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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 and 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 information, 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 education. 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
newschool.edu/drama

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
\url{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
\url{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
\url{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
\url{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
6 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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**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
**GRADUATION RATE WITHIN 100% AND 150% OF NORMAL TIME TO COMPLETION: FIRST TIME/FULL-TIME FRESHMEN IN BACCALAUREATE DEGREE, BY ETHNICITY AND GEOGRAPHIC ORIGIN**

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

U.S. Citizens  Non-Resident Aliens
Graduation rate within 150% of normal time to completion: First time/full-time freshmen in baccalaureate degree

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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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<th>Non-Pell Recipients</th>
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### Graduation Rate Within 150% of Normal Time to Completion (%)

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<th>Non-Pell Recipients</th>
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<td>GRADUATION RATE WITHIN 150% OF NORMAL TIME TO COMPLETION(%)</td>
<td>[Graph]</td>
<td>[Graph]</td>
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</table>

Graduation rate within 100% and 150% of normal time to completion: full-time undergraduate freshmen Pell and non-Pell recipients in baccalaureate degree by gender

### Graduation Rate Within 100% of Normal Time to Completion (%)

<table>
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<tr>
<th>Gender</th>
<th>Pell Recipients</th>
<th>Non-Pell Recipients</th>
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### Graduation Rate Within 150% of Normal Time to Completion (%)

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<tr>
<th>Gender</th>
<th>Pell Recipients</th>
<th>Non-Pell Recipients</th>
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<td>[Graph]</td>
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<tr>
<td>Year</td>
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<td>Fall 2005</td>
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<td>Fall 2004</td>
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<td></td>
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<td>64.6</td>
</tr>
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The New School was founded in 1919 as a center for “discussion, instruction, and counseling for mature men and women.” Today, it is an innovative urban university offering undergraduate, graduate, and Open Campus continuing education courses and programs in liberal arts and social sciences, art and design, management and policy, and performing arts.

Schools of Public Engagement is the successor to the founding division of the university. It adheres to The New School’s original mission of serving the intellectual, cultural, artistic, and professional needs and interests of adult students. The curriculum published in this catalog offers an enormous range of opportunities for intellectual inquiry and skills development.

Some of the finest minds of the 20th century developed unique courses at The New School. W.E.B. DuBois taught the first course on race and African American culture offered at a university; Karen Horney and Sandor Ferenczi introduced the insights and conflicts of psychoanalysis; Charles Abrams was the first to explore the complex issues of urban housing; the first university course on the history of film was taught at this institution; and in the early 1960s, Gerda Lerner offered the first university course in women’s studies. Over the years, lectures, seminars, and courses have examined most of the important national and international issues of our time.

Schools of Public Engagement is currently comprised of the Bachelor’s Program for Adults and Transfer Students; the MFA in Creative Writing Program; the Milano School of International Affairs, Management, and Urban Policy; the School of Media Studies; and the School of Languages.

The New School maintains its tradition of educational innovation and keeps its place on the cutting edge of the intellectual and creative life of New York City.

ABOUT THE SCHOOLS OF PUBLIC ENGAGEMENT

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A MESSAGE FROM THE EXECUTIVE DEAN

Almost a century ago, a small group of scholars set out to change the value-system of higher education. They founded a school that challenged traditional boundaries; a school that strengthened ties with the non-academic community; a school that expanded its course and program offerings to address new issues and reach new student populations. Schools of Public Engagement is the contemporary name for the founding division of The New School. Today The New School is a major urban university that connects design, social research, and the performing arts. Our mission is still consistent with our founding conviction that higher learning occurs over an entire lifetime, not just four short years, and that its purpose is to engage in the issues of the day.

The Schools of Public Engagement is comprised of four schools. The Milano School of International Affairs, Management, and Urban Policy offers graduate programs in management, organizational change, public policy, international affairs, nonprofit management, and environmental policy and sustainability management. The School of Media Studies offers graduate degrees and certificates in media studies and media management, focusing on the making, management, and critical study of established and emerging media. The Creative Writing Program offers a rigorous Master of Fine Arts program with concentrations in poetry, fiction, creative nonfiction, and writing for children and young adults, as well as an honors program for undergraduate students. The Bachelor’s Program for Adults and Transfer Students offers liberal and interdisciplinary education to students completing their undergraduate degrees. We also offer language learning and teaching programs, including a graduate program in Teaching English to Speakers of Other Languages, foreign language courses, and a certificates in English as a Second Language.
John Dewey, one of the founding members of The New School, once wrote that “education is not preparation for life; education is life itself.” As you learn more about the diverse course and program offerings contained in this catalog, I hope that you, too, will consider your time here as a process of growth, of social integration, and, as Dewey reminds us, as a living process of intellectual exploration.

Sincerely,

Mary Watson
Executive Dean
Schools of Public Engagement

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PhD, Yale U.
Assistant Professor of Nonprofit Management and Urban Policy

Joseph Heathcott
PhD, Indiana U.
Associate Professor of Urban Studies
<table>
<thead>
<tr>
<th>Name</th>
<th>Degree/Institution</th>
<th>Position/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rachel Heiman</td>
<td>PhD, U. of Michigan</td>
<td>Associate Professor of Anthropology</td>
</tr>
<tr>
<td>Peter Hoffman</td>
<td>PhD, The Graduate Center of The City University of New York</td>
<td>Studley Faculty Fellow</td>
</tr>
<tr>
<td>David Howell</td>
<td>PhD, The New School for Social Research</td>
<td>Professor of Urban Policy</td>
</tr>
<tr>
<td>Sean Jacobs</td>
<td>PhD, U. of London</td>
<td>Associate Professor of International Affairs</td>
</tr>
<tr>
<td>Luis Jaramillo</td>
<td>MFA, The New School</td>
<td>Assistant Professor Writing</td>
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<tr>
<td>Mark Johnson</td>
<td>MIA, Columbia U.</td>
<td>Assistant Professor of Practice</td>
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<tr>
<td>Michele Kahane</td>
<td>MA, Columbia U.</td>
<td>Professor of Professional Practice</td>
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<tr>
<td>Deanna Kamiel</td>
<td>Guggenheim Fellow</td>
<td>Assistant Professor of Media Studies</td>
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<tr>
<td>Nina Khrushcheva</td>
<td>PhD, Princeton U.</td>
<td>Professor of International Affairs</td>
</tr>
<tr>
<td>Erica Kohl-Arenas</td>
<td>PhD, U. of California, Berkeley</td>
<td>Assistant Professor of Management</td>
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<tr>
<td>David Lehman</td>
<td>PhD, Columbia U.</td>
<td>Associate Professor Writing</td>
</tr>
<tr>
<td>Lana Lin</td>
<td>PhD, NYU; MFA, Bard College</td>
<td>Associate Professor of Film Theory &amp; Digital Cinema Production</td>
</tr>
<tr>
<td>L.H.M. Ling</td>
<td>PhD, MIT</td>
<td>Professor of International Affairs</td>
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<tr>
<td>Mark Lipton</td>
<td>PhD, U. of Massachusetts, Amherst</td>
<td>Professor of Management</td>
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<tr>
<td>Christopher London</td>
<td>PhD, Cornell U.</td>
<td>Assistant Professor of International Affairs</td>
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<tr>
<td>Manjari Mahajan</td>
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<td>Assistant Professor of International Affairs</td>
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<tr>
<td>Marie-Christine Masse</td>
<td>PhD, U. of California, Davis</td>
<td>Assistant Professor of French</td>
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<tr>
<td>Michelle Materre</td>
<td>MEd, Boston College</td>
<td>Associate Professor of Media Studies</td>
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<tr>
<td>Shannon Mattern</td>
<td>PhD, NYU</td>
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<td>Timon McPhearson</td>
<td>PhD, Rutgers U.</td>
<td>Associate Professor of Urban Ecology</td>
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<tr>
<td>Shaqun Mehrotra</td>
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<tr>
<td>Rachel Meltzer</td>
<td>PhD, NYU</td>
<td>Assistant Professor of Public and Urban Policy</td>
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<td>Diane Mitchell</td>
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<td>Ricardo Montez</td>
<td>PhD, NYU</td>
<td>Assistant Professor of Performance Studies</td>
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<tr>
<td>Caitlin Morgan</td>
<td>MA, School for International Training</td>
<td>Lecturer of English Language Studies</td>
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<td>Vladan Nikolic</td>
<td>MA, The New School for Social Research</td>
<td>Associate Professor of Media Studies</td>
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<td>Lesley Painter-Farrell</td>
<td>MSc, Aston U. (UK); CELTA, Cambridge U.; DELTA, Cambridge U.</td>
<td>Lecturer of English Language Studies</td>
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<td>Fabio Parasecoli</td>
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<td>Michael J. Park</td>
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<td>Visiting Associate Professor of Professional Practice</td>
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<td>Rafael Parra</td>
<td>Licenciado en Filosofía y Letras, U. de los Andes (Colombia)</td>
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<td>Christiane Paul</td>
<td>MA, PhD, Heinrich Heine U. (Germany)</td>
<td>Associate Professor of Media Studies</td>
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</table>
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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. General course distribution and other program requirements are described below.

ACADEMIC CALENDAR

The University’s Academic Calendar may be found at www.newschool.edu/registrar/academic-calendar.

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.

DEGREE OFFERINGS

Undergraduate Degrees

Schools of Public Engagement offers bachelor’s degrees in Liberal Arts (BA or BS), Environmental Studies (BA or BS), Global Studies (BA), Urban Studies (BA), Food Studies (AAS, BA, or BS), Media Studies (BA or BS), and Psychology (BA). The division also offers a BFA degree in musical theater for graduates of the American Musical and Dramatic Academy (AMDA) Integrated Program.

Liberal Arts and Other Majors

For students following the self-designed program in the Bachelor of Arts or Bachelor of Science in Liberal Arts, courses are chosen in consultation with an advisor. Students following one of the other majors choose additional elective courses outside the major in consultation with an advisor. Students completing the self-designed BA or BS in Liberal Arts may complete the requirements for an academic minor unofficially, but only students completing a major in Psychology, Environmental Studies, Food Studies, Musical Theater, Global Studies, Media Studies, or Urban Studies may officially declare an academic minor. Students completing the BA or BS in Liberal Arts may not double-major in one of the other programs.

Graduate Degrees

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

Certificates

The New School awards certificates of completion in several areas of study. A certificate attests to successful completion of a structured program of courses designed to establish proficiency in a specific field. Permanent records are maintained for all certificate students, and transcripts are available.

The following certificates are currently offered:
Documentary Media Studies (graduate level)
English as a Second Language + Design (non-credit only)
English as a Second Language + Food (non-credit only)
English as a Second Language + Music (non-credit only)
English as a Second Language (non-credit only)
Film Production (non-credit)
Leadership and Change (graduate level)
Media Management (graduate level)
Organization Development (graduate level)
Screenwriting (non-credit) †
Sustainability Strategies (graduate level)
Teaching English to Speakers of Other Languages (non-credit)

† This certificate program can be taken on-site, online, or in combination.

Foreign Language Study
All students in the Bachelor’s Program for Adults and Transfer Students are strongly encouraged to take foreign language courses as part of their program of study. The New School offers an extensive curriculum for undergraduate students. Consult the Bachelor’s Program for Adults and Transfer Students course listings on the website or contact the Department of Foreign Languages (212.229.5676; foreignlanguages@newschool.edu) for more information.

Graduate students are eligible to audit one foreign language course per semester free of charge, provided they are actively earning credit toward a graduate degree during that term and that there is space availability in the chosen course. During the summer term, graduate students who are earning credit toward a degree may also audit one foreign language course free of charge.

Graduate students who are not earning credit toward their degree during the summer term may audit one full-length foreign language course free of charge in the summer term, paying a registration fee of $180.

After choosing a course, students must obtain permission to register. Full participation in the course is mandatory, as is purchasing any necessary course materials.

Graduate students who wish to register for a foreign language course should email Vanessa Reich, Assistant Director of Student Affairs.

Liberal Arts Requirements
Students seeking an AAS degree must complete 20 credits of Liberal Arts coursework in order to graduate.

Students seeking a BA degree must complete 90 credits of 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.

BACHELOR’S–MASTER’S PROGRAM
The New School’s Bachelor’s-Master’s program provides an accelerated pairings for students to earn both an undergraduate and graduate degree. For a complete list of Bachelor’s-Master’s tracks, or to apply, visit: http://www.newschool.edu/bachelors-masters/

Eligibility
Current students: You can participate if you are pursuing a bachelor’s degree at Eugene Lang College of Liberal Arts or in the Bachelor’s Program for Adults and Transfer Students. In addition, you should have:

- Completed, or be in the process of completing, 60 credits toward a bachelor’s degree
- Earned a minimum GPA of 3.3
- Completed, or be in the process of completing, four undergraduate courses relevant to your desired area of graduate study in which you have earned a GPA of 3.0 or higher

Interested students should check with an academic advisor to see if their majors are approved for a bachelor’s–master’s option.

Benefits
- Access to graduate courses as an undergraduate student.
- Graduate School application fee waived.
- GRE requirement waived.
- Time saved (12 to 18 graduate credits, depending on the master’s program).
- Tuition saved (up to $27,360, depending on the master’s program).

Application Process
The recommended application deadline for current students is September 25 for spring admission and February 10 for fall admission. More information and an application are available at www.newschool.edu/bachelors-masters. Current students applying to the program should consult with their academic advisor throughout the application process.

The following Bachelor’s–Master’s combinations are available to students majoring in Liberal Arts:

- BA/MA or BA/MS
- BS/MA or BS/MS

Students majoring in Liberal Arts may pursue dual degrees in the following graduate programs:

- Anthropology MA
- Design Studies MA
- Economics MA
- Environmental Policy and Sustainability Management MS
- Fashion Studies MA
- Historical Studies MA
- International Affairs MA
- Liberal Studies MA
- Media Studies MA
- Nonprofit Management MS
- Organizational Change Management MS
- Philosophy MA
• Politics MA
• Psychology MA
• Sociology MA
• Teaching English to Speakers of Other Languages MA
• Public and Urban Policy (formerly Urban Policy Analysis and Management) MS

Bachelor’s Program for Adults and Transfer Students may also apply for the following state-approved dual-degree combination:

• BA in Psychology/MA in Psychology

Any undergraduate major–graduate program combination other than those listed above is not approved. Any new dual-degree options are published on the university website as they are approved at www.newschool.edu/bama.

Undergraduate students who are not in the Bachelor’s-Master’s program have the option of taking 12-16 credits of graduate-level courses, which may be double counted, or applied, towards a graduate degree in the future. Students should consult with their advisors about this “swing credit” option, and for guidance on appropriate graduate courses.

OTHER STUDY OPTIONS

University Lecture Courses (ULEC)

ULEC courses are open to all undergraduate students across the university. This curriculum creates a space for conversations among students pursuing their educations at different colleges of The New School. These conversations, which are grounded in the university’s longstanding commitment to “knowledge that matters,” are problem oriented, historically grounded, broadly interdisciplinary, and attentive to cultural diversity. ULEC courses are taught by The New School’s most dynamic and experienced professors. They offer a shared experience that often incorporates the vast cultural resources of New York City.

Riggio Honors Program: Writing and Democracy

The Riggio Honors Program provides a rigorous course of study for students interested in the study and practice of fiction, nonfiction, poetry, political writing, and arts criticism. In this 32-credit sequence, students participate in writing workshops, literature seminars, university lectures, and a thesis project. The honors program accents the role of writer in the world; and an ongoing series of public readings, literary forums, lectures, and discussions called The Writer's Life Colloquium introduces students to contemporary literature. A student-run reading series and literary journal, 12th Street, supplement the academics and foster community. All undergraduate students with a GPA of 3.0 or higher are eligible to apply. For more information, including admission, courses, and scholarship details, visit www.newschool.edu/riggio.

Courses Offered by Other Colleges of the University

Eugene Lang College of Liberal Arts

Bachelor’s Program for Adults and Transfer Students students may enroll in any Lang course that does not have restricted enrollment. For more information, visit www.newschool.edu/ucc/courses.aspx.

Mannes School of Music

Bachelor’s Program for Adults and Transfer Students students may take a select group of courses at Mannes. Please note: Most Mannes courses will be classified as non-liberal arts, and the credit structure may be different, so students considering Mannes courses should consult with their academic advisors for specific instructions.

Parsons School of Design

Continuing education courses offered for credit and selected courses in Parsons undergraduate programs are open to Bachelor’s Program for Adults and Transfer Students students. Please note: Most Parsons courses will be classified as non-liberal arts, and the credit structure may be different, so students considering Parson courses should consult their academic advisor for specific instructions.

Graduate-level Courses for Students Not Enrolled in a Bachelor’s–Master’s Program

Students must have written permission from their student advisor in the appropriate graduate department to register. The credits count only as undergraduate credits.

The New School for Social Research: Students who are not in accelerated Bachelor’s-Master’s programs must be juniors or seniors to take graduate-level courses at The New School for Social Research.

Milano School of International Affairs, Management, and Urban Policy: Certain courses are available to qualified undergraduates with permission from the Milano School.

School of Media Studies: Undergraduate students must be enrolled in a Bachelor’s–Master’s program to take graduate media studies courses.

Professional Certificates

Through careful selection of courses, it is possible for a student to earn a certificate of completion in a professional-level training program while completing courses for a Bachelor’s degree. Students should consult with their academic advisors before undertaking a certificate program. Certificates for undergraduate credit are currently offered in Film Production, Screenwriting, and Teaching English to Speakers of Other Languages.

Internships

To apply for an internship, a student must have earned at least 12 credits in residence at The New School, and the
proposed internship should contribute to the student’s overall plan of study. Registration for internships must be completed at least one week prior to the first day of classes of the term for which the internship is proposed.

**Application process:** Obtain and complete a blank internship contract from the Bachelor’s Program for Adults and Transfer Students office, or at www.newschool.edu/public-engagement/bs-liberal-arts-internships.

The contract must include an internship plan detailing the duties and number of hours to be worked each week (a minimum of 12–15 hours per week for the duration of a semester to earn three credits) from the internship coordinator. Students are limited to six credits of internships.

Internship plans have to be attached to the internship contracts, and students must obtain the signature of the designee in the Bachelor’s Program for Adults and Transfer Students office. This signature is required before a student can register for an internship. It is the student’s responsibility to obtain all documents and signatures. Internship registration is subject to the same deadlines as other registrations.

Because internships are experiential in nature, they count as non-liberal arts credits. Internships are determined pass or fail by the internship coordinator in the Bachelor’s Program for Adults and Transfer Students office, based on both a four- to seven-page essay from the student detailing the experience and an evaluation of the student’s work from the internship supervisor.

**Independent Study**

Students who have completed at least 12 credits in residence in the Bachelor’s Program for Adults and Transfer Students and are in good academic standing are eligible to undertake independent study for credit. Independent study is arranged through the Bachelor’s Program for Adults and Transfer Students office working in conjunction with an academic department. Independent study is normally set up as a three-credit course to be completed during a single semester, with one faculty member and one student. Students are permitted to take a maximum of two independent study courses while matriculated in the Bachelor’s Program for Adults and Transfer Students. In most cases, students use independent study to explore topics of personal interest that are not offered or not covered in-depth in courses offered at The New School.

**Application process:** A student who wishes to pursue an independent study must have a project in mind, which should be discussed with an academic advisor well in advance of the registration period. The proposed project should contribute to the student’s overall plan of study and may not duplicate an existing course offering at The New School. If the project is deemed viable by the student’s advisor, the student should contact the Bachelor’s Program for Adults and Transfer Students, which must approve all independent study proposals. Approval must be obtained at least one week prior to the first day of classes of the term for which the project is proposed.

Students may download an application form and a description of the independent study process at www.newschool.edu/public-engagement/bs-liberal-arts-independent-study. Courses of independent study are subject to the same registration deadlines as other courses.

**Study Abroad**

The Bachelor’s Program for Adults and Transfer Students does not have an organized study-abroad program, but students are encouraged to study abroad provided they meet the requirements and adhere to the policies described below:

- The student must have completed at least 12 credits in residence in the Bachelor’s Program for Adults and Transfer Students prior to applying.
- The student must be in good academic standing, with a cumulative GPA of 2.95 or higher.
- The maximum number of credits that can be earned is 24, which count as part of the maximum allowance of 84 transfer credits out of the 120 credits needed to complete a bachelor’s degree.
- A student may study abroad during any New School term (fall, spring, summer) as well as during summer and winter breaks.
- While the Bachelor’s Program for Adults and Transfer Students can provide some information about external study-abroad programs and make suggestions, each student must research and select his or her own program, subject to approval by the Bachelor’s Program for Adults and Transfer Students office. Approval depends on course selection, accreditation of the institution, and more.
- Upon completion of the study-abroad program, the student must arrange for a transcript to be sent for evaluation to the Bachelor’s Program for Adults and Transfer Students, to the attention of the designee. If the original transcript is not in English, it is the student’s responsibility to have it translated.

Student with questions about studying abroad should email the Bachelor’s Program for Adults and Transfer Students office at sus@newschool.edu.

**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
Literature
Literary Translation
Moving Image Arts and Experimental Practices
Museum and Curatorial Studies
Music Composition (application required)
Philosophy
Photography (application required)
Politics
Post-Genre Music: Performance and Creation (application required)
Printmaking (application required)
Psychology
Religious Studies
Screenwriting
Social Practice
Sociology
Sustainable Cities
Techniques of Music
Temporary Environments
Theater
Urban Studies
Visual Studies
Writing

For more information about declaring a minor, please visit: http://www.newschool.edu/academics/minors/
THE BACHELOR’S PROGRAM FOR
ADULTS AND TRANSFER STUDENTS

Melissa Friedling, Dean
friedlim@newschool.edu
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The Bachelor’s Program for Adults and Transfer Students
offers Bachelor’s degree programs for working adults and
others seeking a non-traditional college education. It is
designed for people who are committed to completing their
undergraduate education with a solid foundation in the
liberal arts.

Students in the Bachelor’s Program for Adults and Transfer
Students may follow a self-designed major in Liberal Arts,
or they may major in Environmental Studies, Global
Studies, Urban Studies, Psychology, Media Studies, Food
Studies, or certain other areas of study as approved by The
New School.

Bachelor of Arts / Bachelor of Science in
Liberal Arts

The BA in Liberal Arts at Schools of Public Engagement
requires satisfactory completion of 120 credits, of which 84
can be transfer credits. Students who earn a minimum of 90
credits in the liberal arts and sciences receive the BA
degree. Those who earn fewer than 90, but at least 60 credits
in the liberal arts and sciences receive the BS degree.

All students who enter the Bachelor’s Program for Adults
and Transfer Students with fewer than 30 transfer credits
must enroll for 12 general education credits (including
NHUM1001 Pathways to Learning: The Idea of the
University) during their first year in the program.

The Liberal Arts Curriculum

Students in the self-design liberal arts path may draw from
many areas of study. Students who would benefit from
guidance in creating a thematic focus or who plan to go to
graduate school should consult carefully with their academic
advisors about their course selections before they register.
The flexible degree requirements permit a wide range of
curricular possibilities.

A list of available courses with course descriptions can be
found on www.newschool.edu/public-
engagement/bachelors-program-subject-areas. Majors may
also choose courses from other colleges of The New School,
including most courses at Eugene Lang College of Liberal
Arts and selected courses offered by Parsons School of
Design and the College of Performing Arts.

Qualified students may be able to take certain courses
offered by graduate programs of the university.

Every student in the Bachelor’s Program for Adults and
Transfer Students is responsible for organizing the course
offerings of The New School into a coherent academic
program. To do so requires thoughtful planning and
consideration of options. Students are expected to form
strong relationships with their faculty advisors, with whom
they can talk through options, gain access to the full range
of curricular resources available in the university, and shape
a group of courses into a coherent program suited to
individual needs and interests.

The liberal arts and sciences, as defined by the Bachelor’s
Program for Adults and Transfer Students, correspond
generally to the following subject areas identified in the
course catalog:

- Anthropology and Sociology
- Arts: History, Theory, and Criticism
- Cultural Studies
- Environmental Studies
- Film and Media Studies
- Food Studies
- Foreign Languages
- Gender Studies
- Global Studies
- History
- Jewish Culture
- Journalism
- Literature
- Philosophy
- Politics and Economics
- Psychology
- Screenwriting
- Urban Studies
- Writing

Bachelor of Arts students may elect to include up to 30
credits, Bachelor of Science students up to 60 credits, and
Bachelor of Fine Arts in Musical Theater up to 12 credits in
non-liberal arts areas of study, which correspond generally
to the following subject areas.

- Management and Leadership
- Media and Film Business
- Media and Film Production

The certificate program in Teaching English to Speakers of
Other Languages includes some courses that are liberal arts,
as well as courses that are non-liberal arts.

Students selecting courses should consult with their faculty
advisors and refer to the Liberal Arts and Non-Liberal Arts
lists posted on www.newschool.edu/public-engagement/ba-
bs-liberal-arts-degree-requirements.

Studying Online

Liberal Arts majors may be able to complete their BA or BS
degree entirely online. The Bachelor’s Program for Adults
The Environmental Studies program is an interdisciplinary undergraduate program. Students may attend this program from colleges other than the Schools of Public Engagement. Please note that policies governing transfer credit and prior learning, online options, internships, and other academic options are governed by the division under which the student is matriculated. The policies outlined here apply to students admitted to the Bachelor’s Program for Adults and Transfer Students specifically.

Environmental Studies focuses on three disciplines: science, urban studies, and design. Students use New York City, one of the world’s largest urban ecosystems, as their laboratory. For more information about the program, please visit www.newschool.edu/environmental-studies.

Students who choose Environmental Studies as a major can earn a BA or a BS degree as described. All students are encouraged, but not required, to choose a concentration. Two optional concentrations are offered: Urban Ecosystems and Public Policy and Sustainable Design (only available to students enrolled prior to Fall 2017). Credit for a concentration is earned by completing three 3000- or 4000-level courses approved for that concentration. Only specific courses satisfy the major requirements, including electives. Not all courses are offered each semester. Courses should be carefully chosen in consultation with an advisor. Students must receive grades of C or better in all courses taken to fulfill major requirements.

**Major**

Completion of the bachelor's degree in Environmental Studies requires a minimum of 120 credits, of which 56–62 must be in the major as described below. The Bachelor of Arts degree in Environmental Studies requires successful completion of 16 courses distributed as described below, including a required internship. The Bachelor of Science degree course distribution requirements are the same as those of the BA plus twelve additional credits.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>UENV 2000 Environment and Society</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>UENV 2100 Environment, Race &amp; Natural Resource</td>
<td>Management</td>
</tr>
<tr>
<td>UENV 2400 Urban Ecology</td>
<td>4</td>
</tr>
<tr>
<td>LSCI 2500 Chemistry of the Environment</td>
<td>4</td>
</tr>
<tr>
<td>UENV 3200 Spatial Thinking with GIS</td>
<td>4</td>
</tr>
<tr>
<td>UENV 3400 Urban Resilience</td>
<td>4</td>
</tr>
<tr>
<td>LMTH 2050 Math Models in Nature</td>
<td>4</td>
</tr>
<tr>
<td>LMTH 2030 Statistics with SPSS</td>
<td>4</td>
</tr>
<tr>
<td>UENV 3501 Economics of the Environment</td>
<td>4</td>
</tr>
</tbody>
</table>

**One lab course:**
- UENV 3450 Ecology Lab 4
- LSCI 3029 Water Quality Lab 4

**One social science course:**
- UENV 2530 Environmental Justice 4
- UENV 3510 Planning Sustainable Cities 3
- UENV 4703 Social Justice in Sustainable Food Systems 3

**Three design courses:**
- PUDM 2101 Economics and Ethics of Sustainable Design 3
- PSDS 2510 Visualizing Urban Change 3
- PSDS 2100 Research and Development Methods 3
- PUDM 1100 Intro to Design and Management 3
- PSDS 2532 Collab: Urban Interventions 3
- PUDM 1101 Design Strategies and Everyday Experience 3
- UENV 4210 Directed Research (Pre-Thesis) 4
- UENV 4211 Directed Research (Senior Thesis) or 1 Upper Level ES Elective 3–4
- UENV 3901 Professional Internship (Recommended summer before senior year) 0–2

Optional Concentration or Electives: 3 courses 12

**BA Total Credits without concentration** 53–59
**BA Total Credits with concentration** 65–71

**BS only additional requirements:**
- Choose 12 credits from the following **:
  - PSDS 2532 Collab: Urban Interventions 3
  - PSDS 3100 Integrative Research and Development 3
  - PSDS 3510 Designing Urban Food Agriculture 3
  - PSDS 3601 Sustainable Business Design 3
  - PSDS 3602 Sustainable Everyday Practices 6
  - PUDM 3301 Research and Development Methods 3
  - PSCE 4021 Designing Sustainable Foodscapes 3

**BS Total Credits without concentration** 65–71
**BS Total Credits with concentration** 77–83
Bachelor of Arts / Bachelor of Science / Associate of Applied Science in Food Studies

Drawing on a number of disciplines, including anthropology, economics, gastronomy, systems design, and public policy analysis, the program prepares students to implement positive changes in food systems by engaging with processes of production, distribution, consumption, and regulation.

The degree in Food Studies is a pathway to careers and graduate study in food policy research and advocacy, environmentally sustainable agriculture, urban policy analysis and management, food marketing and distribution, public relations, and business administration for governments, NGOs, culinary journalism, and food and culinary businesses.

The BA and BS in Food Studies are awarded upon completion of 120 credits, 30 of which must be in Food Studies, and the AAS upon completion of 60 credits, 45 of which must be in Food Studies.

The BA/BS major consists of a core of 12 credits (four courses), providing the basics for the study of food from the cultural, political, and environmental points of view, and 12 credits (or four courses, depending on curricular choices) in one of the following concentrations: Culture, Media and Communication, Health and Environment, or Policy and Politics. Six credits can be chosen from elective courses offered by Schools of Public Engagement and other colleges of The New School in topics relevant for a student’s professional and cultural interests.

Students must receive grades of C or better in all courses taken to fulfill major and minor requirements.

BA / BS Major

Completion of the bachelor's degree in Food Studies requires a minimum of 120 credits, of which 30 must be in the major as described below.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Food Studies</td>
<td>3</td>
</tr>
<tr>
<td>One Introductory Course from three of the core areas</td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Culture, Media and Communication</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>American Culinary History: From the Erie Canal to the Food Network, (or) Food and the Senses: An Exploration of Embodied Knowledge, (or) Eating Identities: Food, Gender, and Race, (or) Cultural History of Nutrition &amp; Dieting</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Health and Environment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Food and the Environment (or) The Science of Food, Flavor, and Farming, (or) Cultural History of Nutrition &amp; Dieting, (or) Alternative Food Networks</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Policy and Politics</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Making Sausage: Policy Tools for Food System Change (or) Contemporary Food Controversies, (or) Food Environments, Heath and Social Justice, (or) Alternative Food Networks</td>
<td></td>
</tr>
</tbody>
</table>

Four courses in a concentration:
- Culture, Media, and Communication
- Health and Environment
- Food Policy and Politics

Two electives                                      6

Total Credits                                      30

AAS Major

Completion of the associate's degree in Food Studies requires a minimum of 60 credits, 45 of which must be in the major as described below.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Food Studies</td>
<td>3</td>
</tr>
<tr>
<td>One Introductory Course in Three of the Four Concentrations:</td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Food Culture, Media, and Communication:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>American Culinary History: From the Erie Canal to the Food Network, (or) The Language of Food</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Food, Health, Science, and the Environment:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Food and the Human Body (or) Molecular Gastronomy</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Food Policy and Politics</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Contemporary Food Controversies (or) The Global Food System</td>
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</table>

<table>
<thead>
<tr>
<th>The Business of Food</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Restaurant Ownership (or) Food Production Business</td>
<td></td>
</tr>
</tbody>
</table>

Four courses in a concentration:
- Culture, Media, and Communication
- Health and Environment
- Policy and Politics
- The Business of Food

Two electives                                      6

Practice-based / 3-6 Credit Capstone Experience 15

Total Credits                                      45
Bachelor of Arts / Bachelor of Science in Media Studies

The BA and BS in Media Studies are awarded upon the completion of 120 credits, 30 of which will follow major and concentration requirements. The major consists of a core of six credits (two classes), providing the basis for the understanding of Media Studies, with 18 credits in one of the following concentrations: Screenwriting, Cinema Studies, Media and Social Change, Media Management & Entrepreneurship, or Film Production, as well as six credits (two classes) toward your capstone.

Media Studies students can study full-time or part-time. Students have online and evening study options that are particularly convenient for part-time students, including non-traditional and adult students. While not required, internships are available to students, broadening their opportunities to establish professional connections and experience.

Concentration requirements are organized between Foundation courses within the concentration and Advanced courses that build on the histories, theories, and skills developed in the Foundation courses.

Students must receive grades of C or better in all courses taken to fulfill the major requirements.

The Bachelor of Arts (BA) degree concentrations are: Screenwriting, Media and Social Change, and Cinema Studies.

The Bachelor of Science (BS) degree concentrations are Media Entrepreneurship and Film Production

All pre-approved concentrations follow an approved curriculum. Students should consult with their advisor and seek approval for all major electives to ensure progress through the degree.

Required Courses

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Media Studies</td>
<td>3</td>
</tr>
<tr>
<td>One Approved Studio Elective (choose from)</td>
<td></td>
</tr>
<tr>
<td>• Filmmaking Studio 1 (recommended for all students planning to pursue Film Production concentration)</td>
<td></td>
</tr>
<tr>
<td>• Digital Video Production</td>
<td></td>
</tr>
<tr>
<td>• Documentary Production Workshop</td>
<td></td>
</tr>
<tr>
<td>• Introduction to Digital Design</td>
<td></td>
</tr>
<tr>
<td>• Fundamentals of Web Design</td>
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<tr>
<td>• Audio Production</td>
<td></td>
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</tbody>
</table>

Two Capstone Courses

- NCOM 4000 - Media Studies Senior Project Lab
- NCOM 4900 - Capstone or NFLM 3690 Film 5: Final Project (required for film production concentration ONLY)

Concentration Courses

<table>
<thead>
<tr>
<th>Concentration Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screenwriting</td>
<td></td>
</tr>
<tr>
<td>NSRW2800 Script Analysis</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bachelor of Science</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NSRW3810 Screenwriting 1</td>
<td>3</td>
</tr>
<tr>
<td>NSRW3820 Screenwriting 2 (three credits)</td>
<td>3</td>
</tr>
<tr>
<td>NSRW3830 Screenwriting 3 (three credits)</td>
<td>3</td>
</tr>
<tr>
<td>Six (6) credits of approved electives</td>
<td></td>
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</tbody>
</table>

Cinema Studies

<table>
<thead>
<tr>
<th>Cinema Studies</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>NFLM 2400 Introduction to Cinema</td>
<td>3</td>
</tr>
<tr>
<td>NFLM 2500 Movements in World Cinema 1: The Emergence of an Art Form</td>
<td>3</td>
</tr>
<tr>
<td>NFLM 2501 Movements in World Cinema 2: 1960s to the Present</td>
<td>3</td>
</tr>
<tr>
<td>Three (3) credits in a Cinema Studies-approved Foundation elective</td>
<td></td>
</tr>
<tr>
<td>Three (3) credits in Topics in Film Genre</td>
<td></td>
</tr>
<tr>
<td>Three (3) credits in Topics in Auteurs</td>
<td></td>
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</tbody>
</table>

Media and Social Change

<table>
<thead>
<tr>
<th>Media and Social Change</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Three Foundation courses nine (9) credits (choose three):</td>
<td></td>
</tr>
<tr>
<td>NCOM3005 Networked Media and Society</td>
<td>3</td>
</tr>
<tr>
<td>NCOM3011 Political Media and Communication</td>
<td>3</td>
</tr>
<tr>
<td>NCOM3048 Media Ethics</td>
<td>3</td>
</tr>
<tr>
<td>NCOM3166 Race, Class, and Ethnicity in the Media</td>
<td>3</td>
</tr>
<tr>
<td>Nine (9) credits approved advanced electives</td>
<td></td>
</tr>
</tbody>
</table>

Media Management and Entrepreneurship

<table>
<thead>
<tr>
<th>Media Management and Entrepreneurship</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NCOM 3247 The Media Business</td>
<td>3</td>
</tr>
<tr>
<td>NCOM 3048 Media Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Six (6) credits (choose two):</td>
<td></td>
</tr>
<tr>
<td>• NCOM 3456 The Producer’s Role</td>
<td></td>
</tr>
<tr>
<td>• NMGT 2400 Intro to Nonprofit Management</td>
<td></td>
</tr>
<tr>
<td>• NMGT 1006 Introduction to Information Technology</td>
<td></td>
</tr>
<tr>
<td>• NMGT 2100 Introduction to Management</td>
<td></td>
</tr>
<tr>
<td>• NMGT 2115 Introduction to Marketing</td>
<td></td>
</tr>
<tr>
<td>• NMGT 2133 Introductory Finance for Management</td>
<td></td>
</tr>
<tr>
<td>Six (6) credits in two approved advanced electives courses</td>
<td></td>
</tr>
</tbody>
</table>

Film Production

<table>
<thead>
<tr>
<th>Film Production</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NFLM 3411 The Art of Film</td>
<td>3</td>
</tr>
<tr>
<td>NFLM 3660 Filmmaking Studio I</td>
<td>3</td>
</tr>
<tr>
<td>(will also count toward core studio elective)</td>
<td></td>
</tr>
<tr>
<td>NFLM 3632 Film 2: Intermediate Filmmaking Lab</td>
<td>3</td>
</tr>
<tr>
<td>NFLM 3670 Film 3: Adv. Pre-Production and Development</td>
<td></td>
</tr>
<tr>
<td>NFLM 3680 Film 4: Adv. Film Production</td>
<td></td>
</tr>
<tr>
<td>Six (6) credits (choose two):</td>
<td></td>
</tr>
<tr>
<td>• NDIG 4005 Audio Production</td>
<td></td>
</tr>
<tr>
<td>• NFLM 3510 Aesthetics of Directing</td>
<td></td>
</tr>
<tr>
<td>• NFLM 3515 Cinematography and Lighting</td>
<td></td>
</tr>
<tr>
<td>• NFLM 3520 Recycled Images and Non-Camera Filmmaking</td>
<td></td>
</tr>
<tr>
<td>• NFLM 3631 The Innovative Camera: Experiments in 16mm Filmmaking</td>
<td></td>
</tr>
<tr>
<td>• NFLM 4627 Digital Editing: Fundamentals</td>
<td></td>
</tr>
</tbody>
</table>

Film 5 counts as Capstone experience for Film Production concentration.
Bachelor of Arts in Global Studies

The Bachelor of Arts in Global Studies is an interdisciplinary undergraduate program. Students may enroll in this program from colleges other than the Schools of Public Engagement. Please note that policies governing transfer credit and prior learning, online options, internships, and other academic options are governed by the division under which the student is matriculated. The policies outlined here apply to students admitted to Schools of Public Engagement specifically.

Global Studies is an interdisciplinary program focusing on contemporary challenges that by definition cannot be solved at the nation-state or market level alone. Global Studies takes seriously The New School’s founding promise to prepare new generations of citizens and leaders in the service of a more just and equitable world.

Students may pursue Global Studies as a major (BA) or as a minor. However, students pursuing a Bachelor of Arts or Bachelor of Science in Liberal Arts may not elect an academic minor. However, they may pursue a guided area of study in Global Studies. Students interested in this option should consult with their advisors.

Only specific courses satisfy the major and minor requirements, including electives, and only designated experiences satisfy the Global Engagement requirement. Courses and thematic clusters should be chosen carefully in consultation with a Global Studies advisor. Thematic clusters for electives are Places, Peoples, and Encounters; Markets and States; Rights, Justice, and Governance; and Global Spaces (Urban, Media, and Environment). Students must receive grades of C or better in all courses taken to fulfill major or minor requirements (and B or better in the introductory core courses to declare the major).

Major

Completion of the Bachelor of Arts in Global Studies requires a minimum of 120 credits, of which 40 must be in the major as described below.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four 2000-Level Fundamental Courses</td>
<td>12</td>
</tr>
<tr>
<td>One Integrative Foundations Course</td>
<td>3</td>
</tr>
<tr>
<td>Four Psychology Electives (Must be 3000-level or above)</td>
<td>12</td>
</tr>
<tr>
<td>Senior Capstone (by approval, research, internship, or NSSR psychology graduate-level course)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits** 39–63

Guided Area of Study

Students pursuing a Bachelor of Arts or Bachelor of Science in Liberal Arts may complete a guided area of study in Global Studies. Liberal Arts majors who choose this option work with a Global Studies advisor to collaboratively decide on the nature and scope of their specialization and develop a coherent individual curriculum consistent with their credit distribution requirements.

Bachelor of Arts in Psychology

Psychology is the science of the mind, behavior, and human experience. The study of psychology provides students with broad knowledge in areas including human development, personality, psychopathology, social and organizational behavior, language and cognition, and neuroscience. The program includes the option of combining academic study with research or practical training, among the array of senior capstone options.

Psychology courses prepare students for graduate study in academic or applied psychology and for careers in psychology-related human service fields such as social work and counseling.

Psychology can be taken as a major (BA) or a guided area of study (Liberal Arts majors only). Students choose their courses in consultation with a faculty advisor. Courses taken outside the Schools of Public Engagement must be approved by the Psychology chair in order to satisfy major requirements, including psychology electives. Students must receive grades of C or better in all courses taken to fulfill the major requirements.

Major

Completion of the Bachelor of Arts in Psychology requires a minimum of 120 credits, of which 40 must be in the major as described below.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Psychology (with discussion section) or Fundamentals of Psychology (recommended for first year)</td>
<td>10</td>
</tr>
<tr>
<td>Statistics for the Social Sciences</td>
<td></td>
</tr>
<tr>
<td>Research Methods I</td>
<td></td>
</tr>
</tbody>
</table>

**One Integrative Foundations Course** 3

**Four 2000-Level Fundamental Courses** 12

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Neuropsychology</td>
<td></td>
</tr>
<tr>
<td>Developmental Psychology</td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Psychology</td>
<td></td>
</tr>
<tr>
<td>Theories of Personality</td>
<td></td>
</tr>
<tr>
<td>Introduction to Abnormal Psychology</td>
<td></td>
</tr>
<tr>
<td>Cognitive Psychology or equivalent</td>
<td></td>
</tr>
</tbody>
</table>

**Four Psychology Electives (Must be 3000-level or above)** 12

**Senior Capstone (by approval, research, internship, or NSSR psychology graduate-level course)** 3

**Total Credits** 40

Guided Area of Study

Students pursuing a Bachelor of Arts or Bachelor of Science in Liberal Arts may complete a guided area of study in Psychology. Liberal Arts majors who choose this option work with a Psychology faculty advisor to collaboratively decide on the nature and scope of their specialization and develop a coherent individual curriculum consistent with their credit distribution requirements.
Bachelor of Arts in Urban Studies

Urban Studies blends liberal arts seminars with project-based design labs, civic-engagement partnerships, internships, and fieldwork opportunities in New York City and abroad. Students investigate the social, cultural, political, economic, and environmental implications of city life in the 21st century. Program graduates have pursued exciting careers in urban policy and planning, community activism and development, non-profit urban arts, public administration, and education, while others have gained access to some of the nation’s most prestigious graduate programs.

The Bachelor of Arts in Urban Studies is an interdisciplinary undergraduate program. Students may enroll in this program from colleges other than the Schools of Public Engagement. Please note that policies governing transfer credit and prior learning, online options, internships, and other academic options are governed by the division under which the student is matriculated. The policies outlined here apply to students admitted to Schools of Public Engagement specifically.

Students may take Urban Studies as a major (BA) or a guided area of study (Liberal Arts majors only). There is currently no minor in Urban Studies, but one is in development. Only specific courses satisfy the major requirements, including electives. Courses should be chosen carefully in consultation with an advisor. Students must receive grades of C or better in all courses taken to fulfill the major requirements.

The Urban Studies curriculum requires a suite of courses that introduces students to key concepts, methods, and modes of analysis for urbanists-in-training. The remaining credits are allocated for urban course electives, giving students maximum choice to either pursue a broad, generalist urban education or to develop more specialized pathways in urban subject areas that include urban history and culture; environmental urbanism; urban design and architecture; urban geography, sociology, or anthropology; urban policy and planning; urban community activism and civic engagement; global urbanism; and urban theory. Students culminate their course of studies through a senior capstone projects.

Major

Completion of the Bachelor of Arts degree in Urban Studies requires a minimum of 120 credits, of which 36-42 must be in the major as described below.

Required Suite of Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundational Course</td>
<td>3</td>
</tr>
<tr>
<td>Historical Perspectives Course</td>
<td>3-4</td>
</tr>
<tr>
<td>Urban Core Lab Course</td>
<td>4</td>
</tr>
<tr>
<td>Urban Core Project Course</td>
<td>3-4</td>
</tr>
<tr>
<td>Methods Course</td>
<td>4</td>
</tr>
<tr>
<td>Senior Seminar</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits 36-42

Required Electives

- One 2000-level Elective Course* 3–4
- Two 3000-level Elective Courses* 6–8
- Two 4000-level Electives Courses* 6–8

Total Credits 36-42

* Electives must include one non-Western/comparative course.

Guided Area of Study

Students pursuing a Bachelor of Arts or Bachelor of Science in Liberal Arts may complete a guided area of study in Urban Studies. Evening and online courses are offered, particularly in urban history, urban anthropology, arts and culture, and comparative urbanism. Liberal Arts majors who choose this option work closely with an Urban Studies faculty advisor to collaboratively decide on the nature and scope of their specialization and to develop a coherent individual curriculum.

Bachelor of Fine Arts in Musical Theater (BFA)

The Bachelor of Fine Arts in Musical Theater is open to transfer students from the Integrated Program of the American Musical and Dramatic Academy (AMDA). Note: AMDA students who did not complete the integrated program are not eligible for the BFA in Musical Theater but can enter the Liberal Arts program of Schools of Public Engagement on the Bachelor of Science track.

Completion of the Bachelor of Fine Arts (BFA) in Musical Theater requires a minimum of 120 credits, and fulfillment of the below requirements:

- 60 transfer credits are awarded for the AMDA Integrated Program
- The remaining 60 credits must include at least 48 credits in liberal arts subjects as defined by The New School, and may include a maximum of 12 credits in non-liberal arts subject areas.

Up to 24 additional credits may be transferred to the Bachelor’s Program for Adults and Transfer Students from other institutions, subject to the liberal arts requirements just described. Students with fewer than 30 transfer credits must enroll for 12 general education credits (including NHUM1001 Pathways to Learning: The Idea of the University) during their first year in the program. (see the General Education section of the online Bachelor’s Program for Adults and Transfer Students in this catalog or http://www.newschool.edu/public-engagement/bachelors-program-subject-areas/).

Students are responsible for keeping track of the liberal arts and non-liberal arts credits they need to complete their degree requirements. They also must meet with their academic advisor at least once a semester to be sure they are taking the correct balance of credits.

A cumulative GPA of 2.0 or better is required to graduate. Questions about courses, study options, and degree requirements can be answered by an admission counselor or a faculty advisor in the Bachelor’s Program for Adults and Transfer Students.
Masters of Arts in Teaching English to Speakers of Other Languages

Lesley Painter-Farrell, Director of the MATESOL program
painterl@newschool.edu
Charlotte Turnbull, Program Manager
turnbulc@newschool.edu
Ras Dia, Program Assistant
diar@newschool.edu
Roshii Jolly, Outreach Coordinator
jollyr@newschool.edu

Schools of Public Engagement offers a Masters of Arts in Teaching English to Speakers of Other Languages (TESOL). The program is designed to train professionals who will raise the standards of the English language teaching profession. The New School program offers graduate teacher education in two specializations: Teaching and Curriculum Development.

The MATESOL program emphasizes the political, cultural, and ethical implications of English language teaching. In this era of intense globalization, learning to speak English is critical for many because it is the international language of finance, commerce, diplomacy, science, technology, and communication media.

In the MATESOL program, theoretical study always leads to practical applications and vice versa. Whether new to the profession or already working in the TESOL field, students may apply graduate study to professional development by working on challenging guided independent projects or a supervised practicum. Either option enhances a student’s résumé.

The program’s faculty and course developers are among the best, most experienced, and highly respected TESOL professionals in the world, comprising teachers, writers, publishers, curriculum designers, and program administrators.

Please note: The MATESOL program prepares individuals for college- and university-level English language teaching of adults. It is not designed to prepare individuals for licensure in a profession licensed by the New York State Education Department.

The New School’s program differs from most TESOL programs in its flexibility.

- It is structured for working adults.
- The program can be completed entirely online.
- Online study can be combined with an intensive summer curriculum and/or on-site evening classes offered in the fall and spring semesters at the New School campus in New York City’s Greenwich Village.
- Full-time students (those taking at least nine credits per semester) working online can earn the master’s degree in four terms (1.5 to two years). Students who complete the summer on-campus intensive can finish in three terms (one year).

Students may also study on a part-time basis (six or fewer credits per semester).

Degree requirements

The New School’s TESOL program is a 30-credit curriculum leading to the Master’s of Arts degree. All students must take the six core courses. Five other courses, including the practicum or professional project, are taken in one of two concentrations:

- Teaching
- Curriculum Development

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Analysis for Teachers: Phonology, Lexis, and Syntax</td>
<td>3</td>
</tr>
<tr>
<td>Language Analysis for Teachers: Grammar and Discourse</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Language Learning and Teaching</td>
<td>3</td>
</tr>
<tr>
<td>English in the World</td>
<td>3</td>
</tr>
<tr>
<td>Portfolio</td>
<td>1</td>
</tr>
<tr>
<td>Choose one:</td>
<td></td>
</tr>
<tr>
<td>Practitioner Research</td>
<td>2</td>
</tr>
<tr>
<td>Observing the English Language Classroom</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Credits 15

Concentrations

Teaching

Today, people all over the world in all professions and from all walks of life want and need to learn English. Teaching opportunities are available in language schools, public schools, colleges and universities, private teaching, and business. The teaching curriculum provides practical, immediately useful TESOL training with emphasis on student-centered, content-based, communicative teaching and learning. The New School MATESOL degree prepares students to teach English in a variety of contexts and provides the tools they need to reflect and build on their teaching experiences.

Program of Study

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATESOL Core Courses</td>
<td>15</td>
</tr>
<tr>
<td>Methods and Materials for Teaching ESOL: Systems</td>
<td>3</td>
</tr>
<tr>
<td>Methods and Materials for Teaching ESOL: Skills</td>
<td>3</td>
</tr>
<tr>
<td>Teaching Practicum</td>
<td>3</td>
</tr>
<tr>
<td>Electives: choose two</td>
<td>6</td>
</tr>
<tr>
<td>Learner Assessments</td>
<td></td>
</tr>
<tr>
<td>Writing ESOL Materials</td>
<td></td>
</tr>
<tr>
<td>Curriculum Development and Course Design</td>
<td></td>
</tr>
<tr>
<td>English for Specific or Academic Purpose</td>
<td></td>
</tr>
<tr>
<td>Professional Project</td>
<td></td>
</tr>
<tr>
<td>Shared Words, Shared Words</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits 30

Curriculum Development

English is being introduced in educational systems at every level all over the world. In many countries, it is the medium of instruction in academic subjects beginning at the
Students can be immersed in the language and to apply their studies in real-world experiences in a vibrant and cosmopolitan setting. Shared Worlds, or the Practicum in the summer intensive, meet and learn face-to-face from distinguished instructors faculty, such as Scott Thornbury. This is an opportunity to gain valuable classroom experience while addressing the dire need for free English-language classes in New York City.

### On-Campus Summer Intensive

The on-campus summer intensive allows students to finish the MATESOL course requirements in as little as 12 months, studying full-time. The sequence of on-site and online study creates a strong collaborative learning community that continues well beyond graduation. The summer intensive can be a full-time or a part-time program. It includes supervised practice teaching and guest speakers.

Access the application and other information at www.newschool.edu/matesol/summer-intensive.

The on-campus summer intensive fast-tracks MATESOL students, who can earn up to 12 of the 30 required credits studying at The New School’s Greenwich Village campus. Summer courses are taught by internationally renowned faculty, such as Scott Thornbury. This is an opportunity to meet and learn face-to-face from distinguished instructors and your fellow students, and to experience a summer in New York City. It is a wonderful opportunity for students who are not native speakers of English to be completely immersed in the language and to apply their studies in real-world experiences in a vibrant and cosmopolitan setting.

Students taking the Methods classes, the Shared Words, Shared Worlds, or the Practicum in the summer intensive can complete their required practice teaching in the MATESOL Summer Outreach program, which provides English classes to low-income communities. The New School’s outreach program allows MATESOL students to gain valuable classroom experience while addressing the dire need for free English-language classes in New York City.

### Summer Housing

Affordable housing is available in university residence halls on a first-come, first-served basis. Students must apply separately for university housing. For more information, visit www.newschool.edu/student-housing/summer, or email summerhousing@newschool.edu; and please identify yourself as a New School MATESOL student.

### The Online Learning Environment

For general information about online courses at The New School, visit www.newschool.edu/admission/online-degree-programs.

Most MATESOL students take at least some of their courses online. Online courses are entered through MyNewSchool, the university portal (my.newschool.edu). Students can select Canvas from the toolbar to find their online courses listed in a module called “MyCourses.”

MATESOL students should enter their online classes at least four times a week.

Course materials are presented in a multilayered format that may include video, audio, graphic elements, and links to the Internet, and may include meeting via Skype. Students can post comments and answers to these materials on highly interactive discussion boards. These responses, along with those submitted by the instructor, create a dynamic learning platform.

### MATESOL Online Career Center

The MATESOL offers students and graduates information, support, and guidance on finding and securing a TESOL job. The online Career Center is a dedicated website developed and managed by the MATESOL faculty, where students and graduates can find job offers and get support developing their résumés and applying for jobs. The center can also provide support and advice about job practicalities. Announcements are posted for TESOL jobs available anywhere in the world.

### Online Help and Support

There is a Canvas orientation for students new to online learning. Topics include academic resources available in the Web-based environment; the dynamics of online interaction; how to navigate the online classroom; and how to communicate in the online classroom. The orientation is available for reference throughout the school year. New School technical support is available by telephone or email 24 hours a day, seven days a week. See http://www.newschool.edu/information-technology/help/ for more details.

### Foreign Language Study

**Raul Rubio**, Chair, Department of Foreign Languages

Graduate students are eligible to audit one foreign language course per semester free of charge, provided they are actively earning credit toward a graduate degree during that term and that there is space availability in their chosen course. During the summer term, graduate students who are also earning credit toward a degree may also audit one foreign language course free of charge.
Graduate students who are not earning credit toward their degree during the summer term may audit one full-length foreign language course in the summer term, paying only a registration fee of $180.

After choosing a course, students must obtain permission to register. Full participation in the course is mandatory, as is purchasing any necessary course materials.

Graduate students who wish to register for a foreign language course should email Vanessa Reich, Assistant Director of Student Affairs, at reichv@newschool.edu.

Certificate in Teaching English to Speakers of Other Languages

Caitlin Morgan, Director of English Language Studies
morganc@newschool.edu.

Institutions in the United States and around the world are looking for English speakers trained to teach English as a second or foreign language. The Certificate in Teaching English to Speakers of Other Languages (CTE) is awarded for successful completion of a structured curriculum of five courses, including a minimum of 50 hours of student teaching.

All CTE courses can be taken for certificate approval on a noncredit basis or for undergraduate credit. Certificate students who are not seeking undergraduate credit (usually because they already have a bachelor’s degree) receive grades of Approved or Not Approved; those who register for credit receive letter grades (C+ or better is required for certificate approval). There is no difference in the coursework or other requirements. All students who successfully complete the program receive the same certificate and are entitled to transcripts of record. Except for the Teaching Practicum, students not enrolled in the certificate program may take individual courses with permission. Certificate approval cannot be awarded for any course retroactively.

Students matriculated in an undergraduate program at the Schools of Public Engagement or Eugene Lang College of Liberal Arts may be able to earn the CTE while completing their degree through careful choice of electives, but they should consult with their academic advisors before applying for the CTE program.

Courses need not be taken in the order listed unless a prerequisite is indicated in the course description. No absences are permitted in courses meeting for four or fewer sessions.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NELT 3411 Methods and Techniques of Teaching ESL/EFL</td>
<td>4</td>
</tr>
<tr>
<td>NELT 3412 English Grammar for ESL/EFL Teachers</td>
<td>3</td>
</tr>
<tr>
<td>NELT 3432 Using Authentic Materials to Teach ESL</td>
<td>1</td>
</tr>
<tr>
<td>NELT 3414 Teaching the Sound System of English</td>
<td>1</td>
</tr>
<tr>
<td>NELT 3416 ESL Teaching Practicum</td>
<td>3</td>
</tr>
<tr>
<td>Total Credits</td>
<td>12</td>
</tr>
</tbody>
</table>
Certificate in English as a Second Language + Design (ESL+Design)

In collaboration with the Parsons School of Design, Schools of Public Engagement offers the ESL + Design Certificate program. This pre-enrollment program is for international students who plan to attend an art or design college in the United States but need to improve their scores on the Test of English as a Foreign Language (TOEFL) or who wish to refresh their English language skills and adjust to university life in the United States before beginning art and design studies.

The ESL + Design program of study is a structured set of intensive English language (ESL) courses, plus a design studio, short supplemental workshops, and an orientation to life in the United States. Those who successfully complete the program can obtain a certificate of completion confirming that they have attained a specified level of proficiency in English speaking, reading, and writing, as well as foundational skills in art and design.

Program Features

ESL + Design is an inclusive program that offers the following:

- The program includes short, practical workshops in topics such as preparing your application to Parsons, vocabulary of fashion and design, and how to succeed at Parsons.
- ESL + Design students are eligible to live in university housing and have access to many other services and academic resources of the university.
- When students test at the highest levels (Five and Six), they can take Design and Language Studio, described below, instead of an ESL Listening and Speaking course.

Design and Language Studio Course

In the Design and Language Studio course, students work on their English language skills in the context of art and design practice. They work collaboratively on urban-themed design exercises and conduct field research in New York City. They explore art and design disciplines through independent and group projects. They gain experience speaking English by participating in class discussions and through collaborations. Students develop their English skills by writing about their projects and by building an art and design vocabulary vital for creative practice.

Certificate in English as a Second Language + Music (ESL+Music)

The ESL + Music certificate program is designed for international students who wish to pursue music study at Mannes School of Music but need to improve their English language skills or TOEFL scores before matriculating.

Program Features

ESL + Music is an inclusive program that combines:

- Private music lessons with Mannes faculty members.
- Intensive English language study—speaking and listening, grammar, reading, and academic writing through the English Language Studies Department.
- Reinforcement of English language studies in a Techniques of Music course and performance seminars.
- Flexible duration (one to four academic terms; that is, approximately three months to two years) depending on a student’s level of proficiency in English.
- F1 student visa eligibility based on full-time student status.

Students receive a certificate stating the number of hours of study completed in English as a second language after each semester of study. Permanent academic records are kept, and students can obtain a transcript of their courses.

ESL + Music students are eligible to live in university housing and have access to many of the other services and academic resources of The New School, including health services, an email account, practice rooms, library and computing services, tutoring, and free admission to Mannes concerts, recitals, and other university events. Visit www.newschool.edu/eslm-certificate for more information.

Certificate in English as a Second Language + Food (ESL+FOOD)

The ESL + Food Certificate is designed by The New School in New York City in collaboration with the International Culinary Center (ICC). The certificate provides a high-quality English language education for students who want to attend culinary school at the ICC, obtain a degree in Food Studies at The New School, or choose another career path within the food industry.

Program Features

ESL + Food is an inclusive program that includes:

- Intensive English language study at The New School.
- The Language of the Kitchen course to reinforce key vocabulary of food, cooking, and preparation techniques in a supportive and interactive classroom setting.
- New York City’s culinary scene (influential chefs and restaurants, field trips to the International
Culinary Center (ICC) for demonstrations by master chefs and to the Union Square greenmarket).

- Access to cutting edge culinary events and food industry guest speakers.
- Flexible registration (start in fall, spring, or summer semester) and duration (one to four academic terms, or approximately three months to two years).
- An alternative to the TOEFL to fulfill the English language requirement for admittance to ICC or selected programs at The New School.
- F1 student visa eligibility based on full-time student status.
- Services and academic resources, including university housing, health services, New School events, library and computing services, and English language tutoring.

The ESL + Food Certificate offers a pathway to a bachelor’s degree (BA/BS) or AAS in Food Studies at The New School, as well as a pathway to a culinary program at ICC. Students who take courses at ICC may apply credits earned there to a degree within Schools of Public Engagement Bachelor’s Program for Adults and Transfer Students upon admittance.
The Environmental Policy and Sustainability Management (EPSM) program addresses such intersecting challenges as global climate change, natural resource depletion, financial sustainability, and innovative organizational change. The program is distinctive because it integrates management and policy competencies with an emphasis on:

- Climate change and cities
- Environmental justice
- Food and the environment
- Urban ecology
- Interdisciplinary collaboration through field experiences
- Change-management preparation
- Examination of the systemic linkages among environmental, social, and economic issues

This 42-credit Master of Science program may be taken on a part-time or full-time basis. It consists of a common core of two courses (six credits), an integrative program core of eight courses (24 credits), and four courses taken in either the Policy concentration or the Management concentration (12 credits).

The program core focuses on mastering the relevant natural sciences, financial analytics, public policy, and management dimensions of climate change and an array of perspectives on organizational, environmental, and social ecologies. Students supplement core learning by completing an area of concentration in either policy or management. EPSM candidates complete the program with a capstone seminar, in which they develop individual research- and practice-based projects in a collaborative and multidisciplinary learning environment.

Full-time students without relevant professional experience in the field and those planning a career change must complete a non-credit internship (minimum of 400 hours).

### Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURP 5001</td>
<td>Economics for Management and Public Policy or NEPS 6112 Environmental Economics</td>
</tr>
<tr>
<td>NURP 5013</td>
<td>Quantitative Methods</td>
</tr>
</tbody>
</table>

Students who have taken equivalent courses prior to admission may be able to waive core courses and take additional electives. A waiver does not reduce the number of credits required to earn the degree.

### Program Courses

From a list of approved courses:

- Making a Difference Requirement 3
- Finance Requirement 3
- NEPS 5006 Principles of Environmental Science 3
- NEPS 5001 Climate Change and Cities 3
- NEPS 5008 Sustainability Perspectives and Practice 3
- NEPS 5005 Leadership for Sustainability & Environmental Policy 3
- NEPS 6001 Advanced Seminar in Environmental Policy and Sustainability Management 3

### Policy Concentration

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURP 6002</td>
<td>Policy Analysis</td>
</tr>
<tr>
<td>NEPS 5004</td>
<td>Global Urban Environmental Policy</td>
</tr>
<tr>
<td>Two (2) additional approved electives</td>
<td>6</td>
</tr>
</tbody>
</table>

### Management Concentration

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NMGM 5010</td>
<td>Management and Organizational Behavior</td>
</tr>
<tr>
<td>NMGM 5003</td>
<td>Foundations of Organizational Change</td>
</tr>
<tr>
<td>Two (2) additional approved electives</td>
<td>6</td>
</tr>
</tbody>
</table>

### Foreign Language Study

Graduate students are eligible to audit one foreign language course per semester and during the summer term, free of charge, provided they are actively earning credit toward a graduate degree during that term and that there is space availability in the course.

Graduate students who are not earning credit toward their degree during the summer term may audit one full-length foreign language course free of charge in the summer term, paying a registration fee of $180.

After choosing a course, students must obtain permission to register. Full participation in the course is mandatory, as is purchasing any necessary course materials.

Graduate students who wish to register for a foreign language course should email Vanessa Reich, Assistant Director of Student Affairs, at reichv@newschool.edu.
Program Overview

The International Affairs program of study integrates a set of core courses and a broad range of electives with real-world experience. Approximately sixty courses, along with many internship opportunities, are offered every semester. In the summer, students may participate in the International Field Program, in which they work in developing countries. The program’s small seminar-style classes combine research and critical thinking with practical training.

Master of Arts or Master of Science

The 42-credit MA degree is for recent college graduates and career changers—persons who have not previously established careers in the field. The 30-credit MS degree is for students with at least five years of post-university professional experience in international affairs or a related field.

Both programs of study combine a set of core courses with a wide range of electives and opportunities for hands-on experience. Students may pursue the MA or MS degree on a full-time or part-time basis, and courses are offered days and evenings.

Graduates of the program will be in a position to begin or advance careers in public service, non-governmental organizations, academe, media, and the private sector. The goal of the program is to produce well-trained, public-spirited citizens who are proficient in their specialties and knowledgeable about crucial issues that will confront the evolving global society.

The New School believes that practitioners of international affairs require four skills to work effectively in this rapidly changing arena:

1. Global Context Analysis: Ability to locate world, national, and local forces affecting specific problems. This requires political, economic, and sociocultural understanding within a historical framework and knowledge of regional and local specificities.

2. Comparative Development Assessment: Ability to assess national and local problems in light of the comparative experience of socioeconomic development, including why some societies and countries manage to reduce poverty and inequality while others do not. This includes an understanding of development policies, programs, and projects in their geographical and cultural environments, taking into account infrastructure, urban development, education, and environmental management.

3. Institutional Evaluation: Ability to evaluate particular institutions—how they work or do not work and how they might be strengthened.

4. Understanding Media: Appreciation of information technology, and media discourse and representations as an integral part of the international affairs context.

As a rule, most courses carry three graduate credits. Credits for field experience, independent study, and approved courses offered by other programs may vary.

Core Courses (for Both Degree Tracks)

All students must complete two core courses:

- NINT 5001 Global Flows
- NINT 5000 Theories, Histories, and Practices of Development

The course Global Flows is a critical introduction to globalization, tracing the emergence of logics of encounter and international interaction from the colonial era through the present. Theories, Histories and Practices of Development examines the core concepts of development and introduces students to the comparative framework of analysis. Prerequisite: proficiency in economics.

Master of Arts Curriculum

The 42-credit MA program consists of six required courses (18 credits) and eight electives (24 credits), including the concentration foundation course. As a final project, students choose either the Thesis Option, Research Portfolio Option, or the Practice Option.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NINT 5001 Global Flows</td>
<td>3</td>
</tr>
<tr>
<td>NINT 5109 Economics in International Affairs*</td>
<td>3</td>
</tr>
<tr>
<td>NINT 5005 Research Design and Data Collection**</td>
<td>3</td>
</tr>
<tr>
<td>NINT 5000 Theories, Histories, and Practices of Development</td>
<td>3</td>
</tr>
<tr>
<td>NINT 6950 Thesis Workshop and Thesis Supervision (Thesis Option)</td>
<td>6 OR</td>
</tr>
<tr>
<td>NINT 6961 Project Design and Program Management and Practicum in International Affairs (Practice Option)</td>
<td>6 OR</td>
</tr>
<tr>
<td>Research Portfolio (student must take two Research Portfolio Seminars)</td>
<td>6</td>
</tr>
</tbody>
</table>

Master of Science Curriculum

The 30-credit MS program consists of four required courses (12 credits) and six electives (18 credits), including the concentration foundation. There is no final project for the MS program.
**Thesis Option**

The thesis is an independent project based on field work, institutional research, and/or theoretical research involving primary and secondary sources. Media-based theses are possible, as are custom-designed projects that meet program approval. Theses must conform to academic standards.

In the semester before writing a thesis, a student registers for the Thesis Workshop, which focuses on designing the research project and writing a proposal. At the same time, the student organizes a thesis committee consisting of a primary and a secondary reader and submits the Thesis Registration Form to the International Affairs program office. The deadline is December 1 for students writing a thesis during the following spring semester, and May 1 for students writing a thesis the following fall semester. The primary reader is the student’s thesis supervisor (not necessarily the same person as the academic advisor) and must be a member of International Affairs core faculty. The secondary reader may be an academic, researcher, or other professional in a field related to the student’s work and may be external to International Affairs (external readers must be approved by the thesis supervisor).

In the semester following the Thesis Workshop, the student registers for Thesis Supervision under the name of the thesis supervisor. Thesis Supervision counts as a course and carries three credits. At the beginning of Thesis Supervision, the student submits the finished proposal to his or her thesis committee and proceeds to conduct the agreed-upon research independently and writes the thesis with the advice and guidance of the supervisor.

Upon completion of the manuscript, the student provides copies of the draft thesis to the supervisor and the second reader. Readers must have at least two weeks to consider the work. Either reader may ask the student to revise and resubmit part or all of the work. In order to graduate, a clean electronic PDF final copy of the thesis bearing the signatures of the committee members on the cover page must be submitted to thesis@milanoschool.org. A printed copy of the thesis is not required. Then, the supervisor will submit a passing grade (P) for Thesis Supervision (there is no letter grade). The thesis must be submitted by December 15 for January degree conferral and May 1 for May degree conferral (or the Monday following these dates when they fall on a weekend). Depositing the thesis after the deadline will delay the student’s graduation by one semester. Thesis guidelines can be downloaded from www.newschool.edu/public-engagement/ma-ms-international-affairs-thesis/

**Practice Option**

International Affairs offers practice-based learning that combines skills courses, workshops, and on-the-ground experience to provide students knowledge, training, and confidence. The Practice Option is a two-course sequence: Practicum in International Affairs 1: Project Design (PIA 1) and the Practicum in International Affairs 2: Project Implementation (PIA 2).
Practicum in International Affairs 1: Project Design (PIA 1)
Project Design provides students the opportunity to gain a comprehensive understanding of key concepts and skills essential to effective project development. By examining the project cycle through a practicum project, students learn techniques and tools—needs assessment, logical framework, strategic design, implementation, proposal and report writing, budgeting, monitoring and evaluation, advocacy—used in a range of professional contexts.

Practicum in International Affairs 2: Project Implementation (PIA 2)
Project Implementation is centered on completing a semester-long project assigned by an international organization client. In conjunction with the client, a team of four to six students clarifies terms of reference; designs a project strategy; conducts data collection and analysis; and writes a report or produces some other product, such as a brochure, manual, or film. It is taken in the final semester, so students should have 33 credits prior to enrolling.

Students registered for PIA 2 meet in weekly project management meetings where a faculty supervisor acts as a project manager—reviewing work, offering technical guidance as needed, and ensuring weekly progress toward the final product. Near the end of the semester, each team develops and rehearses a formal presentation and presents their work and results to the International Affairs community.

A major practicum objective is to serve as a transition from academia to professional life for students in their final semester. The practicum is therefore treated as a “consultancy” rather than an internship, emphasizing deadlines and professional standards for work products. Projects are substantial, rigorous, and challenging. The course is not run and projects are not completed as an academic exercise; project work and the final product is meant to be used by the client organization.

Research Portfolio Option
The Research Portfolio consists of two papers based on independent research in a specially designated Research Seminar, as well as a short overview that describes the overall theme of the student’s portfolio.

The two seminars will ordinarily be taken in the final two semesters but could be taken earlier, when appropriate. Each semester a number of concentration electives will be designated as Research Portfolio Seminars. These courses will be readily identifiable as 6000-level NINT course numbers. They will be announced when registration opens. During registration, students will submit a form to the program to indicate they have chosen the Research Portfolio Option.

Students will receive guidance from Research Portfolio Seminar instructors in writing their Research Portfolio papers. The instructors will provide feedback as students develop their topics, and will provide assistance with relevant literature and research strategies. Students will also receive guidance from concentration chairs, advisors, and other relevant faculty before, during, and after taking the research seminars. In this way, each student will be supported in defining a portfolio theme and in clearly articulating that theme in an overview statement. The requirements for the two papers included in the Research Portfolio are as follows:

- Each paper must be at least 8,000 words in length, excluding references.
- Each paper must be based on original primary or secondary research conducted by the student, beyond class readings.
- Each paper must receive a grade of B+ or better. If a student’s final grade on a paper is not a B+ or better, the student will have one opportunity to rewrite the paper to improve the grade.

The two papers will be submitted, along with a cover sheet and a short (1,000–1,500 word) overview that states the overall theme of the Research Portfolio. The overview statement must be read and signed by the chair of the student’s concentration or another member of the faculty with relevant expertise.

International Field Program
The International Field Program (IFP) gives students hands-on field experience, providing a critical context for global issues and basic tools to conduct research, analyze policies, and manage projects. Starting with 19 students in the summer of 2002, the program has sent over 1,000 students abroad through 2016. The 2016 IFP offered seven summer programs, ranging from rural community development fieldwork to internships with international organizations.

Destinations and Organizations
Past and current IFP locations include: Albania, Argentina, Bosnia, Brazil, Cameroon, Colombia, Cuba, Dominican Republic, Ethiopia, Geneva, Ghana, Guatemala, Hong Kong, India, Indonesia, Jordan, Kenya, Kosovo, Kunming (China), Lebanon, Liberia, Namibia, Nepal, Northern Caucasus, Senegal, Serbia, Sierra Leone, South Africa, Spain, Turkey, Uganda, and Zimbabwe. Students have worked across the globe for a range of UN agencies, NGOs, and other organizations, including: UNICEF, UNDP, World Bank, International Rescue Committee, CARE International, Amnesty International, Asian Human Rights Commission, Save the Children, Oxfam, Clinton Foundation HIV/AIDS Initiative, and various government ministries.

IFP Academics and Cost
Students earn a total of nine credits for IFP participation. In the spring semester, students earn three credits for a preparation course (and take a non-credit preparatory workshop and, if necessary, a non-credit language course). In the summer, students complete the six-credit, full-time, supervised internship/field project: this includes attending and participating in weekly academic seminars and producing a research paper. After returning to New York, students participate in follow-up activities such as the September IFP Conference. In addition to tuition, students
are responsible for their own travel costs. Scholarships are available to cover a portion of tuition, and the IFP Program provides in-country housing.

To apply, visit www.newschool.edu/public-engagement/milano-school-international-field-program.

**United Nations Summer Study**
The United Nations Summer Study (UNSS) program puts graduate and undergraduate students on the ground in the United Nations and in New York City. UNSS takes students beyond a narrow focus on security and diplomacy to investigate development, human rights, humanitarian action, peacekeeping and peacebuilding, and environmental and reform issues. UNSS coursework prepares students to understand and engage with contemporary issues, policies, and debates in international affairs. UNSS practicums enable students to gain hands-on experience in the UN system.

**UNSS Program Options**
The UNSS offers three options:

**Option 1: Core Curriculum** (three graduate / four undergraduate credits)
- Class: “The United Nations and World Order”
- Colloquium: Presentations by UN staff and officials from other organizations and governments that provide insider perspectives and direct contact with professionals.
- Site Visits: Briefings and talks at UN headquarters, international organizations, and other key places salient to global governance and processes.
- Experience in New York City: Social justice tours and other guided activities to connect global issues addressed by the UN to local issues in New York City.

**Option 2: Core + Practice** (six graduate / eight undergraduate credits)
- Includes all elements of the Core Curriculum Option
- Practicum: A group consultancy with a UN agency, NGO, or research institute that works with the UN and is overseen by a faculty adviser.

**Option 3: Non-Credit**
Class, colloquium, site visits, and the New York City experience but without earning academic credits.

To apply, visit http://www.newschool.edu/united-nations-summer-study.

**Internships and Independent Study**
The Julien J. Studley Graduate Program in International Affairs strongly encourages all students to do an internship in New York City or, if possible, abroad. The program awards up to three credits for completion of an approved internship.
MANAGEMENT PROGRAMS

Program Office
72 Fifth Avenue, 6th Floor
New York, NY 10011

Michael Park, Chair
Suzanne Bostwick, Associate Director of Academic Programs
bostwics@newschool.edu

For more than 40 years, the Milano School has offered programs in the field of management. From the outset, Milano’s programs offered an alternative approach to management education developing socially responsible leaders with the capacity to generate meaningful and lasting change in the world.

Milano Management graduate programs are designed for both emergent and experienced leaders. Programs can be completed in two years attending full-time, though many working professionals choose part-time study.

The Milano Management programs offers two Master of Science degrees: the MS in Nonprofit Management and the MS in Organizational Change Management.

Master of Science in Nonprofit Management

Non-profit management is relatively new as a profession and academic field. The Milano School led the way by offering one of the first programs of graduate study designed specifically to develop non-profit leaders. Milano’s students and faculty bring forward-thinking, critical assessment of the status quo, and the necessary innovation to imagine possible futures for an evolving non-profit landscape. Milano effectively serves non-profit practitioners by keeping a focus on what makes not-for-profits distinctive while recognizing the need to move across boundaries of the sector. Milano’s professional-oriented approach fully integrates theory and real-world practice. The curriculum provides a comparative and global perspective. Milano students are committed to social innovation and change and are prepared to lead NGOs and non-profits worldwide. An alumni network of graduates with shared values and professional goals is a valuable resource after graduation.

Curriculum

The Master of Science degree is awarded upon completion of 42 credits: the core courses (six credits in economics and methods), an integrative program curriculum of six courses (18 credits including a capstone seminar), and six elective courses (18 credits).

Full-time students without relevant professional experience in the field and those planning a career change must complete a non-credit internship (minimum of 400 hours).

Core Courses

<table>
<thead>
<tr>
<th>Economics</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURP 5001</td>
<td>Economics for Management and Public Policy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Methods</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURP 5013</td>
<td>Quantitative Methods</td>
</tr>
</tbody>
</table>

Students who have taken equivalent courses prior to admission may be able to waive core courses and take additional electives. Waiver does not reduce the number of credits required to earn the degree.

Required Courses

<table>
<thead>
<tr>
<th>Making a Difference Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>(from list of approved courses)</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NMGM 5013</th>
<th>Theory and Practice of Nonprofit Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>NMGM 5010</td>
<td>Management and Organizational Behavior</td>
</tr>
<tr>
<td>NMGM 5004</td>
<td>Fundraising and Development</td>
</tr>
<tr>
<td>NMGM 5002</td>
<td>Financial Management in Nonprofit Organizations</td>
</tr>
<tr>
<td>NMGM 6003</td>
<td>Advanced Seminar in Nonprofit Management</td>
</tr>
</tbody>
</table>

Elective Courses

Six elective courses allow students to build an area of expertise within nonprofit and NGO management that meets their individual career objectives and professional interests.

For more information including areas of specialization, and suggested courses, visit [www.newschool.edu/public-engagement/milano-school-areas-of-specialization](http://www.newschool.edu/public-engagement/milano-school-areas-of-specialization)

Master of Science in Organizational Change Management

The Organizational Change Management program is designed for those with a deep interest in organizational dynamics and the ways change happens. In a rapidly shifting world, Milano students recognize that there is a distinct professional advantage in the ability to facilitate organizational change to enhance performance and resiliency. Students build the capacity to move across boundaries of this emerging field and all of the sectors in which organizations are found (for-profit, non-profit, NGO, and public). The program’s values-based approach provides the framework to investigate current organizational challenges to arrive at innovative human-centered solutions. Milano offers a unique pedagogy of “engaged learning” known as the Portfolio, which results in a collection of organization change projects that build capacity and credibility for the student.

The degree program is intended for students who have a minimum of three years of organizational experience. The program benefits those who wish to broaden, expand, and advance on their experience in the field, as well as those wishing to transition into a career in change management.
Curriculum
The Master of Science degree is awarded upon completion of 42 credits: core courses (six credits in economics and methods), an integrative program curriculum of eight courses (24 credits including a capstone seminar), and four elective courses (12 credits).

Full-time students without relevant professional experience in the field and those seeking a career change must complete a non-credit internship (minimum of 400 hours).

Core Courses

<table>
<thead>
<tr>
<th>Economics</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURP 5001 Economics for Management and Public Policy</td>
<td>3</td>
</tr>
<tr>
<td>NURP 5013 Quantitative Methods</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Courses

| Making a Difference Requirement | 3       |
| Foundations of Organizational Change | 3       |
| Laboratory in Group Facilitation, Intervention, and Process | 3       |
| Managing the Client–Consultant Relationship | 3       |
| Organizational Change Interventions | 3       |
| Management and Organizational Behavior | 3       |
| Organizational Assessment and Diagnosis | 3       |
| Advanced Seminar in Organizational Change Management | 3       |

Elective Courses

Four electives allow students to expand their knowledge of organizational change management.

For more information, including areas of specialization and suggested courses, visit [www.newschool.edu/public-engagement/milano-school-areas-of-specialization](http://www.newschool.edu/public-engagement/milano-school-areas-of-specialization).

Master of Science in Public and Urban Policy

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Alec Gershberg, Chair
[gersh@newschool.edu](mailto:gersh@newschool.edu)
Suzanne Bostwick, Associate Director of Academic Programs
[bostwics@newschool.edu](mailto:bostwics@newschool.edu)

The Master of Science program in Public and Urban Policy (formerly known as Urban Policy Analysis and Management) was one of the first programs of its kind in the world, and it continues to innovate. The heart of the program is an experiential curriculum that gives students a sound foundation in the theory and the practice of policy analysis and public administration. While there is no better learning laboratory in the world than New York City, urban challenges are increasingly global. The program is committed to a comparative learning pedagogy designed to create knowledge that fosters innovative strategies for confronting urban issues worldwide. Program graduates have skills that support many career trajectories working as policymakers, analysts, managers and consultants in governments and NGOs, as well as private sector jobs oriented toward social good.

Accreditation

The MS in Public and Urban Policy is accredited by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA [www.naspaa.org](http://www.naspaa.org)), formerly the National Association Schools of Public Affairs and Administration, and is an affiliate of the Association of Public Policy and Management (APPAM) and the Association of Collegiate Schools of Planning (ACSP).

Curriculum

The Master of Science degree is awarded upon completion of 42 credits: two core courses (six credits), seven program core courses (21 credits), and five electives (15 credits).

Core Courses

| Economics for Management and Public Policy (may also be satisfied by NINT 5119 Economics in International Affairs Intensive) | 3       |
| Quantitative Methods | 3       |

Required Courses

All students must complete these courses through which they acquire the intellectual and technical foundations and the values of professional public administration.

| Political Economy of the City (may also be satisfied by NINT 5191 Urban Century, or NURP 5121 Political Economy of the City Intensive) | 3       |
| Policy Analysis | 3       |
NURP 5032  Public Management  3  
NURP 6010  Urban Policy Lab  6  
NURP 5011  Public Finance and Fiscal Management  3  
NURP 6008  Advanced Seminar in Public and Urban Policy (capstone course)  3  

Students who enter the program with a strong background in certain fields and disciplines covered by the core courses, most often economics and/or quantitative methods, may waive out of these required courses and take additional electives instead. Students interested in waiving out of required course must obtain permission from the program chair.

There are three different paths toward the degree:

- Traditional full-time path: two years to complete
- Fast track: accelerated MS degree option (an intensive program that takes 16 months to complete)
- Part-time path: Three to three and one-half years to complete

Urban Policy Lab

The Urban Policy Lab anchors the Urban Policy program's singular client-centered curriculum. In this intensive six-credit practicum, groups of four or five students work as a consulting team to address real-world policy and management problems for government officials or non-profit executives. Each team of students works on two projects over the course of the spring semester, supervised by a member of the Milano School's faculty. Each project culminates in a live briefing for the client, at which the team presents their findings and recommendations, followed by writing a report incorporating client feedback.

Areas of Specialization

The Urban Policy program has developed several clusters of elective courses for students who need to develop a particular expertise; however, students are not required to specialize. They also are welcome to develop their own specializations by selection of electives. The following areas of study are currently defined:

- Applied Quantitative Methods and Data Visualization
- Community Development Finance
- Design Strategies: Milano–Parsons Collaboration
- Economic and Workforce Development
- Finance
- Food and the Environment
- Global Management
- Global Urban Futures
- Housing and Community Development
- Leadership and Change
- Leading Sustainability
- Politics, Media, and Advocacy
- Social Entrepreneurship
- Social Policy
- Urban and Regional Economic Development

For more information, including areas of specialization and suggested courses, visit www.newschool.edu/public-engagement/milano-school-areas-of-specialization.

Electives

The Urban Policy program offers approximately ten elective courses every semester. Students may also take as electives any approved graduate-level course offered by other programs of The New School, including but not limited to courses offered by other Milano programs, Parsons School for Design, The New School for Social Research, and Schools of Public Engagement. Students select their electives in consultation with a faculty advisor according to their individual academic and professional interests and goals.

Non-Credit Internship

Full-time Urban Policy students without previous related experience in the public policy field are required to complete a non-credit internship. This applies to career changers as well as to students entering the program directly from college. An internship is optional for part-time students. Most students intern during the summer between the first and second year of the master’s program.

Internships are arranged by the Milano School’s Office of Career Development and Placement, which places interns in appropriate agencies and firms. Many internships lead to valuable contacts for future employment and some offer a stipend.

Capstone Experience

The Urban Policy program’s thesis project consists of a Professional Decision Report (PDR) written for a client of the student’s choosing, usually an official in a government agency or at a non-profit organization. Clients do not have to be based in New York City. In this report, the student offers advice to the client about a policy or management issue and supports his or her recommendations with research and analysis.

The exercise demonstrates the student’s ability to apply substantive knowledge and analytic skills to a topic of interest. Students complete the PDR under the guidance of a professor in the Advanced Seminar course, and will involve small-group discussions and individual faculty consultations. The Advanced Seminar is taken in the student’s penultimate or final semester.
Doctor of Philosophy in Public and Urban Policy

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hamiltod@newschool.edu

Academic Program
The PhD in Public and Urban Policy is awarded for completion of 60 credits, passing the qualifying examination, and successful defense of a written dissertation. The 60 credits normally include 30 credits transferred from an approved master's degree program. The remaining 30 credits (ten courses) must be taken in residence.

Core Course Requirements
Political Economy and Public Policy Analysis I (PEPPA I)
Political Economy and Public Policy Analysis II (PEPPA II)
A foundation course in a social science discipline (usually fulfilled by taking an approved course offered by the department of Economics, Sociology, Anthropology, or Politics at The New School for Social Research.)
Two research methods courses—one in quantitative methods and the other in qualitative methods—are chosen in consultation with the student's advisor.
Doctoral Research Workshop
A student must receive grades of B+ or better in all core courses to take the Qualifying Examination.

Qualifying Examination
Upon successful completion of 60 credits, students submit a qualifying paper, which is a critical survey of the literature on a specific policy problem. The Qualifying Examination is then taken and defended. The examination covers core knowledge based largely on the content of the PEPPA I and PEPPA II courses, the Doctoral Research Workshop, and the student’s elective courses. Students who pass the examination are eligible for the MPhil degree and can proceed to the dissertation proposal defense.

Dissertation Proposal
The dissertation proposal consists of (1) a clear statement of the goals and objectives of the proposed dissertation; (2) a literature review; (3) a research plan; and (4) a proposed time schedule to complete the research and writing. The proposal is developed in consultation with the student's Dissertation Committee.

Doctoral Dissertation
The dissertation must demonstrate original research and contribute new knowledge to a field relevant to a current policy problem. In addition to the traditional format, a student may elect, with the approval of the committee chair, a three-essay dissertation.

Post-Master's Professional Certificates
The Milano School offers a range of certificate programs that allow students to continue their professional studies or pursue a new area of interest. The certificate programs can be completed in two semesters of full-time study or in a year and one-half of part-time study.

Applicants to the post-master's certificate programs must already have a graduate degree.

In some cases, a certificate can be earned concurrently with a graduate degree.*

*Concurrent enrollment in the Organization Development Certificate program is not an option for students enrolled in the MS program in Organizational Change Management. Concurrent enrollment in the Sustainability Strategies Certificate program is not an option for students enrolled in the MS program in Environmental Policy and Sustainability Management.

Certificate in Leadership and Change
Managing change is central to leadership, and success of organizational change interventions hinges on whether there is a “leader” driving the process. The certificate emphasizes learning-in-action and provides the tools, time, and structure for participants to try new ideas. This program prepares students to critically assess models for leading change in multiple contexts and settings, whether building capacity for innovative leadership development in communities, organizations, social movements, or individuals. Certificate students benefit from a seasoned faculty of scholars and practitioners, peer-to-peer collaboration, and a curriculum that reflects current theory and practice.

Required Courses
The Certificate in Leadership and Change is awarded upon successful completion of six courses (three credits each, for a total of 18 credits):

- NMGM 5003 Foundations of Organizational Change
- NMGM 5008 Why Leadership Matters: Power or Potential
- NMGM 6020 The Science and Art of Leadership Development
- NMGM 6007 Leading Change Practicum

Two electives from the Change Competencies, Leadership Applications, and/or Applied Context offerings are required.

Certificate in Organization Development
Organization Development (OD) practitioners recognize the humanistic role of managers and leaders and work to cocreate and facilitate innovative, systems-embedded organizational change. The OD certificate is designed for current internal and external practitioners and those wishing to enter the OD field. The certificate curriculum is critically reflective, rooted in real-world experience, and flexible in delivery. The focus on change leadership competencies prepares students to work with a wide diversity of groups in organizations and across sectors within the global community.
Required Courses

The Certificate in Organization Development is awarded upon successful completion of an integrated curriculum consisting of six courses (three credits each, for a total of 18 credits).

- NMGM 5010 Management and Organizational Behavior
- NMGM 5003 Foundations of Organizational Change
- NMGM 6006 Laboratory in Group Facilitation, Intervention and Process
- NMGM 6012 Organization Assessment and Diagnosis
- NMGM 6013 Organizational Change Interventions
- One elective

Certificate in Sustainability Strategies

Successful models of policy and management increasingly take into account the interconnections of ecological, social, and financial sustainability using the triple-bottom-line approach. This creates a need for managers who can understand critical sustainability issues and devise strategies to address them. The growing sustainability field offers opportunities in all sectors, from environment-oriented non-profits and emerging green industries to government planning and regulatory agencies.

Required Courses

The Sustainability Strategies certificate is awarded upon completion of a six-course integrated curriculum (three credits each, for a total of 18 credits).

- NEPS 5001 Climate Change and Cities
- NEPS 5002 Corporate Sustainability and Social Responsibility
- Finance Requirement (three credits from a list of approved finance courses)
- NEPS 5008 Sustainability Perspectives and Practice
- NEPS 5005 Leadership for Sustainability and Environmental Policy
- One elective
THE SCHOOL OF MEDIA STUDIES

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Media studies has been described as the liberal arts of the 21st century. The School of Media Studies is at once a hub, laboratory, and playing field for the interaction and communication of ideas across many disciplines and endeavors. It houses a range of intellectual fields and practices for the understanding of media, ranging from historical and philosophical inquiry, to artistic exploration, and to entrepreneurial and management processes. Integral to the School of Media Studies’ overall orientation is a commitment to pushing the boundaries of media study through spirited engagement with its evolving forms and contexts. Each program or path of study explores traditional disciplines alongside emergent technology and new media approaches.

In pursuance of its founding principle that theoretical awareness goes hand-in-hand with media-making, the School of Media Studies supports the rich nexus of theory-praxis in diverse ways. It offers students curricula options that are both flexible and interlinked. Thus, students may choose to be either generalists or specialists, and create clusters or follow laid-out sequences of courses. In general, the curriculum teaches students to work across media formats, theories, and methodologies seeking the right “tools for the task,” whether that task is academic, creative, or professional.

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

Every year, Media Studies students write and publish an online academic journal, Immediacy, emphasizing the program's philosophy for the integration of media theory, history, and myriad forms of media practice. organize and present papers in an academic conference,Critical Themes in Media Studies, which involves faculty members as respondents and brings together scholars from all over the world. The students publish an online journal on media and culture. They also exhibit their film, video, audio, and multimedia and video projects at the regularly scheduled media critique shows: RUFF CUTS, and FINE CUTS, Truth Be Told, and Mixed Messages. Two annual juried exhibitions of student works—Mixed Messages, a multimedia gallery exhibition, and the Hirshon Invitational Film Show—offers exposure outside the university.

Students’ media works have been exhibited at national and international festivals and venues, including the Sundance Film Festival, the Tribeca Film Festival, the Margaret Mead Festival, and the Museum of Modern Art. Many have won prizes, such as Student Academy Awards.

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

- “Slow” Documentaries: The Long Take in Contemporary Non-Fiction Film
- Media Strategies for California Environmental Justice Initiatives
- Convergence: An Audio Documentary and Sonic Work About Life in a Tsunami Zone
- Can the Everyman be Everyone: Gender and Race in Heroic Myths
- It Takes a Cybervillage: The Role of Online Moms’ Groups in Parents’ Support Networks
- Material Tactics: Analog Film Workshops in the Digital Age
- Playing with Orientalism: Is the ISIS Twitter Girl a Challenge to Muslim Stereotypes or a Reinforcement?
- The Social Influence of WeChat on the Generation Gap in China
- Heroica Matamoros: Affective Filmmaking and Cycling on the US-Mexican Border
- What’s Next? The State of Photography Beyond the Pixel
- Mixed Media: Newspaper Survival in Digital Domains and the Reorientation of American Democracy
- Constructing and Analyzing a Large Dataset of Examples of Public Interactives
- Virtuosity and The Promise of Interactivity in Online Game Streaming
- From The Inside Out: Navigating Transnational and Transracial Adoption

Master of Arts in Media Studies

The Master of Arts program in Media Studies offers a flexible and interdisciplinary curriculum in media theory and practice, with emphasis on creative media making, critical analysis and reflection, and entrepreneurialism and management - guided by a faculty that includes noted film and media-makers, researchers, designers, and scholars. Designed to accommodate working students, this flexible program enables students to study full-time (nine credits per semester) or part-time (six credits or fewer per semester), onsite in New York, or online from anywhere. It is also possible to earn the master’s degree entirely online.

The MA program in Media Studies reflects the university's historical commitment to progressive education, an activist orientation, and the advancement of global perspectives.

The degree is awarded for completion of 39 credits. Students may choose to complete the course of study by producing a
master’s thesis, or they can choose a non-thesis option. With their faculty advisor, students plan a course of study that builds on their academic and professional backgrounds and addresses their creative and professional goals. Two required academic courses orient students to the field and prepare them for the work ahead. For the rest of the program, students identify the issues and practices in media that they want to explore, and design their individual course of study with the guidance of their academic advisor.

Graduates of the Media Studies program work in diverse fields, including documentary and narrative film and media production, multi-platform transmedia and digital storytelling and marketing, media management and media research, as well as media advocacy and education. Some continue to PhDs and scholarly careers, while others produce innovative creative work as artists and designers, working with traditional and emerging media forms. Our graduates have been recognized worldwide by receiving top media and film festival awards, including Oscars, as well as accolades for significant scholarly contributions and media business innovations.

Curriculum
The limited number of required courses gives students many options to plot their own paths through the program and sample a variety of approaches and techniques. With permission, students may also take certain courses offered by other graduate programs at The New School.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NMDS 5006</td>
<td>Media Theory</td>
<td>3</td>
</tr>
<tr>
<td>NMDS 5008</td>
<td>Media Design</td>
<td>3</td>
</tr>
</tbody>
</table>

For the Master of Arts in Media Studies, students must earn a grade of B or better in all the required courses.

Students must earn a minimum grade of C or better in all other courses taken for the degree.

Research Methods Electives
All courses carry 3 credits unless noted otherwise. Students must take three credits in research methods from the following*:

- NMDS 5010 Media Research Methods
- NMDS 5012 Grant Seeking (1 credit)
- NMDS 5015 Research Methods for Media Activism
- NMDS 5017 Audience Research
- NMDS 5020 Documentary Research Methods
- NMDS 5024 The Design Process
- NMDS 5026 Designing Methods for Media
- NMDS 5288 Participatory Research and Social Inquiry
- NMDM 5311 Market Research for Media Managers

Areas of Study
Graduate students in Media Studies can pursue one or more of the following areas of study or work with a faculty advisor to develop their own. These areas are clusters of related courses, which serve as guides to potential academic and career goals. Students are not required to choose an area of study to earn the degree, but completing one or more of the areas can focus the student’s course of study in a particular field and enhance a résumé by communicating expertise in a specific area to potential employers.

Digital Cinema Production
Courses in this area of study enable students to learn skills involved in film and video production, including producing, screenwriting, directing, advanced editing, cinematography, lighting, sound, and post-production. Drawing on film history, theory, and aesthetics, students gain skills and experience in the creation of new modes of cinematic expression.

Core Courses
NMDS 5028 Digital Filmmaking: Cinematic Aesthetics
NMDS 5430 Writing and Directing: Script to Screen
NMDS 5432 Digital Filmmaking: Production
NMDS 5433 Digital Filmmaking: Post-Production

Related Courses
NMDS 5428 Media Practices: Digital Video Production
NMDS 5512 Screenwriting: Analysis
NMDS 5523 Creative Screenwriting
NMDS 5524 Directing Documentary
NMDS 5567 Cinematography and Lighting
NMDS 5523 Projects in Digital Video Editing
NMDS 5274 Aesthetics of Editing
NMDS 5537 Cinematic Place
NMDS 5206 Documentary: Art, History, Future
NMDS 5564 Script Analysis / Audience Research
NMDS 5401 Producer’s Craft
NMDM 5319 Social Media: Metrics / Consumers
NMDM 5318 Digital Media: Strategy & Implementation
NMDM 5311 Market Research for Media Managers

Media Analytics
This area of study enables students to learn the basics of data analytics to understand patterns and changes in media experiences. Students apply these skills to understand new developments in the creative industries: publishing, broadcasting, social media, cinema, and the Web. Courses investigate topics in media management, data visualization, and cultural analytics.

Core Courses
NMDM 5311 Market Research and Data Analytics
NMDM 5321 Big Data and the Media
NMDM 5444 Media Practices: Programming
NMDS 5517 Transforming Data

Related Courses
PGDV 5100 Data Visualization & Information Aesthetics
PGDV 5110 Data Structures
NMDS 5026 Designing Methods for Studying Media
NMDM 5317 Business Strategies for Social Media
NMDM 5319 Social Media: Metrics / Consumers
NMDM 5318 Digital Media: Strategy & Implementation
NMDM 5311 Market Research for Media Managers
Media History, Criticism, and Philosophy

Students learn how to investigate a range of critical and philosophical issues pertaining to the theory of media, the development of media technologies, and changing patterns of mediated cultural experiences. Drawing on a wide range of research in media aesthetics, genres, and cultures, courses provide students with a strong foundation in a theoretical approach to the study of media in contemporary culture.

Available Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>NMDS 5247</td>
<td>History, Memory, and Media</td>
</tr>
<tr>
<td>NMDS 5117</td>
<td>Gender, Culture, and Media</td>
</tr>
<tr>
<td>NMDS 5166</td>
<td>Race, Ethnicity, and Class in the Media</td>
</tr>
<tr>
<td>NMDS 5145</td>
<td>Digital Media Theory</td>
</tr>
<tr>
<td>NMDS 5220</td>
<td>Death and Media</td>
</tr>
<tr>
<td>NMDS 5253</td>
<td>Political Media and Communication</td>
</tr>
<tr>
<td>NMDS 5246</td>
<td>Digital War: Rhetoric, Risks, and Realities</td>
</tr>
<tr>
<td>NMDS 5282</td>
<td>Robots as Media</td>
</tr>
<tr>
<td>NMDS 5278</td>
<td>Data, Archives, Infrastructure</td>
</tr>
<tr>
<td>NMDS 5223</td>
<td>Maps as Media</td>
</tr>
<tr>
<td>NMDS 5247</td>
<td>History, Memory, and Media</td>
</tr>
<tr>
<td>NMDS 5106</td>
<td>Mobile Media</td>
</tr>
<tr>
<td>NMDS 5136</td>
<td>Animals as Media</td>
</tr>
</tbody>
</table>

Sound Studies

This area of study enables students to investigate the production and consumption of sound, music, noise, and silence. Students learn skills of audio production and sound design; and they can experiment in the creation of radio and podcasting programs. This area also enables students to understand the development and changes in sound cultures throughout history.

Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>NMDS 5576</td>
<td>Media Practices: Audio Production</td>
</tr>
<tr>
<td>NMDS 5255</td>
<td>Sound Studies</td>
</tr>
<tr>
<td>NMDS 5578</td>
<td>Sound Design</td>
</tr>
<tr>
<td>NMDS 5591</td>
<td>Audio Post Production</td>
</tr>
<tr>
<td>NMDS 5560</td>
<td>Radio Workshop Lab</td>
</tr>
</tbody>
</table>

Related Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>NMDS 5534</td>
<td>Narratives in Sound</td>
</tr>
<tr>
<td>NMDS 5025</td>
<td>Oral History Workshop</td>
</tr>
<tr>
<td>NMDS 5513</td>
<td>Experiments in Oral History</td>
</tr>
<tr>
<td>NMDS 5563</td>
<td>Radio Experiments</td>
</tr>
<tr>
<td>NMDS 5324</td>
<td>Music Business in Media</td>
</tr>
<tr>
<td>NMDS 5297</td>
<td>Music and Philosophy</td>
</tr>
<tr>
<td>NMDS 5556</td>
<td>Projects in Multisensorial Spaces</td>
</tr>
</tbody>
</table>

Transmedia and Digital Storytelling

Focusing on the creation of narratives that move across platforms, this area enables students to learn practices of multi-platform storytelling, as well participatory media and community engagement. Students investigate different forms of storytelling, extending across media, such as video, film, websites, comics, novels, games, augmented, virtual reality and public interactive installations. Students learn how to engage audiences as creative collaborators through the use of second screens and social media applications.

Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>NMDS 5577</td>
<td>Storytelling across Media</td>
</tr>
<tr>
<td>NMDS 5512</td>
<td>Digital Storytelling</td>
</tr>
<tr>
<td>NMDS 5540</td>
<td>Non-Linear Narratives</td>
</tr>
<tr>
<td>NMDS 5556</td>
<td>Projects in Multisensorial Spaces</td>
</tr>
<tr>
<td>NMDS 5195</td>
<td>Aesthetics of Interactive Design</td>
</tr>
<tr>
<td>NMDS 5106</td>
<td>Mobile Media</td>
</tr>
</tbody>
</table>

Related Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>NMDS 5531</td>
<td>Projects in Interactive Design</td>
</tr>
<tr>
<td>NMDS 5195</td>
<td>Aesthetics of Interactive Design</td>
</tr>
<tr>
<td>NMDS 5517</td>
<td>Transforming Data</td>
</tr>
<tr>
<td>NMDS 5100</td>
<td>Media Literacy</td>
</tr>
<tr>
<td>NMDS 5568</td>
<td>Networked Collaboration</td>
</tr>
<tr>
<td>NMDS 5288</td>
<td>Participatory Research and Social Inquiry</td>
</tr>
</tbody>
</table>

Master of Science in Media Management

The Master of Science degree in Media Management is awarded for completion of 36 credits. This degree combines a strong foundation of managerial skills with critical analysis of the industries and their products. It is designed to encourage innovative thinking and entrepreneurship. Like all programs at the Schools of Public Engagement, the graduate program in media management is open-minded, interdisciplinary, and future-oriented. Students explore the principles of management and the practices across today’s communications industries—television, movies, music, advertising, news, games, and social media—while also understanding and embracing changes in the field and evolving media platforms.

Areas of Study

- Producing
- Development
- Financing
- Marketing
- Distribution
- Ethics

The course of study is flexible, with a broad selection of electives. It culminates in a written thesis or project. The program may be taken full-time or part-time. You can take classes on-site at The New School in New York City’s Greenwich Village, online, or in a combination of both on-site and online. Most classes on campus meet late afternoons, evenings, and weekends to accommodate the schedules of working professionals.

The faculty includes leading media scholars, industry executives and producers, and brilliant and inspiring designers and directors.

Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NMDM 5303</td>
<td>Media Management and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>NMDM 5301</td>
<td>Media Economics</td>
<td>3</td>
</tr>
<tr>
<td>NMDM 5312</td>
<td>Media Ethics</td>
<td>3</td>
</tr>
<tr>
<td>NMDS 5008</td>
<td>Media Design</td>
<td>3</td>
</tr>
</tbody>
</table>
Required Production Course (choose one) 3
NMDS 5428 Media Practices: Digital Video Production 3
NMDS 5427 Media Practices: Interactive 3
NMDS 5426 Media Practices: Design 3
Other Production Class 3

Core Elective Courses (choose three*) 9
NMDS 5428 Media Practices: Digital Cinema 3
NMDM 5302 Media Industry Perspectives 3
NMDM 3518 Digital Strategy and Implementation 3
NMDM 3504 Information Technologies 3
NMDM 5326 Creative Management in the Arts 3
NMDM 3505 Competitive Strategies and Brand 3
NMDM 5306 Media, Corporate Responsibility/Law 3
NMDM 5314 Media Sales and Sales Management 3
NMDM 5311 Market Research for Media Managers 3
NMDM 3525 Film Distribution and New Media 3
NMDM 3524 Music Business in Media 3
PGPH 7191 Intellectual Property in the Digital Age (cross-listed with Parsons) 3

Relevant Internship for credit 3
NMDM 5308 New Media Ethics 3
NMDM 5317 Business of Social Media 3
NMDM 5401 The Producer's Craft 3
NMDM 5560 WNSR Radio Lab 3
NMDM 5312 Media Ethics 3
NMDM 5505 Competitive Strategies and Brand 3
NMDM 5326 Creative Management in the Arts 3
NMDM 5328 Media Dealmaking 3
NMGT 2140 Entrepreneurship 3

* Others may be offered in the future.

Media Studies Electives 9
Any three courses from the MA in Media Studies or from the MS in Media Management course lists.

Management Capstone Project 3
Students work with an advisor on a comprehensive business plan or a management solution research project that focuses on a specific area of of media business. It is completed in the student’s final semester in the MS degree program and includes a visual presentation and a 30-page paper.

Total Credits 36

For more information, visit www.newschool.edu/public-engagement/media-management-ms/.

For the Master of Science in Media Management, students must earn a grade of B or better in the following courses:

- NMDM 5303 Media Management and Leadership
- NMDM 5301 Media Economics
- NMDM 5312 Media Ethics

Students must earn a minimum grade of C or better in all other courses taken for the degree.

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Bachelor of Arts / Bachelor of Science in Media Studies

The Bachelor of Arts or Bachelor of Science degree in Media Studies is delivered as a major in the Bachelor’s Program for Adults and Transfer Studies. See page 25 in the Bachelor’s Program for Adults and Transfer Students section.

Non-Credit Certificates

Film Production

The New School awards a Certificate in Film Production for the successful completion of a sequence of courses that guides the student through the art and craft of filmmaking. Taught by a faculty of experienced teachers and working professionals, the courses explore all aspects of filmmaking and professional development, including pre-production planning, directing, writing, cinematography, editing, and producing. The certificate program is designed for the committed student with any level of experience. A high school diploma is required to enroll.

Curriculum

The Certificate in Film Production is awarded for successful completion of a minimum of eight approved courses, including a sequence of five production studio courses culminating in a finished final film project. The production sequence is supported by classes in which students explore technical and aesthetic aspects of motion picture production and a range of cinematic practices. Certificate students additionally enroll in CT LABS (certificate labs) that account for the minimum of five hours per week in which students are expected to work on graded assignments required of the instructional sections.

The certificate is non-credit; however, degree-seeking students may follow the certificate curriculum for credit and petition for the non-credit certificate upon successful completion of required coursework. Minimum grades of B (or Approved [AP] for non-credit students) must be received for all courses taken to fulfill certificate requirements. The following eight courses must be taken either sequentially or concurrently, as indicated.

Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NFLM 3411 The Art of Film (may be concurrent with Filmmaking Studio 1)</td>
<td>3</td>
</tr>
<tr>
<td>NFLM 3600 Filmmaking Studio 1</td>
<td>3</td>
</tr>
<tr>
<td>NFLM 3632 Film 2: Intermediate Filmmaking Lab (may be concurrent with Film 3)</td>
<td>3</td>
</tr>
<tr>
<td>NFLM 3670 Film 3: Advanced Pre-Production</td>
<td>3</td>
</tr>
<tr>
<td>NFLM 3680 Film 4: Advanced Film Production</td>
<td>3</td>
</tr>
<tr>
<td>NFLM 3690 Film 5: Advanced Post-Production Workshop</td>
<td>3</td>
</tr>
</tbody>
</table>

Approved electives (choose two) 6

Total Credits 24

Screenwriting

The New School awards a certificate in screenwriting for successful completion of a sequence of six approved courses.
courses. Students will be carefully guided through the entire screenplay writing process by distinguished faculty. After completing the core sequence of screenwriting courses, students will have a comprehensive grounding in story, character, theme, action, visuals, and dialogue. The certificate program is open to committed students from any background. By planning ahead, students who cannot or do not wish to take classes on campus can complete the program entirely online if they schedule ahead: Screenwriting 2 is offered online only in the fall and Screenwriting 3 is offered online only in the spring.

Registered certificate students are invited to School of Media Studies special events, including guest lectures, special screenings, and media exhibitions, and will receive information about optional internships. The annual spring Voice Over script-reading event showcases the best scripts produced by students completing the certificate.

A high school diploma is required to enroll.

Curriculum

The Certificate in Screenwriting curriculum is awarded for satisfactory completion of six approved courses, leading to the writing of a professional-quality screenplay ready for the marketplace.

Four required courses must be taken in the following order:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSRW 2800 Script Analysis</td>
<td>3</td>
</tr>
<tr>
<td>NSRW 3810 Screenwriting 1: The First Act</td>
<td>3</td>
</tr>
<tr>
<td>NSRW 3820 Screenwriting 2: Writing the Screenplay (permission required)</td>
<td>3</td>
</tr>
<tr>
<td>NSRW 3830 Screenwriting 3: Rewrite and Polish (permission required)</td>
<td>3</td>
</tr>
<tr>
<td>Approved electives (choose two)</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Credit 18

Graduate Certificates

The School of Media Studies also offers graduate-level certificates in Documentary Media Studies and Media Management, which are designed to prepare students for careers in the industry. Courses are taught by the Media Studies faculty.

Students who complete a certificate program and subsequently apply and are admitted to the Media Studies or the Media Management master’s program may be able to transfer credits earned to the MA or MS program, provided they received grades of B or better in the certificate courses.

Documentary Media Studies

The certificate program in Documentary Media Studies is an opportunity to study documentary history, theory, and production in a small, intensive program in New York City, the world’s documentary capital. This full-time graduate program is designed to be completed in one year.
NMOC 5000 Foundations of Documentary Practice  3
NMOC 5102 Intro to Documentary Cinematography  3
NMOC 5100 Documentary: Its Art and History  3
NMOC 5103 Editing Arta & Practice  3
NMOC 5001 Documentary Project  3
Approved elective  3

Total Credit  18

Certificate holders are qualified to enter documentary media professions through a variety of routes—as documentary directors, producers, editors, cinematographers, or researchers; in documentary television or distribution; film festival programming and curation; museum or gallery curation; film writing—or to continue to graduate school in pursuit of an MA and/or PhD in Media Studies, Anthropology, Film Studies, and other related scholarly fields. For more information, visit www.newschool.edu/public-engagement/documentary-media-graduate-certificate/.

Media Management

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

The certificate is awarded for completion of 12 graduate credits (four courses selected from key areas of the Media Management curriculum) and a 10-page synthesis paper. Approved curriculum areas include industry perspectives, media management and leadership, media economics, and information technologies.

All required courses are offered both on campus at The New School and online. Students may complete the certificate on-site, online, or in combination.

Students in the MA program can also take courses offered in the School of Media Studies’ Media Management program. The curriculum includes courses in industry perspectives, media management and leadership, media economics, information technologies, competitive strategies, and corporate responsibility, and specialized classes devoted to the businesses of film, music and social media.

By directing 12 of their seminar credits toward the certificate and completing a final paper, MA Media Studies students can also attain the Certificate in Media Management as part of their coursework. These credits are applied both towards the MA degree and the Media management certificate. For more information, visit www.newschool.edu/public-engagement/media-management-graduate-certificate.

Other Study Options

Internships

The New School recognizes the importance of practical, real-world experience. Internships related to students’ interests are great opportunities to gain professional experience, explore careers, and create a network of contacts while receiving graduate credit. Students may earn up to six credits toward the master’s degree for internships: three credits for a production internship and three credits for a research internship. Internships can be taken for zero, one, two, or three credits and are available to students who have completed 15 credits of graduate course work. Opportunities are provided weekly on the my.newschool.edu Media Studies Student Announcements portal and the School of Media Studies Blog.

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

Internships are coordinated by the Center for Student Success. For more information, email experience@newschool.edu.

Independent Study / Production

At the discretion of the director of the Media Studies or Media Management programs, a student who has defined a specific subject or problem for research or an original production concept can pursue a course of study independent of regular class structures, meetings, and assignments. Prerequisite: Completion of 18 credits in residence at The New School, including appropriate production courses in the case of an independent production.

The student must work with an interested faculty member as an advisor to define the project and develop and submit an Independent Study Contract. The contract is submitted to the director of Graduate Studies for approval and clearance to register. Contracts must be submitted at least two weeks prior to registration to allow sufficient time for evaluation.

Independent projects are normally pursued in fall and spring semesters with members of the full-time faculty, and after the student has completed a minimum of 18 credits. Please consult the director of Student Affairs before developing any proposal for a summer independent project or with an adjunct faculty member as advisor.

Online Learning

For general information about online courses at The New School, visit www.newschool.edu/online.

Many School of Media Studies students take at least some of their courses online. Online courses are entered through MyNewSchool, the university portal (my.newschool.edu). Select Canvas from the toolbar and find your online courses listed there.

Students should enter their online classes at least four times a week, although instructors have different guidelines for course participation.
Online Help and Support
There is a Canvas orientation for students new to online learning. Topics include academic resources available in the Web-based environment; the dynamics of online interaction; how to navigate the online classroom; and how to communicate in the online classroom. The orientation is available for reference throughout the school year.

The New School’s technical support is available by telephone or email 24 hours a day, seven days a week.

The Online Learning Environment
Course materials are presented in a multilayered format that may include video, audio, graphic elements, and links to the Internet, and may include meeting via Skype. Students can post comments and answers to these materials on highly interactive discussion boards. These responses, along with those submitted by the instructor, create a dynamic learning platform.

Foreign Language Study
Graduate students are eligible to audit one foreign language course per semester free of charge, provided they are actively earning credit toward a graduate degree during that term and that there is space availability in the chosen course. During the summer term, graduate students who are earning credit toward a degree may also audit one language course free of charge.

Graduate students who are not earning credit toward their degree during the summer term may audit one full-length foreign language course free of charge in the summer term, paying a registration fee of $138.

After choosing a course, students must obtain permission to register. Full participation in the course is mandatory, as is purchasing any necessary course materials.

Graduate students who wish to register for a foreign language course should email Vanessa Reich, Assistant Director of Student Affairs, at reichv@newschool.edu.
For more than eight decades, The New School has been a vital center for writing and the instruction of writing in New York City. Students come here to study the craft of writing under the direction of master teachers who are themselves distinguished practitioners.

The School of Writing emphasizes literature as a dynamic artistic discipline and a creative activity rather than as a field for historical analysis or an object for interpretation, as in traditional English or comparative literature departments. In both writing workshops and literature seminars, New School writing teachers approach works of art from the inside out, moving from close attention to language, craft, and form into history and culture, engaging in the full complexity of a work.

**School of Writing Academic Programs**
- Creative Writing MFA with concentrations in fiction, poetry, non-fiction, or writing for children and young adults.
- Riggio Honors Program: Writing and Democracy, a curriculum of writing workshops and literature seminars. Financial aid is possible for a select group of qualified undergraduate degree students.
- The New School Writing Program: an extensive curriculum of on-campus and online writing workshops for undergraduate degree students and adult continuing education students at all levels of experience.

**Master of Fine Arts in Creative Writing**

The MFA program is a 36-credit course of study, with four concentrations: Fiction, Non-Fiction, Poetry, and Writing for Children and Young Adults. The curriculum balances writing workshops with literature seminars for the first three semesters. Workshops are always in a student’s concentration,* but a student interested in taking some literature seminars in another field of concentration may be able to do so.

The creative writing graduate program is designed to be completed in two years of full-time study. All courses meet in the evenings at the Greenwich Village campus of The New School. Part-time study is not an option.

*Applicants with substantial accomplishment in more than one area of concentration may apply for a dual concentration but must declare a primary and a secondary field of study. Students approved for a dual concentration must fulfill all requirements in the primary area of study and then must submit a separate thesis project for each concentration.

**The Curriculum**

During each of their first three terms, students enroll in one writing workshop in their area of concentration (four credits), in one literature seminar (four credits), and participate in the Writer’s Life Colloquium (one credit).

In their final semester, students continue the Writer’s Life Colloquium (one credit) while working closely with their faculty advisors in independent study leading to the completion of a Writing Thesis (four credits) and a Literature Project (four credits) in their concentration.

<table>
<thead>
<tr>
<th>First, second, and third semesters:</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Workshop</td>
<td>4</td>
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<tr>
<td>Seminar</td>
<td>4</td>
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<tr>
<td>Writer’s Life Colloquium</td>
<td>1</td>
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<table>
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<tr>
<th>Final semester:</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Thesis Project</td>
<td>8</td>
</tr>
<tr>
<td>Writers Life Colloquium</td>
<td>1</td>
</tr>
</tbody>
</table>

| Total Credits                     | 36      |

The Writer’s Life Colloquium requirement is met by participation in a minimum of eight School of Writing or other approved literary or related events at The New School, including craft seminars (Fiction Forum, Poetry Forum, etc.), special readings, publishing roundtables, and visiting writer residencies.

For more information about the concentrations, writing workshops, literature seminars, and the final writing thesis and literature project, see the following and visit [www.newschool.edu/writing](http://www.newschool.edu/writing).

**Writing Workshops**

The School of Writing provides students with a framework and sustained blocks of time to work extensively on their own writing. Guided by an experienced writer-teacher, students focus on their manuscripts, both in the workshop and in individual conferences with the instructor. Graduate writing workshops meet once a week in two and one-half hour evening sessions. Graduate writing workshops may include a short assigned reading list and occasional visits by guest writers who read and discuss their work. Structure and content of writing workshops are adapted to the individual area of concentration:

**Fiction**

Class sessions are principally devoted to reading and discussing students’ fiction, usually short stories or excerpts from novels-in-progress. Students learn how to balance inspiration with revision; explore methods for strengthening characterization, storytelling, and style while developing their voices to the utmost; and explore those narrative forms and techniques best suited to their individual styles.
Poetry
Class sessions are principally devoted to reading and discussing students’ poems. There is constant attention to the craft of poetry; the skills and strategies involved in making the modern poem; aspects of prosody and new directions in writing; and, particularly, the discovery (and invention) of techniques most appropriate for the poet's subjects, issues, and materials. There is special emphasis on possibilities for revision.

Non-Fiction
Class sessions are principally devoted to reading and discussing students’ non-fiction, usually in the form of personal reminiscence, reflective essay, reportage, and biography. Topics include the art of choosing a subject; developing a sense of structure; cultivating tone, style, and personal voice; and techniques of characterization, dialogue, imagery, and drama. Skills of interviewing and methods of documentary research are described and discussed.

Writing for Children and Young Adults
Class sessions are principally devoted to reading and discussing students’ writings for children and young adults, which might include picture book texts, fiction or non-fiction for those aged eight to 12 years old, and teenage fiction or non-fiction. There is equal emphasis on learning proven techniques and strategies of writing successful literature for children and developing one’s own voice and finding forms suited for personal projects. The ability to express ideas in styles appropriate for children of different ages is key.

Literature Seminars
The graduate Writing Program includes intensive seminars on traditional and contemporary literary topics, which are investigated from the specialized perspective of the active writer. Topics and readings vary each semester, but all literature seminars are conducted by writers and concentrate on crucial aspects of craft and technique, as well as on issues of literary history and theory. Literature seminars meet once a week in two and one-half hour sessions.

The Writing Thesis
Upon successful completion of three writing workshops, students advance to the thesis stage. Each student works closely with a writing instructor through structured conferences over an entire semester to produce a substantial manuscript in the student’s area of concentration, whether fiction, poetry, non-fiction, or writing for children. Each thesis is graded by the student’s advisor and then submitted to the director of the Writing Program for final approval.

The Literature Project
Upon successful completion of three literature seminars, students advance to the independent Literature Project stage, where, along with their creative work, they gain experience writing critical prose. Each student works closely with a writing workshop or literature seminar instructor through structured conferences to create an essay (or a series of essay-reviews) of approximately 20 pages on a topic of the student’s devising but within the field of concentration. The Literature Project is undertaken concurrently with the Writing Thesis. The Literature Project can complement a student’s thesis by exploring how other writers have addressed corresponding challenges and problems of literary work, or it can stand alone as a critical study. Each Literature Project is assigned a grade by the student’s advisor and then it is submitted to the director of the Writing Program for final approval.

The Writer’s Life Colloquium
The School of Writing honors the historic legacy of The New School as a home for the “public intellectual” in the tradition initiated here by writing instructors Anatole Broyard, Robert Lowell, and Frank O’Hara in the early 1960s. Graduate writing students at The New School participate in an ongoing colloquium of visiting writers, editors, writing teachers, publishers, and literary agents. The Writer’s Life Colloquium reflects the wide range of cultural activity at The New School and the belief that students benefit from exposure to many voices and genres.

The Writer’s Life Colloquium includes special readings, craft seminars, teaching lectures, and publication panel discussions. There are also visiting writer residencies arranged exclusively for students in the MFA program. Active participation in the colloquium consists of attendance at a minimum of eight events.

New School writing students have recently heard established and emerging writers, critics, and artists such as Lydia Davis, Yusef Komunyakaa, Paul Auster, C.K. Williams, Anne Carson, Peter Carey, George Saunders, Caryl Phillips, Bradford Morrow, Jo Ann Beard, Kate Braveman, Kelly Link, Lucie Brock-Broido, James Ellroy, Susan Choi, Nathaniel Mackey, Joanna Klink, Terese Svoboda, Joe Wenderoth, Steve Erickson, Jacqueline Woodson, Walter Dean Myers, Lynne Tillman, Wayne Koestenbaum, Michael Harper, John Ashbery, Harry Matthews, Fanny Howe, Frank Bidart, Dana Gioia, Lou Reed, James Tate, Marie Ponsot, Jorie Graham, Richard Howard, Robert Creeley, Charles Bernstein, Jane Hirshfield, Jayne Cortez, Mark Doty, Verlyn Klinkenborg, Mary Karr, Jonathan Safran Foer, Nick Flynn, Percival Everett, Philip Gourevitch, Brenda Hillman, Charles Simic, Ann Lauterbach, and John Edgar Wideman.
The Writer’s Life In New York City

When The New School started the MFA program in Creative Writing, one aspiration was to take full advantage of the university’s geographical location in New York City—home to so many gifted writers, vital magazines, and publishers. The New School Writing Program reflects the amplitude and diversity of the writer’s life in New York City.

Students in the program maintain their own reading series and edit and publish their own journal, LIT. The New School has established creative partnerships with many other New York City cultural institutions. Every year a host of distinguished writers take part in a wide variety of events that enhance the classroom experiences of Creative Writing students. The program enjoys lively collaborations with the Poetry Society of America, the Academy of American Poets, PEN, the National Book Foundation, The Story Prize, the National Book Critics Circle, CLMP, Poet’s House, and Cave Canem, among others.

The New School is proud of what may be the preeminent university public reading series in the nation, presenting as many as 50 literary events each academic year. Every fall, The New School hosts the National Book Award reading, and in the spring it presents the National Book Critics Circle Award reading and hosts the gala awards ceremony the following night. The New School Writing Program believes writers must engage all arts; hence, there is a lecture series on music and democratic speech, curated by Greil Marcus; Ashbery Across the Arts, a festival featuring visual artists and filmmakers in conversation with Ashbery’s work; and Food and Immigrant Life, a collaborative program with Global Studies and the China Institute. The New School demonstrates its commitment to progressive publishing through literary evenings devoted to anthologies and journals such as Freemans, The Believer, Tin House, McSweeney’s, BOMB, Artforum, Agni, and Best American Poetry.

Upon graduation, writers are encouraged to submit selections from their writing theses to a chapbook contest sponsored by the Writing Program. The winners are chosen by a panel of independent judges. Each winner receives 100 copies of a 250-4 copy chapbook press run published by The New School. Many of these chapbooks have subsequently led to book contracts and full-length publications.

Foreign Language Study

Graduate students are eligible to audit one foreign language course per semester free of charge, provided they are actively earning credit toward a graduate degree during that term and that there is space availability in the chosen course. During the summer term, graduate students who are earning credit toward a degree may also audit one language course free of charge.

Graduate students who are not earning credit toward their degree during the summer term may audit one full-length foreign language course free of charge in the summer term, paying a registration fee of $180.

After choosing a course, students must obtain permission to register. Full participation in the course is mandatory, as is purchasing any necessary course materials.

Graduate students who wish to register for a foreign language course should email Vanessa Reich, Assistant Director of Student Affairs, at reichv@newschool.edu.

What Alumni Are Doing

The achievements of the School of Writing graduates are varied and numerous. To see examples of their books, CDs, stories, poems, and essays; the notable literary journals they have launched; and the lively reading series they curate, visit the alumni section of the School of Writing website at www.newschool.edu/writing/.
ACADEMIC ADVISING

Advising at The New School serves to help students familiarize themselves with their program, focus their academic goals, and plan their educational trajectory. The frequency and specific goals of advising sessions vary by academic program and student level.

Advising Responsibilities

- To be accessible to students through office hours and appointments.
- To know curricular requirements for degree programs.
- To interpret and implement Schools of Public Engagement 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 Schools of Public Engagement 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 Schools of Public Engagement and the university.
- To regularly check academic records and maintain current contact information through The New School’s customizable web portal, 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.
- 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 appointment.
- To be respectful when communicating with others at the university.

Bachelor’s Program for Adults and Transfer Students

Advising in the Bachelor’s Program for Adults and Transfer Students is conducted by core faculty advisors, a select group drawn from the teaching faculty at The New School. Students are assigned advisors to assist in planning their academic and professional goals. There are few specific course requirements for the bachelor’s degree in liberal arts, thus both the student and his or her advisor are responsible for designing a coherent and effective course of study.

The primary function of the academic advisor is to assist students with the following:

- Refine educational goals and interests.
- Review academic progress.
- Identify academic areas in need of development.

Advisors also help students with program features such as concurrent certificate programs, graduation requirements, limits on non-liberal arts credits, credit for prior learning, bachelor’s–master’s options, and internships. Additional information about these program features can be found at www.newschool.edu/public-engagement/ba-bs-liberal-arts-degree-requirements/.

When new students meet with their advisors for the first time, they should be prepared to discuss the following:

- The decisions that brought them to The New School and what they hope to accomplish both academically and professionally.
- The courses they would like to take in upcoming semesters.

During their first semester, students should initiate a more extensive conversation about their long-range goals.

Continuing students must meet with their assigned advisor at least once a semester to devise a course of study for the next semester or year and to review progress toward completing the degree. Advising meetings are normally scheduled in March for fall course registration and in October for spring course registration. Continuing students will be sent information for the online course bulletin and information needed for registration. Students may email their advisors for assistance at any time.

As with most universities, registration is an exceptionally busy time at The New School. Students should make efficient use of advising sessions during these periods and schedule longer discussions at other times of the year. Questions about the advising process should be directed to the Bachelor’s Program office at sus@newschool.edu.
Milano School of International Affairs, Management, and Urban Policy

Office of Student Affairs

72 Fifth Avenue, 5th Floor
New York, NY 10011

Lauretha Slaughter, Director of Student Affairs
slaughtl@newschool.edu

The Milano School Office of Student Affairs provides or coordinates the following services:

- Counseling and academic advisement.
- Support services.
- Tutoring support.
- Student events and activities.
- Grade appeals.

Counseling and Academic Advisement

Staff members and faculty who advise or provide related services in support of academic success and retention recognize the vital role an advisor plays in a student’s overall academic experience and professional development. Throughout the student’s years of study at Milano, advisors are available to discuss a student’s academic choices, future plans and goals, and any concerns.

Prior to registering, students must consult with an advisor who will help them plan their programs and course selection. Program chairpersons, faculty members, and administrative staff work closely with each other to ensure that appropriate academic progress is made and that any difficulties are resolved. The overarching goal is to make sure students achieve their personal and professional development goals and join Milano’s long roster of successful alumni.

Office of Career Development and Placement

Program Office
72 Fifth Avenue, 5th Floor
New York, NY 10011
milanocareers@newschool.edu

Carol R. Anderson, Director of Career Development and Placement

Sharon D.D. Reid, Assistant Director of Career Development and Placement

The Milano School provides extensive career services to its students and alumni. Its degree programs are designed to prepare graduates for emerging roles and career trajectories that cross many sectors, functions, and national boundaries. The Milano Office of Career Services includes career assessment and guidance in career decision making, workshops, coaching for job-search skills, and recorded practice interviews and critiques. Individual job search counseling is also available by appointment. To accommodate working students and alumni, the office is open on select weekday evenings, and workshops are periodically held on Saturdays and Sundays.

The Milano Office of Career Services also provides individual advising on strategies and tactics for job and internship searches; recording and critiquing of practice interviews for specific positions of interest; and coaching for competitive, post-master’s management fellowships for entry into federal and state government service. The office assists students in finding and obtaining summer internships in their chosen fields, part-time and full-time apprenticeships for those changing careers, and permanent professional positions. It sponsors opportunities to make connections leading to internship and job offers, including alumni career panels, employer information sessions, and career fairs.

Job postings are published to the The New School’s job board, https://newschool-csm.symplicity.com/. Many Milano alumni, faculty, and friends of The New School generously provide their services to Milano graduates in the form of introductions to potential employers, networking referrals, and advance notices of employment opportunities.

Milano alumni can use the Office of Career Services throughout their careers. Many mid- and senior-level opportunities for seasoned professionals who are in advanced stages of their careers are advertised on the Milano career resources website, in its Newsflash, and on Milano’s listservs.

The Milano community comprises nearly 9,000 alumni and 800 current students. Personal interactions with colleagues, faculty, and other professionals, enhanced by an array of services, provide students with leads to potential employers and other valuable tools to guide them in their professional development. After graduation and throughout their careers, many alumni are able to take advantage of Milano’s extensive networks in advancing their careers.

Graduates are encouraged to continue active contact with the Milano Office of Career Services. As noted, the office provides lifetime support, helping them navigate opportunities and challenges at every stage of their careers.
School of Media Studies

All graduate students should be in regular contact with their student advisors for administrative support and degree audits by writing to mediastudiesadvising@newschool.edu. Graduate Student Advisors are available to set up meetings to discuss degree requirements and the registration process.

New graduate students are assigned a faculty advisor to assist with course selection and broader program goals and objectives. Continuing students are invited to be proactive and self-directed in seeking assistance from a member of the full-time faculty whose research interests are in line with their goals. The primary function of the faculty advisor is to guide the student in the following:

- Refine educational goals and interests.
- Review academic progress.
- Identify areas of study in need of development.

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

Faculty advisors keep weekly office hours and are available for in-person appointments at those times. Make appointments with academic advisors using Starfish. Faculty office hours are listed at this link: https://sites.google.com/a/newschool.edu/media-studies-faculty-schedules/?pli=1.

Advisors may be available at other times, and they may also be reached via phone or email.

School of Writing

Each student is assigned a faculty advisor who is a member of the teaching faculty and whose interests match the student’s as articulated in the application for admission. The function of the academic advisor is to assist the student in the following:

- Refine educational goals and interests.
- Review academic progress.

In the first semester, new students are expected to initiate an informal and extended conversation with their faculty advisors about their goals. After that, they must meet with their advisors at least once a year to plan their course schedules and confirm their progress toward completing the degree.

Master of Arts in Teaching English to Speakers of Other Languages

Each student admitted to the MATESOL program plans a schedule and sequence of courses with a faculty advisor based on his or her concentration, prior teaching experience, preferred pace, and particular interests. Questions about advising should be directed to the department by calling telephone 212.229.5372, or emailing elsc@newschool.edu.
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 reduced 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 RESPONSIBILITY

All students are expected to take an active role in their own education. They 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.

Additionally, 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 the Office of Advising for clarification.

ADMISSION

Schools of Public Engagement enrolls a diverse group of individuals with a range of academic and professional backgrounds. Admission decisions are based on academic achievement, motivation, and leadership potential as evidenced through prior education and work experience and letters of recommendation. Consult the entry requirements of each school for program-specific qualifications for entry.
**Apply Online**

Detailed instructions on how to apply can be found on the university website at www.newschool.edu/admission.

The admission staff is available throughout the year to discuss any program, admission requirements and procedures, and financial aid.

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

- Fall: June 1, rolling admission after this date
- Spring: November 1, rolling admission after this date
- Summer: April 1, rolling admission after this date

**Graduate Priority deadlines:**

Fall:

- MFA in Creative Writing and Milano School programs: January 15.
- School of Media Studies graduate programs: February 5
- MATESOL – January 15
- Spring: October 15

Summer:

- (MATESOL only) January 15

Second Fall Deadline all MA and MS or graduate or post master’s certificate programs: May 5

Applications for our graduate and certificates may be accepted on a rolling basis after deadlines. Contact the admission office for inquiries.

**Undergraduate Applicants:**

For information about admission requirements and application procedures for the Adult Bachelor’s Program, please email nspeundergrad@newschool.edu, call 212-229-5150, or go to our website www.newschool.edu/admissions

**Graduate Applicants**

For information about graduate admission requirement and application procedures, contact nsadmissions@newschool.edu or call 212-229-5150 or visit the website at www.newschool.edu/admission.

All applicants to graduate or doctoral programs with international transcripts must submit:

- copies of a transcript from each institution attended outside the United States. If the documents are in a language other than English, a certified English translation must be included.
- All applicants whose first language is not English must submit valid TOEFL, IELTS, or PTE scores. The minimum score required for TOEFL (IB) is 100, for IELTS is 7.0, and for PTE is 68. Our TOEFL institution code is 2554.

A TOEFL, IELTS, or PTE score is not required for applicants

- Whose primary language is English
- Who have earned a four-year degree from a U.S. college/university or from a university where English is the primary language of instruction
- Arrange for the testing service to send your test scores directly to The New School using the institution codes listed above. We accept scores taken within the past two years. If your scores are older, you must retake the test. For more information, visit TOEFL, IELTS, or PTE.
- Proof of Conferal of degrees or diplomas.
- International students who completed all four years of study and earned an undergraduate degree in a U.S. college or university are exempt.

**Proof of English Proficiency**

All applicants whose first language is not English must submit valid TOEFL, IELTS, or PTE scores. The minimum score required for TOEFL (IB) is 100, for IELTS is 7.0, and for PTE is 68. Our TOEFL institution code is 2554. A TOEFL, IELTS, or PTE score is not required for applicants

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- Who have earned a four-year degree from a U.S. college/university or from a university where English is the primary language of instruction
- Arrange for the testing service to send your test scores directly to The New School using the institution codes listed above. We accept scores taken within the past two years. If your scores are older, you must retake the test. For more information, visit TOEFL, IELTS, or PTE.

If your scores are more than two years old, you must retake the test. For more information, visit TOEFL, IELTS, or PTE.

Office of Admission

Official Transcripts

Applicants offered admission will be required to submit official transcripts (as well as official certified translations and evaluations of the transcripts/mark sheets and degree certifications if the degree was earned outside of the United States) to The New School. Admitted applicants must submit all official transcripts pertaining to their entire academic career.

Your offer of admission will be contingent upon the receipt and verification of these official documents. New students will not be permitted to register for their second semester of study until all official transcripts (including degree-awarding transcripts) have been received by the Office of Admission. Transcripts uploaded with the online application do not satisfy this requirement.
International Applicants and Other Applicants with Foreign Credentials

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

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

Consult with an admission counselor about visa requirements before you apply for admission.

Contact Information

To receive an admission packet or additional information, or to join the mailing list of the program of your interest, contact:

Office of Admission
Schools of Public Engagement
72 Fifth Avenue
New York, NY 10011
phone: 212.229.5150 or 800.862.5039
fax: 212.627.2695

Graduate Admissions
Merida Escandon Gasbarro, Director, Graduate Programs
Sharon Greenidge, Assistant Director
Karl Ramos, Assistant Director

Undergraduate Admissions
Elizabeth Puleio, Senior Associate Director
Melanie Mac Caskie, Admission Counselor

Bachelor’s Program for Adults and Transfer Students Liaison
Elizabeth Puleio, Senior Associate Director of Admission
puleioe@newschool.edu

Melanie Mac Caskie, Admissions Counselor, Adult Students and Transfers
maccaskm@newschool.edu

Milano School Liaison
Sharon Greenidge, Assistant Director
greenidge@newschool.edu
nsadmissions@newschool.edu

MATESOL Liaison
Merida Escandon Gasbarro, Director of Admission
escandom@newschool.edu
nsadmissions@newschool.edu

School of Media Studies Liaison
Karl Ramos, Assistant Director,
nsadmissions@newschool.edu

MFA Creative Writing Liaison
Karl Ramos, Assistant Director,
nsadmissions@newschool.edu.

Transferring Credits

Applicants who have completed college-level courses may qualify for advanced standing. The New School provides transfer students with a transfer credits evaluation with the offer of admission based on all official transcripts submitted with the application.

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 an approved evaluation service, 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 the university 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 evaluation.

Credit earned more than ten (10) years prior to admission will be evaluated on a case by case basis for acceptance. All official transcripts not submitted at the time of admission must be submitted by the end of a student's first term of enrollment in order to be eligible for transfer credit consideration. If official transcripts are not received by the end of the first term of enrollment, the credits will no longer be eligible for transfer credit consideration.

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
edueational 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.

For the Bachelor’s Program for Adults and Transfer Students: Courses with grades of C or better (above a C-) are eligible to transfer. Courses taken as pass/fail are ineligible for transfer consideration, unless the awarding institution only offers classes pass/fail and can document that a grade of “pass” is equivalent to a grade of C or better.

For graduate and PhD students, courses taken as pass/fail are ineligible for transfer consideration.

TRANSFER CREDITS AND CREDIT FOR PRIOR LEARNING

Subject to guidelines, credits toward SPE bachelor's degree requirements can be transferred from other institutions and/or awarded through assessment of prior learning.

Credits for courses completed at other institutions prior to matriculation are evaluated for transfer credit by the Office of Admission when a student applies for admission. Each course is evaluated individually. Of the 120 credits required to earn a bachelor's degree from SPE the maximum number of credits that can be transferred is 84.

Some majors restrict the number of transfer credits that can be applied to the major requirements.

Credits from regionally accredited institutions are eligible to transfer providing they meet the guidelines of the official transfer credit policy. Courses taken at non-regionally-accredited institutions are evaluated on a case-by-case basis, and students may be asked to provide course syllabi, portfolios, and other pertinent documentation. For more information on transfer credit eligibility and policies, please contact the Office of Admission.

Approved transfer credits are posted as such on the student's transcript. The New School does not transfer grades or grade points from other institutions. Only credits are transferred.

Students can view their approved transfer credit and its correlation to degree requirements in DegreeWorks, the university’s online degree audit tool, which is accessible through MyNewSchool.

Taking Courses at Other Institutions after Matriculation

Once matriculated in a New School bachelor’s program, students must have prior approval from the Bachelor’s Program for Adults and Transfer Students to take courses at other institutions for transfer of credits to The New School. The total number of transfer credits cannot exceed 12.

Assessment of Prior Learning

Many adults have acquired knowledge outside the classroom—through jobs, independent study, or volunteer work. College credits can be awarded for this learning, provided that certain criteria are met: it can be demonstrated, it is comparable to learning obtained in courses offered on the college level, and it is appropriate to the student’s course of study.

The assessment of prior learning takes place after students have matriculated into SPE, beginning with the Prior Learning Workshop. Registration for the one-credit Prior Learning Workshop must be completed during the scheduled registration period. Interested students must make an appointment with the Coordinator of Prior Learning to obtain approval to register for the workshop. Registration for the Prior Learning Workshop is subject to the same deadlines as other registrations.

In addition to the one-credit workshop, students are asked to prepare a portfolio for assessment. Credits earned through portfolio assessment must be for learning in the liberal arts and sciences offered for credit at The New School.

In no case can the combination of transferred and assessed credits exceed 84 credits. At least 36 credits must be earned through courses taken as a matriculated student in the Bachelor’s Program for Adults and Transfer Students. Students are required to complete their final 6 credits in residence, online or onsite.

To register for the Prior Learning Workshop or for more information, contact the Bachelor’s Program for Adults and Transfer Students; or visit the Prior Learning page of the Bachelor’s Program for Adults and Transfer Students website, www.newschool.edu/public-engagement/ba-bs-liberal-arts-prior-learning/.

ADMISSION REQUIREMENTS FOR THE MASTER OF ARTS TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES

The New School welcomes applications from persons preparing for careers as teachers of English to adults, working teachers developing their careers in the field, and ESOL teaching professionals interested in curriculum development. The program accommodates full-time, part-time, and low-residency students.

Applicants must hold a bachelor’s degree from a university. Some knowledge of a language other than English is assumed for all applicants. Applicants for the concentration in curriculum development, in addition to these requirements, must have completed a minimum of 100 hours of English language teacher training and at least two years of English language teaching.

Admission to the MA TESOL program is selective. Applications are reviewed and admission decisions made by a faculty committee. Prospective students are encouraged to submit their applications well in advance of the stated priority deadline. An interview is required before a final decision is made on admission. Only completed applications will be considered for the upcoming academic term.

Application Deadlines

Fall semester:
January 15
July 15, final deadline
Spring semester (all programs): October 15
Summer semester:
January 15
April 15, final deadline

Applications received after the final deadlines are processed on a rolling basis.

Application forms and requirements are found at www.newschool.edu/matesol/application-instructions.

Admission counselors are available to discuss the MA TESOL program, the application process, financial aid questions, and more. Find contact information at www.newschool.edu/public-engagement/ma-teaching-english-to-speakers-of-other-languages/.

Transfer Credits

Students may be able to transfer a maximum of 6 credits earned in another graduate program to meet MA TESOL elective requirements. The Transfer of Credit Petition, available at the registrar’s office and on the New School website will be considered by the Director of the MATESOL after the student is matriculated in the MA TESOL program. The courses must conform to the guidelines set by the New School program. Approved transfer credit are posted as such to the student’s transcript by the registrar’s office. The New School does not transfer grades or grade points from other schools. Credits only are transferred.

Students with international credentials must submit a course-by-course evaluation of their undergraduate and/or graduate marks or grade as provided by a NACES-approved evaluation agency.

ADMISSION REQUIREMENTS FOR THE MILANO INTERNATIONAL AFFAIRS, MANAGEMENT, AND URBAN POLICY

The Milano School of International Affairs, Management, and Urban Policy enrolls a diverse group of individuals with a range of academic and professional backgrounds. Admission decisions are based on academic achievement, motivation, and leadership potential as evidenced through prior education and work experience and letters of recommendation. Applicants for all programs must have a baccalaureate degree from a college or university. Application forms and instructions are online at www.newschool.edu/public-engagement/admission/.

To help you determine if a Milano graduate program is a good match for your professional and personal interests and goals, you can visit a class in session, attend a group information session, or meet individually with an admission counselor. For schedules, visit the website and view Graduate Events or put your name on an inquiry list to receive Milano School news and important announcements. New students are admitted to master’s and certificate programs in fall and spring semesters.

Priority Application Deadlines

Fall semester:
January 15
May 5, second deadline
Spring semester (all programs): October 15

Master or certificate applications received after the second deadline are processed on a rolling basis.

PhD Program Application Deadline

Students enter the PhD program in fall semester only. The complete application must be received by January 15 to be considered for admission.

Transfer Credits

Students who wish to transfer credits from other institutions or other New School programs can file a Transfer of Credit Petition after they are matriculated in the Milano School. The form is available at the Milano Student Affairs Office. The registrar’s office posts approved transfer credit to the student’s transcript.

The New School does not transfer grades or grade points from other schools; only credits are transferred. Students with international credentials must submit a course-by-course evaluation of their undergraduate and/or graduate marks or grade as provided by a NACES-approved evaluation agency.

Master’s Programs

Subject to approval, students may be able to transfer up to 9 graduate-level credits for a 42-credit program (MA in International Affairs, MS in Environmental Policy and Sustainability Management, MS in Organizational Change Management, MS in Nonprofit Management, MS in Urban Policy Analysis). For the 30-credit MS in International Affairs, students can transfer a maximum of 6 credits.

The program director evaluates the courses proposed for transfer credits. At a minimum, grades of B or better must have been acquired.

PhD Program

The transfer of credits is determined by the director of the PhD program based on the following policy

- Students with masters degrees from another institution or another division of The New School can transfer a maximum of credits 30 credits.
- Students with masters degrees earned at the Milano School can transfer a maximum of 36 credits.
- Students with a masters degree and at least one full year of doctoral coursework from another institution can transfer a maximum of 42 credits.
ADMISSION REQUIREMENTS FOR THE SCHOOL OF MEDIA STUDIES

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

Application forms and requirements are found under the Degree and Certificate links at www.newschool.edu/public-engagement/school-of-media-studies/. To help you determine if a New School Media Studies program is a good match for your professional and personal interests and goals, you can visit a class in session, attend a group information session, or meet individually with an admission counselor. For scheduling details, visit Admission Events on the website.

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

New students are admitted for the fall and spring semesters for the MA and Media Studies, MS in Media Management, or the Graduate Certificate in Media Management. Priority deadlines are February 5 for fall and October 15 for spring.

The Graduate Certificate in Documentary Media Studies admits new students for the fall semester only. Priority application deadline for fall is February 5.

Master or certificate applications received after the deadline are processed on a rolling basis.

Transfer Credits

Students admitted to the MA in Media Studies or the MS in Media Management may be able to apply a maximum of 9 credits to their degree, 6 of these could be graduate credits from other accredited institutions. Students seeking approval before registering for a graduate course in a different department at The New School need to fill out a Special Elective Form and submit it to the program director. Determinations are made on a case-by-case basis by a student’s academic advisor after matriculation in the program. Approved transfer credit will be posted to the student’s transcript by the registrar’s office. The New School does not transfer grades or grade points from other schools. Credits only are transferred.

Students with international credentials must submit a course-by-course evaluation of their undergraduate and/or graduate marks or grade as provided by a NACES-approved evaluation agency.

ADMISSION REQUIREMENTS TO THE SCHOOL OF WRITING MFA PROGRAM

The Creative Writing program is founded on the principle that a writer’s work is elevated through practice and critique. Writers from all backgrounds are welcome. Our community cares deeply about literary excellence and about the influence that writers can have beyond the world of letters. Whether or not you are already published, we welcome your interest in developing your life as a writer.

The only application prerequisites are a bachelor’s degree and a writing portfolio—samples of your writing that will demonstrate to the admission committee that you have the skills and a sufficient body of quality work to study at the graduate level. The contents of the portfolio vary by concentration and are described in the application instructions.

The MFA in Creative Writing program admits new students in the fall semester only. The application deadline is January 15. It is the applicant’s responsibility to ensure receipt of all materials by the deadline.

Admission counselors are available to discuss the MFA program, the application process, and financial aid. Contact information and application forms and instructions can be found on the website, www.newschool.edu/writing.

Transfer Credits

Due to the integral nature of the curriculum, transfer credits are not accepted.

GETTING APPROVAL FOR BACHELOR’S-MASTER’S DEGREE STATUS

Current students who are pursuing a Bachelor’s degree at the Bachelor’s Program for Adults and Transfer Students or Eugene Lang College of Liberal Arts are eligible. Transfer students who meet program requirements can begin taking master’s-level courses in their first semester.

Submission of the Bachelor’s-Master’s application is required. Students approved for Bachelor’s-Master’s status can earn between 12 and 18 credits, depending on the Master’s program, required to complete their Bachelor's degree by taking courses in a participating New School graduate program. Bachelor’s-Master’s student transitioning into the Master’s program must confirm their intention to continue into the graduate program. The same graduate credits will also count toward the MA or MS degree, shortening the time and cost of the master’s degree program.

Students approved for Bachelor's-Master's status are not guaranteed acceptance to their desired graduate program at The New School. Students must maintain a 3.0 cumulative gpa in their graduate courses in order to transition to the masters program. Students must confirm their intent to continue in the masters program. Admission deferrals of up to one year are permitted. Scholarships are not deferred.

The maximum of 18 graduate credits applies only to the number of credits that can be applied to the MA or MS degree. There is no limit to the number of graduate credits an undergraduate student can take and apply to the bachelor's degree, assuming the student is ready to do work at the graduate level and the courses are approved by the student's advisor.
Students interested in the Bachelor's-Master's option must consult with their New School advisor about the nature of graduate work, their qualifications and preparation for it, and the area most appropriate to their educational and career plans. The student’s academic history and experience should provide a sufficient basis for believing they would do well in graduate-level courses.

**Application Criteria for Bachelor’s-Master’s Status**

Must be pursuing either a BA or BS degree at The New School (there is no combined option for the BFA degree):

- Completed, or be in the process of completing, 60 credits toward a bachelor's degree
- Earned a minimum GPA of 3.3

Completed, or be in the process of completing, four undergraduate courses relevant to the desired area of graduate study in which a grade of 3.0 or higher was earned.

Must have an interest in matriculating in a participating graduate program at The New School. (See the list above; other universities are unlikely to accept these credits toward their graduate program requirements)

**How to Apply**

The following materials are required for application:

- An application, which can be downloaded from: [http://www.newschool.edu/public-engagement/bachelors-program-bachelors-masters-program/](http://www.newschool.edu/public-engagement/bachelors-program-bachelors-masters-program/)
- unofficial transcript from DegreeWorks
- Statement of purpose (1,000 word limit)
- Additional supporting documents as needed by specific graduate programs

**ATTENDANCE POLICY FOR ON-SITE CLASSES**

Every class session is important. Attendance and participation is not only part of a student’s grade; it is part of the learning process. The rest of a course frequently builds upon the first two weeks.

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

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

**Attendance and Lateness**

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

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

**Religious Absences/Equivalent Opportunity**

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

**REGISTRATION FOR BACHELOR’S-MASTER’S STUDENTS**

If a course is cross-listed, Bachelor's-Master’s students must use the graduate CRN number to register for the course.

Students must meet with their undergraduate advisors at least once a year to plot out an academic plan that includes graduate classes. Depending on the graduate program, a student may also receive course advising from a graduate school advisor.

Students register for graduate courses with their undergraduate academic advisor along with the rest of their classes. Depending on the program into which the student was accepted, the student may also receive assistance from the graduate program staff. However, the graduate program advisors cannot sign the registration forms for Bachelor’s-Master's students. The official registration must be done with the student’s advisor in the undergraduate program.

For all graduate courses with limited enrollment, Bachelor’s-Master's students must consult first with the designated graduate program advisor for permission to take the course (not, please note, with the department chair or the instructor).

Note: For New School for Social Research courses, PhD students are always given priority when enrollment is limited.
ACADEMIC STANDING AND PROGRESS

Change of Major or Program

A Bachelor’s Program for Adults and Transfer Students student who seeks a change of degree status within his or her program of study (e.g. from a BA to a BS, or transfer to an Environmental Studies or Global Studies major) should speak to an advisor in the Bachelor’s Program for Adults and Transfer Students. If a Bachelor’s Program for Adults and Transfer Students student wishes to transfer to another division of the university, he or she must apply for admission directly through the proper admission office.

A graduate student who wishes to change major or concentration must obtain permission from the director of the program and may be required to apply for readmission.

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

Students considering a change of major or program 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.

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.

Degree Completion Term Limits and Extensions of Time

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

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.

For doctoral degrees, students must complete degree requirements within eight 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. If the extension of time is not granted, the student will be dismissed from the program.

Retaking a Course

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

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.

Academic Standing

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

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

Graduate students must maintain at least a 3.0 term GPA and cumulative GPA to remain in good academic standing. Students with less than a 3.0 term GPA or cumulative GPA will be placed on academic probation. Students who earn less than a 3.0 term GPA or cumulative GPA for two consecutive semesters will be subject to dismissal.

In addition, graduate students who do not complete one half of accumulated attempted credits after two consecutive semesters in their program will be subject to probation and will not necessarily be allowed to register for more courses and/or equivalency credits the following semester. Students are additionally responsible for meeting department/program academic requirements in order to remain in good academic standing in their program.
Academic Standing and Financial Aid
Satisfactory academic progress is a crucial factor in maintaining eligibility for state, federal, and institutional financial aid. In addition to the standards described above, certain aid programs (such as New York State’s Tuition Assistance Program) may have additional or different academic progress requirements. Failure to meet these requirements may jeopardize a student’s continued financial assistance. Students should contact Student Financial Services with questions about general requirements or personal status.

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

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

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

Appeals must contain the following information:
- An explanation of poor performance and/or failure to complete required coursework
- A description of plans to improve academic performance and/or to complete outstanding work
- Any other relevant information pertaining to academic history or potential

ACADEMIC STATUS

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 students, full time status is defined as enrollment in a minimum of 9 credits per semester. Half-time status is defined as enrollment in a minimum of 4.5 credits per semester.

Students with loans or tuition grants from external sources, including New York State TAP awards, should be advised that such programs may require 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.

Maintaining Status
Matriculated graduate students are expected to remain in continuous residence and are therefore required to register every fall and spring semester until they have met all degree requirements and filed a petition to graduate. Students who have completed their required courses or are unable to register for courses in a semester for some other compelling reason or who wish only to audit courses can remain matriculated by registering for Maintenance of Status, or else they should apply for a leave of absence. Registration to maintain status requires approval of the student’s academic advisor and must be completed during the regular registration period. Late registration policies and penalties apply. Note: Maintenance of matriculation status does not establish full- or part-time enrollment status, which is especially important for international students and recipients of Title IV funds.

Leaves of Absence
Students in good academic standing may petition for a leave of absence by completing the official Exit Form via MyNewSchool. It is recommended that students consult with an advisor before making the decision to take a leave of absence. Leaves of absence are typically approved for one or two semesters, depending on the curriculum and academic requirements of the program. 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.

Recipients of student loans should note that a leave of absence constitutes a break in their program of study, resulting in loss of their loan repayment grace period and/or eligibility for student deferment. They should consult Student Financial Services when contemplating a leave of absence. International students on F1 and J1 visas normally fall out of status during the period of a leave and must return to their home countries during the leave; international students should consult International Student and Scholar Services when contemplating a leave of absence.

Leaves of absence for medical reasons require appropriate documentation. Students taking a leave for health reasons must contact Student Health Services after completing the official Exit Form via MyNewSchool. At the Schools of Public Engagement, this is Vanessa Reich, (reichv@newschool.edu). Their academic advisor should then be notified and appropriate documentation must be submitted to the Office of Student Support. Students who return from a leave taken for medical reasons 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. If unable to return to study as planned, the student must contact the appropriate academic affairs officer immediately to request an extension of the leave.

Withdrawal from a Degree Program
Students who wish to withdraw completely from the university must contact the academic affairs officer in their school and complete the official Exit Form (via MyNewSchool). At the Schools of Public Engagement, this is Vanessa Reich, (reichv@newschool.edu). Their academic
records will be maintained in accordance with the relevant drop and withdrawal deadlines, and refunds will be calculated in accordance with the University Refund Schedule.

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

Readmission
A student seeking to return to the university will be required to reapply through the Office of Admission if he or she
- was dismissed from a program
- did not complete the official Exit Form before taking a leave or withdrawing
- applied but was not approved for a leave of absence
- was approved for a leave of absence but did not return to the university within the approved time frame
- withdrew from his or her program of study

GRADES AND RECORDS

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

Numerical values of grades are as follows:

A = 4.0  B+ = 3.3  C+ = 2.3  D = 1.0
A- = 3.7  B = 3.0  C = 2.0  F = 0.0
B- = 2.7  C- = 1.7

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

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

Grade of W
The grade of W may be issued 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 “F,” which indicates 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. The grade of “N” does not affect the GPA but does indicate a permanent incomplete.

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.

Graduate students do not have the option to change a course from standard letter grade to pass/fail.

Grade-Point Average

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

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

Grade Changes

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

Grade Appeal Policy

Students 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 an verbal explanation of the basis of the grade from the instructor. If the student is not satisfied with the explanation, the student may pursue the matter as follows:

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

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

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

GRADUATION

Requirements for Graduation

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

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

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.

Graduation with Honors

Undergraduates who have completed at least 60 credits in residence for a Bachelor’s degree and 34 credits for an Associate’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.

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

Departmental honors are awarded to a maximum of ten percent of the graduating class per program. All degree candidates are eligible, as are mid-year conferrals. The departments select candidates for departmental honors by seeking nominations from faculty and staff. A departmental committee reviews nominations and makes final determinations should nominations exceed ten percent of the graduating class.

Degree Conferral and Issuing of Diplomas

The New School confers degrees in January, May and August. After all semester grades are received and posted, the student’s academic record is evaluated to determine eligibility to graduate. This process will take several weeks. If the student is eligible to graduate, the degree will be conferred and a diploma will be mailed to the student’s specified “official mailing” address approximately 12
weeks later. Diplomas are not issued to students with outstanding debts to the university.

**The Commencement Ceremony**

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

Students attending the May ceremony must purchase graduation attire from the university supplier.
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 (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>
</tr>
</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>
</tr>
<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

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

The above percentages will be applied to the number of 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 recalcifications may result in the loss of all or some federal loans and federal grants. Students subject to recalcifications will be sent a revised award letter indicating any change in federal aid. Such recalculations of aid eligibility have no bearing on a student’s institutional charges. The amount of tuition, fees, housing, and meal plan charges assessed will be based on the institutional refund policy as listed above.

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.
TUITION AND FEES

Tuition and fee information can be found here: www.newschool.edu/registrar/tuition-and-fees/

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 or, 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 the spring four (4) month plan on February 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.

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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 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 deferral 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](http://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](mailto: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](http://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](http://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](mailto: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/1Exgod2d6DeuSDnT7dYiRM77LY-ktuSGK35dJ4P6Pyk/viewform](https://docs.google.com/a/newschool.edu/forms/d/1Exgod2d6DeuSDnT7dYiRM77LY-ktuSGK35dJ4P6Pyk/viewform)

**Chase Scholars**
Parsons first-year applicants with exceptional academic achievement are eligible for this 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 adopted a number of policies addressing student rights and responsibilities, some of which are summarized below. Other policies address sexual and discriminatory harassment, use of alcohol and illegal drugs, and disciplinary procedures. Texts of these policies are published on the university website at www.newschool.edu/policies or www.newschool.edu/student-rights-and-responsibilities and are available in the Office of Student Rights and Responsibilities.

**ACADEMIC 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 not be the School’s Designee.

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

**Appeal to the Provost**

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

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

**INTELLECTUAL PROPERTY POLICY**

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

**ACADEMIC FREEDOM: FREE EXCHANGE OF IDEAS**

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

The New School is committed to academic freedom in all forms and for all members of its community. It is equally committed to protecting the right of free speech of all outside individuals authorized to use its facilities or invited to participate in the educational activities of any of the university’s schools. A university in any meaningful sense of the term is compromised without unhindered exchanges of ideas, however unpopular, and without the assurance that both the presentation and confrontation of ideas takes place freely and without coercion. Because of its educational role as a forum for public debate, the university is committed to preserving and securing the conditions that permit the free exchange of ideas to flourish. Faculty members, administrators, staff members, students, and guests are
In accordance with its Federalwide Assurance (FWA), The New School has established a Human Research Protection Program (HRPP) to ensure affiliated faculty, students, and staff will conduct research with human subjects in accordance with applicable regulations (federal, state, city) and institutional policies. The HRPP Policies and Procedures define the scope and purview of the HRPP, including the Institutional Review Board (IRB). They provide current institutional interpretation for assessing submissions and conducting the review process; as such, they serve as "living documents" that are updated as necessary to ensure institutional compliance and to provide relevant guidance to The New School research community.

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

The 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.

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 PII about students via 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, 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's 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.

STUDENT SUCCESS

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

- Student Housing and Residential Education
- Student Health and Support Services
- International Student and Scholar Services
- Student Disability Services
- Student Conduct and Community Standards
- Career Services
- Intercultural Support and HEOP
- Student Development and Activities
- Athletics and Recreation

To find out more about resources available to students, visit www.newschool.edu/student-info.

Student Housing and Residential Education
The New School has five main residence halls with space for almost 2,000 undergraduate and graduate students with amenities to suit individual needs and tastes. All residences are fully furnished and staffed by professional residence hall staff and student resident advisors. Most residences offer kitchen access, study rooms, art studios, music practice spaces, and exercise rooms. Through the enthusiasm and creativity of the residence life staff, students who choose to live in university residences are introduced to diverse educational and social activities at The New School and in New York City. All residences have 24-hour security coverage, and our staff is on call 24/7 and is trained in handling emergencies should the need arise. The Residence Hall Handbook details housing services and residence hall policies essential to creating safe, supportive, and respectful communities. The residence halls are open year round, and summer housing is available.

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

All New School students have the opportunity to participate in a meal plan. Review your housing contract or visit www.newschool.edu/student-housing/meal-plans for more information.

Student Health and Support Services
Student Health and Support Services provides counseling and medical services, promotes student wellness and health, and administers the student health insurance plan. The Health Services fee is automatically charged at registration to all degree, diploma, online only, visiting, mobility (study abroad),
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](http://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](http://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](http://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](http://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](http://www.ussnewschool.com).

**Intercultural Support and HEOP**

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