Attendance in the Parsons Continuing Education program does not qualify students for student visas under U.S. government regulations. Those looking to study in a student visa-authorized program should contact the Parsons Admission Office about degree programs, 212.229.5150.

**Attendance Policy**
(Credit and certificate students only)
Credit and certificate students are expected to attend classes regularly and promptly. There are no excused absences or cut allowances. If, in the instructor’s judgment, a student’s absences are excessive, the final grade may be affected. Limited absences are permitted for medical or other legitimate reasons and are subject to make-up of the assigned work or additional attendance requirements. Students are responsible for notifying instructors when they know in advance that they will miss a class. Those who are absent for more than two weeks (or three classes), excused or unexcused, may be subject to involuntary withdrawal from all of the courses affected. Continued registration at Parsons is contingent upon regular attendance, quality of work, and conduct.

**Online Access to Your Student Account and Records**
All registered students (noncredit, general credit, and matriculated) can access their personal student information on the Internet through my.newschool.edu. For more information, visit my.newschool.edu. If you have not logged on to my.newschool.edu before, you will need your New School student ID (N followed by eight digits) to get your log-in information. Once you have a log-in, you will have access to up-to-date records of your student activities, including your course enrollment, the status of your tuition and fees (paid, owed, refundable) and, if you were enrolled for credit or certificate approval, your grades.

**Grade Reporting and Transcript Requests**
Grades and academic transcripts are maintained for credit and certificate students only. Once grades are posted, students can access them through my.newschool.edu and request an official copy to be mailed to them. Students can also view and print an unofficial copy of their transcript from my.newschool.edu. An official transcript carries the Registrar’s signature and the New School seal. It documents a student’s permanent academic record at the university. Students may request a copy of their transcript, to be mailed to the address of their choosing (including other colleges and institutions), by submitting an official request to the Office of the Registrar. This can be done online at my.newschool.edu. Standard transcript services are free of charge. Transcripts are not issued for students with outstanding debts to the university. For additional information, visit www.newschool.edu/studentservices/registrar/transcripts.

**Reviews and Appeals**
Grade reviews should be initiated and completed in a timely manner. The student must initially request an explanation of a grade or evaluation from the instructor. If the student is not satisfied or has additional questions, he or she may petition for a review, using the following procedure:

1. The student submits a letter outlining any questions and/or objections to the faculty member, with a copy to the director and/or chairperson of the department.

**Grade Descriptions**

**General Credit Evaluation**
The following evaluations apply to any general credit student registered for the credit option.

- A = 4.0 Excellent
- A- = 3.7 Excellent
- B+ = 3.3 Good
- B = 3.0 Good
- B- = 2.7 Good
- C+ = 2.3 Fair
- C = 2.0 Fair
- C- = 1.7 Fair
- D = 1.0 Poor
- F = 0.0 Failure

**Certificate Evaluation**
The following evaluations apply to certificate students registered for the noncredit option.

- AP = Approved
- NA = Not Approved
- GM = Grade Not Reported for Student

**Special Grade Status**

**I = Temporary Incomplete** Indicates failure to complete assigned work. This mark is not given automatically but only on the request of the student and at the discretion of the instructor. A Request for Grade of Temporary Incomplete Form must be completed and signed by both the student and the instructor. The time allowed for completion of the work and removal of the “I” mark will be set by the instructor, but may be no later than the seventh week of the following fall semester for spring and summer grades of Incomplete, and no later than the seventh week of the following spring semester for fall grades of Incomplete. Work that is not completed in the prescribed time will be recorded as a final grade of “WF” by the Registrar’s Office.

**W = Official Withdrawal** By petition to the Registrar’s Office, credit students may withdraw from their credit registration without penalty after the drop deadline; see Add/Drop and Refund Schedules on last page of catalog.

**WF = Withdrawal and Failure** (GPA value 0) Issued by instructor to a student who has not attended or not completed all required work in a course and who has not officially withdrawn. It differs from “F,” which indicates that the student has completed all requirements but that the level of work did not qualify for a passing grade.

**GM = Grade Not Reported for Student**

Visit newschool.edu/parsons/continuing-education for additional courses and updates.
2. The instructor will be required to submit a written response to the concerns or objections raised by the student, with a copy to the director and/or chairperson of the department.

3. The student may respond in writing to the faculty member and to the director and/or chairperson of the department.

4. If a resolution has not been reached, the student may request that the director or chairperson evaluate the petition, consulting with both the student and the faculty member to determine the fairness of the grade.

5. If either the student or the faculty member is dissatisfied with the director or chairperson’s decision, a final review may be made with the associate dean for academic affairs at Parsons. The associate dean’s decision is final.

Change of Grade
Grades are subject to revision by the instructor, with the approval of the director, for one semester following the term in which the course was offered. After one semester has elapsed, all grades recorded in the University Registrar’s Office become a permanent part of the academic record and no changes are allowed.

Noncredit Record of Attendance
Noncredit students do not receive an academic evaluation or a course grade. If verification is needed for class attendance, noncredit students may request a Noncredit Record of Attendance for all courses meeting for four or more sessions during the term in which they are registered.

The Noncredit Record of Attendance verifies the student’s completion of a course. Noncredit Records of Attendance can be requested by fax to 212.229.5648 (credit card payment only), mail, or in person from the Registrar’s Office (72 Fifth Avenue, New York, NY 10011) at least four weeks before the final session of the course. If requested after that time, the university is not required to provide the record. A separate record is issued for each noncredit course; the fee is $20. Payment must be made by check or MasterCard, Visa, Discover, or American Express. No permanent records are kept for noncredit students.

CANCELED COURSES
Parsons reserves the right to withdraw courses or to adjust curriculum. Courses typically are canceled because of insufficient enrollment, the withdrawal of the instructor, or inability to schedule appropriate instructional space. If you are registered in a course that is canceled, you will be notified by telephone or email. You will be asked if you wish to transfer to another course or if you prefer a full refund of tuition and fees.

Add/Drop and Status Changes
Withdrawals, transfers from one course to another, registration for additional courses, or changes of status (e.g., from noncredit to credit) must be completed within the deadlines shown in the schedules on page 30. Withdrawals, transfers from one course to another, and changes of status can be made in person or by writing or by fax. (They may not be made by telephone or email.) Any additional tuition or fees resulting from a course transfer or status change are payable at the time the change is made.

Degree candidates and certificate students must obtain advisor approval for all program changes, including withdrawals, grade of “W,” add/drop, and status changes, before going to the Registrar’s Office.

Grade of “W”: Students who are registered for academic credit have the option of withdrawing from a course and requesting a grade of “W” after the drop deadline has passed. A grade of “W” is recorded for the course, which will appear on the student’s transcript. Deadlines for requesting a grade of “W” are shown in the Add/Drop and Refund Schedules on page 30. See Grade Descriptions (page 30) for a definition of the grade “W.”

Refunds Due to Withdrawal
To obtain a refund of tuition and fees paid or remove charges still due, a student must officially withdraw by written notice to the Registrar’s Office. Full refund of course tuition requires advance withdrawal. Otherwise, the refund will be pro-rated. See the Add/Drop and Refund schedule at the right for deadlines. The registration/university services fee is not refundable unless the course is canceled or the time, day, or instructor is officially changed by the university.

1. Put your withdrawal request in writing. Refunds are prorated based on the schedules on page 30 and are calculated from the date and time the written notice is received in the Registrar’s Office or the date of the postmark if the notice is mailed (requests cannot be processed by phone or email). Students may also withdraw by fax. The fax number is 212.229.5648.

2. Please allow approximately four weeks for refund processing. All refunds are prorated, based on the schedules on page 30.

Note: Failure to attend classes and/or notification to the instructor alone do not constitute official withdrawal. Failure to make or complete payment does not constitute official withdrawal.

Student ID Card
Noncredit students receive a non-photo ID card with their Statement/Schedule upon receipt of payment. Students taking courses for credit or certificate are entitled to a photo ID. All students should carry their ID whenever they come to Parsons/The New School and be prepared to present it to security staff. The schedule for photo IDs is posted outside the Campus Card Services Office, located at 66 West 12th Street, 4th floor. If your card is lost or stolen, call the Campus Card Services Office at 212.229.5660 x3213 to find out whether the card has been returned. There is a $25 fee to replace a lost, stolen, or damaged card.

If you withdraw from all classes, the university may terminate your student privileges including access to the university’s buildings and resources.

Library Access and Privileges
The student photo ID card allows use of the New School Library consortium, including the Parsons Gimbel Library, the New School Fogelman Library, and the Mannes Sherman Library. Students may also borrow books from The Cooper Union, the New York School of Interior Design, and New York University’s Bobst Library.
Classroom Locations
All classes meet at the Parsons campus in Greenwich Village unless stated otherwise in the course description. For classroom locations, visit my.newschool.edu and click the Class Finder link. (Do not log in.) Final room assignments are also posted and updated at the locations shown here.

Digital rooms are posted at:
55 West 13th Street lobby.
All other rooms are posted at:
2 West 13th Street and 66 Fifth Avenue lobbies.
Instructions for accessing online courses will be emailed to you.

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

Visit newschool.edu/parsons/continuing-education for additional courses and updates.
Family Educational Rights and Privacy Act
The Family Educational Rights and Privacy Act of 1974, with which The New School complies, was enacted to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for correction of inaccurate or misleading statements.

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

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

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

- The right to inspect and review the student’s education records within 45 days of the day the university receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate officer a written request that identifies the record(s) the student wishes to inspect. 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 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 consent to Federal and State Authorities may allow access to the student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health services staff); a person or company with whom the university has contracted as its agent to provide a service instead of university employees or officials (such as an attorney, auditor, or collection agent); a person serving on the New School Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the university.

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records—including your Social Security Number, grades, or other private information—may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your 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 your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your 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 your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you 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 is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

The Student Right to Know Act

The New School discloses information about the persistence of undergraduate students pursuing degrees at this institution. This data is made available to all students and prospective students as required by the Student Right to Know Act. During the 2012–2013 academic year, the university reports the “persistence rate” for the year 2011 (i.e., the percentage of all freshmen studying full time in fall 2011 who were still studying full time in the same degree programs in fall 2012). This information can be found under the common data set information. Visit the Office of Institutional Research at www.newschool.edu/admin/oir for more information.

Important Notice: The information published herein represents the plans of The New School at the time of publication. The university reserves the right to change without notice any matter contained in this publication, including but not limited to tuition, fees, policies, degree programs, names of programs, course offerings, academic activities, academic requirements, facilities, faculty, and administrators. Payment of tuition for attendance in any classes shall constitute a student’s acceptance of the administration’s rights as set forth in this notice.

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