or after January 1, 1957, provide the university with documentation of their immunity to measles, mumps, and rubella.

All students must also affirm that they have read the material distributed by the university on meningococcal disease and either plan to get an immunization, have documentation of having had a meningococcal immunization, or decline the
immunization in writing. All new students must complete and submit an immunization and meningitis documentation form prior to registering for classes. Students who do not submit the form will not be allowed to register.

Information about the measles, mumps, and rubella immunization requirements and meningococcal disease is posted by the university at www.newscool.edu/health.
STUDENT LIFE

COMMUNICATION WITH STUDENTS

MyNewSchool

MyNewSchool is a customizable web portal, located at my.newschool.edu, which connects students to the university and to their student records. Students can access their university email, view and update their personal information, participate in online courses, receive announcements, use library resources, check their accounts, see their financial aid award status and academic records, and much more. Most student business is transacted online through MyNewSchool, including registration for classes, payment of tuition and fees, and viewing of final grades.

Student Email Accounts

The university administration and academic departments routinely communicate with students through New School email. The university provides every degree or credit-seeking student with a New School email account. Official communications are made to the New School email address only.

Changes of Address and Telephone Number

Students are responsible for keeping their addresses and telephone numbers current with the university. They can update their contact information whenever necessary through MyNewSchool. University correspondence is mailed to the address designated as “official” or emailed to the student’s New School email address.

The Student Success Network

The Student Success Network, or Starfish CONNECT, improves communication between students and their instructors and advisors and helps them connect with New School resources such as the Learning Center, libraries, and health and counseling services.

The Student Success Network enables students to:

• Sign up online for appointments with course instructors and advisors who have posted their office hours
• Schedule tutoring sessions at the Learning Center and with reference librarians
• View support networks for your courses
• Link to student services
• Get referrals and other messages from instructors and advisors

To learn more, visit www.newschool.edu/student-services/student-success-network.

STUDENT SERVICES

Student Services offers resources and programs to enrich each student’s experience at The New School and prepare students for a life of responsible citizenship. Student Services provides the following resources:

• Student Housing and Residence Life
• Student Health and Support Services
• International Student and Scholar Services
• Student Disability Services
• Student Rights and Responsibilities
• Center for Student Success – Careers
• Intercultural Support
• Student Development and Activities
• Athletics and Recreation

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

Student Housing and Residence Life

The New School has living and learning spaces for undergraduate and graduate students with amenities to suit individual needs and budgets. All residences and some apartment facilities are fully furnished and staffed by professional residence hall directors and student resident advisors. Through the enthusiasm and creativity of the resident advisors, students who choose to live in university residences are introduced to diverse educational and social activities at The New School and in New York City. All facilities have 24-hour security coverage, and our staff is trained in handling emergencies should the need arise. The Residence Hall Handbook details housing services and residence hall policies essential to creating safe, supportive, and respectful communities.

For students who wish to navigate the metro New York real estate market, listings of rental properties, shared apartments, short-term accommodations, and sublets are available in the Student Housing office. Student Housing will provide a compilation of current listings on request. For more information, visit www.newschool.edu/housing.

Students living in certain residence halls are required to enroll in a meal plan. Please review your housing contract or visit www.newschool.edu/card/dining-dollars for more information.

Student Health and Support Services

Student Health and Support Services provides counseling and medical services, promotes student wellness and health, and administers the Student Health Insurance Plan. The Health Services Fee is automatically charged at registration to all degree, diploma, online only, visiting, mobility (study abroad), Lang and Parsons consortium, graduate certificate program, ESL + Design program, ESL + Music program, and graduate and undergraduate degree program nonmatriculating students.

Medical Services offers medical evaluation and treatment for illness and injury, gynecological consultation and treatment, prescriptions, medications, immunizations, and other preventive services. All services are strictly confidential and do not become part of a student's academic record.
Counseling Services offers the opportunity to talk to someone who will listen in a supportive and non-judgmental manner. Counselors help students clarify issues, explore feelings and discuss problem-solving strategies. We offer short-term individual treatment (a maximum of 12 sessions per academic year) but the duration of the treatment is decided on an individual basis. During the initial visit, the student and the counselor will decide on a treatment plan. Sometimes long-term or specialized treatment is indicated and the counselor will help the student find appropriate referrals in the community.

The Wellness and Health Promotion program provides a variety of health-related workshops, trainings, classroom presentations, and face-to-face sessions to students in every school. Topics explored include fitness, smoking cessation, nutrition, LGBTQIAGNC wellness, spiritual health, gender-specific health matters, communication skills, relationships, sex positivity and sexual assault prevention, drug and alcohol harm reduction, body positivity, and stress and time management. All programs and services are structured to encourage and help university community members to work toward optimal health and well-being in a non-judgmental and supportive environment. We recognize that health and social justice are inextricably linked and support student work that promotes health in our diverse communities.

For more information, visit www.newschool.edu/health.

**Student Health Insurance**

The university offers students a comprehensive health insurance plan that includes coverage for emergencies, hospitalization, and regular outpatient visits. The Student Health Insurance Plan provides easy access to health care services locally, nationally, and globally. All eligible students are automatically enrolled at registration.

*Waivers:* Students may be eligible to decline the insurance plan by submitting an online waiver form at the beginning of EVERY fall semester by the posted deadline (or spring semester for students entering in the spring). Access the online waiver form by going to www.universityhealthplans.com (select the “New School” link).

To learn more about the Student Health Insurance Plan and your financial responsibility if you do not waive the insurance, visit www.newschool.edu/health.

**Center for Student Success – Careers**

Career Services at The New School promotes a holistic approach to career planning, helping students make sound career decisions to ensure personal and professional growth. Services include career counseling and assessment, résumé and cover letter reviews, mock interviews, and internship, and job search guidance. Special events including career workshops, panels, and networking opportunities also take place throughout the year. Visit www.newschool.edu/center-for-student-success/careers for contact information and further details.

**International Student and Scholar Services**

International Student and Scholar Services (ISSS) provides expertise and support to international students throughout the U.S. visa application process and advises on the maintenance of legal immigration status, employment, reinstatement, changes of status, program changes, and other immigration-related matters. The office also advises incoming students and scholars regarding higher education practices in the U.S. and other cultural adjustment issues and provides international student programs at The New School and with other institutions in New York City and in other countries.

For more information, please visit www.newschool.edu/international-student-services.

**Student Disability Services**

The New School is committed to helping students with disabilities obtain equal access to academic and programmatic services. Student Disability Services assists students who may need special accommodations, as required by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Federal Rehabilitation Act of 1973. If you have a temporary or chronic disability of any kind, submit medical documentation to Student Disability Services at the beginning of the semester. The staff will advise you on policies and procedures and discuss available support and accommodations. For more information, visit www.newschool.edu/student-disability-services/.

**University Student Senate**

The University Student Senate (USS) is the official student government of The New School, which is comprised of a representative board of voting members from each of the schools. The USS acts as an intermediary between the student population and the administration to create a cohesive community. For more information and to get involved, visit www.ussnewschool.com.

**Intercultural Support/HEOP**

The Office of Intercultural Support (OIS) works with students of diverse backgrounds to build community at The New School. OIS offers programs, workshops, services, and individual counseling to support and promote the varying world perspectives at The New School. The staff works closely with recognized student organizations and the Social Justice Committee. The OIS also oversees the functions of the Arthur O. Eve Higher Education Opportunity Program (HEOP) and the Student Ombuds office. For more information, visit www.newschool.edu/intercultural-support/.

**Student Development and Activities**

The Office of Student Development and Activities (OSDA) is dedicated to helping students enhance their leadership skills and explore co-curricular opportunities available at The New School and beyond. OSDA fosters a sense of community by organizing a diverse array of on- and off-campus student programs, including the annual Welcome Block Party, service projects, performances...
and theater productions, sporting events, and semi-annual study-break activities.

For more information about OSDA, and to sign up for the weekly newsletter, visit www.newschool.edu/student-services/student-development-and-activities.

OSDA also sponsors more than 50 university-recognized student organizations that are open to all New School students and focus on pre-professional and academic interests, intercultural and international themes, political action and advocacy, student programming, social networking, music, art, performance, and religious and spiritual topics. For information about starting a recognized student organization, or for a listing of current organizations, email studentorgs@newschool.edu.

**Athletics and Recreation**

Athletics and Recreation offers opportunities for students to take part in physical activities while meeting new people, enjoying social interaction, and building community. Programs and activities are designed for students at all levels of experience, ability, knowledge, and interest. For more information about current programs and activities, and to sign up for the weekly newsletter, visit www.narwhalnation.com.

**Social Justice Committee**

The Office of the Provost, committed to making social justice one of The New School's top priorities, has established a university-wide Social Justice Committee to guide The New School’s efforts to promote a sense of inclusion and fairness among the many social identities, life experiences, intellectual approaches, and personal beliefs represented in our community. A concern for social justice is central to the way in which many understand and relate to The New School. This impulse can be traced in the history of our divisions and programs, which have been concerned with providing access to higher education for working people, serving as a haven for scholars at risk, devising policies that promote equity and democratic governance, designing for democratic participation and social change, and contributing to the public discourse on economic development. For more information, visit www.newschool.edu/leadership/provost/social-justice.

**UNIVERSITY RESOURCES AND FACILITIES**

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

**Libraries and Archives**

New School libraries offer a full array of workshops and lab classes for students and faculty. Individual reference appointments are available upon request from students and faculty. For information about the New School libraries and the Research Library Consortium of South Manhattan, described below, visit www.library.newschool.edu.

**New School Libraries**

- Fogelman Social Science and Humanities Library
- Gimbel Art and Design Library
- Scherman Music Library
- Kellen Archives
- Visual Resource Center

**Research Library Consortium Libraries**

- New York University
  - Avery Fisher Center for Music and Media
  - Elmer Holmes Bobst Library
  - Library of the Courant Institute of Math Sciences
- Cardozo Law Library of Yeshiva University
- The Cooper Union Library
- New York Academy of Art
- The New-York Historical Society

**Canvas**

Canvas is the virtual “classroom” used for online and many on-campus courses. Log in by selecting the Canvas icon at my.newschool.edu.

**University Learning Center**

At the University Learning Center, New School students can receive academic support in areas including writing, math (PDF), ESL, and graduate writing. The ULC also holds regular workshops aimed at improving students’ writing and other academic skills.

Writing sessions support development through constructive feedback and technical guidance, designed to help students clarify their ideas and evaluate their work. The ULC is not a proofreading or editing service; rather, our tutors work with students to identify areas that need improvement and offer advice about making adjustments. For more, visit www.newschool.edu/learning-center.

**Computing Facilities**

Students have access to the latest technology in the labs and work spaces operated by edu Services. For locations of facilities and hours of operation, visit www.newschool.edu/information-technology. Features and services include:

- Mac and Windows open labs with printers
- Computer-equipped presentation classrooms
- Advanced video, audio, Web, print design, 2D and 3D modeling and animation programs
- Research, statistics, and Microsoft Office software
- Private editing suites, an AV recording studio, and a voiceover studio
- Black and white, color, and large format printing, including wireless printing, standard and photographic quality.
- Specialty scanners (oversized, slide, film, and drum)
Questions about edu Services labs, the equipment center, the print output center, and edu Services-supported presentation classrooms should be directed to the edu Services staff by emailing itservicedesk@newschool.edu or calling 212.229.5300 x4537.

**Wireless**
The New School provides free wireless Internet access throughout the campus. For information, visit [www.newschool.edu/information-technology/wireless-network](http://www.newschool.edu/information-technology/wireless-network).

**IT Service Desk**
The IT Service Desk is the point of contact for students, faculty, and staff requiring assistance or information on all university computing issues.

Contact the IT Service Desk:
- 72 Fifth Avenue, lower level
- Hours – 8:30 a.m. - 5:30 p.m. (Monday - Friday)
- Phone – 212.229.5300 HELP (x4357)
- email – itservicedesk@newschool.edu

**Other Resources**

**Barnes and Noble Booksellers**
33 East 17th Street
212.253.0810, press 1
[www.barnesandnoble.com/textbooks](http://www.barnesandnoble.com/textbooks)

New and used textbooks for most courses are available for purchase at the Barnes and Noble store on 17th Street.

**The Foundation Center**
79 Fifth Avenue, 2nd floor
212.620.4230
[www.foundationcenter.org](http://www.foundationcenter.org)

Students pursuing foundation funding for their education (or for research projects) can contact the reference librarians at the Foundation Center. To learn more about these resources, visit the [www.foundationcenter.org](http://www.foundationcenter.org).