University Facilities

POLICY ON THE USE OF UNIVERSITY FACILITIES

As a non-profit, tax-exempt institution whose mission is solely educational, The New School reserves its facilities for activities serving educational purposes. The Board of Trustees has established a number of guidelines for the use of university facilities by any individual or organization. These guidelines are as follows:

- Activities in university facilities must be consistent with the educational purposes of the university;

Any recognized faculty or student organization is entitled to use university space, as available, for activities of an educational nature and has the right to invite speakers representing any and all points of view to the university. The university recognizes the obligation to provide space for these purposes, when it is available, and does so in response to requests for use of space made either to a dean's office or to the Office of the Vice President and Secretary. Responsibility for conduct at university events lies with the university sponsors of those events, even when an event is co-sponsored by an outside organization.

All activities and all participants in them must respect the right of every individual to freedom of expression. The university and its Board of Trustees recognize their responsibilities to assure that all members of the university community and guests at the university are able to exercise this right. Access by the media to university events or held in university facilities is determined on a case-by-case basis in accordance with the following policy statement of the board of trustees:

"The New School believes that the presence of television and video cameras in classrooms, lecture halls or auditoria tends to alter the educational environment and possibly impede the free exchange of ideas. It therefore generally does not permit such equipment in its facilities unless it is part of the educational process. On certain occasions, cameras may be permitted at a university event. These decisions are made on an individual basis. Individuals wishing to bring television or video equipment into university facilities must consult first with the vice president and secretary, who will make the determination as to whether such equipment will be permitted."

Proper regard must be shown for the facilities, and they must be returned to their original condition on completion of an activity.

No commercial activity may be conducted within a university facility.
USE OF UNIVERSITY FACILITIES BY OUTSIDE ORGANIZATIONS

From time to time, members of the university community request the use of facilities on behalf of outside organizations. Outside organizations also occasionally contact the university directly to request the use of space. Regarding those requests, it should be kept in mind that the university facilities are for the primary use of members of The New School community for educational purposes. Facilities are not available for fundraising purposes or political activity by outside organizations. When classes are in session, space is at a premium and requests by outside organizations generally cannot be satisfied. When space is available, the university is willing to consider requests for space by outside organizations if they meet the criteria enumerated above and observe the following procedures:

- Complete a standard application for use of the university's facilities. The application requires information describing the organization's purposes and membership the use for which the facility is requested, expected participants, equipment, maintenance and security needs;
- Provide a certificate of insurance including public liability in an amount specified by the university.
- Agree to pay fees including rental and charges for other services provided by the university.

Applicants for the use of facilities will be reviewed and determination will be made by the vice president and secretary, in consultation with the Committee on University Facilities.

STATEMENT ON THE RESPONSIBILITIES OF COMPUTER USERS

Adopted November 17, 1994
Revised July 18, 1996
Draft Revision January 16, 1998

The New School is committed to ensuring a working and learning environment in which all persons treat others with respect. All individuals who have access to the university’s network or other computer resources - regardless of their physical location - must use them in a manner that is consistent with the university’s educational purposes. Access to the university’s network or other computer resources is a privilege - not a right - granted solely to the university's faculty, staff and registered students. The university reserves the right to limit, restrict or extend computing privileges and access to its resources.

The university has a responsibility to protect against misuse of the university’s network or other computer resources and liabilities which may arise as the result of such misuse. All users of computer resources are expected to act in a spirit of mutual respect and cooperation, while adhering to the regulations for their use set forth in this statement. The computing facilities of the university may not be used in any manner which contravenes university policies, including but not limited to the Sexual Harassment and Discriminatory
Harassment policies, or federal and state laws, including Article 156 of the New York Penal Law, "Offenses Involving Computers." The user bears responsibility for the material that he or she chooses to access, send or display.

All users are required to have a valid authorized account, or officially approved system access, and may use only those computer resources that are specifically authorized. Users have access to their accounts only in accordance with authorized purposes, including not permitting access to the account by anyone else through disclosing to them the account password. A condition of receiving an authorized account is the verification by signature that the user has read this statement and pledges to abide by it.

Computing resources are the property of the university; the content within these are the intellectual property of the user. It is the responsibility of the user to retain personal copies of documents on external storage media. Game playing is not an authorized purpose of the university’s network or computer resources. Users are expected to cooperate with computing personnel and follow their instructions. The university reserves the right to limit a computer user’s session if there are insufficient resources or to protect system performance.

Responsible use of computing facilities and services requires that users:

• Respect the legal protection provided to copyright owners and licensees to programs and data; do not engage in unauthorized duplication, transmission, alteration or destruction of data, programs or software.
• Respect the rights of others by complying with all applicable University policies, including those regarding intellectual property, sexual and other forms of harassment and by preserving privacy of personal data.
• Respect the privacy of others by not tampering with their files, tapes, password, or accounts, or representing yourself as others when sending messages or conferencing.
• Respect the integrity of computing systems and data; for example, by not intentionally developing programs or making use of already existing programs to harass other users, or infiltrate a computer or computing system, and/or damage or alter the software components of a computer or computing system, or gain unauthorized access to other systems, facilities or data via the network.
• Respect and adhere to all state and federal laws which govern the use of computers for the storage and transmission of data, research, and communication. Criminal and illegal use may include threats, harassment, copyright infringement, defamation, obscenity, child pornography, theft, and unauthorized access.
• Not use computing resources for commercial or profit-making purposes without written authorization from the university.
• Ensure that all materials published on web sites conform to academic standards for appropriate attribution and do not use materials without the permission of the owner.
The university considers the data in administrative computing systems the property of the university. The contents of user accounts are considered the property of the authorized user, subject to applicable university copyright and intellectual property policies and applicable federal and state laws. The university reserves the right to monitor information in user accounts and, therefore, does not represent that the information contained in user accounts is confidential. In the case of a written complaint of serious misuse (understood as the failure to observe any of the conditions in this document), the Provost may authorize access to information contained in user accounts. All such access will be recorded and the users notified. Users may respond to the Provost concerning any complaints made against them that have resulted in access to their accounts. Frivolous complaints or knowing false complaints may be subject to disciplinary action.

In the case of a written complaint of serious misuse, or evidence indicating that computer virus may be present in certain material in the system, the university reserves the right to temporarily remove material from the system for its review.

If a complaint of misuse appears to have a basis, it will reviewed by an ad hoc panel appointed each year by the Provost. The panel will determine whether such misuse has occurred. Upon receipt of a determination of misuse, individuals who are found to be in violation of these regulations are subject to the following:

- Suspension of computer privileges.
- Disciplinary action by their academic division and/or the university.
- Referral to law enforcement authorities for criminal prosecution.
- Other legal action, including action to recover civil damages and penalties.

NEW SCHOOL POLICY FOR REQUESTING REASONABLE ACCOMMODATIONS

Consistent with the spirit of the Americans with Disabilities Act, The New School determines reasonable accommodations through a deliberative process involving disability services professionals, appropriate members of the University community, and students with disabilities. The Office of Student Disability Services (SDS) is the primary office responsible for ensuring that students with disabilities receive appropriate services as per established procedures as outlined below. In the interest of fairness, equity, and due process, the University has established both an informal mechanism and formal procedures to address grievances and complaints regarding reasonable accommodations, details of which are also provided below.

SELF-IDENTIFICATION AND REQUEST FOR ACCOMMODATION

Students with disabilities who require reasonable accommodations must self-identify with Student Disability Services (SDS). Following self-identification, SDS will invite the student
to schedule an appointment to discuss accommodations and related services. Accommodations are determined by the intake interview, a review of appropriate disability documentation, and if needed, consultation with other members of the university community such as health services or a department chair. Faculty are notified of the accommodations for which a student is eligible via an official letter called an Academic Adjustment Notice which is signed by the student and typically handed directly to the faculty by the student.

Services are most often given in the form of an academic accommodation (sometimes referred to as an academic adjustment). Some common examples of accommodations include but are not limited to extended time for in-class exams, assistance in obtaining books in alternate format, and the provision of sign-language interpreters for class. Services are based on the need presented by the disability and vary from student to student. Even students with the same disability often need different accommodations and specific accommodations may vary from class to class and from semester to semester. Thus, students are required to make accommodation requests at the start of each semester for which they are requesting accommodations. For example, a student who requested extended-time for in-class exams for the Fall semester, will need to meet with SDS again in the Spring semester to make the same request for the Spring semester.

While there is no specific deadline as to when accommodations should be requested, accommodations cannot be provided retroactively. For example, a student who did not request extended-time for an in-class exam cannot request that accommodation after taking the exam without the accommodation and getting a poor grade. Generally speaking, a minimum of two weeks notice is required to arrange services. There are no guarantees requests made in less time will be granted. Since services take time to arrange, it is strongly suggested that students make requests before a semester starts or within the first few weeks of class. Some services, such as the coordination of sign language interpreters and requests for books in alternate format, require several weeks to arrange. Notification prior to the start of the semester is therefore in the student’s best interest to ensure optimal service provision.

The full procedure for requesting accommodations and other pertinent information can be found on the SDS webpage at www.newschool.edu/studentservices/disability/

PROCEDURE FOR REVIEWING CLAIMS OF DENIAL OF A REASONABLE ACCOMMODATION(S)

Students who attempt to file a complaint for denial of reasonable accommodations who have not self-identified with SDS, have not followed the appropriate procedure for requesting reasonable accommodations. Students who have followed the appropriate
procedure for requesting reasonable accommodations and feel they have been denied any reasonable accommodations can avail themselves of the following procedure:

**Informal Process**

Students with Disabilities are encouraged to work with SDS to informally address any difficulties or grievances regarding reasonable accommodations that may arise. The student is required to present any grievances to the office within thirty (30) days of the alleged denial of an accommodation. Once the student has notified the office, either verbally or in writing, as to their concern, the office will conduct an informal inquiry which can include one or all of the following: further discussion with the student; review of appropriate documentation; and informal conversations with other parties involved (such as faculty or staff). SDS will seek to have all parties involved come to an agreeable resolution and the student will be notified of this resolution either verbally or in writing. In the event that such difficulties cannot be resolved informally, the procedure for filing a formal complaint is listed below.

**Formal Process**

If a student chooses not to avail themselves of the informal process or finds the resolution achieved by the informal process unsatisfactory, the student can file a formal complaint in writing with the Managing Director for Student Affairs listing the details of the alleged denial of an accommodation(s). This complaint must be submitted within thirty (30) days of the alleged denial of an accommodation(s). The Managing Director will review the submitted complaint and then schedule a meeting with the student to review the complaint in more detail, obtain additional information if needed, and answer any questions the student may have in regards to the formal review process. The Managing Director will then speak with other parties involved (such as faculty or staff), and if needed, additional parties at the university needed to obtain a resolution (such as chair or deans). The Managing Director reserves the right to request additional information and documentary support from all parties involved (such as supplemental medical documentation or a class syllabus).

Upon review of all the available information, the Managing Director will notify the student in writing of the decision made. If a decision can not be made within thirty (30) days of submission of the written complaint, the Managing Director for Student Affairs will notify the student in writing that additional time will be required along with the reason(s) why. If the resolution reached by the Managing Director for Student Affairs is not satisfactory to the student, then the student has the right to appeal this decision to the Senior Vice President for Student Affairs. In either of these situations, the decision made by the Senior Vice President for Student Affairs is final.
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COMPLAINTS OF DISABILITY DISCRIMINATION OTHER THAN DENIAL OF REASONABLE ACCOMMODATIONS

Students who have complaints of discrimination on account of a disability other than denial of a reasonable accommodation are to file a complaint pursuant to the University’s Policy on Discrimination located in the document University Policies Governing Student Conduct available from the Office of Student Rights and Responsibilities or by visiting the university’s webpage.

POLICIES AND GUIDELINES FOR GALLERIES

OVERVIEW AND GENERAL PRINCIPLES

The New School is an academic and artistic community dedicated to freedom of inquiry and expression. It is equally committed to creating an environment in which rational and civil discourse prevails and where tolerance, understanding, and appreciation for diversity are valued. The university acknowledges that these values may sometimes appear to be in opposition and that free expression may sometimes offend. The following policy is not intended to avoid such circumstances from occurring. It is, however, intended to insure that the selection of works of art for display in university galleries is made with the best professional judgment and according to the highest educational and artistic standards. The galleries and exhibition centers associated with the university's two art campuses, Parsons The New School for Design and Ecole Parsons a Paris, function as a part of the academic activities of the university and of the art schools. Their primary purpose is educational. They support the art schools curricular programs; and they enhance the environment in which teaching and learning occur.

As components of the university’s academic programs, exhibition spaces are subject to the same policies and procedures that govern all other aspects of those programs. Like the classroom or speaker’s platform, the galleries are protected by and subject to the Policy on the Free Exchange of Ideas and the Statement on Freedom of Artistic Expression. This latter statement says, in part, that the display of works of art, regardless of how unpopular the work might be, must be unhindered and free from coercion. Members of the university community and guests must reflect in their actions a respect for the right to communicate ideas artistically and must refrain from any act that would cause that right to be abridged. Like other aspects of the teaching and learning process, the operations of the galleries within individual schools or campuses are subject to the guidance and oversight of the faculty of each school. The responsibility for the quality and appropriateness to the curriculum of a gallery exhibit rests with the faculty, department chairs, and the dean. Divisions may differ as to how this responsibility is manifested.
Varying structures may exist for administering and supervising different galleries serving different purposes. However, the principle of faculty responsibility must be observed whatever the specific supervisory structure.

Supervision of exhibit activities falls into two broad categories:

- setting of general gallery policies and selection and scheduling of specific exhibits and;
- organization and assembly of individual exhibits.

In the following discussion, the term "art" is intended to encompass the fields of fine art and design. Work in both fields is regarded as "artistic expression".

**GENERAL POLICIES AND SELECTION OF EXHIBITS**

Consistent with their curricular purpose, the university's galleries host a number of different kinds of shows, including the following:

- Shows of student work in which students select examples of their own work to be shown;
- Juried shows of student work in which faculty members and guest critics serve as jurors;
- Shows of faculty work organized by a department, departments, the gallery director, the exhibitions committee, or a combination of these;
- Shows of work of non-faculty artists, organized by a member or members of the university community;
- Shows organized outside of the university. These may be traveling shows, some of which require a fee for their display; or they may be shows displayed exclusively at a particular university gallery, either at the invitation of the gallery or on the basis of a proposal made to the gallery.

All types of shows, other than those in the category 1 above, are selected for the galleries through procedures in which faculty members and other duly appointed individuals exercise their best professional judgment. Show of student work are selected and organized according to a different set of procedures, which are discussed below. The principal participants in the management and supervision of the galleries and the selection process are an exhibitions committee for each of the art schools and a gallery director. The exhibitions committee is appointed through the appropriate committee appointment mechanism in each school. Its membership consists of faculty administrators, and students and is representative of the various academic programs within the school. The gallery director is an ex officio member of the committee and a full participant in its work. The exhibition committee's responsibilities include the following:

- Establishing overall gallery policy, consistent with general university policy;
- Soliciting and initiating proposals for exhibitions and receiving recommendations from the gallery director for exhibitions;
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- Reviewing all proposals submitted;
- Selecting, approving and scheduling proposals as they have been submitted or after modifications that the committee suggests;
- Identifying or designating a curator or curators for each selected exhibit who will have direct responsibility for the organization of the exhibit. The gallery director may be designated as the curator;
- Consulting with the curator throughout the curatorial process;

ASSISTING AND SUPPORTING THE GALLERY DIRECTOR

The exhibitions committee's selection of proposals is based on its judgment of the artistic merit of the work to be displayed and its relevance to the academic program. Efforts are made in the selections to present a balanced representation of the diverse artistic disciplines represented in the curriculum. In considering proposals, the exhibitions committee makes every effort to have one or more of its members view the work involved and report to the committee.

When the galleries are used for exhibitions of student work, as in the senior shows that occur in the spring semester, the galleries are considered to be an extension of the departmental exhibition areas. While the scheduling of the senior shows is conducted in consultation with the exhibitions committee, the department chairs assume responsibility for the supervision and organization of the shows and work with the gallery director on their installation. In these cases, the exhibition committee does not exercise its normal supervisory role. Student shows are presented as part of the educational process, and the department chairs and faculty participate through their teaching and advisory roles. When a student show is intended as a vehicle in which students select the examples of their work that are to be shown, the student's decision is final, subject to limitations of space and any other guidelines that have been issued for the show.

ORGANIZATION AND ASSEMBLY OF INDIVIDUAL EXHIBITS (OTHER THAN STUDENT SELF-SELECTED SHOWS)

While the exhibitions committee approves the shows to be displayed in the gallery and attempts to review the work in advance, it does not give approval or disapproval to the content of individual works contained in those shows. The responsibility for the choice of works to be contained in a show rests with the curator, identified or designated by the committee. The curator's task includes the following:

- Selecting the works that will comprise the show;
- Proposing a plan of installation;
- Providing adequate narrative documentation to explain the educational purposes of the show and the principles on which the individual pieces were included in the show;
Participating with the gallery director in the installation of the show. The documentation should be displayed as part of the exhibit as well as in any printed brochures that accompany the exhibit. The curator’s name should be displayed at the exhibit and in these printed materials. It is understood that the selection of art exhibits to be displayed is the prerogative of the exhibitions committee and reflects the committee's judgment of the overall quality and educational value of the work being shown. It does not reflect endorsement by the committee of the perspective offered by the curator on the work displayed or of any other views expressed through the exhibit and its accompanying documentation, nor of the content of the artwork.

Moreover, the display of artwork does not confer upon that work official endorsement by the host school or university.

CONCLUSION

Exhibits that have been reviewed and approved according to the above procedures are regarded as authorized for display. However, this authorization does not imply endorsement by the university acting as a corporate entity or its Board of Trustees, officers, or deans. It is the view of the university that, consistent with the Statement of Freedom of Artistic Expression, once duly authorized, installed and opened to the public, an exhibit should not be modified.

It is the nature of artistic expression to be occasionally controversial or offensive.

The possibility exists that some members of the university community will take exception to the display of certain works of art. This policy precludes the removal of such works from display. The Statement on Freedom of Artistic Expression, while recognizing the right to take exception, proscribes defacement or any other form of interference with the display of art. However, the university recognizes a responsibility to be responsive to concerns raised about artwork on exhibit. Such concerns should be addressed through inquiry and open discussion that in themselves will serve an educational and ameliorative purpose.

The university and the individual schools regard it as an obligation to facilitate such discussion when these circumstances arise.