ACADEMIC CALENDAR

Fall 2010
Registration for continuing students: April 5–30
Registration for new students; late reg. for cont. students: August 23–27
Classes begin: Monday, August 30
Convocation: Thursday, September 2
Last day to add a class: Monday, September 13
Last day to drop a class: Monday, September 20
Last day to withdraw from a class with a grade of W: Monday, December 20
Graduate students:
Online Session A: August 30–December 20
Classes and exams end: Monday, December 20

Holidays
Labor Day Weekend: Saturday–Monday, September 4–6
Rosh Hashanah: Wednesday–Thursday, September 8 eve*–September 9
Yom Kippur: Friday–Saturday, September 17 eve*–September 18
Thanksgiving: Wednesday–Sunday, November 24–28
Winter break: Tuesday–Friday, December 21–January 21

Spring 2011
Registration for continuing students: November 1–29
Registration for new students; late reg. for cont. students: January 18–21
Classes begin: Monday, January 24
Last day to add a class: Friday, February 4
Last day to drop a class: Friday, February 11
Last day to withdraw from a class with a grade of W: Monday, May 16
Online Session A: January 24–May 16
Classes and exams end: Monday, May 16
Graduation: Monday, May 23

Holidays
Martin Luther King Day: Monday, January 17
President’s Day: Monday, February 21
Spring break: Monday–Sunday, March 14–20

Summer 2011
Registration for continuing students: April 4–29
Classes begin: Monday, June 6
Last day to add a class: Monday, June 13
Last day to drop a class: Wednesday, June 15
Last day to withdraw from a class with a grade of W: Wednesday, July 27
Classes and exams end: Wednesday, July 27
Online Courses: June 6–August 5

Holidays
Memorial Day: Monday, May 30
Independence Day: Monday, July 4

Note: University administrative offices are closed on Fridays from June 17 through August 12. This does not affect classes scheduled to meet on Fridays.
ABOUT THE NEW SCHOOL

The New School was founded in 1919 by a small band of progressive American educators as a “center for instruction, discussion, and counseling.” Today, it is a leading university, enrolling more than 15,000 students in undergraduate and graduate degree programs and continuing education courses in liberal arts and social sciences, management, art and design, and performing arts. The New School offers programs and courses online as well as on campus in New York City.

THE NEW SCHOOL FOR GENERAL STUDIES AND MILANO THE NEW SCHOOL FOR MANAGEMENT AND URBAN POLICY

David Scobey, Executive Dean
Neil Grabois, Dean of Milano The New School for Management and Urban Policy
Anthony Anemone, Associate Dean for Faculty Affairs
Celesti Colds Fechter, Associate Dean for Academic Services
John Green, Associate Dean for Administration
Almaz Zelleke, Associate Dean for Academic Affairs
Thelma Armstrong, Executive Assistant to the Executive Dean
Seth Cohen, Director of Administrative Services
Merida Escandon, Director of Admission
Emily Martin, Director of Faculty Affairs
Romeo Sanchez, Director of Academic Systems
Francisco Tezén, Director of Development
Pamela Tillis, Director of Public Programs
Allen Austill, Dean Emeritus

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MESSAGE FROM THE EXECUTIVE DEAN

The catalog you hold in your hands represents an educational journey, one that I hope you will find challenging and exhilarating. This catalog represents the beginning of a journey for us at The New School as well. The division that houses the Media Studies program is being expanded and transformed as part of an exciting educational venture. In 2010, The New School for General Studies (home to the Bachelor’s Program and graduate programs in International Affairs, Creative Writing, Media Studies, and Teaching English to Speakers of Other Languages) and Milano The New School for Management and Urban Policy began operating as one division. This division will also serve as a hub for interdisciplinary undergraduate programs in environmental, urban, and global studies. In supporting such a broad array of innovative degrees and programs, our division of the university is demonstrating that we value interdisciplinary education; the interconnections of liberal, professional, and practical learning; and civic engagement on a local and global scale.

In one sense, this initiative represents a return to The New School’s founding values of academic innovation and social responsibility. In another, it represents a rethinking of what a great university should look like in the 21st century. It is the result of a year-long planning process that has brought together students, staff, faculty, and administrators from across The New School.

What will the new shape of the division mean for you, as a student in one of our programs? In coming semesters, we will enrich opportunities for interdisciplinary linkage, collaboration, and active learning that engages with real-world issues and problems. I am proud of what we offer you now. I am excited by the opportunities for learning in action that we are developing.

For me personally, this venture also represents a journey. I have come to The New School as executive dean of this division after a quarter-century of teaching at a big public university and a small liberal-arts college. I came because I love The New School’s values and its history of educational daring, and I am excited to help lead the initiative I’ve been telling you about. I look forward to meeting you and hearing your thoughts about what and how we are doing. I am certain that you will find your own ways to make your mark on this new, vibrant educational community we are building.

Sincerely,

David Scobey
Executive Dean

ACCREDITATION

All degree programs at The New School are registered by the New York State Department of Education. The New School has been regionally accredited by the Middle States Commission on Higher Education since 1960. Professional curricula are accredited by the appropriate professional educational agency or board. Accrediting agencies of individual programs are listed below.

- Parsons The New School for Design has been accredited by the National Association of Schools of Art and Design since 1966.
- 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.
- The master’s program in Architecture has been accredited by the National Architectural Accrediting Board since 1994.

DEGREES AND CERTIFICATES

The New School for General Studies and Milano The New School for Management and Urban Policy offers bachelor’s degrees in Liberal Arts (BA and BS), Environmental Studies (BA and BS), Global Studies (BA) and a BFA degree in musical theater for graduates of the American Musical and Dramatic Academy (AMDA) Integrated Program.

The division offers master’s degrees in Creative Writing (MFA), Environmental Policy and Sustainability Management (MS), International Affairs (MA and MS), Media Studies (MA), Nonprofit Management (MS), Organizational Change Management (MS), Teaching English to Speakers of Other Languages (MA TESOL), and Urban Policy Analysis and Management (MS); and a doctoral degree in Public and Urban Policy (PhD).

Higher Education General Information Survey (HEGIS) codes: BA and BS in Liberal Arts, 4901.00; BA and BS in Environmental Studies, 1999.10; BA in Global Studies, 2210.00; BFA in Musical Theater (AMDA program), 1007.00; MS in Environmental Policy and Sustainability Management, 0506.00; MA and MS in International Affairs, 2210.00; MA in Media Studies, 0601.00; MFA in Creative Writing, 1507.00; MS in Nonprofit Management and MS in Organizational Change Management, 0506.00; MA in TESOL, 1508.00; MS in Urban Policy Analysis and Management and PhD in Public and Urban Policy, 2214.00.
Certificate Programs

The New School awards certificates in Creative Arts Therapy (HEGIS code 5299.00)*; Documentary Media Studies (graduate level; HEGIS code 0605.00); English Language Teaching (CTE) (HEGIS code 5608.00)*; English as a Second Language (noncredit only); ESL + Design (noncredit only); Film Production (HEGIS code 5610.00)*; Leadership and Change (graduate level, credit only; HEGIS code 0506.00); Media Management (graduate level, HEGIS code 0599.00)†; Organizational Development (graduate level, credit only; HEGIS code 2199.00) Screenwriting (HEGIS code 5610.00)* †; and Sustainability Strategies (graduate level, credit only; HEGIS code 0506.00).

Each certificate program has specific requirements. Students are responsible for knowing and completing attendance and academic performance requirements for their courses.

*These certificate programs may be taken for undergraduate credit or on a noncredit basis.
†Students can complete these certificates on site, online, or in combination.

NEW SCHOOL ALUMNI

New School graduates are cordially invited to take advantage of free admission to selected public programs; invitations to private events and receptions hosted by degree programs, the dean, and the university president; and reading privileges at the Fogelman, Gimbel, and Scherman libraries; as well as networking and professional development opportunities. Alumni receive and are invited to contribute to an alumni newsletter. Visit www.newschool.edu/alumni or contact Francisco Tezén, Director of Development, 212.229.5662, nsalumni@newschool.edu.

MEDIA STUDIES AT THE NEW SCHOOL

DEPARTMENT OF MEDIA STUDIES AND FILM

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Message from the Chair

This document before you is a document of opportunity, an opportunity to realize hopes, aspirations, and perhaps even dreams as together we chart a course for you through the program in Media Studies at The New School.

As you leaf through the pages of this resource, I suggest you take a few minutes to linger on those that we often skip over as we dash to the “good stuff,” viz., the curriculum, requirements, scholarships, internships. Instead, read the welcoming notes from the executive dean or the introduction to the Media Studies program. These texts show the importance that The New School places on its students, who choose to spend their time and money to become members of a community that I and my colleagues treasure. I especially recommend the short statement of the core values of the Media Studies program. Finally, you should peruse the faculty section to learn more about we’re up to and possibly make some personal or intellectual connections.

About 20 years ago, I leafed through the New School Media Studies catalog as I tentatively began my own trip “back to grad school.” At that time, if someone had told me that I, a maker of music who wanted to “mash it up” with film and video, would be teaching in this grand program, I would have registered utter disbelief. Well, here I am. Speaking for myself and the rest of this brilliant faculty, we look forward to working with you to help you reach your goals and, we hope, expand your horizons in unexpected ways.

Barry Salmon
Associate Professor and Chair,
Department of Media Studies and Film
ABOUT THE GRADUATE PROGRAM

The Media Studies program began in 1975 when media education pioneer John Culkin brought his Center for Understanding Media to The New School. The mission of the center was to provide “consumer education for the minds and emotions of the audience for all media.” With its history of progressive education, The New School was a logical home for the center. Soon after, The New School offered the MA in Media Studies, the first degree of its kind in the United States.

Culkin’s passion for studying all forms of media in new and interesting ways is still reflected in the master’s program. The relationship between theory and practice is at the core of the program and both the curriculum as a whole and many courses combine media theory and production. This dynamic field of study opens up a wide range of 21st-century careers and opportunities for lifelong learning.

Media Studies, the investigation of social communication through media, is inherently interdisciplinary and draws methods and inspiration from the social sciences, arts, and humanities. It examines how media and media technologies have influenced societies through history. How we engage in communication practices, why we do so, and how new communication practices arise are issues at the heart of media studies. The program investigates the impact of media on culture, business, politics, art, education, and on our personal and professional lives.

The MA in Media Studies at The New School is simultaneously academic and professional, designed to facilitate understanding of today’s mediated culture. It roots production in research and critical analysis, incorporating the creative potential of media scholarship.

The program’s core values include:

- the essential relationship between media theory and media practice
- respect for the aesthetic, critical, and pragmatic dimensions of communication
- recognition of the specific qualities of and relationships between various media forms
- attention to the ethical imperatives of communication
- appreciation of the ways in which media theory and practice contribute to global intercultural understanding
- acknowledgment of challenging conditions in the media marketplace
- openness to change and innovation

The Media Studies faculty includes distinguished scholars, producers, artists, and entrepreneurs. The curriculum is holistic in its approach, integrating research with production. Students acquire the skills needed to produce media in a variety of forms and genres. By experimenting with formats, theories, and methodologies, they learn to select the right tools for the task, whether that task is academic, creative, or professional.

The New School’s location in the vibrant neighborhood of Greenwich Village and ready access to all the cultural, scholarly, and business venues of New York City provide our Media Studies students with invaluable sources of assets and inspiration.

Discovery and opportunity are key aspects of this graduate program. Each student develops a personal relationship with the field guided by a faculty advisor. Students can study media generally or focus on a specific subject, such as media and international affairs, media and urban environments, documentary media, social media, film and video forms, sound studies, or media management.

The Media Studies program welcomes mature and motivated applicants from a wide range of academic and professional backgrounds, including undergraduate liberal arts majors. Our students are expected to think critically and produce original work.

Program Facts

- The New School has awarded more than 2,000 master’s degrees in Media Studies since the program’s inception.
- Nearly 600 students are currently enrolled in the Media Studies program, making it the largest program of its kind.
- Students come from more than 30 countries and 25 states. More than 25 percent are members of racial or ethnic groups considered underrepresented in U.S. graduate schools.
- Recent students include Fulbright Fellows and Emmy Award winners.
THE FACULTY

The New School is a relatively small and tightly knit academic community. Students in the graduate program in Media Studies develop close academic relationships with the faculty through interactions in the classroom and collaboration on research and production projects. The Media Studies faculty includes scholars and practitioners of the highest caliber: philosophers, sociologists, filmmakers, producers, designers, musicians, entrepreneurs, and policy and business consultants. The full-time faculty is supported by approximately 50 part-time members, who bring specialized knowledge and skills from their scholarly, creative, and other professional activities to the program.

Kamal Aljafari: Internationally recognized filmmaker whose work questions the boundaries between documentary and fiction. His portfolio includes *Port of Memory* (2009), *The Roof* (2006), *Visit Iraq* (2003) and *My Father's Video* (2009). Aljafari was a Film Study Center Fellow and Benjamin White Whitney Scholar at Harvard University’s Radcliffe Institute (2009-2010) where he worked on an interdisciplinary media project titled “A Cinematic Occupation.” His awards include Best International Video at The Images Festival in Toronto, Soundtrack award, Fidmarseille film festival, Marseille France, the Friedrich-Vordemberge Visual Art Prize of the City of Cologne, and he received the Louis Marcorelles Award from the French Ministry of Foreign Affairs for *Port of Memory*. He has received grants from the Sundance Documentary Fund, Filmmutation, Kunstfonds, Kunststiftung in Germany, and Fonds Sud Cinema in France.

Peter Asaro: Media theorist examining the interfaces between social relations, human minds and bodies, and digital media. His current research focuses on the social, cultural, political, legal, and ethical dimensions of military robotics and UAV drones, from a perspective that combines media theory with science and technology studies. His work is informed by his involvement in digital media design projects with the Virtual Environments Group at the National Center for Supercomputer Applications (NCSA), the Advanced and Interactive Displays Lab at the Beckman Institute for Advanced Science and Technology, and the natural language interface design team for the Wolfram|Alpha computational knowledge engine (winner of the 2010 SXSW Web Interactive Award for Technical Achievement).

Deirdre Boyle: Media historian, critic, curator, and psychotherapist. Research and teaching focuses on the history and theory of documentary film and video; critical writing about film and media; death-denial in a death-centric, mediated world; trauma, collective memory, and history; and media consumption and the body. She has published eight books including a history of ’70s video documentaries and is currently writing on the films of Errol Morris. She has also taught at New York University, City College/CUNY, Fordham University, Rutgers University, and Moscow State University; been guest curator for the Hong Kong Arts Centre, Brussels Video Festival, and The Museum of Modern Art, among others; and programmed independent film and video series for public and cable television.

Dawnja Burris: associate chair of the department of Media Studies and Film. She has been an independent media producer since 1992, applying electronic media to marketing, consulting, entertainment, and performance projects. She served as faculty advisor for the Video Lab and producer of the United Nations University in New York Global Conversations series and is a former faculty member at New York University and NYU-TV producer. She is pursuing a PhD in communication philosophy at The European Graduate School. Her work and research interests explore cultural and social practice through their representation in media.

Paolo Carpignano: Media theorist and author of articles in sociology, social history, and media theory. He is also responsible for the online project Televisuality. He has been a writer, consultant, and producer for production companies in the United States, Brazil, and Italy.

Elizabeth Ellsworth: Research and teaching areas include media theory and criticism, history and criticism of documentary film, media and social change, design of mediated learning environments, and uses of media to teach about and across social and cultural difference. She has published extensively, producing five books including *Places of Learning: Media, Architecture, Pedagogy* (Routledge, 2004). Her work draws from emerging theories of pragmatic action and change to address how humans use media to do things in the world. As a co-founder of a nonprofit media arts collaboration (www.smudgestudio.org) she is translating the results of her research and writing into a variety of media forms, exhibitions, and projects, some of which may be seen at www.ExtremeMediaStudies.org.

Peter Haratonik: Media educator, author, and consultant. Recent papers presented in Glasgow and Shanghai. Former director of Film/Video/Broadcasting, New York University; former chair of Communication Arts and director of the Television Institute, Hofstra University; former president of the Association of Communication Administration.

Paul Hardart: Partner in the New York-based production company Adirondack Pictures, which produced/financed the films *Mary and Max; Annie Leibovitz: Life Through a Lens; Beyond the Gates; Before the Rains; The Night of the White Pants*, and the PBS series *Uncorked!* In 2008, he wrote Santosh Sivan’s *Tahaan*, which won the UNICEF Best Picture award. Prior to forming Adirondack Pictures, Hardart created and
ran Universal Focus, the specialty film division of Universal Pictures, from 1999-2002. During his tenure, he oversaw the release of such films as *Being John Malkovich* (nominated for three Academy Awards), *Pitch Black*, *Nurse Betty* (Golden Globe Winner) and *Billy Elliot* (nominated for three Academy Awards, BAFTA award for Best Picture). He also created Universal Pictures’ library management program, overseeing the restoration and reissue of Hitchcock’s *Rear Window* and Welles’ *Touch of Evil*.

**Annie Howell:** Writer and director of several short fiction and nonfiction films exhibited internationally on the film festival circuit, including screenings at SXSW, Newport, Full Frame, Clermont-Ferrand, MadCat, and SilverDOCS. Her films have been screened on the Sundance Channel, PBS, and the Independent Film Channel. Recent work includes a number of scripts in development with organizations such as ITVS (The Independent Television Service) and NYC production company Locomotive Films, and a web series, [www.sparks-series.com](http://www.sparks-series.com). Recent awards include a 2005 Screenwriters’ Colony fellowship and a 2008 IFP Grand Prize Award in Digital Filmmaking from Panasonic, awarded for an original screenplay. She previously taught at Duke University’s Center for Documentary Studies and the Duke Program in Film and Video.

**Deanna Kamiel:** Director and producer with extensive experience as a teacher of documentary and film. Kamiel began her career in documentary working for the CBC in Toronto, then moved on to the local PBS affiliate in Minneapolis, MN, and continued her efforts at Channel Thirteen/WNET as an independent producer for Emmy-winning programs like *Egg* and *City Arts*. Her work—including *Nuclear Outpost, Boys with Bats*, and *Maggie and the Men of Minnesota*—has won awards from the Tokyo Video Festival (first prize), Chicago Film Festival, International Public Television Festival, National Film Board of Canada, the Museum of Modern Art, and the Northwest Broadcast News Association. She has been a guest at the Flaherty Film Seminar and received a Guggenheim Fellowship and numerous grants for her work. She also produced an indie documentary about the remarkable 2004 presidential run of Howard Dean.

**Sam Ishii-Gonzales:** Co-editor of two books on Hitchcock; has also published articles on Luis Buñuel, David Lynch, the painter Francis Bacon, and the philosopher Gilles Deleuze, among others. His dissertation examines the claims made by Deleuze with regard to the modern “image of thought” generated by neorealist cinema (from Rossellini to Antonioni to Pasolini). He has several small film projects in various stages of development, and two book projects tentatively entitled *Philosophers of Film and Being and Presence, or Non-Acting in the Cinema*.

**Jaeho Kang:** Alexander von Humboldt Research Fellow in the Institut für Sozialforschung at the Frankfurt University (Germany). He has published articles on the social theories of Walter Benjamin, Herbert Marcuse, and Michel Foucault and is now investigating Siegfried Kracauer’s critical theory of media and politics focusing on film, propaganda, and the mediated public sphere. His current work expands the scope of his research by analyzing the interplay between media and urban spaces in East Asian cities like Shanghai, Tokyo, and Seoul.

**Michelle Materre:** Her professional background is in the independent film and television industry as a producer, writer, arts administrator, outreach consultant, distribution/marketing specialist and teacher. She was a staff writer/producer for Henry Hampton’s Blackside Productions, and an assistant story editor for MGM/UA in the feature film division, early in her career. As a founding partner of KJM3 Entertainment Group, Inc., a film distribution and marketing company that specialized in multicultural film and television projects, she directly managed the marketing and positioning of 23 films including the successful theatrical release of *Daughters of the Dust*, the highly acclaimed film by Julie Dash, as well as *L’Homme Sur Les Quais (The Man By The Shore)* by Raoul Peck. For the past 12 years, she has been the lead curator of the *Creatively Speaking* film series known for enlightening substantial audiences to the work of independent filmmakers of color. She currently serves as an independent media consultant to filmmakers and film/video organizations on issues related to distribution strategy, fundraising, marketing, outreach, and programming and production issues.

**Shannon Mattern:** Her teaching and research address relationships between media and spatial theory and practice—particularly the links among mass media, architecture, and urban planning—and connections between media and contemporary art. Her work is motivated by a desire to look “beyond the screen” or page, to the larger arena in which media operates, and to the fruitful convergences between media and other fields of creative production and scholarship. Recently a Mellon Postdoctoral Fellow in the History of Art at the University of Pennsylvania, she has also taught at NYU, Parsons The New School for Design, and Rutgers University. She is the author of *The New Downtown Library: Designing With Communities* (University of Minnesota Press, 2007), which was supported by a grant from the Graham Foundation for Advanced Studies in the Fine Arts. Other work has appeared in the *Journal of Architectural Education, Invisible Culture, The Senses & Society, In the Site of Sound*, and *Public Culture*.

**Diane Mitchell:** Exhibiting visual artist and designer/producer of mixed media for commercial and educational projects. In her graduate studies she focused on experimental film and digital design. In the late ’80s she initiated a New York City based project to examine the effects of gentrification on racial and ethnic dynamics.
of a neighborhood and curated the exhibition *Tompkins Square: Past and Present* at the New York Public library and the Municipal Art Society. At her professional design studio she has directed numerous award-winning projects using photography, graphics, animation, film, and video for corporate and nonprofit clients. She is presently collaborating on research design for the Multi Gen study *Do More, Do Less*, a study of Millennials and GenX preferred learning styles in intergenerational management teams.

**Vladan Nikolic:** director of undergraduate programs, is a director, producer, editor, and writer of feature films, documentaries, shorts, commercials, and music videos. He was formerly the director for NTV Studio B, the first independent television network in Belgrade, Yugoslavia. He wrote and directed one of the first digitally-produced feature films and his latest feature film, *Love*, premiered at the 2005 Tribeca, Venice, and other film festivals, where he won the Best Director Award and critical acclaim. His most recent work includes producing a feature documentary and a feature fiction film.

**Rafael Parra:** Emmy Award-winning AVID editor. Owner and senior editor of TimLine Film & Video, Inc., a New York City post-production facility.

**Christiane Paul:** director of graduate programs, is a media theorist and curator who has written extensively on new media arts and lectured internationally on art and technology. An expanded edition of her book *Digital Art* (Thames & Hudson, UK, 2003) and her edited anthology, *New Media in the White Cube and Beyond* (University of California Press), were published in 2008. Her research interests include aesthetics of new media; curating new media; locative media art; database aesthetics and data visualization. She has curated numerous exhibitions independently and as adjunct curator of New Media Arts at the Whitney Museum of American Art. Recent curatorial work includes the Biennale Quadriarile (Rijeka, Croatia, 2009-10) and Feedforward—The Angel of History (co-curated with Steve Dietz; Laboral Center for Art and Industrial Creation, Gijon, Spain, Oct. 2009).

**Paul Ryan:** Former McLuhan Fellow; his mentor in cybernetics was Gregory Bateson. Author of *Cybernetics of the Sacred* and *Video Mind, Earth Mind: Art, Communications and Ecology*. His video art has been shown in Japan, Turkey, Germany, Holland, France, Ecuador, and throughout the United States. Projects include the cybernetic design of a television channel dedicated to monitoring the ecology of a region, which was presented at the Museum of Modern Art and at the U.N. Conference on Sustainable Cities. The Smithsonian Institute is archiving his papers and tapes.

**Barry Salmon:** chair of the Department of Media Studies and Film, is a performing and recording guitarist and record/CD producer. He has composed scores for numerous films and music for dance, theater, radio, and video art. Festivals, installations, honors, and awards include the CINE Golden Eagle, Berlin, Brussels, Frankfurt, Sundance, Telluride, and Toronto film festivals, the Chicago Museum of Broadcasting, and the Museum of Modern Art in New York.

**Eugene Thacker:** Media theorist who specializes in science and technology and has also published articles on Georges Bataille, Gilles Deleuze, Michel Foucault, Arthur Schopenhauer, and medieval mysticism. Thacker’s most recent book is *After Life*, and previous books include *The Exploit: A Theory of Networks* (co-authored with Alexander Galloway) and *Biomedia*. He is currently working on a series of short books entitled *Horror of Philosophy*. Thacker also serves on the editorial boards for *Ctheory* and MIT Press.

**Carol Wilder:** From 1995-2007, she was chair of Media Studies and Film and associate dean of The New School. From 1975-1995 she served on the Communication Studies faculty at San Francisco State University, including as professor and chair. She was named Professor Emerita at SFSU in 1996. In 2007-2008 she was a Fulbright Scholar at Hanoi University. She is the author of numerous articles and essays on communication theory, politics and the media, and the rhetoric of the Vietnam/American war. Recipient of National Communication Association Book Award for *Rigor & Imagination: Essays from the Legacy of Gregory Bateson*. 
Media studies has been described as the liberal arts of the 21st century. The New School graduate program explores traditional disciplines and develops skills in research and critical analysis while guiding students in creating media, which may transcend established formats. The program’s unity of practical and theoretical work develops media literacy in the most holistic sense.

Grounding production work on a foundation of research and theory benefits the production. By the same token, practical media-making informs scholarship, and students explore the potential of different types of media as research tools. In general, the program teaches students to work across media formats, theories, and methodologies seeking the right “tools for the task,” whether that task is academic, creative, or professional.

Students in the Media Studies program are socially engaged scholars and innovators and the curriculum is designed to accommodate a wide range of personal and career goals.

Every year, the students organize an academic conference, Critical Themes in Media Studies, which brings together scholars from all over the world. They publish Immediacy, an online journal on media and culture. They exhibit their projects at regularly scheduled media shows: RUFF CUTS (film/video works-in-progress), FINE CUTS (finished works), and BETA (media works-in-progress). Two annual juried exhibitions give our students exposure to the world of media outside the university: Mixed Messages, a multimedia show, and the Hirshon Invitational Film Show.

Works made by students in the Media Studies program have been exhibited at national and international festivals and venues including Sundance, the Tribeca Film Festival, the Margaret Mead Festival, and the Museum of Modern Art. Many have won prizes such as Student Academy Awards. See examples of student work.

Titles of recent independent productions and master’s theses reveal the breadth of interests, ideas, and creativity of the students in the Media Studies program:

- A Case Study on the Effects of the Virtual Office on Interpersonal Relations
- From the Screen to the Stove: The Food Television Explosion
- Sonic Heterotopias: Reimagining Public Space in the Modern City Through Sound Performance
- A New Nationalism Promoted in Turkish TV Advertisements
- The Orality of Blogging
- Media Theory of Viral Marketing

DEGREE REQUIREMENTS

The Master of Arts degree in Media Studies is awarded for completion of 39 credits that integrate media theory and management with production practices. The curriculum is flexible. Three required academic courses and one required Media Methods elective orient students to the field and prepare them for the work ahead. For the rest, students identify the issues and practices in media that they want to explore and with a faculty advisor, plan a course of study that builds upon their academic and professional backgrounds and addresses their creative and professional goals.

Full-time (9 or more credits per semester) or part-time (6 credits or fewer per semester) is possible. A wide range of onsite and online courses provide many options to fit students’ personal schedules. Most onsite courses meet in the late afternoon and evening, making it easy for students to have a job or internship while they pursue the degree. It is possible to earn the master’s degree entirely online.

Students can choose a course of study that culminates with a master’s thesis, or they can complete the degree under a non-thesis option.

Academic Planning and Advising

New students have individual peer advisors assigned to assist them with registration, answer programmatic and administrative questions, and direct queries to the appropriate staff or department. Peer advisors provide the insight and perspective of someone who has been through the process themselves.

Continuing students are invited to select a member of the full-time faculty whose research interests are in line with their goals to be an academic advisor. The primary function of the academic advisor is to guide the student in:

- refining educational goals and interests
- reviewing academic progress
- identifying areas of study in need of development

Faculty advisors hold weekly office hours and are available for in-person appointments at those times. At other times, they are reachable via phone or email. Students can make appointments with academic advisors using the UReserve system.

The academic advisors help integrate graduate students into the academic and professional culture of the discipline by maintaining an ongoing discussion of their research and coursework.

Online Courses/The Online Environment

Media Studies courses are offered online through MyNewSchool, the customizable university portal. Online courses are in a module called “MyCourses.” Course materials are presented in a multilayered format that may
include video, audio, and graphic elements and links to
the Internet. Students post comments and answers to these
materials on highly interactive discussion boards. These
responses, along with those submitted by the instructor,
create a dynamic learning platform. Students should log-
in to their online classes a minimum of four times a week.
For more information about online study, visit
www.newschool.edu/online.

Online Help and Support
The New School offers an online orientation for those
who are new to online learning. In the orientation,
students learn about academic resources available in the
web-based environment; the dynamics of online
interaction; how to navigate the online classroom; and
how to communicate in the online classroom. The
orientation is available for reference throughout the
school year. Technical services support is available by
telephone or email 24 hours a day, seven days a week:
212. 229.2828, helpdesk@newschool.edu.

Transfer Credits
Students admitted to the Media Studies program can
transfer a maximum of 6 graduate credits from other
institutions. All transfer credit must be based on graduate
work completed within the five-year period immediately
preceding matriculation. Determinations are made on a
case-by-case basis by a student’s academic advisor after
matriculation in the program. Approved transfer credit
will be posted to the student’s transcript by the registrar’s
office. The New School does not transfer grades or grade
points from other schools. Credits only are transferred.

Foreign Language Study
Media Studies students are eligible to audit one foreign
language course per semester, provided they are actively
earning credit toward the MA degree. Contact the Media
Studies office to obtain a PDF catalog of the upcoming
semester’s foreign language course offerings. Having
chosen a course, contact the assistant director of academic
student services to schedule a registration appointment.

Internships
The New School recognizes the importance of practical,
real-world experience. Internships related to students’
interests are great opportunities to gain professional
experience, explore careers, and create a network of
contacts while receiving graduate credit. Students can
earn up to six credits toward the master’s degree for
internships: three credits for a production internship and
three credits for a research internship. For-credit
internships are available to students who have completed
18 credits of graduate course work. Opportunities are
provided weekly on the Media Studies blog at
www.mediestudiesma.tumblr.com/ (Password:
mediastudies).

Internships are available at many media companies and
independent and educational media services in New York
City and around the world. Recently, our graduate
students have interned at NBC, CBS, ABC, VH-1, MTV,
GLAAD, Telemundo, Miramax, Universal, and
Bertelsmann.

The internship coordinator for the Media Studies graduate
program is J.J. Grob, grobj@newschool.edu. Download
an Internship Application.

Independent Study/Production
At the discretion of the director of graduate studies, a
student who has defined a specific subject or problem for
research or an original production concept can pursue a
course of study independent of regular class structures,
meetings, and assignments. The student must work with
an interested faculty member as an advisor to define the
project and develop an Independent Study Proposal. The
proposal must be submitted to the director of graduate
studies for approval and clearance to register.

Prerequisite: completion of 18 credits in residence at The
New School, including appropriate production courses in
the case of an independent production. Proposals must be
submitted at least two weeks prior to registration to allow
sufficient time for evaluation.

Independent projects are normally pursued in fall and
spring semesters with members of the full-time faculty.
Please consult the director of graduate studies before
developing any proposal for a summer independent
project or with an adjunct faculty member as advisor.

THE CURRICULUM

The limited number of required courses gives students
many options to plot their own paths through the program,
and sample a variety of approaches and techniques. The
department offers more than 80 Media Studies courses
each fall and spring semester and a limited selection of
intensive courses during a short summer term. Students
may also take certain courses offered by other graduate
programs at The New School and approved for Media
Studies credit.

REQUIRED COURSES

Understanding Media Studies
All Media Studies students must take this required
colloquium in their first semester. This course consists of
a weekly evening lecture and an online discussion section.
(Online-only students register for the lecture and a
discussion section and have access to recorded lectures
and lecture materials through the online portal.) Every
week, members of the Media Studies core faculty and
invited guest lecturers share their own work and methods,
thereby exposing students to research and practice in the department of Media Studies and Film and in the field. Presentations also tie into a Media Studies program annual theme, giving new students access to theme-related activities. Over the course, students meet the instructors, support staff, and colleagues with whom they will work, become familiar with university resources, and develop the skills and practices needed for graduate study. Several reflective and exploratory exercises lead each student incrementally toward completion of a comprehensive academic plan—an essential advising document which helps students chart a course through the program. Grading is pass/fail.

**Media Studies: Ideas**

*This course is required of all students in the first year of study.* It may be taken concurrently with or in the semester following Understanding Media Studies. Media Studies: Ideas presents an overview of the major schools of academic thought that have influenced the field of media studies with three central themes: media and power, media and technology, and media and aesthetics. The historical and philosophical roots of the discipline are emphasized through a wide variety of readings, discussions, and academic writing assignments.

**Media Practices: Concepts**

*This course is required of all students in the first year of study.* The course looks at different media forms, the relationship between forms, and general guidelines for choosing which form or forms is best for a particular communications project. It is an experiential tour of the creative toolset and critical precepts of media practice and is the foundation course for project-based courses. The course concentrates on design thinking as, through a series of short projects using simple digital tools, students work with sound, the still image and its sequencing, lighting and the moving image, and digital postproduction and distribution techniques. Professional-level softwares that will be used in subsequent project-based courses are introduced but not explored in depth. Each student completes a series of short projects combining media formats and one collaborative project in the group’s choice of medium to satisfy an assigned design problem. The broad goal is to connect media designers to their personal sources of creativity while orienting them to the Media Studies program’s production curriculum.

**MEDIA METHODS ELECTIVES**

Students must take three credits in media methods chosen from the following courses*:

- Documentary Research Methods (3 credits)
- Methods of Rhetorical Analysis (3 credits)
- The Design Process (3 credits)
- Research Methods for Media Activism (3 credits)
- Market Research for Media Managers (3 credits)
- Focus Groups and Surveys (2 credits)
- Content Analysis (2 credits)
- Discourse Analysis (2 credits)
- Oral History Workshop (2 credits)
- Focus Groups (1 credit)
- Interviewing (1 credit)
- Audience Research (1 credit)
- Grant Seeking (1 credit)

*Others may be offered in the future.

**FOCUS AREAS**

Media Studies graduate students can take courses across the curriculum or may choose to focus their studies in a specific area. These focus areas are designed to encourage a sequential and multi-sided investigation of a particular theme within Media Studies.

**Media and the Urban Environment**

In recent decades, scholars and practitioners of urban studies, art history, architecture, urban planning, sociology, and anthropology have paid greater attention to the role of media in city planning and the experiences of city dwellers. At the same time, media scholars have taken more of an interest in urban communication. The New School is an ideal laboratory for this convergence of perspectives. In this focus area, students and faculty explore how: the city is represented in the media; urban spaces “mediate” their own functions and identities; people communicate in city spaces; media technologies inform the design of city spaces; media connect cities and people; media contribute to the imaging and re-imaging, sounding and resounding, mapping and navigating that can lead to better cities. This focus area incorporates existing courses and new service-learning initiatives in New York City being offered by several programs and divisions of The New School.

A sampling of courses:

- Cinema and the Modern City
- East Asian Media Cities
- The Miniature and the Mobile
• Graphic Design in Public Space
• Media and American Modernity
• Media and Architecture
• Technology and the City

Media and International Affairs
New York is a global city, and The New School is a global university. Media created in New York are disseminated around the world, and the media consumed here come from the far corners of the earth. Internationalism is an integral part of the Media Studies program. This focus area is supported by a partnership with the New School’s graduate program in International Affairs, and every semester a number of International Affairs courses are cross-listed in Media Studies. With advisor approval, students may take additional courses related to international media offered by International Affairs and other graduate programs of the university.

A sampling of courses:
• Political Economy of Media
• Human Rights and Media
• Globalization and Media
• Media, Culture, and Power in International Communication
• Projects in Advocacy Media

Cross-listed courses offered by the graduate program in International Affairs:
• Global Youth Media
• Media in Peacebuilding
• News Media and Culture in International Affairs
• New Media and Global Affairs
• War on Terrorism: Political Discourse in the U.S. Media
• New Media and Global Affairs
• News Media: Purveyors of International Affairs

Documentary Studies
The New School’s history of social and political engagement and New York’s inexhaustible supply of people, places, and events to document make the Media Studies program an ideal place to study documentary media. Students focusing in Documentary Studies explore the art and history of documentary and investigate and help shape its emerging forms. Through methods and media practice courses, students create documentaries in myriad formats—audio, video, web-based, and multi-format.

A sampling of courses:
• New Directions in Documentary
• Documentary: Its Art & History
• Documentary Research Methods
• Regarding Style in Documentary
• Media Practices: Time-Based for Documentary
• Directing Documentary
• Projects in Digital Video Editing for Documentary
• Demystifying Distribution
• Documentary as Social Practice

Media and Social Change
In 1919 The New School opened its doors to all “intelligent men and women” committed to studying the “grave social, political, economic, and educational problems of the day.” The university’s historical commitment to the arts and progressive education, combined with its activist mission, draws students and faculty who are committed to social change and the creative means to incite it. Media are tools for change, and the MA program in Media Studies offers a host of courses that examine how media have been employed in building communities, promoting reform, and creating awareness of today’s grave problems, as well as courses that prepare students to create transformative media.

A sampling of courses:
• Art as Social Practice
• Collaboration in Networked Environments
• Programming for Sustainability
• Fundamentals of the Sociology of Media
• Virtual Learning Environments
• Race, Ethnicity and Class in Media
• Media, Corporate Responsibility and The Law
• Media Education Lab
• Media Literacy
• Media Ethics
• Photography and Social Change
• Political Communication
• Projects in Advocacy Media
• Social Media: Content, Communication and Culture

Cross-listed courses offered by the graduate program in International Affairs:
• Global Youth Media
• Media in Peacebuilding
• News Media and Culture: Purveyors of International Affairs
• New Media and Global Affairs

Media Management Studies
Students learn how to tackle challenges posed by new media technologies and evolving corporate structures, the key areas of communication and convergence in the 21st century. Courses address industry perspectives, media management and leadership, media economics,
Students can earn a Certificate in Media Management in addition to the master’s degree by completing 12 credits in this focus area and writing a synthesis paper. Those who complete the certificate curriculum gain valuable experience analyzing and writing case studies and leading and participating in group projects. They are mentored by the management program’s distinguished faculty and build networks with their peers in the industry.

A sampling of courses:
- Competitive Strategies and the Brand Component
- Media Industry Perspectives: Educational Media
- Market Research for Media Managers
- Digital Media: Strategy and Implementation
- Media, Corporate Responsibility and the Law
- Media Economics
- Media Industry Perspectives: Digital Media
- Media Management and Leadership
- Media Sales and Sales Management
- Music Business in Media
- Media Ethics

**Film and Video Forms**

In the contemporary media landscape, film has entered into complex “hybrid” relations with other media. Media Studies offers a variety of critical and creative ways to consider these relationships.

In addition to seminars and workshops exploring motion picture history, aesthetics, sociology, and business, this focus area offers an integrated theory/production sequence, Film Form and Practice. This sequence of five courses (15 credits) explores issues specific to principles and practice of filmmaking. The first three courses establish the conceptual and expressive parameters of cinema, combining discussions of aesthetics with hands-on experiments. In the final two courses, students take their knowledge a step further by shooting a 15- to 20-minute final project in 16mm film or digital video. This project may, with permission and supervision of an advisor, become part of a thesis project.

**Note:** The first three courses are open to all Media Studies students, but only students who have declared their intention to complete the Film Form and Practice sequence are permitted to enroll in the two studio classes (students must declare their intention in their second term of study).

Film Form and Practice sequence:
- Media Practices: Film Form
- Visual Systems
- Cinematography: Art and Technique
- Film Form Production Studio
- Film Form Post-Production Studio

A Sampling of related courses:
- Aesthetics of Editing
- Film Theory and Analysis
- Jean-Luc Godard: Art/Theory
- Sound Studies and Acoustic Environments

One could say that Sound Studies is in the DNA of The New School and our radical pedagogy: Hanns Eisler, Aaron Copland, and John Cage were members of our faculty, and Joseph Urban’s landmark auditorium (since named the John L. Tishman Auditorium) is an exemplar of modern acoustics and was a prototype for Radio City Music Hall. As in music and in conjunction with dance, architecture, and film, many engagements with sound have been informed by the critical thinking nurtured at The New School. The university’s location in New York City—home to a vibrant music scene, some of the world’s largest media companies, and a polluted acoustic ecology—makes it favorably situated for research, teaching, and practice in sound studies. Students in this focus area take Fundamentals of Sound Studies, two audio production courses, and three related seminar electives. Through this complement of courses, they can realize *in praxi* and through cross-divisional collaboration the radical ideals of The New School’s founders.

A sampling of courses:
- Audio Experiments
- Sound Studies
- Oral History Workshop
- Music Business in Media
- Popular Music
- WNSR: Radio Lab
- Radio Narratives
- Sound and Image

**Media Production**

Successful media practices apply understanding and proficiency to design and production. This focus area is practice based: students conceive real projects, develop individual design approaches, and utilize the technical tools to create them. Listening/viewing, analysis, and critique in class and assigned readings provide support and context for production work.

Media Practice courses present media production formats as tools of communication (means to the end of creating aural and visual messages) rather than emphasizing mastery of particular equipment and software as ends in themselves. Instruction also promotes a cross-platform or comparative approach, demonstrating how processes and tools translate within and between media formats.
Students achieve understanding of and proficiency with the aesthetic and technical capabilities of each production medium, explore the interrelationships and interdependencies between them, and create work from start to finish.

Media Project courses challenge students who have attained a level of proficiency in a particular production format to apply their skills and aesthetics to create more complex media messages.

Cameras, microphones, and audio recorders needed for shooting and recording are supplied, and digital editing workstations with up-to-date software are available for post-production work.

A sampling of courses:
- Media Practices: Design
- Media Practices: Time-Based
- Media Practices: Interactive
- Projects in Motion Design
- Projects in Multi-Sensorial Spaces
- Sound and Image
- WNSR Radio Lab

Special Research

John Culkin, a founder of the Media Studies program, regarded the new field of media studies as “the arts and humanities in a new key.” He designed the Master of Arts in Media Studies for generalists—scholars who take a broad view of the media landscape and, in studying that terrain, experiment with multiple theoretical lenses and research methods.

A sampling of courses:
- Media Literacy
- Digital Media Theory
- Gender, Culture and Media
- Race, Ethnicity and Class in Media
- Political Economy of Media
- Mediation and Antimeditation
- Fundamentals of the Sociology of Media

CERTIFICATES

Besides the master of arts, the department of Media Studies and Film also offers graduate-level certificates in Documentary Studies and Media Management designed to prepare students for careers in the industry. Courses are taught by the Media Studies faculty.

Students who complete a certificate program and subsequently apply and are admitted to the Media Studies master’s program may be able to transfer certificate credits earned with a grade of B or above to the MA program.

Documentary Media Studies

The certificate program in Documentary Media Studies is an opportunity to study documentary history, theory, and practice in a small, intensive program in New York City, the world’s documentary capital. This full-time graduate program is designed to be completed in one year.

The certificate is awarded for completion of 18 credits (five required courses and one elective) and a final short video project.

Upon completion of the program, certificate holders will be qualified to enter documentary media professions through a variety of routes—documentary director/producer, documentary television business, theatrical distribution business, work with film festivals, film magazines, or museums—or to continue graduate school in pursuit of an MA and/or PhD in Media, Anthropology, Film Studies, or related fields.

Students who complete the Certificate in Documentary Media Studies and apply for and are admitted to the MA in Media Studies can transfer all certificate credits earned with a grade of B or above.

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

Media Management

The Certificate in Media Management meets the challenges posed by new and emerging technologies and evolving corporate structures by training students in key aspects of communication industry for the 21st century.

The certificate is awarded for completion of 12 graduate credits: four courses selected from key areas of the Media Studies curriculum and a ten-page synthesis paper. Approved curriculum areas include industry perspectives, media management and leadership, media economics, information technologies, competitive strategies, and corporate responsibility.

The graduate Certificate in Media Management is offered both on campus at The New School and online. Students can complete the certificate on site, online, or in combination.

Students who complete the Certificate in Media Management and apply for and are admitted to the MA in Media Studies can transfer all certificate credits earned with a grade of B or above.

For more information, visit: www.newschool.edu/mmp/.
ADMISSION

The Media Studies program enrolls a diverse group of individuals with a range of academic and professional backgrounds. Admission decisions are based on academic achievement, motivation, and leadership potential as evidenced through prior work or internship experience and letters of recommendation. All applicants must have a baccalaureate degree from a regionally accredited college or university.

Application forms and requirements are found at www.newschool.edu/mediastudies. To help you determine if The New School’s Media Studies program is a good match for your professional and personal interests and goals, you can visit a class in session, attend a group information session, or meet individually with an admission counselor. For scheduling details, visit Admission Events on the website.

Join the Media Studies mailing list to receive additional program information and important announcements.

New students are admitted for the fall and spring semesters. Priority deadlines are February 15 for fall and October 15 for spring.

International Applicants and Other Applicants with Foreign Credentials

All applicants with international transcripts must submit:

• an original transcript from each institution attended outside the United States. If the documents are in a language other than English, a certified English translation must be included.

• a World Education Service (WES) course-by-course credential evaluation of any transcripts you plan to submit. Information about this service can be obtained by visiting www.wes.org. For other approved credential evaluation providers, see the National Association of Credential Evaluation Services (NACES) website at www.naces.org.

• the Test of English as a Foreign Language (TOEFL) score report (administered by the Educational Testing Service–ETS) is required of all international applicants with the exception of citizens of the UK, Ireland, Australia, New Zealand, Canada, or South Africa whose native language is English. The TOEFL score report must be submitted directly to The New School by ETS. The institution code for The New School is 2554; the department code is 83. A minimum score of 100 on the iBT, 250 on the computer-based exam, or 600 on the paper-based exam is required for admission to graduate study. Alternatives to the TOEFL are the Cambridge Advanced Certificate of Proficiency in English (minimum score of C or better) or the Cambridge International English Language Testing System, IELTS (minimum score of 7.0 or better).

Information for International Students

This school is authorized under federal law to enroll non-immigrant alien students. International students coming to the United States must have a proper visa before they will be permitted to register. Consult with an admission counselor about visa requirements before you apply for admission.

OFFICE OF ADMISSION

Merida Escandon, Director
Robert MacDonald, Director
Cory J. Meyers, Associate Director
Henry Watkin, Associate Director
Anita M. Christian, Assistant Director
Cora Lee M. Dixon, Assistant Director
Sharon Greenidge, Assistant Director
Sarah L. Burtch, Admission Counselor
Matt Morgan, Admission Counselor
Naomi Spencer, Office Manager

Contact Information

Media Studies Liaison
Cory J. Meyers, Associate Director,
MeyersC@newschool.edu

For more information about the Master of Arts in Media Studies and an admission packet, add your name the Media Studies mailing list or contact:

Office of Admission
The New School
72 Fifth Avenue, 3rd Floor
New York, NY 10011
phone: 212.229.5630 or 800.862.5039
fax: 212.627.2695
email: nsadmissions@newschool.edu.
FINANCIAL INFORMATION

TUITION AND FEES FOR THE MEDIA STUDIES PROGRAM

Tuition is charged on a per-credit basis. The 2010–2011 rate for graduate Media Studies is $1,175 per credit. Most courses require the purchase of books. In some cases, students will incur additional costs for necessary materials or equipment.

The University Services Fee is $100 per academic term. This fee covers registration services, ID, access to libraries and university computer centers, and transcripts of record, among other services.

A fee of $15 per academic term supports student activities in the graduate creative writing program.

A fee of $5 per semester supports the university’s Student Senate.

In fall and spring terms, students are charged a Health Insurance fee ($733 for fall 2010; $1084 for spring 2011) and a Health Services fee ($260 per semester in 2010–2011). Graduate students may waive these fees by completing the Online Waiver form by the waiver deadline.

SCHOLARSHIPS AND AWARDS

Every applicant (including international applicants) to a graduate program is considered for a merit scholarship as part of the admission process. Awards are based on a review of the complete application. If a scholarship is awarded, the amount will be indicated in the official letter of acceptance to the program.

New School Scholarships and Awards

All graduate students are eligible for various university scholarships, fellowships, and awards. Admitted students who file a financial aid application are considered for all applicable scholarships. For more information, go to Financing Your Education on the website.

Fulbright Program

Fulbright grants are made to U.S. citizens and nationals of other countries for a variety of educational activities, primarily university lecturing, advanced research, graduate study, and teaching in elementary and secondary schools. Since the program’s inception, more than 250,000 participants, chosen for their leadership potential, have been able to study or teach in another country thanks to the program.

The program is sponsored by the U.S. Department of State and administered by the Institute of International Education (IIE). IIE conducts a series of guidance sessions to answer questions about the Fulbright Program. Fulbright Program advisors as well as applicants are welcome to attend the guidance sessions.

At The New School, International Student Services supports the Fulbright Program by acting as liaison between the academic divisions and IIE, ordering and posting publicity, application materials, and supplementary information from IIE, organizing an annual meeting with the IIE representative for Fulbright U.S. Student Programs to discuss opportunities for New School students, collecting basic information about potential applicants and transmitting it to the divisions, acting as receiving agent for applications and other forms, and providing logistical support. For more information, contact International Student Services at 212.984.5327 or ISS@newschool.edu.

STUDENT FINANCIAL SERVICES

The New School provides a comprehensive program of financial services for degree-seeking students, including significant institutional scholarship support to eligible students on the basis of merit and need. There is also a monthly payment plan so that students can pay their fees in installments over the academic year.

Student Financial Services works with students and families of all income levels to explore financing options. Eligible students may apply for assistance under the following federal, state, and institutional aid programs.

Need–Based Scholarships and Grants

Federal Pell Grant
Federal Supplemental Educational Opportunity Grant (FSEOG)
Academic Competitiveness Grant
New York State Tuition Assistance Program (TAP)
New York State Aid for Part-Time Study (APTS)
New York State Regents Opportunity Scholarship Program
New School Scholarships

Loans

William D. Ford Direct Student Loans
William D. Ford Direct Parent Loans for Undergraduate Students (PLUS)
William D. Ford Direct Graduate PLUS Loans
Federal Perkins Loan Program
Alternative (private) credit-based educational loans

Work Programs

Federal Work-Study Program
Media Studies Assistantships
Other Programs

Veterans Benefits
Federal aid to Native Americans

Occupational and Vocational Rehabilitation Program

The New School is an eligible institution for the New York State Occupational and Vocational Rehabilitation Program (OVR). Other states have similar programs. Depending on the state, a student may receive half the cost (or more) of yearly expenses. For information and application, contact the New York Department of Vocational Rehabilitation (or other state equivalent) directly. Students approved by for assistance by a state vocational rehabilitation program must also meet all other entry requirements of The New School.

Grants from Other States

Rhode Island, Vermont, and Washington, D.C., are among jurisdictions offering grants that may be used at New York State institutions, with maximum awards as high as $2,000. Qualification requirements vary from state to state. In all cases, students must maintain a legal permanent address in their home state (a parent’s address is sufficient). For information regarding programs available and their respective requirements, students should contact their home state’s department of education.

HOW TO APPLY FOR FINANCIAL AID

In general, to be eligible for assistance under any of the programs listed above, students must be matriculated in a degree program and be enrolled at least half-time (6 credits per semester). To be eligible for federal assistance, students must not be in default on or owe a refund to any federal aid program. Students interested in applying for need-based assistance programs must complete the Free Application for Federal Student Aid (FAFSA) annually. The New School code is 002780. File this form electronically at www.fafsa.ed.gov. Submitting the FAFSA enables Student Financial Services to receive a need analysis report or Student Aid Report (SAR) electronically.

Estimated Cost of Attendance and Determining Eligibility

The Student Aid Report (SAR) allows Student Financial Services to determine a student’s eligibility for institutional scholarship awards and federal aid programs. The expected student 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. Federal laws regulating the disbursement of funds to students receiving Title IV aid (including Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Academic Competitiveness Grant, William D. Ford Direct 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

Complete information about tuition and fees, educational expenses, billing and payment, and rules and regulations governing aid eligibility is available online at www.newschool.edu/studentservices/financialaid or by contacting Student Financial Services.

Typical School Year Expenses (based on the 2010–2011 Academic Year)

<table>
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<tr>
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<th>Total</th>
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<tbody>
<tr>
<td>Tuition</td>
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<td>Based on 9 credits in fall term and 9 in spring term. (Additional credits are charged at $1,175/credit.)</td>
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<td>University Services Fee</td>
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<td>Divisional Fee</td>
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*Average; campus housing charges vary (includes the annual nonrefundable $250 deposit).
**Estimates; actual expenses will vary.
STUDENT LIFE

COMMUNICATION WITH STUDENTS

MyNewSchool is a customizable Web portal that connects students and employees to the university. Students have access to most services and information through the portal. See more information below under the University Resources and Facilities heading.

The university administration and academic departments routinely communicate with students through New School email. The university provides each student with an email account. Students are required to activate their accounts and check their university email regularly. Official communications are made to the New School email address only. A New School email account can be set up to forward messages to a personal email account, but delivery problems are sometimes encountered with certain providers. For this reason, active use of the New School account for university communications is strongly recommended.

Changes of Address or Telephone Number

Students are responsible for keeping their address and phone number current with the university. Students may update their contact information in MyNewSchool (http://my.newschool.edu) as often as needed. Official university correspondence is mailed to the address designated as “official” or emailed to the student’s New School email address.

STUDENT SENATE

The University Student Senate (USS) is the official university student government of The New School. Student senators are elected by the matriculated students of each academic division. The number of senators from each division is determined by the enrollment of that division. Elections are held in April for the following school year. The USS represents students’ concerns to administration, plans university-wide events, makes suggestions for improving the university, helps with student orientation, works with the provost and deans on academic planning, represents the students on university-wide committees, and works generally to ensure that the student experience at The New School is positive. The USS meets two or three times a month; the schedule is posted on the Student Senate website. Meetings are open to all, and students are encouraged to bring their concerns or ideas to the attention of the USS.

STUDENT SERVICES

New School Student Services offers workshops, lectures, events, and programs that enrich each student’s academic experience at The New School and reflect the university’s diverse student population. It brings together students from all the university’s divisions to build a community dedicated to the principles of fairness, civility, and diversity. Students are encouraged to become involved in student organizations and other leadership programs. Student Services also offers a recreation program and a health education program. Offices include:

- Student Housing and Residence Life
- Student Health Services
- International Student Services
- Student Disability Services
- Student Rights and Responsibilities
- Career Development
- Intercultural Support
- Student Development
- Recreation and Intramural Sports

To find out more about Student Services, visit www.newschool.edu/studentservices.

Student Housing and Residence Life

Student Housing and Residence Life offers undergraduates and graduate students unique living and learning spaces with amenities to suit individual needs and budgets. All residences and some apartment facilities are fully furnished and are staffed with professional residence hall directors and student resident advisors. Through the enthusiasm and creativity of resident advisors, students are exposed to diverse educational and social programs at The New School and in New York City. There is 24-hour security coverage, and our residential staff is trained in handling crises and emergencies should the need arise. The Residence Hall Handbook details housing services and residence hall policies that are 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 subletting opportunities are available in the Student Housing office. Student Housing provides a compilation of these listings upon request. The Off-Campus Housing Resource Guide also provides information about New York City and its neighborhoods and the ins and outs of the local real estate market. Workshops and one-on-one sessions are also available. For more information, visit www.newschool.edu/studentservices/housing.

Food Services

Students may enroll in a meal plan or use campus dining facilities on a cash basis. (Students living in certain residence halls are automatically enrolled in a meal plan.)
Student Health and Counseling Services

Student Health Services promotes the health and well-being of students by providing counseling and medical services, health education, and the Student Health Insurance Plan. All degree, diploma, visiting, mobility, graduate certificate, and nonmatriculating students in undergraduate and graduate degree programs, including students taking courses only online, are automatically charged a Health Services Fee at registration.

Student Health and Counseling Services offers medical services to students who are ill or injured or have questions about their health. A staff of physicians, nurse practitioners, physician assistants, nurses, and office assistants is available to serve students’ medical needs. The counseling services staff—which includes licensed psychologists, clinical social workers, psychological counselors, and a psychiatrist—provides students with a supportive environment to discuss concerns or problems. Counseling Services works with each student to decide on a plan of treatment that addresses these concerns in a reasonable and helpful manner. The Health Education Program offers health-related workshops and training and outreach programs throughout the university. Visit www.newschool.edu/studentservices/health for more information.

Student Health Insurance

The Student Health Insurance Plan offers affordable medical insurance. All degree, diploma, visiting, mobility, graduate certificate, and nonmatriculating students in undergraduate and graduate degree programs, including students taking courses only online, are automatically enrolled in the plan unless they waive participation by demonstrating that they already have comparable health insurance. Graduate and undergraduate students who register for fewer than 6 credits may waive participation without demonstrating that they have other insurance. There is a deadline for waiving student health insurance. For complete information about the Student Health Insurance Plan, visit www.newschool.edu/studentservices/health-insurance.

International Student Services

This school is authorized under federal law to enroll nonimmigrant alien students.

All international students are required to attend an orientation and check in with International Student Services at the beginning of each academic year. The office checks documents to see that students have been properly admitted into the United States and reviews their rights and responsibilities and government regulations.

The mission of International Student Services is to help international students reach their full potential and have positive experiences at The New School. With other members of the university community, International Student Services promotes diversity and respect for other cultures at the university along with offering workshops, printed materials, and other advice and support to students from other countries.

Individual advising is available to every international student. For more information, visit www.newschool.edu/studentservices/international.

Student Disability Services

The New School fosters an environment that encourages all students to reach a high level of achievement. Through student services and programs, the school emphasizes the importance of recognizing and embracing individual differences. In keeping with this philosophy, 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, please 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/studentservices/disability.

Intercultural Support/HEOP

The Office of Intercultural Support (OIS) works with students of diverse backgrounds to build community at The New School. OIS offers individual counseling services and sponsors events and workshops to promote intercultural awareness. The staff works closely with recognized student organizations as well as the University Diversity Committee. The office also administers the Arthur O. Eve Higher Education Opportunity Program and the Student Ombuds Office.

Diversity Initiative

The University Diversity Committee is being reconstituted as the Diversity and Social Justice Committee. The new name reflects the broadening of the mission beyond encouraging diversity to building structures and promoting interactions that foster socially fair relationships among different groups. The committee is currently drafting a new mission statement, which will be available on the New School website when it has been approved by the administration.
CAMPUS CRIME REPORTING AND STATISTICS

The Security and 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 website for the Department of Education: 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.

UNIVERSITY RESOURCES AND FACILITIES

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

MyNewSchool

MyNewSchool is the university’s customizable web portal located at my.newschool.edu. Through a single secure sign-on process, students can access their university email account, view and make changes to their student records, participate in online courses, receive personal and campus announcements, explore library resources, view the financial aid award status, and much more. Most student business is transacted online through MyNewSchool, including registering for classes, verifying financial aid awards, making payment arrangements, and viewing final grades. New students are notified when their MyNewSchool account has been established.

Libraries

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

The University Writing Center

The University Writing Center helps students become better expository writers through individual tutoring sessions in every phase of the writing process. Tutors can help students organize an assignment, develop a rough draft, and revise a paper. Rather than providing a quick-fix editing or proofreading service, the center’s tutors help students develop versatile, lifelong communication skills that will serve them throughout their careers. In addition to professional writers, the staff includes ESOL specialists and speech coaches. More information is available at www.newschool.edu/admin/writingcenter.

Computer Facilities

Students have access to the latest technology in the university’s computer, print, and A/V equipment centers. For centers and hours, visit www.newschool.edu/at and choose Labs and Services. Features include:

- Mac and Windows open labs
- Computer-equipped presentation classrooms
- Advanced video, audio, Web, print design, 2D and 3D modeling and animation programs; and research, statistics and Microsoft Office software and hardware
- AV recording studio with microphones and lighting gear
- Private editing suites, an equipment center, and a print output center
- Self-help and online reservation for select facilities
- Specialty scanners (oversized, slide, film, and drum)

Wireless Internet

The New School provides free wireless Internet access throughout the campus. Students should be sure to have the latest anti-virus and anti-spyware software, which is available for free at MyNewSchool.

University Help Desk

The University Help Desk is the point of contact for students, faculty, and staff requiring assistance or information on all university computing issues. Learn more at www.newschool.edu/at/support/helpdesk.
Office of Career Development

The Office of Career Development promotes a holistic approach to career planning, helping students make sound career decisions to ensure personal and professional growth. The services provided are designed to assist students as they enter the competitive global arena. The services include individual counseling, special programs and workshops, full- and part-time employment opportunities, career resource information, job search strategies, résumé reviews, mock interviews, and cover-letter writing. To facilitate the online search, Career Development posts career information arranged by field on its website.

The online database of job opportunities for New School students is hosted through College Central. To access the database, visit www.collegecentral.com/newschool. Registration is required. The registration process enables students to upload their résumés and search for positions.

Other Resources

Textbooks: Barnes and Noble Booksellers
105 Fifth Avenue at 18th Street
212.675.5500
www.barnesandnoble.com/textbooks
New and used textbooks are available for purchase at the 105 Fifth Avenue Barnes and Noble store.

The Foundation Center
79 Fifth Avenue, 2nd floor
212.620.4230
www.fdncenter.org

Many foundations administer scholarship programs for students, but most funds are granted to colleges and universities, which then distribute awards according to various criteria. A small number of foundations (some 5,000 organizations identified by the Foundation Center) approve grants directly to individuals. These organizations are listed in an online database, and a significant proportion of those grants are for direct scholarships, fellowships, and loans to students. In addition, many foundations will partially or wholly finance graduate student research projects that are relevant to their mission. Students pursuing foundation funding to assist in paying the costs of their education or for their research projects should contact reference librarians at the Foundation Center. To learn more about these special resources for scholarships, visit the www.fdncenter.org.

ACADEMIC POLICIES

Please note that certain published policies and procedures may apply only to certain classes of students. Any student unsure about the applicability of a policy or procedure should consult with his or her academic advisor.

REGISTRATION

The Office of the Registrar registers students for classes, charges tuition and fees, and processes class schedule changes and withdrawals.

Registration Procedures

Registration procedures at The New School vary by school. Refer to the Registration Information website (www.newschool.edu/reginfo) for detailed registration instructions specific to each school and other relevant policy information. Students should follow the registration procedures established for their school.

Note the following specifics regarding registration procedures:

• Exact dates for advising and registration are provided by the student’s department. 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 and summer terms, 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 or in person. 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 emails 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.

• 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 submit vaccination forms).

Registration Holds

In the event that a student fails to satisfy requirements for 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 holds, and students will be subject to any applicable late fees.

**Fulltime and Half-Time Status**

For graduate degree students, full-time status is defined as enrollment in a minimum of either 12 or 9 credits per semester, depending on the program. Half-time status is defined as enrollment in a minimum of one-half the credits required for full-time status (6 or 4.5, depending on the program).

Students with loans or tuition grants from external sources, including New York State TAP awards, should be advised that such programs may require 12 credits for full-time status. It is the student’s responsibility to meet the full-time status requirements as defined by each 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 or in person. 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 the 2nd week of the semester (late-starting courses may be added after the deadline with an advisor’s permission).
- **Dropping a course (deleted from student’s academic transcript):** through the 3rd week of the semester
- **Withdrawal with a grade of W noted on transcript (no academic penalty; see Grades)**
  - Undergraduate students: through the 7th week of the semester
  - Parsons, Mannes graduate students: through the 7th week of the semester
  - All other graduate students: through the end of the semester
- **Withdrawal with a grade of WF noted on academic transcript (equivalent to an F; see Grades)**

- **Undergraduate students:** after the 7th week of the semester
- **Graduate students (only at Parsons and Mannes):** after the 7th week of the semester

Short, late-starting, and online courses have different deadlines. Students should consult the registrar’s website or their advisor for details.

Attendance in class or completion of course requirements does not constitute formal registration and will not make a student eligible to receive credit for any course. Likewise, failure to attend classes, failure to complete coursework, failure to complete payment, or notification of the instructor, does not constitute withdrawal from a course nor cancel charges due. Failure to withdraw officially may result in a permanent grade of WF on the student’s record.

**Pass/Fail Registration**

Students have the option of taking certain courses on a pass/fail, or P/U, basis. If a student has opted for pass/fail, only a grade of P or U may be assigned for that course. Grades of P/U are not included in the cumulative grade point average. In order to take a class pass/fail, the student must file a Petition for Pass/Fail Grade, approved by the course instructor, with the registrar’s office before the end of the “Add” period. Pass/Fail petitions cannot be filed retroactively.

**Auditing Courses**

In order to audit a course, students must obtain the appropriate advisor signatures using an add/drop form and register for the course in-person at the Registrar’s Office. Students cannot register to audit courses via MyNewSchool. Audit fees are listed in the Tuition and Fee Schedule.

**BILLING AND PAYMENT**

For registered continuing students, invoices are sent electronically to the student’s New School email address (@newschool.edu) notifying him or her that the invoice is ready to view at MyNewSchool. Fall semester invoices are available for viewing in early July with payment due by August 10. Invoices for the spring semester are available in December with payment due by January 10. The invoice includes all financial aid authorized as of the date of the invoice.

For students who register just prior to the start of classes tuition and fees, less approved financial aid awards, (including housing fee if applicable) are payable in full at the point of registration, unless a student makes special payment arrangements with Student Financial Services (see Monthly Payment Plan).

Accepted forms of payment: Payment may be made by Visa, MasterCard, Discover, American Express, check
(US funds only), money order, travelers check, cash (in person only), and wire transfer (see instructions below). Students are encouraged to make payment online at MyNewSchool for timely, accurate, and secure posting. Online payment may be made using a U.S. checking or savings account, or Visa, MasterCard, Discover, or American Express credit cards.

Wire Transfer: 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 Financial Services for instructions. Only students who have been admitted and deposited can send funds by wire.

Late Registration and Late Payment Fees

The policy outlined below applies to all continuing degree students, except those returning from a leave of absence or mobility. It does not apply to newly admitted students during their first semester.

Please note that tuition and fee policies are subject to change.

Fall semester: 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 after August 10 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 after January 10 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

Late Fee Appeal Committee
c/o University Registrar
The New School
79 Fifth Avenue, 5th floor
New York, NY 10003

Monthly Payment Plan

The New School offers a monthly payment plan, which is accessible through MyNewSchool. It enables students 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 four or five monthly payments 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 and spring semesters. (This payment plan is not available for summer charges).

All matriculated students taking six or more credits in a semester and New School for Social Research students maintaining status are eligible.

The plan is interest free and there is a $55.00 enrollment fee per semester. Payment for the fall five (5) month plan begins on August 1, and payment for the fall four (4) month plan begins on September 1. Payment for the spring five (5) month plan begins on January 1, and payment for the spring four (4) month plan begins on February 1. Enrollment is through MyNewSchool.

Important Note: All payment plans are based on semester charges. To continue in the monthly payment plan, a students need to re-enroll in the plan in each subsequent semester.

Deferral of Payment for Approved Financial Aid

Students receiving financial aid may defer tuition and fees only if an award has been granted and the proper forms have been signed and returned to Student Financial Services. Approved financial aid awards appear on student invoices and reduce the amount due. Students must make payment in full of any charges not covered by their financial aid package.

It is the student’s responsibility to know the status of his or her financial aid awards, including loans, so that all tuition and other charges are satisfied in a timely fashion. In the event anticipated financial aid or loans are not realized, the student will be required to pay any outstanding balance through other means.

For additional information, contact Student Financial Services.

Deferral of Payment for Employer Reimbursement

Students expecting reimbursement from an employer or sponsor may defer payment of tuition and fees by submitting a signed authorization letter on official employer/sponsor letterhead along with the appropriate
deferral form(s) as described below. This may be done by mail or fax or in person, but not by email.

The authorization letter must show a current date and must include the student’s full name (and, if available, the student’s New School ID number), the amount to be reimbursed, the academic term for which the charges will be covered, the signer’s address and telephone number, and the specific terms for reimbursement (either contingent on receipt of grades or else billable upon registration; see below). Any portion of charges that the employer has not agreed to pay may not be deferred. Registered degree students may fax the forms (instructions below). Nonmatriculated students must submit the forms with their registration.

A registered degree student must submit the authorization and the deferment form(s) to Student Financial Services by the appropriate payment due date in order to avoid the late payment fee. A nonmatriculated (general credit, noncredit, or certificate) student must submit the authorization and deferment form(s) with his or her registration.

Authorization letters and forms should be faxed to 212.229.8582; mailed to The New School, attention Third Party Billing, 79 Fifth Avenue, 5th floor, New York, NY 10003; or brought in person to the cashiering office at 72 Fifth Avenue. Payment may be made online at MyNewSchool.edu by ACH or credit card, or by faxing a credit card authorization along with the deferral form to 212.229.8582. Payment of all charges is the responsibility of the student. The student is liable for any and all deferred charges that the employer does not pay for any reason. The student’s liability is not contingent on receiving grades, receiving passing grades, or completing courses. For answers to questions regarding employer reimbursement, email sfs@newschool.edu or call 212.229.8930, option 2.

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 www.newschool.edu/studentservices and select Billing and Payment.) 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 the 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 is not acceptable. 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.

Refund Schedule and Policies

In the event of early withdrawal, a percentage of tuition will be refunded (see University Refund Schedule below). Refunds will be granted only after the official withdrawal procedure has been completed or the university determines the student is no longer enrolled. Refund processing takes approximately four weeks.

<table>
<thead>
<tr>
<th>University Refund Schedule for Degree Students</th>
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<tbody>
<tr>
<td>Courses dropped</td>
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<tr>
<td>Before semester begins</td>
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<tr>
<td>Within first week of semester</td>
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<td>Within second week of semester</td>
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<tr>
<td>Within third week of semester</td>
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<tr>
<td>Within fourth week of semester</td>
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<tr>
<td>After fourth week of semester</td>
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</tbody>
</table>

Fees, including tuition deposits for new students, are non-refundable. Housing fees are subject to the terms stated in the housing contract.

The above percentages will be applied to the number of credits dropped and the tuition will be recalculated based on the new credit load. Refund amounts will be the difference between tuition already paid and the recalculated tuition. Student financial aid may be affected...
when a student withdraws or drops credits. Students should contact Student Financial Services with questions regarding their account. Failure to complete payment prior to withdrawal does not relieve a student of financial liability.

For students receiving Title IV funds (federal aid) who withdraw officially or unofficially from all classes, refund calculations will be based on the amount of Title IV aid earned and on the amount of time the student was in attendance, using a proportional calculation through 60 percent of the payment period. This calculation has no relationship to the student’s institutional charges. The amount of tuition, fees, housing, and meal plans assessed will be based on the institutional refund policy.

GRADES AND GRADING

Grade Reporting

Faculty members determine the grades that each student receives 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.

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 = 0.0
B- = 2.7   C- = 1.7

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

W = Withdraw
I = Temporary incomplete
N = Permanent incomplete
P = Pass (credits count toward degree)
U = Unsatisfactory (credits do not count toward degree)
AP = Approved (non-credit certificate)
NA = Not approved (non-credit certificate)
GM = Grade not reported

Grade of W

The grade of W may also be issued by an instructor to a graduate student (except at Parsons and Mannes) who has not completed course requirements nor arranged for an Incomplete.

Grade of WF

The grade of WF may be assigned by instructors to a student (undergraduates; graduate students only at Parsons and 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. The WF is equivalent to an F in calculating the grade point average (zero grade points), and no credit is awarded.

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 instructor. 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:

Undergraduate students: Work must be completed no later than the seventh week of the following fall semester for spring or summer term incompletes and no later than the seventh week of the following spring semester for fall term incompletes. Grades of “I” not revised in the prescribed time will be recorded as a final grade of “WF” by the Office of the Registrar.

Graduate students: Work must be completed no later than one year following the end of the class. Grades of “I” not revised in the prescribed time will be recorded as a final grade of “WF” (for Parsons and Mannes graduate students) or “N” (for all other graduate students) by the Office of the Registrar. The grade of “N” does not affect GPA.

Grade-Point Averages

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). After that time has elapsed, 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 may petition for review of any grade up to 60 days after the grade was issued. Before deciding to appeal, the student must 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 pursue the matter as follows:

The student submits a letter outlining any questions and/or objections directly to the faculty member, with a copy to the department chair or director. (If the faculty member is also the chair or director, the copy will be sent to the dean’s office.)

The instructor submits a written response to the student’s letter within one month of receipt, with a copy to the department chair or director (or the dean’s office, if the faculty member is also the chair or director).

If the student is not satisfied by the faculty member’s written response, the student may appeal further by writing and sending copies of previous communications to the dean’s office designee. This designee will convene an appeals committee to review both letters, clarify any outstanding questions or issues, and make a recommendation to the dean of the college. The dean’s decision is final.

ACADEMIC TRANSCRIPTS

An official transcript carries the registrar’s signature and The New School seal, and documents a student’s permanent academic record at the university. Students may have a transcript mailed to the address of their choosing (including other colleges and institutions) by submitting an official request to the Office of the Registrar. This can be done online at MyNewSchool, or by downloading the transcript request form.

Standard transcript services are free of charge. Transcripts are not issued for students with outstanding debts to the university.

ACADEMIC STANDING AND PROGRESS

Degree Completion Term Limits and Extensions of Time

Students must complete degree requirements within five years for the master’s degree. Term limits for the PhD are: ten years at The New School for Social Research and eight years at Milano The New School for Management and Urban Policy. Beyond these time limits, students are not permitted to register unless an extension of time is obtained. Extensions of time may be granted based on a petition submitted by the student and assessed by the student’s academic department.

To petition, the student must outline work completed toward the degree and a plan for completion of the degree. If the extension of time is not granted, the student will be dismissed from the program.

Attendance and Lateness

Federal regulations require that the university monitor attendance for all degree students and notify the appropriate agency of any student receiving financial aid who has not attended a 15-week on site class for 2 or more consecutive weeks (for online classes, 2 or more consecutive weeks of not logging into the class) or 1 week of nonattendance for a 9-week onsite class (for an online class, 7 days or more of not logging into the class).

Students are responsible for knowing and complying with the attendance policy. Students should refer to course syllabi for information about attendance expectations and requirements, or consult their instructors for clarification.

Religious Absences/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.

Retaking a Course

With approval, graduate students with a grade of B– or below and undergraduate students with a grade of F or WF in a course are eligible to retake the course and have the original grade removed from the cumulative GPA. No more than three courses may be retaken during a student’s course of study in any 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 advising or dean’s office to learn the proper procedure prior to registration.

**Academic Standing**

**Undergraduate students** must maintain at least a 2.0 term and cumulative GPA to remain in good academic standing. Students with a term or cumulative GPA of less than 2.0 will be placed on academic probation. Students who earn a term or cumulative GPA of less than 2.0 for two consecutive semesters will be dismissed. Any undergraduate earning a term GPA of less than 1.0 will be dismissed.

Incomplete grades not resolved in the time allocated by the instructor are automatically converted to grades of “WF” and will be considered in determining a student’s academic standing.

**Graduate students** must maintain at least a 3.0 term GPA and cumulative GPA to remain in good academic standing. Students with less than a 3.0 term GPA or cumulative GPA will be placed on academic probation. Students who earn less than a 3.0 term GPA or cumulative GPA for two consecutive semesters will be 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 subject to probation and will not necessarily be allowed to register for more courses and/or equivalency credits the following semester. Students are additionally responsible for meeting department/program academic requirements in order to remain in good academic standing in their 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.

**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 semester classes.

**Dismissal Appeals**

Students who are dismissed from their degree program may petition to their dean’s office to reverse the decision by filing a formal, written appeal. All appeals must be presented in writing, with supporting documentation, within two weeks of receipt of notice of academic dismissal. Students may expect to hear the results of an appeal within two to 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

**Academic Status**

**Leave of Absence**

Students in good academic standing may petition for a leave of absence. Students taking a leave of absence should meet with the assistant director of Academic Student Services (212.229.5615 x2150) and complete the official Exit Form. Leaves of absence are typically approved for one or two semesters, depending on the curriculum and academic requirements of the program. 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 a leave of absence. International students on F1 and J1 visas normally fall out of status and must return to their home countries during the period of a leave. International students should consult International Student Services when contemplating a leave of absence.

Drop and withdrawal deadlines apply with respect to academic records, and refunds are calculated in accordance with the University Refund Schedule.

Leaves of absence for medical reasons require appropriate documentation. To return from a leave taken for medical reasons, a student must submit follow-up documentation indicating that the student is able to continue study, at which point a decision will be made as to the student’s eligibility to return.

If unable to return to study as planned, the student must contact the appropriate academic affairs officer immediately to request an extension of the leave.
**Change of Major or Program**
A graduate student who wishes to change major or concentration must obtain permission from the director of the program and may be required to apply for readmission.

A student matriculated in one degree program who seeks admission to another program must apply for admission to the other program through the proper admission office.

**Withdrawal from a Degree Program**
A student wishing to withdraw completely from the university must meet with the academic affairs officer in his or her division and complete the official Exit Form. Academic records will be maintained in accordance with the registrar’s course 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 who withdrew from study, formally or informally, and later seeks to return to the university will 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
- applied but 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/her degree program

**GRADUATION**

**Requirements for Graduation**
To earn an undergraduate degree, students must have a minimum 2.0 cumulative grade-point average and must complete all degree requirements (as specified in school catalogs and including transfer credit and outstanding incompletes) prior to the graduation date.

To earn a graduate degree, students must have a minimum 3.0 cumulative GPA and must complete all degree requirements (as specified in school catalogs) prior to the graduation date. Doctoral programs may require cumulative GPAs above 3.0.

Graduating students should not receive incomplete grades in any course taken in the final semester of study.

**Petitioning to Graduate**
Students who intend to graduate must submit a Graduation Petition to the Office of the Registrar (through MyNewSchool or by hard copy) and pay the appropriate fee by the dates listed below. The petition must be filed regardless of intent to attend the commencement ceremony:

For January graduation
- Prior to October 1: No fee
- After October 1: $20 late fee
- After November 1: $50 late fee

The final deadline to petition is November 15.

For May graduation
- Prior to February 15: No fee
- After February 15: $20 late fee
- After March 15: $50 late fee

The final deadline to petition is March 30.

**Degree Conferral and Issuing of Diplomas**
The New School confers degrees in January and May. After all semester grades are received and posted, the student’s academic record is evaluated to 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 12 weeks later. Diplomas are not issued to students with outstanding debts to the university.

**The Commencement Ceremony**
The graduation ceremony for both May and January 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 attending the May ceremony must purchase graduation attire from the university supplier.
OTHER UNIVERSITY POLICIES

EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITY

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

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 Office of the General Counsel, The New School, 80 Fifth Avenue, Suite 800, New York, New York 10011. Inquiries may also be referred to: the Office of Federal Contract Compliance Programs, U.S. Department of Labor, 23 Federal Plaza, New York, NY 10278 or the U.S. Equal Employment Opportunity Commission (EEOC), New York District Office, 201 Varick Street, Suite 1009, New York, NY 10014. For individuals with hearing impairments, EEOC’s TDD number is 212.741.3080.

Students or Employees who believe they have been discriminated against on the basis of a disability may contact their division’s dean’s office, their department director, or the office of the senior vice president for Human Resources and Labor Relations, who is the University Disability Official.

STANDARDS OF CONDUCT

The New School reserves the right to deny a person admission to or continuance in its courses of study.

Academic Honesty

Academic honesty, the duty of every member of an academic community to claim authorship of his or her own work and only for that work and to recognize the contributions of others accurately and completely, is fundamental to the integrity of intellectual debate and creative and academic pursuits. All members of the university community are expected to conduct themselves in accordance with the standards of academic honesty. Students are responsible for knowing and making use of proper procedures for writing papers, presenting and performing their work, taking examinations, and doing research. Faculty are equally responsible for informing students of their policies with respect to the limits within which students may collaborate with or seek help from others on specific assignments. Instructors are expected to educate students about the legal and ethical restrictions placed upon creative work and about the consequences of dishonesty in the professional world.

(From the University Policies Governing Student Conduct, page 65) “Academic honesty 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 instructors and other students). The standards of academic honesty and citation of sources apply to all forms of academic work (examinations, essay theses, dissertations, computer work, art and design work, oral presentations and other projects). The standards also include responsibility for meeting the requirements of particular courses of study. The New School recognizes that the different nature of work across the divisions of the university may entail different procedures for citing sources and referring to the work of others. Particular academic procedures, however, are based in universal principles valid in all divisions of The New School and institutions of higher education in general.”

Academic dishonesty includes but is not limited to:

- Cheating on examinations, either by copying another student’s work or by utilizing unauthorized materials.
- Any act of plagiarism, that is, the fraudulent presentation of the written, oral or visual work of others as original.
- Theft of another student’s work.
- Purchase of another student’s work.
- Submitting the same work for more than one course.
- Destruction or defacement of the work of others.
- Aiding or abetting any act of dishonesty.
- Any attempt to gain academic advantage by presenting misleading information, making deceptive statements or falsifying documents.

Statement of Ethical Responsibility for Research Involving Human Subjects

New School faculty and staff engaged in research or supervising student research projects must be aware of their responsibilities for ethical conduct in any project involving the use of human subjects. Faculty and staff are responsible for research done by students under their supervision with respect to these matters. Each research design must be examined for possible risk to subjects. If even minor risk of physical, psychological, sociological,
or other harm may be involved, the faculty or staff member must consult with the university Institutional Review Board. The full policy with guidelines and consent forms can be found on the website at www.newschool.edu/admin/provost.

**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.

**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 receive in their admission packet an immunization and meningitis documentation form that must be completed and submitted 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 at www.newschool.edu/studentaffairs/health.

**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 2010–2011 academic year, the university reports the “persistence rate” for the year 2009 (i.e., the percentage of all freshmen studying full time in fall 2009 who were still studying full time in the same degree programs in fall 2010). This information can be found under the common data set information on the Office of Institutional research website at www.newschool.edu/admin/oir.

**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.

**USE OF PHOTOGRAPHS**

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.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

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

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

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

- The right to inspect and review the student’s education records within 45 days of the day the university receives a request for access.
- A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

A student who wishes to ask the university to amend a record should write to the university official responsible for the record, clearly identify the part of the record the student wants changed, and specify why, in the student’s opinion, it should be changed.

- If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

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

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

The name and address of the office that administers FERPA is:

- Family Policy Compliance Office
- U.S. Department of Education
- 400 Maryland Avenue, SW
- Washington, DC 20202-5901
THE UNIVERSITY

The New School, a privately supported institution, is chartered as a university by the Regents of the State of New York. The university is comprised of several academic divisions, which are described below.

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Joel Towers  
Executive Dean  
Parsons The New School for Design

BOARD OF TRUSTEES

Names of trustees may be found on the website at www.newschool.edu/administration
THE DIVISIONS OF THE NEW SCHOOL

Eugene Lang College The New School for Liberal Arts
65 West 11th Street, New York NY 10011
212.229.5665, www.newschool.edu/lang

Eugene Lang College is The New School’s four-year liberal arts college for traditional-age undergraduates. In 1985, the school was named in honor of the educational philanthropist and New School trustee Eugene M. Lang. Students study in small seminar-style classes taught by a faculty that includes many prominent scholars (some with joint appointments with The New School for Social Research). The Bachelor of Arts degree is offered in the Arts, Culture and Media, Economics, Environmental Studies, Global Studies, History, Interdisciplinary Science, Literary Studies, Philosophy, Politics, Psychology, Urban Studies, or Liberal Arts. Liberal Arts majors can pursue a self-designed program of study or complete interdisciplinary programs in Education Studies, Religious Studies, and Social Inquiry. Lang also offers five-year BA/BFA dual-degree programs with Parsons The New School for Design and The New School for Jazz and Contemporary Music. Qualified students can pursue an accelerated bachelor’s/master’s program with several graduate programs of The New School.

Mannes College The New School for Music
150 West 85th Street, New York, NY 10024
212.580.0210, www.newschool.edu/mannes

Mannes is a leading conservatory of classical music, founded in 1916 by David Mannes and Clara Damrosch Mannes. The college provides professional training for some of the most highly qualified undergraduate and graduate students in the world. A comprehensive curriculum, a faculty of world-class artists, and the resources of an innovative university support students in their quest for virtuosity. Mannes offers Bachelor of Music, Bachelor of Science, and Master of Music degrees, and undergraduate and professional music diplomas. Students can major in every classical instrument, orchestral or choral conducting, composition, theory, or voice. The Preparatory Division offers music education for children ages 4 to 18, and the Extension Division offers classes for nonmatriculated adult students at every level of proficiency. Mannes students come from every corner of the world. The faculty features performers and conductors from prominent orchestras, ensembles, and opera companies, and renowned solo performers, composers, and scholars from every field of classical music.

The New School for Drama
151 Bank Street, New York, NY 10014
212.229.5150, www.newschool.edu/drama

The New School has been a center of innovation in theater since Erwin Piscator founded the Dramatic Workshop at the university in the 1940s. Today The New School for Drama prepares talented graduate students for lives and careers as performing artists. The school awards the MFA in Acting, Directing, or Playwriting. Students work under the instruction of distinguished theater professionals in small, challenging classes. The three-year program is progressive: Students begin with self-discovery, develop technical skills in the second year, and finish by writing, directing, and acting in productions and developing a business plan. New York City offers Drama students both limitless opportunities to learn through observation and a wealth of career possibilities.

The New School for General Studies and Milano the New School for Management and Urban Policy
66 West 12th Street, New York, NY 10011
212.229.5615, www.newschool.edu/generalstudies
72 Fifth Avenue, New York, NY 10011
212.229.5400, www.newschool.edu/milano

During the 2010-2011 academic year, The New School for General Studies and Milano The New School for Management Urban Policy are advancing a major initiative that will bring them together as one university division.

The New School for General Studies: A pioneer of lifelong education in the United States, The New School for General Studies is still a center of innovation. Its offerings include a bachelor’s degree program for returning students, graduate degree programs that integrate theory and practice, and a broad and serious curriculum open to noncredit students. The school offers the following degrees: the BA and BS in Liberal Arts, BA and BS in Environmental Studies, BA in Global Studies, the BFA in Musical Theater (in association with the American Musical and Dramatic Academy), MA in Media Studies, MFA in Creative Writing, and MA in TESOL. The New School offers graduate-level certificates in Documentary Media Studies and Media Management and undergraduate and noncredit certificates in Creative Arts Therapy, Teaching English to Speakers of Other Languages, English as a Second Language, ESL + Design, Film Production, and Screenwriting. Accelerated joint bachelor’s/master’s degree options are available in several graduate programs at the university. The curriculum open to noncredit students includes
courses in history, psychology, literature, philosophy, film and media studies, visual arts, acting, writing, management and business, foreign languages, and food studies.

**Milano The New School for Management and Urban Policy:** The Graduate School of Management and Urban Policy was established in 1975 and later named for late university trustee Robert J. Milano. Today the school trains working professionals for leadership in government, corporations, and nongovernmental and community organizations. Milano’s faculty of leading scholars and working practitioners use New York City as a training ground and laboratory for their students. The school offers MS degrees in Environmental Policy and Sustainability Management, Nonprofit Management, Organizational Change Management, and Urban Policy Analysis and Management; an MA or MS in International Affairs; a PhD in Public and Urban Policy; and post-master’s certificates in Leadership and Change, Organizational Development, and Sustainability Strategies.

**The New School for Jazz and Contemporary Music**

55 West 13th Street, 5th floor, New York, NY 10011  
212.229.5896, www.newschool.edu/jazz

Established in 1986, The New School for Jazz and Contemporary Music offers talented musicians an opportunity to train with professional artists from New York City’s illustrious jazz community. The school’s teaching model is based on the tradition of the artist as mentor; students work with accomplished musicians immersed in the history and evolution of jazz, blues, pop, and newer genres. Learning takes place in three environments: the classroom (through instruction in ensemble playing, instrumental music, music history, music theory, and related topics), tutorial instrumental study (through one-on-one sessions with renowned musicians), and master classes (through lectures, performances, and workshops). In these settings, students develop their creative talent while working to meet the high standards set by their instructors. Students earn the BFA in Jazz and Contemporary Music or a dual-degree, BA/BFA, in a five-year program with Eugene Lang College The New School for Liberal Arts.

**The New School for Social Research**

16 East 16th Street, New York, NY 10003  
212.229.5700, www.newschool.edu/socialresearch

In 1933, The New School gave a home to the University in Exile, a refuge for German scholars fleeing persecution by the Nazis. In 1934, The New School incorporated this community as a graduate school of political and social science. This division appropriately retains the name of The New School for Social Research. It is a seat of world-class scholarship with many opportunities to cross disciplinary boundaries and collaborate with social scientists, humanists, and designers and artists in other divisions of the university. The New School for Social Research offers master’s and doctoral degrees in anthropology, economics, philosophy, political science, psychology (research and clinical), and sociology, and interdisciplinary master’s degrees in historical studies and liberal studies.

**Parsons The New School for Design**

2 West 13th Street, New York, NY 10011  
212.229.8950, www.newschool.edu/parsons

Parsons is one of the preeminent colleges of art and design in the world. Its students learn critical thinking, social engagement, collaborative methods, and global perspective. Its graduates contribute to the quality of life with their beautiful products, built environments, and visual communications. They are leaders in design creativity, business, and scholarship. Founded in 1896 by artist William Merritt Chase and his circle, the school was named in 1936 for its longtime president, Frank Alva Parsons, who dedicated his career to integrating visual art and industrial design. Parsons offers the following degree programs: BFA or a five-year BA/BFA dual-degree program in Architectural Design, Communication Design, Design and Technology, Fashion Design, Fine Arts, Illustration, Integrated Design, Interior Design, Photography, and Product Design; BBA in Design and Management; BA in Environmental Studies; BS in Environmental Studies and Urban Design; AAS in Fashion Marketing, Fashion Studies, Graphic Design, and Interior Design; MFA in Design and Technology, Fashion Design and Society, Fine Arts, Interior Design, Lighting Design, Photography, and Transdisciplinary Design; MArch; MArch/MFA (dual degree) in Lighting Design; and MA in History of Decorative Arts and Design and Fashion Studies. The following programs are in development: MA Urban Design Studies; MS Design Management, and MS Urban Design Ecologies. Nonmatriculated students of all ages can participate in certificate and general art and design education programs: Summer Intensive Studies (pre-college and college level), Continuing Education (for adults), and the Pre-College Academy (for young people in grades 4–12).