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ABOUT THE NEW SCHOOL

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

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

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THE NEW SCHOOL IN BRIEF

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

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

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

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

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

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

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

Eugene Lang College of Liberal Arts
newschool.edu/lang
65 West 11th Street, New York NY 10011 | 212.229.5665
At Eugene Lang College of Liberal Arts, part of The New School in NYC, scholarly rigor meets intellectual freedom. This small, progressive liberal arts college is designed for fiercely independent scholars. Students map out their own curriculum. They immerse themselves in primary texts rather than textbooks, attend small seminars rather than large lectures, work closely with faculty, and become part of a community committed to social justice. Lang students ask the big questions, challenge assumptions, and develop their potential by studying disciplines across our entire university.

**Parsons Paris**
www.newschool.edu/parsons-paris
45 rue Saint-Roch, 75001 Paris, France | +33 (0)1.76.21.76.40

Nearly a century ago, Parsons chose Paris, one of the world’s creative centers, as an ideal site in which to offer students an innovative academic path. Today, Parsons’ unique connections throughout Paris and with the rest of Europe and New York City give students a one-of-a-kind education in an intimate, atelier-like setting that fosters close collaboration and interdisciplinary learning.

Parsons Paris offers the following undergraduate and graduate degrees at its campus in the heart of the city:
- Art, Media, and Technology (BFA)
- Fashion Design (BFA)
- Fashion Studies (MA)
- History of Design and Curatorial Studies (MA)
- Strategic Design and Management (BBA)

In our historic building in the first arrondissement, students work closely with faculty and peers to establish the creative and professional practices needed to lead in emerging fields and global contexts. They benefit from the advantages of a flexible, American-style education in a city celebrated for its legendary artisanal traditions and access to makers and thinkers throughout the region. Local partners, including ENSAD (École Nationale Supérieure des Arts Décoratifs) and le Musée des Arts Décoratifs provide students with exceptional resources and enable them to explore studio practices in a French setting. Because Parsons Paris is part of The New School, students can collaborate and learn across disciplines—including complete minors—through travel to the New York campus and through online learning. They graduate with the creative network, critical abilities, and global orientation called for in the developing innovation economy.

**Parsons School of Design**
newschool.edu/parsons
2 West 13th Street, New York, NY 10011 | 212.229.8950
Parsons School of Design is the only major design school within a comprehensive university, The New School. Ranked by Quacquarelli Symonds 2015 World University Rankings as the country’s top art and design school, Parsons is at the vanguard of design education, providing artists, designers, and scholars with the skills needed to devise design-led approaches to complex contemporary challenges—from sustainability to social and economic inequalities to globalization in creative industries. A proven design education methodology produces graduates with a passionate commitment to technical mastery and reflective practice through inquiry, radical ideas, iterative experimentation, and creative collaboration. In addition to its bachelor’s, master’s, and associate’s degree programs, Parsons offers general art and design courses and certificate programs for students of all ages.

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

Students pursue degrees at Parsons’ home campus in New York City and at Parsons Paris. They also gain international experience taking courses online and with partner universities worldwide.

**Schools of Public Engagement**
newschool.edu/publicengagement
66 West 12th Street, New York, NY 10011 | 212.229.5615
These schools and programs are designed for the intellectually curious and creative, at all stages of life and career, who are passionate about social justice around the world. Here students are asked to challenge what others take for granted. We offer innovative graduate and undergraduate programs in media, creative writing, languages/TESOL, international affairs, policy, and management that integrate real-world practice with cutting-edge theory.

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

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

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

**School of Media Studies**
Our media studies programs are based on the belief that media can be a tool for social good. Students learn to think critically about the history of media and its evolving forms, with the aim of designing solutions to real problems. They are prepared for careers as media makers, critics, managers, and entrepreneurs able to interpret and improve our highly mediated world through critical reflection.
School of Languages
The ability to communicate across languages and cultures is an essential skill in a global economy. The School of Languages offers degree and certificate programs in English language instruction, and for-credit, open enrollment, and weekend immersion courses in more than a dozen foreign languages.

The New School for Social Research
newschool.edu/socialresearch
16 East 16th Street, New York, NY 10003 | 212.229.5700
In 1933, The New School gave a home to the University in Exile, a refuge for scholars fleeing persecution by the Nazis. Today The New School for Social Research (NSSR) is an internationally renowned graduate school where scholars, practitioners, and innovators guide students to understand the world around them in intellectually intense, heterodox ways. Our interdisciplinary master’s and doctoral degree programs in the social sciences break with traditional modes of thinking. Students build new knowledge through research, become critical and creative scholars, and learn to grapple with the tensions of contemporary society.

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

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

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

- Parsons School of Design has been accredited by the National Association of Schools of Art and Design (NASAD) since 1966. The BBA in Strategic Design and Management meets NASAD standards for the Bachelor of Arts—four years: Design and Management. It is registered as a Bachelor of Business Administration through the New York State Education Department (NYSED) and is listed as a Bachelor of Business Administration in Strategic Design and Management by The New School.

- The master’s program in Architecture has been accredited by the National Architectural Accrediting Board since 1994.

- The graduate Clinical Psychology program has been accredited by the American Psychological Association since 1981.

- The master’s program in Public and Urban Policy has been accredited by the National Association of Schools of Public Affairs and Administration since 1988.

HEOA AND DISTANCE LEARNING
The New School monitors developments in state laws in every state. If authorization or licensure is necessary or becomes necessary, The New School will obtain the required additional approvals. The New School is currently authorized, licensed, exempt, or not subject to approval in 36 states. For additional information for students enrolling in a New School online program, see newschool.edu/provost/accreditation.

ACADEMIC PROGRAMS CODES

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### The New School for Social Research

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**University-Wide Subject Codes**

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GRADUATION & RETENTION RATES

DEFINITIONS

FULL-TIME/FIRST-TIME FRESHMAN refers to a student who has no prior postsecondary experience and attending The New School for the first time at the undergraduate level. This includes students who: (1) are enrolled in academic or occupational programs; (2) are enrolled in the fall term who attended college for the first time in the prior summer term; and (3) entered with advanced standing (i.e. with college credits earned before graduation from high school).

GRADUATION RATE WITHIN 100% OF NORMAL TIME TO COMPLETION 100 percent corresponds to four years for 4-year bachelor programs and five years for 5-year BA/BFA pathway. For example, the four-year graduation rate for the first-time/full-time freshmen degree cohort entering in fall 2008 is measured in fall 2012.

GRADUATION RATE WITHIN 150% OF NORMAL TIME TO COMPLETION 150 percent corresponds to six years for 4-year bachelor programs and 7.5 years for 5-year BA/BFA pathway. For example, the six-year rate graduation for the first-time/full-time freshmen degree cohort entering in fall 2008 is measured in fall 2014.

NEW GRADUATE-LEVEL (MASTERS) refers to a student who may or may not have taken prior graduate-level classes, but is new to The New School graduate-level.

PELL RECIPIENT refers to an undergraduate student who received funds from the Federal pell grant program at the time of entry.

STUDENT TIME STATUS described as either full-time or part-time refers to the proportion of time a student is enrolled in a given term, as measured by the number of credits a student is taking. The number of registered credits to be considered full-time or part-time differs for undergraduate and graduate students.

UNDERGRADUATE TRANSFER-IN STUDENT refers to a student entering The New School for the first time but known to have previously attended a postsecondary institution at the undergraduate level. The student may transfer with or without credit.
# UNIVERSITY-LEVEL SUMMARY

## ENTERING COHORT(COUNT) AND RETENTION, GRADUATION RATE (%)

### BACHELORS (FRESHMEN)

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### BACHELORS (TRANSFER)

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## UNIVERSITY-LEVEL SUMMARY

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**GRADUATION RATE WITHIN 100% OF NORMAL TIME TO COMPLETION(%)**

U.S. Citizens
- Hispanic or Latino
- Non-Hispanic
  - Asian
  - Black or African American
  - White
  - Two or More Races

Non-Resident Aliens

**GRADUATION RATE WITHIN 150% OF NORMAL TIME TO COMPLETION(%)**

U.S. Citizens
- Hispanic or Latino
- Non-Hispanic
  - Asian
  - Black or African American
  - White
  - Two or More Races

Non-Resident Aliens
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GRADUATION RATE WITHIN 100% OF NORMAL TIME TO COMPLETION: FIRST TIME/FULL-TIME FRESHMEN IN BACCALAUREATE DEGREE

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GRADUATION RATE WITHIN 150% OF NORMAL TIME TO COMPLETION: FIRST TIME/FULL-TIME FRESHMEN IN BACCALAUREATE DEGREE

U.S. Citizens  Non-Resident Aliens
GRADUATION RATE WITHIN 100% AND 150% OF NORMAL TIME TO COMPLETION: FULL-TIME UNDERGRADUATE FRESHMEN PELL AND NON-PELL RECIPIENTS IN BACCALAUREATE DEGREE

GRADUATION RATE WITHIN 100% OF NORMAL TIME TO COMPLETION(%)

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GRADUATION RATE WITHIN 150% OF NORMAL TIME TO COMPLETION(%)

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GRADUATION RATE WITHIN 100% AND 150% OF NORMAL TIME TO COMPLETION: FULL-TIME UNDERGRADUATE FRESHMEN BY GENDER

GRADUATION RATE WITHIN 100% OF NORMAL TIME TO COMPLETION(%)

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GRADUATION RATE WITHIN 150% OF NORMAL TIME TO COMPLETION(%)

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ABOUT PARSONS PARIS

Florence Leclerc-Dickler, Dean
Mike Fakih, Director of Admission
Arnaud Hedin, Academic Coordinator
Meo Kositpaiboon, Coordinator of Advising
Edward S. Mills III, Director of Faculty Affairs & Academic Planning
Loren Ringer, Director of Administration & Planning
C. Bridget O’Rourke, Director of Studies
Ivan Twohig, Director of Technology

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+33 (0)1.76.21.76.40

MESSAGE FROM THE DEAN

Dear Students,

Our international team is eager to welcome you at Parsons Paris, a unique campus based in the heart of Europe: Paris is a city where fashion, art history, technology, and critical thinking reverberate on both sides of the river Seine and beyond. Parsons Paris offers a wonderful opportunity for students to focus on their topic of studies within an atelier-scale environment. Our programs promote in-depth exploration of specific skills and the possibility for cross-disciplinary collaboration.

Studying at Parsons Paris means belonging to a community where tolerance, discussion, challenging thinking and social awareness are the founding stones of our school. We look forward to welcoming you within this community!

Florence Leclerc-Dickler

FACULTY

Visit the Faculty page (http://www.newschool.edu/parsons-paris/faculty/) of the Parsons Paris website to learn more about our faculty.
ABOUT PARSONS

ADMINISTRATION

Joel Towers, Executive Dean
Jen Rhee, Director, Academic Communications
Nadine Bourgeois, Dean, Academic Planning
Kelly Grossi, Associate Dean
Scott Amen, Senior Director, Administrative Operations
Tanesha Jemison, Senior Director, Budget and Operations
Tim Jensen, Director, Course Planning
Mariah Doren, Assistant Dean, Curriculum and Learning
Soo Chon, Assistant Dean, Full-Time Faculty
Meredith Mullane, Associate Dean, Global Initiatives
Marlene Campbell, Senior Director, Grants and Restricted Funds
Geycel Best, Assistant Dean, Part-Time Faculty
Radhika Subramaniam, Director/Chief Curator, Sheila C. Johnson Design Center
Joe Hosking, Assistant Dean, Student Affairs
Susan Austin, Director, Student Initiatives
Sarah Lawrence, Dean, School of Art and Design History and Theory
Anne Gaines, Dean, School of Art, Media and Technology
Robert Kirkbride, Dean, School of Constructed Environments
Jane Pirone, Dean, School of Design Strategies
Burak Cakmak, Dean, School of Fashion

A BRIEF GUIDE TO PARSONS SCHOOL OF DESIGN

Parsons prepares students to be independent thinkers who creatively and critically address the complex human conditions of 21st-century culture. We are creating a diverse learning environment for developing intelligent and reflective practices through studio-based research and critical scholarship in order to make meaningful and sustainable contributions to today’s global society. As a division of The New School, Parsons builds on the university’s legacy of progressive ideals, scholarship, and educational methods. Our faculty challenges convention through a setting and philosophy that encourages formal experimentation, nurtures alternative world views, and cultivates forward-thinking leaders and creative professionals in a world increasingly influenced by art and design.

The New School was founded in 1919 as a “center for discussion, instruction, and counseling for mature men and women.” Today it is a thriving urban university offering undergraduate and graduate degrees in the liberal arts and social sciences, design, and the performing arts. The New School, a privately supported institution, is chartered as a university by the Board of Regents of the State of New York. Its degree and certificate programs are approved by the New York State Division of Veterans Affairs.

Facts About Parsons

- Founded in 1896 by New York City artist William Merritt Chase and associates.
- Named in 1936 for longtime president Frank Alvah Parsons, who devoted his life to integrating visual art and industrial design.
- Became a division of The New School in 1970.
- Current enrollment: Parsons enrolls more than 5,000 students in its undergraduate and graduate degree programs. The New School as a whole enrolls more than 10,000 matriculated students.
- The Parsons faculty includes approximately 160 full-time members and nearly 1,000 part-time instructors. The majority of faculty members are working professional artists and designers.

The Five Schools

The School of Art and Design History and Theory
The following academic programs are offered:

- MA Design Studies
- MA Fashion Studies
- MA History of Design and Curatorial Studies

The School of Art, Media, and Technology
The following academic programs are offered:

- AAS Graphic Design
- BFA Communication Design
- BFA Design and Technology
- BFA Fine Arts
- BFA Illustration
- BFA Photography
- MFA Design and Technology
- MFA Fine Arts
- MFA Photography
- MS Data Visualization

The School of Constructed Environments
The following academic programs are offered:

- AAS Interior Design
- BFA Architectural Design
- BFA Interior Design
- BFA Product Design
- MArch Architecture
- MArch/MFA Architecture and Lighting Design [dual degree]
- MFA Industrial Design
- MFA Interior Design
- MFA Interior Design and Lighting Design [double major]
- MFA Lighting Design

The School of Design Strategies
The following academic programs are offered:

- BBA Strategic Design and Management
• BFA Integrated Design
• Graduate Certificate in Business of Design
• MA Theories of Urban Practice
• MFA Transdisciplinary Design
• MS Design and Urban Ecologies
• MS Strategic Design and Management

The School of Fashion
The following academic programs are offered:

• AAS Fashion Design
• AAS Fashion Marketing
• BFA Fashion Design
• MFA Fashion Design and Society

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Renaud Dutreil
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Cynthia Germanotta
Leslie Ghize
Julie Gilhart
Jerome S. Griffith
Joseph R. Gromek
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Sheila C. Johnson
Donna Karan
Reed D. Krakoff
Dee MacDonald-Miller
Nancy Mahon
Jacki Nemerov
Mazdack Rassi
Liz Rodbell
Paul F. Rosengard
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Peter Sallick
Denise V. Seegal
Mortimer Singer
Tomio Taki
Pamela Thomas-Graham
Jeffrey M. Weiss
Colin S. A. Welch

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Hélène David-Weill
Anna-Maria Kellen
Jack Lenor Larsen
Dianne H. Pilgrim
FACULTY

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Design Strategies
BA, Parsons School of Design

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BS, Howard University

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PhD, Columbia University

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DAE, Columbia University

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BFA, Parsons The New School for Design

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MA, Central St. Martins College of Arts Design

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Caroline Dionne
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MFA, University of New South Wales

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Associate Professor
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Shelley Fox
Donna Karan Professor
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MA, Central St. Martins College of Arts Design

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Lacie Garnes
Assistant Professor
Art, Media and Technology
MFA, The School of the Art Institute of Chicago

Andrea Geyer
Associate Professor
Art, Media and Technology
Diploma Fine Arts, Academy of Fine Arts
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<td>Design Strategies</td>
<td>D.E.A., Université de Pau; J.D./L.L.B. equivalent, Ludwig-Maximillians Universität</td>
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H. Lan Thao Lam
Assistant Professor
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Design Strategies
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Joffrey Moolhuizen
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PhD, Yale University

Katherine Moriwaki
Assistant Professor
Art, Media and Technology
MPS, New York University
William Morrish
Professor
Constructed Environments
MArch, Harvard University

Emily Moss
Assistant Professor
Art, Media and Technology
MArch, Harvard University

Lisa Norton
Professor
Design Strategies
MFA, Cranbrook Academy of Art

Rory O’Dea
Assistant Professor
Art and Design History and Theory
PhD, New York University

Kichisaburo Ogawa
Assistant Professor
Fashion
BA, Bunka Fashion College

Jeanine Olseon
Assistant Professor
Art, Media and Technology
MFA, Rutgers University

Rosemary O’Neill
Associate Professor
Art and Design History and Theory
PhD, Graduate School and University Center,
City University of New York

James Osman
Assistant Professor
Design Strategies
MFA, Queens College

Arthur Ou
Assistant Professor
Art, Media and Technology
MFA, Yale University

Carol Overby
Assistant Professor
Design Strategies
MBA, University of Chicago

YuJune Park
Assistant Professor
Art, Media and Technology
MFA, Yale University School of Art

Lara Penin
Associate Professor
Design Strategies
PhD, Politecnico di Milano University

Jane Pirone
Associate Professor
Dean, Design Strategies
MS, Polytechnic Institute

George Pitts
Assistant Professor
Art, Media and Technology
BA, Bennington College

Donald Porcaro
Associate Professor
Art, Media and Technology
MFA, Columbia University

Derek Porter
Associate Professor
Constructed Environments
BFA, Kansas City Art Institute

Julia Poteat
Assistant Professor
Fashion
BFA, Pratt Institute

Sreshta Rit Premnath
Assistant Professor
Art, Media and Technology
MFA, Bard College

Robert Rabinovitz
Associate Professor
Design Strategies
MFA, Cranbrook Academy of Art

James Ramer
Associate Professor
Art, Media and Technology
MFA, Memphis College of Art

Lauren Redniss
Assistant Professor
Illustration, BFA
MFA, School of Visual Arts

Gabriela Perez Rendon
Assistant Professor
Design Strategies
M.Sc., Delft University of Technology

Timo Rissanen
Assistant Professor
Fashion
PhD, University of Technology, Sydney

John Roach
Assistant Professor
Design Strategies
MFA, Hunter College
Matthew Robb  
Assistant Professor  
Design Strategies  
PhD, The New School for Social Research

Ethan Robey  
Associate Professor  
Art and Design History and Theory  
PhD, Columbia University

Andrew Robinson  
Assistant Professor  
Design Strategies  
MFA, School of Visual Arts

Miguel Robles-Duran  
Assistant Professor  
Design Strategies  
MA, Berlage Institute, Rotterdam

Jonsara Ruth  
Assistant Professor  
Constructed Environments  
MArch, Cranbrook Academy of Art

Francesca Sammaritano  
Assistant Professor  
Fashion  
BFA, Parsons The New School for Design

Laura Sansone  
Assistant Professor  
Design Strategies  
MFA, Cranbrook Academy of Art

Daniel Sauter  
Associate Professor  
Art, Media and Technology  
MFA, University of California, Los Angeles

Christian Schneider  
Associate Professor  
Design Strategies  
Dip. Istituto Europeo di Design, Milan

Luciana Scrutchen  
Assistant Professor  
Fashion  
MFA, Parsons The New School for Design

Anezka Sebek  
Associate Professor  
Art, Media and Technology  
PhD, The New School for Social Research

Sabine Seymour  
Assistant Professor  
Fashion  
PhD, Vienna University of Economics and Business

John Sharp  
Associate Professor  
Art, Media and Technology  
PhD, Indiana University

Andrew Shea  
Assistant Professor  
Design Strategies  
MFA, Maryland Institute College of Art

Glenn Shrum  
Assistant Professor  
Constructed Environments  
MFA, Maryland Institute College of Art

Eduardo Staszowski  
Assistant Professor  
Design Strategies  
PhD, Politecnico di Milano University

Colin Stearns  
Assistant Professor  
Art, Media and Technology  
MFA, Hunter College

Joel Stoehr  
Assistant Professor  
Constructed Environments  
MFA, Cranbrook Academy of Art

Radhika Subramaniam  
Assistant Professor  
Art and Design History and Theory  
PhD, New York University

Lucille Tenazas  
Henry Wolf Professor  
Art, Media and Technology  
MFA, Cranbrook Academy of Art

Ioanna Theocharopoulou  
Assistant Professor  
Constructed Environments  
PhD, Columbia University

Joel Towers  
Associate Professor  
Executive Dean  
MArch, Columbia University

Georgia Traganou  
Associate Professor  
Art and Design History and Theory  
PhD, University of Westminster

Sven Travis  
Associate Professor  
Art, Media and Technology  
BFA, Rhode Island School of Design
Evren Uzer  
Assistant Professor  
Design Strategies  
PhD, Istanbul Technical University  

Michael Verbos  
Instructor  
Constructed Environments  
BFA, The Rhode Island School of Design  

Hans Otto von Busch  
Assistant Professor  
Design Strategies  
PhD, University of Gothenburg  

Jessica Walker  
Assistant Professor  
SPACE  
MFA, San Francisco State University  

Julia Wargaski  
Assistant Professor  
Art, Media and Technology  
BFA, Parsons The New School for Design  

Yvonne Watson  
Associate Professor  
Fashion  
MA, Nottingham Trent University  

Melinda Wax  
Assistant Professor  
SPACE  
MS, Pratt Institute  

Thomas Werner  
Assistant Professor  
Art, Media and Technology  
BA, Art Center College of Design  

Peter Wheelwright  
Associate Professor  
Constructed Environments  
MArch, Princeton University  

Anthony Whitfield  
Associate Professor  
Art and Design History and Theory  
BA, Sarah Lawrence College  

Nadia Williams  
Assistant Professor  
SPACE  
BFA, Parsons School for Design  

Katherine Wolkoff  
Assistant Professor  
Art, Media and Technology  
MFA, Yale University  

Johanne Woodcock  
Associate Professor  
Constructed Environments  
MArch, Columbia University  

Susan Yelavich  
Associate Professor  
Art and Design History and Theory  
MFA, Cranbrook Academy of Art  

Alfred Zollinger  
Associate Professor  
Constructed Environments  
MArch, Cranbrook Academy of Art  

Part-Time Faculty  
Parsons has a part-time faculty of approximately 1,000 members, almost all of whom are working professionals in their fields. Visit the Faculty page of the Parsons website to learn more about our distinguished part-time faculty.
ACADEMICS

COURSE DESCRIPTIONS

Course descriptions contain prerequisite and corequisite information as well as any other restrictions that apply. Course descriptions are published in the University Course Catalog: [www.newschool.edu/ucc/courses.aspx](http://www.newschool.edu/ucc/courses.aspx). General course distribution and other program requirements are described below.

ACADEMIC CALENDAR

The University’s Academic Calendar may be found at [http://www.newschool.edu/registrar/academic-calendar/parsons-paris/](http://www.newschool.edu/registrar/academic-calendar/parsons-paris/).

CAPACITIES WORTH SHARING

At The New School, general education now takes the form of “Shared Capacities,” a novel approach that is focused on student abilities and learning outcomes. More than a set of course requirements, Shared Capacities are the competencies or skills that undergraduates should develop over the course of their education. Rather than isolating these abilities in core or distribution requirements, we weave them into every student’s course of study throughout all four years of their undergraduate education, linking them with specific outcomes that students are expected to achieve in their coursework. This ensures that students develop the capacities that will enrich their lives intellectually and prepare them for the demands of the 21st century.

There are 10 Shared Capacities. The first five are the academic skills that all undergraduate students should develop by the time they graduate. They are:

1. Critical Analysis;
2. Multi-modal Communication;
3. Quantitative Reasoning;
4. Research Literacy; and
5. Scientific Method.

The next five are the capacities that are unique to a New School undergraduate education. They are:

1. Authorship;
2. Creative Making;
3. Cross-Disciplinary Thinking;
4. Flexibility and Resiliency; and
5. Working in Complex Systems.

These capacities are a dynamic and integrative set of The New School's intellectual and civic values and objectives. The University will offer a variety of ways for students to become increasingly proficient in each capacity. No hierarchical order to the list should be assumed, as each student's encounter with these capacities will be uniquely his or her own, embedded within a student's education in numerous creative, purposeful, and organic ways. While students will have multiple opportunities to develop these capacities, the University prioritizes students' ability to develop personal agency by finding appropriate audiences for their work and actively For more information, visit newschool.edu/provost/curriculum-learning-shared-capacities-initiative.

ADVISING AT PARSONS PARIS

Advising is a critical component of the Parsons Paris undergraduate and graduate academic experience. Interactions between advisors and students extend the teaching and learning objectives of the university beyond the classroom. At Parsons Paris, full-time professional academic advisors serve students across schools and programs. Students are assigned an advisor based on their program of study.

Members of the advising staff work with academic leadership and the faculty to help students understand and navigate academic policies, degree requirements, course offerings and registration, and choice of major and career development. To assist students with billing and payments, financial aid, time and stress management, improving their writing and oral presentation skills, and other issues, academic advisors consult with and refer students other services across the university, including those within Student Success (see Student Success in this catalog).

Advisors are available during posted walk-in hours or by appointment. Contact an advisor by calling +33 (0)176217648. or visiting 45, rue Saint Roch, 75001, room 102. Advising, to be effective, is a shared relationship between student and advisor. Because students may encounter a variety of circumstances that can affect academic performance, advisors are trained to address student issues from a holistic and developmental perspective. Because of their extensive knowledge of university resources, advisors can help students navigate the system and act as liaisons between students and the student services. Advisors also help students learn how to communicate with the faculty and, if policy issues arise, with academic leadership. The advisor’s role is to provide accurate information and create a supportive environment where students learn to think critically about decisions related to their academic progress.

Advisor Responsibilities

- To be available to students through office hours and appointments.
- To know curricular requirements for degree programs.
- To assist students in the development of strong decision-making skills.
- To promote academic and student development programming that enhances students’ educational experiences.
- To interpret and implement Parsons Paris and university policies and procedures.
- To assess students’ needs and make appropriate referrals.
- To maintain accurate student records.
• To abide by Family Educational Rights and Privacy Act (FERPA) regulations.
• To maintain professionalism by being knowledgeable of the larger Parsons Paris and university communities.
• To affirm the belief that students are ultimately responsible for their decisions and the outcomes of those decisions.

Student Responsibilities
• To approach the advising process with informed questions and adequate preparation.
• To proactively use the resources provided by Parsons Paris and the university.
• To regularly check academic records and maintain current contact information through my.newschool.edu
• To activate and regularly check university email account.
• To be aware of the right to confidentiality under FERPA guidelines.
• To be aware of program and degree requirements and projected date of graduation as articulated in the catalog and via DegreeWorks (the university’s degree audit).
• To be aware of posted registration (add, drop, withdraw, and refund) deadlines and complete all registration activities within these deadlines.
• To meet as needed with an advisor during posted office hours or by scheduling an appointment via Starfish.
• To be respectful when communicating with others at the university.

Parsons Paris Career Services
For information about career services at Parsons Paris, visit the webpage at http://www.newschool.edu/parsons-paris/career-services/.

UNDERGRADUATE PROGRAMS
All undergraduate programs include a strong liberal arts component, including courses in art and design history, theory, and criticism. These courses provide a context for studies in the major area. And because Parsons Paris is part of a larger university with a tradition of cross-disciplinary inquiry, students can choose from a wide range of lecture courses and electives in humanities, social sciences, media studies, and business.

The following academic programs are offered:
• BA Art and Design History and Theory
• BBA Strategic Design and Management
• BFA Art, Media and Technology
• BFA Fashion Design

Bachelor of Business Administration (BBA)
The Bachelor of Business Administration (BBA) in Strategic Design and Management consists of 120 credits. The curriculum is designed to be completed in four years of full-time study. It supports students in developing competencies in design strategies, scenario planning, leadership, strategic management, business innovation, social entrepreneurship, sustainability, and systems thinking.

Bachelor of Fine Arts (BFA)
Bachelor of Fine Arts (BFA) programs consist of 120 credits, including 42 liberal arts and art history credits. The curriculum is designed to be completed in four years of full-time study. A BFA degree prepares students for art and design professions and/or graduate studies.

GRADUATE PROGRAMS
The following academic programs are offered:
• MA History of Design and Curatorial Studies
• MA Fashion Studies

CERTIFICATE AND NON-DEGREE PROGRAMS
Parsons Paris offers a variety of programs for non-matriculated students: Summer Intensive Studies (pre-college and college-level) in New York City and Paris; Continuing Education (certificate programs and general art and design education for adults) in New York City. Visit the website at www.newschool.edu/parsons-paris for more information.

OTHER ACADEMIC PROGRAMS
Parsons offers a variety of programs for non-matriculated students of all ages: Summer Intensive Studies (pre-college and college-level) in New York City and Paris; Continuing Education (certificate programs and general art and design education for adults); Parsons Pre-College Academy (certificate programs and general art and design education for young people in grades 4–12). Visit the website at www.newschool.edu/parsons for more information.

OTHER STUDY OPTIONS
Auditing Courses
Undergraduate students at Parsons Paris are not permitted to audit courses.

Actively enrolled graduate students may audit one course per semester with the approval of their academic advisor or program director, provided space is available and provided the course is offered at the audit level. A graduate student who wishes to audit a course must register for the course at the audit level. Students auditing may be asked to register at a
later date, following the registration period for credit-bearing students.

There is a fee for auditing a course, as indicated in the Tuition and Fee Schedule. To support acquisition of skills that advance graduate students’ research and development, Parsons Paris provides waivers for the audit fee to graduate students. Students should consult with their academic advisor or program director to obtain a fee waiver.

Permission to audit a course entitles a student to attend class but not to receive evaluations, course credit, or a grade. Once approved, auditors attend the course with both rights and responsibilities. Students are asked to discuss their audit status with the instructor at the start of term in order to come to agreement about their role. An instructor may ask that an auditor be dropped from class if he or she determines that it disrupts the learning of others. Audited courses appear on student transcripts with the notation AU.

Independent Study

A student who wishes to pursue a specific topic of interest beyond what is available in an existing course may be able to work independently with a faculty member. This requires a serious commitment on the part of the student and the supervising faculty member. The project must be clearly and realistically defined in advance and progress measured at regular intervals. The final project—be it academic research or a creative project—will be evaluated rigorously. Students interested in independent study should consult carefully with their academic advisors. Normally, permission of the program director is required. Students granted permission to study independently with a faculty member must complete an Independent Study Contract and register for the approved number of credits during the Registrar’s “Add” period.

Internships

A professional internship is an opportunity for a student to apply knowledge and skills acquired in the classroom in a real work context. Internships help students understand how to transfer their individual skills to new contexts; learn the practices and protocols of a particular employer and industry; reflect on the quality of their contribution to an organization; and assess and refine their career goals.

Some Parsons Paris programs include an internship as part of the degree requirements. Some programs grant credit for internships whether obtained independently by the student or through Career Services. Normally, one credit is awarded for 60 hours of onsite, supervised work at an approved employer. Students eligible to participate in an internship for credit must secure an internship offer, complete an Internship Work Contract, and register for the approved number of credits during the Registrar’s “Add” period.

Complete information about internship eligibility, processes, and work and academic requirements is available at www.newschool.edu/parsons-paris/career-services/.

Please note: International students who wish to complete an internship must discuss their eligibility with an academic advisor before they begin searching for a position.

Study Abroad

Undergraduate students may enroll at another institution abroad for one semester, or at Parsons for up to one academic year. Program options and semester of study are determined by major. Most often, study abroad occurs during the junior year of study. Guidelines may be found on the study abroad website. With approval from Parsons Paris and the other school, and consistent with the student’s program requirements, credit for courses taken at the host school is accepted by Parsons Paris as transfer credit. Applicants must meet these minimum requirements:

- Be in good academic standing with no academic or disciplinary warnings.
- Minimum cumulative grade point average (GPA) of 3.0.
- Be making satisfactory progress toward degree completion.
- Complete the application process.
- Successfully complete all courses in progress at the time of application.

Students are required to attend an information session; complete the application paperwork and portfolio requirements, if applicable; and obtain permission from their advisor. Any qualified student who wishes to undertake study at a school that is not listed on the approved program list for their major must obtain approval from their program director. If the application is accepted, students should notify their major program so that the exchange credits can be preapproved for transfer.

Students who participate in Study Abroad register for “mobility” credit at Parsons Paris. Students who spend a semester or a year at Parsons follow the same registration procedures followed in Paris. Where tuition is paid depends on institutional agreement with the host institution and other factors. Financial aid awards may be applicable to courses taken as part of an exchange or study abroad, but given the complexity of the issues, prior consultation with Student Financial Services is very important. Students should refer to http://www.newschool.edu/parsons-paris/study-abroad/ on the website for the most current information and deadlines.

Summer Study

Parsons Paris offers summer courses for degree students in two intensive sessions.

Summer-term registration typically begins in April. Students may take up to three courses (nine credits) per summer session. Interested students should consult with their advisors as early as possible about available courses, dates, and prerequisites. Students should consult with Student Financial Services about tuition and institutional aid as it pertains to summer.

Summer Study at Another College or University

Undergraduate students may enroll in summer courses at another institution if they are in good academic standing, have not exceeded the maximum number of allowable transfer
credits, and if Parsons Paris preapproves the courses for transfer credit. Note: Because each program has a carefully structured and sequential curriculum, approval is very rarely given to take core program courses at another school.

Parsons Paris will award one credit for every 15 hours of instruction for approved courses, provided that all other academic standards are met, including a minimum grade of C or higher is achieved. BBA and BFA, students may take up to nine credits of off-campus summer study, provided they have not already received the maximum allowable transfer credits (60 or 67 depending on catalog year).

To obtain approval, students should meet with an academic advisor well in advance of the other school’s deadline to register. The advisor will consider the course description and course schedule as published in the other school’s catalog. If the course or courses are permitted, the student and the advisor must complete the appropriate form. After completing the course, the student must arrange for an official transcript to be sent to The New School.

Required Courses
Most courses required by degree programs are not available during the summer. The School of Art and Design History and Theory and Parsons’ First Year Program usually offer some required courses in the summer although not necessarily in both sessions.

DEGREE PROGRAM REQUIREMENTS
For the undergraduate degrees, requirements are comprised of major (often referred to as program) and liberal arts credits. Students in a bachelor’s program also complete, or transfer credit toward, requirements for the First Year curriculum before advancing to their major.

For the graduate degrees, requirements are comprised of major or program credits, including electives. Some majors require credits referred to as “academic electives”—courses that are concerned with art and design research, including, as appropriate, studies in the humanities, sciences, and social sciences.

Major (or Program) Requirements
Specific course requirements for the major are clearly articulated in this catalog. Program electives are generally understood to be supportive of art and design, including business and management, and may be studio or project-based. Program electives may be completed within Parsons Paris or in other colleges and schools of the University. For undergraduate programs, the program curriculum chart assigns requirements to the fall or spring term. However, most electives and some requirements are offered in both semesters and, thus, may be taken in a different order. Please consult the course catalog or your advisor for pre-requisite and other relevant information.

Liberal Arts Requirements
Students may fulfill these requirements by enrolling in courses offered by the School of Art and Design History and Theory at Parsons and by taking liberal arts courses offered by the other colleges and schools of the university. Liberal arts courses are clearly designated in the University Course Catalog.

Courses offered by the School of Art and Design History and Theory focus on the culture, history, theory, and analysis of design and art. Studying these subjects helps students understand the processes, practices, and products of design and art as core loci of human knowledge, agents of social change, and sites of cultural diversity.

Students seeking a AAS degree must complete 30 Liberal Arts coursework in order to graduate.

Students seeking a BS degree must complete 60 credits of Liberal Arts coursework in order to graduate.

Students seeking a BFA degree must complete 30 credits of Liberal Arts coursework in order to graduate.

Students seeking a BBA degree must complete 30 credits of Liberal Arts coursework in order to graduate.

Writing Requirements
All degree students must fulfill the writing requirement as follows:

- For students admitted to a bachelor’s degree program, the critical reading and writing requirement is fulfilled through the completion of APFY 1010 Integrative Seminar 1 and APFY 1011 Integrative Seminar 2 for a total of six credits. Credits earned in excess of the six required are applied to liberal arts electives. Transfer students may receive critical reading and writing credit for equivalent courses taken at another college.

- For students admitted into a graduate degree program at Parsons Paris the critical reading and writing requirement is fulfilled through satisfactorily meeting all requirements for admission.

English Course Placement Test
All new Parsons Paris students who are not native English speakers must take the English course placement test before they begin classes. If English is not your first language, you must take the test regardless of your fluency in English, previous English courses, degrees or diplomas from U.S. institutions, TOEFL score, or SAT score. There are no exceptions. The English placement test is administered before each semester during Orientation Week. Your scores will determine whether you will be required to take English as a Second Language (ESL) courses at The New School and whether any English course transfer credits can be applied to Parsons Paris' first-year writing course requirement. The test is composed of the following sections: listening comprehension (recorded speech followed by multiple-choice questions), grammar questions (multiple choice), reading comprehension questions (multiple choice), one 30-minute essay (choice of two topics), and a brief oral interview.

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UNIVERSITY MINORS

Minors provide students with opportunities to immerse themselves in new areas of study that can complement or enhance their majors. Students can broaden their skills, interests, and career options by pursuing a minor. Artists can gain a sociological perspective, historians can learn music composition, and designers can study philosophy.

Note that students cannot minor in their own major. In addition, a student who majors in an area of study with multiple concentrations (e.g., The Arts) cannot minor in the same area of study with a different concentration. In most cases, students can complete a minor without taking more than the number of credits needed for his or her bachelor’s degree.

All undergraduates except those majoring in Liberal Arts can select a minor from any college of The New School. Students pursuing a BA or BS in Liberal Arts cannot elect an academic minor; however, they can pursue deeper study in these subject areas through the self-designed major. Students interested in this option should consult with their advisor.

A list of the University’s minors is below, followed by a detailed look at the majors and minors offered by the Schools for Public Engagement.

Alternative Fashion Strategies (application required)
Anthropology
Art and Design History
Capitalism Studies
Chinese Studies
Comics and Graphic Narrative
Communication Design (application required)
Contemporary Music
Creative Coding
Creative Entrepreneurship (application required)
Creative Technologies for Performative Practice (application required)
Culture and Media
Dance
Data Visualization
Design Studies
Digital Humanities
Dramatic Arts (application required)
Economics
Environmental Studies
Ethnicity and Race
Fashion Communication (application required)
Fashion Studies
Film Production
Fine Arts (application required)
Food Studies
French Studies
Gender Studies
Global Studies
Hispanic Studies
History
Immersive Storytelling
Interdisciplinary Science
Japanese Studies
Jewish Culture
Journalism and Design

For more information about declaring a minor, please visit: http://www.newschool.edu/academics/minors/

MINORS AT PARSONS PARIS

Minors are offered by Parsons Paris and other colleges of The New School and are open to undergraduate students across the university. Eligibility may be restricted for some minors on the basis of area of study. Some minors can accept only a limited number of students because of constraints on facilities or the need for a specific level of skill in a particular field; these minors may require an application for admission.

Parsons Paris students who have declared their majors are eligible to pursue a minor. Students are encouraged to complete two courses required by the minor and consult with their academic advisors before declaring a minor.

Minor: Art and Design History

The Minor in Art and Design History is awarded upon completion of 18 credits, per the following guidelines. The courses that fulfill each of the categories of the minor requirements may be broader than what is listed here, so students should consult the university degree audit (DegreeWorks) for a more complete overview.

Art and Design Survey [three credits]
APDS 2001 History of Design Lecture
APDS 2002 History of Design Recitation
APFS 2001 History of Fashion Lecture
APFS 2002 History of Fashion Recitation
APVS 2001 History of AMT Lecture
APVS 2002 History of AMT Recitation

Studio Practice [three credits]
Students should select a studio course appropriate to their studio skill and experience. Qualifying courses may be found within subject codes beginning APXX.
**2000-Level [three to six credits]**
Students should select a course or courses from within the APHT APDS or APFS subject code at the 2000-level.

**3000-Level [three to six credits]**
Students should select a course or courses from within the APHT APDS or APFS subject code at the 3000-level.

**4000-Level [three to six credits]**
Students should select a course or courses from within the APHT APDS or APFS subject code at the 4000-level.

**Minor: Creative Entrepreneurship**
The Minor in Creative Entrepreneurship is awarded upon completion of 18 credits, per the following guidelines. The courses that fulfill each of the categories of the minor requirements may be broader than what is listed here, so students should consult the university degree audit (DegreeWorks) for a more complete overview. This minor requires an application.

**History/Foundation [three credits]**
APUL 2230 Introduction to Political Economy: Lecture
APUL 2231 Introduction to Political Economy: Recitation

**Strategic Design [three credits]**
APDR 2100 Research and Development Methods
APDM 3330 Strategic Management

**Cooperation and Interaction [three credits]**
APDR 2115 Managing Creative Projects and Teams

**Product and Market Positioning [three credits]**
APDR 3000 Innovation Lecture
APDR 3001 Innovation Recitation
APDM 2315 Marketing, PR, and Branding

**Finance [3 credits]**
APDM 3409 Financial Management*
* Prerequisite: Quantitative Reasoning 1 or placement exam.

**Entrepreneurship [three credits]**
APDM 4322 Business Models and Entrepreneurial Strategies

**Minor: Fashion Studies**
The Minor in Fashion Studies is awarded upon completion of 18 credits, per the following guidelines. The courses that fulfill each of the categories of the minor requirements may be broader than what is listed here, so students should consult the university degree audit (DegreeWorks) for a more complete overview.

**Fashion History [3 credits]**
APDS 2001 History of Design Lecture
APDS 2002 History of Design Recitation
APFS 2001 History of Fashion Lecture
APFS 2002 History of Fashion Recitation

**Methodology [3 credits]**
APDS 2011 Introduction to Design Studies: Lecture
APDS 2012 Introduction to Design Studies: Recitation
APFS 2011 Intro to Fashion Studies: Lecture
APFS 2012 Intro to Fashion Studies: Recitation
MA History of Design and Curatorial Studies

Parsons Paris offers the Master of Arts in History of Design and Curatorial Studies in collaboration with the Musée des Arts Décoratifs. The degree is awarded for completion of 42 credits of coursework, including a master’s examination or a thesis. A maximum of six credits of graduate-level coursework may be transferred from another institution. Students must maintain a 3.0 cumulative grade point average and fulfill all requirements in a timely manner.

In addition, at the completion of 24 credits, the student determines whether to petition to write a thesis or to take the MA examination. Prior to taking the MA exam or submitting a thesis proposal, each student is required to pass a proficiency exam in a foreign language that relates to the student’s area of concentration. Language exams are given every term; a student may take the language exam any semester during his or her coursework.

**First Year Fall**

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<td>APHT 5000 Proseminar</td>
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<td>APHT 5105 Elective: Curatorial Seminar</td>
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**Second Year Fall**

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<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>Electives (if taking master’s exam)</td>
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</tr>
<tr>
<td>Total</td>
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</table>

**Second Year Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>APHT 5902 Independent Study: Thesis 2</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>APHT 5903 Independent Study: Master’s Exam</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
<tr>
<td>Total</td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

**Total Credits**  **42**

---

MA Fashion Studies

The Master of Arts in Fashion Studies is awarded for completion of 42 credits, including a master’s thesis. A maximum of six credits of graduate-level coursework may be transferred from another institution. Students must maintain a 3.0 cumulative GPA and fulfill all requirements in a timely manner.

**First Year Fall**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>APFS 5000 Fashion Studies: Key Concepts</td>
<td>3</td>
</tr>
<tr>
<td>APFS 5001 Fashion, History, and Mediation</td>
<td>3</td>
</tr>
<tr>
<td>Elective: Fashion Studies</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td><strong>12</strong></td>
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</table>

**First Year Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APFS 5002 Interpreting Fashion</td>
<td>3</td>
</tr>
<tr>
<td>APFS 5003 Fashion Cultures: Lecture</td>
<td>0</td>
</tr>
<tr>
<td>APFS 5004 Fashion Cultures: Recitation</td>
<td>3</td>
</tr>
<tr>
<td>Elective: Fashion Studies</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
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<tr>
<td>Total</td>
<td><strong>12</strong></td>
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**Second Year Fall**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>APFS 5021 Advanced Thesis Preparation</td>
<td>3</td>
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<td>Electives</td>
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<td>Total</td>
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**Second Year Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APFS 5022 Thesis</td>
<td>6</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
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</table>

**Total Credits**  **42**
SCHOOL OF ART, MEDIA, AND TECHNOLOGY

MFA Design and Technology

The Master of Fine Arts degree* is awarded for completion of 60 credits. A maximum of six credits of graduate-level coursework may be transferred from another institution. Students must maintain a 3.0 cumulative GPA and fulfill all requirements in a timely manner.

First Year Summer
PGTE 5410 Boot Camp 0

First Year Fall
PGTE 5200 Major Studio 1 6
PGHT 5600 Design for this Century: Lecture 0
PGHT 5601 Design for this Century: Recitation 3
PGTE 5250 Creativity and Computation Lab 3
PGTE 5251 Creativity and Computation Lecture 0
Support Elective 3

First Year Spring
PGTE 5201 Major Studio 2 6
PSAM 5550 Collaboration Studio 3
Academic Elective 3
Support Electives 6

Second Year Fall
PGTE 5300 Thesis Studio 1 6
PSAM 5550 Collaboration Studio 3
Support Electives 6

Second Year Spring
PGTE 5301 Thesis Studio 2 6
Academic Elective 3
Support Elective 3

Total Credits 60

* The Parsons Paris campus will no longer accept applications for the MFA Design and Technology program. All applications for MFA Design and Technology should be directed to our New York City main campus where the program continues to be based, now in its third decade.

Current MFA Design and Technology students in their second year will be able to complete their studies at Parsons Paris during Fall 2017 and Spring 2018 semesters.

BFA Art, Media and Technology

First Year
<table>
<thead>
<tr>
<th>F</th>
<th>S</th>
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</thead>
<tbody>
<tr>
<td>APFY 1000 Integrative Studio 1</td>
<td>3</td>
</tr>
<tr>
<td>APFY 1010 Integrative Seminar 1</td>
<td>3</td>
</tr>
<tr>
<td>APFY 1100 Sustainable Systems</td>
<td>3</td>
</tr>
<tr>
<td>APFY 1020 Space/Materiality</td>
<td>3</td>
</tr>
<tr>
<td>APFY 1030 Drawing/Imaging</td>
<td>3</td>
</tr>
<tr>
<td>APFY 1040 Time</td>
<td>3</td>
</tr>
<tr>
<td>APFY 1001 Integrative Studio 2</td>
<td>3</td>
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<tr>
<td>APFY 1011 Integrative Seminar 2</td>
<td>3</td>
</tr>
<tr>
<td>APFY 1070 Objects as History</td>
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Sophomore Year
<table>
<thead>
<tr>
<th>F</th>
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</thead>
<tbody>
<tr>
<td>APAM 2000 Core Studio 1 Communication Design</td>
<td>3</td>
</tr>
<tr>
<td>APAM 2001 Core Lab 1 Typography and Layout</td>
<td>3</td>
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<tr>
<td>APAM 2002 Dynamic Drawing and Letterform</td>
<td>3</td>
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<tr>
<td>APVS 2001 History of Art, Media and Technology</td>
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<td>Program Elective</td>
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<tr>
<td>APAM 2003 Core Studio 2 Spatial</td>
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<tr>
<td>APAM 2004 Core Lab 2 Spatial</td>
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<tr>
<td>APVS 2011 Intro to Visual Culture Lecture</td>
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<tr>
<td>APVS 2012 Intro to Visual Culture Recitation</td>
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</tr>
<tr>
<td>Liberal Arts Elective</td>
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Junior Year
<table>
<thead>
<tr>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>APAM 3000 Core Studio 3 Responsive</td>
<td>3</td>
</tr>
<tr>
<td>APAM 3001 Core Lab 3 Responsive</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>APAM 3002 Topics</td>
<td>6</td>
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<tr>
<td>APTE 5201 Collaboration Studio</td>
<td>3</td>
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<tr>
<td>Liberal Arts Elective</td>
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<td>Liberal Arts Elective</td>
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Senior Year
<table>
<thead>
<tr>
<th>F</th>
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<tbody>
<tr>
<td>APAM 4000 Thesis 1</td>
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<tr>
<td>APVS 4501/4502 Adv. Research Seminar</td>
<td>1</td>
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<tr>
<td>Liberal Arts Electives</td>
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<td>Program Electives</td>
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<tr>
<td>APAM 4001 Thesis 2</td>
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</table>

Total Credits 120
**SCHOOL OF DESIGN STRATEGIES**

**BBA Strategic Design and Management**

The Bachelor of Business Administration degree is awarded for completion of 120 credits. A maximum of 60 credits may be transferred from other institutions. Students must maintain a 2.0 cumulative grade point average and fulfill all requirements in a timely manner.

<table>
<thead>
<tr>
<th>First Year</th>
<th>F</th>
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<tbody>
<tr>
<td>LMTH 1950 Quantitative Reasoning 1</td>
<td>3</td>
<td>-</td>
</tr>
<tr>
<td>PUFY 1000 Integrative Studio 1</td>
<td>3</td>
<td>-</td>
</tr>
<tr>
<td>PUFY 1001 Integrative Studio 2</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>PUFY 1010 Integrative Seminar 1</td>
<td>3</td>
<td>-</td>
</tr>
<tr>
<td>PUFY 1011 Integrative Seminar 2</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>PUFY 1030 Drawing/Imaging</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>PUFY 1020/40 Space/Materiality OR Time</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>PUFY 1100 Sustainable Systems</td>
<td>-</td>
<td>3</td>
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<tr>
<td>PUFY 12xx Program Elective</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>ULEC 2230 Intro to Political Economies: Lec</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>ULEC 2231 Intro to Political Economies: Rec</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td>15</td>
<td>15</td>
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<table>
<thead>
<tr>
<th>Sophomore Year</th>
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<tbody>
<tr>
<td>LMTH 1960 Quantitative Reasoning 2</td>
<td>-</td>
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<tr>
<td>PLDS 2190 History of Design: 1850-2000 Lec</td>
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<tr>
<td>PLDS 2191 History of Design: 1850-2000 Rec</td>
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<tr>
<td>PLDS 2500 Intro to Design Studies: Lecture</td>
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<td>0</td>
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<tr>
<td>PLDS 2501 Intro to Design Studies: Recitation</td>
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<td>3</td>
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<tr>
<td>PSDS 2100 Research and Development Methods</td>
<td>-</td>
<td>3</td>
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<tr>
<td>PSDS 2115 Managing Creative Projects &amp; Teams</td>
<td>3</td>
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<tr>
<td>PUDM 2315 Marketing, PR, and Branding</td>
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<tr>
<td>PUDM 2700 Information Visualization</td>
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<tr>
<td>Program Electives</td>
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<tr>
<td>Liberal Arts Elective</td>
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<tr>
<td><strong>Total Credits</strong></td>
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<table>
<thead>
<tr>
<th>Junior Year</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSDS 3000 Innovation: Lecture</td>
<td>-</td>
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<tr>
<td>PSDS 3001 Innovation: Discussion</td>
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<tr>
<td>PSDS 3100 Integrative Research &amp; Development</td>
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<tr>
<td>PUDM 3430 Strategic Management</td>
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<tr>
<td>PUDM 3365 Business Design and Planning</td>
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<td>PUDM 3409 Financial Management</td>
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<td>PUDM 3420 Global Professional Practices</td>
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<td>Liberal Arts: ULEC Elective</td>
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<tr>
<td>Program Electives</td>
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<td>3</td>
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<tr>
<td>Liberal Arts Elective</td>
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<tr>
<td><strong>Total Credits</strong></td>
<td>15</td>
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</tbody>
</table>
## BFA Fashion Design

The Bachelor of Fine Arts degree is awarded for completion of 120 credits. A maximum of 60 credits of may be transferred from other institutions. Students must maintain a 2.0 cumulative grade point average and fulfill all requirements in a timely manner.

### First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUFY 1000 Integrative Studio 1</td>
<td>3</td>
<td>-</td>
</tr>
<tr>
<td>PUFY 1010 Integrative Seminar 1</td>
<td>3</td>
<td>-</td>
</tr>
<tr>
<td>PUFY 1100 Sustainable Systems*</td>
<td>3</td>
<td>-</td>
</tr>
<tr>
<td>PUFY 1020 Space/Materiality**</td>
<td>3</td>
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<tr>
<td>PUFY 1030 Drawing/Imaging**</td>
<td>3</td>
<td>-</td>
</tr>
<tr>
<td>PUFY 1040 Time**</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>PUFY 1001 Integrative Studio 2</td>
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<td>3</td>
</tr>
<tr>
<td>PUFY 1011 Integrative Seminar 2</td>
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<td>3</td>
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<tr>
<td>PLHT 1000 Objects as History*</td>
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<td>Program Elective</td>
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### Sophomore Year

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>PUFD 2220 Design Studio 1: 2D/3D Introduction to Practice and Process</td>
<td>3</td>
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<tr>
<td>PUFD 2230 Visual Communication 1: Intro to 2D Representational Methods</td>
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<tr>
<td>PUFD 2240 Technical Studio 1: 3D Execution and Technique</td>
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<tr>
<td>PLFS 2040 History of Fashion</td>
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<tr>
<td>Program Electives</td>
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<tr>
<td>PUFD 2221 Design Studio 2: 2D/3D Exploration – Practice and Process</td>
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<tr>
<td>PUFD 2231 Visual Communication 2: Exploration 2D Processes</td>
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<tr>
<td>PUFD 2241 Technical Studio 2: 3D Technical Exploration</td>
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<tr>
<td>PLFS 2050 Intro to Fashion Studies: Lecture</td>
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<tr>
<td>PLDS 2051 Intro to Fashion Studies: Recitation</td>
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### Junior Year

<table>
<thead>
<tr>
<th>Course</th>
<th>F</th>
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</thead>
<tbody>
<tr>
<td>PUFD 3220 Design Studio 3: Context and Design</td>
<td>3</td>
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<tr>
<td>PUFD 3230 Specialized Studio 1</td>
<td>3</td>
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<tr>
<td>ULEC University Lecture Elective</td>
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<tr>
<td>Program Electives</td>
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</tr>
<tr>
<td>PUFD 3221 Design Studio 4: Design Identity</td>
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<tr>
<td>PUFD 3231 Specialized Studio 2</td>
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### Senior Year

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ADHT Pre-Capstone</td>
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<tr>
<td>PUFD 4220 Thesis 1: Ideation</td>
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<tr>
<td>Program Electives</td>
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<td>Liberal Arts Electives</td>
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<tr>
<td>ULEC University Lecture Elective</td>
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<tr>
<td>PUFD 4221 Thesis 2: Resolution</td>
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</table>

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### Total Credits

120

* Objects as History and Sustainable Systems can be taken in any sequence, one in the fall semester and one in the spring.

** The three first-year studio courses—Drawing/Imaging, Space/Materiality, and Time—can be taken in any sequence, two in the fall semester and one in the spring.
ACADEMIC POLICIES AND PROCEDURES

CATALOG YEAR

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

Continuing students who are newly admitted to the BA/BFA program will be advised of their Parsons or College of Performing Arts, and Lang Catalog years by their academic advisor.

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

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

CURRICULAR CHANGES

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

CALCULATING CREDIT HOURS

In seminars and lectures, including those paired with discussion sections, one semester hour of credit equals one hour of class instruction and at least two hours of work outside of class, each week, for 15 weeks for each credit awarded. Courses where additional learning occurs outside of the classroom can meet for a reduce amount of class time if approved by the Dean’s office, Provost Office and appropriate accreditation agencies. Regardless of number of credits awarded, or length of time, each course must meet a minimum educational envelope of 45 hours for each credit awarded. In studios, one semester hour of credit is equivalent to one, one and one-half, or two hours of class instruction as is appropriate to the course. Required hours outside of class are established in proportion to hours of class instruction; for example, a 6-hour, 3-credit studio has a 3-hour out-of-class requirement, whereas a 3-hour, 3-credit studio has a 6-hour out-of-class requirement. In all cases, there must be a 3-hour envelope per week for each semester hour of credit.

Courses that do not carry credit are lectures for which there are co-required, credit-bearing workshop, recitation or discussion courses. Independent studies and internships vary in credit; this is determined on a case-by-case basis in consultation with the faculty and program leadership overseeing the student’s work.

DEGREEWORKS

DegreeWorks is an online tool that enables students to see which degree requirements have been completed and which remain to be done. Access to DegreeWorks is through the Student tab in my.newschool.edu.

ACADEMIC TRANSCRIPTS

An official transcript carries the registrar’s, or agent of 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 Registrar’s Office. This can be done online at MyNewSchool. Transcripts are not issued for students with outstanding debts to the university. For additional information visit: www.newschool.edu/registrar/transcripts.

ACADEMIC RESPONSIBILITY

At Parsons Paris, all students are expected to take an active role in their own education.

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

All students are responsible for keeping track of their progress in particular courses. Students should familiarize themselves with course requirements by reading syllabi and by attending to oral and written instructions for assignments throughout the semester. Students are responsible for knowing and complying with the attendance policy of each instructor. If students have questions about course requirements, assignments, examinations, attendance records, progress, or grades, they should ask instructors for clarification.

All students are responsible for keeping track of their academic progress. At all times, students should be aware of the credits they have earned, are in the process of earning, and have yet to earn in order to meet graduation requirements. If students have questions, they should ask the program advisor and/or Advising for clarification.

CHANGE OF DEGREE

Admission criteria and procedures vary according to the degree being sought (i.e. AAS, BBA, BFA, MA, etc.) Therefore, students must complete a modified application process to make a degree change when changing from AAS to any other degree type or from graduate programs (MA, MS, MFA, etc.) to any other degree type. Students who wish to change from one bachelors program to another (i.e. BBA to
BFA) may complete the Change of Major process described below. Any other degree change not described above requires an application, online, through the Office of Admission.

CHANGE OF CAMPUS

Students who wish to transfer to a campus other than the one at which they are currently studying must complete the appropriate campus change application. Students must major in a discipline offered by the campus to which they wish to transfer and must be in good academic standing (2.0 GPA or higher for undergraduate students, 3.0 or higher for graduate students). Change of campus applications are approved on a case-by-case basis, provided space is available.

Students who wish to study at another campus for one or two semesters should refer to the Study Abroad policies and processes.

CHANGE OF MAJOR

Students generally apply to a major either as part of the admission process.

Incoming students who wish to change majors prior to enrollment must discuss the change with the Office of Admission. Eligibility, status, and transfer credit will be reevaluated for the new major.

A current student who wishes to declare for the first time or change his or her major must complete an official internal application procedure that ensures that he or she has been properly advised about the new program and is fully informed about the implications of the change. Students considering a change of major can use the “What If” functionality of DegreeWorks (the university’s online degree audit tool) to explore how the courses they have taken will apply towards a new program of study.

Students who wish to declare a major for the first time or to change their declared major should:

1. Attend regular information events and/or meet with program leadership and advising to become informed about the major.

2. Submit a major change application no later than March 1st for the following fall term for priority consideration. The request is comprised of the application form and a brief statement of intent [maximum of 250 words] which includes a link to the student’s Learning Portfolio. Students who submitted by the priority deadline will be notified of their status by April 1.

While every attempt is made to accommodate timely declarations, certain faculty, space, and safety considerations may constrain the size of some programs. For those programs, a competitive review will be undertaken.

Requests will be reviewed on a rolling basis after the deadline, though students are strongly encouraged to apply by the priority deadline for the greatest possibility of accommodation. Students for whom the change is not approved will be placed on a waitlist.

Students should not assume that the credits earned or approved for transfer in one program will be applicable to another. Because many programs have structured and professionally oriented curriculum, program course offerings and requirements may not overlap. Moreover, it is not always possible to change programs in the middle of the year. Therefore, any change in program may necessitate summer study and/or additional time in school.

ATTENDANCE GUIDELINES

Parsons Paris’ attendance guidelines were developed to encourage students’ success in all aspects of their academic programs. Full participation is essential to the successful completion of coursework and enhances the quality of the educational experience for all, particularly in courses where group work is integral; thus, Parsons Paris promotes high levels of attendance. Students are expected to attend classes regularly and promptly and in compliance with the standards stated in the course syllabus.

While attendance is just one aspect of active participation, absence from a significant portion of class time may prevent the successful attainment of course objectives. A significant portion of class time is generally defined as the equivalent of three weeks, or 20%, of class time. Lateness or early departure from class may be recorded by the instructor as one full absence. Students may be asked to withdraw from a course if habitual absenteeism or tardiness has a negative impact on the class environment.

Members of the faculty are expected to provide syllabi in which course objectives and assessment criteria are described, in writing, at the beginning of the term. The syllabi should also articulate how attendance is assessed with respect to active participation.

At Parsons Paris, attendance and lateness are assessed as of the first day of classes. Students who register after a class has begun are responsible for any missed assignments and coursework. Students who must miss a class session should notify the instructor and arrange to make up any missed work as soon as possible. A student who anticipates an extended absence should immediately inform the faculty member and his or her program advisor. Advance approval for an extended absence is required to ensure successful completion of the course. Withdrawal from the course may be recommended if the proposed absence would compromise a student’s ability to meet course objectives.

Finally, faculty are asked to notify the student’s advisor for any student who misses two consecutive class sessions without explanation or who otherwise misses a significant portion of class time. Following two absences, students may be asked to speak with their advisor to review any impediments to their successful performance in class and, if so, to provide confirmation to the faculty member that such a conversation took place.
Religious Absences and Equivalent Opportunity

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

Assignments, Exams, and Deadlines

Unless special permission is received in advance, students must be present for all regularly scheduled examinations and final reviews and must submit completed assignments when they are due. Failure to take examinations or submit work on time may result in lowered grades or failure of the course.

ACADEMIC STANDING

Undergraduate Students

Undergraduates must maintain a term and cumulative grade point average (GPA) of at least 2.0 to remain in good academic standing. Students whose term or cumulative GPA falls below 2.0 will be placed on academic probation. In some cases, first-year students may be placed on academic warning for one semester instead of probation. Students on academic warning who fail to bring their term and cumulative GPA above 2.0 in the next semester will be placed on academic probation.

Incomplete grades not resolved in the time allocated by the instructor automatically convert to “F,” for undergraduates, and “N” for graduate students, which will be considered in determining a student’s academic standing.

Parsons Paris undergraduate students will be dismissed if

- Their term or cumulative GPA remains below 2.0 for two consecutive semesters
- They earn less than a 1.0 term GPA in any semester
- They were admitted on academic probation and earn less than a 2.0 term GPA in any semester

Parsons Paris students on academic warning or academic probation are required to meet with their advisors prior to registering and may be required to reduce their course load.

Graduate students who do not complete one half of accumulated attempted credits after two consecutive semesters in a program will be placed on probation and will not necessarily be allowed to register for courses and/or equivalency credits in the following semester. Graduate students are additionally responsible for meeting specific program academic requirements in order to remain in good academic standing in their program.

Parsons graduate students will be dismissed if

- Their term or cumulative GPA remains below 3.0 for two consecutive semesters
- They earn less than a 2.5 term GPA in any semester
- They were admitted on academic probation and earn less than a 3.0 term GPA in any semester
- They twice fail their master’s exam or thesis approval

Parsons Paris students on academic warning or academic probation are required to meet with their advisors prior to registering and may be required to reduce their course load.

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 he or she is readmitted to the academic 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 their 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 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-term classes.

Students dismissed based on spring semester grades must be notified before summer semester classes begin (if registered). Otherwise, the student will be placed on probation and allowed to attend summer-term classes.

Dismissal for any reason supersedes any voluntary leave of absence or withdrawal unless an appeal is submitted and accepted. Any student who is placed on academic warning or probation before a leave of absence becomes official will remain on academic warning or probation upon return.
Academic Dismissal Appeals

Students who are dismissed from their degree program may petition the Academic Status Review Committee to reverse the decision by filing a formal 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. The decision of the Academic Status Review Committee is final.

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

STUDENT ACADEMIC STATUS

Delayed Entry

New students who decide to delay entry into the school must submit a formal request for reconsideration to the Office of Admission. The Office of Admission will re-review new students who wish to delay entry to determine their eligibility to come to Parsons Paris for a term other than the one into which they were originally accepted.

Leave of Absence

Students in good academic standing may petition for a leave of absence. Students taking a leave of absence should meet with their academic advisor in their school 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 taking a leave of absence.

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

Leaves of absence for medical reasons require appropriate documentation. Students taking a leave of absence for health reasons must contact Student Health Services after completing the Exit Form with the student's advisor if the student is enrolled in the student health insurance plan and wishes to remain enrolled while on leave. To return from a leave taken for medical reasons, a student must submit follow-up documentation indicating that the student is able to resume study. Upon receipt of this documentation, the Office of Student Support will make a decision as to the student’s eligibility to return. Until the student receives clearance to return, a hold will be placed on registration. A registration hold will be in effect until the student receives clearance to return. If unable to return to study as planned at the end of a leave of absence, a student must contact their program advisor immediately to request an extension of the leave or arrange to withdraw from the program.

Withdrawal from a Degree Program

Students who wish to withdraw completely from the university must meet with an appropriate advisor in their program and complete the official Exit Form. Academic records will be maintained in accordance with the relevant drop and withdrawal deadlines, and refunds will be calculated in accordance with the University Refund Schedule.

Students who withdraw and later wish to return to the university must apply for readmission.

Readmission

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

- Was dismissed
- Did not complete the official Exit form before taking a leave or withdrawing
- Was not approved for a leave of absence
- Was approved for a leave of absence but did not return to the university within the approved time frame
- Withdrew from his/her program

Students who have been away for more than five years may be asked to complete the full application process, including the submission of a portfolio. Not all prior coursework is necessarily applicable. The deadlines for readmission are stated in the application materials.

DEGREE COMPLETION TERM LIMITS

For the bachelor’s degree, students must complete degree requirements within ten years.

For the master’s degree, students must complete degree requirements within five years.

Beyond this time limit, 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. Once a student is granted a term limit extension, the student will be placed on academic probation. If the extension of time is not granted, the student will be dismissed from the program.
**GRADES**

**Grade Reporting**

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

Numerical values of grades are as follows:

- A = 4.0
- A– = 3.7
- B+ = 3.3
- B = 3.0
- B– = 2.7
- C+ = 2.3
- C = 2.0
- C– = 1.7
- D = 1.0
- F = 0.0
- GM = Grade not reported

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

- W = Official Withdrawal
- Z = Unofficial Withdrawal
- 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)

**Grade Descriptions**

### Undergraduate

- **A**: Work of exceptional quality, which often goes beyond the stated goals of the course
- **A-**: Work of very high quality
- **B+**: Work of high quality that indicates substantially higher than average abilities
- **B**: Very good work that satisfies the goals of the course
- **B-**: Good work
- **C+**: Above-average work
- **C**: Average work that indicates an understanding of the course material; passable
- **C-**: Passing work but below good academic standing
- **D**: Below-average work that indicates a student does not fully understand the assignments; probation level though passing for credit
- **F**: Failure, no credit

### Graduate

- **A**: Work of exceptional quality
- **A-**: Work of high quality
- **B+**: Very good work
- **B**: Good work; satisfies course requirements

*Satisfactory completion of a course is considered to be a grade of B or higher.*

**B-**: Below-average work
**C+**: Less than adequate work
**C**: Well below average work
**C-**: Poor work; lowest possible passing grade
**F**: Failure

**Grades of D are not used in graduate level courses.**

### Grade of W

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

### Grade of Z

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

### Grades of Incomplete

The grade of I, or temporary incomplete, may be granted to a student under unusual and extenuating circumstances, such as when the student’s academic life is interrupted by a medical or personal emergency. This mark is not given automatically but only upon the student’s request and at the discretion of the 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 “F” by the Registrar’s Office.

**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 “N” by the Registrar’s Office.

### Pass/Unsatisfactory Option for Undergraduate Students:

- Students may not elect a Pass/Unsatisfactory option for core requirements or courses necessary to satisfy major and/or minor requirements, except in the case of the first course completed towards a major if taken before that major is declared.
- Through the seventh week of a semester, a student may elect up to one course per semester to be graded Pass/Unsatisfactory, based on receiving a grade of D
or higher to Pass. No changes may be made to grade modes past the seventh week of the semester.

- This policy excludes courses where the only grade mode option available is Pass/Unsatisfactory, such as internships.

- The instructor will not be informed when a student has chosen this option, and will assign a conventional letter grade, which will then be converted by the Registrar’s Office to Pass/Unsatisfactory as appropriate.

- Students may only elect to complete a maximum of 12 credits for Pass/Unsatisfactory. Individual programs may set a maximum different from the 12 credits due to curricular requirements. An advisor must approve a petition for a Pass/Unsatisfactory grade.

**Mid-semester Evaluations**

Faculty are expected to evaluate each student’s progress in the middle of each semester. The mid-semester evaluation may be communicated in person in a private meeting or in writing via the University’s course management system, university email, or standardized template. Instructors are expected to notify a student’s program advisor about expressed concerns, warnings, and/or need for additional academic support or resources. Midterm evaluations are not part of the student’s permanent academic record.

**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) unless the degree has been conferred. After that time has elapsed, or if a degree has been conferred, all grades recorded in the registrar’s office become a permanent part of the academic record, and no changes are permitted.

**Grade Appeal Policy**

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

- The student submits a letter outlining any questions and/or objections directly to the faculty member, with a copy to the program chair or director. (If the faculty member is also the chair or director, the copy should be sent to the respective school dean.)

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

- If the student is not satisfied after the faculty member’s written response, he or she may appeal further by writing and sending copies of previous communication to the respective school dean. The School Dean will convene an appeals committee to review both letters, clarify any outstanding questions or issues and make a recommendation. As the dean of Parsons’ designee, the School Dean’s decision is final.

**Retaking a Course**

With approval, graduate students who receive grades of B- or below and undergraduate students who receive grades of F or Z (except where the F grade is due to academic dishonesty) are eligible to retake the courses in question and have the original grade removed from the cumulative GPA. Approval will be granted for this up to three times during a single degree program. The initial grade will continue to appear on the transcript but will drop out of the cumulative GPA; the grade earned the second time will be used to compute the GPA. Retaken courses will not count twice toward fulfillment of graduation requirements nor for student loan or New York Tuition Assistance Program (TAP) certification. Students who wish to retake a course should contact their advising office before they register to learn the proper procedure.

**Repeating Courses for Credit**

Students cannot take and receive credit for the same course twice, unless the course description indicates that the course may be repeated for credit. This policy also precludes students from receiving credit for a course that is equivalent to a course that has been transferred, including credits transferred from college qualifying exams such as Advanced Placement, A-Levels, etc.

**Repeating Courses & Impact on Financial Aid**

The New School’s academic policies permit students to repeat up to three classes with divisional approval if the student earned less than a B in those classes. The Office of Financial Aid does not award federal financial assistance to students repeating courses in order to attempt to earn a higher grade. Courses repeated due to an earlier failing grade are eligible for federal student aid if the course is a requirement for the student’s degree program.
TRANSFER CREDITS

The Office of Admission reserves the right to accept or reject credits earned at other institutions of higher education. In general, it is university policy to accept credits earned at institutions accredited by a regional accrediting association, provided that such credits have been earned for courses appropriate for the student’s intended degree program at The New School. Courses taken at schools and colleges that are not regionally accredited, including those which derive their educational status from a specialized accrediting agency, are evaluated for transfer credit on a case-by-case basis. Students may be asked to provide course syllabi, portfolios, and other pertinent documentation.

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 Registrar’s Office. This can be done online at MyNewSchool. Transcripts are not issued for students with outstanding debts to the university. For additional information visit: www.newschool.edu/registrar/transcripts.

An official transcript must be submitted for all prior coursework. Transcripts sent directly from the student’s previous institution(s) to the Office of Admission or the Registrar’s Office, as well as transcripts sent directly to the student and forwarded to the above-named offices in an original sealed envelope, are considered official. Any prior course of study that is not indicated on the admission application will not be evaluated for transfer.

To transfer credit from a university outside of the United States, students must have prior coursework assessed by a recognized body such as the World Education Services (http://www.wes.org/) or other NACES member (http://www.naces.org/members.htm). NACES members will review a student’s prior coursework and provide Parsons with an equivalency that may be used to determine applicability. Transfer credit cannot be awarded for coursework completed at a university outside of the United States without an equivalency.

Credit earned more than ten (10) years prior to admission to Parsons Paris will not be considered for transfer.

Final and official transcripts must be provided in a timely manner to insure accurate credit evaluation. Failure to provide these documents in a timely manner may lead to forfeiture of transfer credit.

Undergraduate Transfer Credit Guidelines

For students pursuing undergraduate degrees, the Office of Admission determines transfer credit according to the guidelines outlined below.

Grades and grade point averages (GPA) are not transferred. Only the description and number of credit points awarded for transfer appears on a student’s New School transcript.

In order for credits to be transferred, the course must be applicable to the curriculum of the program to which the student has been admitted at The New School and minimum grades of C must have been earned. A grade of “P” (Pass) will not qualify a course for transfer credit unless the transcript indicates that it is the equivalent of a C or better.

Three (3) credits earned in a quarter-system are equivalent to two (2) credits earned in Parsons’ semester-based system. Four (4) and five (5) credits earned in a quarter-system are equivalent to three (3) credits.

To be considered for transfer to meet liberal arts and sciences requirements, courses must conform to the standards established by the New York State Education Department.

Continuing Education Units (noncredit) are not accepted for transfer. Students who take Parsons or New School certificate courses expecting to transfer credits to a degree program should register for general credit (non-degree) rather than non-credit. General credit students who successfully complete CE courses will earn undergraduate credits that could be transferrable to a degree program if applicable.

Undergraduate Transfer Credit Review Process

A Credit Summary is prepared by the Office of Admission upon a student’s acceptance to Parsons Paris. It provides the student with a tentative overview of the credit that is likely to be transferred should the student choose to attend Parsons Paris.

A formal Transfer Credit Evaluation (TCE) is completed after the student accepts the offer of admission by submitting the Reply Form along with the tuition deposit. A TCE is the process by which Admission counselors evaluate previous coursework and qualifying exams in order to determine if and how it may be transferred toward the student’s degree requirements at Parsons Paris.

Transfer Credit Thresholds for Determining Level of Entry

A transfer student’s placement (freshman, sophomore, etc.) is determined based on a comprehensive review of application materials, including the Parsons Challenge, the portfolio, and previous college transcripts. The total number of credits accrued at a previous institution(s) does not alone determine a student’s level of placement. For example, if a student receives transfer credit for a course that is generally relevant to the Parsons Paris program to which he or she is admitted but is not a direct equivalent to a Parsons or Parsons Paris requirement, then that credit may be applied toward electives without affecting the student’s entry level. The Office of Admission Transfer Credit Evaluation is subject to final approval and potential redistribution of credits by the admitted student’s academic program at Parsons Paris.

Level Guidelines [BBA and BFA]

Freshman: Students not attaining the minimum threshold for entry as a sophomore are admitted as freshmen. Students admitted to the spring term who transfer a minimum of 12 credits, 9 of which must be program (non liberal arts) for the BFA and 6 of which must be program (non liberal arts) for the BBA and BS, will not be required to attend summer session. However, students admitted in the spring term with less than
the required applicable program credits will be expected to successfully complete courses in the summer session in order to matriculate to the sophomore year.

**Sophomore Transfer:** Students admitted with a minimum of 24 total transfer credits, with no fewer than 15 applicable program credits.

**Junior Transfer:** Students admitted with a minimum of 60 credits. Students must have a minimum of 34 applicable program credits, comparable to the first and second year curricula of the intended major. Junior level entry is not permitted in some majors, including Fashion Design.

Since the level of placement at Parsons is rarely dependent upon the total number of liberal arts (including art and design history and theory) credits that the student has previously earned, these courses are evaluated and transferred on a course-by-course basis.

Most programs do not allow for spring entry for transfer students. Spring entry is dependent upon the number and kind of credits that the student has completed. After matriculation, questions about receiving additional credit or about how transfer credit has been distributed may be answered by the student’s Academic Advisor. Course descriptions, syllabi, and examples of the work may be requested by the Academic Advisor to inform a final review by the program director.

**Advanced Placement and Qualifying Exams for Undergraduates**

Students who completed the French Baccalauréat, German Abitur, International Baccalaureate, A-Level Exams or another equivalent European university qualifying exam may potentially transfer credit toward their degree program per the guidelines below. A maximum of 30 credits of this kind will be awarded.

**Advanced Placement (AP):**

For Advance Placement subject examinations, with a minimum score of 4, a student may receive 3-4 credits (or one semester course equivalent).

**British Advanced Level Examinations:**

For General Certificate Examinations, students may only receive credit for the A Levels (A/AS) or H Levels (H2/H1). No credit may be awarded for O/EA Levels (or General Paper). For A or H level subject examinations, with a minimum score of C, a student may receive 6-8 credits (or two semester courses equivalent).

**French Baccalauréat:**

An official transcription from WES or comparable evaluation service is required. For subjects with a coefficient of 5, and a minimum score of 13, a student could receive 6-8 credits (or two semester courses equivalent). For subjects with a coefficient of 5 and score of 10-13, or subjects with a coefficient of 4 and minimum score of 13, a student could receive 3-4 credits (or one semester course equivalent).

**German Abitur Final Examination:**

An official transcription from WES or comparable evaluation service is required.

**International Baccalaureate (IB):**

For higher level subject examinations, with a minimum score of 5, a student may receive 6-8 credits (or two semester course equivalent).

**Undergraduate Transfer Credit and Residency Requirement**

A maximum of 31 credits may be transferred toward the AAS degree. A minimum of 34 credits must be earned in residence.

A maximum of 60 credits may be transferred toward the BBA and BFA degrees. A minimum of 60 credits must be earned in residence.

A maximum of 84 credits may be transferred toward the BA/BFA dual-degree program - 42 toward studio and 42 toward liberal arts.

Credits earned through Study Abroad do not count toward the residency requirement. The senior year may not be taken off campus without the special written approval of the program director and School Dean.

**Graduate Transfer Credit Guidelines**

Grades and grade point averages (GPA) are not transferred. Only the description and number of credit points awarded for transfer appears on a student’s New School transcript.

In order for credits to be transferred, they must have been earned for a graduate-level course deemed applicable to the curriculum of the Parsons Paris program to which the student has been admitted and for which a minimum grade of B was assigned. A grade of “P” (Pass) will not qualify a course for transfer credit unless the transcript indicates that it is the equivalent of B or better.

Three (3) credits earned in a quarter-system are equivalent to two (2) credits earned in Parsons Paris’ semester-based system. Four (4) and five (5) credits earned in a quarter-system are equivalent to three (3) credits.

**Graduate Transfer Credit Review Process**

A formal Transfer Credit Evaluation (TCE) is completed by the program director after the student matriculates at Parsons Paris.

**Graduate Transfer Credit and Residency Requirement**

A maximum of six credits may be transferred toward the MA in History of Design and Curatorial Studies, Design Studies, Fashion Studies, and Theories of Urban Practice; the MFA in Design and Technology, Fine Arts, and Transdisciplinary Design; and the MS in Data Visualization and Design and Urban Ecologies

A maximum of nine credits may be transferred toward the MFA in Industrial Design.

No credits can be transferred toward the MFA in Fashion Design and Society, Interior Design, Lighting Design, or Photography; the MS in Strategic Design and Management; or the Graduate Certificate in Design Business.
Students granted Advanced Placement in the Master of Architecture may be waived a maximum of 30 credits.

All MA candidates must complete at least 36 credits in residence with the exception of those in the Theories of Urban Practices program, who must complete at least 30 credits in residence.

Candidates for the MArch must complete at least 90 credits in residence except those granted advanced standing, who must complete at least 60 credits in residence.

MFA candidates in Design and Technology, Fine Arts and Transdisciplinary Design must complete at least 54 credits in residence.

MFA candidates in Fashion Design and Society, Interior Design, Lighting Design and Photography must complete at least 60 credits in residence.

MFA candidates in Industrial Design must complete at least 51 credits in residence.

MFA candidates in the Interior Design and Lighting Design double-major must complete at least 90 credits in residence.

MS candidates in Design and Urban Ecologies must complete at least 54 credits in residence. MS candidates in Strategic Design and Management must complete at least 36 credits in residence. MS candidates in Data Visualization must complete at least 24 credits in residence.

For graduate students, credits earned on an approved Exchange or Study Abroad are considered “in residence.”

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) prior to the graduation date.

Students can track their progress towards degree requirements in DegreeWorks, the university’s online degree audit tool, which is accessible through MyNewSchool.

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

The Commencement Ceremony
The graduation ceremony for both all graduates is held in May. Undergraduate students who are within nine credits of completing their degree requirements and 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.

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

At Parsons Paris, departmental honors may be awarded to degree candidates who have demonstrated outstanding achievement in their programs as evidenced by

- Prominent leadership
- Outstanding contribution to departmental projects
- Notable professional achievement and/or
- Noteworthy participation in or remarkable contribution to the senior/thesis exhibition

In addition, Departmental honors are awarded to a maximum of ten percent of the graduating class per each bachelor’s and graduate program. All degree candidates are eligible, as are mid-year conferrals. Programs select candidates for departmental honors by seeking nominations from faculty and staff. A committee reviews nominations and makes final determinations should nominations exceed ten percent of the graduating class. Departmental honors is noted on the diploma and transcript.

Degree Conferral and Issuing of Diplomas
The New School confers degrees in January, May and August. After all final semester grades are received and posted an evaluation of the student’s academic record will determine eligibility to graduate. This process takes 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 eight weeks later. Diplomas will not be issued to students with outstanding debts to the university.
REGISTRATION

The Registrar’s Office facilitates registration for classes and tuition and fee charges.

Schedule Changes, Section Balancing, and Class Cancellations

The University reserves the right to revise students’ schedules after registration to assure that all students are enrolled in the appropriate courses needed for their major or to insure that sections are optimally balanced. The University cannot guarantee students their preferred instructor or class schedule.

Occasionally, due to changes in enrollment or faculty conflicts, the university must cancel courses after registration. Students will be notified of cancellations and referred to alternatives.

Registration Procedures

New students should visit the New Students page www.newschool.edu/student-services/newstudents for registration information prior to arrival on campus. Continuing students should refer to the Registration Information website (http://www.newschool.edu/registrar/registration-information/) each semester for detailed registration instructions, as well as relevant policy information.

All students should note the following:

- Registration dates are posted by the Registrar’s Office. Generally, new students register over the summer (for the fall term) or in January (for the spring term). Continuing students register in April for the following fall term and in November for the following spring term.

- Students who register for a course that do not meet the minimum prerequisites without the appropriate advisor’s approval may be asked to drop the course and may be administratively withdrawn from the course.

- Student Financial Services invoices continuing degree students for tuition and fees several weeks before the start of each semester. Students should verify the accuracy of their registration and charging information.

- New students registering prior to their first-semester classes are sent an invoice prior to their arrival on campus. Payment is due prior to the first day of classes.

- Registration is not complete until payment or payment arrangements have been made.

- Students who fail to register or fail to make payment by the published deadlines (see below) will incur late fees. Deadlines for completing registration cannot be extended because of delays in clearing registration holds (see below).

Registration Holds

Holds may be imposed for a variety of reasons typically including advising, non-verification of legally required vaccination, or financial obligation. In the event that a student fails to satisfy requirements for documentation or payment, the appropriate university office will place a hold preventing future registration until the requirement has been satisfied. Students should check MyNewSchool at least two weeks prior to registration to see if any holds have been placed on their accounts. If any hold has been placed, MyNewSchool will indicate the type of hold and the office to contact to resolve the hold. Registration deadlines will not be extended because of delays in clearing holds, and students will be liable for any applicable late fees.

Full-Time and Half-Time Status

For undergraduate degree students, full-time status is defined as enrollment in a minimum of 12 credits per semester. Half-time status is defined as enrollment in a minimum of 6 credits per semester.

For graduate degree students, full-time status is defined as enrollment in a minimum of either 9 or 12 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 (4.5 or 6, depending on 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.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Full-Time</th>
<th>Half-Time</th>
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</thead>
<tbody>
<tr>
<td>AAS</td>
<td>12 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>BA</td>
<td>12 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>BBA</td>
<td>12 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>BFA</td>
<td>12 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>BS</td>
<td>12 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>GR Certificate</td>
<td>9 credits</td>
<td>4.5 credits</td>
</tr>
<tr>
<td>M.Arch</td>
<td>12 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>M.Arch/MFA</td>
<td>12 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>MA</td>
<td>9 credits</td>
<td>4.5 credits</td>
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<tr>
<td>MFA</td>
<td>12 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>MS Data Visualization</td>
<td>9 credits</td>
<td>4.5 credits</td>
</tr>
<tr>
<td>MS/Strategic Design Management</td>
<td>9 credits</td>
<td>4.5 credits</td>
</tr>
<tr>
<td>MS/Design and Urban Ecologies</td>
<td>12 credits</td>
<td>6 credits</td>
</tr>
</tbody>
</table>

Auditing Courses

In order to audit a course, students should contact their Advisor. Students cannot register to audit courses in
MyNewSchool. Audit fees are listed in the Tuition and Fee Schedule.

Undergraduate students are not permitted to audit courses.

Adding, Dropping, and Withdrawing From Courses

To add, drop, or withdraw from a course, students may complete the transaction through MyNewSchool or in person. Students should review their degree requirements and time status implications before dropping from courses.

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

Deadlines for adding, dropping, and withdrawing from courses are based on the following rules (see the Academic Calendar for exact dates for each semester):

Adding a course: through second week of semester
Dropping a course (deleted from student’s academic transcript): through fifth week of semester
Withdrawal with a grade of W noted on academic transcript (no academic penalty): through twelfth week of semester

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

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

Refund Schedule and Policies

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

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

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

University Refund Schedule—Degree Students
When course is dropped % of Tuition Refunded
Before semester begins 100%
Within first week of semester 100%
Within second week of semester 80%
Within third week of semester 50%
Within fourth week of semester 40%
Within fifth week of semester 20%
After fifth week of semester No refund

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

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

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

Late Registration and Late Payment Fees

This policy 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.

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 on or after the First Day of Classes will be charged a late registration fee of $150.

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

Appeals: Students who are charged the late payment fee or late registration fee and have extenuating circumstances that warrant a review of the fee may appeal by writing a letter to the University Appeals Committee stating their case and attaching appropriate documentation.
BILLING, PAYMENT, AND REFUND POLICIES

Billing and Payment Information

For registered continuing students, invoices are sent electronically. An email notice is sent to the student’s New School email address (@newschool.edu) when the invoice is ready to view at MyNewSchool. Fall semester invoices are normally posted in early July with payment due August 10. Invoices for the spring semester are posted in early December with a payment due January 10 for continuing students. For new entering students, the deadline is the Friday before classes begin. The invoice takes account of all current financial aid as of the date of the invoice.

Students who register just prior to the start of classes must pay their tuition and fees (and housing if applicable) balance due (less approved financial aid awards) at the point of registration and, if eligible, make other payment arrangements with Student Accounts in advance of the semester starting date.

Accepted Forms of Payment

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

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

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

Wire Transfer: To learn how to wire transfer funds to The New School, log on to MyNewSchool (select the Student tab and under Student Financial Services select “Wire transfer information.”).

Students who do not have access to MyNewSchool: must Please email Student Accounts at myaccount@newschool.edu for instructions. Only admitted students who have paid the admission tuition deposit are permitted to send funds by wire.

Returned-Check Fee

If for any reason a check does not clear for payment, 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.

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

Electronic Refunds Deposited in Your Bank Account

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

Monthly Payment Plan

The New School offers a monthly payment plan, which is accessible through MyNewSchool. It enables students and/or their families to pay interest-free monthly installments toward tuition, fees, and housing. The monthly payment plan allows you to maximize your savings and income by spreading your education expenses over two, four, or five monthly 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, Spring, and Summer terms.

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. There is a $55 enrollment fee per semester.

Payment for the fall semester five (5) month plan begins on August 1 and for the fall four (4) month plan on September 1. Payment for the spring semester five (5) month plan begins on January 1 and the spring four (4) month plan on February 1.

Payment Plan Due Dates

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

Fall Term

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

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

Important Note: Monthly payment plans are based on per semester charges. Students must re-enroll in the plan each subsequent semester in order to continue using this option.

Deferral of Payment for Employer Reimbursement or Third Party Billing
Students expecting reimbursement from an employer or sponsor may defer payment of tuition and fees by submitting a signed authorization letter along with the appropriate deferral form(s). This may be done by mail or fax or in person, but not by email.

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

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

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

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

Terms of Reimbursement
If the reimbursement will be made upon receipt of grades: There is a participation fee of $150, and the student must complete both the Employer Reimbursement Deferment Form and the Deferral Credit Card Payment Authorization. (These forms can be downloaded from the website: go to http://www.newschool.edu/student-financial-services/forms. The forms are under ‘Other University Financial Services Forms’.)

Payment of the $150 participation fee and any balance of tuition and university fees not covered by the authorization letter must be made prior to or submitted with the deferment forms. Deferred charges must be paid in full by February 1 for the fall semester, June 15 for the spring semester, and August 15 for summer term.

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

FINANCIAL AID
The Office of Student Financial Services provides a comprehensive program of financial services for degree-seeking students that includes significant institutional scholarship support to eligible students on the basis of merit and need. Detailed information regarding applying for aid and the types of aid available is available on our website at www.newschool.edu/student-financial-services. Eligible students may apply for assistance under the following federal, state, and institutional aid programs:

Scholarship and Grant Programs
Federal Pell Grant (undergraduate students only)
Federal Supplemental Educational Opportunity Grant (SEOG) (undergraduate students only)
New York State Tuition Assistance Program (TAP) (undergraduate students only)
New York State Aid for Part-Time Study Program (APTS) (undergraduate students only)
New York State Higher Educational Opportunity Program (HEOP) (undergraduate students only)
New York State Regents Opportunity Scholarship Program
New School and Parsons scholarships

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

Work Programs
Federal Work-Study Program
Other Programs
Federal aid to Native Americans
Veterans’ benefits
Social Security payments to children of deceased/disabled parents

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

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 Regions
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.

Higher Education Opportunity Program (HEOP)
The Higher Education Opportunity Program (HEOP) offers support to residents of New York State whose family incomes meet guidelines established by the State Department of Education and whose college success may not be readily predictable through high school grades and standardized test scores. For more information, email heop@newschool.edu or call at 212.229.8996.

How to Apply
In general, to be eligible for assistance under the programs listed above, students must be matriculated in a degree program and be enrolled at least half-time. To be eligible for federal government assistance, students must not be in default on or owe a refund to any of the federal aid programs.

U.S. citizens and eligible residents: Students interested in applying for any government and institutional financial assistance based on need must complete a Free Application for Federal Student Aid (FAFSA) annually. The New School’s code is 002780. Apply electronically at www.fafsa.gov. Filing 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 need-based scholarship awards and federal aid programs. The expected family contribution (EFC) 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 formula: 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 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.

Tuition, fees, educational expenses, billing, payment, as well as rules and regulations governing aid eligibility can be found at www.newschool.edu/student-financial-services or by contacting Student Financial Services, The New School, 72 Fifth Avenue 2nd floor, New York, NY 10011, 212.229.8930, sfs@newschool.edu

SCHOLARSHIPS
All undergraduate students, including international students, may be eligible for college and institutional scholarships. International students may apply by completing the online International Student Scholarship Application annually. https://docs.google.com/a/newschool.edu/forms/d/1Exgod2d6DeuSDNtDdYiRM77LY-_tkuSGK35dJ4Pyk/viewform

Chase Scholars
Parsons first-year applicants with exceptional academic achievement are eligible for this program of accelerated art and design courses, which carries with it a supplemental scholarship award.

University Scholars Program
This need-based program is designed to recruit and retain a diverse student body. Degree students in all academic colleges and programs of The New School are automatically considered as long as they are U.S. citizens or permanent residents and have filed the FAFSA.

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 colleges 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 colleges, acting as receiving agent for applications and other forms, and providing logistical support. For more information, contact International Student Services at 212.984.5327 229.5592 or ISS@newschool.edu.

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/student-financial-services or by contacting:
Student Financial Services
The New School
72 Fifth Avenue 2nd floor
New York, NY 10011
Phone: 212.229.8930
sfs@newschool.edu

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

ACADEMIC HONESTY AND INTEGRITY

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

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

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

Definitions and Examples of Academic Dishonesty
Academic dishonesty includes, but is not limited to:

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

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

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

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

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

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

**Step 1: Notification to Student**

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

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

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

**Step 2: Faculty Meeting with Student**

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

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

1. Indicate that the student has not committed an infraction of this policy.

2. Indicate that the student has committed an infraction and impose one of the following sanctions:
   a. require the student to resubmit the assignment; or
   b. give the student a failing grade for that particular assignment; or
   c. give the student a failing grade for the course.

3. Indicate that the student has committed an egregious infraction supporting the recommendation to the Dean that the student be suspended or expelled. Examples of egregious infractions include, but are not limited to: (1) multiple instances of academic dishonesty in a single course, (2) repeated instances of academic dishonesty by a student in different courses, and (3) academic dishonesty related to a major culminating work such as a Senior Exhibit, Masters Thesis or Doctoral Dissertation.

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

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

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

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

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

**Appeal Procedures**

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

**Student’s Right to Appeal**

The student may appeal the school designee’s decision to the Dean/Director of the School or his/her designee (hereinafter “Dean”). The appeal must be in writing and sent within ten (10) days of the decision letter received by the student. The student may request that the Dean convene a meeting of the existing committee that is responsible for academic standards and standing, or convene such a committee should one not already exist, to review the appeal. No member of this committee will have been part of the appeals process to date. The committee’s recommendation will be made to the Dean, whose decision is final except in cases where the student has been suspended or expelled. Alternately, the student may waive review by a committee and request that the appeal be reviewed exclusively by the Dean or his/her designee, who will nor be the School’s Designee.

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

**Appeal to the Provost**

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

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

**INTELLECTUAL PROPERTY POLICY**

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

**ACADEMIC FREEDOM: FREE EXCHANGE OF IDEAS**

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

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

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

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

**STATEMENT OF ETHICAL AND REGULATORY RESPONSIBILITY FOR RESEARCH INVOLVING HUMAN SUBJECTS**

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

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

**EXTERNAL FUNDS FROM GRANTS, CONTRACTS, SPONSORED PROJECTS:**

While some funders will award a grant directly to a student, many require the university to be listed as the eligible 501(c)(3) grantee or non-profit applicant organization of record. Any funding proposal or award administered by The New School must undergo a review and approval process through several offices at the Dean and Central levels. This process ensures that all relevant parts of the university are fully prepared to administer the award, that the obligations an award places a department or School under are feasible, and that what the university is agreeing to will be fully compliant with all relevant federal regulations, laws, and institutional policies, including research compliance requirements. Questions about requirements, budgeting, or proposal development should first be directed to the student's faculty advisor; then both student and faculty should approach their Dean's Office.

**THE STUDENT RIGHT TO KNOW ACT**

The New School discloses information about the persistence of undergraduate students pursuing degrees at this institution. This data is made available to all students and prospective students as required by the Student Right to Know Act. During the 2014-2015 academic year, the university reports the “persistence rate” for the year 20132 (i.e., the percentage of all freshmen studying full time in fall 2013 who were still studying full time in the same degree programs in fall 2014). This information can be found under the common data set information on the Institutional Research and Effectiveness website at http://www.newschool.edu/provost/institutional-research-effectiveness/.

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

**CAMPUS CRIME STATISTICAL REPORT**

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 web site 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.

**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.

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

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

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

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

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

The name and address of the office that administers FERPA:

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

EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITY

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

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

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

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

Jerry Cutler
Chief Human Resources Officer
79 Fifth Avenue, 18th floor
New York, NY 10003
212.229.5671 x4900
cutlerj@newschool.edu

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

USE OF PHOTOGRAPHS BY THE UNIVERSITY

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

IMMUNIZATION REQUIREMENTS

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

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

Information about the measles, mumps, and rubella immunization requirements and meningococcal disease is posted by the university at www.newschool.edu/health.
COMMUNICATION WITH STUDENTS

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

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

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

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

Starfish, The Student Success Network enables students to:

- Sign up online for appointments with course instructors and advisors who have posted their office hours
- Schedule tutoring sessions at the University Learning Center and with reference librarians
- View support networks for your courses and services
- Connect to resources and services
- Get referrals and other messages from instructors and advisors
- Click on the "Request Help" button to indicate a specific concern or issue

To learn more, visit www.newschool.edu/student-success.
Lang and Parsons consortium, graduate certificate program, ESL + program, and graduate and undergraduate degree program non matriculating students.

Medical Services offers medical evaluation and treatment for illness and injury, gynecological consultation and treatment, prescriptions, medications, immunizations, and other preventive services. All services are strictly confidential and do not become part of a student's academic record.

Counseling Services offers the opportunity to talk to someone who will listen in a supportive and non-judgmental manner. Counselors help students clarify issues, explore feelings and discuss problem-solving strategies. We offer short-term individual treatment (a maximum of 12 sessions per academic year) but the duration is decided on an individual basis. During the initial visit, the student and the counselor will decide on a treatment plan together. Sometimes long-term or specialized treatment is indicated and the counselor will help the student find appropriate referrals in the community.

Support groups, including art therapy, are also offered. Psychological testing is offered at a low cost. Medication consults with psychiatry staff are also available but only for students who are in counseling as well.

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

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

Student Health Insurance

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

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

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

Career Services

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

International Student and Scholar Services

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

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

Student Disability Services

The New School is committed to helping students with disabilities obtain equal access to academic and programmatic services. Student Disability Services assists students who may need special accommodations, as required by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Federal Rehabilitation Act of 1973. If you have a temporary or chronic disability of any kind, please self-identify with 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, including how to self-identify, visit www.newschool.edu/student-disability-services.

University Student Senate

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

Intercultural Support and HEO

The Office of Intercultural Support (OIS) works with students of diverse backgrounds to build community at The New School. OIS offers programs, workshops, services, and individual counseling to support and promote the varying world perspectives at The New School. The staff works closely with recognized student organizations and the Social Justice Committee.

For more information, including how to self-identify, visit www.newschool.edu/international-student-services.
Arthur O. Eve Higher Education Opportunity Program (HEOP) and the Student Ombuds office. For more information, visit www.newschool.edu/intercultural-support.

Student Development and Activities

The Office of Student Development and Activities (OSDA) is dedicated to helping students enhance their leadership skills and explore co-curricular opportunities available at The New School and beyond.

OSDA fosters a sense of community by organizing a diverse array of on- and off-campus student programs, including the annual Welcome Block Party, service projects, performances and theater productions, sporting events, and semi-annual study-break activities. For more information about OSDA, and to sign up for the weekly newsletter, visit www.newschool.edu/student-development-activities.

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

Athletics and Recreation

Athletics and Recreation offers many opportunities for students to become physically active and socially engaged while creating community across the university. Programs and events are offered to students at all levels of experience, ability, knowledge, and interest. We also provide leadership and professional development to our student staff.

We sponsor a variety of activities, programs, and events, including:

- Athletics: basketball, cross country, soccer, and tennis
- Group Fitness: boot camp, capoeira, dance, kickboxing, Pilates, yoga, and Zumba
- Intramurals: basketball, dodgeball, soccer, and volleyball
- Outdoor and Indoor Adventures: archery, backpacking, biking, camping, hiking, horseback riding, ice skating, kayaking, laser tag, professional sporting events, rafting, rock climbing, skiing, snowboarding, trapeze, and zip-lining
- Special Events: charity 5K races, overnight ski/snowboard trips, and self-defense workshops

For more information about current programs and events and to sign up for the weekly newsletter, visit www.narwhalnation.com.

Social Justice Committee

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

UNIVERSITY RESOURCES AND FACILITIES

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

Libraries and Archives

The New School Libraries & Archives consist of four separate locations which provide resources and services for the entire New School community. The libraries offer a variety of seating options, including bookable group workspaces and quiet study areas; computer workstations and printing, scanning and copying services; on-site collections of highly-used materials; and self-checkout kiosks. The archives are open for research visits by appointment.

The collection consists of both digital and physical formats. These items include books and journals, scores, photographs and images, audio-visual materials, and archives and special collections. Our electronic resources are available to students enrolled in both on-campus and distance learning programs. Archives and Special Collections offers a rich array of unique and rare materials, with particular strengths in twentieth-century design practices and the multilayered histories of all divisions of The New School. Materials are discoverable through the library website.

Librarians offer faculty and students assistance with research methodologies and information literacy through: one-on-one appointments, in-class sessions, workshops, a 24-hour virtual reference by e-mail service (Ask Us), online subject or course-related research guides, & designing research assignments. In addition, archivists offer workshops in conducting primary source research and work closely with students to help them discover materials relevant to their interests.

As members of the Research Library Association of South Manhattan and PALCI, most New School patrons also have access to materials and spaces outside of the New School Libraries and Archives.

For more information, please go to our website [library.newschool.edu].
**Canvas**

The New School uses the Canvas “learning management system.” This online resource is where you will have access to important course information like syllabus, course resources, and announcements.

In Canvas you will find the courses in which you are actively enrolled. Both on-site and online courses use Canvas, though online courses will often utilize it as the virtual classroom.

Log in by visiting my.newschool.edu and selecting Canvas from the menu icon located at the top right of the page. Be sure to do this frequently, and follow your instructor’s guidance on how Canvas will be used in each particular course.

**University Learning Center**

The University Learning Center (ULC) provides support to New School students in the following areas: undergraduate and graduate writing, ESL services, math and economics, Adobe Creative Suite, computer programming, oral presentations, and time management. Students are served through one-on-one tutoring sessions by trained and experienced tutors. Several academic and skill-building workshops are also offered throughout the semester.

The goal of ULC tutors is to support student development through constructive feedback and technical guidance. Sessions are highly interactive and focus on helping students to clarify their ideas, evaluate their work, and strengthen their skills. For more information, visit newschool.edu/learning-center.

**Computing Facilities**

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

- Mac and Windows open labs with printers
- Computer-equipped presentation classrooms
- Advanced video, audio, Web, print design, 2D and 3D modeling and animation programs
- Research, statistics, and Microsoft Office software
- Private editing suites, an AV recording studio, and a voiceover studio
- Black and white, color, and large format printing, including wireless printing, standard and photographic quality.
- Specialty scanners (oversized, slide, film, and drum)

Questions about edu Services, labs, the equipment center, the print output center, and edu Services-supported presentation classrooms should be directed to the edu Services staff by emailing itcentral@newschool.edu or calling 212.229.5300 x4537.

**Wireless**

The New School provides free wireless Internet access throughout the campus. For information, visit www.newschool.edu/information-technology/wireless-network.

**IT Central**

IT Central is the point of contact for students, faculty, and staff requiring assistance or information on all university computing issues. Visit www.newschool.edu/information-technology/help for hours of operation and to create a support or service request ticket.

Location: 72 Fifth Avenue, lower level
Telephone: 212.229.5300 x4357 (xHELP)
Email: itcentral@newschool.edu