

# **PUBLIC ENGAGEMENT**

**2012-2013**

**CATALOG**

**ACADEMIC CALENDAR 2012-2013**

**THE NEW SCHOOL FOR PUBLIC ENGAGEMENT**

**PROGRAMS OF STUDY**

**THE SCHOOL OF UNDERGRADUATE STUDIES**

**MILANO SCHOOL OF INTERNATIONAL AFFAIRS,  
MANAGEMENT AND URBAN POLICY**

**THE SCHOOL OF LANGUAGE LEARNING AND TEACHING**

**THE SCHOOL OF MEDIA STUDIES**

**THE SCHOOL OF WRITING**

**FACULTY**

**ACADEMIC POLICIES AND PROCEDURES**

**FINANCIAL INFORMATION**

**STUDENT LIFE**

**UNIVERSITY POLICIES**

**ABOUT THE UNIVERSITY**

**THE NEW SCHOOL FOR PUBLIC ENGAGEMENT**

## ACADEMIC CALENDAR 2012-2013

### FALL 2012

Registration ( <u>Most new students</u> register over the summer for the fall term)	April 2–27 (Registration for continuing students) Aug. 20–24 (Registration for transfer students and late registration for continuing students)
Classes Begin	Mon., Aug. 27
Last Day to Add a Class	Mon., Sept. 10
Last Day to Drop a Class	Tues., Sept. 18
<b>Last Day to Withdraw From a Class With a Grade of W</b>	
Undergraduate Students	Fri., Oct. 12
Parsons Graduate Students	Fri., Oct. 12
All Other Graduate Students	Tues., Dec. 18
Holidays	
Labor Day weekend:	Sat., Sept. 1–Mon., Sept. 3
Rosh Hashanah:	Sun., Sept. 16 eve*–Mon., Sept. 17
Yom Kippur:	Tues., Sept. 25 eve*–Wed., Sept. 26 <i>*Sunday and Tuesday classes scheduled for 3:50 p.m. or later do not meet. No classes meet on Monday and Wednesday. See rescheduled days below.</i>
Thanksgiving:	Wed., Nov. 21–Sun., Nov. 25
Winter Break:	Wed., Dec. 19–Fri., Jan. 25
Makeups and Rescheduled Days	On Tuesday, Nov. 20, classes will follow the Wednesday schedule. On Tuesday, Dec. 18, daytime classes will not meet.
Spring 2013 Registration	Nov. 5–30
Juries	Arranged by program
Classes and Exams End	Tues., Dec. 18
Online Session A	Aug. 27–Dec. 18
Online Session B	Aug. 27–Oct. 26
Online Session C	Oct. 8–Dec. 18
Winter Break	Dec. 19–Jan. 25

### SPRING 2013

Registration (New students register in January for the spring term.)	Nov. 5–30, Registration for continuing students Jan. 22–25, Registration for new students and late registration for continuing students
Classes Begin	Mon., Jan. 28
Last Day to Add a Class	Fri., Feb. 8
Last Day to Drop a Class	Fri., Feb. 15
<b>Last Day to Withdraw From a Class With a Grade of W</b>	
Undergraduate Students	Fri., March 15
Parsons Graduate Students	Fri., March 15
All Other Graduate Students	Mon., May 20
Holidays	
Martin Luther King Day:	Mon., Jan. 21
Presidents Day:	Mon., Feb. 18
Spring Break:	Mon., March 25–Sun., March 31
Fall 2013 Registration	April 1–26
Juries	Arranged by program
Classes and Exams End	Mon., May 20
Graduation	Fri., May 24
Online Session A	Jan. 28–May 20
Online Session B	Jan. 28–April 5
Online Session C	Mar. 11–May 20

## THE NEW SCHOOL FOR PUBLIC ENGAGEMENT

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 continuing education programs in liberal arts and social sciences, art and design, management and policy, and performing arts.

In 2010, the The New School for General Studies and Milano The New School for Management and Urban Policy merged to form The New School for Public Engagement. This division should be considered in many respects as 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.

In preparing a curriculum each term, there are certain values that inform the process. These were articulated in a statement of purpose prepared by a University Commission on Continuing Education in the spring of 1984:

“The New School does not set any limits to its programs in regard to subject matter. Whatever seriously interests persons of mature intelligence properly falls within the province of the school. History and philosophy, the social and behavioral sciences, literature and art, the natural and biological sciences, education, and ethics naturally take up a significant part of the New School curriculum, since these are the fields in which the forces of culture and change are most significantly active, and in which human beings, their institutions, and their products are directly studied. The centrality of the liberal arts is maintained and strengthened in every possible way, but not to the exclusion of other educational programs that serve a legitimate need for mature adults in a mature community.”

Although every New School Bulletin has reflected these values, an examination of catalogs over the years would reveal dramatic differences among them. The first six courses offered in 1919 dealt exclusively with the then-emerging social sciences—which reflected the primary interests of the founders. Early in the institution’s history, however, necessity and interest combined to produce a gradual broadening of

the program. Courses in drama and literature soon appeared, followed by architecture, film, business, journalism, music, art, science, dance, speech and languages, and computers.

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 sixties, 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.

To this day, many talented teachers and professionals choose The New School as a place to introduce new courses and explore new ideas. Every year, hundreds of courses are offered for credit, many unique to this institution, designed and developed by teachers who teach what they know best and what most interests them. 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.

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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 or attendance in any classes shall constitute a student’s acceptance of the administration’s rights as set forth in this notice.

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## A MESSAGE FROM THE EXECUTIVE DEAN

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With this catalog, The New School for Public Engagement marks the start of its second year as a newly-integrated division. The catalog details our exciting graduate and undergraduate programs, each committed to our distinctive mission of interdisciplinary engagement and the melding of professional, experiential, and liberal learning. In one sense, our division renews The New School's founding values of academic innovation and social responsibility. In another, it represents a rethinking of what a university should look like in the 21st century—engaged, integrative, innovative, daring.

Our division comprises five schools. The **School of Undergraduate Studies** offers liberal arts and interdisciplinary programs for adult and continuing students completing their bachelor's degree. In the **Milano School of International Affairs, Management, and Urban Policy**, students may pursue graduate training to be leaders in management, organizational change, urban policy, international affairs, and sustainability—fields of growing imperative in a globalizing world. The School of Language Learning and Teaching offers both a master's degree and a certificate program for students who aspire to teach English to speakers of other languages; this school also offers foreign language classes to students throughout the university as well as continuing-education students. The **School**

**of Media Studies** offers graduate training in the making, management, and critical study of both established and emerging media. The **School of Writing** enables students to work with notable writers in a rigorous MFA program. In addition to the five degree-granting schools, our division serves as a center for continuing education, offering classes on a variety of subjects to non-matriculated students from around the world who join our community both on campus and online.

As you learn about The New School for Public Engagement, I trust that you will find what you need. In fact, I am confident that you will find *more* than you need—that you will have the chance to explore, to be adventurous, to be surprised. As you do, I hope you help our division to explore and define what great, engaged education in the 21<sup>st</sup> century can be.

Sincerely,

David Scobey, Executive Dean

## **ACCREDITATION**

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All degree programs at The New School are registered by the New York State Education Department. The New School has been regionally accredited by the Middle States Commission on Higher Education since 1960. Read the report and documentation from the university's most recent [Middle States review](#). Additionally, professional curricula are accredited by the appropriate professional educational agency or board. Accrediting agencies of individual programs are listed below.

- Parsons The New School for Design has been accredited by the National Association of Schools of Art and Design since 1966.
- The doctoral clinical psychology program has been accredited by the American Psychological Association since 1981.
- The master's program in urban policy analysis and management has been accredited by the National Association of Schools of Public Affairs and Administration since 1988.
- The master's program in architecture has been accredited by the National Architectural Accrediting Board since 1994.

## PROGRAMS OF STUDY

### THE FIVE SCHOOLS

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#### The School of Undergraduate Studies

Liberal Arts (BA/BS)

Environmental Studies (BA/BS)

Global Studies (BA)

Musical Theater (BFA)

#### Milano School of International Affairs, Management, and Urban Policy

Environmental Policy and Sustainability Management (MS)

International Affairs (MA/MS)

Nonprofit Management (MS)

Organizational Change Management (MS)

Urban Policy Analysis and Management (MS)

#### The School of Language Learning and Teaching

Teaching English to Speakers of Other Languages (MA)

#### The School of Media Studies

Media Studies (MA)

Media Management (MS)

#### The School of Writing

Creative Writing (MFA)

### Undergraduate Degrees

The New School for Public Engagement offers bachelor's degrees in Liberal Arts (BA or BS), Environmental Studies (BA or BS), and Global Studies (BA). The division also offers a BFA degree in musical theater for graduates of the American Musical and Dramatic Academy (AMDA) Integrated Program.

Higher Education General Information Survey (HEGIS) codes: BA and BS in Liberal Arts, 4901.00; BA in Global Studies, 2210.00; BFA in Musical Theater (AMDA program), 1007.00, BA and BS in Environmental Studies, 1999.10.

### 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 (MA TESOL), and Urban Policy Analysis and Management (MS); and a doctoral degree in Public and Urban Policy (PhD).

HEGIS codes: MA and MS in International Affairs, 2210.00; MS in Media Management, 0599.00; MA in Media Studies, 0601.00; MFA in Creative Writing, 1507.00; MS in Nonprofit Management, Organizational Change Management, and Environmental Policy and Sustainability Management, 0506.00; MA TESOL, 1508.00; MS in Urban Policy Analysis and Management and PhD in Public and Urban Policy, 2214.00.

### 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. The following certificates are currently offered:

- Creative Arts Therapy (HEGIS code 5299.00)\*
- Documentary Media Studies (graduate level; HEGIS code 0605.00)\*
- English as a Second Language (noncredit only)
- Film Production (HEGIS code 5610.00)
- Leadership and Change (graduate level; HEGIS code 0506.00)\*
- Media Management (graduate level; HEGIS code 0599.00)\* †
- Organizational Development (graduate level; HEGIS code 2199.00)\*
- Screenwriting (HEGIS code 5610.00)\* †
- Sustainability Strategies (graduate only; HEGIS code 5610.00)\*
- Teaching English to Speakers of Other Languages (HEGIS code 5608.00)\*

Noncredit certificate students receive grades of Approved (AP) or Not Approved (NA). Credit students receive letter grades (the minimum letter grade required for certificate approval may vary from program to program). Permanent records are maintained for all certificate students, and transcripts are available.

\*These certificate programs may be taken for academic credit. Each certificate program has specific requirements. All certificate students are responsible for knowing and completing attendance and academic performance requirements for their courses.

†Students can complete these certificates onsite, online, or in combination.

## THE SCHOOL OF UNDERGRADUATE STUDIES

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The School of Undergraduate Studies, formerly the New School Bachelor's Program, offers 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 School of Undergraduate Studies most often follow a self-designed major in Liberal Arts, but they may also major in Environmental Studies, Global Studies, or other select majors.

### **Bachelor of Arts/Bachelor of Science in Liberal Arts**

The New School for Public Engagement bachelor's degrees in Liberal Arts require satisfactory completion of 120 credits. All students are required to take NHUM1001 Pathways to Learning: The Idea of the University in their first semester.

Students who complete a minimum of 90 credits in the liberal arts and sciences, as defined by the School of Undergraduate Studies, receive the BA degree. The BS degree requires a minimum of 60 credits in the liberal arts and sciences.

All students who enter the School of Undergraduate Studies with fewer than 30 transfer credits must enroll for 12 general education credits 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 listing of available courses with course descriptions can be seen by going to the website at [www.newschool.edu/bachelorsprogram](http://www.newschool.edu/bachelorsprogram).

Liberal Arts majors can also choose courses from other divisions of The New School, including most courses at Eugene Lang College (with permission) and selected courses at Parsons The New School for Design, Mannes College The New School for Music (Extension program), and The New School for Jazz and Contemporary Music. Upperclass students may take certain courses offered by the graduate programs of the university.

Every student in the School of Undergraduate Studies 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 School of Undergraduate Studies, 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 Studies
- Food Studies
- Foreign Languages
- Gender Studies
- Global Studies
- History
- Jewish Cultural Studies
- Journalism
- Literature
- Media Studies
- Philosophy
- Politics
- Psychology
- Screenwriting
- Urban Studies

- Writing

Bachelor of arts students may elect to include up to 30 credits, and 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 Business
- Media and Film Business
- Media and Film Production
- Performing Arts
- Recreational Movement
- Visual Arts

Courses offered as part of certificate programs in Creative Arts Therapy and Teaching English to Speakers of Other Languages may be classified as either liberal arts or non-liberal arts.

Students selecting courses should consult with their faculty advisors and refer to the Liberal Arts and Non-liberal Arts lists posted in on the website at [www.newschool.edu/bachelorsprogram](http://www.newschool.edu/bachelorsprogram) (select Current Offerings under Academics).

### **Academic Planning and Advising**

Advising in the School of Undergraduate Studies is conducted by faculty advisors, a select group drawn from the teaching faculty at The New School. Students view bios from a list of faculty advisors, and select an advisor they feel will best help them plan their academic goals. Since there are few specific course requirements for the bachelor's degree in liberal arts, 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 in

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

Advisors also help students with program features such as certificate programs (page XX), graduation requirements (page XX), limits on non-liberal arts credits (page XX), credit for prior learning (page XX), bachelor's/master's options (page XX), and internships (page XX). Additional information about these program features can be found on the website at [www.newschool.edu/bachelorsprogram](http://www.newschool.edu/bachelorsprogram) in the Academics menu (look for Program Features).

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

- what 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

Students should also write a brief rationale for their choice of courses, explaining how each one fits into an academic/professional plan. 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 year to devise a course of study for the next semester/year and to review progress toward completing the degree. Advising meetings are normally scheduled in April for fall course registration and in November for spring course registration. Continuing students will be sent an ALTPIN and directed to the online course bulletin, which contains the information needed for registration. Students 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 good and 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 School of Undergraduate Studies office or the office of Environmental and Global Studies.

### **Studying Online**

Some students in the School of Undergraduate Studies have the option of studying online. For Liberal Arts majors, students are able to complete their degree entirely online.

The School of Undergraduate Studies online degree is designed specifically for adults who are committed to completing their undergraduate education, either full or part time, without interrupting their professional careers. Many students choose to complete their degrees by combining online and onsite learning experiences.

## **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 NSPE on the Bachelor of Science track.

The Bachelor of Fine Arts (BFA) is awarded for successful completion of 120 credits:

- 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 New School for Public Engagement (NSPE) from other regionally accredited institutions, subject to the liberal arts requirements just described. Students who enter the BFA program with fewer than 30 college-level liberal arts credits must take their first 12 credits at NSPE in general education courses (see the General Education section of the online School of Undergraduate Studies Catalog).

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 grade point average 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 School of Undergraduate Studies

## ENVIRONMENTAL STUDIES

The Bachelor of Arts in Environmental Studies is an interdisciplinary undergraduate program. Students may attend this program from divisions other than The New School for 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 New School for Public Engagement 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/](http://www.newschool.edu/environmental-studies/).

Students can pursue Environmental Studies as a **major only, attaining** either a BA or BS degree. Three concentrations are offered: *Urban Ecosystems*, *Sustainable Design*, and *Public Policy*. Credit for a concentration is earned by completing three 3000- or 4000-level courses approved for that concentration. Students are encouraged, but not required, to choose a concentration. Lang students should consult with the Lang Academic Advising Office in addition to the environmental studies advisor to ensure appropriate progress toward degree completion.

Only specific courses satisfy the major requirements, including electives. Not all courses are not offered each semester. Courses should be carefully chosen in consultation with an advisor. Students must receive grades of C or above in all courses taken to fulfill major requirements.

## Major

The **BA** degree in Environmental Studies requires successful completion of 16 courses distributed as described below, the senior capstone/directed research project, and an internship. The **BS** degree course distribution requirements are the same as those of the BA, plus two additional studio courses.

Required Courses			Credits
UENV	2000	Environment and Society	3
UENV	2400	Principles of Ecology	4
UENV	3400	Urban Ecosystems	4
LSCI	2502	Chemistry and the Environment	4
UENV	3200	Spatial Thinking with GIS*	4
PSDS	1601	Ecological Communication Design	3
PSDS	2610	Sustainable Design Thinking Lab	3
PSDS	2602	Material Impacts	6
UENV	3450	Ecology Lab*	4
LMTH	2050	Math Models in Nature	4

One Mathematics course from the following: 3-4

- LMTH 2030 Statistics (*Recommended*) or
- LMTH 2040 Calculus

One Economics course: 3-4

- LECO 2050 Environmental Economics (*Recommended*) or
- Other LECO course with permission

One Social Science course:	3-4
• UENV 2150 Planning Sustainable Cities ( <i>Recommended</i> ) or	
• Other social science course with permission	
UENV 4210 Directed Research (Pre-Thesis)	4
UENV 4215 Environmental Leadership*	3
UENV 4210 Directed Research (Senior Thesis)	4
UENV 3900 Senior Internship ( <i>Recommended</i> <i>summer before senior year</i> )	0
<i>Optional Concentration Electives (3 courses)</i>	12

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**BA Total Credits without concentration 59-62**

**BA Total Credits with concentration 71-74**

***Additional requirements for BS students only:***

PSDS 3602 Sustainable Everyday Practices	6
PSDS 3601 Sustainable Business	6

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**BS Total Credits without concentration 71-74**

**BS Total Credits with concentration 83-86**

*\*Indicates a course where alternate courses may be approved, in consultation with an advisor or core faculty member from Environmental Studies*

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## BACHELOR OF ARTS IN GLOBAL STUDIES

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The Bachelor of Arts in Global Studies is an interdisciplinary undergraduate program. Students may enroll in this program from divisions other than The New School for 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 New School for 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. 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 can pursue Global Studies as a **major** (BA or BS) or a **minor** (BFA in Musical Theater).

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; Networks and Hierarchies; 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

BA or BS students in Global Studies need at least 120 credits to graduate.

<b>Required Courses</b>	<b>Credits</b>
UGLB 2110 (Dis)Order and (In)Justice	3
UGLB 2111 Understanding Global Capitalism	4 7
Knowledge Base Electives (three required)	9-12
Global Challenges electives (five required; three must be taken within a single cluster and three must be 3000 level or higher)	15-20
Collaborative Research Seminar	4
Directed Research Senior Project (two semesters)	4
Global Engagement Field Work	NC
Foreign Language Proficiency (usually equivalent to 4 semesters of college-level study)	0-16
<b>Total Credits</b>	<b>39-63</b>

### Minor

<b>Required Courses</b>	<b>Credits</b>
Introductory Core (two)	7
Knowledge Base Elective (one required)	3-4
Global Challenge Electives (three required)	9-12
<b>Total Credits</b>	<b>19-23</b>

### Guided Area of Study

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 his or her advisor.

## BACHELOR OF ARTS IN URBAN STUDIES

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The Bachelor of Arts in Urban Studies is an interdisciplinary undergraduate program. Students may enroll in this program from divisions other than The New School for 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 New School for Public Engagement specifically.

Through a shared core curriculum with Parsons The New School for Design and Eugene Lang College, Urban Studies blends liberal arts with studio design courses and civic engagement partnerships with community-based and local government organizations. Students investigate the social, cultural, political, economic, and environmental implications of city life in the 21st century.

Students can take Urban Studies as a **major** (BA or BS). There is no minor in Urban Studies. 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 requirement.

### Required Courses

ULEC 2621 Dynamic Metropolis	3
UURB 2001 History of World Urbanism 2	3
UURB 3810 Urban Core Lab	3
Choose 1:	4
• LURB 3010 Community Organizing or	
• UENV 3200 Mapping the Urban	
UURB Project-Based Course (1)	4
LURB Advanced Concepts Course (1)	4
LURB or UURB Comparative Course (1), either Comparative and Non-Western	3
Additional LURB/UURB 2000-Level Course (1)	4
Additional 3000-Level LURB/UURB Courses (3)	12
Additional 4000-Level Courses (2)	8
Senior Capstone (2 semesters)	4
<b>Total Credits</b>	<b>52</b>

### Guided Area of Study

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 Urban Studies. Students interested in this

option should consult with his or her advisor and the chair of the Urban Studies program before selecting coursework.

## ACADEMIC OPTIONS AND POLICIES

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### Transfer Credits and Assessment of Prior Learning

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

Credits for courses completed at other institutions or at The New School prior to matriculation are evaluated for transfer credit by the Office of Admission at the time of application. Each course will be evaluated individually. Of the 120 credits required to earn a bachelor's degree from NSPE, the maximum number of credits that can be transferred is 84.

The New School accepts credit from regionally accredited institutions. Coursework from non-regionally-accredited institutions will be evaluated on a case-by-case basis; students may be asked to provide course syllabi, portfolios, and other pertinent documentation.

The New School does not transfer grades or grade points from other schools. Only credits are transferred. Approved transfer credit will be posted to the student's transcript.

Students may 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

Once matriculated, students must have prior approval from their advisor to take courses at other institutions for transfer of credits to The New School. The number of credits permitted cannot exceed 12.

### Credit for 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 NSPE, 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 or in other subjects offered for credit at The New School for Public Engagement.

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 School of Undergraduate Studies. 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 Rachel Heiman, coordinator of prior learning, 212.229.5119 x2390 or [heimanr@newschool.edu](mailto:heimanr@newschool.edu); or visit the Program Features page of the School of Undergraduate Studies website, [www.newschool.edu/bachelorsprogram](http://www.newschool.edu/bachelorsprogram), under Academics.

## **PROFESSIONAL CERTIFICATES**

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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 the bachelor's degree. Students should consult with their academic advisors before undertaking a certificate program. Certificates for undergraduate credit are currently offered in Creative Arts Therapy, Film Production, Screenwriting, and Teaching English to Speakers of Other Languages.

## **BACHELOR'S/MASTER'S OPTION**

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The bachelor's/master's option is an opportunity for some students completing a bachelor's degree at The New School for Public Engagement to earn credits that apply to both the undergraduate degree and a related master's degree at The New School, thereby saving both time and money in graduate school. Qualified students can take up to 12 graduate-level credits that will count toward the 120 credits required for the bachelor's degree. If the student is

subsequently accepted into the participating New School graduate program, these same 12 credits would also count toward the MA or MS degree, provided the student's grades meet the standards of the graduate department.

Note: The maximum of 12 graduate credits refers only to the number of credits that can be applied to a bachelor's/master's program. There is no limit to the number of graduate courses a student can take and apply to the bachelor's degree, assuming the student is ready to do graduate work and has advisor approval for the courses.

A PDF version of this information sheet is available at [www.newschool.edu/bachelorsprogram](http://www.newschool.edu/bachelorsprogram) in Program Features under Academics.

## **Participating Graduate Programs**

Students who have accumulated 60 credits toward a bachelor's degree, including at least 12 credits in residence at The New School, can apply for acceptance to a bachelor's/master's program. This option is currently available for the following graduate programs. Acceptance is subject to approval of both the student's School of Undergraduate Studies advisor and the designated graduate program advisor.. There are currently no BA/MA options BFA students.

## **Below are available to BA & BS in Liberal Arts**

Anthropology  
Economics  
Environmental Policy & Sustainability Management  
Historical Studies  
International Affairs (MA only)  
Liberal Studies  
Media Studies  
Nonprofit Management  
Organizational Change Management  
Philosophy  
Politics  
Psychology  
Sociology  
Teaching English to Speakers of Other Languages (TESOL)  
Urban Policy Analysis and Management

BA in Global Studies/MA in International Affairs  
BA in Global Studies/MA in Media Studies  
BA or BS in Environmental Studies/MS in Environmental Policy & Sustainability Management  
BA in Urban Studies/ MS in Urban Policy Analysis & Management

## Registration for Bachelor's/Master's Students

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.

Bachelor's/master's program students register for Media Studies graduate classes with permission from the Media Studies department advisor, which is granted on a "space available" basis. Required courses are Understanding Media Studies, Media Practices, Concepts, and Media Studies: Ideas. Undergraduate students are not admitted to courses designated as Media Production or Media Research.

For all other programs, bachelor's/master's students must have permission from the designated student advisor of the graduate program to enroll in graduate courses that have limited enrollment (approval is not granted by either the course instructor or the department chairperson).

**Important note:** If a course is crosslisted, bachelor's/master's students should use the graduate CRN number to register for the course. Otherwise, the credits cannot be applied to the master's degree requirements later.

## INTERNSHIPS

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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 a blank internship contract from Michelle Materre, ([materrem@newschool.edu](mailto:materrem@newschool.edu)).

Obtain from the internship supervisor 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 3 credits). Students are limited to 6 credits of internships.

Attach the internship plan to the internship contract and obtain the signature of the internship supervisor, Michelle Materre. 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.

Note that internships, being experiential in nature, count as non-liberal arts credits. They are graded by the assistant director of academic student services on a pass/fail basis on both a 4- to 7-page essay from the student detailing the experience *and* an evaluation of the student's work from the internship supervisor.

## INDEPENDENT STUDY

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Students who have completed at least 12 credits in residence in the School of Undergraduate Studies and are in good academic standing are eligible to undertake independent study for credit. Independent study is arranged through the School of Undergraduate Studies office working with an academic department. Independent study is normally set up as a 3-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 School of Undergraduate Studies. 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 New School course offering. If the project is deemed viable by the student's advisor, the student should contact the associate director of the School of Undergraduate Studies, Michelle Materre, (212.229.5119; [materem@newschool.edu](mailto:materem@newschool.edu)), who 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 can download an application form and a description of the independent study process, both in PDF format, in Program Features under Academics at [www.newschool.edu/bachelorsprogram](http://www.newschool.edu/bachelorsprogram).

Courses of independent study are subject to the same registration deadlines as other courses.

## STUDY ABROAD

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The School of Undergraduate Studies does not have an organized study-abroad program, but students are permitted to take part in study abroad programs. Any student interested in applying to a study-abroad

program must meet the requirements and adhere to the policies described below:

- The student must have completed at least 12 credits in residence at The New School prior to applying
- The student must be in good academic standing, with a cumulative GPA of 2.95 or greater.
- The maximum number of credits allowed is 24, which will count as part of the maximum allowance of 84 transfer credits. (Not more than 84 of the 120 credits needed to complete a bachelor's degree may be transfer credits.)
- A student may study abroad during any New School term (fall, spring, summer) as well as during summer and winter breaks.
- While the School of Undergraduate Studies can provide some information about outside study-abroad programs and make suggestions, a student must research and select his or her own program, subject to approval by the dean's office. Approval depends on course selection, accreditation of the institution, etc.
- Upon completion of the study-abroad program, the student must arrange for a transcript to be sent for evaluation to the School of Undergraduate Studies, attention of Chrissy Roden, director of academic student services, 66 West 12th Street, Room 301, New York, NY 10011. The transcript must be in English (if not, it is the student's responsibility to have it translated).

Contact Chrissy Roden, director of academic student services, with questions about studying abroad ([rodenc@newschool.edu](mailto:rodenc@newschool.edu)).

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## FOREIGN LANGUAGE STUDY

All students in the School of Undergraduate Studies 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 School of Undergraduate Studies course listings on the website or contact the Department of Foreign Languages (212.229.5676; [foreignlanguages@newschool.edu](mailto:foreignlanguages@newschool.edu)) for more information.

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## 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 3.0 grade point average are eligible to apply. For more information, including admission, courses, and scholarship details, visit website at [www.newschool.edu/riggio](http://www.newschool.edu/riggio).

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## COURSES OFFERED BY OTHER DIVISIONS OF THE UNIVERSITY

### University Liberal Studies 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 divisions 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.

### Eugene Lang College The New School For Liberal Arts

School of Undergraduate Studies students may enroll in any Eugene Lang College course which does not have restricted enrollment. For more information, visit [www.newschool.edu/lang/courses.aspx](http://www.newschool.edu/lang/courses.aspx).

### Mannes College The New School for Music

School of Undergraduate Studies students may take music instruction courses offered in the Mannes Extension program. Visit the website at [www.newschool.edu/Mannes](http://www.newschool.edu/Mannes). *Note:* most Mannes courses will be classified as non-liberal arts, and the credit structure may be different, so students should consult their academic advisor before considering Mannes courses.

### Parsons The New School For Design

Parsons continuing education courses offered for credit and selected courses in the Parsons BFA program are open to School of Undergraduate Studies

students. *Note:* most Parsons courses will be classified as non-liberal arts, and the credit structure may be different, so students should consult their academic advisor before considering Parsons courses.

### **Graduate-level Courses for Students Not enrolled in a bachelor's/master's Program**

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

#### **Milano School**

Select courses in international affairs, management, and urban policy are available to qualified undergraduates with permission from the dean's office of the Milano School. Interested students should consult with their faculty advisors.

#### **School of Media Studies**

Undergraduate students must be enrolled in a bachelor's/master's program to take graduate media studies courses.

## **ADMISSION REQUIREMENTS**

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The School of Undergraduate Studies welcomes applications from inquisitive individuals with the maturity to take charge of their education and the ability to work successfully in an intellectually challenging environment. Admission to the undergraduate programs of The New School for Public Engagement is based on a number of factors, including prior academic accomplishments, writing samples, and relevant work or life experience. Applicants should have strong language skills (spoken and written) and a capacity for clear, critical thinking.

Twenty-four semester credits of prior college work are normally required for admission. Qualified applicants with fewer than 24 credits will be considered. All students who enter the School of Undergraduate Studies with fewer than 30 transfer credits must enroll for 12 general education credits during their first year in the program.

Applicants who are uncertain of their eligibility are encouraged to consult with an admission counselor before applying. Application forms and instructions

are available online at [www.newschool.edu/bachelorsprogram/admission](http://www.newschool.edu/bachelorsprogram/admission).

Applications are reviewed and admission decisions are made on a rolling basis. All applicants, particularly those applying for financial aid and university housing, are encouraged to submit applications well in advance of the priority application deadlines as described in the online application.

The New School accepts credit from regionally accredited institutions. Coursework from non-regionally-accredited institutions will be evaluated on a case-by-case basis; students may be asked to provide course syllabi, portfolios, and other pertinent documentation.

The New School does not transfer grades or grade points from other schools. Only credits are transferred. Approved transfer credit will be posted to the student's transcript.

If you have attended a college or university in another country, your transcripts must be evaluated by World Education Services(WES) or another National Association of Credential Evaluation Services (NACES) evaluation service. Appropriate forms can be obtained from the Office of Admission. If English is not your first language, you will be required to take the Test of English as a Foreign Language (TOEFL ). A minimum score of 88 on the Internet-based examination or 230 on the computer-based test is required.

Students interested in studying Environmental Studies, Global Studies, and Urban Studies must first apply to the Liberal Arts program. Upon admission, students can declare a major through the Academic Advising Office.

## **MILANO SCHOOL OF INTERNATIONAL AFFAIRS, MANAGEMENT AND URBAN POLICY**

**Neil Grabois**, Dean

**Mary R. Watson**, Associate Dean for Academic Affairs

**Merida Escandon**, Director of Admission

**Carol R. Anderson**, Director of Career Development and Placement

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

### **ACADEMIC STUDENT SERVICES**

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#### **Milano School Office of Student Affairs**

72 Fifth Avenue, 4th Floor  
New York, NY 10011

#### **Vanessa Reich**

Executive Secretary, Student Services  
[reichv@newschool.edu](mailto:reichv@newschool.edu)

The Milano School of International Affairs, Management, and Urban Policy provides academic services through its Office of Student Affairs. Students are encouraged to become familiar with the services provided and coordinated through this office and consult with the Associate Dean for Student Affairs on any matter respecting their academic programs and career goals. The Office of Student Affairs provides or coordinates the following services:

- Counseling and academic advisement
- Diagnostic testing and support services
- Tutoring
- Student activities
- Placement services and career guidance
- 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 academic choices, future plans and goals, and any concerns the student may have.

Prior to registering, students must consult with an advisor who helps them plan their programs and gives them a log-in for online registration. Program chairpersons, faculty members, and the Associate Dean for Student Affairs work closely with each other to ensure that appropriate academic progress is made and that any difficulties are resolved. Our goal is to make sure students achieve their personal and professional development goals and join Milano's long roster of successful alumni.

#### **Foreign Language Study**

Milano students are eligible to audit one foreign language course per semester free of charge, provided they are actively earning credit toward a graduate degree. Having chosen a course, contact Chrissy Roden, the Director of Academic Student Services in the Dean's Office of The New School for Public Engagement, [rodenc@newschool.edu](mailto:rodenc@newschool.edu), to schedule a registration appointment.

#### **Office of Career Development and Placement**

72 Fifth Avenue, 4th Floor  
New York, NY 10011

**Carol R. Anderson**  
Director of Career Development and Placement  
[andersoc@newschool.edu](mailto:andersoc@newschool.edu)

**Sharon D.D. Reid**  
Assistant Director of Career Development and Placement  
[reids@newschool.edu](mailto:reids@newschool.edu)

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 Career Development and Placement Office services include career assessment and guidance in career decision-making, workshops and coaching for job-search skills, and videotaping and critiquing of mock job interviews. Individual job search counseling is also available by appointment. To accommodate working students, the office is open on weekday evenings, and workshops are sometimes held on Saturdays.

The Career Development and Placement Office also provides individual advising on strategy and tactics for job and internship search, 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/or permanent professional positions.

Job postings are published on the office's career resources website, [www.collegecentral.com/milano](http://www.collegecentral.com/milano), which also includes a listing of websites that can help students identify and research potential employers. Many Milano alumni, faculty, and other friends of The New School generously provide their services to Milano graduates in the form of introduction to potential employers, networking referrals, and employment opportunities.

Milano alumni can utilize Career Development and Placement services throughout their careers. Many mid- and senior-level opportunities for seasoned professionals who are already in advanced stages of their careers are advertised on the Milano career resources website.

The Milano community is composed of nearly 9,000 alumni and 800 current students. Personal interaction with colleagues, faculty, other professionals, enhanced by our extensive Career Development and Placement services, provide students with leads to potential employers and other valuable tools to guide them with their professional development. After graduation and throughout their careers, many of our students are able to take advantage of our extensive network of alumni in advancing their careers.

Graduates are also encouraged to continue active contact with the Office of Career Development and Placement. This office provides exceptional support for our graduates, helping them navigate opportunities and challenges at every stage of their careers.

## **DEGREE REQUIREMENTS, MILANO SCHOOL OF INTERNATIONAL AFFAIRS, MANAGEMENT AND URBAN POLICY**

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### **Master of Science, Environmental Policy and Sustainability Management**

#### **Program Office**

72 Fifth Avenue, 5th Floor  
New York, NY 10011  
[EPSM@newschool.edu](mailto:EPSM@newschool.edu)

#### **John Clinton**

Director, Environmental Policy and Sustainability Management  
[clintonj@newschool.edu](mailto:clintonj@newschool.edu)

#### **Suzanne Bostwick**

Program Manager  
[bostwics@newschool.edu](mailto:bostwics@newschool.edu)

The Environmental Policy and Sustainability Management program addresses such intersecting challenges as global climate change, natural resource depletion, financial sustainability, and innovative organizational change. The program is distinctive in establishing the integral relationship of sustainability competencies with an emphasis on

- urban ecology
- cross-sector collaboration
- joint training of managers and policy analysts
- change-management preparation
- critical perspectives on institutions
- 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, an integrative program core of eight courses, and four courses taken in either the Policy concentration or the Management concentration.

The program core focuses on mastering the relevant natural sciences, financial analytics, public policy, and management dimensions of projected climate change and an array of perspectives on organizational, environmental, and social ecology. Individuals supplement core learning by completing an area of concentration in either policy or management. Students complete the program with a

capstone seminar, in which they develop individual research- and practice-based projects in a collaborative and multiple-disciplinary learning environment.

## Curriculum

### Core Courses (6 credits)

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MEFI 5060	Economics for Management and Public Policy
MTCH 5070	Quantitative Methods

### Integrative Program Courses (24 credits)

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MSUS 5000	Making a Difference Requirement Principles of Environmental Science
MMGT 5016	Climate Change and Cities
MMGT 6168	Sustainability Perspectives and Practice
MEFI 6502	Elements of Finance and Capital Markets or MEFI 6086 Capital Markets and Municipal Finance
MMGT 6519	Leadership for Sustainability Strategies
MMGT 6518	Organizational Assessment and Diagnosis
MSUS 6500	Advanced Seminar in Environmental Policy and Sustainability Management

### The Policy Concentration (12 credits)

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MPLC 5040	Policy Analysis
MPLC 5042	Global Urban Environmental Policy

Two approved electives

### The Management Concentration (12 credits)

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MMGT 5026	Management and Organizational Behavior
MHTC 6124	Foundations of Organizational Change

Two approved electives

## Master of Arts, Master of Science, International Affairs

### Program Office

66 West 12th Street, 6th Floor  
New York, NY 10011  
[intaffairs@newschool.edu](mailto:intaffairs@newschool.edu)

**Michael Cohen**, Director  
[cohenm2@newschool.edu](mailto:cohenm2@newschool.edu)

**Philip J. Akre**  
Assistant Director  
[akrep@newschool.edu](mailto:akrep@newschool.edu)

**Mark Johnson**  
Assistant Director for Practice-Based Learning  
[johnsonm@newschool.edu](mailto:johnsonm@newschool.edu)

**Fabiola Berdiel**  
Assistant Director for International Field Programs  
[berdielf@newschool.edu](mailto:berdielf@newschool.edu)

**Andrea Kelsey**  
Program Administrator  
[kelsey@newschool.edu](mailto:kelsey@newschool.edu)

**Nana A. Kusi**  
Executive Secretary  
[amoahkun@newschool.edu](mailto:amoahkun@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 can 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.

The New School offers two degrees in International Affairs: Master of Arts and Master of Science. The 42-credit MA degree is for recent college graduates and career changers—persons who have not previously established international careers. 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- 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 have managed to reduce poverty and inequality while others have not. This includes an understanding of development policies, programs, and projects in their geographical and cultural environments, taking into account sectors such as infrastructure, urban development, education, and environmental management.
- 3) Institutional Evaluation: Ability to evaluate particular institutions—how they work or don't work and how they might be strengthened.
- 4) Understanding Media: Appreciation of the role and processes of information technology and media discourses and representations as an integral part of the international affairs context.

All courses offered by the International Affairs program carry three graduate credits. Credits for field experience, independent study, and approved courses offered by other programs may vary.

### Degree Requirements

The curriculum is designed to channel a critical and problem-solving analysis of the processes and practices of international affairs. For a schedule of courses with course descriptions visit: [http://www.newschool.edu/internationalaffairs/course\\_s.aspx](http://www.newschool.edu/internationalaffairs/course_s.aspx)

### Master of Arts

The 42-credit MA program consists of six required courses (18 credits) and eight elective courses (24 credits) including the concentration foundation. As a

final project, students choose either the Thesis Option or the Practice Option.

Required Courses:

NINT 5001	Global Flows
NINT 5109	Economics in International Affairs*
NINT 5005	Research Methods**
NINT 5000	Comparative Development Experience
NINT 5950	Thesis Workshop and Thesis Supervision (thesis option)
	OR
NINT 5961	Project Design and Program Management and Practicum in International Affairs (practice option)

### Master of Science

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

Required Courses:

NINT 5001	Global Flows
NINT 5109	Economics in International Affairs*
NINT 5005	Research Methods**
NINT 5000	Comparative Development Experience

### Core Courses

All students must complete two core courses:

NINT 5001	Global Flows
NINT 5000	Comparative Development Experience.

*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. *Comparative Development* examines the core concepts of development and introduces students to the comparative framework of analysis. Proficiency in economics is a requirement of the program and a prerequisite for *Comparative Development*.

\*MA and MS students with a background in economics who pass a proficiency exam can waive the *Economics in International Affairs* course requirement and take an additional elective instead.

\*\*All students must complete at least one course in research methods. The program offers a basic engagement with quantitative and qualitative social science methodology in Research Methods (NINT 5005), but

students can also fulfill the requirement by taking an approved statistics or qualitative methods course offered by another graduate program at The New School. Students who can demonstrate equivalent experience may be able to waive the methods course and take an additional elective instead.

### **Concentrations**

All students in the graduate International Affairs program concentrate in one of five defined areas of study:

Cities and Social Justice  
Conflict and Security  
Development  
Governance and Rights  
Media and Culture

A concentration is realized by taking the specified concentration foundation course and at least three electives approved for the concentration. An updated list of approved courses is issued each semester by the International Affairs office.

### **Electives**

Supplementing core and concentration requirements is an ever-changing selection of elective seminars. Elective courses focus on specific areas of academic and professional interest. They may be taken to fulfill a concentration requirement, a specific skill need, or simply for intellectual curiosity. The exact number of electives a student takes depends on the particular program of study. We offer a range of courses from surveys to advanced research seminars.

### **International Field Program**

The International Field Program 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 in the summer of 2002 with 19 students, the program has sent over 500 students abroad through 2012. The 2012 International Field Program offered seven summer programs ranging from rural community development fieldwork to internships with international organizations.

### **Destinations and Organizations**

Past and current IFP locations include: Argentina, Brazil, Cameroon, Colombia, Dominican Republic, Ethiopia, Geneva, Ghana, Guatemala, Hong Kong, India, Indonesia, Jordan, Kenya, Kosovo, Kunming (China), Liberia, Nepal, Northern Caucasus, Senegal, Sierra Leone, South Africa, Spain, and Uganda. 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 9 credits for IFP participation: In spring semester, 3 credits for a preparation course (along with a noncredit preparatory workshop and, if necessary, a noncredit language course). In the summer, students complete the 6-credit, full-time supervised internship/field project, attend and participate in weekly academic seminars, and produce a research paper. After returning to New York, they 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.

### **Internships and Independent Study**

The 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.

After one semester, any student in good academic standing may register for one independent study project. A student identifies a specific problem or area of interest to investigate in detail and designs a research project with the approval of an interested full-time faculty member who serves as the course advisor.

### **Final Project**

In addition to the coursework outlined above, MA students must complete a final project consisting either of an independent research project (thesis option) or a team-based project (practicum option). After completing 18 credits, a student chooses one option in consultation with an advisor. MS students do not have a final project requirement.

### **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 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 their thesis committee and proceeds to conduct the agreed-upon research independently and write 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 final copy of the thesis bearing the signatures of the committee members on the cover page must be submitted to the assistant director of International Affairs. Then, the supervisor will submit a passing grade (P) for Thesis Supervision (not a letter grade). Finished, signed, and approved manuscripts on acid-free paper, conforming to all of the usual expectations of library-deposited thesis documents, are due in the assistant director's office 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/internationalaffairs/curriculum](http://www.newschool.edu/internationalaffairs/curriculum).

### **Practice Option**

International Affairs practice-based learning combines skills courses, workshops, and on-the-ground experience to provide students knowledge, training, and confidence. The Practice option is a two-course sequence: Program Development and

Project Management (PDPM) and the Practicum in International Affairs (PIA).

### **Program Development and Project Management (PDPM)**

The prerequisite course for the Practicum in International Affairs, PDPM provides key concepts and skills essential to effective program development and project management. By examining the project cycle through a potential future 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**

Taken in the final semester, the Practicum is a semester-long project, usually carried over from PDPM, assigned by an international organization client from the not-for-profit, public, or private sector or a multilateral agency. 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.

Students registered in PIA 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. Toward 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 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 nor projects completed as an academic exercise; project work and final product is meant to be used by the client organization.

## Management

### Program Office

72 Fifth Avenue, 7th Floor  
New York, NY 10011  
MilanoManagement@newschool.edu

**Aida Rodriguez**, Chair of Milano Management Programs  
arodrigu@newschool.edu

**Suzanne Bostwick**, Program Manager  
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**Jacqueline Hadley**, Senior Secretary  
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### Overview of Milano Management Programs

The Milano Management programs teach students to expand their capacity to question assumptions, exercise judgment, foster innovation, experiment with nontraditional approaches, lead change in complex contexts, manage conflict, facilitate trust, and build consensus. Our students know that the management of organizations can be a tool for change on a local and global level. Our pedagogy embraces shared, practice-based learning. Our home in New York City offers an unparalleled learning laboratory and opportunity for civic engagement. We are a community of learners—students and faculty—actively engaged in leading change.

The Milano Management Master’s programs can be completed in two years of full- time study. Working professionals can complete our programs through part-time study.

Milano Management offers two Master’s of Science degrees: an MS in Nonprofit Management and an MS in Organizational Change Management.

### Master of Science in Nonprofit Management

Nonprofit management education is in large part a response to the continued growth of the nonprofit sector. Yet, the development of nonprofit management as an academic field is relatively recent. Milano led the way offering one of the first programs of graduate study specifically designed to meet the needs of nonprofit leaders. Students in Milano’s nonprofit program participate in a learning community three decades in the making. As a result, our graduates join a distinguished global network of nonprofit alumni leading social change.

Our students and faculty are known for bringing unconventional thinking and applying innovative ideas to the changing nonprofit landscape. We

effectively serve nonprofit practitioners by keeping our focus on what makes the nonprofit sector distinctive. Our professionally oriented approach fully integrates theory and practice. The curriculum offers opportunities to work directly with nonprofit organizations. Our graduates are equipped with the necessary competencies to provide effective leadership within the global nonprofit sector. After graduation the shared values and common professional goals of our alumni network remains a valuable resource.

### Curriculum

The Master of Science degree is awarded upon completion of 42 credits: the core courses (6 credits in economics and methods), an integrative program curriculum of six courses (18 credits including a capstone seminar), and six elective courses (18 credits including one international or cross-cultural course).

#### Core Courses

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##### Economics

MEFI 5060 Economics for Management and Public Policy

##### Methods

MTCH 5070 Quantitative Methods

#### Program Courses

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MMGT 5027	Making a Difference
MMGT 5026	Management and Organizational Behavior
MHTC 5000	Theory and Practice of Nonprofit Management
MMGT 6002	Fundraising and Development
MEFI 6070	Financial Management in Nonprofit Organizations
MTCH 6520	Advanced Seminar in NPM

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.

#### Elective Courses

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Flexibility and a global perspective are distinguishing features of the nonprofit program. Students choose six elective courses, including one international or cross-cultural course. These elective courses allow students to creatively build an area of expertise within nonprofit and NGO management that meets their individual career objectives and professional interests. Students can follow one of the predefined

specializations listed below or craft an individual specialization in consultation with a faculty advisor.

**Areas of Specialization:**

- Community Development Finance
- Economic and Workforce Development
- Finance
- Food and the Environment
- Global Management
- Global Urban Futures
- Housing and Community Development
- Leadership and Change
- Leading Sustainability
- Politics and Advocacy
- Social Entrepreneurship
- Social Policy

**Additional Information**

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

**Master of Science in Organizational Change Management**

The Organizational Change Management program is designed for people with a keen interest in the ways change happens. Students come to the program from a wide array of organizational types and bring with them a cross-cultural and cross-sector orientation and perspective. They come with the recognition that the capacity to create change offers a professional advantage in a wide number of fields. They share a commitment to leading change and advancing equity, inclusion, and diversity in their organizations and collaborations.

The program offers a unique pedagogy known as the Portfolio, in which students complete a series of increasingly complex change projects. The portfolio approach emphasizes learning by doing. Upon completion of the degree students have a portfolio that showcases their organizational change expertise.

The degree program is intended for students who have a minimum of three years 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 (6 credits in economics and methods), an integrative program curriculum of eight courses (24 credits including a capstone seminar), and four elective courses (12 credits including one international or cross-cultural course).

**Core Courses**

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**Economics**

MEFI 5060 Economics for Management and Public Policy

**Methods**

MTCH 5070 Quantitative Methods

**Integrative Program Courses**

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MMGT 5027	Making a Difference
MHTC 6124	Foundations of Organizational Change
MMGT 6530	Group Processes, Facilitation, and Intervention
MMGT 6532	Managing the Client-Consultant Relationship
MHTC 6122	Organizational Change Interventions: Theory, Design, and Implementation
MMGT 5026	Management and Organizational Behavior
MMGT 6518	Organizational Assessment and Diagnosis
MTCH 6524	Advanced Seminar in Organizational Change Management

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.

**Elective Courses**

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Students choose four electives, including one international or cross-cultural course. Students can use their electives to extend their general knowledge of organizational change management or develop an area of specialization. Students can follow one of the predefined specializations or define an individual specialization in consultation with a faculty advisor.

Sample Areas of Specialization:

- Global Management
- Leadership and Change

- Leading Sustainability
- Social Entrepreneurship

### Additional Information

Applicants must have a minimum of three years of organizational experience. Full-time students without relevant professional experience in the field or those planning a career change must complete a noncredit internship (minimum of 400 hours).

## Master of Science in Urban Policy Analysis and Management

### Program Office

72 Fifth Avenue, 5th Floor  
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### Alex Schwartz

Associate Professor and Program Chair  
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### Lauretha Slaughter

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### Jacqueline Hadley

Senior Secretary, Management and Urban Policy  
[jhadley@newschool.edu](mailto:jhadley@newschool.edu)

### Program Overview

The Urban Policy Analysis and Management program provides a project-based curriculum designed to give students a foundation in theory, technique, and practice. Using a variety of instructional approaches, including case analyses and actual policy and management issues posed by public officials and leaders of nonprofit organizations, the program exposes students to the settings and problems they are likely to face as professional analysts and managers.

To fulfill the master's degree requirements of 42 credits, students complete required core courses (6 credits) program core courses (21 credits) and five electives (15 credits).

### Core Courses

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MEFI 5060	Economics for Management and Public Policy
MTCH 5070	Quantitative Methods

### Program Courses

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

MHTC 5020	Political Economy of the City
MPLC 6516	Public Finance and Fiscal Management
MPLC 5040	Policy Analysis
MPLC 6526	Public Management
MTCH 6120	Laboratory in Issue Analysis (6 credits)
MTCH 6528	Advanced Seminar in Urban Policy Analysis and Management (capstone course).



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.

### **Noncredit Internship**

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Full-time urban policy students without previous related experience in the public policy field are required to complete a noncredit internship; the internship is optional for part-time students. This applies to career changers as well as students entering the program directly from college. Arranged by Milano's Office of Career Development and Placement, internships in appropriate agencies and firms place students with professionals in actual work settings. Many internships offer a stipend, and lead to valuable contacts for future employment. Most students intern during the summer between the first and second year of the master's program.

### **Capstone Experience**

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The urban policy program's thesis project consists of a Professional Decision Report (PDR) written for a client of the students' choosing, usually an official in a government agency or at a nonprofit organization. Clients do not have to be based in New York City. In this report, a 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, which involves small group discussions and individual faculty consultations. The Advanced Seminar is taken in the student's final or penultimate semester.

### **Electives**

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The program offers about 10 elective courses every semester. Students may also take as electives any graduate-level course offered by other programs of the New School, including but not limited to courses offered by other Milano programs. Students select their electives in consultation with a faculty advisor according to their individual academic and professional interests and goals.

### **Areas of Specialization**

The Urban Policy program has developed several clusters of elective courses that we recommend to students who need to develop a particular expertise. Students are not required to specialize. They also are

welcome to develop their own specializations by selection of electives. The following areas of specialization are currently defined:

- [Community Development Finance](#)
- [Economic and Workforce Development](#)
- [Finance](#)
- [Food and the Environment](#)
- [Global Management](#)
- [Global Urban Futures](#)
- [Housing and Community Development](#)
- [Leadership and Change](#)
- [Leading Sustainability](#)
- [Politics and Advocacy](#)
- [Social Entrepreneurship](#)
- [Social Policy](#)

See areas of specialization on the Milano School website for details, including suggested courses.

## PhD Program in Public and Urban Policy

### Program Office

72 Fifth Avenue, 6th Floor  
New York, NY 10011  
212.229.5400 x1503  
[MilanoPhD@newschool.edu](mailto:MilanoPhD@newschool.edu)

### David Howell

Director, PhD Program in Public and Urban Policy  
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[howell@newschool.edu](mailto:howell@newschool.edu)

### Academic Program

The PhD program has three main components: 60 credits of coursework, a qualifying examination, and a written dissertation. The 60 credits normally include 24 credits transferred from the master's degree program. The remaining 36 credits (12 courses) must be taken in residence.

### Core Course Requirements

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MPLC 7017	Political Economy and Public Policy Analysis I (PEPPA I)
MPLC 7016	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, chosen in consultation with the student's advisor
- Research Writing 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. Students who pass the examination and are eligible for the M.Phil degree can proceed to the dissertation proposal defense.

### Dissertation Proposal

The dissertation proposal consists of a 1) 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, normally consisting of three members of the university faculty, including one faculty member from outside the Milano School. The same committee will evaluate the completed proposal at the time of the student's oral defense.

### Doctoral Dissertation

The dissertation must be theoretically framed and methodologically sophisticated, consisting of original research and focus on a relevant policy issue.

## Post-Master's Professional Certificates

Leadership and Change  
Organizational Development  
Sustainability Strategies

The Milano School offers several certificate programs that allow students to continue their professional studies or pursue a new area of interest. These certificates are intended for students with graduate degrees who wish to acquire additional knowledge and receive recognition of advanced proficiency. A certificate program can be completed in two semesters of full-time study or in a year and a half of part-time study. New students are admitted for both the fall and the spring semesters. Students enrolled in relevant master's degree programs at The New School may concurrently pursue a certificate.

### Certificate in Leadership and Change

The Milano School has been a center of research and practice in leadership development, consultation and change, and progressive policy for more than 40 years. The Leadership and Change certificate emphasizes learning in action and provides tools, time, and structure for participants to apply the learning to their work.

Our program prepares students to critically assess methods for effecting change in many settings: communities, organizations, and social movements, to name a few. We challenge students to explore how their own personal identity and experience affect the ways they engage with those with whom they live and work. Students learn to transcend conventional wisdom and embrace new, proven models of change leadership.

An action-oriented, values-based approach allows students to test their ideas and skills in projects for real-world clients, discuss their experiences with faculty and fellow students, and return to their clients with new insights. Students benefit from a seasoned faculty of scholars and practitioners, peer-to-peer collaboration, and a curriculum that reflects current theory and practice.

### Curriculum

The Certificate in Leadership and Change is awarded upon successful completion of six courses (18 credits):

MHTC6124	Foundations of Organizational Change
MMGT6066	Leadership Perspectives and Practice

MMGT6520	The Science and Art of Leadership Development
MMGT6511	Leading Change Practicum

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

### Certificate in Organizational Development

The field of Organization Development continues to grow as a profession, and Milano has educated its practitioners for more than thirty years. Our certificate is designed for the professional already working in—or planning to enter—the field of organizational change management. After taking six fully integrated courses (five required and one elective), students engage in successful change initiatives or enter the field as internal and external OD practitioners.

The program addresses organizational development and effectiveness on three levels—individual, group, and system—and emphasizes the practical application of organizational development theory across the for-profit, nonprofit, and public sectors.

Post-Master's Certificate candidates come from diverse professional and educational backgrounds, including law (JD), business (MBA), education (MEd), psychology (MS and PhD), and social work (MSW).

### Curriculum

The Certificate in Organizational Development is awarded upon successful completion of an integrated curriculum consisting of six courses (18 credit).

MMGT 5026	Management and Organizational Behavior
MHTC 6124	Foundations of Organizational Change
MHTC 6122	Organizational Change Interventions: Theory, Design, and Implementation
MMGT 6020	Group Processes: Facilitation and Intervention
MMGT 6518	Organization Assessment and Diagnosis

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.

This post-master's certificate program prepares working and aspiring professionals in business, government, and nonprofit organizations to be planners, directors, and consultants in organizations that seek to define and implement sustainability as a value and a goal. The growing sustainability field offers opportunities in all sectors from environment-oriented nonprofits and emerging green industries to government planning and regulatory agencies.

Practitioners of sustainability strategies are boundary spanners, and certificate candidates come from diverse fields and disciplines, including law (JD), business (MBA and MS), public administration (MPA), architecture and design (MFA), and engineering and natural science (MS and PhD).

### **Curriculum**

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

MMGT 5016	Climate Change and Cities
MMGT 6067	Corporate Philanthropy and Social Responsibility
MEFI 6502	Elements of Finance and Capital Markets
MMGT 6168	Sustainability Perspectives and Practice
MMGT 6519	Leadership for Sustainability Strategies
One elective	

## **ENTRY REQUIREMENTS, MILANO SCHOOL OF INTERNATIONAL AFFAIRS, MANAGEMENT AND URBAN POLICY**

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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 regionally accredited college or university. Application forms and instructions are online at [www.newschool.edu/milano/admission](http://www.newschool.edu/milano/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 [Admission Events](#) or put your name on a mailing 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 deadlines are the following:

Spring: October 15

Fall:

MA/MS in International Affairs: January 15

All other MS and certificate programs : February 15

Final deadline: May 5

Students are admitted to the PhD program in fall semester only. A completed application must be received by January 15.

### **International Applicants and Other Applicants with Foreign Credentials**

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

All applicants with international transcripts must submit:

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

- a World Education Service (WES) course-by-course credential evaluation of any transcripts you plan to submit. Information about this service can be obtained by visiting [www.wes.org](http://www.wes.org). For other approved credential evaluation providers, see the National Association of Credential Evaluation Services (NACES) website at [www.naces.org](http://www.naces.org). Public and Urban Policy PhD applicants with international credentials must submit an evaluation as part of their application.
- the Test of English as a Foreign Language (TOEFL) score report (administered by the Educational Testing Service–ETS) is required of all international applicants with the exception of citizens of the UK, Ireland, Australia, New Zealand, Canada, or South Africa whose native language is English. The TOEFL score report must be submitted directly to The New School by ETS. The institution code for The New School is 2554; the department code is 83. A minimum score of 100 on the iBT, 250 on the computer-based exam, or 600 on the paper-based exam is required for admission to graduate study. An alternative to the TOEFL is the International English Language Testing System, IELTS (minimum score of 7.0 or better).

## **Transferring Credits**

Subject to approval, students may be able to transfer up to nine graduate-level credits for a 42 credit hour 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). The MS in International Affairs is a 30 credit program and has a maximum of 6 transfer credits.

The Associate Dean for Student Services evaluates the acceptability of transfer credits once you are matriculated in the Milano School. As minimum requirements, you must have received grades of B or better and the courses must have been taken within the last ten years.

The Office of the Registrar will post approved transfer credit to the student's transcript. Graduate students complete a Transfer of Credit Petition available at the registrar's office. The New School does not transfer grades or grade points from other schools. Credits only are transferred.

## THE SCHOOL OF LANGUAGE LEARNING AND TEACHING

**Gabriel Diaz Maggioli**, Chair of English Language Studies and Director of the MA TESOL program  
diazmagg@newschool.edu

**Marie-Christine Masse**, Interim Chair, Foreign Language Department

**Lesley Painter-Farrell**, Associate Director of MA TESOL  
painterl@newschool.edu

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

**Jackie Maffiore**, Executive Secretary  
maffiorj@newschool.edu

The School of Language Learning and Teaching at The New School for Public Engagement offers a graduate TESOL program designed to educate professionals who will raise the standards of both the language and the teaching of it. The New School program offers graduate teacher education in two specializations: Teaching and Curriculum Development.

The MA TESOL 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 has become the international language of finance, commerce, diplomacy, science, technology, and communication media. In the MA TESOL program, theoretical study is always connected to practical applications. Whether new to the profession or already working in the TESOL field, students can apply graduate study to professional development by working on challenging guided projects or a practicum. Either option enhances a student's résumé.

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, or online study can be combined with an intensive summer curriculum at the New School campus in New York City's Greenwich Village. Full-time students (those taking at least 9 credits per semester) working online can earn the master's degree in four terms (one and a half to two years). Students who complete the summer on-campus intensive can finish in three terms (one year). Students can also study on a part-time basis (6 or fewer credits per semester). Starting in Fall 2012, there will also be a number of courses offered on site.

The program's faculty and course developers are among the best, most experienced, and highly respected TESOL professionals in the world—teachers, writers, publishers, curriculum designers, and program administrators. The New School program is neither US- nor UK-centric, but rather reflects the global reality of the English language teaching profession today.

Note: The MATESOL prepares individuals for college and university-level English language teaching. It is not intended to prepare individuals for licensure in a profession licensed by the State Education Department.

## DEGREE REQUIREMENTS

**Master of Arts in Teaching English to Speakers of Other Languages** The graduate TESOL program is a 30-credit curriculum leading to the Master of Arts degree. All students must take the five core courses. The other five courses, including the practicum or professional project, are taken in one of two concentrations: Teaching or Curriculum Development.

### Core Courses

Language Analysis for Teachers: Phonology, Lexis, and Syntax	3 credits
Language Analysis for Teachers: Grammar and Discourse	3 credits
Principles of Language Learning and Teaching	3 credits
Sociolinguistics of English as a Global Language	3 credits
Culture, Intercultural Communication, and ESOL	3 credits
<b>Total</b>	<b>15 credits</b>

### 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 MA TESOL degree prepares students to teach English at all levels in a variety of contexts and provides the tools they need to reflect and build on their teaching experiences.

### **Program of Study**

MA TESOL Core Courses	15 credits
Methods and Materials for Teaching ESOL: Systems	3 credits
Methods and Materials for Teaching ESOL: Skills	3 credits
Teaching Practicum	3 credits
Electives (choose two): Learner Assessments Writing ESOL Materials Curriculum Development and Course Design English for Specific or Academic Purposes	6 credits

**Total** **30 credits**

### **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 elementary level. TESOL curriculum developers and consultants are needed almost everywhere. This concentration prepares teachers of ESOL and educational administrators for careers in local, state, national, and international organizations; agencies; and schools, public as well as private, that offer or sponsor English language studies. Students learn how to design, evaluate, update, and implement curricula for instruction and to create materials for a variety of educational contexts.

### **Program of Study**

MA TESOL Core Courses	15 credits
Curriculum Development and Course Design	3 credits
Learner Assessment	3 credits
Writing ESOL Materials	3 credits
Electives (choose two): Professional Project Methods and Materials for Teaching ESOL: Systems Methods and Materials: Skills English for Specific or Academic Purposes	6 credits

**Total** **30 credits**

### **Transfer Credits**

Students can apply to transfer a maximum of 6 credits earned in another accredited graduate program to meet MA TESOL elective requirements. The courses must conform to the guidelines set by the New School program. Credit transfer determinations are made by the English Language Studies Center after a student has matriculated into the MA TESOL program. Approved transfer credit will be posted to the student's transcript by the registrar's office. Graduate students complete a Transfer of Credit Petition available at the registrar's office. The New School does not transfer grades or grade points from other schools. Credits only are transferred.

### **Academic Planning and Advising**

Each student accepted into the MA TESOL program plans a schedule and sequence of courses with a faculty advisor that fits his or her level of experience, preferred pace, and particular interests. Questions about advising should be directed to

English Language Studies  
68 Fifth Avenue, 2nd floor  
New York, NY 10011  
Telephone: 212.229.5372  
Fax: 212.989.1127  
Email: [elsc@newschool.edu](mailto:elsc@newschool.edu)

### **Online Learning/The Online Environment**

Many MA TESOL courses can be taken online or on site. Online courses are offered through MyNewSchool, the university portal (enter at [my.newschool.edu](http://my.newschool.edu)). Online courses are located in a module called "MyCourses."

MA TESOL 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, and graphic elements and links to the Internet. Students post comments and answers to these materials on highly interactive discussion boards. These responses, along with those submitted by the instructor, create a dynamic learning platform. For more information about online study, visit [www.newschool.edu/online](http://www.newschool.edu/online).

### **Online Help and Support**

The New School offers an online orientation for those new to online learning. In the orientation, students learn about academic resources available in the web-based environment; the dynamics of online interaction; how to navigate the online classroom;

and how to communicate in the online classroom. The orientation is available for reference throughout the school year. Technical services support is available by telephone or email 24 hours a day, seven days a week at 212.229.2828.

## **On-Campus Summer Intensive**

With the summer intensive, students can finish the MA course requirements in as little as nine months, studying online full-time. This sequence of on-site and online study creates a strong collaborative learning community face-to-face that can be maintained online over the following year. The summer intensive can be a full-time or a part-time program. It includes seminars and guest speakers. Access the application and other information at [www.newschool.edu/matesol/summer-intensive](http://www.newschool.edu/matesol/summer-intensive).

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

### **Summer 2012 Intensive Courses on site**

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Culture, Intercultural Communication and ESOL – 4 weeks  
Language Analysis for Teachers Pronunciation, Lexis and Syntax – 4 weeks  
Teaching Practicum – 8 weeks  
Principles of Language Learning & Teaching – 8 weeks  
Methods and Materials for Teaching ESOL: Systems – 4 weeks  
Methods and Materials for Teaching ESOL: Skills – 4 weeks  
Learner Assessment – 8 weeks

### **Summer 2012 Intensive Courses online**

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Curriculum development and Course design  
Learner Assessment  
Methods and Materials for Teaching ESOL: Systems  
Methods and Materials for Teaching ESOL: Skills  
English for Specific or Academic Purposes  
Writing ESOL materials  
Teaching Practicum  
Sociolinguistics of English as a Global Language

Students taking the methods classes or the practicum in the summer intensive can complete their required practice teaching in the MA TESOL Summer Outreach program, which provides English classes to low-income communities.

## **Summer Housing**

Affordable housing is available in university residence halls on a first-come, first-served basis. You must apply separately for university housing. Visit

[www.newschool.edu/student-services/housing/summer-housing](http://www.newschool.edu/student-services/housing/summer-housing) for more information, or email [summerhousing@newschool.edu](mailto:summerhousing@newschool.edu) and identify yourself as a New School MA TESOL student.

## **Foreign Language Study**

MA TESOL students are eligible to audit one foreign language course per semester free of charge, provided they are actively earning credit toward a graduate degree. Having chosen a course, contact Chrissy Roden, the Director of Academic Student Services in the Dean's Office of The New School for Public Engagement, [rodenc@newschool.edu](mailto:rodenc@newschool.edu), to schedule a registration appointment

## **MA TESOL ONLINE CAREER CENTER**

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The MA TESOL Program offers students and graduates information, support and guidance on finding and securing a TESOL job. The online Career Center is a dedicated site developed and managed by the MA TESOL faculty where students and graduates can find job offers and get support developing their resumes 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.

## **ENTRY REQUIREMENTS, THE SCHOOL OF LANGUAGE LEARNING AND TEACHING**

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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 regionally accredited 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 deadline. Only completed applications received by the priority deadline will be considered for the upcoming academic term: June 1 (for fall entry), November 1 (for spring entry), and April 1 (for summer entry).

Application forms and requirements are found at [www.newschool.edu/matesol/application-instructions](http://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/matesol/admission/](http://www.newschool.edu/matesol/admission/).

### **International Applicants and other Applicants with Foreign Credentials**

In addition to fulfilling the standard admission requirements as described on the program site, applicants with foreign credentials must submit as applicable:

Official documents in the original language, including proof of conferral of degrees or diplomas. If the documents are in a language other than English, a certified English translation must be included.

A World Education Service (WES) course-by-course credential evaluation of any transcripts you submit. Information about this service can be obtained by visiting [www.wes.org](http://www.wes.org). WES is preferred; for other approved credential evaluation providers, see the National Association of Credential Evaluation Services (NACES) website at [www.naces.org](http://www.naces.org).

The Test of English as a Foreign Language (TOEFL) score report administered by the Educational Testing Service (ETS) is required of all applicants who are not U.S. Citizens or Permanent Residents, with the exception of citizens of the United Kingdom, Ireland, Australia, New Zealand, Canada, and South Africa whose native language is English. The TOEFL score report must be submitted directly to The New School by ETS. The institution code for The New School is 2521; the department code is 83. A minimum score of 100 on the iBT, 250 on the computer-based exam, or 600 on the paper-based exam is required for

admission to graduate study. Acceptable alternatives to the TOEFL are the Cambridge Advanced Certificate of Proficiency in English (minimum score of C or better) or the Cambridge International English Language Testing System, IELTS (minimum score of 7.0 or better).

### **Information for International Students**

This school is authorized under federal law to enroll non-immigrant alien students. The MA TESOL program can be completed online without entering the United States, but international students who plan to come to New York to study on campus must have a proper visa before they will be permitted to register. Consult with an admission counselor about visa requirements.

## THE SCHOOL OF MEDIA STUDIES

**Anne Balsamo**, Dean

**Sumita Chakravarty**, Associate Dean  
[chakravs@newschool.edu](mailto:chakravs@newschool.edu)

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**Paul Hardart**, Director, MS and Graduate Certificate in Media Management  
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**Deanna Kamiel**, Director, Graduate Certificate in Documentary Studies  
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**Janelle McKenzie**, Director of Administration  
[mckenzij@newschool.edu](mailto:mckenzij@newschool.edu)

Media studies has been described as the liberal arts of the 21st century. The School of Media Studies is at once a hub, laboratory, arena, 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 to entrepreneurial and management processes. Integral to the School's 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 inter-linked. Thus students can choose to be either generalists or specialists, 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, the students organize an academic conference, *Critical Themes in Media Studies*, which brings together scholars from all over the world. They publish *Immediacy*, an online journal on media and culture. They exhibit their projects at regularly scheduled media shows: RUFF CUTS (film/video works-in-progress), FINE CUTS (finished works), and BETA (media works-in-progress). Two annual juried exhibitions give our students exposure to the world of media outside the university: Mixed Messages, a multimedia show, and the Hirshon Invitational Film Show.

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

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

- Media Pedagogies for Social Change: Activating Classroom Student and Community in the 21<sup>st</sup> Century
- Networked Mortality[:] Perceptions and Projections of Death in Digital
- Bundled, Buried and Behind Closed Doors: Visiting New York City's Concentrated Internet Infrastructure
- (Instead?) Exploring the Online Forums of Columbian Newspapers
- (Instead?) The Expert 2.0: How Blogging has Challenged the Notion of the Expert
- Media Theory of Viral Marketing

### Academic Planning and Advising

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

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

primary function of the academic advisor is to guide the student in:

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

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

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

## Online Courses/The Online Environment

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

## Online Help and Support

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

## Foreign Language Study

Media Studies students are eligible to audit one foreign language course per semester free of charge, provided they are actively earning credit toward a graduate degree. Having chosen a course, contact Chrissy Roden, the Director of Academic Student Services in the Dean's Office of The New School for

Public Engagement, [rodenc@newschool.edu](mailto:rodenc@newschool.edu), to schedule a registration appointment

## Internships

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

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

The internship coordinator for the Media Studies graduate program is J.J. Grob, [grobj@newschool.edu](mailto:grobj@newschool.edu). [Download an Internship Application.](#)

## Independent Study/Production

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

Prerequisite: completion of 18 credits in residence at The New School, including appropriate production courses in the case of an independent production. Proposals must be submitted at least two weeks prior to registration to allow sufficient time for evaluation. Independent projects are normally pursued in fall and spring semesters with members of the full-time faculty. Please consult the director of graduate studies before developing any proposal for a summer independent project or with an adjunct faculty member as advisor.

## **DEGREE REQUIREMENTS, MASTER OF ARTS, MEDIA STUDIES**

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

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

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

## **THE CURRICULUM**

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

## **REQUIRED COURSES**

- Understanding Media Studies
- Media Studies: Ideas
- Media Practices: Concepts

## **MEDIA METHODS ELECTIVES**

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

- Documentary Research Methods (3 credits)
- Methods of Rhetorical Analysis (3 credits)
- The Design Process (3 credits)

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

\*Others may be offered in the future.

## **Focus Areas**

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

## **Social Media and Social Change**

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

A sampling of courses:

- Art as Social Practice
- Collaboration in Networked Environments
- Programming for Sustainability
- Fundamentals of the Sociology of Media
- Virtual Learning Environments
- Race, Ethnicity and Class in Media
- Media, Corporate Responsibility and The Law
- Media Education Lab
- Media Literacy

- Media Ethics
- Photography and Social Change
- Political Communication
- Projects in Advocacy Media
- Social Media: Content, Communication and Culture

Cross-listed courses offered by the graduate program in International Affairs:

- Global Youth Media
- Media in Peacebuilding
- News Media and Culture: Purveyors of International Affairs
- New Media and Global Affairs

## Media Management

Students learn how to tackle challenges posed by new media technologies and evolving corporate structures, the key areas of business communication and convergence in the 21st century. Courses address industry perspectives, media management and leadership, media economics, information technologies, competitive strategies, and corporate responsibility.

Students can earn a Certificate in Media Management in addition to the master's degree by completing 12 credits in this focus area and writing a synthesis paper. Those who complete the certificate curriculum gain valuable experience analyzing and writing case studies and leading and participating in group projects. They are mentored by the management program's distinguished faculty and build networks with their peers in the industry.

A sampling of courses:

- Business Strategies for Social Media
- Competitive Strategies and the Brand Component
- Media Industry Perspectives: Educational Media
- Market Research for Media Managers
- Digital Media: Strategy and Implementation
- Film Distribution and New Media
- Managing Creativity
- Media, Corporate Responsibility and the Law
- Media Economics
- Media Industry Perspectives: Digital Media
- Media Management and Leadership
- Media Sales and Sales Management

- Music Business in Media
- New Media Ethics

## Media and the Urban Environment

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

A sampling of courses:

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

## Transnational Media Studies

We live in a highly globalized world, and new media technologies have been central to its formation. The phenomenal increase in cultural traffic and human contact across space and time are addressed in their variety and complexity in this focus area. From transnational filmmaking to celebrity construction and fan cultures, mail-order brides and online dating, international social movements and citizen journalism, the topics examined in courses reflect key contemporary developments and offer opportunities for globally-inflected projects. Drawing on a wide range of methodologies and perspectives, transnational media studies reflects a paradigm shift in the humanities and social sciences, and is integral to the international bent of the Media Studies program. Moreover, this focus area is supported by a partnership with the New School's graduate program in International Affairs, and every semester a number

of International Affairs courses are cross-listed in Media Studies.

A sampling of courses:

- Political Economy of Media
- Human Rights and Media
- Globalization and Media
- World Film Cultures: Stardom
- Transnational Cinema
- Media, Culture, and Power in International Communication
- Projects in Advocacy Media

Cross-listed courses offered by the graduate program in International Affairs:

- Global Youth Media
- Media in Peacebuilding
- News Media and Culture in International Affairs
- New Media and Global Affairs
- News Media: Purveyors of International Affairs

## Documentary Studies

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

A sampling of courses:

- New Directions in Documentary
- Documentary: Its Art and History
- Documentary Research Methods
- Regarding Style in Documentary
- Media Practices: Time-Based for Documentary
- Directing Documentary
- Projects in Digital Video Editing for Documentary
- Film Distribution and New Media
- Documentary as Social Practice

## Film and Video

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

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

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

Film Form and Practice sequence:

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

A Sampling of related courses:

- Aesthetics of Editing
- Projects in Digital Video Editing
- Jean-Luc Godard: Art/Theory

## Sound Studies and Acoustic Environments

One might say that sound studies is in the DNA of The New School and radical pedagogy: Hanns Eisler, Aaron Copland, and John Cage were members of our faculty. The New School auditorium on West 12<sup>th</sup> Street (now named the John L. Tishman Auditorium) served as a prototype for the modern acoustics of Radio City Music Hall. Whether in music or in conjunctions with dance, architecture, and film, various engagements with sound have been informed by the critical and socially engaged thinking of The New School. Given the university's rich history of sound scholarship and production and its location in

New York City (home to a vibrant music scene and the many of the world's largest media companies as well as to a polluted acoustic ecology, the plague of most metropolitan areas), The New School is favorably situated to engender progressive, interdisciplinary sound research, teaching, and practice. In fulfilling their MA degree requirements, students focusing in Sound Studies and Acoustic Environments take Fundamentals of Sound Studies, two audio production courses, and three sound seminar electives. Through this complement of courses, students realize in praxis and through cross-divisional collaboration the radical ideals of The New School's founders.

### **A Sampling of Courses:**

- Audio Experiments
- Film, Music, Culture
- Imagining Language
- Oral History Workshop
- Music and the Ideal: Resonance and Belief
- Music Business in Media
- Popular Music
- Projects in Multi-sensorial Spaces
- WNSR: Radio Lab
- Radio Narratives
- Sound and Image
- Sound Objects

### **Media Design**

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

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

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

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

Practice courses:

- Media Practices: Design
- Media Practices: Time-Based
- Media Practices: Interactive
- Project courses:
- Projects in Motion Design
- Projects in Multi-Sensorial Spaces
- The Producer's Craft
- Web Technologies for Media Projects

### **Special Research Topics**

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

A sampling of courses:

- Media Literacy
- Digital Media Theory
- Gender, Culture and Media
- Race, Ethnicity and Class in Media
- Political Economy of Media
- Mediation and Antimediation
- Fundamentals of the Sociology of Media

### **MASTERS OF SCIENCE, MEDIA MANAGEMENT (MS)**

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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 of The New School for Public Engagement, the graduate program in media management is open-minded, interdisciplinary, and

future oriented. Students will explore the principles of management and the practices across today's communications industries—television, movies, music, advertising, news, games, social media--while also continuing to embrace change and evolving platforms.

## The Curriculum

The program teaches:

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

The course of study is flexible, with a broad selection of electives and a thesis or project (3 credits). You can study full-time or part-time. You can take classes at The New School in New York's Greenwich Village or online from anywhere in the world or in combination. 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.

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

## GRADUATE CERTIFICATES

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

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

### Documentary Media Studies

The certificate program in Documentary Media Studies is an opportunity to study documentary history, theory, and practice in a small, intensive program in New York City, the world's documentary

capital. This full-time graduate program is designed to be completed in one year.

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

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

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

For more information, visit  
[www.newschool.edu/docstudies/](http://www.newschool.edu/docstudies/).

### Media Management

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

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

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

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

For more information, visit:  
[www.newschool.edu/mmp/](http://www.newschool.edu/mmp/).



## **ENTRY REQUIREMENTS, THE SCHOOL OF MEDIA STUDIES**

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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 from a regionally accredited college or university.

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

Join the [Media Studies mailing list](#) to receive additional program information and important announcements.

New students are admitted for the fall and spring semesters. Priority deadlines are February 15 for fall 2013 and November 1 for spring 2013.

### **Transfer Credits**

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

### **International Applicants and Other Applicants with Foreign Credentials**

All applicants with international transcripts must submit:

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

- a World Education Service (WES) course-by-course credential evaluation of any transcripts you plan to submit. Information about this service can be obtained by visiting [www.wes.org](http://www.wes.org). For other approved credential evaluation providers, see the National Association of Credential Evaluation Services (NACES) website at [www.naces.org](http://www.naces.org).
- the Test of English as a Foreign Language (TOEFL) score report (administered by the Educational Testing Service—ETS) is required of all international applicants with the exception of citizens of the UK, Ireland, Australia, New Zealand, Canada, or South Africa whose native language is English. The TOEFL score report must be submitted directly to The New School by ETS. The institution code for The New School is 2554; the department code is 83. A minimum score of 100 on the iBT, 250 on the computer-based exam, or 600 on the paper-based exam is required for admission to graduate study. Alternatives to the TOEFL are the Cambridge Advanced Certificate of Proficiency in English (minimum score of C or better) or the Cambridge International English Language Testing System, IELTS (minimum score of 7.0 or better).

### **Information for International Students**

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

## THE SCHOOL OF WRITING

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**Jackson Taylor**, Associate Director  
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**Luis Jaramillo**, Associate Chair  
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**Laura Cronk**, Associate Director  
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For more than 80 years, the New School has been a vital center for writing and the instruction of writing in New York City.

The School of Writing offers the opportunity to study the craft of writing under the direction of master teachers who are themselves distinguished practitioners. The approach emphasizes the study of literature as a dynamic artistic discipline, a creative activity, rather than as a field for historical analysis or an object for interpretation, as in English, literary studies, or comparative literature departments. For their workshops and 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 the full complexity of a work, and resisting critical narrowness, insularity, and reductionism.

Inside the School of Writing, you will find a renowned MFA Program in Creative Writing, with concentrations in fiction, poetry, nonfiction, and writing for children, as well as an innovative curriculum for undergraduates, ranging from the Riggio Honors Program: Writing & Democracy to an extensive roster of on-campus and on-line workshops and seminars open to both continuing education students and students enrolled in the School of Undergraduate Studies. The School of Writing also hosts an extensive series of readings and other lively public events.

In the classroom and through our public programs, the School of Writing seeks to animate and intensify the writer's life. Our motto is inevitably Beckett's – "Ever tried. Ever failed. No matter. Try again. Fail again. Fail better."

## DEGREE REQUIREMENTS

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### Creative Writing (MFA)

All applicants to the MFA program declare a concentration in one of four areas: fiction, poetry, nonfiction, or writing for children. Students are required to enroll in workshops within their concentration, but they may elect literature seminars both outside and within their field of study.

Applicants with substantial accomplishment in more than one area of concentration may apply for a dual concentration but must then 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 pursue an additional year of residence in the secondary field. They must submit a separate thesis project for each concentration.

The MFA program is a 36-credit course of study, with four concentrations as mentioned above: fiction, nonfiction, poetry, and writing for children. Writing workshops are balanced with literature seminars for the first three semesters. Workshops are always in students' concentrations, but those interested in taking some literature seminars outside of their chosen field may elect to do so.

During each of their first three terms, students enroll in one writing workshop (4 credits) in their area of concentration and one literature seminar (4 credits) and must participate in the Writer's Life Colloquium (1 credit). In the final term of residence, students continue the Writer's Life Colloquium while working closely with an advisor or advisors in independent study leading to the completion of both a Writing Thesis (4 credits) and a Literature Project (4 credits) within their concentration.

The Writer's Life Colloquium requirement is met by participation in a minimum of eight 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 below and visit the website, [www.newschool.edu/writing](http://www.newschool.edu/writing).

The creative writing graduate program is designed to be completed in two years of full-time study. All courses meet at the Greenwich Village campus of The New School. Courses and most Writer's Life Colloquium events are conveniently scheduled in the

evenings. At this time, part-time study is not an option.

## Academic Planning and Advising

Each student is assigned a faculty advisor, who is a member of the teaching faculty whose interests in some way match the student's as articulated in the application materials. The function of the academic advisor is to assist the student in:

- refining his or her educational goals and interests
- reviewing his or her academic progress

During their first semester, students meet with their advisors to initiate an informal and extended conversation about their long-range goals. Students must meet with their advisors at least once a year to plan their course schedules and confirm their progress toward completing the degree.

## THE CURRICULUM

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### Writing Workshops

The New School Writing Program follows the workshop method of teaching: An experienced writer-teacher gives guidance to students by focusing on their manuscripts and on the creative acts of revision and self-editing through workshops and individual conferences. This program provides a framework and sustained blocks of time for students to focus intensively on developing their craft and creating a substantial body of work. Graduate writing workshops meet once a week in two-hour evening sessions, Monday through Thursday. 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.

#### Nonfiction

Class sessions are principally devoted to reading and discussing students' nonfiction, usually in the form of personal reminiscence, reflective essay, reportage, and biography. Students learn how to choose a subject; develop a sense of structure, tone, style, and personal voice; and attend to such techniques as characterization, dialogue, imagery, metaphor, and dramatic development, as well as to the skills of interviewing and documentary research.

#### Writing for Children

Class sessions are principally devoted to reading and discussing students' writings for children in the form of stories, picture book texts, 8-12 fiction or nonfiction, and teenage fiction or nonfiction. Students explore the techniques and strategies of writing and producing books for children, and learn to find voices and forms for their writing and to express their ideas in styles appropriate for children's interests at different ages. Students initiate and develop projects of their own choosing.

#### 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-hour sessions. Like the writing workshops, seminars are conveniently scheduled in two-hour evening sessions, Monday through Thursday.

#### The Writer's Life Colloquium

Graduate writing students at The New School participate in an ongoing colloquium of visiting writers, editors, writing teachers, publishers, and literary agents. This 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 carries 1 point of credit each term,

and involves special readings, craft seminars, teaching lectures, publication discussions, and visiting writer residencies arranged exclusively for the MFA candidates. Active participation in the colloquium consists of attendance at a minimum of eight events.

## 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, nonfiction, or writing for children.

Thesis requirements for each concentration are as follows:

- **Poetry:** a manuscript of 40 to 60 pages of individual poems, poetic sequences, or a long poem
- **Fiction:** a manuscript of 70 to 100 pages of short stories, a novella, or a novel-in-progress
- **Nonfiction:** a manuscript of 70 to 100 pages of reflective essays, reportage, memoir, biography, or a book-in-progress
- **Writing for Children:** a manuscript of 50 to 70 pages of stories or other fiction or nonfiction, or a completed children's book in a state appropriate for publication

Each thesis 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, alongside 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 usually 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 submitted to the director of the Writing Program for final approval.

## THE WRITER'S LIFE IN NEW YORK CITY

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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 and so many 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, and, every year, a host of distinguished writers take part in a wide variety of events that enhance the classroom experience for our students. The program enjoys lively collaborations with the Poetry Society of America, the Academy of American Poets, PEN, 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 100 literary events each academic year. Every fall, The New School hosts the National Book Award reading, and in the spring presents the National Book Critics Circle Award reading and hosts the gala awards ceremony the following night. Recently, a festival was staged in honor of poet John Ashbery, a tribute to *New Yorker* editor Alice Quinn, and the Ghana Writers Conference reading. The New School Writing Program also believes writers must engage all arts—hence film festivals spotlighting Samuel Fuller, Edgar G. Ulmer, and experimental documentaries; celebrations of writer/artists Manny Farber and Joe Brainard; a lecture series on music and democratic speech, curated by Greil Marcus; a series of talks on the Constitution in Crisis featuring Cass Sunstein, Eric Foner, Elaine Scarry, and Bryan Stevenson; and Robert Pinsky reading his poems as part of a quartet with musicians Vijay Iyer, Ben Allison, and Andrew Cyrille.

The New School demonstrates its commitment to progressive publishing through literary evenings devoted to anthologies and journals like *The Believer*, *Tin House*, *Conjunctions*, *McSweeney's*, *Fence*, *Granta*, *Open City*, *BOMB*, *Artforum*, *Agni*, *Best American Poetry*, and *Best American Movie Writing*.

The Writing Program 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. New School writing students have recently heard such established and emerging writers, critics, and artists 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 Kliesenborg, Mary Karr, Jonathan Safran Foer, Nick Flynn, Percival Everett, Philip Gourevitch, Brenda Hillman, Charles Simic, Ann Lauterbach, and John Edgar Wideman.

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-copy chapbook press run published by The New School. Many of these chapbooks have subsequently led to book contracts and full-length publications.

## What Our Alumni Are Doing

The achievements of our graduates are so varied and numerous that we can only urge you to visit the Alumni and Friends section of our website at [www.newschool.edu/writing/](http://www.newschool.edu/writing/) for a sample of their books, CDs, stories, poems, and essays; the notable literary journals they have launched; and the lively reading series they curate.

## FOREIGN LANGUAGE STUDY

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Graduate students in the writing program are eligible to audit one foreign language course per semester free of charge, provided they are actively earning credit toward their graduate degree. Having chosen a course, contact Chrissy Roden, the Director of Academic Student Services in the Dean's Office of The New School for Public Engagement, [rodenc@newschool.edu](mailto:rodenc@newschool.edu), to schedule a registration appointment requirements

## ADMISSION

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The New School Creative Writing program is based on the principle that writing is a skill that can be learned through practice. Good writers can come from any background. We are a community that 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 from a regionally accredited college or university 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 advance to graduate-level study. The contents of your portfolio will depend on the concentration for which you are applying.

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](http://www.newschool.edu/writing).

## International Applicants and other Applicants with Foreign Credentials

In addition to fulfilling the standard admission requirements as described on website, applicants with foreign credentials must provide, as applicable:

- Official documents in the original language, including proof of conferral of degrees or diplomas. If the documents are in a language other than English, a certified English translation must be included.
- A World Education Service (WES) course-by-course credential evaluation of any transcripts you submit. Information about this service can be obtained by visiting [www.wes.org](http://www.wes.org). WES is preferred; for other approved credential evaluation providers, see the National Association of Credential Evaluation Services (NACES) website at [www.naces.org](http://www.naces.org).
- The Test of English as a Foreign Language (TOEFL) score report administered by the Educational Testing Service (ETS) is required of all applicants who are not U.S. Citizens or Permanent Residents, with the

exception of citizens of the United Kingdom, Ireland, Australia, New Zealand, Canada, and South Africa whose native language is English. The TOEFL score report must be submitted directly to The New School by ETS. The institution code for The New School is 2521; the department code is 83. A minimum score of 100 on the iBT, 250 on the computer-based exam, or 600 on the paper-based exam is required for admission to graduate study. Acceptable alternatives to the TOEFL are the Cambridge Advanced Certificate of Proficiency in English (minimum score of C or better) or the Cambridge International English Language Testing System, IELTS (minimum score of 7.0 or better).

### **Information for International Applicants**

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### **Transfer Credits**

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

## FACULTY

Charles Allison  
MBA, Harvard U.  
Associate Professor of Professional Practice, Urban  
Policy Analysis and Management

Anthony Anemone  
PhD, U. of California, Berkeley  
Associate Professor of Foreign Languages and  
Literature

Peter Asaro  
PhD, U. of Illinois at Urbana-Champaign Assistant  
Professor of Media Studies

Jonathan Bach  
PhD, Syracuse U.  
Associate Professor Global Studies

Anne Balsamo  
PhD, U of Illinois at Urbana-Champaign  
Professor of Media Studies

Beatrice Banu  
PhD, CUNY  
Professor of Philosophy

Carolyn Berman  
PhD, Brown U.  
Associate Professor of Literature

Deirdre Boyle  
MSW, NYU  
Associate Professor of Media Studies

Robert Buckley  
PhD, U. of Kentucky  
Senior Fellow of International Affairs

Dawnja Burris  
MA, NSSR  
Assistant Professor of Media Studies

Patricia Carlin  
PhD, Princeton U  
Associate Professor of Writing

Paolo Carpignano  
D. Litt., U. of Rome  
Associate Professor of Media Studies  
Sumita Chakravarty  
PhD, U. of Illinois at Urbana-Champaign  
Associate Professor of Media Studies

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PhD, Fordham U.  
Associate Professor of Management

Michael Cohen  
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Professor of International Affairs

Nevin Cohen  
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Assistant Professor Environmental Studies

Celesti Colds Fechter  
PhD, NSSR  
Lecturer of Social Sciences

Stephen Collier  
PhD, U. of California, Berkeley  
Associate Professor of International Affairs

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Assistant Professor Global Studies

Dennis Derryck  
PhD, Fordham U.  
Professor of Professional Practice

Peter Eisinger  
PhD, Yale U.  
Henry Cohen Professor, Urban Policy Analysis and  
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MBA, Columbia University  
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Assistant Professor of Filmmaking

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Instructor of Spanish

Alec Gershberg  
PhD, U. of Pennsylvania

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Sam Gonzales  
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Christine Luneau-Lipton  
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PhD, Harvard U.  
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Tracyann Williams  
PhD, The Graduate Center of CUNY  
Lecturer of Literature

Tiphanie Yanique  
MFA, U. of Houston  
Assistant Professor of Writing

## ACADEMIC POLICIES AND PROCEDURES

### ADMISSION

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The new School for 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.

Priority deadlines:

Spring: October 15

Fall:

- MA/MS in International Affairs: January 15
- All other MS and certificate programs : February 15
- Final deadline: May 5
- Students are admitted to the PhD program in fall semester only. A completed application must be received by January 15.

### International Applicants and Other Applicants with Foreign Credentials

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

All applicants with international transcripts must submit:

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- a World Education Service (WES) course-by-course credential evaluation of any transcripts you plan to submit. Information about this service can be obtained by visiting [www.wes.org](http://www.wes.org). For other approved credential evaluation providers, see the National Association of Credential Evaluation Services (NACES) website at [www.naces.org](http://www.naces.org). Public and Urban Policy PhD applicants with international credentials must submit an evaluation as part of their application.

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

### OFFICE OF ADMISSION

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Merida Escandon, Director  
Robert MacDonald, Director  
Courtney Malenius, Associate Director  
Henry Watkin, Associate Director  
Anita M. Christian, Assistant Director  
Coralee M. Dixon, Assistant Director  
Sharon Greenidge, Assistant Director  
Harold Respass, Admission Counselor  
Rachel Sasao, Admission Counselor  
Naomi Spencer, Office Manager

### 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  
Milano School of International Affairs, Management and Urban Policy  
The New School for Public Engagement  
72 Fifth Avenue, 3rd Floor  
New York, NY 10011  
phone: 212.229.5630 or 800.862.5039  
fax: 212.627.2695

For school-specific information, contact the liaison for the school of your interest.

### School of Undergraduate Studies Liaison:

Cory J. Meyers, Associate Director  
[MeyersC@newschool.edu](mailto:MeyersC@newschool.edu)

### Milano School Liaison:

Merida Escandon,  
[escandom@newschool.edu](mailto:escandom@newschool.edu)  
[milanoadmissions@newschool.edu](mailto:milanoadmissions@newschool.edu)

### **School of Language Learning and Teaching Liaison:**

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[nsadmissions@newschool.edu](mailto:nsadmissions@newschool.edu)

### **Media Studies Liaison:**

Cory J. Meyers, Associate Director,  
[MeyersC@newschool.edu](mailto:MeyersC@newschool.edu)  
[nsadmissions@newschool.edu](mailto:nsadmissions@newschool.edu).

### **School of Writing Liaison**

Cory J. Meyers  
[MeyersC@newschool.edu](mailto:MeyersC@newschool.edu)

### **Apply Online**

Detailed instructions on how to apply can be found on the website at [www.newschool.edu/](http://www.newschool.edu/).

Our admission staff is available to discuss any program, admission, or financial aid questions you may have.

## **TRANSFERRING CREDITS**

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The Office of the Registrar will post approved transfer credit to the student's transcript. Graduate students complete a Transfer of Credit Petition available at the registrar's office. The New School does not transfer grades or grade points from other schools. Credits only are transferred.

## **ADVISING**

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Advising at The New School for Public Engagement 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 varies on a school by school basis.

### **Advising Responsibilities**

- To be accessible to students to through office hours and appointments
- To know curricular requirements for degree programs
- To interpret and implement NSPE and university policies and procedures
- To assess students' needs and make appropriate referrals
- To maintain accurate student records

- To abide by FERPA regulations
- To maintain professionalism by being knowledgeable of the larger NSPE 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 NSPE and the university
- To regularly check academic records and maintain current contact information through [my.newschool.edu](http://my.newschool.edu)
- To activate and regularly check university GroupWise 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

## **GRADES AND RECORDS**

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### **Grade Reporting**

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

Numerical values of grades are as follows:

A = 4.0 B+ = 3.3 C+ = 2.3 D = 1.0

A- = 3.7 B = 3.0 C = 2.0 F = 0.0

B- = 2.7 C- = 1.7 WF = 0.0

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

W = Withdrew

I = Temporary incomplete

N = Permanent incomplete

P = Pass (credits count toward degree)

U = Unsatisfactory (credits do not count toward degree)

AP = Approved (non-credit certificate)

NA = Not approved (non-credit certificate)

GM = Grade not reported

### Grade of W

The grade of W may be issued by the registrar to any 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. A grade of W may also be issued by an instructor to a graduate student (except at Parsons and Mannes) who fails to complete course requirements and does not arrange for a grade of Incomplete.

### Grade of WF

The grade of WF is issued by an instructor to a student (any undergraduate student or a graduate student at Parsons or Mannes) who has not attended or not completed all required work in a course but did not officially withdraw before the withdrawal deadline. It differs from "F," which indicates that the student technically completed requirements but that the level of work did not qualify for a passing grade. The WF is equivalent to an F in calculating the grade point average (zero grade points), and no credit is awarded.

### Grades of Incomplete

The grade of I, or Temporary Incomplete, may be granted to a student under unusual and extenuating circumstances, such as when the student's academic life is interrupted by a medical or personal emergency. This mark is not given automatically but only upon the student's request and at the discretion of the instructor. A Request for Incomplete form must be completed and signed by student and instructor. The time allowed for completion of the work and removal of the "I" mark will be set by the instructor with the following limitations:

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

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

### 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). After that time has elapsed, all grades recorded in the registrar's office become a permanent part of the academic record, and no changes are permitted.

### Grade Appeal Policy

Students may petition for review of any grade up to 60 days after the grade was issued. Before deciding to appeal, the student must request an informal explanation of the basis of the grade from the instructor. If the student is not satisfied with the explanation, the student may pursue the matter as follows:

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

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

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

## Academic Transcripts

An official transcript carries the registrar's signature and The New School seal, and documents a student's permanent academic record at the university. Students may have a transcript mailed to the address of their choosing (including other colleges and institutions) by submitting an official request to the Office of the Registrar. This can be done online at MyNewSchool, or by downloading the [transcript request form](#). Standard transcript services are free of charge. Transcripts are not issued for students with outstanding debts to the university.

## ACADEMIC STANDING AND PROGRESS

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### Degree Completion Term Limits and Extensions of Time

Students must complete degree requirements within five years for the master's degree. Term limits for the PhD are: ten years at The New School for Social Research and eight years at the Milano School of International Affairs, Management, and Urban Policy.

Students who fail to complete their degree requirements within the designated time limit are not permitted to register again unless an extension of time is obtained. Extensions of time may be granted based on a petition submitted by the student and assessed by the student's academic department. To petition, the student must outline work completed toward the degree and a plan for completion of the degree. If the extension of time is not granted, the student will be dismissed from the program.

## Attendance and Lateness

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

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

## Religious Absences/Equivalent Opportunity

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

## Retaking a Course

With approval, graduate students with a grade of B- or below and undergraduate students with a grade of F or WF in a course are eligible to retake the course and have the original grade removed from the cumulative GPA. 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.

## 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 for a minimum of 9 credits in a semester. Half-time status is defined as enrollment for 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.

### **Leaves of Absence**

Students in good academic standing may petition for a leave of absence. Students taking a leave of absence should meet with the Director of Academic Student Services Chrissy Roden (rodenc@newschool.edu) and complete the official Exit Form. Leaves of absence are typically approved for one or two semesters, depending on the curriculum and academic requirements of the program. 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 and must return to their home countries during the period of a leave. International students should consult International Student Services when contemplating a leave of absence.

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

If unable to return to study as planned, the student must contact the appropriate academic affairs officer immediately to request an extension of the leave.

## Change of Major or Program

A School of Undergraduate Studies 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 a member of the School of Undergraduate Studies staff. If a School of Undergraduate Studies 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.

## Withdrawal from a Degree Program

Students who wish to withdraw completely from the university must meet with the academic affairs officer in their school and complete the official Exit Form. (At The New School for Public Engagement, this is Chrissy Roden, rodenc@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 of absence
- applied but was not approved for a leave of absence
- was approved for a leave of absence but did not return to within the approved time frame
- withdrew formally or informally from a program of study

## Graduation

### Requirements for Graduation

To earn an undergraduate degree, students must have a minimum 2.0 cumulative GPA and have completed departmental requirements.

To earn a graduate degree, students must have a minimum 3.0 cumulative GPA and have completed departmental requirements. Doctoral programs may require a cumulative GPA above 3.0.

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

### Petitioning to Graduate

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

#### *For January graduation*

Prior to October 1            No fee

After October 1    \$20 late fee

After November 1            \$50 late fee

The final deadline to petition is November 15.

#### *For May graduation*

Prior to February 15            No fee

After February 15            \$20 late fee

After March 15    \$50 late fee

The final deadline to petition is March 30.

### Degree Conferral and Issuing of Diplomas

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

### The Commencement Ceremony

The graduation ceremony for both May and January graduates is held in May. 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.

## **NEW SCHOOL ALUMNI**

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Graduates of the The New School are cordially invited to take advantage of free admission to selected public programs; invitations to private events and receptions hosted by degree programs, the dean, and the university president; and reading privileges at the Fogelman, Gimbel, and Scherman libraries, as well as networking and professional development opportunities. Alumni also receive and are invited to contribute to the alumni newsletter. For more information, visit [www.newschool.edu/alumni](http://www.newschool.edu/alumni) or contact Francisco Tezén, director of development, 212.229.5662, [nsalumni@newschool.edu](mailto:nsalumni@newschool.edu).

New School Public Engagement graduates are encouraged to utilize The New School's office of career development. For more information, visit [www.newschool.edu/student-services/career-development-services](http://www.newschool.edu/student-services/career-development-services), or email [careers@newschool.edu](mailto:careers@newschool.edu).

Milano alumni can continue their participation in the Milano community by offering informational interviews and career advice to current students, appearing on alumni panels to discuss career paths, attending school reunions and other networking events and contributing to the New School Annual Fund.

The Milano Office of Career Development and Placement offers services for life to alumni. Contact Carol Anderson, Director of Career Development and Placement, 212.229.5400 x.1109, [andersoc@newschool.edu](mailto:andersoc@newschool.edu).

## FINANCIAL INFORMATION

### TUITION AND FEES

Tuition is charged on a per-credit basis.

- The 2011–2012 rate for the School of Undergraduate Studies is \$1,015 per credit.
- The 2012-2013 rate for the Milano School is \$1,310 per credit.
- The 2011–2012 rate for the MA TESOL program is \$1,230 per credit.
- The 2011-2012 rate for the graduate program in Media Studies is \$1,230 per credit.

Most courses require the purchase of books. In some cases, students will incur additional costs for necessary materials or equipment.

The University Services Fee is \$130 per academic term. This fee covers registration services, ID, access to libraries and university computer centers, and transcripts of record, among other services.

A fee of \$5 per semester supports the University Student Senate.

In fall and spring terms, all students are automatically charged a Health Insurance fee (\$1,021 for fall 2012; \$1,498 for spring 2013) and Health Services fee (\$295 per semester in 2012–2013).

Graduate students may waive these fees if they do not wish to be enrolled in the student health insurance plan by completing the Online Waiver form by the waiver deadline.

Undergraduate students must be covered by basic medical insurance. All undergraduate students will be automatically enrolled in the university health insurance plan and the annual premium, pro-rated, will be added to their registration fees each fall and spring semester. Undergraduate students who have their own insurance need to complete a Student Health Insurance Waiver to waive the Health Insurance Fee by the waiver deadline. Students enrolling for fewer than 6 credits in a semester may waive these fees by submitting the Student Health Waiver.

### Estimated Cost of Attendance and Determining Eligibility

The Student Aid Report (SAR) allows Student Financial Services to determine a student's eligibility for institutional scholarship awards and federal aid programs. The expected student contribution and aid from other sources are subtracted from the student expense budget to determine the individual student's financial need. Thus, a simple expression of the financial aid equation is represented by the following formulation: Student Expense Budget – Available Resources = Need.

Your student expense budget, also known as your Cost of Attendance (COA), is the foundation on which eligibility for student financial assistance is determined. Federal laws regulating the disbursement of funds to students receiving Title IV aid (including Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Academic Competitiveness Grant, William D. Ford Direct Student Loans, Federal Perkins Loans, and Federal Work-Study awards), dictate the expense items that can be included when calculating COA budgets. Allowable expenses for the period of enrollment are tuition and fees, books and supplies, room and board, other personal expenses, transportation costs, and federal loan fees.

#### Typical School Year Expenses 2011–2012 Academic Year

##### Full-Time On-Campus Resident, Undergraduate Program

Tuition \$ 24,360

(Based on 12 credits in fall and spring terms;

additional credits charged at \$1,015/credit)

University Services Fee \$ 260

Divisional Services Fee \$ 30

Student Senate Fee \$ 10

Student Health Insurance \$ 2,053

Health Services Fee \$ 570

Room\* \$ 12,260

Board\*\* \$ 3,000

Personal Expenses\*\* \$ 1,550

Transportation\*\* \$ 936

Books and Supplies\*\* \$ 920

Total \$ 45,949

\*Actual-on-campus housing charges may vary.

\*\*Estimates only; actual expenses will vary.

**Typical School Year Expenses (based on the 2011–2012 Academic Year)**

**Full-Time On-Campus Resident, Milano School**

Tuition: \$23,580

Based on 9 credits in fall term and 9 in spring term.  
(Additional credits are charged at \$1,310/credit.)

University Services Fee	\$	260
Student Senate Fee	\$	10
Student Health Insurance	\$	2,053

Health Services Fee†	\$	570
Room*	\$	12,260
Board**	\$	3,000
Personal Expenses**	\$	1,550
Transportation**	\$	936
Books and Supplies**	\$	920
<b>Total</b>	<b>\$</b>	<b>45,139</b>

\*Average; campus housing charges vary .

\*\*Estimates; actual expenses vary

† Subject to change. Graduate students may decline this service by completing the Online Waiver Form.

**Typical School Year Expenses 2011–2012 Academic Year**

**Full-Time On-Campus Resident, MA TESOL**

Tuition: graduate \$ 22,140

Based on 9 credits in fall term and 9 in spring term.  
(Additional credits are charged at \$1,230/credit.)

University Services Fee	\$	260
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Student Senate Fee	\$	10
Student Health Insurance	\$	2,053
Health Services Fee	\$	570
Room*	\$	12,260
Board**	\$	3,000
Personal Expenses**	\$	1,550
Transportation**	\$	936
Books and Supplies**	\$	920
<b>Total</b>	<b>\$</b>	<b>43,669</b>

Average; campus housing charges vary (includes the annual nonrefundable \$250 deposit).

\*\*Estimates; actual expenses will vary.

**Typical School Year Expenses (based on the 2011–2012 Academic Year)**

**Full-Time On-Campus Resident, School of Media Studies**

Tuition: \$22,140

Based on 9 credits in fall term and 9 in spring term.  
(Additional credits are charged at \$1,230/credit.)

University Services Fee	\$	260
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Student Senate Fee	\$	10
Student Health Insurance	\$	2,053
Health Services Fee	\$	570
Room*	\$	12,260
Board**	\$	3,000
Personal Expenses**	\$	1,550
Transportation**	\$	936
Books and Supplies**	\$	920

<b>Total</b>	<b>\$</b>	<b>43,699</b>
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\*Average; campus housing charges vary (includes the annual nonrefundable \$250 deposit).

\*\*Estimates; actual expenses will vary.

**Typical School Year Expenses 2011–2012 Academic Year**

**Full-Time On-Campus Resident, School of Writing**

Tuition: \$25,150

(Additional credits are charged at \$1,390/credit.)

University Services Fee	\$	260
Student Senate Fee	\$	10
Student Health Insurance	\$	2,053
Health Services Fee	\$	570
Room*	\$	12,260
Board**	\$	3,000
Personal Expenses**	\$	1,550
Transportation**	\$	936
Books and Supplies**	\$	920
<b>Total</b>	<b>\$</b>	<b>46,709</b>

\*For on-campus housing; actual charges will vary from student to student; charges include a nonrefundable \$250 deposit.

\*\*Estimates only; actual expenses will vary.

**Additional Information**

To learn more about tuition, fees, educational expenses, billing and payment, and rules and regulations governing aid eligibility visit the website at [www.newschool.edu/student-services/financialaid](http://www.newschool.edu/student-services/financialaid) visit Student Financial Services at 72 Fifth Avenue (lower level), call 212.229.8930, or email [sfs@newschool.edu](mailto:sfs@newschool.edu).

## **SCHOLARSHIPS AND AWARDS**

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

Milano School students may be eligible for various other university fellowships and awards. Admitted students who file a financial aid application are considered for all applicable scholarships. Certificate students are not eligible for New School scholarships but are eligible for government and private loans if they are U.S. citizens or permanent residents.

Peace Corps alumni may be eligible for a competitive renewable Peace Corps fellowship that can cover up to 60 percent of tuition. There is no separate application for the Peace Corps fellowship. Qualified applicants must provide a Description of Services (DOS) with their admission application in order to be considered.

For more information, read the “Financing Solutions Guide” (PDF) available on the [university website](#).

### **Fulbright Program**

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

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

At The New School, International Student Services supports the Fulbright Program by acting as liaison between the academic divisions and IIE, ordering and posting publicity, application materials, and supplementary information from IIE, organizing an annual meeting with the IIE representative for Fulbright U.S. Student Programs to discuss opportunities for New School students, collecting basic information about potential applicants and transmitting it to the divisions, acting as receiving

agent for applications and other forms, and providing logistical support. For more information, contact International Student Services at 212.984.5327 or [ISS@newschool.edu](mailto:ISS@newschool.edu).

## **STUDENT FINANCIAL SERVICES**

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The New School provides a comprehensive program of financial services for degree-seeking students, including significant institutional scholarship support to eligible students on the basis of merit and need.

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

### **Scholarships and Grants**

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

### **Loans**

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

### **Work Programs**

Federal Work-Study Program

### **Other Programs**

Federal aid to Native Americans  
Veterans benefits

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

Student Financial Services works with students and families of all income levels to explore financing

options. Eligible students may apply for assistance under the following federal, state, and institutional aid programs.

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-services](http://www.newschool.edu/student-services) or by contacting:

Student Financial Services  
The New School  
72 Fifth Avenue (lower level)  
New York, NY 10011  
Phone: 212.229.8930  
[sfs@newschool.edu](mailto:sfs@newschool.edu)

### **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.

## **HOW TO APPLY FOR FINANCIAL AID**

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

the FAFSA enables Student Financial Services to receive a need analysis report or Student Aid Report (SAR) electronically.

### **University Scholars Program**

This need-based program is designed to recruit and retain a diverse student body. Degree students in all academic divisions 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.

### **Donor Scholarships**

Thanks to the generosity of participating philanthropic organizations, The New School has several scholarship funds for continuing and entering students targeted to specific communities. Three donor scholarships available to School of Undergraduate Studies students are described below.

- Bernard Osher Foundation Reentry Scholarships aid high-achieving adult students (ages 25–50) who are returning to finish their degrees after being out of school five years or more; community college transfer students are welcome to apply.
- Charlotte W. Newcombe Scholarships for Mature Women Students help women (ages 25 and older) who are returning to finish their degrees after a hiatus from a previous institution; community college transfer students are welcome to apply.
- John Howard Kersner Memorial Scholarships in Theater and Performing Arts aid students whose educational and career interests are in the performing arts.

These competitive scholarships are awarded annually based on need and merit. Application deadlines, procedures, and eligibility requirements are announced regularly on the program site.

### **Community College Scholarships**

The New School offers two scholarships specifically for community college graduates. Both awards are renewable annually provided students maintain satisfactory academic progress.

**Phi Theta Kappa Scholarships:** Members of PTK who graduated from community college with a GPA of 3.7 or better are recognized for academic achievement. Three scholarships of \$2,000 each are awarded every year.

**New School Academic Opportunity Grants:** These scholarships recognize liberal arts graduates of community colleges who demonstrate various qualities that The New School believes contribute to the strength and diversity of its student body. In addition to academic merit and financial need, factors such as age, ethnicity, employment experience, and volunteer activities are considered in making the awards. Awards range from \$2,500 to \$5,000 per year and are available for part-time and full-time study.

## **School of Undergraduate Studies Scholarships**

All students admitted to the School of Undergraduate Studies who complete the FAFSA or Undergraduate International Aid application are automatically considered for applicable institutional scholarships.

Scholarships are available to students in the School of Undergraduate Studies enrolled at least half-time who demonstrate financial need and academic excellence. In recent years, awards under this program have ranged from \$500 to \$6,650. For more information, visit Tuition and Financial Aid, located in the Admission area of the program site, [www.newschool.edu/bachelorsprogram](http://www.newschool.edu/bachelorsprogram).

## **LaGuardia Presidential Scholarships**

The LaGuardia Presidential Scholars program provides \$3,500 annual awards to undergraduate students. The School of Undergraduate Studies selects candidates annually from among students who meet the following prerequisites: transferred into the program with at least 60 credits in liberal arts subject areas; have demonstrated strong academic achievement and community involvement and leadership; reside in the New York City area; are U.S. citizens or permanent residents; and have filed for federal and state financial aid.

LaGuardia Presidential Scholars must enroll for a total of at least 18 credits over each academic year (fall, spring, and summer terms), maintain a 3.0 GPA, and complete the bachelor's degree within four years.

## STUDENT LIFE

### COMMUNICATION WITH STUDENTS

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#### MyNewSchool

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

#### 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.

### STUDENT SERVICES

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

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

- Student Development
- Recreation and Intramural Sports

To find out more about Student Services, visit [www.newschoo.edu/studentsservices](http://www.newschoo.edu/studentsservices).

#### Student Housing and Residence Life

The New School has living and learning spaces for undergraduate and graduate students with amenities to suit individual needs and budgets. All residences and some apartment facilities are fully furnished and staffed by professional residence hall directors and student resident advisors. Through the enthusiasm and creativity of the resident advisors, 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 facilities have 24-hour security coverage, and our staff 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.

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 in the Student Housing office. Student Housing will provide a compilation of current listings on request. The "Off-Campus Housing Resource Guide" provides information about New York City and its neighborhoods and the ins and outs of the local real estate market. Workshops and one-on-one sessions with the staff are also available. For more information, visit [www.newschoo.edu/studentsservices](http://www.newschoo.edu/studentsservices).

#### Meal Plans

Students can enroll in a university meal plan or take advantages of dining facilities on campus on a cash basis. (Students living in certain residence halls are automatically enrolled in a meal plan.) For more information, visit [www.newschoo.edu/studentsservices](http://www.newschoo.edu/studentsservices).

#### Campus Crime Reporting and Statistics

The Security and Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. Anyone wishing to review the university's current crime statistics may access them through the website for the Department of Education: [ope.ed.gov/security](http://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.

## **Student Health Services**

Student Health Services provides counseling and medical services, promotes student wellness and health, and administers the Student Health Insurance Plan. All degree, diploma, visiting, mobility, graduate certificate, and non-matriculating students in undergraduate and graduate degree programs, including students taking courses only online, are automatically charged a Health Services Fee at registration.

A Medical Services staff of physicians, nurse practitioners, physician assistants, nurses, and office assistants is available to provide treatment for illnesses or injuries, routine health care, and medical advice. The Counseling Services staff of licensed psychologists, clinical social workers, an art therapist, and a psychiatrist provides emotional support and psychological counseling in a supportive environment, working with each student client on a reasonable and helpful plan of action to address the student's concerns. The Wellness and Health Promotion program empowers students, connects them to information, resources, and support, cultivates healthy attitudes, skills and behaviors, and fosters a culture on campus that values health. Professional health educators meet with students one-on-one, offer workshops, and provide interactive programs on a variety of topics, including but are limited to stress reduction, money management, time management, meditation, acupressure, nutrition and cooking, physical activity, smoking cessation, harm reduction, sexual health, HIV/AIDS, depression, sexual assault, and interpersonal violence. For more information visit [www.newschool.edu/student-services/health](http://www.newschool.edu/student-services/health).

## **Student Health Insurance**

The university offers students a comprehensive health insurance plan that includes coverage for emergencies, hospitalization, and regular outpatient visits. The Student Health Insurance Plan provides easy access to health care services locally, nationally, and globally. For complete information about the Student Health Insurance Plan, visit [www.newschool.edu/student-services/health](http://www.newschool.edu/student-services/health). All eligible students are automatically enrolled at registration.

## **Waivers**

Students may be eligible to decline the insurance plan by submitting the Online Waiver Form before

EVERY fall semester by the posted deadline (or before spring semester for students entering in the spring). Access the Online Waiver Form by going to [www.universityhealthplans.com](http://www.universityhealthplans.com) (select the "New School" link). To learn more about the Student Health Insurance Plan and your financial responsibility if you do not waive the insurance, visit the Student Health Services section of the university website.

## **New School Career Development**

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

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

## **International Student Services**

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

The mission of International Student Services is to help international students from other countries reach their full potential and have positive experiences at The New School. Along with the rest of the university community, International Student Services promotes diversity and respect for cultures from all over the world. The office offers workshops, handouts, and other programs, as well as advice and support. Every international student has access to one-on-one advising. For more information, please visit [www.newschool.edu/student-services](http://www.newschool.edu/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 submit medical documentation to Student Disability Services. The staff will advise you on policies and procedures and discuss available support and accommodations. For more information, visit [www.newschool.edu/student-services/disability](http://www.newschool.edu/student-services/disability).

## University Student Senate

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

## Intercultural Support/HEOP

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

## Social Justice Committee

The Office of the Provost, 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. Visit [www.newschool.edu/provost/social-justice](http://www.newschool.edu/provost/social-justice) to learn more.

## ACADEMIC RESOURCES AND FACILITIES

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The New School is located in New York City's Greenwich Village, with a few facilities elsewhere in Manhattan. For a campus map and building hours visit [www.newschool.edu/about](http://www.newschool.edu/about).

### Libraries

New School libraries offer a full array of workshops and lab classes for students and faculty. Individual reference appointments are available upon request from students and faculty. For information about the New School libraries and the Research Library Consortium of South Manhattan, described below, visit [www.library.newschool.edu](http://www.library.newschool.edu).

### New School Libraries

Fogelman Social Science and Humanities Library

Gimbel Art and Design Library

Scherman Music Library

Kellen Archives

Visual Resource Center

### Research Library Consortium Libraries

New York University

- Avery Fisher Center for Music and Media
- Elmer Holmes Bobst Library
- Library of the Courant Institute of Math Sciences

Cardozo Law Library of Yeshiva University

The Cooper Union Library

New York Academy of Art

The New-York Historical Society

## **Blackboard**

Blackboard is the virtual “classroom” used for online and many on-campus courses. Log in by selecting the Blackboard icon at [my.newschoo.edu](http://my.newschoo.edu).

## **University Writing Center**

The University Writing Center helps students become better expository writers, offering individual tutoring sessions in every phase of the writing process, from brainstorming ideas to developing an outline or rough draft to revising and editing. In addition, the Center provides mathematics tutoring, ESOL support such as speech and pronunciation, and tutoring in graduate-level academic writing for students enrolled in MA and PhD programs.

The Writing Center works both by appointment and on a walk-in basis. All sessions start on the hour and are 50 minutes long. To schedule an appointment or for more information visit [www.newschoo.edu/writingcenter](http://www.newschoo.edu/writingcenter).

## **Computing Facilities**

Students have access to the latest technology in the labs and work spaces operated by the office of Academic Technology. For locations of facilities and hours of operation, visit [www.newschoo.edu/at](http://www.newschoo.edu/at). Features 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
- Print output center for photographic quality standard and large-format printing
- Specialty scanners (oversized, slide, film, and drum)

Questions about AT labs, the equipment center, the print output center, and AT-supported presentation classrooms should be directed to the Academic Technology staff: Email [at@newschoo.edu](mailto:at@newschoo.edu) or call 212.229.5300 ext. 4538.

## **Wireless Internet**

The New School provides free wireless Internet access throughout the campus. For information visit [www.newschoo.edu/at/network/wireless](http://www.newschoo.edu/at/network/wireless).

## **University Help Desk**

The University Help Desk is the point of contact for students, faculty, and staff requiring assistance or information on all university computing issues.

Contact the Help Desk Monday–Friday, 8:30 a.m. to 5:30 p.m.

Telephone: 212.229.5300 ext. 2828

Email: [helpdesk@newschoo.edu](mailto:helpdesk@newschoo.edu)

## **Other Resources**

### **Barnes and Noble Booksellers**

105 Fifth Avenue at 18th Street

212.675.5500

[www.barnesandnoble.com/textbooks](http://www.barnesandnoble.com/textbooks)

New and used textbooks for most courses are available for purchase at the Barnes and Noble store on 18th Street.

### **The Foundation Center**

79 Fifth Avenue, 2nd floor

212.620.4230

[www.fdncenter.org](http://www.fdncenter.org)

Students pursuing foundation funding for their education (or for research projects) can contact the reference librarians at the Foundation Center. To learn more about these resources, visit the [www.fdncenter.org](http://www.fdncenter.org).

## UNIVERSITY POLICIES

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

### REGISTRATION

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

#### Immunization Requirement

New York State requires that matriculated students enrolling for six or more credits (including equivalency credit) who were born on or after January 1, 1957, provide the university with documentation of their immunity to measles, mumps, and rubella. All students must also affirm that they have read the material distributed by the university on meningococcal disease and either plan to get an immunization, have documentation of having had a meningococcal immunization, or decline the immunization in writing.

All new students receive in their admission packet an immunization and meningitis documentation form that must be completed and submitted prior to registering for classes. Students who do not submit the form will not be allowed to register.

Information about the measles, mumps, and rubella immunization requirements and meningococcal disease is posted at [www.newschool.edu/studentaffairs/health](http://www.newschool.edu/studentaffairs/health).

#### 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.

#### Registration Procedures

Registration procedures at The New School vary by school. Students should refer to the Registration Information website ([www.newschool.edu/reginfo](http://www.newschool.edu/reginfo)) each semester for detailed registration instructions specific to their school, as well as relevant policy information. Students should follow the registration procedures outlined by their school.

Note the following specifics regarding registration procedures:

Exact dates for advising and registration will be provided by the student's department. Generally, new students register over the summer (for the fall term) or in January (for the spring term). Continuing degree students register in April for the following fall and summer terms, and in November for the following spring term.

- All course registrations must be approved by a departmental advisor before a student registers, and then submitted to the registrar's office through MyNewSchool or in person. Students who register for a course without an advisor's approval will be asked to drop the course, and may be administratively withdrawn from the course.
- Student Financial Services emails continuing degree students a schedule of classes and a single invoice for tuition and fees several weeks before the start of the semester. Students should verify the accuracy of the schedule. A student is not registered, and will not receive credit, for courses not appearing on the schedule. Registration is not complete until payment or payment arrangements have been made.
- Students who do not register or who do not make payments by the stated deadlines (see below) will incur late fees. Deadlines for completing registration will not be extended because of delays in clearing registration holds (which may be imposed for reasons including non-payment of tuition, late fees, or for failure to submit vaccination forms).

#### Registration Holds

In the event that a student fails to satisfy requirements for documentation or payment, the appropriate university office will place a hold preventing further registration. Students should check MyNewSchool at least two weeks prior to registration to see if any holds have been placed on their account. MyNewSchool will indicate the type of hold and the appropriate office to contact to resolve the hold. The deadlines for completing registration will not be extended because of delays in clearing holds, and students will be subject to any applicable late fees.

#### Adding, Dropping, and Withdrawing From Courses

To add, drop, or withdraw from a course, students must contact their academic advisor for approval and instructions. All course changes must be submitted to the Office of the Registrar through MyNewSchool or

in person. No course change is effective until this step is complete.

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

Deadlines for adding, dropping, and withdrawing from courses are as follows (see the Academic Calendar for exact dates for each semester):

Adding a course: through the 2nd week of the semester (late-starting courses may be added after the deadline with an advisor's permission).

Dropping a course (deleted from student's academic transcript): through the 3rd week of the semester

Withdrawal with a grade of W noted on transcript (no academic penalty; see Grades)

- Undergraduate students: through the 7th week of the semester.
- Parsons, Mannes graduate students: after the 7th week of the semester

Withdrawal with a grade of WF noted on academic transcript (equivalent to an F; see Grades)

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

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

Attendance in class or completion of course requirements does not constitute formal registration and will not make a student eligible to receive credit for any course. Likewise, failure to attend classes, failure to complete coursework, failure to complete payment, or notification of the instructor, does not constitute official withdrawal and may result in a permanent grade of WF on the student's record.

## Pass/Fail Registration

Students have the option of taking certain courses as pass/fail, or P/U. In order to take a class pass/fail, a Petition for Graduate Pass/Fail Grade must be approved by the instructor. The petition must be filed at the registrar's office by the end of the semester's "add period." Such petitions cannot be filed retroactively. If the student has opted for pass/fail, only a grade of P or U may be assigned. Grades of P/U will not be included in the cumulative grade point average.

## Auditing Courses

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

## Billing and Payment

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

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

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

Wire Transfer: For information on how to wire transfer funds to The New School, please sign on to MyNewSchool (click the "Student" tab, then in the "Student Financial Services" channel, click "Wire transfer information").

Students who do not have access to MyNewSchool, please email Student Financial Services for instructions. Only students who have been admitted and deposited can send funds by wire.

### **Returned Check Fee**

If for any reason a check does not clear for payment after being deposited, a penalty of \$30 is charged to the student's account. The university cannot presume that the student has withdrawn from classes because the check has not cleared or has been stopped; payment and penalty remain due. Payment for the amount of the returned check and the \$30 returned check fee must be made with cash, a certified bank check, or a money order. Another personal check is not acceptable. A penalty (ten percent of the balance) is charged if payment for a returned check is not received within four weeks. If a second check is returned, all future charges must be paid with cash, a certified bank check, or a money order; personal checks will no longer be accepted.

### **Late Registration and Late Payment Fees**

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

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

*Fall semester:* Students registered for the fall semester are required to make arrangements to pay by August 10. Failure to do so will result in a late payment fee of \$150. Students who register after August 10 will be charged a late registration fee of \$150.

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

*Appeals:* Students who are charged the late payment fee or late registration fee and have extenuating circumstances that warrant a review of the fee may appeal by writing a letter stating their case and attaching appropriate documentation.

The appeal must be received prior to October 15 for the fall term or prior to February 15 for the spring term. The fee must be paid before the appeal can be reviewed. If the appeal is granted, a refund will be issued. The appeal should be sent to

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

### **Deferral of Payment for Approved Financial Aid**

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

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

For additional information, contact Student Financial Services.

### **Deferral of Payment for Employer Reimbursement**

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

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

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

Authorization letters and forms should be faxed to 212.229.8582; mailed to The New School, attention Third Party Billing, 79 Fifth Avenue, 5th floor, New York, NY 10003; or brought in person to the cashiering office at 72 Fifth Avenue. Payment may be made online at MyNewSchool.edu by ACH or credit card, or by faxing a credit card authorization along with the deferral form to 212.229.8582. Payment of all charges is the responsibility of the student. The student is liable for any and all deferred charges that the employer does not pay for any reason. The student's liability is not contingent on receiving grades, receiving passing grades, or completing courses. For answers to questions regarding employer reimbursement, email [sfs@newschool.edu](mailto:sfs@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/studentervices](http://www.newschool.edu/studentervices) and select Billing and Payment.) Payment of the \$150 participation fee and any balance of tuition and university fees not covered by the authorization letter must be made prior to or submitted with the deferment forms. Deferred charges must be paid in full by February 1 for the fall semester, June 15 for the spring semester, and August 15 for the summer term.

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

### Monthly Payment Plan

The New School offers a monthly payment plan, which is accessible through MyNewSchool. It enables students or their families to pay interest-free monthly installments toward tuition, fees, and housing. The monthly payment plan allows you to maximize your savings and income by spreading your education expenses over four or five monthly payments each semester. Many students and families find monthly installments more manageable than one lump payment each semester.

The payment plan is not a loan so there are no credit checks. It is available for the fall and spring semesters. (This payment plan is not available for summer charges).

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

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

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

### 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 withdrawal, a percentage of tuition may be refunded. 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. Housing fees are subject to the terms stated in the housing contract:

#### University Refund Schedule for Degree Students

When Course is dropped	% of Tuition Refunded
Before semester begins	100%
Within first week of semester	90%
Within second week of semester	80%
Within third week of semester	70%

Within fourth week of semester	60%
After fourth week of semester	No refund

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

Student financial aid may be affected when 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 questions regarding their account.

Students receiving federal financial aid who withdraw officially or unofficially from all classes are subject to a Title IV recalculation of aid. Federal aid eligibility is re-determined based on the student's last date of attendance in class, using a proportional calculation through 60 percent of the payment period. Title IV recalculations may result in the loss of all or some federal loans and federal grants. Students subject to recalculations 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.

## **ACADEMIC INTEGRITY AND HONESTY**

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### **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 students’ 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 divisions/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.

## **OTHER UNIVERSITY POLICIES**

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### **Equal Employment and Educational Opportunity**

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

Inquiries concerning the application of the laws and regulations concerning equal employment and educational opportunity at The New School (including Title VI-equal opportunity regardless of race, color or national origin; Section 504-equal opportunity for the disabled; and Title IX-equal opportunity without regard to gender) may be referred to: The Office of the General Counsel, The New School, 80 Fifth Avenue, Suite 800, New York, New York 10011. Inquiries may also be referred to: the Office of Federal Contract Compliance Programs, U.S. Department of Labor, 23 Federal Plaza, New York, NY 10278, 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, 201 Varick Street, Suite 1009, New York, NY 10014. For individuals with hearing impairments, EEOC's TDD number is 212.741.3080.

Students or Employees who believe they have been discriminated against on the basis of a disability may contact their Division's Dean Office, their Department Director, or the Office of the Senior Vice-President for Human Resources and Labor Relations, who is the University Disability Official.

### **Statement of Ethical Responsibility for Research Involving Human Subjects**

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

### **Campus Crime Reporting and Statistics**

The Security and Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. Anyone wishing to review the university's current crime statistics may access them through the website for the Department of Education, [ope.ed.gov/security](http://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.

### **Academic Freedom: Free Exchange of Ideas**

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

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

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

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

## **Intellectual Property Policy**

Under The New School's Intellectual Property Policy, the university shall have a nonexclusive, royalty-free, worldwide license to use works created by its students and faculty for archival, reference, research, classroom, and other educational purposes. With regard to tangible works of fine art or applied art, this license will attach only to stored images of such work (e.g., slides, videos, digitized images) and does not give the university a right to the tangible works themselves. With regard to literary, artistic, and musical works, this license will attach only to

brief excerpts of such works for purposes of education. When using works pursuant to this license, the university will make reasonable efforts to display indicia of the authorship of a work. This license shall be presumed to arise automatically, and no additional formality shall be required. If the university wishes to acquire rights to use the work or a reproduction or image of the work for advertising, promotional, or fundraising purposes, the university will negotiate directly with the creator in order to obtain permission.

## **Use of Photographs**

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

## **Family Educational Rights and Privacy Act**

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

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

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

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

*The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.*

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

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

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

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

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

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

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

*The right to file a complaint with the U.S. Department of Education concerning alleged failures*

*by the university to comply with the requirements of FERPA.*

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

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

## **The 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 2011–2012 academic year, the university reports the “persistence rate” for the year 2010 (i.e., the percentage of all freshmen studying full time in fall 2010 who were still studying full time in the same degree programs in fall 2011). This information can be found under the common data set information on the Office of Institutional research website at [www.newschool.edu/admin/oir](http://www.newschool.edu/admin/oir).

## ABOUT THE UNIVERSITY

### UNIVERSITY LEADERSHIP

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David E. Van Zandt, President  
Tim Marshall, Provost and Chief Academic Officer  
Frank Barletta, Senior Vice President for Finance and Business  
Pamela Besnard, Vice President for Development and Alumni Relations  
Stephanie Browner, Dean, Eugene Lang College The New School for Liberal Arts  
Carol S. Cantrell, Senior Vice President for Human Resources and Labor Relations  
Lia Gartner, FAIA, LEED AP, Vice President for Design, Construction and Facilities Management  
Bob Gay, Vice President of Enrollment Management  
Richard Kessler, Dean, Mannes College The New School for Music  
Rosemary Mathewson, Senior Vice President for Distributed and Global Learning  
Roy P. Moskowitz, General Counsel and Vice President for Legal Affairs  
Martin Mueller, Executive Director, The New School for Jazz and Contemporary Music  
Pippin Parker, Director, The New School for Drama  
Shelley E. Reed, Senior Vice President for Information Technology  
Linda Abrams Reimer, Senior Vice President for Student Services  
Bryna Sanger, Deputy Provost and Senior Vice President for Academic Affairs  
Michael Schober, Dean, The New School for Social Research  
David Scobey, Executive Dean, The New School for Public Engagement  
Steve Stabile, Vice President for Finance and Business and Treasurer  
Peter Taback, Vice President for Communications and External Affairs  
Joel Towers, Executive Dean, Parsons The New School for Design  
Bob Kerrey, President Emeritus

### THE NEW SCHOOL IN BRIEF

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The New School was established in 1919 as a center of lifelong education, founded on the principle of intellectual and artistic freedom. Its founders were a group of prominent progressive scholars including Charles Beard, John Dewey, and James Harvey Robinson. True to its name, The New School has evolved continuously since its inception in response to the changing universe of ideas, career

opportunities, and human curiosity. What began as a non-degree-granting school for working adults has become an innovative urban university offering some of the nation's most respected programs in the liberal arts, the social sciences, art and design, the performing arts, and public administration. Students from across the country and around the world enroll in The New School's diverse degree, certificate, and continuing education programs. They are taught by a renowned faculty of artists, scholars, and professionals and enjoy access to the rich resources of one of the world's great cities. As The New School approaches its 100th anniversary, the ideals of its founders continue to be reflected in the achievements of its students, faculty, and alumni.

### THE DIVISIONS OF THE NEW SCHOOL

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#### Eugene Lang College The New School for Liberal Arts

[www.newschool.edu/lang](http://www.newschool.edu/lang)  
65 West 11th Street, New York NY 10011 |  
212.229.5665

Eugene Lang College is The New School's four-year liberal arts college for traditional-age undergraduates. The college began in 1972 as the Freshman Year Program, an experimental program for high school seniors. It became the Seminar College, a full-time bachelor's program, in 1975 and a separate division of the university in 1985. This bold experiment in undergraduate education is named in honor of New School trustee Eugene M. Lang, a generous supporter of the college. Students at Eugene Lang College enjoy small seminar-style classes taught by a faculty of prominent scholars, many of whom are also affiliated with the graduate departments of The New School for Social Research. The college's location in the center of a major metropolitan area offers its students opportunities for civic engagement and internships available to students of few other small liberal arts schools.

#### Mannes College The New School for Music

[www.newschool.edu/mannes](http://www.newschool.edu/mannes)  
150 West 85th Street, New York, NY 10024 |  
212.580.0210

Founded in 1916 by David Mannes and Clara Damrosch, Mannes College became part of The New School in 1989. Mannes is one of the leading classical music conservatories in the world, providing

professional training for a select group of talented student musicians. A comprehensive curriculum and a faculty of world-class artists enable students to attain virtuosity in vocal and instrumental music, conducting, composition, and theory. Students also enjoy access to the resources of the university as a whole and opportunities for civic engagement in New York City. Mannes offers undergraduate and graduate music degrees and professional diplomas. Mannes also has a community extension program for adult learners and a preparatory program for children.

## **The New School for Drama**

[www.newschool.edu/drama](http://www.newschool.edu/drama)

151 Bank Street, New York, NY 10014 |  
212.229.5150

The New School has been a center of innovation in theater since Erwin Piscator brought his Dramatic Workshop here from Europe in the 1940s. His students included Marlon Brando, Walter Matthau, Harry Belafonte, Elaine Stritch, and Tennessee Williams. Piscator established a tradition of excellence in theater education that continues at The New School today. The New School for Drama began in 1994 as a program to train talented individuals for careers in the theater as actors, directors, and playwrights. The New School's New York City setting offers students abundant opportunities to learn through observation and make professional connections through the broadest theater career network in the United States.

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

[www.newschool.edu/jazz](http://www.newschool.edu/jazz)

55 West 13th Street, New York, NY 10011 |  
212.229.5896

In 1986, The New School established an undergraduate program offering talented young musicians the opportunity to study with professional artists from New York City's peerless jazz community. The teaching model is based on the tradition of the artist as mentor: Our students study and perform with some of the world's most accomplished musicians. They are immersed in the history and theory of and latest developments in jazz, blues, pop, and the ever-evolving genres of contemporary music. Learning takes place in classrooms, student ensembles, one-on-one tutorials, public performances, and master classes. Students develop their creative talents to meet the high standards of professional musicianship exemplified by the legendary faculty.

## **The New School for Public Engagement**

[www.newschool.edu/publicengagement](http://www.newschool.edu/publicengagement)

66 West 12th Street, New York, NY 10011 |  
212.229.5615

The New School for Public Engagement embodies the values that motivated the university's founders in 1919. The division was renamed in 2011 to reflect its position as an enterprise designed to connect theory to practice, foster innovation in culture and communication, and promote democratic citizenship through lifelong education. The division offers undergraduate degree programs for adult and transfer students and graduate degrees and certificates in its schools of languages, media studies, and writing and in the Milano School of International Affairs, Management, and Urban Policy. The division also offers hundreds of open-enrollment continuing education courses on campus in Greenwich Village and online.

## **The New School for Social Research**

[www.newschool.edu/socialresearch](http://www.newschool.edu/socialresearch)

16 East 16th Street, New York, NY 10003 |  
212.229.5700

In 1933, The New School gave a home to the University in Exile, a refuge for scholars fleeing persecution by the Nazis. In 1934, The New School incorporated this community as a graduate school of political and social science. Today's graduate students enjoy opportunities to cross disciplinary boundaries and collaborate with scholars, designers, and artists in other divisions of the university. The New School for Social Research addresses the most urgent political, cultural, and economic concerns of the day and uphold the highest standards of critical inquiry.

## **Parsons The New School for Design**

[www.newschool.edu/parsons](http://www.newschool.edu/parsons)

2 West 13th Street, New York, NY 10011 |  
212.229.8950

Parsons is one of the world's preeminent colleges of art and design. Founded in 1896 by artist William Merritt Chase and his circle, Parsons was renamed in 1936 for its longtime president, Frank Alvah Parsons, who dedicated his career to integrating visual art and industrial design. Parsons became part of The New School in 1970. It was the first institution in the United States to award university degrees in fashion design, interior design, advertising and graphic design (originally commercial illustration), and

lighting design. Parsons has earned and maintained an international reputation as a school at the vanguard of design education. Students in its undergraduate and graduate degree programs hold themselves to exceptional standards of creativity and scholarship, developing their skills and building knowledge in laboratories, workshops, and seminars. Parsons offers general art and design courses and certificate programs for students of all ages.

**Visit the home page of each division for information about degrees offered and areas of study.**