

The New School

University Catalog 2025-2026

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Advising

Advising at The New School is a collaborative experience shared amongst students, faculty, staff, and the entire University community. It promotes student exploration and the creation of both academic and non-academic opportunities and creates interdisciplinary options to achieve success throughout the college experience. Advising helps students overcome obstacles and graduate on time, enhances their knowledge of policies, systems, and procedures so that they navigate the university responsibly while maintaining physical, mental, and emotional health, and fosters an appreciation of lifelong learning. It assists them in articulating their values so that their decision-making aligns with their goals and aspirations as they design and realize their professional directions.

Academic Advisors in Student Success are the first stop for most students for students as they embark on their advising journey. The unit provides professional academic advising to BAFA, Lang, BPATS, College of Performing Arts, Parsons and Parsons Paris students.

In addition, many of the schools will offer either formal or informal opportunities for faculty and peer advising. Students should feel free to consult with their Student Success Academic Advisor about the advising available in their respective programs.

Throughout your time at The New School, advisors strive to build collaborative relationships with students that will empower them to develop skills, acquire tools, and articulate academic and career goals consistent with their personal values, helping you become successful, independent, and socially responsible global citizens. Academic advisors are available to support students throughout their time at The New School, guiding their academic experience and helping them flourish creatively as they prepare to transition to the world after graduation.

Advisors are here to help students:

- Articulate their values and priorities
- Connect substantively with faculty in areas of interest to them
- Select courses
- Understand academic policies
- Locate the services available for first-generation students, student veterans, academic support, disability accommodations, health and wellness, and more.
- Understand program and degree requirements
- Develop tools needed to secure internships
- Think about career options
- Consider study and work abroad opportunities
- Graduate on time

For a list of advising contacts, visit www.newschool.edu/advising/advisors

In addition to advising, all students are served by the Career Development and Experience office. This team is dedicated to intersecting the student academic experience with professional pathways while engaging in a competitive global market. For internship and career opportunities, they help students build their professional networks through career workshops, panels, fairs, campus interviews, and other networking opportunities that foster connections with alumni, faculty, and employers. Visit newschool.edu/career-services for contact information, internship policies, and career resources.

Advising

Scholarship Advising

Scholarship Advising helps students to locate and secure external funding for their education by offering individual advising and information sessions and workshops, as well as maintaining a running list of funding opportunities. For assistance with their scholarship search, or to sign up for a workshop or the bi-weekly Scholarship Advising newsletter, students should contact scholarshipadvising@newschool.edu or visit newschool.edu/scholarships.

Undergraduate Academic Standing Policies

All undergraduate students (including undergraduate dual degree programs) must maintain a term and cumulative grade point average (GPA) of at least 2.0 and make adequate progress towards the attainment of a degree in every semester in order to remain in good academic standing. Students who fall below adequate progress to degree standards are encouraged to work with their advisor to create a plan to return to satisfactory academic progress. Certain programs may have additional requirements for maintaining satisfactory academic standing (see below). Students are responsible for understanding and meeting all academic standing requirements for their program.

At the end of each semester, the Committee on Academic Standing, in consultation with appropriate schools, reviews the records of all undergraduate students to determine student standing and to consider if academic action is warranted - including academic warning, academic probation, final academic probation, academic suspension, and academic dismissal.

For the College of Performing Arts, the academic deans will review the proposed list for academic standing actions and will make the final determination regarding approval of all academic standing decisions for College of Performing Arts students.

Academic standing is considered pending for all students who have an Incomplete grade designation on their records. Incomplete grades which are not resolved in the time allocated by the instructor or by the seventh week of the term, whichever is earlier, are automatically converted to “F” for undergraduates, which may alter the GPA and are therefore considered in determining a student’s academic standing.

This policy is independent of immigration and financial aid criteria and processes. International students should consult immediately with their International Student Advisor in the International Student and Scholar Services Office to inquire about the impact of academic standing on immigration status. Students who receive financial aid should consult with the Office of Financial Aid for consideration of the impact of warning, probation, and suspension on scholarships, Tuition Assistance Program (TAP), satisfactory academic progress (SAP), etc.

Undergraduate students who fail to complete published prerequisites will be prevented from advancing to the next level until such time as the deficit is remedied.

Undergraduate Academic Standing Policies

Additional Academic Standing Requirements for College of Performing Arts Undergraduate Students

Undergraduate students at Mannes School of Music must receive a grade of C or higher in any course required for the BM degree for that course to satisfy the requirements for College of Performing Arts majors, including required major lessons and/or associated ensembles and Performing Arts Core. If a student receives a passing grade less than a C for a course, credit will be given and the grade will be included in the GPA and listed on the transcript, but the course will not satisfy the major requirement.

Undergraduate students at the School of Drama must receive a grade of C or higher in any course required for the BFA degree (including Performing Arts Core) for that course to satisfy the requirements for College of Performing Arts majors. If a student receives a passing grade less than a C for a course, credit will be given and the grade will be included in the GPA and listed on the transcript, but the course will not satisfy the major requirement.

Undergraduate students at The School of Jazz and Contemporary Music must receive a grade of C- or higher in any course required for the BFA degree for that course to satisfy the requirements for College of Performing Arts majors, including required major lessons and/or associated ensembles and Performing Arts Core. If a student receives a passing grade less than a C- for a course, credit will be given and the grade will be included in the GPA and listed on the transcript, but the course will not satisfy the major requirement.

Academic Actions

Academic Warning

This academic action pertains only to first-time freshmen. If a first-year student's GPA falls below 2.0 after their first semester, but remains above a 1.0, the Committee on Academic Standing may place the student on academic warning for one semester instead of probation. Academic warning does not remain on students' records. Students on academic warning must meet with their advisor, prior to registering, to collaboratively make a plan to address challenges. To ensure that students meet with their advisors, an advising hold is placed on the student's account until the meeting takes place. Students are notified of the academic warning status by university email.

Academic Probation

Students are placed on academic probation if they:

- Do not complete 12 credits in a semester (Note: this criterion does not apply to those programs that offer flexible part-time study options)
- Have a term or cumulative GPA below 2.0
- Are on academic warning for one semester and then fail to bring their term and cumulative GPA above 2.0 in the following semester
- Do not make adequate progress toward the degree, according to the following chart (Note: this criterion does not apply to those programs that offer flexible part-time study options)

There is no appeals process for academic probation.

SEMESTER	CREDITS FOR TYPICAL PROGRESS	THRESHOLD FOR ACADEMIC ACTION*
1	15	<12
2	30	<24
3	45	<39
4	60	<54
5	75	<69
6	90	<84
7	105	<99
8	120	<99

** Unless prior approval to reduce the course load is granted or for programs that offer flexible part-time study options.*

Academic probation remains on students' records. Students on academic probation must meet with their advisors prior to registering so that they can collaboratively make a plan to address challenges and return to good academic standing and, if possible, graduate on time. To ensure that students meet with their advisors, an advising hold is placed on the student's account until the meeting takes place. Students are notified of academic probation status by university email. Students are responsible for checking university email regularly for updates on their status.

Continued Academic Probation

There may be instances when students are placed on Continued Academic Probation instead of Final Academic Probation. For example, students on Academic Probation who earn a semester GPA above 2.0, but do not raise their cumulative GPA to 2.0 or higher, may be placed on Continued Academic Probation.

Final Academic Probation

There are two instances in which students may be placed on final academic probation:

1. Students returning from academic suspension are automatically placed on final academic probation.
2. Students on academic probation in the fall semester who fail to return to good academic standing, and are therefore eligible for suspension or dismissal, will be placed on final academic probation in the spring semester if fall grades are submitted too late for a proper appeals process to be pursued. In this case, the advisor will consult closely with the student to discuss the best way for the student to address challenges to their academic success.

To ensure that students meet with their advisors before registering, an advising hold is placed on the student's account until the meeting takes place. Students are notified of final academic probation status by university email.

Students on final academic probation who fail to return to good academic standing may be academically suspended or academically dismissed the following semester.

Academic Suspension

College of Performing Arts, Lang and Parsons (including Parsons Paris) undergraduate students who meet the below criteria will be suspended and required to spend time away from the university, during which they can work to overcome the obstacles to success they have encountered in their time here. These students will be granted an opportunity to return to The New School to complete a degree at the conclusion of their time away if they have met the conditions set at the time of suspension.

College of Performing Arts, Lang and Parsons (including Parsons Paris) undergraduate students will be suspended if:

- They do not return to good academic standing after a semester of probation.
- Their term or cumulative GPA remains below 2.0 for two consecutive semesters.
- They earn less than a 1.0 term GPA in any semester.
- They were admitted on academic probation and earn less than a 2.0 term GPA in any semester.

Academic suspension remains on a student's record. An appeals process (described below) is available for academic suspension. The length of suspension will normally be two semesters. Students may use the appeals process to request that the suspension be reduced to one semester.

A student who does not return from suspension after four semesters away will be withdrawn from the university and will have to reapply through the Admission Office to continue to pursue a degree at The New School.

Academic Dismissal

Students returning from suspension will be placed on final academic probation, and must return to good academic standing after one semester. Students who fail to return to good academic standing after one semester will be academically dismissed.

Additionally, students who are deemed unable to attain a GPA of 2.0 in the time allotted for the program may be dismissed. For example, if a seventh-semester student has a GPA below 2.0 and cannot mathematically achieve a cumulative GPA of 2.0 by the end of the eighth semester, that student may be dismissed.

Academic dismissal remains on a student's record. An appeals process (described below) is available for academic dismissal.

Notifications: Academic Suspension and Academic Dismissal

When students are academically suspended or academically dismissed, they are notified of their status and the appeals process by university email. Students are responsible for checking university email regularly for updates on their status.

If notification and the appeals process cannot be completed in time for the student to leave prior to the beginning of classes, the student will be placed on final probation and allowed to continue unless the student, in consultation with advisors, decides to withdraw from the university immediately.

Appeals: Academic Suspension and Academic Dismissal

Students who are suspended or dismissed have the right to appeal to reverse the decision by filing a formal appeal. All appeals must be presented in writing, with supporting documentation, by the appeals deadline. A decision may be made in consultation with the student's home academic department. Students may expect to hear the results of an appeal within one week of the deadline for submission of appeals. Students will be notified of the decision by university email. Students are responsible for checking university email regularly for updates on their status.

Appeals must contain the following information:

- An explanation of poor performance and/or failure to complete required coursework that communicates the student's understanding of the issues.
- A detailed description of plans to overcome obstacles, improve academic performance, and/or complete outstanding work.
- Any other relevant information pertaining to the academic history or any issues encountered by the student.

Students whose academic dismissal appeals are denied must go through the readmission application process (described below) if they wish to return to The New School.

Appeals Deadlines: To return for the fall semester, complete documentation is due no later than **August 1**; to return for the spring semester, the deadline is **November 1**.

All documents should be sent to academicstandards@newschool.edu by the above deadlines. Notification of the decision will be made within two weeks of the deadlines.

Returning from Academic Suspension

To return from suspension, students must write a Letter of Intent, which includes relevant information regarding reasons for not having been able to make adequate progress to degree; activities since leaving, including study at other institutions; and plans for overcoming obstacles to success. The Committee on Academic Standing will consider all of the information and documentation provided. Typical documentation includes the official transcripts for courses taken elsewhere and/or a letter from a qualified medical or mental health clinician and/or an employer.

Returning from Academic Dismissal

Students who do not appeal the decision for academic dismissal or whose academic dismissal appeal is denied must apply for readmission through the Admission Office to return to The New School.

Schools of Public Engagement

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

Incomplete grades not resolved in the time allocated by the instructor are automatically converted to grades of "F" for undergraduates and will be considered in determining a student's academic standing.

Graduate Academic Standing Policies

This section of the Academic Catalog describes Academic Standing policy, including Academic Actions, that pertain to graduate students.

Graduate Academic Standing Policies

Graduate Academic Standing Policy (excluding NSSR)

Graduate students must maintain a term and cumulative grade point average (GPA) of at least 3.0 to remain in good academic standing. Students whose term or cumulative GPA falls below 3.0 will be placed on academic probation. Graduate students who do not complete one half of accumulated attempted credits after two consecutive semesters in a program will be placed on probation and will not necessarily be allowed to register for courses and/or equivalency credits in the following semester. Certain programs may have additional requirements for maintaining satisfactory academic standing (see below). Students are responsible for understanding and meeting all academic standing requirements for their program.

At the end of each semester, the Committee on Academic Standing, in consultation with appropriate schools, reviews the records of all graduate students to determine student standing and to consider if academic action is warranted - including academic probation, final academic probation, academic suspension, and academic dismissal.

For the College of Performing Arts, the academic deans will review the proposed list for academic standing actions and will make the final determination regarding approval of all academic standing decisions for College of Performing Arts students.

Academic standing is not affected for graduate students who have an Incomplete grade designation on their records. Incomplete grades must be resolved no later than one year following the end of the class. Grades of "I" not revised in the prescribed time will be recorded as a final grade of "N" by the Registrar's Office and will not be figured into the GPA.

This policy is independent of immigration and financial aid criteria and processes. International students should consult immediately with their International Student Advisor in the International Student and Scholar Services Office to inquire about the impact of academic standing on immigration status. Students who receive financial aid should consult with the Office of Financial Aid for consideration of the impact of academic probation or suspension on scholarships, satisfactory academic progress (SAP), etc.

Graduate students who fail to complete published prerequisites will be prevented from advancing to the next level until such time as the deficit is remedied.

Additional requirements for College of Performing Arts Graduate Students

Any College of Performing Arts graduate student who earns a grade of B– or lower in coursework required for their degree program (including required major lessons or associated ensembles) is subject to the academic standing policies outlined above.

Academic Actions

Academic Probation

Students are placed on academic probation if they:

- Have a term or cumulative GPA below 3.0.
- Fail a required (non-elective) course in their degree program. There is no appeals process for academic probation.

Students on academic probation must meet with their advisors prior to registering so that they can collaboratively make a plan to address challenges and return to good academic standing and, if possible, graduate on time. To ensure that students meet with their advisors, an advising hold is placed on the student's account until the meeting takes place.

Students are notified of academic probation status by university email. Students are responsible for checking university email regularly for updates on their status.

Continued Academic Probation

There may be instances when students are placed on Continued Academic Probation instead of Final Academic Probation. For example, students on Academic Probation who earn a semester GPA above 3.0, but do not raise their cumulative GPA to 3.0 or higher, may be placed on Continued Academic Probation.

Final Academic Probation

There are two instances in which students may be placed on final academic probation:

1. Students returning from academic suspension are automatically placed on final academic probation.
2. Students on academic probation in the fall semester who fail to return to good academic standing, and are therefore eligible for suspension or dismissal, will be placed on final academic probation in the spring semester if fall grades are submitted too late for a proper appeals process to be pursued. In this case, the advisor will consult closely with the student to discuss the best way for the student to address challenges to their academic success.

To ensure that students meet with their advisors before registering, an advising hold is placed on the student's account until the meeting takes place. Students are notified of final academic probation status by university email. Students are responsible for checking university email regularly for updates on their status.

Students on final academic probation who fail to return to good academic standing may be academically suspended or academically dismissed the following semester.

Academic Suspension

Graduate students (excluding NSSR) who meet the below criteria will be suspended and required to spend time away from the university, during which they can work to overcome the obstacles to success they have encountered in their time here. These students will be granted an opportunity to return to The New School to complete a degree at the conclusion of their time away if they have met the conditions set at the time of suspension.

Graduate students (excluding NSSR) will be suspended if:

- They do not return to good academic standing after a semester of probation
- Their term of cumulative GPA remains below 3.0 for two consecutive semesters
- They earn a GPA below 2.5 in any semester
- They were admitted on academic probation and then earn a GPA below 3.0 in any semester
- They twice fail their master's exam or thesis approval

Students returning from suspension will be placed on final academic probation and must earn a term GPA of at least 3.0. Students on final academic probation who fail to bring their term and cumulative GPA above 3.0 will be academically dismissed.

A student who does not return from suspension after four semesters away will be withdrawn from the university and will have to reapply through the Admission Office to continue to pursue a degree at The New School.

Academic Dismissal

Students returning from suspension will be placed on final academic probation and must return to good academic standing after one semester. Students who fail to return to good academic standing after one semester will be academically dismissed.

Additionally, students who are deemed unable to attain a GPA of 3.0 in the time allotted for the program may be dismissed. For example, if a student has a GPA below 3.0 in the second to last semester and cannot mathematically achieve a cumulative GPA of 3.0 by the end of the final semester, that student may be dismissed.

Notifications: Academic Suspension and Academic Dismissal

When students are academically suspended or academically dismissed, they are notified of their status and the appeals process by university email. Students are responsible for checking university email regularly for updates on their status.

If notification and the appeals process cannot be made in time for the student to leave prior to the beginning of classes, the student will be placed on final probation and allowed to continue unless the student, in consultation with advisors, decides to withdraw immediately.

Appeals: Academic Suspension and Academic Dismissal

Students who are suspended or dismissed have the right to appeal to reverse the decision by filing a formal appeal. All appeals must be presented in writing, with supporting documentation, by the appeals deadline. A decision may be made in consultation with the student's home academic department. Students may expect to hear the results of an appeal within one week of the deadline for submission of appeals. Students will be notified of the decision by university email. Students are responsible for checking university email regularly for updates on their status.

Appeals must contain the following information:

- An explanation of poor performance and/or failure to complete required coursework that communicates the student's understanding of the issues
- A detailed description of plans to overcome obstacles, improve academic performance, and/or complete outstanding work
- Any other relevant information pertaining to the academic history or any issues encountered by the student

Students whose academic dismissal appeals are denied must go through the readmission application process (described below).

Appeals Deadlines: To return for the fall semester, complete documentation is due no later than **August 1**; to return for the spring semester, the deadline is **November 1**.

All documents should be sent to academicstandards@newschool.edu by the above deadlines.

Returning from Academic Suspension

To return from suspension, students must write a Letter of Intent, which includes relevant information regarding reasons for not having been able to make adequate progress to degree; activities since leaving, including study at other institutions; and plans for overcoming obstacles to success. The Committee on Academic Standing will consider all of the information and documentation provided. Typical documentation includes the official transcripts for courses taken elsewhere and/or a letter from a qualified medical or mental health clinician and/or an employer.

Returning from Academic Dismissal

Students who do not appeal the decision for academic dismissal or whose academic dismissal appeal is denied must apply for readmission through the Admission Office to return to The New School.

Graduate Academic Standing Policies

New School for Social Research

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 cumulative GPA for two consecutive semesters will be subject to dismissal. Students who earn a 2.0 or below term GPA after their first semester are also subject to dismissal upon review by the department and academic affairs.

In addition, graduate students who do not complete one half of 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. Finally, students who have exceeded the time to degree will be placed on probation and given a timeline for completion. Failure to follow the timeline could result in dismissal from the program. Students are additionally responsible for meeting department/ program academic requirements in order to remain in good academic standing in their program.

Students must complete degree requirements within 5 years for the master's degree and 10 years for the PhD at The New School for Social Research. The time limit for the PhD includes completion of requirements for the master's degree. Students who have exceeded these limits are not permitted to register unless an extension of time is obtained. 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 denied, the student will not be permitted to continue in the program and may be subject to dismissal.

Departments review student academic progress prior to official time to degree limits. They may warn and probate students prior to the time limits when department academic standards are not met. Students who have exceeded the time to degree will be placed on probation and given a timeline for completion. Failure to follow the timeline could result in dismissal from the program.

Any dismissals may be appealed to The New School for Social Research Student Academic Affairs Committee for review.

Processing of petitions for extensions typically requires two months, so students are urged to anticipate their needs in order to avoid registration delays. Extensions are reviewed during the academic review conducted each semester to assess student progress. For more information, see the sections in this catalog on "Academic Advising," "Equivalency Status," and "Leave of Absence."

Exception for clinical psychology: Due to the academic deadlines for completion of the PhD in Clinical Psychology, students in the psychology research track who have been accepted to the clinical PhD program must complete the master's thesis, the final requirement for MA conferral, by the end of their first year in the doctoral program and may receive warnings based on that more stringent deadline. The 10-year limit applies to the clinical psychology PhD, but, based on departmental internal deadlines and in order for the program to meet APA guidelines, students in that program may be subject to warnings and probation prior to approaching the ten year limit.

Academic Dismissal Appeals

A student who receives notice of dismissal may petition the Office of Academic Affairs to reverse the decision by filing a formal appeal. The appeal must be presented in writing, with supporting documentation, within two weeks of receiving the dismissal notice.

Appeals must contain the following information:

- The student's explanation for poor performance and/or failure to complete required coursework.
- A description of the student's plans to improve academic performance and/or to complete outstanding work.
- Any other relevant information pertaining to the student's academic accomplishments or potential.

Students can expect to hear the results of an appeal within two to four weeks of submission. The decision of the dean's office is final.

Grading Policies and Practices

This section of the Academic Catalog describes grading polices and practices at The New School.

Grade Descriptions

Undergraduate

GRADE	GRADE DESCRIPTION
A	Work of exceptional quality, often goes beyond the stated goals of the course
A-	Work of very high quality
B+	Work of high quality that indicates substantially higher than average abilities
B	Very good work that satisfies the goals of the course
B-	Good work
C+	Above-average work
C	Average work that indicates an understanding of the course material; passable
C-	Passing work but below good academic standing
D	Below-average work that indicates a student does not fully understand the assignments; probation level though passing for credit
F	Failure, no credit
W	Official Withdrawal
I	Temporary Incomplete
P	Pass (credits count toward degree)
NG	No Grade
GM	Grade not Reported

Graduate

GRADE	GRADE DESCRIPTION
A	Work of exceptional quality
A-	Work of high quality
B+	Very good work
B	Good work, satisfies course requirements
B-	Below average work
C+	Less than adequate work
C	Well below average work
C-	Poor work; lowest possible passing grade
F	Failure, no credit
W	Official Withdrawal
I	Temporary Incomplete
N	Permanent Incomplete
P	Pass (credits count toward degree)
NG	No Grade
GM	Grade not Reported

Grade of W: The grade of W may be issued by the Registrar's Office to a student who officially withdraws from a course within the applicable deadline. The W grade will appear on the student's transcript.

Additional Modes of Feedback and Assessment

In addition to providing grades, colleges conduct reviews and provide feedback to students in various ways.

Parsons and Parsons Paris Mid-Semester Evaluations

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

New School for Social Research Biannual Academic Review

Regular review of a graduate student's progress toward a degree is important. At The New School for Social Research, academic review is conducted biannually before each semester's registration period . The review is an opportunity for direct communication about the quality of the student's performance and the student's degree of satisfaction with the school and the program. The outcome of the academic review will determine a student's eligibility to continue in his or her program of study. The New School for Social Research warns students whose academic performance or progress is deemed unsatisfactory and may place a student on probation (see Academic Standing and Progress section).

Students should consult their program's Handbook for specific information regarding the review process.

Grading Policies and Practices

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.

Numerical values of grades are as follows:

GRADE	GPA WEIGHT
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D	1.0
F	0.0
W	Not figured into GPA
I	Not figured into GPA
N	Not figured into GPA
P	Not figured into GPA
AP	Not figured into GPA
NA	Not figured into GPA
NG	Not figured into GPA
GM	Not figured into GPA

Grading Policies and Practices

Pass/Fail Option for Undergraduate Students

Students may not elect a Pass/Fail option for core requirements or courses necessary to satisfy major and/or minor requirements, except in the case of the first course completed towards a major if taken before that major is declared.

Through the seventh week of a semester, a student may elect up to one course per semester to be graded Pass/Fail, based on receiving a grade of D or higher to Pass. No changes may be made to grade modes past the seventh week of the semester.

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

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

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

Grading Policies and Practices

Grade Changes

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

In the interest of fairness to all students registered in a course, grade changes should be submitted only for the following reasons: 1) a recording or calculation error was made by the instructor or 2) an agreement is made between the student and the instructor to reevaluate all work submitted during the semester in which the course was taught. Please note that an agreement by the instructor to reevaluate work does not guarantee a higher grade. No work should be accepted after the semester has ended unless an Incomplete grade was approved by the instructor before the last class session.

Grading Policies and Practices

Grade Appeal Policy

A student can petition for academic review of a grade by following the procedure outlined below within 60 days from the date the grade was posted or within 30 days if the student has petitioned to graduate. Before appealing for a grade change, students should first ask the instructor to explain their reasons for assigning the grade. If the student is not satisfied with the explanation, they may appeal the grade as follows:

For Courses Offered Within a Specific College:

1. Write a letter to the faculty member stating clearly the objection to the grade received and requesting a different grade. The letter should be copied to the department chair or director, or, if the faculty member is also the department chair or director, to the dean or school's director.

2. The instructor must return a written response to the student's letter within one month of receipt, likewise copied to the department chair or director or the dean or director.

3. If the student is not satisfied with the faculty member's response, they may appeal further by writing to the school's dean or director, who will designate another member of the administration or faculty to review the student's and the instructor's previous communications.

4. The designated individual will convene an appeals committee to investigate the outstanding differences and make a recommendation to the dean or director.

5. The dean or director will make a final decision about the grade. Should a grade change be approved, the dean or director will submit a change of grade form to the Office of the University Registrar.

For ULEC Courses:

1. Write a letter to the teaching assistant stating clearly the objection to the grade received and requesting a different grade. The letter should be copied to the lecturer and Assistant Director for Academic Affairs within the Office of the Provost, or , if the lecturer is also the Assistant Director for Academic Affairs, to the Program Director for University Curriculum.

2. The teaching assistant must return a written response to the student's letter within one month of receipt, likewise copied to the lecturer and Assistant Director for Academic Affairs or the Program Director for University Curriculum.

3. If the student is not satisfied with the teaching assistant's response, they may appeal further by writing to the Program Director for University Curriculum, who will designate the Associate Provost of Academic Affairs to review the student's and the teaching assistant's previous communications.

4. The designated individual will convene an appeals committee to investigate the outstanding differences and make a recommendation to the Program Director for University Curriculum.

5. Program Director for University Curriculum will make a final decision about the grade. Should a grade change be approved, the Program Director for University Curriculum will submit a change of grade form to the Office of the University Registrar.

For UTNS Courses:

1. Write a letter to the faculty member stating clearly the objection to the grade received and requesting a different grade. The letter should be copied to the Assistant Director for Academic Affairs, or, if the faculty member is also the Assistant Director for Academic Affairs, to the Program Director for University Curriculum.

2. The faculty member must return a written response to the student's letter within one month of receipt, likewise copied to the Assistant Director for Academic Affairs or the Program Director for University Curriculum.

3. If the student is not satisfied with the faculty member's response, they may appeal further by writing to the Program Director for University Curriculum, who will designate another member of the Associate Provost of Academic Affairs to review the student's and the teaching assistant's previous communications.

4. The designated individual will convene an appeals committee to investigate the outstanding differences and make a recommendation to the Program Director for University Curriculum.

5. The Program Director for University Curriculum will make a final decision about the grade. Should a grade change be approved, the Program Director for University Curriculum will submit a change of grade form to the Office of the University Registrar.

Grade Reporting

It is the responsibility of faculty to assess and submit grades within one week of the end of the term.

For fall, spring, and summer terms, unreported grades convert to a GM (grade missing) one week after the last day of the full term (part of term 1) . For the winter session (part of term 40), unreported grades convert to a GM one week after the end of the winter session.

Grades of Incomplete: It is the expectation that students will complete all coursework on time. Students may be assigned a grade of incomplete in the case of extraordinary circumstances at the discretion of the course instructor.

For undergraduate students, all circumstances leading to the request of an incomplete must have clear documentation (e.g. medical note, obituary notice, employer's note) which must be reviewed and approved by the instructor. If approved, the documentation must be included with the Incomplete Grade Request Form which must be signed by the student, the instructor, and the program or department chair, and submitted to the University Registrar's Office to post the incomplete grade. For graduate students requesting an incomplete, this form is not required; however, it is the expectation that the graduate student and their faculty member have agreed to the necessity of the incomplete and a pathway towards completing it.

Unless the instructor submits a regular letter grade within the period of time required by the student's academic program, a grade of I or GM will permanently convert to F or N, as described below.

For undergraduate students, grades of I and GM convert to F at the end of the seventh week of the spring semester for fall courses and at the end of the seventh week of the following fall semester for spring and summer courses.

For graduate students, grades of I and GM for graduate students convert to N one year after the end date of the course. PhD students at The New School for Social Research should consult their school's catalog for additional policy information about grades of Incomplete. Graduate students who are permitted to retake a class to make up a grade of Incomplete must register for the course and pay tuition as an auditor.

NOTE: A grade of I may prevent a student from progressing in their curriculum, especially if the course represents prerequisite learning in a sequential series. For this reason, the faculty and student should make careful and realistic determinations and deadlines for completion of the work and submission of the new grade.

Limitations to the Incomplete Policy

Lang students may take no more than two Incompletes in one semester. Exceptions to the limitation of two Incompletes will be granted on a case-by-case basis and only in response to a serious, documented medical or personal emergency. In such a situation, the student should contact the director of advising and the course instructor with a written explanation of the circumstances (or someone acting on behalf of the student, if medically disabled).

In unusual circumstances, a PhD student (only) may obtain a six-month extension of the time limit to make up for an incomplete. Petition forms are available in the Office of Academic Affairs.

Extensions require the signed agreement of the instructor, the department chair, and the Assistant Dean of Academic Affairs. In no case will a grade of "I" be maintained in the record for more than two years. Doctoral students who need more information about the policy regarding grades of Incomplete should consult with the Assistant Dean of Academic Affairs. Students who need to attend a class in order to make up for an incomplete must obtain the instructor's approval to attend and must register to audit the course.

Attendance Policies

University Policy on Religious Absences/Equivalent Opportunity

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

University Attendance Statement

Regular attendance and class participation are important factors in student learning. Faculty are expected to articulate this idea, as well as their expectations for student attendance and participation and the way those factors might affect final grades, in their syllabi. Faculty are also expected to monitor student progress and attendance regularly; failure to attend classes can be an early indicator that a student is in trouble, and we want Student Success advisors to be alerted so that they can offer support in a timely way.

Starfish, the university attendance tracker, is designed to raise concerns about a student's lack of attendance and other performance issues and to make referrals and give student feedback through progress surveys. Student Success and Crisis Support advisors can be alerted to concerns and direct outreach to students when faculty use Starfish to report attendance and performance concerns.

Faculty will be asked periodically throughout the semester to confirm their class rosters. In addition, when issues with students arise, faculty may be asked about the students' attendance and/or level of engagement in their courses. Prompt responses to those requests are expected. For more information learn about the resources available for Starfish.

University Policy and Attendance Statement

Meaningful Participation in Online Courses

Participation is an essential part of student learning. Participation that is both ongoing and meaningful best supports learning, creates community and enhances faculty's ability to effectively engage with you and address your needs. Faculty will share their expectations for meaningful participation with you via their syllabus (posted in Canvas), including how your participation contributes to your final grade.

Students should participate in classes meaningfully each week via the methods outlined by their faculty. It is **especially important that students engage in their courses during the first week of classes**. Participation during this initial week of classes will be used to confirm your enrollment at the university, which is required for disbursement of financial aid, confirmation of immigration status, and official enrollment reporting. If a student does not meaningfully participate in class in a given week, they will be considered "absent."

Simply logging into the Canvas course page does not constitute meaningful participation. Examples of meaningful participation include posting in discussions, communicating with faculty; completing assignments; attending synchronous sessions, etc. Expectations for meaningful participation will vary, depending on the class, so check your syllabus to ensure you are participating **each week**, as required by your faculty. Some remote classes may function asynchronously (no class meetings); however, meaningful participation in class activities each week is still required.

When a class has synchronous (at the same time) scheduled meetings, students are expected to participate in the session in real time. The university recognizes that certain circumstances may prohibit real time participation. In such cases, students should discuss their situation with their faculty before the synchronous session to determine the availability of alternative acceptable means for engagement with course materials, in lieu of missed synchronous sessions. If your circumstances prohibit real time participation in multiple synchronous sessions, you should communicate your situation to faculty at the beginning of the semester in order to ensure the availability of alternative means of participation.

Please visit the Distributed Education website for information on remote learning resources for students. If you are a student with a disability/disabled student and have disability-related symptoms that may negatively impact your ability to meaningfully participate (or require other accommodations), please contact Student Disability Services (SDS) at studentdisability@newschool.edu, or visit the SDS website, in order to discuss reasonable accommodation requests related to the policy.

College of Performing Arts

Consistent classroom attendance in all courses is of the utmost importance for students. When a student misses class not only do they suffer from having missed important material and discussions, but the entire class suffers from missing the contributions of an important member of that classroom community. These adverse consequences are heightened when the missed class is an ensemble or project-based course, where the absence disrupts the collaboration's development and progress.

There is no uniform, university-wide policy on attendance. The attendance policy of each course is left to the discretion of the teaching faculty and should be articulated in each course's syllabus. Course attendance policies are developed to ensure the participation necessary so that students will successfully achieve a course's defined learning outcomes.

Absences for medical reasons are exempt from this penalty, though students are responsible for communicating with their instructors in cases of medical-related absence. In these cases, students are still responsible for any missed material. Students who have been absent for more than 25% of a course's meeting time due to medical emergencies are advised to withdraw from the course and/or take a medical leave of absence. Even when due to medical causes, if a student has missed a significant quantity of a course's class sessions, the student may not be able to pass that course.

Additionally, faculty may excuse absences in cases of family emergency. A student may be asked to provide a note from a family member for verification.

Students are not to be excused from scheduled courses for private lessons or ensembles that are scheduled by arrangement. Both of these obligations are to be scheduled around a student's scheduled classes.

Students are also not to be excused from scheduled courses for conflicts due to non-curricular work obligations. At the School of Jazz and Contemporary Music (SJCM), students may use the Gig Absence Form to request excusal from SJCM classes only in cases of specific professional performance opportunities.

Some College of Performing Arts productions or performances may request that students be excused from classes for tech or dress rehearsals. If you are involved in a production, you must inform your professor of the dates and times of tech/dress week at least two weeks in advance. College of Performing Arts faculty are expected to release you from class, but early communication and the requesting of permission is vitally important. Faculty from other New School colleges have the right to deny your request to miss class. Communication with your professor early in the semester will help your professor to schedule any presentations or group work with your absence in mind.

Students will not be excused from scheduled classes for student-produced projects, or for any department production for which the College has not specifically requested student excusal.

In all cases in which classes are missed, regardless of whether an absence is excused or not, students are fully responsible for all material covered in all classes missed, including lecture notes, assignments, tunes and performance parts, quizzes, and tests. Students must arrange to get lecture notes and assignments, must turn in all homework and papers, must arrange to make up all tests and quizzes, and must arrange for appropriate substitutes in their ensembles whenever they miss class for any reason. Instructors are not expected to rehash the class for students who have been absent.

Lateness or early departure from class may also translate into full-time absences. A student who enters a classroom after the stated start time of the course will be considered late for the purpose of instructor record-keeping. An instance of lateness will be considered "half of an absence." Faculty members have the option to refuse entry to any student arriving more than fifteen minutes late to a class after the second class session, and to designate that student absent for that session.

Eugene Lang College of Liberal Arts

At Lang College, students maximize their learning with peers and faculty when all members of the class are present and engaged in the regular collective work of the course. Attendance and participation lay the foundation for thriving in the classroom, whether in seminar, lecture, lab, studio, or practice-based classes.

Though there can be many justifiable reasons for absence from class, multiple absences impact the learning environment for all students and warrant some grade reduction in an environment where learning is both individual and collective.

Absences will be counted from the first day a student is enrolled in the class. Thus, after three (3) absences in a class that meets twice per week, the instructor will initiate a discussion between the student, the instructor, and Student Success Advisor (SSA) to devise a plan for attending class and meeting expectations for the remainder of the semester. This discussion can take place in person, via Zoom, or via email correspondence. For classes that meet once per week, this discussion will take place after two (2) absences.

For classes meeting twice per week, more than four (4) absences normally mandate withdrawal or a failing grade for the course. For classes meeting once per week, more than three (3) absences normally mandate withdrawal or a failing grade for the course. Any exception to this threshold is dependent upon the above mentioned plan of attendance with the instructor and SSA.

Some instructors might stipulate different guidelines for attendance based on the nature of the course assignments (such as studios, laboratories, workshops) or the course schedule (half-semester classes). Refer to the instructor's course syllabus for details about the specific attendance policy.

Parsons Paris Attendance

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

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

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

At Parsons and Parsons Paris, attendance and lateness are assessed as of the first day of classes.

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

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

Additional Parsons Paris Absence Policies

Final letter grades for classes at Parsons Paris will be reduced based on accumulated absences according to the following breakdown:

Unexcused Absences:

NUMBER OF UNEXCUSED ABSENCES	GRADE MARKDOWN	EXAMPLE
1	No markdown	N/A
2	One point markdown	A to A-
3	One full grade deduction	A- to B-
4	May fail the course	Students must speak with their advisor

Parsons Paris Course Schedule Types:

1. Courses meeting 15 sessions per semester

1 absence = 1 session 3 absences = 3 sessions

2 absences = 2 sessions 3 sessions represents 20% of class time.

2. Courses meeting 30 sessions per semester

1 absence = 2 sessions 3 absences = 6 sessions

2 absences = 4 sessions 6 sessions represents 20% of class time.

4. Courses meeting 45 sessions per semester

1 absence = 3 sessions 3 absences = 9 sessions

2 absences = 6 sessions 9 sessions represents 20% of class time.

Parsons School of Design Attendance

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

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

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

At Parsons and Parsons Paris, attendance and lateness are assessed as of the first day of classes.

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

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

Schools of Public Engagement

Every class session is important. Attendance and participation are not only a part of a student's grade; they are integral components of the learning process. The remainder of a course frequently builds upon the first two weeks. Each instructor decides the attendance policy for their courses. The policy is to be clearly stated in the syllabus and remain consistent throughout the academic term.

Periodically throughout a semester, faculty will be asked to review their class roster to identify students who are not regularly engaged or stopped engaging and/or attending.

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.

New School for Social Research

Students should refer to course syllabi for information about attendance expectations.

Absences justify some grade reduction, and a total of four absences in either Fall or Spring mandate a reduction of one letter grade for the course. More than four absences mandate a failing grade for the course, unless there are extenuating circumstances, such as the following:

- An extended illness requiring hospitalization or visit to a physician (with documentation)
- A family emergency, e.g. serious illness (with written explanation)
- Observance of a religious holiday

Academic Integrity Policies and Definitions

For the complete policy, including procedures, please visit www.newschool.edu/about/university-resources/policies/

The New School views academic integrity as the duty of every community member. Claiming authorship for one's own work and only for that work, recognizing the contributions of others accurately and completely, and presenting one's academic circumstances and achievements accurately and completely are fundamental obligations to the integrity of intellectual, creative, and academic pursuits. All members of the university community are expected to conduct themselves in accord with the standards of academic integrity outlined in this policy.

The New School values and respects all academic traditions; however, while at The New School, students are expected to adhere to the norms and standards of academic integrity espoused by this community and will be assessed in accordance with these standards.

Students are responsible for understanding the University's policy on academic integrity. The New School recognizes that different academic circumstances may require different procedures for citing sources and referencing the work of others, including work generated by artificial intelligence tools. In their syllabi, faculty members are required to inform students of the academic integrity policy, as well as provide guidelines on their own practices, such as the limits within which students may collaborate with or seek help from others, the parameters on the acceptable outsourcing of certain tasks, and direction on the use of generative artificial intelligence tools, if permitted for use within the course.

DEFINITIONS AND EXAMPLES OF ACADEMIC DISHONESTY

The standards of academic integrity apply to all forms of academic work and circumstances, including, but not limited to, presentations, performances, examinations, submissions of papers (including drafts), projects, academic records, etc. Academic integrity includes accurate use of quotations, as well as appropriate and explicit citation of sources in instances of paraphrasing, describing ideas, and reporting on research findings and work of others (including that of faculty members and other students). Only authorized use of artificial intelligence tools is permitted. Students unsure about acceptable use of any source, including generative artificial intelligence tools, in the context of a particular assignment, should consult the syllabus for a course or speak with the instructor.

Academic dishonesty results from violations of academic integrity guidelines. 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
- copying or appropriating someone else's work in visual or performing arts
- submission of someone else's 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
- submission of another student's work obtained by theft, purchase or other means as one's own original work
- submitting the same work for more than one course without the knowledge and explicit approval of all of the faculty members involved, including applicable faculty from prior semester(s)
- unauthorized use of artificial intelligence tools to generate ideas, images, art/design, audio, video, code, or text for any portions of work
- 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 admission applications, academic records, portfolios, and internships
- any form of distributing one's work with the intent to enable students to use this work as their own, including, but not limited to, posting quizzes, papers, projects etc. on websites
- engaging in other forms of academic dishonesty that violate principles of integrity

Academic Integrity: Range of Possible Outcomes

Outcomes range from "not responsible" to Academic Integrity Warning, Academic Integrity Probation, Academic Integrity Suspension, and Academic Integrity Dismissal.

Warning: Academic Integrity Warning status is issued upon most first minor offenses where an academic integrity violation has been determined. In general, minor offenses are less serious, unpremeditated dishonest acts, involving errors in judgment that, in the faculty member's professional opinion, violate academic integrity (i.e., student indicates that source of information is not original, but does not follow proper citation procedures; student paraphrases or copies a portion of a document without citing the source, or provides an improper citation). These violations are generally quite limited in extent, occur on a minor assignment or quiz, or constitute a small portion of a major assignment and/or represent a small percentage of the total course work.

Academic Integrity Warning is not noted on the student transcript or in the student's permanent educational record at the University, but a record of the violation is kept in the Office of Academic Standards. The student may be required to participate in a Plagiarism workshop offered through the University Learning Center. Any future acts of academic dishonesty will result in more severe penalties, including probation, suspension, or dismissal from the university.

Probation: Academic Integrity Probation status is normally issued for serious first offenses or following a minor first offense where an academic integrity violation has been determined. Serious first offenses are generally premeditated dishonest acts or dishonest acts that directly affects the offenders and/or other students' grades (i.e. student places his/her name on a written assignment he/she did not write; student cheats or facilitates the cheating of another on an examination in a way that is premeditated). Students on Academic Integrity Probation may remain enrolled in the university only upon compliance with specified academic standards, requirements, or restrictions, for a specified period of time or for the remainder of the time he or she is enrolled at the university.

Academic Integrity Probation is not noted on the student transcript, but a record of the violation is noted in the student's permanent educational record at the University. The student may be required to participate in a Plagiarism workshop offered through the University Learning Center. Violation of any conditions of Academic Integrity Probation or the policy may result in more serious consequences, normally in the form of suspension or dismissal.

Suspension: Academic Integrity Suspension is issued for all egregious infractions. Examples of egregious infractions include, but are not limited to: multiple instances of academic dishonesty by a student in a single course, repeated instances of academic dishonesty by a student in different courses, or violation of the academic integrity policy by a student while on Academic Integrity Probation. In cases where the sanction of Academic Integrity Suspension is determined, separation from the university may be deferred to the following semester. Suspension for violation of the academic integrity policy means a loss of student status for a specified length of time with reinstatement thereafter certain, provided that the student has complied with all conditions imposed as part of the suspension and provided that the student otherwise qualifies for reinstatement. Suspension is university-wide, with resultant loss of all student rights and privileges.

Academic Integrity Suspension is noted on student transcripts and in the student's permanent educational record at the University. A student returning from Academic Integrity Suspension is placed on Academic Integrity Probation for the remainder of the time he or she is enrolled at the university. Violation of the conditions of suspension or of university policies during the period of suspension, or upon return from suspension, may be cause for further disciplinary action, normally in the form of dismissal.

Dismissal: Academic Integrity Dismissal is issued for all egregious acts of academic dishonesty related to a major culminating work such as a Senior Exhibit, Master's Thesis or Doctoral Dissertation, regardless of previous history, or for a violation of the academic integrity policy upon return from Academic Integrity Suspension. In cases where the sanction of Academic Integrity Dismissal is determined, separation from the university is immediate, unless the student appeals the outcome. If the appeal is unsuccessful, the student will be dismissed immediately upon conclusion of the appeals process. Dismissal for violation of the academic integrity policy means termination of student status with resultant loss of all student rights and privileges.

Academic Integrity Dismissal is university-wide and is noted on student transcripts and in the student's permanent educational record at the University. A student who has been dismissed may petition for the right to apply for readmission via the readmission process. A student readmitted from an Academic Integrity Dismissal is placed on Academic Integrity Probation for the remainder of the time the student is enrolled at the university.

Student's Right to Appeal

A student who does not agree with the outcome of the adjudication procedures has the right to appeal. Please see the complete policy for more information.

Academic Integrity Policies and Definitions

Definitions and Examples of Academic Dishonesty

The standards of academic integrity apply to all forms of academic work and circumstances, including, but not limited to, presentations, performances, examinations, submissions of papers (including drafts), projects, academic records, etc. Academic integrity includes accurate use of quotations, as well as appropriate and explicit citation of sources in instances of paraphrasing, describing ideas, and reporting on research findings and work of others (including that of faculty members and other students). Only authorized use of artificial intelligence tools is permitted. Students unsure about acceptable use of any source, including generative artificial intelligence tools, in the context of a particular assignment, should consult the syllabus for a course or speak with the instructor.

Academic dishonesty results from violations of academic integrity guidelines. 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 • copying or appropriating someone else's work in visual or performing arts • submission of someone else's 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 • submission of another student's work obtained by theft, purchase or other means as one's own original work • submitting the same work for more than one course without the knowledge and explicit approval of all of the faculty members involved, including applicable faculty from prior semester(s)	• unauthorized use of artificial intelligence tools to generate ideas, images, art/design, audio, video, code, or text for any portions of work • 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 admission applications, academic records, portfolios, and internships • any form of distributing one's work with the intent to enable students to use this work as their own, including, but not limited to, posting quizzes, papers, projects etc. on websites • engaging in other forms of academic dishonesty that violate principles of integrity

Academic Integrity Policies and Definitions

Academic Integrity: Range of Possible Outcomes

Outcomes range from "not responsible" to Academic Integrity Warning, Academic Integrity Probation, Academic Integrity Suspension, and Academic Integrity Dismissal.

Warning: Academic Integrity Warning status is issued upon most first minor offenses where an academic integrity violation has been determined. In general, minor offenses are less serious, unpremeditated dishonest acts, involving errors in judgment that, in the faculty member's professional opinion, violate academic integrity (i.e., student indicates that source of information is not original, but does not follow proper citation procedures; student paraphrases or copies a portion of a document without citing the source, or provides an improper citation). These violations are generally quite limited in extent, occur on a minor assignment or quiz, or constitute a small portion of a major assignment and/or represent a small percentage of the total course work.

Academic Integrity Warning is not noted on the student transcript or in the student's permanent educational record at the University, but a record of the violation is kept in the Office of Academic Standards. The student may be required to participate in a Plagiarism workshop offered through the University Learning Center. Any future acts of academic dishonesty will result in more severe penalties, including probation, suspension, or dismissal from the university.

Probation: Academic Integrity Probation status is normally issued for serious first offenses or following a minor first offense where an academic integrity violation has been determined. Serious first offenses are generally premeditated dishonest acts or dishonest acts that directly affects the offenders and/or other students' grades (i.e. student places his/her name on a written assignment he/she did not write; student cheats or facilitates the cheating of another on an examination in a way that is premeditated). Students on Academic Integrity Probation may remain enrolled in the university only upon compliance with specified academic standards, requirements, or restrictions, for a specified period of time or for the remainder of the time he or she is enrolled at the university.

Academic Integrity Probation is not noted on the student transcript, but a record of the violation is noted in the student's permanent educational record at the University. The student may be required to participate in a Plagiarism workshop offered through the University Learning Center. Violation of any conditions of Academic Integrity Probation or the policy may result in more serious consequences, normally in the form of suspension or dismissal.

Suspension: Academic Integrity Suspension is issued for all egregious infractions. Examples of egregious infractions include, but are not limited to: multiple instances of academic dishonesty by a student in a single course, repeated instances of academic dishonesty by a student in different courses, or violation of the academic integrity policy by a student while on Academic Integrity Probation. In cases where the sanction of Academic Integrity Suspension is determined, separation from the university may be deferred to the following semester. Suspension for violation of the academic integrity policy means a loss of student status for a specified length of time with reinstatement thereafter certain, provided that the student has complied with all conditions imposed as part of the suspension and provided that the student otherwise qualifies for reinstatement. Suspension is university-wide, with resultant loss of all student rights and privileges.

Academic Integrity Suspension is noted on student transcripts and in the student's permanent educational record at the University. A student returning from Academic Integrity Suspension is placed on Academic Integrity Probation for the remainder of the time he or she is enrolled at the university. Violation of the conditions of suspension or of university policies during the period of suspension, or upon return from suspension, may be cause for further disciplinary action, normally in the form of dismissal.

Dismissal: Academic Integrity Dismissal is issued for all egregious acts of academic dishonesty related to a major culminating work such as a Senior Exhibit, Master's Thesis or Doctoral Dissertation, regardless of previous history, or for a violation of the academic integrity policy upon return from Academic Integrity Suspension. In cases where the sanction of Academic Integrity Dismissal is determined, separation from the university is immediate, unless the student appeals the outcome. If the appeal is unsuccessful, the student will be dismissed immediately upon conclusion of the appeals process. Dismissal for violation of the academic integrity policy means termination of student status with resultant loss of all student rights and privileges.

Academic Integrity Dismissal is university-wide and is noted on student transcripts and in the student's permanent educational record at the University. A student who has been dismissed may petition for the right to apply for readmission via the readmission process. A student readmitted from an Academic Integrity Dismissal is placed on Academic Integrity Probation for the remainder of the time the student is enrolled at the university.

Intellectual Property Rights

The New School (the "university") seeks to encourage creativity and invention among its faculty members and students. In doing so, the University affirms its traditional commitment to the personal ownership by its faculty members and students of Intellectual Property Rights in works they create. This Policy governs the Intellectual Property Rights of the University, faculty members and students in the work product, ideas and inventions (regardless of the medium) created in connection with activities associated with the University (the "Work" or "Works"). The term "Intellectual Property Rights," as used in this Policy, refers to copyrights, rights in trademarks and service marks, patents, moral rights, and other intangible proprietary rights. The term "Works," as used in this Policy, does not include any Works created by faculty or students outside the scope of their activities in connection with the University, except to the extent that such activities fall within one of the limited Exceptions set forth below or the policy concerning disclosure of faculty-student agreements.

The University supports the Intellectual Property Rights of its faculty and students in materials which they create or otherwise author related to academic work, including, but not limited to art objects, lecturer notes, lecture transcripts and tapes (audio or video), works of original authorship (including both literary and artistic works, and including documentations of these such as photographs or art works), software, compilations of information such as databases, and any other research, scholarly or creative work and its derivatives, in any medium, except as otherwise set forth in this Policy.

The University recognizes that individuals may have dual roles at the University and that faculty members may also act in an administrative capacity ("Faculty-Administrators"). This Policy does not apply to Works created by (i) staff members or (ii) administrative personnel or Faculty-Administrators acting within the scope of their administrative duties because such Works are governed by the "work for hire" doctrine or are otherwise the property of the University. Works by Faculty-Administrators acting within the scope of their faculty duties are subject to this Policy.

General Rule

Faculty members and students will own all Intellectual Property Rights in Works they create in connection with activities associated with the University, subject only to the limited Exceptions to the General Rule and the University's Minimum Rights. If more than one person contributes to a Work, then the contributions of each contributor shall be acknowledged and each contributor shall be treated as having Intellectual Property Rights in the Work under this Policy.

No Limitation on Fair Use

Nothing in this Policy shall limit the rights of faculty members, students, or the University to make a "fair use" of copyrighted Works as that term is defined in the Copyright Act.

Distribution of Royalties Derived from Commercialization

Royalty income and other non-equity revenue derived from the licensing of Intellectual Property Rights under any of the Exceptions listed above will be distributed as follows, unless the University and the creator have agreed in writing upon an alternative distribution arrangement.

The University will be reimbursed for any out-of-pocket expenses incurred in obtaining and maintaining intellectual property protection for a Work, and in evaluating and marketing such Work. The remaining net income will be distributed as follows:

50% to the creator(s) (any portion of such revenue payable to student and faculty participants will be divided among them in accordance with the degree to which each contributed)

20% to the University

10% to the creator's department or equivalent unit

10% to the creator's school

10% to faculty development programs or student scholarships.

Minimum Rights of the University Through a Non-Exclusive License

In keeping with the long-standing traditions of academic institutions, the University shall receive a non-exclusive, royalty-free, worldwide license to use the Works for archival, reference, research, classroom, and other educational purposes (the "License"). 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 only attach to brief excerpts of such Works for purposes of education. If the University wishes to acquire rights to use the Work or a reproduction or image of the Work for advertising, promotional or fund-raising purposes, the University will negotiate directly with the creator in order to obtain permission.

This License includes a right in the University to offer any course, or to develop and offer derivative courses of instruction, in both conventional and nonconventional settings (including courses intended for use in Internet distance education projects). The License shall continue to be available to the University even if the faculty member should leave the University. The University may, at its discretion, alter, add to, or otherwise change course materials in keeping with the educational purposes of the License. If they wish to do so, faculty members may also make necessary changes to maintain the accuracy and currency of their course materials.

This License to the University is not intended to inhibit the faculty member or student's ownership or use of the Work and the Intellectual Property Rights therein. 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, and shall be in addition to any interests received by the University in Section IV above.

Agreements Between Faculty and Students

From time to time, current faculty members may wish to enter into agreements with current students relating to the creation of Works (and commercialization thereof) outside of the scope of their activities with the University. Except to the extent that such Works fall within one of the Exceptions, the University will have no stake in any Intellectual Property Rights therein. However, the faculty members are required to disclose the existence and general nature of such agreements to the Provost in order for the University to safeguard against any impropriety or unfairness or the appearance thereof.

Conflict Resolution

Administration of this Policy shall be the responsibility of the Office of the General Counsel. Questions should be directed to the Office of the General Counsel regarding the application, interpretation or implementation of the Policy, or regarding any disagreement among creators concerning assignment or apportionment of Intellectual Property Rights or sharing of royalties. Disagreement with any determination made by the Office of the General Counsel may be directed to the Provost for a final determination.

Changes to This Policy

The University reserves the right to change this Policy from time to time. The Board of Trustees has sole authority to approve changes to this Policy.

Exceptions to the General Rule

When any one of the following Exceptions applies to a Work, then faculty members and students who participate in the creation of the Work will retain the following "Faculty/Student Minimum Rights": the right to make and retain a reproduction; the right to include that reproduction in their portfolio; and the non-transferable right to copy, use, display, and distribute that reproduction for non-commercial purposes. Such Faculty/Student Minimum Rights are in addition to any interest of the creator set forth in Section IV.

Exception 1: Outside Sponsored Research/Activities

Exception 1 applies to Works created as part of activities sponsored by an outside sponsor. "Sponsored Research" is used here to mean all research or activities for which financial support or contribution has been received from an external organization or sponsor, including commercial establishments ("Outside Sponsor").

If the activities meet any of these conditions, then

at the outset, the activity will be identified as falling within Exception 1 under the Policy, so that student and faculty members know in advance of the terms of this Exception and its applicability; and

with knowledge of the terms of this Exception, each student and faculty member will have the option not to participate in the activity; and

each student and faculty participant will enter into a written agreement, when appropriate, with the University and/or Outside Sponsor specifying the Intellectual Property Rights to be transferred to the University and/or Outside Sponsor and other terms; and

the sponsored activity must be approved by the Provost or the Provost's designee. In all cases under Exception 1, students and faculty shall retain Faculty/Student Minimum Rights. All other Intellectual Property Rights retained by the students and faculty and all Intellectual Property Rights transferred to the University and/or Outside Sponsor will be governed by the provisions of the agreement with the University and/or Outside Sponsor. The University may transfer some or all of its Intellectual Property Rights to the Outside Sponsor. Any revenue received by the University from commercialization of the Intellectual Property Rights will be distributed as set forth in Section IV.

Exception 2: University Commissioned or Sponsored Activities

Exception 2 applies to activities or Works which are commissioned or sponsored by the University. A University commissioned activity or Work is one in which the University specifically commissions a faculty member or student to create a Work which will be either covered by the "work for hire" doctrine or the subject of a separate agreement, such as an agreement with respect to a faculty development grant or other type of grant. An activity or Work is sponsored by the University when University support makes the Work possible or when the University provides exceptional support, either with money, facilities, equipment or staff, for the development or production of a Work that is to be introduced commercially. In such instances, if a Work developed or produced by means of such University support is introduced commercially, it is reasonable for the University to participate in the fruits of the enterprise and/or to be reimbursed for the University's extra or special costs, and the University will be entitled to do so. Use of library facilities and facilities available to the general public, occasional use of office equipment and office staff, and works created during the course of classroom instruction will not ordinarily be considered the basis of University sponsorship of a project.

The University may designate certain University resources (i.e., facilities, equipment, funding) (the "Designated Facilities") in which the University (i) has made an exceptional investment and (ii) has recognized at the outset that the use of such Designated Facilities may give rise to a commercially viable product. The Provost will create and revise the list of Designated Facilities as necessary, after consultation with an advisory group composed of members of the University community including faculty members.

Students or faculty who create Works through the use of any Designated Facilities are responsible for disclosing such Works to the University. Such disclosure shall be made when it can be reasonably concluded that the Works have been created, and sufficiently in advance of any publications, presentation, or other public disclosure to allow time for possible action that protects the Intellectual Property Rights for the creator and the University. Failure to make such disclosure is a violation of University Policy. At any time after disclosure, the University may agree in writing to waive its rights to participate under this Exception. Faculty members or students may seek exemption from the terms of this Exception and from University participation.

Faculty members will not be considered to have made the requisite use of Designated Facilities if the faculty member receives advance written approval of the proposed use from the Department Chair on one of the following grounds: (i) the Work to be produced through the use of the Designated Facilities or equipment is for academic purposes only and the faculty member does not use any University-provided funds or University-administered funds in connection with the activity; or (ii) the faculty member compensates the University for the fair market value of the Designated Facilities used for the project.

Students will not be considered to have made the requisite use of Designated Facilities if (i) the student receives advance written approval of the proposed use from the Department Chair; or (ii) the student does not use any University-provided funds or University-administered funds in connection with the activity. Projects which are exempted for one of the foregoing reasons shall be reported to and reviewed by the Provost.

In all cases under Exception 2, students and faculty shall retain Faculty/Student Minimum Rights. Any revenue received by the University from commercialization of the Intellectual Property Rights will be distributed as set forth in Section IV.

Exception 3: Student or Faculty Initiated Agreements

Exception 3 applies to Works created by a student or faculty member where the student or faculty member either:

seeks and receives assistance from the University with obtaining intellectual property protection (i.e., getting a patent) or assistance with an agreement or with commercialization of a Work; or

seeks permission and the University, in its sole discretion, grants permission to use one of the University's names, trademarks or other University intellectual property rights in connection with a Work.

Faculty members and students must obtain the University's approval before using one of the University's names or trademarks in connection with a Work. When either (1) or (2) is the case, then the student or faculty member shall enter into an agreement whereby the University, or affiliate of the University, will provide such assistance or an agreement whereby the University will provide such permission to use the name or trademark. The agreement will establish the structure and goals of the initiative, and it will outline the obligations of each party contributing to it.

In all cases under Exception 3, the student or faculty member shall retain Faculty/Student Minimum Rights. The agreement will allocate Intellectual Property Rights and compensation among the parties in light of, among other things, the contribution of each party to the initiative, the rights that the parties may require to perform their roles within the initiative, or the scope of use of the University's name or trademark. Any revenue received by the student or faculty member from commercialization of the Intellectual Property Rights or use of the University's name or trademark will be distributed as set forth in Section IV.

Responsible Conduct of Research

The Office of Research Support (ORS) provides researchers with resources to ensure that they meet the appropriate training requirements in research integrity in the conduct of research, as guided by applicable federal regulations. The New School assumes responsibility for investigating and resolving allegations of research and scholarly misconduct by its faculty, staff, and students, regardless of whether the activity is connected to internal or external funding. See the Responsible Conduct of Research (RCR) webpage for more information.

Conflicts of Interest

The objectivity of research is of paramount importance and the basis for obtaining and maintaining public trust. Financial conflicts of interest (FCOI) in research may occur when outside financial interests compromise, or have the appearance of compromising, the professional judgment of a researcher when designing, conducting, or reporting research. Federal agencies have specific requirements regarding PI disclosure, and institutional review of disclosures, to determine whether a conflict of interest may exist and what conditions, actions or restrictions, if any, should be imposed to manage, reduce, or eliminate such a conflict of interest. The process of reporting FCOI in sponsored research supplements the general university policy on conflicts of interest for employees, with additional requirements for individuals involved in research.

Use of Cell Phones, Laptops, and Recording Devices in the Classroom

Use of Cell Phones, Laptops, and Recording Devices in the Classroom

Observing other students' work can be as valuable as doing the work oneself. Observation requires attention, focus, and a presence in the room beyond mere attendance. For this reason, texting or web surfing in the classroom is unacceptable. It prevents attention to and learning from fellow students' work. It is disrespectful to the teacher and one's fellow students.

Individual faculty members are authorized to decide whether electronic devices will be allowed into their classrooms. When electronic devices are allowed, students using their cell phones (or other digital devices) or inappropriately using their laptops in class may be asked by the instructor to leave the class. This may be considered an absence for the sake of student review and grading.

Recording of any kind during class sessions requires the express permission of the instructor and every party involved. No student or faculty member is permitted to post still images, audio, or video of students to the Internet or to share with individuals outside the class without express prior approval.

Some instructors may have stricter policies regarding technology in their classrooms. In such cases, the instructor's policy takes precedence over the school or college's policy. Conversely, some instructors may require the use of technology to complete in-class assignments. These exceptions will be clearly stated in the course syllabus.

Recording Policy for Students in Drama Programs

Students must NEVER record mainstage performances in any way without prior written consent from the Production Office. All designs are the intellectual property of the production designers, many of whom are members of United Scenic Artists, a labor union and professional association of Designers, Artists, and Crafts-people. The New School complies with all union related regulations, including recording restrictions.

University-Wide Undergraduate Degree Requirements

Undergraduate students must complete all university-wide requirements for their degrees and adhere to all relevant university policies:

- Minimum of 120 credits* for bachelor's degrees
- Minimum of 60 credits for associate's degrees
- Shared Capacities requirements (see Shared Capacities Section)

- Required number of liberal arts credits for their degree
- ULEC requirements (see ULECs section)

*Some programs require more than 120 credits

Students must also complete all additional requirements for their college, school, and/or program, including, but not limited to, additional total number of credits and additional liberal arts credits.

Liberal Arts

Students must meet a minimum threshold of liberal arts credits for their degree award, as required by the New York State Education Department. These thresholds are incorporated into their overall liberal arts requirements, which differ by degree and program. Please see the Degree Programs section for each college for more information.

University Wide Requirements

University Curriculum

Shared Capacities

Shared Capacities are the general competencies that undergraduate students develop at The New School. The University's 11 Shared Capacities include skills such as written and oral communication, quantitative reasoning, and scientific literacy, as well as unique capabilities such as creative making, cross-disciplinary thinking, and flexibility and resiliency. Shared Capacities typically define what students are learning in their programs' required classes. This preserves the diverse curricular offerings of the colleges, while also allowing for a shared, university-wide approach to general education that reflects our historic strengths in design, performance, and social research, and affirms our commitment to sustainability, civic engagement, and social justice.

Learning Outcomes

Each Capacity has two or three learning outcomes that students will address in classes that they are taking to meet their degree requirements.

SHARED CAPCITIES	LEARNING OUTCOMES: *STUDENTS WILL BE ABLE TO...*
Critical Analysis	• Effectively assess implicit or explicit claims, attending to factors such as possibilities, limitations, and flaws; and • Effectively attend to factors such as evidence and context as appropriate when articulating ideas or arguments
Communication	• Produce effective written communications that are appropriate for context and audience; and • Produce effective oral communications that are appropriate for context and audience
Quantitative Reasoning	• Construct or interpret arguments based on quantitative data or methods; and • Recognize possibilities and limitations of quantitative, mathematical, or statistical methods
Research Literacy	• Define an appropriate scope of information needed to respond to a research question; and • Deploy appropriate research methods and technologies in a manner consistent with relevant norms; and • Evaluate information sources cirtically
Scientific Literacy	• Apply or interpret scientific concepts or methodologies; and • Recognize possibilities and limitations of scientific concepts or methodologies
Authorship	• Develop works (in any medium) with an original voice or perspective; and • Articulate how their work fits into intellectual or artistic contexts (considering production and/or reception)
Creative Making	• Generate original work that employs visual, musical, performance, or other creative practices; and • Demonstrate reflection upon the iterative process of creating this work
Cross-Disciplinary Thinking	• Understand concepts, theories, experiences, and/or methods from multiple disciplinary perspectives or fields of study; and • Combine diverse modes of inquiry to produce meaningful work
Flexibility and Resiliency	• Take appropriate risks, rebound from setbacks, and persevere to complete a given course of action; and • Adapt to new situations through a process of continual development
Working in Complex Systems	• Successfully navigate multiple projects or responsibilities (e.g., manage time, organize tasks, meet deadlines, and adhere to requirements and standards for completing); and • Understand and work across institutional boundaries
Ethical Reasoning	• Analyze how social, economic, and/or political systems interact with individual or group identities or experiences within particular cultural and historical contexts; and • Articulate effective arguments in support of personal or collective values, judgments, or responsibilities by applying ethical concepts

Shared Capacities Courses

All undergraduate students at the University are required to do coursework and complete assignments related to these learning outcomes. Typically, Shared Capacities do not result in additional course requirements for students. Usually, students will meet the Shared Capacities requirement through existing course requirements for their programs.

Once a student completes one of these already required courses, the relevant Shared Capacity will appear as fulfilled in their degree audit. For example, once a student takes LFYW 1000 Writing the Essay I at Lang, they will also complete the Shared Capacities requirement for Authorship, Creative Making, and Flexibility and Resilience.

Transfer Students

Transfer students must also meet the Shared Capacities requirement, but may do so in the following ways:

Equivalent courses: Transfer credits will be reviewed to determine which Shared Capacities they fulfill. For instance, a studio art class taken at a previous institution may fulfill the requirement for Creative Making and Authorship, while a sociology course may fulfill Critical Analysis, Quantitative Reasoning, and Scientific Literacy. If a student does not transfer credits that fulfill one or more of the Shared Capacities requirements, they will be required to take an upper-level course that can fulfill the requirement.

Students with degrees: Students who are admitted to The New School with an earned Associate or Bachelor degree from an institution that is accredited by the Middle States Commission on Higher Education (MSCHE) are exempt from the Shared Capacities which align with the MSCHE essential skills (critical analysis, communication, scientific literacy, quantitative reasoning, and research literacy). Students are not exempt from other New School Shared Capacities.

Students who are admitted to The New School with an earned Associate or Bachelor degree from an institution that is accredited by an accrediting body other than the Middle States Commission on Higher Education (MSCHE) must have their transfer credits reviewed to determine which Shared Capacities they fulfill.

A list of the courses that satisfy Shared Capacities requirements for students in every college can be found in the University Course Catalog. To filter for courses by capacity select "Show Additional Filters" and then see the "Shared Capacities (Undergraduate)" filter.

Please note, when multiple courses are listed for a Capacity, students only need to take one to satisfy the requirement. In most instances, the course they choose will depend on their major.

University Lecture Courses (ULEC)

University Lecture (ULEC) courses exhibit the diverse academic strengths of The New School, examining a broad range of subjects through a variety of disciplinary approaches. Students in ULECs may work with faculty from outside of their colleges and programs and explore fields that are distinct from their own courses of study. ULEC courses foster a University-wide academic culture and a sense of community among students from different schools and programs. University Lecture (ULEC) courses are open to all undergraduate students at The New School.

ULECs are three-credit courses typically with two components: a 75-minute lecture delivered by a faculty member, and a smaller, 75-minute discussion section, which is usually led by a Teaching Assistant.

ULEC courses and the semesters offered can vary. For updated ULEC course listings with descriptions and category information, please see the University Course Catalog: courses.newschool.edu.

ULEC courses fall into three categories:

(1) Tools for Social Change: These courses equip students to analyze and engage with topics of pressing social concern. Students become active participants in discussions about matters such as race, class, gender, sexuality, the environment, political power, and social justice.	(2) Introductions to Social Research: Courses in this category introduce students to fields within the social sciences. These include introductory courses in Psychology and Economics, which focus on methods and approaches in social research and promote basic scientific literacy and quantitative reasoning.	(3) Interdisciplinary Approaches to the Arts and Humanities: These courses explore history, philosophical ideas, current political issues, literary works, technological change, and artistic works and practices—often combining subjects and methods in unique ways that reflect the research and creative practices of New School faculty.

ULEC Requirements by College

ULEC courses and the semesters offered can vary. For updated ULEC course listings with descriptions and category information, please see the University Course Catalog: courses.newschool.edu.

College of Performing Arts

Drama BFA-students entering as first-year students are required to complete a minimum of two ULEC courses by graduation. At least one of the two ULECs must be selected from categories (1) or (2) above. Transfer students who enter COPA with sophomore standing or higher may be eligible to apply transfer credit towards one or both ULEC requirements.

Jazz BFA and Mannes BM students entering as first-year students must complete one ULEC course from categories (1) or (2) by graduation. Transfer students who enter COPA with sophomore standing or higher may be eligible to apply transfer credit towards ULEC requirements.

Students pursuing the BA/BFA (or BAFA) pathway must take one ULEC from category (1) or category (2). Only courses with the ULEC subject code satisfy these requirements. BAFA students who enter with sophomore standing or higher may be eligible to apply transfer credit towards one or both ULEC requirements. Please consult with your advisor for details.

Eugene Lang College of Liberal Arts

Lang students who enter as first-year students are required to complete a minimum of two ULEC courses to graduate. Only courses with the ULEC subject code satisfy this requirement, with some exceptions. One of the two required ULEC courses must be in category (1) Tools for Social Change or category (2) Introductions to Social Research. The second course can be in any of the three categories.

Transfer students who enter Lang with sophomore standing or higher may be eligible to apply transfer credit toward one or both ULEC requirements. However, students who apply transfer credits to the ULEC requirements may also choose to fulfill Shared Capacities requirements through ULEC coursework; such students should consult with their advisors about enrolling in appropriate ULEC courses to fulfill remaining Shared Capacities requirements.

Students pursuing the BA/BFA (BAFA) dual degree must take one ULEC course in category (1) or (2). BAFA students who enter Lang with sophomore standing or higher may be eligible to apply transfer credit toward the ULEC requirement. Since transfer students may need to fulfill Shared Capacities requirements through ULEC coursework, such students should consult with their advisors about the appropriate course to take that will fulfill remaining Shared Capacities requirements. Please consult with your advisor for details.

If a particular ULEC course is listed as fulfilling the requirements for a Lang major or minor, it will satisfy both the major/minor requirement and the general university requirement. If the student declares a major or minor that requires a specific ULEC course, the student must take that course in order to complete the major or minor.

Parsons School of Design

Parsons students entering as first-year students are required to complete a minimum of two University Lecture courses by graduation. Only courses with the ULEC subject code satisfy the ULEC requirement. One of the two required ULEC courses must be in category (1) Tools for Social Change or category (2) Introductions to Social Research. The second course can be in any of the three categories. Transfer students with significant liberal arts credits may be eligible to apply transfer credit towards one or both ULEC requirements.

Students pursuing the BA/BFA (BAFA) dual degree must take one ULEC course in category (1) or (2). BAFA students with significant liberal arts credits may be eligible to apply transfer credit towards their ULEC requirement. Students should speak with their advisor for details.

Schools of Public Engagement

Bachelor's Program for Adults and Transfer Students

Students in the Adult Bachelor's Program who enter with fewer than 30 transfer credits, and those with more than 30 who have not done prior coursework in the areas of scientific literacy and quantitative reasoning, are strongly encouraged to complete one ULEC selected from category (1) or (2) above.

Undergraduate Degree Requirements - College of Performing Arts

College-Wide Requirements

Performing Arts Core Requirements

All undergraduate students at the College of Performing Arts must take the four Performing Arts Core courses: *The Whole Human Artist* and *Socially Engaged Artistry*, which are to be taken in the first year, and *Improvisation & Collaboration* and *Technology and Experimentation*, which are to be taken in the second year. Students must also fulfill the two-credit Performing Arts Core Project-Based Performance requirement as well as the quantity of Performing Arts Core Distribution Elective required credits specified by their degree.

Liberal Arts Requirements

All undergraduate students at the College of Performing Arts must complete liberal arts credits that amount to 25% of their degree total. These credits are to be fulfilled through a combination of program requirements, University Lecture (ULEC) course(s), and liberal arts electives from across the University.

Language Supported Courses

Students who enter the College of Performing Arts with a TOEFL score below 100, a Duolingo score below 115, or or an IELTS score below 6.5 are required to complete one language support course for each semester in which they are enrolled in *The Whole Human Artist* and *Socially Engaged Artistry*. Faculty teaching these courses will offer students with test scores requiring the course an opportunity to qualify out of the course through an assessment early in the semester.

Collaboration Across the College of Performing Arts

Students are encouraged to participate in collaborations with The New School's other colleges, and also to take part in cross-College of Performing Arts experiences with students from the College of Performing Art's other Schools. Projects and course experiences open to all College of Performing Arts students are generally coded under the COPA course master. Many school-specific ensembles or productions may be open to students from outside that school or program, and interested students should consult their advisor or school academic point-person for further guidance in this area.

Integrated Bachelor's-Master's Degree

Undergraduate students at the College of Performing Arts are eligible to pursue the integrated Bachelor's-Master's degree in Arts Management and Entrepreneurship. Students must apply to participate in the integrated Bachelor's-Master's degree program during their second year. Admitted students begin taking graduate courses in the MA Arts Management and Entrepreneurship program during their third and fourth years, alongside courses for their bachelor's degree program. Students complete the graduate degree in an additional fifth year. Both the bachelor's degree and the master's degree are conferred at the end of the fifth year. (Read more in the Dual Degree section of this catalog).

School of Drama

Degree Requirements

In addition to university-wide degree requirements (see University-Wide Degree Requirements section) and Graduation Requirements (see Degree Conferral section), School of Drama students must complete requirements and adhere to policies for their specific school and degree (see below).

Bachelor of Fine Arts

The four-year BFA program in Dramatic Arts at the School of Drama prepares students to be 21st-century performers, makers, and creative thinkers. Professionalism, relevance, and community are the core of the program, a rich multidisciplinary, project-based investigation of dramatic expression that focuses on the development and synthesis of craft, collaboration, and critical inquiry.

Rehearsal Commitments

Main Stage Rehearsals: While course assignments are the student's primary obligation, every student who is cast in a main stage production is expected to be at every rehearsal on time and prepared.

● The student's rehearsals with Stage Management (referred to as "published rehearsals") supersede any other rehearsals.

● Prior to the rehearsal period, the stage manager will ask the students for a list of conflicts (work, other rehearsals, workshops) and will try to accommodate as many of them as possible during the first two weeks of rehearsals. If it is not possible for stage management to make accommodations, some students might need to reschedule on their end. After the second week of rehearsals, schedule conflicts will not be accommodated.

● No students will be excused from a published rehearsal for a production outside the College of Performing Arts (on campus opportunities or off campus opportunities).

● Any student unsure about a potential conflict is responsible for consulting with their stage manager or program head in advance.

● Occasionally, published rehearsals may be scheduled during a student's class time. When this happens, School administration will contact the student's faculty to request that the student be excused from class and the student will be expected to attend the rehearsal. Students are responsible for all material covered during missed class time and should work with their classmates to get the notes, readings, and assignments. The administration, when scheduling the season, makes every effort to limit the frequency of this type of schedule conflict.

● Main stage productions may include mandatory workshops, guided research, and other preparatory sessions and assignments prior to the start of official production rehearsals.

● Enrollment into a BFA mainstage course conflicts with elective courses ending after 4:30pm on Tuesday through Friday, and with any courses meeting between 11:00 and 5:00 on Saturdays. If a student accepts a role they must refrain from enrolling in electives that conflict with rehearsals.

● Failure to abide by these policies may result in academic or disciplinary penalties.

Rehearsal Commitments for Non-Mainstage Courses: Parameters for out-of-class rehearsals will be indicated in the course syllabus. In cases of illness or emergency, the student is expected to contact their director and cast as soon as possible.

Policy on Recording Mainstage Productions

Students must NEVER record mainstage performances in any way without prior written consent from the Production Office. All designs are the intellectual property of the production designers, many of whom are members of United Scenic Artists, a labor union and professional association of Designers, Artists, and Crafts-people. The New School complies with all union related regulations, including recording restrictions.

Required Courses

In addition to the Performing Arts Core courses discussed in the College-Wide Requirements section, students must complete area fundamentals courses in the foundational areas of Acting, Directing, Playwriting and Creative Technologies. They must also complete Dramatic Structure and Style 1 & 2, and Global Dramatic Literature 1 & 2.

Students must complete Portfolio A, B, C1, C2, D1, and D2 as well as two Collaborative Research Studio courses and two Directed Research courses.

Students must complete six credits of University Lecture (ULEC) courses, twenty two credits of Guided Theatre electives, twenty credits of General Electives, and six Liberal Arts credits.

Other Requirements

Students are expected to complete an advanced level course in at least one of the areas of Acting, Directing, Playwriting, and Creative Technologies prior to their final year. This area should relate to their Directed Research projects and be approved by faculty committee and/or the program director.

Students should note that in order to progress to an advanced level acting course, they must first complete a course in the areas of voice/speech AND movement in addition to a prerequisite intermediate level acting course. Courses fulfilling the voice/speech requirement include those in the areas of Vocal Production, IPA, Dialect and Diction. Courses fulfilling the movement requirement include those in the areas of Dance, Alexander Technique, Grotowski Technique, Mime, Clown, Feldenkrais, Laban, Lucid Body and Yoga.

Students are also required to complete six credits of Performance and Project electives from a list of courses approved by the School of Drama.

Electives

Students enrolled in the BFA in Dramatic Arts may apply their general elective credits toward a variety of courses in the liberal arts or in studio courses at any undergraduate college at The New School, and can be used to complete a university undergraduate minor.

Guided Theater Electives are to be used to take courses in areas of study related to dramatic arts, such as: Acting & Movement Technique, Directing, Playwriting, Creative Technologies/Media, Performance Studies, Integrated Arts, Theater Literature, History & Theory or additional Theater Related Civic Engagement courses.

General electives may also be distributed across the Humanities, Social Sciences, and Natural Sciences or the Arts, and may be taken at any undergraduate college at the New School.

Study Away Opportunities

BFA Drama students may study away in the second semester of their second year. Students apply for permission to go abroad in the first semester of the second year. Students must have a minimum GPA of 3.4. There are a limited number of Study Away program spaces. Sometimes an additional audition is required. (Please also see additional sections in this catalog on Study Away and Exchanges.)

School of Jazz and Contemporary Music

Degree Requirements

In addition to university-wide degree requirements (see University-Wide Degree Requirements section) and Graduation Requirements (see Degree Conferral section), School of Jazz and Contemporary Music students must complete requirements and adhere to policies for their specific school and degree (see below).

Bachelor of Fine Arts

The School of Jazz and Contemporary Music (JCM) awards the bachelor of fine arts degree. To earn the degree, students must successfully complete the following program of study:

- A minimum of 80 credits in Jazz and Contemporary Music studio courses (studio music courses, approved internships, and independent study)
- Demonstrated proficiency in JCM Fundamentals Composition, JCM Fundamentals Improvisation, Piano, Rhythm, Performance Skills, Arranging, Music Technology, and Instrumental and/or Vocal Proficiency.

These requirements can all be met by taking courses and/or by demonstrating an acceptable level of proficiency in placement examinations.

Additionally:

• A minimum of 6 liberal arts elective credits • 15 credits of Music History (5 classes) • 2 credit Senior Seminar liberal arts course at SJCM • 9 Credits of Studio Electives	• Completing the Lessons 2000 Entry Jury and Lessons 3000 Entrance Jury • Completing the Senior Recital • Completing a Performance Skills Exit Jury • 128 credits total

The primary goal of the JCM academic program is to provide students with a thorough technical, conceptual, and historical understanding of jazz and contemporary music (pop, rock, soul, Americana, R&B, electronica, improvised music, etc.). Instruction takes place primarily in three environments: the classroom, the private studio, and the rehearsal studio.

The core curriculum includes courses in performance, analysis, composition, music history, and liberal arts. It provides for increasing flexibility and individual focus as students advance toward graduation. Students learn from first-rank musician-educators and are exposed to the traditions and practices of modern music in an intellectual context that encourages exploration and innovation.

The School of Jazz and Contemporary Music considers public performance a central component of student learning. Students are required to engage in performances that may occur on or off campus throughout the process of their degrees.

Other colleges of The New School, such as Parsons School of Design and Eugene Lang College for Liberal Arts, can add a special dimension to JCM students' educational experience. Students are encouraged to participate in artistic collaborations and performances with students from these colleges.

Core Studio Curriculum

Before the start of their first semester, students are evaluated by selected faculty members in theory, ear training, rhythmic analysis, piano (for non-piano majors), sight-reading, improvisation, music technology, and arranging. The test results are used to determine placement in required core studio courses. The tests also enable the faculty and administration to develop an overall evaluation of each student. Once students are placed in appropriate courses, they must complete the curriculum requirements in order to graduate. After their initial placement, students may not skip required sequenced courses. In rare circumstances in which a student returns from a leave of absence during which they have pursued their creative practice, that student may be permitted to retake placement evaluations, however students who do this may be placed either ahead or behind their prior level depending on the outcome of the evaluation.

Requirements are as follows:

• Music Tech Seminar 1 and 2 • JCM Fundamentals Composition 1, 2, 3, 4 • JCM Fundamentals Improvisation 1, 2, 3, 4 • Performance Skills 1 and 2 • 6 credits of Rhythm or completion of Rhythm 4 • Piano, 2 semesters or completion of Piano 4 • Arranging Fundamentals; or Music Fundamentals • Two courses related to career and music business (total of at least 3 credits)	• Percussion Improv Ensemble (drummers only) • Guitar Ensemble (guitarists only) • Singer-Songwriter Lab 1, 2, 3, 4 (singer-songwriters only) • 4 credits of Singer-Songwriter Electives (singer-songwriters only) • Private lessons (every semester to a maximum of 8 semesters) • Improvisation Ensemble (every semester, minimum 8 semesters; not required of vocalists)

Additional Requirements for Vocalists:

• Vocal Performance 1 - 5	• Three Large Vocal Ensembles

Music History

All students must take 15 credits of JMUH music history courses in a minimum of five courses.

Senior Seminar and Senior Recital

The Senior Seminar is a capstone for graduating seniors that prompts students to think reflectively about their purpose, practice, and engagement as an artist in society. This course aims to foster dialogue and collaboration within the graduating class cohort, support seniors in developing presentations of their work through portfolios and recitals, and forge meaningful connections to professional engagement beyond their undergraduate study.

The Senior Recital should reflect the student's growth, both technically and artistically, as a musician. The recital is a formal performance, to take place in the school's performance space. The senior recital must be completed and meet programmatic guidelines before the student can graduate.

Additional Courses

In addition to required courses, students at the School of Jazz and Contemporary Music have the opportunity to choose from a wide range of electives, including ensembles such as Charles Mingus Ensemble, Progressive Rock Ensemble, Thelonious Monk Ensemble; and other courses such as Bebop Harmony, Film Scoring, Linear Composition For Improvisers, and more.

For a complete list of electives offered in the coming semesters, please see the University Course Catalog at courses.newschool.edu.

Private Instruction

Lessons 1000

All entering students are placed in Lessons 1000. Students remain in Lessons 1000 until they pass the Lessons 2000 Entry Jury. Requirements for the Lessons 2000 Entry Jury center on technique and instrument-specific idioms; it is offered at the end of each semester.

Lesson grades are based on attendance and the student's adherence to the guidelines set by the syllabus and the instructor. To be eligible for a passing grade, students must complete a minimum of eight lessons.

Lessons 2000

Students who pass the Lesson 2000 Entry Jury are placed into Lessons 2000. Students at this level may choose their instructor from an extensive list of musicians. The instructors that students choose must be sufficiently available during the school year to complete the necessary lessons, and must be easily accessible by email. Students may choose to split their twelve lessons between two different teachers in a semester (eight lessons with one teacher and four with the other), but at least eight of their lessons must center on the study of the student's primary instrument.

Lesson grades are based on attendance and the student's adherence to the guidelines set by the syllabus and the instructor. To be eligible for a passing grade, students must complete a minimum of eight lessons.

Lessons 3000

Students who pass the Lessons 3000 Entry Jury will be registered for Lessons 3000. The jury is offered at the end of each semester, and consists primarily of demonstrating knowledge of American Vernacular repertoire. Specific requirements will be made available to students on an ongoing basis.

Students in Lessons 3000 may choose their instructor(s) from an extensive list of musicians, receive twelve lessons per semester, and may split their lessons between two teachers (eight lessons with one teacher and four with the other).

For the BFA at the School of Jazz and Contemporary Music, the Summer Term is not considered a residency term, and, as such, is reserved for curricular activities that occur in addition to those taken during the semesters in which a student is in residency.

Required major lessons are only available during residency terms. Major lessons will only be made available in a non-residency term in those situations in which the student is behind in completing the quantity of major lesson semesters required based on the total number of semesters in which the student will be in residency, and when taking major lessons during the summer will not lead to a student's taking more than eight semesters of major lessons prior to degree completion. In these instances, the student will be charged the regular per-credit fee for lessons.

Jury Guidelines

All students must complete the Lessons 2000 Entry Jury and the Lessons 3000 Entry Jury. The Lessons 2000 Entry Jury focuses on instrumental proficiency, technique, and healthy practice habits. The Lessons 3000 Entry Jury focuses on repertoire where each student memorizes fifteen songs to perform with a rhythm section.

Tutoring

The Office of Academic Affairs provides free tutoring for Jazz and Contemporary Music students who need help in their required studio courses. Tutors are available to help students in Music Fundamentals, JCM Fundamentals: Composition, JCM Fundamentals: Improvisation, Piano, Rhythmic Analysis, Arranging Fundamentals, Sight Reading, Vocal Performance, and Music Technology Seminar. Students should contact the office to be assigned a tutor in one or more areas if they feel they need help or if their teachers recommend tutoring. Students who are interested in working as tutors should direct their inquiries to the Program and Administration Manager at the School of Jazz and Contemporary Music.

Dual Degree BA/BFA

The BA/BFA program is a 5-year course of study that allows students to pursue two degrees simultaneously. Students earn a Bachelor of Arts (BA) degree from Eugene Lang College of Liberal Arts and a Bachelor of Fine Arts (BFA) from the School of Jazz and Contemporary Music. The program is designed for students who want a comprehensive liberal arts education at Lang and a professional music education at Jazz and Contemporary Music. To learn more, please visit www.newschool.edu/babfa/.

Transfer Credits

Under certain circumstances, students may take courses at another institution for credit toward their liberal arts degree requirements. The student must be in good academic standing and must have completed the English writing requirement (Freshman Composition or an equivalent course). The School of Jazz and Contemporary Music does not permit students to enroll in courses at other institutions during the academic year, so mobility credits can be earned only during the summer term. Jazz students interested in mobility credits should make an appointment with the Associate Director of Academic Affairs well in advance of the other institution's registration deadlines in order to obtain approval for the proposed course(s). Please see the University's Undergraduate Transfer Credit Policy for complete information. These "mobility" credits are counted as transfer credits. A maximum of 9 mobility credits can be transferred, which will count toward the maximum total of 64 transfer credits permitted.

Mannes School of Music

Degree Requirements

In addition to university-wide degree requirements (see University-Wide Degree Requirements section) and Graduation Requirements (see Degree Conferral section), Mannes School of Music students must complete requirements and adhere to policies for their specific school and degree (see below).

Bachelor of Music

The Bachelor of Music degree is awarded in all major fields upon completion of the appropriate music and academic requirements, as described below. The four-year Bachelor of Music program combines intensive study in a specific concentration with courses in the Techniques of Music and the liberal arts. Students build a solid foundation for careers as professional musicians.

Mannes students must study full-time. Students normally take between 14 and 18 credits per semester (some degrees require 19-20 credits for select semesters) in order to complete their degree in four years (8 semesters). Part-time study is not an option with the exception of the final semester when the student's remaining degree requirements are fewer than 12 credits. (See adapted temporary policy in "Maintenance of Status" section). Mannes School of Music considers public performance a central component of student learning. Students are required to engage in performances that may occur on or off campus throughout the process of their degrees.

Instrumental Performance BM Concentrations

The following concentrations are available for Instrumental Performance majors:

Bassoon Cello Clarinet Double Bass Flute	Harp Horn Oboe Percussion Trombone	Trumpet Tuba Viola Violin

Double Majors

Students with the requisite abilities may apply for a double major. If accepted, the student must complete all the requirements for both majors except where these overlap. Students who wish to pursue a double major at the undergraduate level must apply and be accepted into the second major prior to completing 45 credits in the first major. There are additional tuition charges. Students considering a double major must seek advisement and permission from the Associate Dean.

Private Lessons with a Major Teacher

Performance and composition majors are entitled to 14 hours of private instruction in their major field each semester (28 lessons per year). When applicants fill out an application to Mannes, they may request a teacher or teachers. If they do so, they should list all preferences in ranked order. If an applicant lists no preferences, or the listed teachers are unavailable, a teacher will be assigned. Students with questions or concerns about the major lessons should consult with the associate dean in a timely way. Students may change their major teacher during a given program of study; they should initiate that process by speaking with the Associate Dean.

For the Mannes BM degree, the Summer Term is not considered a residency term, and, as such, is reserved for curricular activities that occur in addition to those taken during the semesters in which a student is in residency.

Required major lessons are only available during residency terms. Major lessons will only be made available in a non-residency term in those situations in which the student is behind in completing the quantity of major lesson semesters required based on the total number of semesters in which the student will be in residency, and when taking major lessons during the summer will not lead to a student's taking more than eight semesters of major lessons prior to degree completion. In these instances, the student will be charged the regular per-credit fee for lessons.

Performance Classes

Students majoring in instruments or voice participate in a variety of ensemble classes as a required part of their course of study. These classes include The Mannes Orchestra, The New School Chorus, Mannes American Composers Ensemble (MACE), The Mannes Opera (through a separate audition), instrumental performance classes, vocal performance classes, and chamber music groups for many combinations of instruments and voice.

Techniques of Music

Well-schooled musicians hear accurately, read fluently, and write with awareness of musical meaning and syntax. They can analyze works of varying styles and periods with insight into their structural and stylistic characteristics. The renowned Techniques of Music curriculum enables students to coordinate their studies in these four areas with work in their major field.

Secondary Instruction

Students who wish to take private lessons outside of their major may register for lessons at an additional fee. Charges for secondary instruction are not covered by College tuition.

Undergraduate Degree Requirements- Eugene Lang College of Liberal Arts

Degree Requirements

In addition to university-wide degree requirements (see University-Wide Undergraduate Degree Requirements section) and Graduation Requirements (see Degree Conferral section), Lang students must complete the following:

Students who enter with freshman standing must complete the following courses:

• Writing the Essay I and II (BA/BFA Jazz students are exempt from the Writing the Essay 2 requirement; Parsons BA/FA students are not required to take Writing the Essay)	• First-Year Seminar (BA/FA students should consult their Student Success advisor). This seminar incorporates a First-Year Workshop

All students must also comply with the following policies:

• Minimum required liberal arts credits: ○ Bachelor of Arts (BA) students must complete at least 90 liberal arts credits and not more than 30 credits in nonliberal arts courses (defined as studio and practice-based courses and internships) ○ Bachelor of Science (BS) students must complete at least 60 liberal arts credits and not more than 60 credits in non-liberal arts courses (defined as studio and practice-based courses and internships)	• Complete two expository writing courses (either through a combination of Writing the Essay I, II, and III or through approved transfer credit) • Satisfy all Shared Capacities through designated Lang and New School coursework (including ULECs), approved transfer credit, or a combination of both • At least 60 credits in residence (prorated for transfers; all BA/BFA students must earn a minimum of 44 credits in Lang courses--at least one Lang course during every semester). • Completion of all course requirements for a Lang major (see Degree Programs section).
• Students who entered as freshmen must earn at least 40 credits in 3000-level or higher courses; this requirement is prorated for transfer students who enter with sophomore standing or higher (See Transfer Student section below)	• Senior-year residency (all students must spend their final two semesters in residence at Lang) • Maximum 12 credits of internship and maximum 12 credits of independent study • Required minimum grades for courses in the major • Required overall minimum GPA

Students studying abroad may take up to three courses toward their major at the host institution, subject to preliminary review and final approval on their return by the departmental faculty advisor.

Changes in Requirements

Curriculum requirements for some areas of study may change during students' course of study. If the requirements change, students who have earned fewer than 45 credits at the time of declaration must fulfill the new requirements of the area of study unless the program director or chair agrees otherwise. Students who have earned more than 45 credits have the option of completing the previous curriculum or the revised curriculum.

First-Year Curriculum

First-Year Seminar

In their first semester, Lang students take a seminar that draws on professors' expertise in particular areas and topics and addresses pressing questions designed to engage students across a wide range of interests and academic goals. In this course, First-Year Fellows, current upper-level undergraduate Lang students, lead workshops on various topics every fourth class session. These workshops are designed to help students develop critical thinking skills on social justice and liberal arts, as well as good study habits, time management skills, and effective techniques for successful participation in seminar discussions. First Year Fellows also facilitate discussions on personal health and safety awareness and general acculturation to college life overall and to Lang in particular.

Course topics change each year. For the current list of First-Year Seminar offerings, search the University Course Catalog for LNGC 1400 and select the term of interest.

First-Year Writing

All first-year students are required to complete two topic-based courses in expository writing, Writing the Essay I and II. Writing the Essay I helps students formulate, develop, and express ideas and practice argumentation through a process of writing, workshopping and revising. Students begin with familiar formats (such as the personal essay), and then move on to more analytical writing (such as the critical essay). In Writing the Essay II, students develop a clear and forceful prose style through close reading and consistent work in writing, workshopping, and revision. Students explore research methods and produce at least one in-depth essay that requires library research. Transfer students with some writing course credit may be advised to enroll in Writing the Essay III, a course for upper-level students in which students embark on an individualized project of creative inquiry, using the research process as its subject. This course requires weekly attendance at the Craft Lunch series of lectures on writing.

Freshman and Sophomore Breadth Requirement

A liberal arts education provides students with the skills to think critically and creatively. Students at Lang are encouraged to take advantage of the variety of areas of study offered at the college and the university to broaden their knowledge of themselves and the world. To that end, students with fewer than 60 credits may not take more than two courses in one area of study in the same semester. For example, students with fewer than 60 credits may take no more than two courses designated LTHR (Theater) in a single term. Students may request that this policy be waived in certain circumstances (for example, in cases in which a student is pursuing a double major or double minor or other situations in which the student's timely degree progression may be negatively impacted by this policy). Advisors may grant approval for exceptions to this policy.

Year Level Guidelines

Sophomore Year

Sophomores are encouraged to look into study-abroad, internship, and civic-engagement opportunities. They should also begin to focus their academic interests. In the second semester (prior to completing 60 credits), students are expected to declare a major. They must declare before the junior year or risk an academic hold. Transfer students admitted with junior standing have a grace period of one semester in which to declare a major. Students may declare a major sooner if they are certain of their focus. For more information, schedule an appointment with a Student Success advisor.

Junior Year

In their junior year, students take upper-level courses for more in-depth study of their academic interests. During this year, they clarify the requirements for their declared majors and determine which requirements remain to be satisfied. They also explore how these academic interests fit into their post-graduation plans and continue to participate in experiential programs such as internships, study abroad, and civic engagement. Many students at Lang complete a senior capstone requirement in their major or interdisciplinary program. In the second semester of their junior year, they conduct preliminary research for the capstone project. The senior capstone requirement can be satisfied with an individual project, a collaborative project, or (in some programs) a graduate seminar. Be aware that a senior seminar may have course prerequisites. At least two semesters before graduation, students also should meet with their academic advisor and/or chair for a graduation audit to ensure all degree requirements will be satisfied.

Senior Year

All seniors must indicate how they plan to satisfy their senior capstone by filling out a declaration form with their academic department. The capstone requirement must be completed in the student's major unless a special exception is made. Students should consult with the chair (or designee) of their department before the proposal is submitted. In most cases, students receive four credits for the capstone. The requirement can be fulfilled in either the fall or spring semester of the senior year, provided prerequisites are satisfied.

Course Levels

The 1000-level courses are designed for first-year students only. These courses develop the skills necessary for academic success and are offered exclusively within the first-year curriculum.

The 2000-level courses are introductory with no prerequisites or with a minimal stated prerequisite (e.g., completion of one first-year Writing course). Courses may satisfy area of study requirements.

The 3000-level courses are intermediate level. These courses build on prior knowledge and skills developed in 1000- and 2000-level courses. They usually take a more specialized approach to the subject. Completion of at least one course at the 2000-level in the same area of study is presumed.

The 4000-level courses are advanced level. These courses take a sophisticated approach to the subject matter, assuming a masterful grasp of methods and approaches in the discipline. Students should have taken two courses in the discipline, including one at the 3000-level.

The 4400- and 4500-level courses are graduate level courses cross-listed with Lang subject codes. These courses are open only to juniors and seniors with previous relevant coursework. Students who register for 4400- or 4500- level courses may not apply the credits toward a graduate degree or toward undergraduate degree requirements that specify completion of a graduate level seminar.

Policy for Transfer Students at Lang

See also the University Undergraduate Transfer Credit Policy in this catalog.

Transfer students have less time to decide on an academic major at Lang. Students should clarify the particular requirements for their program and determine what requirements have been satisfied through transfer courses and which ones remain. To explore all these connections, students should meet with their Student Success Advisor and departmental faculty advisor.

Lang students may transfer a maximum of 60 credits.Transfer courses count toward general credit requirements only and are not applied toward the requirements in a particular major/interdisciplinary program. To have transfer credits accepted for specific requirements, students must consult with the departmental faculty advisor from the appropriate department. They must provide a detailed course description or syllabus for review by the departmental faculty advisor, who will decide whether previous experience can fulfill any major/ interdisciplinary program requirements. In majors in which the curriculum has changed during the time of a student's enrollment, requirements are based on the date of your declaration. If a student earned fewer than 45 credits at the time of declaration, they should fulfill all the requirements in effect at the time of declaration. If a student earned 45 credits or more, they are allowed to fulfill either the requirements in effect at the time of declaration or the requirements in effect at the time they matriculated at Lang. (See also Lang Residency Requirement below.)

Students must earn a minimum 90 credits in liberal arts courses. This includes liberal arts courses completed in other divisions of the university and liberal arts credits transferred from other institutions. No more than 30 transfer credits are awarded in non-liberal arts (such as studio and performing arts, internships, and business education).

In addition, please note the following policies:

• Students admitted with 30-44 transfer credits can apply up to 1 transfer course toward the major/area of interest, with permission of the departmental faculty advisor. The student may be required to provide course syllabi for evaluation. • Students admitted with 45-60 credits can apply up to 3 transfer courses toward the major/area of interest, with permission of the departmental		faculty advisor. The student may be required to provide course syllabi for evaluation. • When registering for advanced courses in a particular subject, students must confirm that the prerequisites have been satisfied through coursework at The New School or equivalent transfer credit (approved through the departmental faculty advisor).

Lang Residency Requirement

All students are expected to complete a minimum of 60 credits and a minimum of two years in residence at Lang, including the final two semesters immediately preceding graduation, to receive a degree from Lang. In addition, students must complete a minimum number of credits at Lang. Students who enter as freshmen must complete 88 credits at Lang. Since transfer students attend Lang for a shorter time, the requirement is prorated according to the number of semesters completed at the previous institution. A general guideline is provided below.

In addition, please note the following policies:

• 48+ transfer credits then 32 credits in residence • 36-47.99 transfer credits then 44 credits in residence		• 24-35.99 transfer credits then 56 credits in residence • 12-23.99 transfer credits than 72 credits in residence

Upper Level Course Requirement

All Lang students must complete a minimum number of credits in upper-level courses (i.e., 3000-level or above). Students who begin as freshmen must complete at least 40 credits of upper-level courses, and this number is prorated for transfer students (a five-credit reduction per semester of transferred classes, with an absolute minimum of 20 credits at the higher level). For example:

Students entering as freshmen: 40 cr. of 3000 level courses or above required

Transfer students with 15 transfer credits: 35 cr. of 3000 level or above required

Transfer students with 30 transfer credits: 30 cr. of 3000 level or above required

Transfer students with 45 transfer credits: 25 cr. of 3000 level or above required

Transfer students with 60 transfer credits: 20 cr. of 3000 level or above required

Minimum Grades for Major Requirements

Students must receive a grade of C or higher in a course for that course to satisfy the requirements for a major, including the senior capstone and electives. If a student receives a passing grade less than a C for a course, credit will be given and the grade will be included in the GPA and listed on the transcript, but the course will not satisfy a major course requirement. Note: Students must receive grades of B or better for certain major requirements in Culture and Media, Global Studies, and Literary Studies. Students should reference the requirements list in the Degree Programs section of the catalog for more detail.

Double Majors, Double Minors, and Double Concentrations at Lang

Students who wish may be able to complete up to two majors and/or two minors as part of their course of study. Students completing a double major receive one degree with both majors noted on the transcript. Completing a double major requires fulfillment of all the requirements for both programs and approval from the departmental faculty advisors of both programs. The senior capstone may be either a joint project or the senior seminar from one of the majors, with the approval of the departmental faculty advisors from both programs. No more than three courses may be applied toward both majors, in addition to the senior capstone. Students interested in a double major should consult with their Student Success advisor and the departmental faculty advisors of both programs to learn whether completing the two majors, even with "double-counting" courses, would significantly increase the length of time the student would need to graduate.

Similarly, students can complete two minors, where offered, by fulfilling all the requirements for both minor programs. Since a minor requires fewer courses in total, no more than one course (or four credits) may be applied toward both minors (or to a major/minor combination).

Where concentrations are offered within a major, a student may be able to complete two concentrations, but no more than two courses may be applied toward both concentrations.

Restrictions for Double Majors:

• Students pursuing the self-designed major in Liberal Arts cannot complete a double major.

Additional Advising Opportunities

In addition to the support that Student Success offers (see the Student Success portion of this catalog for more information), Lang students are provided with unique academic advising opportunities throughout their degree program.

Faculty Advisors

Lang students have more flexibility to explore the curriculum than students at many other colleges and universities. This flexibility reinforces the importance of faculty advising. Faculty advisors can provide guidance and mentoring as students make important decisions about their studies and college life, from course selections to career opportunities to pursue after graduation. The instructor of the First-Year Seminar serves as a faculty advisor during a student's first year at Lang. Sophomore and transfer students are assigned a faculty advisor who works exclusively with sophomore and transfer students to provide resources for choosing a major and integrating into the Lang academic community. Once students declare a major, they work with departmental faculty advisors within their program of study.

First-Year Fellows

First -Year Fellows are upper-level students who lead several first-year workshops within First-Year Seminar courses. These workshops help students develop critical thinking skills on social justice and the liberal arts, support development of techniques for success in the seminar-style classroom, and facilitate discussions on personal health and safety awareness and acculturation to Lang College and university life overall.

Undergraduate Degree Requirements - Parsons School of Design

For more than a century, Parsons has been inspired by the transformative potential of design. Today, the school's groundbreaking academic programs carry forward that mission, making Parsons the number one design school in the U.S. and among the top three globally. At the heart of a comprehensive university — The New School — Parsons draws on a range of academic fields to deliver a uniquely interdisciplinary education enriched by the resources of its home in New York City and branch campus in Paris. Here, the next generation of creative leaders engage in real-world learning and develop as critical thinkers and makers grappling with the pressing issues of our time.

Parsons offers rigorous interdisciplinary programs across the spectrum of art and design, from fashion and technology to urban design, fine art, and management. Here creators and scholars master established disciplines and develop emerging ones, fostering innovation that transforms business, advances sustainability, and enhances social impact and health. Our renowned practice-based programs — available to undergraduate, graduate, and professional learners — connect you with industry leaders and creative makers, building your professional network. As you bring together the critical and creative skills found only at Parsons, you discover new ways to change the world by design.

Degree Requirements

In addition to university-wide degree requirements (see University-Wide Undergraduate Degree Requirements section) and Graduation Requirements (see Requirements for Graduation section), Parsons students must meet the requirements below.

For undergraduate degrees, requirements comprise both major (often referred to as "program") and liberal arts credits. Students in a bachelor's program also complete, or transfer credit toward, requirements for the First-Year curriculum before advancing to their major.

Associate in Applied Science (AAS) Programs

The AAS programs are designed for students with prior college credits or degrees who are clear about their interest in design and prepared for rapid immersion in a professional course of study.

Areas of study include: Fashion Design, Fashion Marketing and Communication, Communication Design, and Interior Design.

Bachelor of Business Administration (BBA)

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

Bachelor of Fine Arts (BFA)

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

Dual Degrees

The BA/BFA program is a 5-year course of study that allows students to pursue two degrees simultaneously. Students earn a Bachelor of Arts (BA) degree from Eugene Lang College of Liberal Arts and a Bachelor of Fine Arts (BFA) from Parsons School of Design. Refer to the section on the BA/BFA program for more information.

All bachelor's students may take graduate-level courses in fulfillment of their undergraduate degree, which can later be applied to a master's degree, assuming the student is prepared to do work at the graduate level and the courses are approved by the student's advisor. Being approved to take graduate-level coursework as a bachelor's student does not guarantee admission into the graduate program. Find more information on swing credits under the BA/MA heading of the university Dual Degree section of this catalog.

Double Majors

Bachelor's students at Parsons cannot complete a double major. Students can pursue a minor and/or explore electives to support the full range of their academic interests. They should make these interests known to their academic advisors.

Associate's students may complete a degree with two majors. Typically, a student begins in a single major, and the second major is added after matriculation. Due to some shared curricular requirements among AAS programs, the specific academic path and time to degree completion will differ based upon which two majors are pursued. Students should explore their options with their advisors.

Major (or Program) Requirements

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

Liberal Arts Requirements

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

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

- Students seeking an AAS degree must complete 21 credits of Liberal Arts coursework in order to graduate
- Students seeking a BFA degree must complete 42 credits of Liberal Arts coursework in order to graduate
- Students seeking a BBA degree must complete 39 credits of Liberal Arts coursework in order to graduate

Writing Requirements

All degree students must fulfill the writing requirement as follows:

- For students admitted to an associate's degree program, the critical reading and writing requirement is fulfilled through the completion of PLEN 1020 Critical Reading and Writing 1 and PLEN 1021 Critical Reading and Writing 2, for a total of six credits. An exception is made for students who test into English as a Second Language (ESL) courses—these students must complete the ESL sequence, up through and including NELP 1800 ESL Advanced or NELP 1810 Writing for Multilingual Students, plus a minimum of three credits in Critical Reading and Writing (CRW) or PLEN 1006 Bridge: CRW 1 for a minimum of six credits. Credits earned in excess of the six required are applied to liberal arts electives. Transfer students may receive critical reading and writing credit for equivalent courses taken at another college provided they place out of ESL courses upon matriculation at Parsons.
- For students admitted to a bachelor's degree program, the critical reading and writing requirement is fulfilled through the completion of PUFY 1010 Integrative Seminar 1 and PUFY 1011 Integrative Seminar 2 (or PUFY 1012 LS Integrative Seminar 1 and PUFY 1013 LS Integrative Seminar 2) for a total of six credits. For students who test into ESL, the completion of the ESL sequence, up through and including NELP 1800 ESL Advanced or NELP 1810 Writing for Multilingual Students, is also required. Credits earned in excess of the six required are applied to liberal arts electives. Transfer students may receive critical reading and writing credit for equivalent courses taken at another college provided they place out of ESL courses upon matriculation at Parsons.

English as a Second Language (ESL)

Understanding the history, theory, and analysis of design and art is fundamental to all areas of study at Parsons. A high level of English language proficiency is needed to succeed in courses in these topics. For this reason, new students who are not native English speakers are required to take the English Course Placement Test before they arrive at Parsons. All new students who are not native English speakers must take the English Course Placement Test, regardless of fluency, previous English coursework, degrees/diplomas from U.S. institutions, TOEFL score, IELTS score, or SAT score. If English is not the first language,the student must take the test. The only exception is if the student took the Duolingo test (DET) for Admission, in which case, Advising can use DET results instead.

The Parsons English Course Placement test is composed of the following sections:

- Speaking (a recorded speaking session)
- Essay (a brief essay on a question, for which 30 minutes is allotted)
- Grammar (multiple-choice questions)

The test is offered online. Students are able to take the test on their own computer before orientation begins. Parsons Advising contacts students with information on signing up and scheduling the test.

After taking the test, students receive the placement results and can register for an appropriate English class if needed.

Failure to register for an appropriate English course can delay your progress toward completion of degree requirements and delay your expected date of graduation.

Students admitted to a degree program and who place below NELP 1600-1650 (undergraduate) or NELP 5897 (Graduate) will be required to enroll in the ESL+ Design Program, an intensive language immersion program that will prepare them for their academic courses. In such cases, students will be prevented from enrolling in major requirements simultaneously.

Language-Supported Courses

For some required courses, Language Supported (LS) sections are offered. Sections with the LS designation are specially designed for students for whom English is a second language. LS courses have the same content as non-LS courses, but with extra attention to vocabulary, cultural references, and support for reading and writing. Students will engage with the materials in a supportive and dynamic learning environment as they become acclimated to American educational context, culture, and expectations. Parsons LS faculty possess training specific to both the content area and language-support focus.

Transfer Credit Thresholds for Determining Level of Entry

A transfer student's placement (first-year, second-year, etc.) is determined based on a comprehensive review of application materials, including the Parsons Challenge, the portfolio, and previous college transcripts. The total number of credits accrued at previous institution(s) does not alone determine a student's level of placement. For example, if a student receives transfer credit for a course that is generally relevant to the Parsons program to which they are admitted but is not a direct equivalent to a Parsons major requirement, then that credit may be applied toward electives without affecting the student's entry level.

Year Level Guidelines (BBA and BFA)

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

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

Junior Transfer: Students admitted with a minimum of 60 credits. Students must have a minimum of 34 applicable program credits, comparable to the first and second year curricula of the intended major. Junior level entry is not permitted in some majors, including Fashion Design. Since the level of placement at Parsons is rarely dependent upon the total number of liberal arts credits that the student has previously earned, these courses are evaluated and transferred on a course-by-course basis.

Most programs do not allow for spring entry for transfer students. Spring entry is dependent upon the number and kind of credits that the student has completed. After matriculation, questions about receiving additional credit or about how transfer credit has been distributed may be explored through a transfer credit appeal to the Registrar. The student's advisor can help guide this process. Course descriptions, syllabi, and examples of the work may be requested to inform a final review by the Program Director.

Undergraduate Degree Requirements - Parsons Paris

Established in 1921 as the first American art and design school in Paris, today we are a university community of students and acclaimed faculty who apply creativity and intellectual rigor to the demands of an evolving world. We bring the renowned Parsons curricula together with the entrepreneurial spirit and heritage of a European cultural capital. Along with Parsons in New York and The New School — our parent university — Parsons Paris is part of a global network enabling you to complete a degree, launch a career, and bring innovation to industries worldwide.

At Parsons Paris, our approach to learning merges disciplines to educate the design-led problem solvers the world needs today. We bring Europe's diverse cultural, academic, and innovation-focused resources together with Parsons' celebrated pedagogy based in creativity and critical thinking. The classroom is a collaborative atelier, and the city becomes your lab for developing ways to make the world more harmonious, meaningful, and sustainable.

Degree Requirements

In addition to university-wide degree requirements (see University-Wide Undergraduate Degree Requirements section) and Graduation Requirements (see Degree Conferral section), Parsons Paris students must meet the requirements below.

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

Bachelor of Business Administration (BBA)

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

Bachelor of Fine Arts (BFA)

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

Major (or Program) Requirements

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

Liberal Arts Requirements

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

Art and Design History and Theory courses focus on the culture, history, theory, and analysis of design and art.

Studying these subjects helps students understand the processes, practices, and products of design and art as core loci of human knowledge, agents of social change, and sites of cultural diversity.

Students seeking a BFA degree must complete 42 credits of Liberal Arts coursework in order to graduate.

Students seeking a BBA degree must complete 39 credits of Liberal Arts coursework in order to graduate.

Writing Requirements

All degree students must fulfill the writing requirement as follows:

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

Undergraduate Degree Requirements - Schools of Public Engagement

The Schools of Public Engagement programs connect theory to real-world practice, training students to study social ecologies, create new forms of culture, and respond to contemporary challenges around the world. When you're studying in the **Bachelor's Program for Adults and Transfer Students**, you can pursue your academic, creative, and professional goals while studying and working alongside a network of collaborative and progressive individuals.

Undergraduate programs at the Schools of Public Engagement represent a diverse range of disciplines with professional relevance and real-world impact. Aspiring organizational leaders, social entrepreneurs, policy makers, creative writers, media makers, English language educators, and more can find their academic home in our schools and programs.

Our uniquely flexible degree options enable you to combine multiple subject areas and plan a personalized course of study with full-time, part-time, and online enrollment options that work best for your schedule. Funding opportunities are available for all degree programs.

Degree Requirements for The Bachelor's Program for Adults and Transfer Students (BPATS)

In addition to university-wide degree requirements (see University-Wide Undergraduate Degree Requirements section) and Graduation Requirements (see Degree Conferral section), BPATS students must meet the requirements below.

The Bachelor's Program for Adults and Transfer Students offers bachelor's degree programs for working adults and others seeking a non-traditional college education. It is designed for people who are committed to completing their undergraduate education with a solid foundation in the liberal arts. 12 credits per term is considered full time enrollment. Anything less than that is considered part time.

Students in the Bachelor's Program for Adults and Transfer Students may follow a self-designed major in Liberal Arts, or they may major in Creative Writing; Environmental Studies; Food Studies; Global Studies; Management, Leadership and Entrepreneurship; Media Studies; Musical Theater; Psychology; or Urban Studies.

Students should consult an academic advisor for category requirements for the following:

- Completion of all course requirements for a BPATS major
- Minimum grade of B for requirements in the major
- Completion of Shared Capacities requirements

Liberal Arts and Other Majors

For students following the self-designed program in the Bachelor of Arts or Bachelor of Science in Liberal Arts, courses are chosen in consultation with an advisor. Students following one of the other majors choose additional elective courses outside the major in consultation with an advisor. Students in any major can declare up to two minors. Students completing the BA or BS in Liberal Arts may not double-major in one of the other programs. A minimum of 90 liberal arts credits is needed to complete any BA degree. A minimum of 60 liberal arts credits is needed to complete any BS degree. A minimum of 48 liberal arts credits is needed to complete the BFA in Musical Theater. A minimum of 30 liberal arts credits is needed to complete the AAS.

A maximum of 84 transfer credits can be applied to the BA and BS degrees. A maximum of 60 transfer credits can be applied to the BFA degree and a maximum of 30 transfer credits can be applied to the AAS degree. The last 12 credits of any degree in BPATS must be completed in residence at the New School. Once matriculated, a student may take a maximum of 12 credits outside of The New School to transfer back to their degree pending prior approval.

Students in any major are permitted to take a maximum of 6 credits of internship courses as well as a maximum of 6 credits of independent study courses as part of their degree. A maximum of 24 credits is permitted for study abroad, permitting that the student has not reached the 84 transfer credit maximum.

A minimum cumulative GPA of 2.0 is required for degree conferral for all degrees and majors in BPATS.

Non-Credit Certificates

The New School awards certificates of completion in several areas of study. A certificate attests to successful completion of a structured program of courses designed to establish proficiency in a specific field. Permanent records are maintained for all certificate students, and transcripts are available. For those certificates with an undergraduate credit option students can use the credits towards both the certificate and their undergraduate degree to receive both credentials at time of graduation.

For information on currently available non-credit certificate options, students may contact their admissions counselor.

Additional Academic Support

- Teaching English to Speakers of Other Languages (non-credit and undergraduate credit options)

In addition to the academic support provided through the Student Success department (see the Student Success portion of this catalog for more information), BPATS students have additional academic support opportunities.

Faculty Advisors

Faculty advisors are committed to helping students translate their personal interests and passions into the world of work. Faculty advisors can provide guidance and mentoring as students make important decisions about their studies and college life, from course selections to career opportunities to pursue after graduation. Once students declare a major, they work with departmental faculty advisors within their program of study.

Graduate Degree Requirements - College of Performing Arts

Master of Arts: Arts Management and Entrepreneurship (MA AME)

The Master of Arts degree is awarded upon completion of 37 credits as listed in the curriculum chart below. All students are required to be in residence for four semesters on a full-time basis. Full-time study is defined as a minimum of 9 graduate credits per semester.

Master of Music: Performer-Composer (MM PC)

The Master of Music: Performer-Composer (MM PC) is awarded upon completion of 40 credits as listed in the curriculum chart below. All students are required to be in residence for four consecutive semesters which includes a summer semester, on a full-time basis. Full-time study is defined as a minimum of 9 graduate credits per semester for non-summer semesters and 6 graduate credits for the summer semester.

School of Drama

Master of Fine Arts: Contemporary Theater and Performance (MFA CTP)

The Master of Fine Arts degree is awarded upon completion of 60 credits as laid out in the curriculum chart. All students are required to be in residence for six semesters on a full-time basis. Full-time study is defined as a minimum of 9 graduate credits per semester. Part-time study is not an option. Students who have been accepted into the program are expected to begin coursework in the fall semester. Those who have deferred may begin taking courses in the spring, though the schedule of required courses necessitates six semesters in residency from a student's first fall semester in residency.

Students are expected to attend rehearsals outside of scheduled class meeting sessions for project-based making and Capstone courses as detailed by course syllabi and course catalog entries. Absences from these rehearsals must receive approval prior to the start of the rehearsal process from the program director or dean. Unexcused absences or lateness to scheduled rehearsals may result in grade reduction and/or disciplinary measures.

Mannes School of Music

The graduate programs available at Mannes are the Master of Music (MM) degree and the Professional Studies Diploma (PDPL). Both graduate programs require two years (four semesters) of full-time study to complete. Full- time study is defined as a minimum of 9 graduate credits per semester. Part-time study is not an option. Transfer credits from other graduate programs are not accepted (except for Introduction to Graduate Studies, a course in resource materials and research methods for MM students).

Language Supported Courses

Students who enter into the College of Performing Arts with a TOEFL score below 100 or a Duolingo score below 115 are required to complete certain corequisite language support courses. Graduate students enrolled in The Entrepreneurial Musician or Introduction to Graduate Studies are required to participate in the corequisite language support discussion labs.

Master of Music Degree (MM)

The Master of Music degree is awarded in all major fields upon completion of 36–42 graduate credits as described in this catalog under Program Components and Requirements and Course Requirements by Major. The Master of Music degree program combines advanced study in a specific concentration with academic music courses. It develops broad musical expertise and artistically sound interpretive skills. All students are required to take major lessons in all four semesters in residence. Instrumental Performance, Piano, and Collaborative Piano majors have additional performance class requirements (e.g., Small Ensemble/Chamber Music, Orchestra) that must be taken in all four semesters in residence.

Professional Studies Diploma Program (PDPL)

The Professional Studies Diploma offers a course of study for advanced performers designed to develop their professional skills. The diploma is awarded upon completion of 36–38 graduate credits. All students are required to take major lessons in all four semesters in residence. Instrumental Performance, Piano, and Collaborative Piano majors have additional performance class requirements (e.g., Small Ensemble/Chamber Music, Orchestra) that must be taken in all four semesters in residence. Majors in voice are required to participate in the Mannes Opera or another vocal performance class every semester.

Majors and Concentrations

Every degree and diploma student must select a major from one of the following:

Collaborative Piano	Composition
Guitar	Harpsichord
Instrumental Performance	Piano
Voice	Theory

The following concentrations are available for Instrumental Performance majors:

Bassoon	Harp	Trumpet
Cello	Horn	Tuba
Clarinet	Oboe	Viola
Double Bass	Oboe	Violin
Flute	Trombone	

Secondary Instruction

Students with the requisite abilities may apply for a double major. If accepted, the student must complete all the requirements for both majors except where these overlap. Please note that double majors are typically only approved in situations in which the two majors have significantly different requirements. Two Instrumental Performance majors, for example, would generally not be approved for a double major as the large ensemble requirements would be impossible to fulfill for two majors. There are additional tuition charges. Students considering a double major must seek advisement and permission from the assistant dean. Students who wish to take private lessons outside of their major may register for lessons at an additional fee. Charges for secondary instruction are not covered by College tuition.

Graduation Requirements

To earn a graduate degree or diploma, students must have a minimum 3.0 cumulative GPA and complete departmental requirements. All candidates for the Master of Music degree and the Advanced Diploma (professional studies) must be in residence for at least four semesters and complete the program requirements within five years of their initial enrollment.

The following requirements apply to all graduate performance majors:

- A performance examination, played before a jury of college faculty members from the student's major field (or a closely related one) and senior members of the administration, is required in each year of residency. These examinations are generally held in April of each year for all students. Special juries may be available in December only for those eligible for December graduation.
- Second-year final examinations for MM students consist of a performance drawn from a full-length program of suitably demanding works. Jurors attend the graduation recitals of conducting majors, who perform specially arranged programs.
- A graduation recital of suitably demanding works is required for MM and Advanced Diploma (professional studies) candidates. The recital may be performed at any time during the second year of study. Students performing graduation recitals are required to deliver verbal program notes as a part of the recital. Conducting majors are required to conduct substantial work with a student orchestra.
- Candidates for the Master of Music degree in performance areas are also required to play in, and provide suitable documentation for, two professional outside performances, which can take place at any time during their course of graduate study.

For the Mannes MM and PDPL degrees, the Summer Term is not considered a residency term, and, as such, is reserved for curricular activities that occur in addition to those taken during the semesters in which a student is in residency.

For the MM Performer / Composer degree, the Summer semester is considered a residency term.

Required major lessons are only available during residency terms. Major lessons will only be made available in a non- residency term in those situations in which the student is behind in completing the quantity of major lesson semesters required based on the total number of semesters in which the student will be in residency, and when taking major lessons during the summer will not lead to a student's taking more than eight semesters of major lessons prior to degree completion. In these instances, the student will be charged the regular per-credit fee for lessons.

Graduate Degree Requirements- Continuing and Professional Education

Masters of Science

The 36-credit program has an innovative curriculum that combines business, management, and leadership coursework with design-centered studio work. The studio courses are two-week long studios in which students integrate what they have learned in the seminars to develop new business models and organizational designs for real-world business scenarios.

Cohort members complete the program in 18 months and are required to take only 18 days away from the office. The blended format of virtual and on-campus intensive learning gives cohort members the flexibility they need to balance their academic, professional, and social lives while equipping them with the tools needed to change in their industries.

Graduate Degree Requirements- The New School for Social Research

Doctor of Philosophy (PhD)

The New School for Social Research offers PhD's in the following areas:

• Anthropology • Economics • Philosophy • Politics		• Psychology ○ Clinical ○ Cognitive, Social and Developmental • Sociology • PhDs with Historical Studies

Students are responsible for understanding and completing the course requirements for their PhD, which are published in their respective departmental handbooks.

Master of Philosophy (MPhil)

The degree of master of philosophy is conferred in anthropology, economics, philosophy, politics, psychology (Cognitive, Social and Developmental only), and sociology on doctoral candidates who have satisfactorily fulfilled all the requirements for the PhD except the dissertation and dissertation defense. A registered student in good standing who has fulfilled the degree requirements should contact their department for the MPhil degree, which is subject to the approval of the department chair. Note: No student will be readmitted or re-enrolled in a graduate program for the purpose of receiving the MPhil degree.

Students admitted to master's programs at The New School for Social Research may transfer in a maximum of 3 credits. Students admitted to PhD programs may transfer in a maximum of 30 credits. All transfer credits are awarded at the discretion of the department. Students must have earned a grade of "B" or better for all transferable coursework and all courses must have been taken within the last ten years from the student's first semester at the NSSR. For more information about transfer credit policies please see the Academic Policies section of this catalog.

Master of Arts or Master of Science

To be awarded a master's degree, a student must fulfill the specific credit and course requirements of the program and, in most departments, pass an oral or written departmental examination and complete an acceptable master's thesis or equivalent research project. The time limit for completing a master's degree is five years.

Master of Arts degrees in anthropology, economics, global political economy and finance, historical studies, liberal studies, philosophy, politics, psychology, sociology, and creative publishing and critical journalism require completion of 30 credits in approved courses, with a cumulative GPA of at least 3.0. A student with a GPA below 3.0 or who otherwise fails to maintain satisfactory progress toward the degree is subject to dismissal. The Master of Science degree in economics is a 45-credit option offered in order to provide more advanced training in the field without the commitment to write or defend a dissertation.

Specific program policies governing the conferral of master's degrees are described in the individual department sections of this catalog and in department handbooks.

Graduate Degree Requirements- Parsons School of Design

For more than a century, Parsons has been inspired by the transformative potential of design. Today, the school's groundbreaking academic programs carry forward that mission, making Parsons the number one design school in the U.S. and among the top three globally. At the heart of a comprehensive university — The New School — Parsons draws on a range of academic fields to deliver a uniquely interdisciplinary education enriched by the resources of its home in New York City and branch campus in Paris. Here, the next generation of creative leaders engage in real-world learning and develop as critical thinkers and makers grappling with the pressing issues of our time.

Parsons offers rigorous interdisciplinary programs across the spectrum of art and design, from fashion and technology to urban design, fine art, and management. Here creators and scholars master established disciplines and develop emerging ones, fostering innovation that transforms business, advances sustainability, and enhances social impact and health. Our renowned practice-based programs — available to undergraduate, graduate, and professional learners — connect you with industry leaders and creative makers, building your professional network. As you bring together the critical and creative skills found only at Parsons, you discover new ways to change the world by design.

Degree Requirements

To earn a graduate degree, students must have a minimum 3.0 cumulative grade point average and must complete all degree requirements prior to the graduation date.

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

For graduate degrees, requirements comprise major or program credits, including electives.

Major (or Program) Requirements

Specific course requirements for the program are articulated in this catalog. Some majors require credits referred to as “academic electives” -- courses that explore art and design research, as well as studies in the humanities, sciences, and social sciences as appropriate. Electives without the “academic” designation are open. Students may choose graduate level coursework in a variety of fields and may consult with advisors or Program Directors for guidance.

Writing Requirements

For students admitted into a graduate degree program who test into ESL, the critical reading and writing requirement is fulfilled through the completion of the Graduate Writing and Research Studio sequence (NELP 5897, NELP 5898, and NELP 5899). Students are expected to enroll in and successfully complete a course each semester until the requirement has been fulfilled. Students who do not satisfactorily complete a course in any semester may be placed on academic probation and/or prevented from advancing in their coursework. Critical reading and writing is not required for students who test out of the ESL sequence or for students for whom English is a native language.

English as a Second Language (ESL)

Understanding the history, theory, and analysis of design and art is fundamental to all areas of study at Parsons. A high level of English language proficiency is needed to succeed in courses in these topics. For this reason, new students who are not native English speakers are required to take the English Course Placement Test before they arrive at Parsons. All new students who are not native English speakers must take the English Course Placement Test, regardless of fluency, previous English coursework, degrees/diplomas from U.S. institutions, TOEFL score, IELTS score, or SAT score. If English is not the first language,the student must take the test. The only exception is if the student took the Duolingo test (DET) for Admission, in which case, Advising can use DET results instead.

The Parsons English Course Placement test is composed of the following sections:

- Speaking (a recorded speaking session)
- Essay (a brief essay on a question, for which 30 minutes is allotted)
- Grammar (multiple-choice questions)

The test is offered online. Students are able to take the test on their own computer before orientation begins. Parsons Advising contacts students with information on signing up and scheduling the test.

After taking the test, students receive the placement results and can register for an appropriate English class if needed.

Failure to register for an appropriate English course can delay your progress toward completion of degree requirements and delay your expected date of graduation.

Students admitted to a degree program and who place below NELP 1600-1650 (undergraduate) or NELP 5897 (Graduate) will be required to enroll in the ESL+ Design Program, an intensive language immersion program that will prepare them for their academic courses. In such cases, students will be prevented from enrolling in major requirements simultaneously.

Language-Supported Courses

For some required coursework in the MFA in Design and Technology, Language Supported (LS) sections are offered. Sections with the LS designation are specially designed for students for whom English is a second language. LS courses have the same content as non-LS courses, but with extra attention to vocabulary, cultural references, and support for reading and writing. Students will engage with the materials in a supportive and dynamic learning environment as they become acclimated to American educational context, culture, and expectations. Parsons LS faculty possess training specific to both the content area and language-support focus.

Dual Degrees

Parsons currently offers one dual Master's degree program, MArch Architecture/MFA Lighting Design.

Double Majors

At the graduate level, there is one double-major option: the MFA in Interior Design and Lighting Design. This approved program facilitates completion of course requirements for both majors, which is formally noted on the student’s transcript.

Graduate Degree Requirements - Parsons Paris

Established in 1921 as the first American art and design school in Paris, today we are a university community of students and acclaimed faculty who apply creativity and intellectual rigor to the demands of an evolving world. We bring the renowned Parsons curricula together with the entrepreneurial spirit and heritage of a European cultural capital. Along with Parsons in New York and The New School — our parent university — Parsons Paris is part of a global network enabling you to complete a degree, launch a career, and bring innovation to industries worldwide.

At Parsons Paris, our approach to learning merges disciplines to educate the design-led problem solvers the world needs today. We bring Europe’s diverse cultural, academic, and innovation-focused resources together with Parsons’ celebrated pedagogy based in creativity and critical thinking. The classroom is a collaborative atelier, and the city becomes your lab for developing ways to make the world more harmonious, meaningful, and sustainable.

Degree Requirements

To earn a graduate degree, students must have a minimum 3.0 cumulative grade point average and must complete all degree requirements prior to the graduation date.

Graduating students should not receive incomplete grades in any course taken in the final semester of study. For graduate degrees, requirements comprise major or program credits, including electives. Some majors require credits referred to as “academic electives”, which are courses that are concerned with art and design research, including, as appropriate, studies in the humanities, sciences, and social sciences.

Major (or Program) Requirements

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

Writing Requirements

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

In order to earn their degree, Parsons Paris students must meet the following requirements and adhere to all university, college and program policies:

- Completion of all course requirements for a Parsons Paris degree
- Required minimum grades for courses
- Required minimum cumulative GPA
- Professional Engagement Requirement*

*Students may fulfill this non-credit requirement via a 3-6 month internship or a professional workshop offered by Parsons Paris Career Services

Graduate Degree Requirements - Schools of Public Engagement

The Schools of Public Engagement graduate, and professional programs connect theory to real-world practice, training students to study social ecologies, create new forms of culture, and respond to contemporary challenges around the world. Whether you're studying at the **Milano School of Policy, Management, and Environment**; the **School of Media Studies**; the **Julien J. Studley Graduate Programs in International Affairs**; or the **Creative Writing Program**, you can pursue your academic, creative, and professional goals while studying and working alongside a network of collaborative and progressive individuals.

Graduate programs at the Schools of Public Engagement represent a diverse range of disciplines with professional relevance and real-world impact. Aspiring organizational leaders, social entrepreneurs, policy makers, creative writers, media makers, English language educators, and more can find their academic home in our schools and programs.

Our uniquely flexible degree options enable you to combine multiple subject areas and plan a personalized course of study with full-time, part-time, and online enrollment options that work best for your schedule. Funding opportunities are available for all degree programs.

Degree Requirements

To earn a graduate degree, students must have a minimum 3.0 cumulative GPA and must complete all program and degree requirements (as specified in the catalog) prior to the graduation date.

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

The time limit for completing Master's degrees is five years.

Additional Academic Support

In addition to the academic support provided through the Student Success department (see the Student Success portion of this catalog for more information), SPE graduate students have additional academic support opportunities.

Julien J. Studley Graduate Programs in International Affairs (SPGIA) Advising

First-semester Master of Arts GPIA students are asked to choose their academic concentration when admitted to the program. They are assigned accordingly to a faculty advisor. In the first week of the semester, students meet with their faculty advisor to discuss educational goals, interests and career objectives. Master of Science students are advised by the faculty coordinator of the MS degree. All students are encouraged to meet with their faculty advisor throughout the semester to discuss their academic progress. They can also meet with the SGPIA Graduate Student Advisor for academic and administrative support, such as assistance with programs of study, program requirements, course registration, and general information. The Student Advisor is available for individual meetings and can be reached at gpiaadvising@newschool.edu.

Prior to each new semester, in anticipation of registration, the program holds concentration receptions where students can get to know faculty, meet alumni in their field, chat with other students, and hear about upcoming courses.

Milano School of Policy, Management and Environment Advising

Milano Student Affairs provides or coordinates:

• Counseling and academic advisement • Support services that connect students to university resources • Assist with tutoring needs and support	• Student events and activities • Student appointments or walk-ins that address questions, concerns, or guidance

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, a faculty advisor is assigned to each student and is available to discuss a student's academic choices, future plans and goals, and any concerns.

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

School of Media Studies Advising

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

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

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

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

Advisors keep weekly office hours and are available for in-person appointments at those times. Appointments with academic advisors should be made using Starfish. Faculty office hours are listed at this link:

sites.google.com/a/newschool.edu/media-studies-faculty-schedules/?pli=1

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

School of Writing Advising

Each student is assigned a faculty advisor who is a member of the teaching faculty and whose interests match the student's selected genre(s) as articulated in the application for admission. The function of the academic advisor is to support the student in refining their educational goals and interests and reviewing their academic progress.

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

Graduation, Honors, Diplomas, and Commencement

This section of the Academic Catalog describes graduation requirements, academic and departmental honors, degree conferral and issuing of diplomas, and university commencement

Graduation, Honors, Diplomas, and Commencement

Graduation

University-Wide Requirements for Graduation

To earn a New School degree, students must meet university-wide standards and complete all university- wide requirements as well as any additional standards and requirements for their college, school, and/or program. Students should consult the section on Degree Requirements for additional standards and requirements that may apply to them.

To earn an undergraduate degree, students must have a minimum 2.0 cumulative grade point average and must complete all degree requirements (as specified in the academic catalog and other relevant college and university publications) prior to the graduation date.

To earn a graduate degree, students must have a minimum 3.0 cumulative grade point average and must complete all degree requirements (as specified in the academic catalog and other relevant college and university publications) prior to the graduation date.

Degrees will not be awarded when missing or incomplete grades appear on the student's academic record. Graduating students should not receive incomplete grades in any course taken in the final semester of study.

Graduation, Honors, Diplomas, and Commencement

Academic & Departmental Honors

College of Performing Arts (Graduate Mannes Students Only)

Graduating with Honors

Departmental and college graduation honors are internally awarded and may be noted on transcripts and diplomas. Departmental honors are awarded to those graduate candidates who display exemplary artistry, achievement, and leadership. All degree candidates are eligible, as are mid-year conferrals. The departments select candidates for departmental honors by seeking nominations from faculty and staff.

Eugene Lang College of Liberal Arts, Parsons School of Design, & Parsons Paris

Academic Honors

Undergraduates who have completed at least 60 credits in residence for a bachelor's degree and 30 credits for an associate's degree and who have a cumulative grade point average of 3.7 or higher may graduate "with honors" noted on their diplomas and transcripts.

Departmental Honors

Departmental honors may be awarded to degree candidates who have demonstrated outstanding achievement in their programs as evidenced by:

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

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

Graduation, Honors, Diplomas, and Commencement

Degree Conferral and Issuing of Diplomas

Degrees are awarded to eligible students within 30 days of the graduation date. Diplomas are mailed to those students who have provided an official mailing address.

Graduation, Honors, Diplomas, and Commencement

University Commencement

Commencement ceremonies are held each year in May. Graduates and candidates from the fall, winter, spring, and summer terms for the academic year are invited to attend. Graduation and commencement are separate events: graduation is the administrative process of completing your degree program and awarding your degree; commencement is the ceremonial event celebrating this achievement. Your participation in the ceremony does not necessarily mean that you have graduated.

Withdrawal from the University

Students who wish to withdraw completely from the university should raise a flag in Starfish. Students in the College of Performing Arts, Eugene Lang College, Parsons and Parsons Paris should then meet with their Student Success Advisor. Students in the New School for Social Research and the Schools of Public Engagement should meet with their College or Program Academic Advisor. During this meeting, students will be advised about withdrawal procedures and implications for withdrawing from the university and will be referred to relevant offices for further guidance (e.g., Office of Financial Aid, Office of International Student and Scholar Services). If a student chooses to pursue withdrawal from the university, they will complete an Exit Form (available via Starfish in MyNewSchool) as well as any other forms required for their particular circumstances.

All students are subject to withdrawal policies and procedures outlined in this catalog. Additionally, the New School for Social Research reserves the right to require a student to withdraw from the university for reasons of academic performance or personal behavior. Departments may also withdraw students administratively if they are no longer active in the program. Academic reviews, conducted twice yearly to assess student progress, may provide the basis for department decisions to withdraw students for the reasons above. When withdrawal is required, the student will receive a tuition refund, if applicable, in accordance with registration regulations and University Refund Policy.

Leave of Absence Policy

Leave Of Absence Policy

The New School expects its students to maintain continuous enrollment, with the exception of summer and winter breaks, unless required for their academic program. However, it is sometimes necessary or desirable for a student to take a leave from enrollment (“Leave of Absence” or “leave”) for a period of time. Such leaves will be handled in accordance with The New School’s Student Leave Policy. Students must also adhere to any additional college, school and/or program requirements and any other relevant policies that may impact their leave. A Leave of Absence may impact a student’s financial aid, visa status, catalog year and/or other areas related to the student’s studies at the University. Students should read this entire Policy and related policies and consult with their academic advisor and relevant offices to receive guidance prior to taking a Leave of Absence.

Leave of Absence

The New School recognizes that situations may arise when a student may want to voluntarily interrupt their academic studies. Students who need to leave their program for a period of time may petition for a Leave of Absence. The University is committed to handling reasonable requests for leaves in a responsible manner.

Basis for Leave

1. A Leave of Absence may be requested for national service, serious illness, or for personal or financial reasons. Since colleges, schools and/or academic programs or departments may have additional specific criteria for leaves, students considering a leave should consult with their Student Success or Academic Advisor for information in addition to this policy.
2. Leaves of absence for medical reasons require appropriate documentation. Students taking a leave for health reasons must contact Student Health Services after completing the exit form if they are enrolled in the Student Health Insurance Plan and wish to remain enrolled while on health leave.
3. This policy may not be used in lieu of disciplinary action to address any violations of University rules, regulations, policies, or practices.
4. If a student is not able or willing to take a voluntary Leave of Absence, The student may be Administratively Withdrawn if the University determines that this action is warranted. In such a case, the student would have to submit a University Appeal for a retroactive Leave of Absence to be reinstated in their program or apply for readmission.
5. This policy does not cover separation from the University due to academic standing (academic suspension, probation or dismissal) or disciplinary action.

Timing and Duration of Leave

1. A leave should be requested prior to the semester in which the leave is taken, if possible. However, leaves may be requested during a semester if needed. Leaves requested during or after the semester may require additional approvals. In certain circumstances, retroactive leaves requested after the semester ends may not be granted and do not guarantee the deferment of loans. All associated add, drop, withdrawal, and refund dates and deadlines apply and are determined when the student officially notifies the university of their leave by completing the appropriate paperwork.
2. Except where a leave is mandated by compulsory national service , the duration of the Leave of Absence will be determined by the student’s home college. The duration of leaves generally ranges from a minimum of one academic semester to a maximum of four academic semesters.
3. The first semester of leave is counted as the term in which the leave was granted. An extension or (student-requested) reduction of the leave period may be granted for good cause. **If unable to return to study as planned, students must contact their Student Success or Academic Advisor immediately to request an extension of their leave.**
4. A student who is identified as not registered in the semester following the end of the approved Leave of Absence will be withdrawn from the university after the close of the add/drop period, and the student will not be reported as enrolled at the university. If relevant, students should consult the Office of Financial Aid, the Office of International Student and Scholar Services, or Student Health Services to discuss any financial, health insurance and/or immigration ramifications of withdrawal from the university.
5. In addition to parameters set by The New School and the student’s home college and program, approved Leaves of Absence are governed by Federal regulatory requirements.
    1. Federal regulations limit leaves of absence to 180 days in any 12-month rolling period. Leaves that exceed this time limit may have financial ramifications. During the approved Leave of Absence, students are considered to be on an "in school deferment." As such, the student's loan repayment/grace period may not go into effect. According to Federal regulations, once the 180 days have passed, if the student is not re-enrolled, the student is considered to have withdrawn, and the effective date of the repayment/ grace period may revert back to the original date of the Leave of Absence.
    2. GI BILL® recipients who separated/retired from the military prior to the year 2013 have a 15-year delineating date to use or lose their benefit from the year they are discharged. Those who separated/retired after 2013 do not have any delineating date.

3. Federal immigration regulations require termination of immigration records for F1 or J-1 international students on an approved Leave of Absence and that students must remain outside of the U.S. for the duration of the approved leave. Immigration records for international students who have an approved medical leave of absence will remain active and students may remain inside the U.S. Specific documentation must be provided in order for international students to be approved for a medical leave. All international students requesting a Leave of Absence must complete a Leave of Absence E-form in iGlobal.

6. Students may request multiple leaves during the duration of their study.
7. The time a student spends on Leave of Absence does not count toward their degree completion term limits.

During Leave:

1. **F-1 and J-1 International Students:** For a personal leave, student's I-20 or DS-2019 is terminated and the student must remain outside of the U.S. for the duration of the semester. For a medical leave, student's I-20 or DS-2019 will remain active and the student may remain inside the U.S.
2. Students wishing to complete courses at another institution during their leave must obtain approval from their academic program, department or college and must submit an External Credit Approval Form.
3. A student on a leave may not matriculate as a degree-seeking student into another academic institution during the period of leave without prior approval from their academic program, department, or college. Students who matriculate into another academic institution without prior approval will be required to apply for readmission as a transfer student.
4. Students are encouraged to maintain contact with the university during their leave. To support ongoing communication, the student's New School email will remain active during the period of approved leave.
5. During leave, students will have limited access to university facilities and technology, **not** including libraries, computer labs, Making Center, etc.

Returning from Leave

1. **F-1 and J-1 International Students:** These students must complete the Return from Leave of Absence E-form in iGlobal at least 60 days prior to the return date or visa issuance date. The Office of International Student and Scholar Services will advise the student further on issuing a new I-20 or activating the previous I-20 record.
2. **Health-Related Leaves:** A student support hold will be placed on the student's record for the duration of the leave. Students will receive communication from the Office of Student Support and Advocacy (SSA) and must submit required documentation to SSA indicating that they are able to resume study to receive approval to re-enroll.Upon receipt of this documentation, the Office of Student Support and Advocacy will make a decision as to the student's eligibility to return. If unable to return to study as planned, students must contact their academic advisor immediately to request an extension of their leave.
3. Students who take a leave of absence for health reasons and who have been previously insured under the Student Health Insurance Plan for the enrollment period immediately prior to taking the leave of absence are eligible to remain enrolled during the current semester of leave and may opt to remain enrolled in the Student Health Insurance Plan up to a maximum of two consecutive semesters (including dependents if they were already enrolled in the Plan). Interested students should contact Student Health Services by email at studentinsurance@newschool.edu about their eligibility, and will be given instructions to proceed with the application and payment.
4. Students must notify the Office of Housing and Residential Education if they plan to return to on-campus housing when they return. Housing is not guaranteed for students returning from leave.
5. Students are encouraged to consult with their academic advisor to plan for their return from leave.
6. A student who is granted a Leave of Absence while on academic and/or disciplinary status will return to that same status.
7. Interruption to a student's course of study may result in a change of catalog year, as determined by the student's program. Students will be advised of any catalog year implications during exit processes.
8. Late registration fees will not apply to students returning from Leave of Absence.

Leave of Absence Policy

Leave of Absence for Emergency Military Service

The New School recognizes that in times of emergency, students may be required to satisfy military obligations with little notice. This policy covers the process of a military leave of absence, including withdrawing from classes, so as to minimize disruptions and inconveniences for students fulfilling these responsibilities.

Students conscripted or called to active military duty during a semester in which they are registered may either:

1. The student may withdraw from one or more courses and receive a 100% refund of tuition and fees. If the withdrawal is processed after the add/drop period, the grade of W will be assigned with notation that it was for military obligations.
2. The student may receive an incomplete grade for the course(s) and complete the coursework in collaboration with their instructor(s).

Students must make the request for a leave of absence (for a current or future semester) using the Official Exit Form within two weeks of official notification by the military service and will provide a copy of their military orders to the Registrar's Office.

Students receiving financial aid will be subject to refund policies as provided for by the agencies sponsoring the aid.

Students will be eligible to extend their leave for the duration of their service.

Withdrawal Policy/Military Leave of Absence

If called to active duty, a student should notify the Registrar's Office in advance by completing the University Exit Form. When notice of deployment cannot be provided in advance, the student should notify the Student Veteran Services (SVS) Office via their New School email.

If possible, the student is requested to provide verification of the call to active duty by providing a copy of the service orders to the SVS office. Students will be placed on a Military Leave of Absence (MLOA) status which will entitle the student to automatic re-enrollment into the program from which the student left.

A student receiving financial aid will be subject to the refund policies of the agencies sponsoring the aid. Any federal grant or loan awards that the student may have received will be governed by the applicable policies established by the Department of Education. The student will not be held liable for any remaining balance with The New School for the term in which the student was deployed.

Re-enrollment at The University

Service members on MLOA from The New School will contact the Student Veteran Services Office about returning to the program from which they took leave. If that program is no longer offered, the student will be offered the program that is most similar. If a student wishes to return to the university and pursue a different program of study, they should file a new application through the Office of Admission and scholarships will be reassessed. Previously awarded institutional scholarships resume when a service person returns to the same program at the university within 3 years of active duty. Reentry to the university beyond 3 years (or next available term) and not exceeding 10 years from the date of active duty will follow the university's readmission policy.

Upon re-enrollment, a student returning from MLOA will retain class status and credits completed and earned. For students in degree programs that may have had technological advances in their field of study, the faculty may require an evaluation of those skills or repeating a course. Should a student be required to repeat a course, the university assumes financial responsibility to cover said coursework.

The institution must make reasonable efforts at no extra cost to the servicemember to help them become prepared, or to enable them to complete the program including, but not limited to, providing refresher courses and/or allowing the servicemember to retake a pretest. Reasonable efforts are actions that do not place an undue hardship on the institution. An undue hardship exists if an action requires significant difficulty or expense when considered in light of the overall financial resources of the institution and the impact otherwise of such action on the operation of the institution.

Teach-Out Policy

In the case that a program, program option, or program modality is to be discontinued, the institution is responsible for ensuring that students are sufficiently supported to complete their program requirements in a timely manner. The University will provide the necessary advisement, resources, faculty, and support services for the program to meet all obligations to its existing students, ensuring that:

- the program is reasonably similar in content, structure, and scheduling as it is registered with the New York State Education Department; and
- delivery of the program is consistent with MSCHE accreditation and policies

The program and respective college/unit leadership, in consultation with relevant offices, must develop a teach-out plan. The teach-out plan outlines the subsequent process by which instructional and support services are provided to students to allow them to complete program requirements within a reasonable time. Teach-out plans will be consistent with all regulations, requirements, and expectations of external agencies, including any relevant licensing or accrediting bodies.

Language Study Opportunities

Studying Languages

The Department of Languages in the Schools of Public Engagement offers courses in over a dozen languages, including Arabic, Chinese (Mandarin), French, German, Italian, Japanese, Korean, Latin, Portuguese (Brazilian), Spanish, and American Sign Language (ASL). Open to all students at The New School, the department's courses follow a communicative approach to language learning, embarking on activities that simulate real-life situations. Courses are offered during the fall, spring, and summer, and delivered both in-person and online in real-time (online synchronous).

The Department of Languages also offers graduate and undergraduate minors in Languages in four language study areas: Chinese Studies, French Studies, Japanese Studies, and Hispanic Studies (Spanish). You can find more information about the undergraduate Language Studies minors at www.newschool.edu/undergrad-minors/ and the graduate minor at www.newschool.edu/graduate-minors (see also the section on University Minors for further information).

Students who have studied a language in high school or college can place themselves in the appropriate level by using the following formula: one year of high school language equals one semester of language study (i.e., one 3 or 4 credit course) at the college level. For example, a student who has completed four years of high school Spanish could enroll in Intermediate 2, or any advanced or thematic content courses offered by the department. Students with a score of four or five on an Advanced Placement test in a language should enroll in content courses or advanced-level courses.

Students with questions or with reason to believe that this does not accurately measure their knowledge of a language (e.g., it has been several years since they last studied the language) should either call 212.229.5676 or email languages@newschool.edu to set up an appointment to discuss alternate placement. The Languages department also offers online placement tests that you can request from the department office via email.

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

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

Graduate students cannot take undergraduate level language classes for credit.

Graduate students who wish to register for a foreign language course should email nspestudentaffairs@newschool.edu

Additionally, students may participate in study abroad experiences during which they may hone their language skills. Exchange programs with other institutions are constantly evolving. For information about available programs and application deadlines, visit the New School's Study Abroad website.

Parsons Paris

Parsons Paris offers French courses to all students studying onsite in Paris. The courses follow a communicative approach to language learning, embarking on activities that simulate real-life situations. Courses are offered during the fall and spring semesters.

Students who have studied French in high school or college can place themselves in the appropriate level by using a placement test. Contact studentsuccessparis@newschool.edu for access to the test.

The New School for Social Research

Doctoral candidates should refer to their department handbooks for detailed information about language requirements.Specific requirements are also published in the department sections of this catalog. Master's students in philosophy are required to demonstrate competence in Spanish, Greek, Latin, French, or German. Proficiency in mathematics or computer programming may be required. . Instead of a language, candidates in psychology are required to demonstrate competency in statistics. Any

language requirements must be satisfied before a student can apply to defend the dissertation. To facilitate acquisition of language proficiency, a limited number of tuition waivers are allocated to audit New School foreign language courses. These waivers are assigned on a first-come-first-served basis by the Office of Academic Affairs during the registration period prior to each semester and summer term. Contact NSSRAcademicAffairs@newschool.edu for information.

English as a Second Language (ESL)

The New School's Center for English Language Studies offers English language instruction from the low-intermediate to the advanced level for speakers of other languages. Students can take individual ESL courses or enroll in a full-time noncredit intensive certificate program that includes advanced language training to prepare for general or subject-specific study at the university. Contact the Center for English Language Studies for more information at elsc@newschool.edu.

Parsons undergraduate and graduate students who demonstrate the need for continued English language development are required to take a sequence of ESL courses as part of their degree. Selected students in the College of Performing Arts and Parsons can participate in Language Supported courses; please see college-specific degree requirements pages for more information.

Full-Time Faculty

At The New School, our world-renowned faculty of scholars, artists, and designers delve deep into critical inquiry every day to solve some of the world's most pressing issues. Using various methodologies, these community leaders ask questions that spark curiosity and open up possibilities.

Full-time faculty are listed by their primary appointments below, however, The New School encourages faculty members to explore cross-interdisciplinary teaching opportunities, which many of them do.

College of Performing Arts Full-Time Faculty

Jane Ira Bloom
Professor of Jazz and Contemporary Music, School of Jazz and Contemporary Music
MM, Music, Yale University

Ka-Ling Cheung
Assistant Professor of Theater and Performance, School of Drama
MFA, American Conservatory Theater

Robert Cuckson
Professor of Techniques of Music, Mannes School of Music
DMA, Composition, Yale University

Pavlina Dokovska
Professor of Professional Practice, Mannes School of Music
MM, Piano Performance,The Juilliard School

Wendy Eisenberg
Assistant Professor of Jazz, School of Jazz and Contemporary Music
MM, Contemporary Improvisation, New England Conservatory

Dirk Freymuth
Associate Professor of Jazz, School of Jazz and Contemporary Music
DMA, Early Music Performance, University of Southern California

Cris Frisco
Assistant Professor of Music, Mannes School of Music
Master of Voice Pedagogy, Westminster Choir College, Rider University

Emma Griffin
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Shelley Fox
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MA, Central St. Martins College of Arts Design

Melissa Friedling
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PhD, Rhetorical Studies, The University of Iowa

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MFA, Parsons School of Design

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MArch, University of Pennsylvania

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BA, SUNY Empire State College

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Diploma Fine Arts, Academy of Fine Arts

Pascal Glissmann
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Diploma, Academy of Media Arts

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MBA, Tel Aviv University

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Joseph Urban Professor of Design, School of Constructed Environments
BA, Yale University

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Professional diploma, National Institute of Design, India

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BA, Brooklyn College

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PhD, Western University

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MFA, Hunter College

Robert Kirkbride
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PhD, Istanbul Technical University

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MS, Massachusetts Institute of Technology

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Parsons Paris Full-Time Faculty

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PhD, Architecture, Politecnico di Torino, Italy

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Full-Time Faculty

Part-Time Faculty and Teaching Assistants

The following are the estimated number of part-time faculty and teaching assistants in each department or major program area at The New School.

COLLEGE OF PERFORMING ARTS
School of Jazz and Contemporary Music: 110
School of Drama: 73
Mannes School of Music: 151
MA Arts Management and Entrepreneurship: 12
MM Performer-Composer: 7
EUGENE LANG COLLEGE OF LIBERAL ARTS
Anthropology: 2
The Arts; Arts in Context: 17
Contemporary Dance: 20
Contemporary Music: 14
Culture and Media: 22
Economics: 6
Environmental Studies: 5
First Year Writing: 20
Global Studies: 9
History: 6
Journalism + Design: 22
Liberal Arts: 30
Literary Studies: 6
Natural Sciences and Mathematics: 11
Philosophy: 6
Politics: 3
Psychology: 19
Religious Studies: 7
Sociology: 7
Theater: 14
Urban Studies: 3
Visual Studies: 8
Writing: 15
NEW SCHOOL FOR SOCIAL RESEARCH
Anthropology: 4
Creative Publishing and Critical Journalism: 17
Economics: 12
Gender and Sexuality Studies Certificate Program: 33
History: 6
Liberal Studies: 6
Philosophy: 14
Politics: 13
Psychology: 47
Sociology: 9
PARSONS SCHOOL OF DESIGN
Architectural Design: 17
Architecture: 24
Communication Design: 74
Data Visualization: 2
Design & Technology: 42
Design and Urban Ecologies: 6
Design History & Practice: 3
Fashion Design & Society: 6
Fashion Design: 47
Fashion Management: 36
Fashion Marketing & Communication: 11

COLLEGE OF PERFORMING ARTS
Fashion Studies: 18
Fine Arts: 41
First Year Curriculum: 214
History of Design & Curatorial Studies: 1
Illustration: 40
Industrial Design: 23
Integrated Design: 6
Interior Design: 31
Lighting Design: 12
Photography: 52
Product Design: 43
Strategic Design & Management: 49
Textiles: 5
Transdisciplinary Design: 13
PARSONS PARIS
Art, Media, and Technology: 9
Art & Design, History & Theory: 4
Fashion Design: 10
Fashion Studies: 10
French Language: 7
Strategic Design and Management: 7
Strategic Design for Global Leadership: 3
First Year Curriculum: 11
SCHOOLS OF PUBLIC ENGAGEMENT
Creative Writing: 26
English Language Studies: 34
Environmental Policy and Sustainability Strategies: 15
Environmental Studies: 8
Food Studies: 20
Global Studies : 9
International Affairs: 21
Languages: 31
Liberal Arts: 30
Management, Leadership, & Entrepreneurship: 7
Media Management: 12
Media Studies: 28
Psychology: 19
Public and Urban Policy : 8
Urban Studies: 3

Graduation & Retention Rates

Full-time, first-time bachelor's degree-seeking students entering in Fall 2022	1393
Students from that Fall 2021 cohort still enrolled as of Fall 2022	1546
Most recent full-time, first-time bachelor's cohort retention rate	83%
Full-time, first-time Fall 2016 bachelor's degree-seeking students	1552
Students from Fall 2016 bachelor's degree-seeking cohort completing a bachelor's degree in 4 years or less	881
4 year graduation rate	57%
Students from that Fall 2016 bachelor's degree-seeking cohort completing a bachelor's degree in 5 years or less	1046
5 year graduation rate	67%
Students from that Fall 2016 bachelor's degree-seeking cohort completing a bachelor's degree in 6 years or less (150% of normal time)	1075
6 year graduation rate (150% of normal time)	69%

Definitions

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

GRADUATION RATE WITHIN 100% OF NORMAL TIME TO COMPLETION 100 percent corresponds to four years for 4-year bachelor programs and five years for 5-year BA/BFA pathway. For example, the four-year graduation rate for the first-time/full-time freshmen degree cohort entering in fall 2010 includes all graduates through summer 2014. For example, the five-year graduation rate for the first-time/full-time freshmen degree cohort entering in fall 2010 includes all graduates through summer 2015.

GRADUATION RATE WITHIN 150% OF NORMAL TIME TO COMPLETION 150 percent corresponds to six years for 4-year bachelor programs and 7.5 years for 5-year BA/BFA pathway. For example, the six-year rate graduation for the first-time/full-time freshmen degree cohort entering in fall 2010 includes all graduates through summer 2016.

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

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

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

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

Programs Disclosures

Does the program or institution require students, trainees, and/or staff (faculty) to comply with specific policies or practices related to the institution's affiliation or purpose? Such policies or practices may include, but are not limited to, admissions, hiring, retention policies, and/or requirements for completion that express mission and values?	X **No**

APA Charts

Time to Completion for all students entering the program

Time to Completion for all students entering the program

[redacted]

Total number of students with doctoral degree conferred on transcript	16		12		15		10		15		13		19		15		15		10		140	
Mean number of years to complete the program	5.2		4.9		4.8		6.07		5.6		5.8		5.05		5.5		5.3		4.95		5.32	
Median number of years to complete the program	5		5		5		5.5		5		5		5		5		5		5		5	
Time to Degree Ranges	**N**	**%**	**N**	**%**	**N**	**%**	**N**	**%**	**N**	**%**	**N**	**%**	**N**	**%**	**N**	**%**	**N**	**%**	**N**	**%**	**N**	**%**
Students in less than 5 years	3	19	1	8	6	40	0	0	6	40	0	0	5	26	2	13	4	27	2	20	29	21
Students in 5 years	9	56	10	83	7	47	5	50	7	47	7	54	9	47	6	40	9	60	7	70	76	54
Students in 6 years	3	19	1	8	2	13	3	30	1	7	0	0	5	26	3	20	1	7	1	10	20	14
Students in 7 years	0	0	0	0	0	0	0	0	0	0	4	31	0	0	4	27	0	0	0	0	8	6
Students in more than 7 years	1	6	0	0	0	0	2	20	1	7	2	15	0	0	0	0	1	7	0	0	7	5

Students with an MA in Psychology from another graduate program wishing to continue onto either PhD program but are not automatically admitted to those programs may be given "Advanced MA Standing'' in a limited # of cases. Advanced Standing is granted at the discretion of the Admissions Committee & Psychology Department. In general, this pathway is most suited for students who have completed an MA in psychology elsewhere, and who have established a strong collaboration with current New School Psychology faculty. **Note:** Advanced Standing students are not eligible for an MA degree from TNS upon completion of stipulated courses, unless they are not admitted to the PhD. Details are in the student handbook.

APA Charts

Program Costs

Program Costs

Tuition for full-time students (in-state)	$0*
Tuition for full-time students (out-of-state)	$0*
Tuition per credit hour for part-time students (*if applicable enter amount; if not applicable enter "NA"*)	N/A
University/institution fees or costs	$1,358 for first year (includes $670 University Services fee and $9 Student Senate fee—both charged per semester). Note if applicable: $265 University Services (summer)
Additional estimated fees or costs to students (e.g. books, travel, etc.)	Estimated at $10,066 including $1,446 for books/supplies, $1,188 for transportation, $1,764 for personal expenses, $4,310 for Health Insurance and Health Services fees, and $1,358 for University Services fee and Student Senate fee for the year ($679/per term) Note if applicable: Maintaining Status: $1,419 per term; Auditing: $104 per credit (same auditing fee applies to non-matriculated students); International Student Fee: $109/per semester (New York City only). Graduate students can choose to waive both student Health Insurance and Health Services fees. If these are waived, costs are estimated at $5,756 not including maintaining status, auditing, and/or international student fees.

APA Charts

Internships

Internship Placement - Table 1

Internship Placement - Table 1

Students who obtained APA/CPA-accredited internships	13	100	13	100	15	94	5	71	14	93	15	83	9	100	16	94	9	90	7	70
Students who obtained APPIC member internships that were not APA/CPA-accredited *(if applicable)*	0	0	1	8	1	6	2	29	1	7	3	17	0	0	0	0	0	0	0	0
Students who obtained other membership organization internships (e.g. CAPIC) that were not APA/CPA-accredited *(if applicable)*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Students who obtained internships conforming to CDSPP guidelines that were not APA/CPA-accredited *(if applicable)*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Students who obtained other internships that were not APA/CPA-accredited *(if applicable)*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	10	2	20
Students who obtained any internship	13	100	13	100	16	100	7	100	15	100	18	100	9	100	16	94	10	100	9	90
Students who sought or applied for internships including those who withdrew from the application process	13	-	13	-	16	-	7	-	15	-	18	-	9	-	17	-	10	-	10	-

Internship Placement - Table 2

Internship Placement - Table 2

Students who sought or applied for internships including those who withdrew from the application process	13	-	13	-	16	-	7	-	15	-	18	-	9	-	17	-	10	-	10	-
Students who obtained paid internships	13	100	13	100	16	100	7	100	15	100	18	100	9	100	16	94	10	100	8	80
Students who obtained half-time internships* (if applicable)	0	0	0	0	0	0	2	29	0	0	0	0	0	0	0	0	1	10	2	20

* Cell should only include students who applied for internship and are included in applied cell count from “Internship Placement – Table 1"

APA Charts

Attrition

Attrition

Students for whom this is the year of first enrollment (i.e. new students)	11	-	16	-	14	-	12	-	15	-	15	-	15	-	15	-	15	-	15	-
Students whose doctoral degrees were conferred on their transcripts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Students still enrolled in program	10	91	16	100	14	100	12	100	15	100	15	100	13	86	14	93	14	93	15	100
Students no longer enrolled for any reason other than conferral of doctoral degree	1	9	0	0	0	0	0	0	0	0	0	0	2	14	1	7	1	7	0	0

APA Charts

Licensure

Licensure

	2015-2025
The total number of program graduates (doctoral degrees conferred on transcript) between 2 and 10 years ago	128
The number of these graduates (between 2 and 10 years ago) who became licensed psychologists in the past 10 years	124
Licensure percentage	97%

APA Charts

Clinical Program Associates, Training Year 2025-2026

Anthony Ahmed, Ph.D. New York Presbyterian Hospital--Westchester Behavioral Health
Jessica Arenella, Ph.D. St. Barnabas Health System
Caroline Brachfeld, Ph.D. Bellevue: Adult Inpatient Specialty
Brady Berman, Ph.D. South Beach Psychiatric Clinic at Elm Place
Anthony Boiardo, Ph.D.
Melanie Borisoff, Ph.D.
Sabrina Breed, Ph.D. Mount Sinai Department of Rehabilitation Medicine
Linda Caplan, Ph.D. Institute for Psychoanalytic Training and Research (IPTAR)
Chi Chan, Ph.D. Bronx VA (James J Peters)
Kerri Danskin, Ph.D.
Martin Devine Psy.D. NYU Postdoc
Emily Edwards, Ph.D. Bronx VA (James J Peters)
Medea Elvy, Ph.D.
Cicek Erdem, Ph.D.
Hannah Esan, Ph.D. Bellevue: Adult Inpatient Specialty
Bryan Fallon, Ph.D.
Alyce Foster, Ph.D. NYU WTC
Hannah Goldman, Ph.D.
Alex Gordon, Ph.D. North Central Bronx Hospital
Shana Grover, Ph.D. BronxCare
Jessica Joseph, Ph.D.
Hannah Knafo, Ph.D. Zucker Hillside Hospital Perinatal Center
Audrey Kucer, Ph.D.
Maria Lechich, Ph.D. NYU Postdoc
Omer Leshem, Ph.D.
Lorena Lopez-Tobia, Ph.D.
Sandra Mays Clough, Ph.D.
Wing Jin Mak, Psy.D. Brooklyn VA
Esther McBirney-Goc, Ph.D. Mt. Sinai World Trade Center
Juliette Meyer, Ph.D. Columbia University Center for Psychoanalytic Training and Research
Chandrama Mukherjee, Ph.D. North Central Bronx Hospital
Nadine Obeid, Ph.D.
Elizabeth Ochoa, Ph.D. Mount Sinai Behavioral Health Center
Maile O'Hara, Ph.D.
Patrick Rafferty, Ph.D.
Ashley Rainford, Ph.D.
Shannique Richards, Ph.D.
James Root, Ph.D. Memorial Sloan Kettering (Neuropsych)
Elizabeth Ryan, Ph.D. Memorial Sloan Kettering (Neuropsych)
Alla Sheynkin, Psy.D. New York Psychoanalytic Institute Psychology Externship Program (NYPSI)
Tracy Sidesinger, PsyD
Stanford Singer, Ph.D.
Ingi Soliman, Ph.D.
Carolyn Sorkin, Ph.D. William A. White Institute
Warren Spielberg, Ph.D.
Julija Stelmokas, Psy.D., ABPP Brooklyn VA

Jodi Streich, Ph.D. Rutgers World Trade Center
Kelly Sykes, Ph.D.
Andrew Twardon, Ph.D. Center for Intensive Treatment of Personality Disorders (CITPD)
Tracey Vorus, Ph.D. Institute for Psychoanalytic Training and Research (IPTAR)
Greg Weil, Ph.D.

Reservation of Rights

While we make every effort to anticipate local and national developments and adapt as appropriate to continue delivering educational services for our students, there may be situations where, for the health, safety and/or wellbeing of our community and as determined by the University in its discretion, we will be required to make changes to methods and timing of instruction, delivery of and access to services and course content, etc., including possibly implementing a full or partial campus closure, temporary suspension of classes and services, and/or switching from on-campus learning and delivery of services to distance or remote learning and delivery of services. By signing up for classes or otherwise enrolling in or attending classes offered by the University, you understand and agree that such changes may take place to the extent the University determines such changes are necessary for the health, safety, or wellbeing of members of the University community or due to other circumstances outside the University's control. You further understand and agree that the University does not in any way guarantee in-person, on-campus education or services or any other particular format of education or services. Finally, you understand and agree that you are responsible for all tuition and fees, regardless of the format in which education and services are provided, and that no refunds or credits for tuition, fees, or other expenses will be provided in the event of such changes, including any changes from on-campus education and/or services to remote services and/or remote learning. Any decision by the University to provide a refund or credit, in whole or in part, of any fee or other charge in the event of a campus closure, suspension, or other change to the delivery format of education and/or services shall be in the University's discretion and shall not create an expectancy that any individual is entitled to such refund or credit or that it will be provided in any other instance.

Admission Requirements

This section of the Academic Catalog describes admission policies and practices for undergraduate, graduate, and international students.

Admission Requirements

Admission for Undergraduate Students

The New School admits applicants of any race, color, gender, religion, sexual orientation, national or ethnic origin to all the rights, privileges, programs, and activities generally accounted for, or made available to students at the University. It does not discriminate on the basis of race, color, gender, religion, sexual orientation, national or ethnic origin in the administration of its educational policies, admission policies, financial aid programs, and other school administrative programs, including its faculty and staff recruitment.

Each of our undergraduate colleges has its own criteria for admission. Below is a list of general application requirements:

- Online Application
- Official high school transcripts and college transcripts (when applicable)
- Letters of recommendation
- A statement of purpose or personal/academic essays
- Creative work/portfolio (required for Parsons School of Design, Parsons Paris, and College of Performing Arts; more details on the college websites)
- English language proficiency testing is required for some applicants for whom English is not their first language. This requirement may be waived for applicants who attended high school where the language of instruction for all four years of high school was English and they were not enrolled in any ESL coursework, took two semesters of non-ESL college composition, or who have earned a 4-year degree from a U.S. college or university. We permit students to submit results from the TOEFL, IELTS, PTE, Cambridge English, or Duolingo English Test taken within the past two years.

Undergraduate Admission Programs and Priority Deadlines

COLLEGE OR PROGRAM	FALL ADMISSION	SPRING ADMISSION
Bachelor's Program for Adults and Transfer Students (BPATS)*	June 1	November 1
College of Performing Arts - School of Drama	Early Action: November 1 Regular Decision: January 15	October 15
College of Performing Arts - School of Jazz and Contemporary Music	January 15	October 15
College of Performing Arts - Mannes School of Music	December 1	October 15
Eugene Lang College of Liberal Arts	Early Action: November 1 Early Decision: November 1 Regular Decision: January 15 Transfer: March 1	October 15
Parsons School of Design	Early Action: November 1 Early Decision: November 1 Regular Decision: January 15 Transfer: March 1	October 15 (No Spring Admission for AAS)
Parsons Paris	Early Action: November 1 Early Decision: November 1 Regular Decision: January 15 Transfer: April 1	Not Applicable

**Permits summer admission. Priority deadline is April 1.*

Early Action Admission

Students can apply for admission to Parsons School of Design, Parsons Paris, Eugene Lang College of Liberal Arts, and the School of Drama (CoPA) as well as the Parsons/Lang BA-BFA under the Early Action option and receive an admission decision in mid-winter. This decision is non-binding. In some cases, the admission committee may decide to hold off on a final decision in order to review further information, such as first-semester grades, new writing samples, and additional recommendations. In that case, the application is reviewed again with the pool of applicants for regular decision.

Please note the following programs are not eligible for Early Action:

- BFA in Jazz and Contemporary Music (CoPA)
- All undergraduate programs offered through the Mannes School of Music at the College of Performing Arts
- Lang/Jazz BA-BFA dual-degree program

Early Decision Admission

Students for whom Eugene Lang College of Liberal Arts, Parsons School of Design, and Parsons Paris is their first college choice may apply under the Early Decision (ED) program and receive an admission decision in mid-December. This is a binding decision, meaning that students offered admission under the ED program, are expected to enroll at The New School and withdraw applications and refrain from filing new applications to any other universities. Applicants to The New School through Early Decision will receive an estimated financial aid award at the time of admission. If a student's financial aid award does not meet the need of the family to make attending The New School possible, they are encouraged to contact the Office of Admission and the Office of Financial Aid to discuss options.

Please note the following programs are not eligible for Early Decision:

- BFA in Jazz and Contemporary Music (College of Performing Arts)
- BFA in Dramatic Arts (College of Performing Arts)
- All undergraduate programs offered through the Mannes School of Music (College of Performing Arts)
- Lang/Jazz BA-BFA dual-degree program
- Bachelor's Program for Adults and Transfer Students
- Parsons AAS Programs

Admission for Transfer Students

Prospective students who are attending or have attended another college or university and who wish to complete their education at The New School should apply for transfer admission. Please contact the Office of Admission at admission@newschool.edu or 212.229.5150 to learn if you qualify to apply as a transfer student. Please see the Transfer Credit Policy for undergraduate students in this catalog as well as program descriptions for program-level transfer policies. For more information on transferring credits, please visit the Registrar's Office website.

Admission Requirements

Admission for Graduate Students

The New School admits applicants of any race, color, gender, religion, sexual orientation, national or ethnic origin to all the rights, privileges, programs and activities generally accounted for, or made available to students at the University. It does not discriminate on the basis of race, color, gender, religion, sexual orientation, national or ethnic origin in the administration of its educational policies, admissions policies, financial aid programs, and other school administrative programs, including its faculty and staff recruitment.

Each of our graduate programs has its own criteria for admission. Below is a list of general application requirements:

- Online application
- Unofficial transcripts from all colleges/universities attended
- Letters of recommendation
- A statement of purpose
- Academic Writing Sample (required for some programs)
- Creative work/portfolio (required for some programs)*
- CV or Resume
- TOEFL/IELTS/PTE/Duolingo/Cambridge English required for some applicants for whom English is not their first language. Our TOEFL institution code is 2521. The TOEFL/IELTS/PTE/Duolingo/Cambridge English requirement may be waived for applicants who have studied at least three years at and earned a 4-year degree from a U.S. college or university or another post secondary institution where the language of instruction is English. Students should arrange for the testing service to send their scores directly to The New School. We accept scores for tests taken within the past two years.

*Please see the Parsons/Parsons Paris website for portfolio requirements and the College of Performing Arts website for audition requirements.

Graduate Program Priority Deadlines

COLLEGE OR PROGRAM	FALL ADMISSION	SPRING ADMISSION
College of Performing Arts		
MA in Arts Management & Entrepreneurship	January 15	Not Applicable
MM Performer-Composer	January 15	October 15
School of Drama	December 1	Not Applicable
Mannes School of Music	December 1	Not Applicable
The New School for Social Research		
Master's and Certificates Ph.D	January 7 December 15	October 15 Not Applicable
Parsons School of Design Environmental Policy and Sustainability Management MS, Sustainability Management Certificate, Media Studies MA, Media Management MS/Certificate	January 5	October 15
All other programs	January 5	Not Applicable
Parsons Paris		
All programs	January 15	Not Applicable

Admission Requirements

Admission for International Students

The New School admits applicants of any race, color, gender, religion, sexual orientation, national or ethnic origin to all the rights, privileges, programs and activities generally accounted for, or made available to students at the University. It does not discriminate on the basis of race, color, gender, religion, sexual orientation, national or ethnic origin in the administration of its educational policies, admissions policies, financial aid programs, and other school administrative programs, including its faculty and staff recruitment.

The New School is authorized under federal law to enroll non-immigrant international students. Students who are not U.S. citizens or permanent U.S. residents (green card holders) must obtain an I-20/ DS-2019 form before they can apply for a visa to study in the United States. It is essential that students begin the visa application process as soon as an offer of admission has been received. The process to apply for and secure a student visa for study in the United States may take 90 days or more. We recommend that you review Your 5 Steps to U.S. Study: Take the First Step at www.educationusa.info for a suggested timeline.

All undergraduate program applicants with international transcripts are required to submit original transcripts with certified English language translations (if applicable).

The Office of Admission reserves the right to require a NACES member evaluation of an international transcript on a case by case basis. Students seeking transfer credit may be required to submit an course-by-course international credential evaluation.

The International Student and Scholar Services (ISSS) office at The New School provides international students with accurate immigration advice on F-1 and J-1 student visas as well as provide a smooth transition into university life within New York City and the United States. All students who are not U.S. citizens or permanent U.S. residents (green card holders) must apply for and obtain an I-20 or DS-2019 before they can apply for a student visa to study in the United States. An I-20 is used to apply for an F-1 student visa, while the DS-2019 is used to apply for a J-1 student visa. We highly recommend that international students apply for their I-20 or DS-2019 with the ISSS office as soon as they receive their letter of admission from their program. They can apply for the I-20 or DS-2019 in the iGlobal portal, using their New School Net ID to log-in. Here are some tips for a successful I-20/DS-2019 application:

- Have all of the required documentation ready before you start your application
- Set aside time to complete the application in full (30-45 minutes)
- Submit your application as soon as possible to allow time for ISSS processing, mailing, visa appointment and travel.

Financial Aid Policies and Procedures

This section of the Academic Catalog describes financial aid principles, procedures, estimated cost of attendance, fellowships, scholarships, and financial aid types administered by the financial aid office.

Financial Aid Policies and Procedures

Financial Aid & Student Accounts

The Office of Financial Aid administers a variety of assistance programs to help students finance their education, including institutional scholarship support on the basis of merit and demonstrated financial need. Detailed information regarding how to apply for aid and the types of aid available is provided on at www.newschool.edu/financial-aid/

Eligible students may apply for assistance under federal and state programs: studentaid.gov/h/apply-for-aid/fafsa

Federal Undergraduate Grants

- Pell Grant
- Supplemental Educational Opportunity Grant (SEOG)

State Undergraduate Grants

- NYS Tuition Assistance Program (TAP) (undergraduate students only)
- NYS Aid for Part-Time Study Program (APTS) (undergraduate students only)
- NYS Scholarships for Academic Excellence

Loan Programs

William D. Ford Federal Direct Loan (Direct Loan) Program:

- Subsidized loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a college
- Unsubsidized loans made to eligible undergraduate, graduate, and professional students, but eligibility is not based on financial need.
- PLUS federal loans that graduate (Grad Plus) students and parents (PLUS) of dependent undergraduate students can use to help pay for college.

Federal Work-Study Program

For additional information on financial aid sources, visit the Department of Education's website at studentaid.gov/understand-aid/types/work-study

Private Credit-Based Educational Loans

Students who need additional funds to cover the cost of their education and those who are not eligible for federal loans may be able to borrow money for their education from a private lender. The New School has partnered with Elm Select to help students and their families research and compare private loan products. The lenders listed are based on the historical lending of our students and families over the previous two years. This list is not inclusive of all lenders, nor does it infer any preferences to these lenders. The New School is not affiliated with nor does it endorse particular private loan providers.

Veterans' Benefits

The New School has a long history of welcoming veterans to its various courses and degree programs, recognizing in their unique life experience an exceptional potential only those who have served can claim. This tradition continues with the Student Veteran Services office, which provides guidance to all veterans and dependents from admission to graduation and beyond. Student Veteran Services (SVS) works to ensure that you are getting the support you need to transition smoothly to an academic setting and civilian life. All degree seeking programs of study are approved for veterans and their eligible dependents under the Department of Veterans Affairs, and The New School is an approved participant of the Department of Veterans Affairs Yellow Ribbon program.

In accordance with Section 103 of Public Law (PL) 115-407, 'Veterans Benefits and Transition Act of 2018,' amends Title

38 US Code 3679 by adding a new subsection (e) that requires disapproval of courses of education, beginning August 1, 2019, at any educational institution that does not have a policy in place that will allow an individual to attend or participate in a course of education, pending VA payment, providing the individual submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33.

In accordance with Title 38 US Code 3679 subsection (e), this institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This institution will not:

- Prevent nor delay the student's enrollment.
- Assess a late penalty fee to the student.
- Require the student to secure alternative or additional funding.
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class.
- Provide a written request to be certified.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

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 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

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

U.S. citizens and eligible residents: Students interested in applying for any government and institutional financial assistance based on need must complete a Free Application for Federal Student Aid (FAFSA) annually. The New School's code is 002780. Apply electronically at studentaid.gov/h/apply-for-aid/fafsa. Filing FAFSA enables the Office of Financial Aid to receive a need analysis report or Student Aid Report (SAR) electronically.

Tuition & Fees

• Estimated cost of personal expenses • Room and board breakdown	• Estimated cost of books and supplies • Tuition and fees

Estimated Cost of Attendance and Determining Eligibility

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

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

Tuition, fees, educational expenses, billing, payment options as well as rules and regulations governing aid eligibility can be found at www.newschool.edu/tuition-fees-billing/ or by contacting the Office of Student Accounts, The New School, 72 Fifth Avenue 2nd floor, New York, NY 10011, 212.229.8930, myaccount@newschool.edu. Financial aid inquiries should be directed to the Office of Financial Aid. finaid@newschool.edu.

Principles and Procedures

Principles and Procedures Governing University Financial Aid

Financial Aid Adopted May 15, 1985

Revised May 12, 1993

Principles Regarding Student Recruitment and Access

1. The primary purpose of financial aid at The New School is to promote educational opportunity and to provide assistance to those students admitted to the university who would be unable to attend The New School without the availability of such assistance.

2. The New School adheres to a need-blind admissions policy. Students are admitted based on their academic ability, rather than their ability to pay.

3. Prospective and current students should be counseled and advised about available financial aid. Every effort should be made to enable every admitted student to attend, using a combination of outreach, information dissemination, and professional assistance.

4. The New School is committed to a policy of equal opportunity in the administration of financial aid. It does not discriminate against applicants on the basis of race, color, national origin, religion, gender, sexual orientation, age, physical handicap, or marital status.

5. The New School is committed to providing opportunities for equal access to higher education for qualified current and prospective students from under represented groups. In seeking a more diverse student body, The New School seeks to improve access to higher education and to abolish barriers to equality of opportunity that may have existed in the past.

6. All matriculated students of the same status (full time, part time, graduate, undergraduate) should have the opportunity to apply for and be reviewed for financial aid resources available at the university. Within that context, each division must establish and publish policies about specific enrollment and eligibility criteria, including federal and state guidelines.

Principles Affecting the Awarding of Financial Aid to Students

1. Students and their families share the responsibility of providing the maximum contribution toward the cost of the student's education, recognizing that financial aid is meant to supplement, not supplant, the family's and student's contribution.

2. Institutional financial aid awards should be made on the basis of combined need and merit.

3. The determination of need should be the primary responsibility of the financial aid administrators in each school in accordance with federal policies, procedures and formulae.

4. Renewal of aid must be contingent upon satisfactory academic progress towards the student's educational goal as defined by institutional policies and by federal and state regulations.

5. The New School is committed to renewing financial aid awards in accordance with the terms of our financial aid guarantee.

6. The faculty within a particular school bears the primary responsibility for defining and determining academic and other areas of merit. In making the judgment with respect to merit, the faculty should not be influenced by the amount of need that the student has demonstrated.

7. Academic divisions may offer several top merit awards, such as prize fellowships. These awards are established to attract the very best students who provide academic, artistic and other kinds of leadership for the institution as a whole.

Principles Regarding Allocation of University Resources

1. The effectiveness of financial aid is directly related to the cost of tuition and other expenses. Therefore, tuition increases and financial aid improvements should always be linked in discussions concerning future budgetary appropriations.

2. The university should formulate a long-range plan to increase the amount of tuition and fees it returns to students at each of its schools in the form of University financial aid.

3. The university financial aid budget should, at a minimum, increase at the same rate as tuition, taking into account adjustments for enrollment variations.

4. The university should encourage and help support enrollment initiatives which may call for additional financial aid resources.

5. The university should emphasize scholarship funds as a priority in any fund raising efforts.

6. Financial aid funds, which are restricted for particular purposes shall be applied according to the agreement between the donor and The New School.

7. The university should be committed to identifying external sources of assistance for its students, including opportunities for students to work off campus through internship programs and other employment arrangements.

8. The university should make every reasonable effort to provide on-campus employment opportunities over and above work opportunities provided through the College Work Study Program.

Financial Aid Facts

- Free Application for Federal Student Aid (FAFSA®): The New School code is 002780.
- Apply early; the FAFSA® application opens on October 1 for the following academic year.
- Merit scholarships are awarded through the Office of Admission.
- Federal aid, including grants, loans, and work study, are determined by the financial information of the student's family as entered on the FAFSA®.
- Residents of the State of New York must apply for state aid on the hesc.ny.gov website.
- Students can access all of their financial aid information through their MyNewSchool portal.

Understanding Your Cost of Attendance

The Cost of Attendance is an estimate of the total costs incurred by a typical student attending The New School full-time and living in New York City for one academic year. The Cost of Attendance is not a bill. It includes billable costs charged to the student by the university, such as tuition, fees, and on-campus housing, as well as estimated non-billable expenses incurred by the student, like books and supplies, personal expenses, food, and off-campus housing. The Cost of Attendance is published for financial planning and financial aid purposes. Our estimates are based on student surveys and information from the Bureau of Labor Statistics.

Estimated Cost of Attendance

As shown below, the Cost of Attendance at The New School is an estimate of the total costs incurred by a typical student who attends full-time for the fall and spring semesters and lives in New York City.

- Tuition: The direct cost of taking classes, billed by the Office of Student Accounts.
- Fees: Costs associated with enrolling at The New School. General fees are charged to all students; specific fees are associated with particular majors.
- Loan Fees: If you take out a Federal Direct Loan, your Cost of Attendance will include your loan origination fees. You can read more about federal loan fees here.
- Living Expenses (Food and Housing): The average cost of living expenses and food on or off campus. On-campus housing and meal plans are billed by The New School's Office of Student Accounts; off-campus housing and food are not.
- Books and Supplies: The average cost of purchasing or leasing books and supplies through any vendor of choice.
- Transportation: The average cost of traveling to and from campus within the greater metropolitan area of New York City.
- Personal/Miscellaneous: The average cost of purchasing other necessities such as hygiene items and entertainment.

All expenses outlined in the table below are per one full-time fall-and-spring-semester academic year and are applicable to all students, unless otherwise specified.

EXPENSES	ON-CAMPUS RESIDENT	OFF-CAMPUS RESIDENT	STUDENT LIVING WITH PARENTS OR RELATIVES
Books and Supplies	$1,300	$1,300	$1,300
University Services Fee	$1,300	$1,300	$1,300
Student Senate Fee	$16	$16	$16
Living Expenses (Housing and Food)	$26,448	$26,448	$11,478
Personal Expenses	$1,700	$1,700	$1,700
Transportation	$1,140	$1,140	$1,140
Loan Fees	Varies based on federal loan amount borrowed	Varies based on federal loan amount borrowed	Varies based on federal loan amount borrowed
Tuition	Varies by program		

International Students

International students should note that the Cost of Attendance figures above are based on a nine-month school year. The U.S. visa application calculates living expenses differently. Your letter of acceptance includes information about the visa application. Contact International Student and Scholar Services if you have questions about the visa process.

Financial Aid Policies and Procedures

Fellowships, Scholarships, Assistantships, and Other Rewards

College of Performing Arts

Mannes School of Music Scholarships and Grants

The Alice E. Adams Opera Scholarship
The Alma Askin Scholarship
The Augustine Guitar Scholarship
The Charles Kaufman Scholarship
The Hildegarde D. Becher Memorial Voice Scholarship
The Louise R. Cronheim Piano Scholarship
The Walter Damrosch Memorial Scholarship
The Emil Danenberg Scholarship
The Baisley Powell Elebash Memorial Scholarships
The Sebastian Engelberg Memorial Voice Scholarship
The Felix Galimir Award
The John D. Gilliam Piano Award
The Sol Goldman Charitable Trust Piano Scholarship
The Florence Gould Foundation Scholarships
The Frank and Helen Hermann Scholarship
The Jessica Holland Memorial Scholarship
The I Have a Dream Award
The Rodie Green Koenig Scholarship for Piano
The Beulah Lawson Memorial Scholarship
The Elsie Choy Lee Piano Scholarship
The Evelyn and Leopold Mannes Memorial Scholarship
The Mannes College Distinguished Artist Scholarship
The Marya Mannes Scholarship
The Louise Crane Foundation-Sylvia Marlowe Memorial Harpsichord Scholarship
The McConnell-Clark Scholarship Fund
The Homer and Constance Mensch Memorial Double Bass Scholarship
The N.T. Milani Memorial Conducting Scholarship
The Pamela Munson Award
The Kate Netter Scholarship
The Jamie Norcross Memorial Percussion Scholarship
The Marie Powers Memorial Scholarship
The John B. and Helen B. Price Scholarship
The Natalie G. Risbeck Piano Scholarship
The Rita Russell Award
The Philip Scaturro Scholarship
The Hedwig and Felix Salzer Memorial Scholarship
The Harold and Helene Schonberg Piano Scholarship
The Carol O. Selle Piano Scholarship
The C.V. Starr Scholarship
The Cuker/Stern Scholarship
The George Szell Fellowships
The Eleanor Grayson Woodbridge Pianist Fund

The **Mannes Distinguished Student Assistance Awards** provide a stipend for living expenses for a very small number of extraordinary new and continuing Mannes students who are invited to apply.

These awards are made possible by the generosity of the **Horace W. Goldsmith Foundation**, the **LCU Fund for Women's Education Trust**, and the **Harold and Helene Schonberg Piano Scholarship Trust**.

Graduation Awards and Special Scholarship Support

Many donors generously contribute gifts for graduation awards to recognize excellence in achievement among members of the graduating class and to provide special scholarship support. There are no applications for these awards; recipients are designated by the Mannes Scholarship Committee.

Graduation Awards

Joseph Fidelman Memorial Award Richard F. Gold Career Grant
George and Elizabeth Gregory Award for Excellence in Performance
Mannes School of Music Dean's Award
Mannes Theory Essay Award
Padre Martini Fugue Award
Bohuslav Martinů Composition Award
Presser Undergraduate Scholar Award
Lotte Pulvermacher-Egers Humanities Award
Felix Salzer Techniques of Music Award
Michael Sisca Opera Award
Newton Swift Piano Award
Marian Marcus Wahl Memorial Award

Jazz & Contemporary Music Scholarships and Grants

Kenneth Kolker Scholarship
Arnie Lawrence Scholarship
The Countess Moira Scholarship
Sandra Kaltman Scholarship
Eubie Blake Scholarship
Berna Osnos Scholarship
Robert "Doc" Morgan Scholarship

Eugene Lang College of Liberal Arts

Fellowships and Other Awards: www.newschool.edu/lang/fellowships-grants/

Civic Engagement and Social Justice Mini Grants at Lang

The Office of Civic Engagement and Social Justice at Eugene Lang College of Liberal Arts (Lang CESJ) offers small grants to individuals and groups of students to support student programming, research costs, activism, creative projects, or other work that focuses on social justice or civic engagement. Learn more and apply at www.newschool.edu/lang/fellowships-grants/.

Civic Engagement and Social Justice Summer Fellows Program at Lang

Lang CESJ also offers grants to assist Lang students pursuing unpaid or underpaid summer internships committed to social justice values, practice, and/or scholarship. Selected grantees are required to participate in a midsummer gathering, complete a written reflection, and present their work at a fall mixer event. More information can be found at Lang's Fellowships and Grants webpage. Learn more and apply at www.newschool.edu/lang/fellowships-grants/.

Civic Liberal Arts Student Fellowships at Lang

Eugene Lang College of Liberal Arts seeks Student Fellows for a selection of Civic Liberal Arts (CLA) courses every semester. These awards are competitive on the basis of demonstrated aptitude in the field of study for which the student has applied. The selected fellows receive stipends for working closely with the faculty and our community partners in the arts, humanities, and social sciences to enhance the curricular experience and further the civic engagement goals of the partnership. The role of the Student

Fellow may include research assistance, liaising with the students enrolled in the course, and participating in the organization's activities. Students currently enrolled in the course are not eligible to simultaneously serve as fellows; however, students who have taken the course in the past are encouraged to apply. Learn more and apply at www.newschool.edu/lang/fellowships-grants/.

Eugene Lang Opportunity Awards

A number of awards of up to $5,000 are made every fall and spring semester and every winter and summer break. Funds are limited and are distributed competitively according to the college's judgment of the educational quality and budget of a student's proposal and his or her financial need and academic standing.

Endorsement: A faculty, staff, or advisor reference is strongly recommended but not required.

Application Components: Personal statement, financial statement, résumé, current academic transcript and financial aid award (printed from MyNewSchool), recommendation.

Eugene Lang Opportunity Awards make it easier for students with financial need and academic merit to participate in the many co-curricular programs and initiatives available at Lang. There are two distinct categories of Opportunity Awards:

- Innovation Awards are awarded competitively to fund students' self-designed co-curricular and extracurricular educational activities.
- Outreach Awards are awarded competitively to students who need financial assistance in order to take part in institutional co-curricular activities offered by Lang and/or the university, such as those developed by Civic Engagement and Social Justice, Career Development, and Study Abroad.

Full information can be accessed at www.newschool.edu/lang/opportunity-awards.

First-Year Fellows (three credits)

First-Year Fellows mentor a class of incoming first-year students to help them make a smooth transition to Lang and engage with the campus community. Fellows lead seminar workshops with their assigned group of first-year students throughout the fall semester and meet weekly in a Teaching and Learning Seminar with other Fellows to develop and strengthen their teaching, mentoring, and facilitation practice. The Teaching and Learning Seminar will be taught by Professor Natalia Mehlman Petrzela, chair of the First-Year Program.

Fellows help new students make the transition to college by counseling them on good study habits, academic planning, time management skills, critical thinking abilities, seminar discussion techniques, and personal health and safety awareness. They also introduce new students to social justice theory and practice at Lang. Qualified students earn up to three credits for serving as First-Year Fellows, following training in May and August and enrollment in the Teaching and Learning Seminar in the fall. Learn more and apply at www.newschool.edu/lang/fellowships-grants.

Lang Academic Fellows (four credits)

Lang Academic Fellows are nominated by faculty to assist with individual courses that students have previously taken or for which they are otherwise qualified. Fellows work closely with faculty, attend the course on a regular basis, and meet frequently with students in the course to work with them on their writing, reading, and academic practices. The emphasis of the program is for Academic Fellows to help students with their broader intellectual, creative, and critical thinking. In addition, Academic Fellows meet once a week in a seminar to study the theory and practice of pedagogy. Lang Academic Fellows earn four credits. *Please note:* An instructor must nominate Academic Fellows; following the nomination there is a writing submission and short interview process with the Academic Fellow's instructor. The course is by permission only.

For further information, contact Jennifer Firestone, Director of Academic Fellows, at firestoj@newschool.edu.

Mohn Family Science and Social Justice Fellowship at Lang

Competitive merit-based fellowship of up to $5,000 for Interdisciplinary Science majors and minors interested in science and social justice internships and/or research experiences in a justice-focused nonprofit organization or laboratory with connections to the arts, design, communication, education, social science research, or the liberal arts. Students engaging in a learning experience that could benefit from funding during the academic year are encouraged to learn more and apply at www.newschool.edu/lang/fellowships-grants/.

Science and Math Fellows (three credits)

Qualified students work with a faculty mentor who is teaching an introductory-level science and/or math course to host outings and study sessions, build community among students, identify learning challenges in the course, and offer peer tutoring for students in the class. For students interested in pursuing science and math education in combination with communication, media, art, policy, and education studies, this program offers an opportunity to gain a better understanding of the challenges associated with science and math learning and current best practices in pedagogies of engagement and assessment of student learning through a weekly education seminar course. This fellowship is typically offered in the spring term. To apply for this independent study program, contact Katayoun Chamany, at chamanyk@newschool.edu.

Social Science Research Fellowship (four credits)

This fellowship provides a unique opportunity to combine research, theory, and practice. It requires the ability to work independently over the summer and throughout the fall semester. This fellowship provides a rare chance for students to develop their research and writing skills through individual mentoring and feedback on their work.

The fellowship has three components:

- A fall internship of at least 100 hours over four weeks designed to connect students' academic interests to organizations in related fields.
- Work with a PhD student from The New School for Social Research to develop and conduct a research project related to the internship.
- A four-credit independent study course in the spring during which students work with their research mentor to complete a research paper.

Students must also participate in a half-day orientation session as well as various training sessions related to research methods. Fellows receive a $2,000 stipend from The New School for the summer internship.

Visit https://www.newschool.edu/lang/social-science-fellowship/ to see current opportunities and to find out about the application process and deadlines.

New School for Social Research

The New School for Social Research offers a variety of scholarships and other financial assistance to graduate students based on academic performance and need. Only matriculated students are eligible for institutional financial support. It is likely that any award will be extended through the first two years of an MA program to three years of PhD study as long as the student maintains steady progress in the degree program. The Committee on Admissions, Awards and Scholarships establishes guidelines for the awarding of aid. In general, scholarships, fellowships, and other financial awards are made for an academic year. The Office of Academic Affairs at The New School for Social Research coordinates all fellowships, scholarships, assistantships, and other institutional awards for the college. For more information, visit newschool.edu/socialresearch.

Effective Fall 2024 doctoral students will receive a tuition waiver to cover tuition and maintenance of status tuition through their program's degree completion term limit. Students who have received an extension of time beyond their degree's completion term limit are not eligible for this benefit. To remain eligible for the tuition waiver, PhD students must demonstrate timely progress toward degree completion and remain in good academic standing. Doctoral Students will still be responsible for paying any fees including but not limited to university services fee and student senate fees.

New Students

Students who wish to be considered for scholarships and fellowships must indicate their interest in this support on their application for admission to The New School for Social Research. Awards are based on a review of the complete application. If a scholarship is awarded, the amount will be indicated in the official letter of acceptance to the program.

Those who complete the application process by January 5 will be considered for New School Prize Fellowships and Dean's Fellowships. Applications received or completed after January 5 will be considered for other forms of financial assistance on a rolling basis.

Continuing Students

Ongoing financial support is dependent on the recipient maintaining eligibility by complying with the standards and policies that pertain to any given award (see newschool.edu/student-financial-services). Students who receive scholarship support do not need to submit new applications. The exception is that a separate application and supplemental materials are required for the Statue Foundation Fellowship in Clinical Psychology for Immigrants and Refugees to Promote Diversity in Clinical Psychology at The New School, and Dissertation Fellowships. All forms are available at newschool.edu/nssr/financial-aid or by visiting the Office of Academic Affairs. The application deadline is March 1 for the following academic year.

International Students

International students who qualify for financial aid are advised that the amount awarded rarely meets the full cost of tuition and never matches the full cost of living expenses. All foreign applicants are urged to research all sources of aid from government and private organizations in their own countries before leaving home, since it is difficult to obtain funding after arrival in the United States. In addition, all fellowship or scholarship monies from U.S. sources that are not designated for university tuition or fees, such as stipends, travel grants, and research grants, are subject to a 14 percent U.S. income tax withholding unless, on the basis of a tax treaty, the student is exempt from U.S. income taxes.

Named Scholarships

The following named scholarships are granted to outstanding students as additional sources of aid. Students do not apply directly for these awards. They are awarded to selected students upon admission.

Aron Gurwitsch Scholarship. This scholarship, in memory of Professor Aron Gurwitsch, is awarded annually to an outstanding student in Philosophy.

August Heckscher Scholarship. Established in 2000 by a gift from Mrs. August Heckscher, this scholarship is awarded annually to an outstanding graduate student in any program.

Reba Kirson Monness New School Associates Scholarship. This scholarship was established in memory of the late Reba Kirson Monness, who was an active member of the former New School Associates group. It is awarded annually to an outstanding graduate student in any program.

Reiner Schürmann Memorial Scholarship. This scholarship, in memory of Professor Reiner Schürmann, is awarded annually to an outstanding student in Philosophy.

Malcolm and Betty Smith Scholarship. Established in 2004 by a gift from Malcolm B. Smith, a university trustee and member of the division's board of governors, and his wife, Betty, this scholarship is awarded annually to an outstanding student in Economics.

William B. Steerman Scholarship Fund. Established in memory of William B. Steerman, who was for many years the director of admission for the Graduate Faculty of Political and Social Science (now The New School for Social Research). This endowment provides support for recipients of Prize, Dean's, and dissertation fellowships.

Graduate Fellowships

Prize and Dean's Fellowships Up to five fellowships are provided annually in each academic program that offers a PhD degree. All fellowships come with full tuition scholarships; up to three of these come with a $20,000 annual stipend for three to five years; three-year fellowships are only for PhD students; and five-year fellowships are only for MA/PhD students.

The Schwartz Doctoral Fellowships in Retirement Equity Studies. Up to two three-year fellowships in Economics are awarded to doctoral students interested or engaged in research on retirement equity. These fellowships are co-sponsored by the Schwartz Center for Economic Policy Analysis (SCEPA). The fellows will join the Retirement Equity Lab, which investigates the political economy of retirement income insecurity for all Americans, the causes of the retirement crisis in the United States, work options for older Americans, and the political and economic forces pushing for an expansion of the labor supply of older workers. The Retirement Equity Lab also addresses intergenerational equity and the affordability of pension systems in the wake of other pressing public sector needs.

NSSR graduate students who have been admitted to the PhD program in Economics and are about to begin their doctoral studies are eligible to apply. PhD students with strong math quantitative skills, excellent writing skills, and an interest in these areas will be given priority

The fellowship provides full tuition for up to 30 credits of the PhD coursework, followed by up to six semesters of fees and a $20,000 RA annual stipend in the first three years. Fellows will be expected to work as research associates at the Retirement Equity Lab for up to 20 hours per week during the three years during which they receive the stipend.

The Onassis Foundation Doctoral Fellowships in Ancient Greek Thought. Up to two three-year fellowships in Philosophy are awarded to doctoral students pursuing studies in ancient Greek thought. The fellows will work to develop dissertation proposals and, eventually, dissertations, in the area of ancient Greek thought (especially in drama, philosophy, political theory, history, and poetry). Also eligible are proposals that show the continuing relevance of ancient Greek thought for various areas in the history of philosophy and contemporary philosophy.

The fellowship provides full tuition for up to 30 credits of the PhD coursework, followed by up to four semesters of fees and a $20,000 annual stipend in the first three years. Fellows will be expected to work with faculty members from the Philosophy department as research assistants, teaching assistants or teaching fellows, for ten hours per week during the three years in which they receive stipends.

Harry Magdoff and Paul Sweezy Fellowship. Named for two of the 20th century's most influential Marxist economists. Magdoff (1913-2006) and Sweezy (1910-2004) edited the journal Monthly Review, which Sweezy co-founded in 1949, and which still stands as the longest continuously published socialist magazine in the United States. Sweezy's works include The Theory of Capitalist Development: Principles of Marxian Political Economy (1946) and Monopoly Capital: An

Essay on the American Economic and Social Order (1966, with Paul Baran). Magdoff's best-known book is The Age of

Imperialism: The Economics of US Foreign Policy (1969). Magdoff and Sweezy co-authored six other books, including Stagnation and Financial Explosion (1987), one of the earliest treatments of the problem of financialization that continues to plague the US economy today. Over the course of three years, the fellowship will provide full funding plus stipend for nine incoming doctoral students in the Department of Economics

The Zolberg Melamid Fellowship in Migration Studies. Up to two three-year fellowships in migration studies are awarded to incoming doctoral students by the Zolberg Institute on Migration and Mobility. The fellows will join the annual seminar on migration topics and take part in the Institute's other activities. Graduate students who have been admitted to one of NSSR's PhD programs are eligible to apply. The fellowship provides full tuition for up to 30 credits of the PhD coursework, followed by up to six semesters of fees, and a $20,000 annual stipend in the first three years.

The Statue Foundation Fellowships in Clinical Psychology to Promote Diversity in Clinical Psychology. The goals of this privately funded program are to increase the availability of culturally competent mental health services and to increase scientific knowledge of issues related to sociocultural diversity, social justice, and mental health. The Statue Foundation provides funding to incoming or current doctoral students in clinical psychology who are committed to contributing to culturally engaged research, teaching, or practice that addresses the needs and concerns of underserved communities, including immigrants or refugees; racial, ethnic, or cultural minorities; low-income individuals and families; sexual minorities; individuals with disabilities, and so on. In addition, students who are interested in basic or clinical research that has clear relevance to such populations are also encouraged to apply

Students in the Statue Foundation Fellowship program contribute to the education of both their fellow students and faculty in the Clinical Psychology PhD program about issues and concerns relevant to populations that are often underrepresented or marginalized in mainstream clinical psychology. These issues include inter-sectionality and identity construction, prejudice and discrimination, the impact of poverty, acculturative stress, disparities in mental health care, and culturally adapted treatments.

To fulfill this mission, fellows are expected to organize colloquia, community, and/or departmental events relevant to these topics; conduct at least two presentations (on relevant research or clinical practice topics) to the department, university, or as part of a professional conference; and serve on the psychology department's diversity committee. Fellowship recipients are also encouraged to collaborate with faculty on research that is culturally grounded and relevant to the specific concerns and issues of underserved communities. To assist with organizing efforts, students are also encouraged to connect with previously funded Statue Fellows and other divisional and campus organizations related to social justice, such as the Students for Social Justice and the Social Justice Committee.

Teaching Fellowships

A limited number of teaching fellowships are available for doctoral candidates to teach undergraduate courses at Eugene Lang College, Parsons School of Design, and Schools of Public Engagement. The application deadline is normally in October for the following academic year. Fellowships are awarded on a competitive basis. Specific information about positions and application procedures is made available by the Provost's Office each October. Find out more at www.newschool.edu/provost/graduate-student-teaching-program/

Dissertation Fellowships

Advanced doctoral students are eligible to apply for one-year dissertation fellowships, which come with a $10,000 stipend and payment of maintenance fees. Approximately four awards are available annually in each PhD program.

Named Fellowships

The following fellowships are provided through the generosity of individual donors and are generally awarded as Prize or Dean's Fellowships or as partial tuition scholarships. Students do not apply to these fellowships directly

Frank Altschul Fellowship. This annual award for a distinguished graduate student in Politics is funded by the Overbrook Foundation to honor the long and influential association of Frank Altschul with The New School. The award varies depending upon need and may be used for tuition or as a living stipend support.

Richard J. Bernstein Endowed Prize Fellowship in Philosophy. This award for a distinguished graduate student in Philosophy honors Richard J. Bernstein, the Vera List Professor of Philosophy and former dean of The New School for Social Research. The fellowship is funded by an endowment contributed by members of the division board of governors, university trustees, and alumni.

The Imogen Bunting Fellowship. This fellowship is awarded annually to an outstanding graduate student in any field who combines scholarly promise with demon- strated commitment to the ideals of social justice and human rights. It honors the memory of Imogen Bunting, a brilliant student and beloved member of The New School community, who passed away in 2006 at the age of 25.

Walter and Vera Eberstadt Prize Fellowships. These merit fellowships are available to students pursuing degrees in the social sciences and philosophy. Each fellowship covers full tuition and a stipend, and is renewable for up to three years subject to annual review.

Ernestine Bradley Fellowship Fund. The endowment for this fellowship fund comes from the gifts of individual supporters. Awards are made to graduate students in all programs of The New School for Social Research based on need and merit.

Holocaust Memorial Fellowships. The fellowships listed below were established in 1990 by university trustee Vera G. List to memorialize nine children, ages two to 13, who perished in the Holocaust during World War II. Preference is given to students in Philosophy.

The *Sara Borkshtein Fellowship* in honor of 13-year-old Sara Borkshtein, born in Lombzb, Poland, in 1930 and perished in Auschwitz in 1943.

The *Joseph Flattau Fellowship* in honor of nine-year-old Joseph Flattau, born in Poland in 1933 and perished in Treblinka in 1942.

The *Tillie Jakir Fellowship* in honor of seven-year-old Tillie Jakir, born in Rudke, Poland, in 1935 and murdered in Lvov, Poland, in 1942.

The *Abraam Kardasr Fellowship* in honor of five-year-old Abraam Kardasr, born in Radchov, German Silesia, in 1938 and perished in Radziechow, Poland, in 1943.

The *Genia Perelmuter Fellowship* in honor of two-year-old Genia Perelmuter, born in Krzemieniec, Poland, in 1939 and perished in Kremnitz, occupied USSR, in 1941.

The *Moshe Sarchon Fellowship* in honor of 13-year-old Moshe Sarchon, born in Rhodes, Greece, in 1931 and perished in Auschwitz in 1944.

The *Hedviga Schwartz Fellowship* in honor of three-year-old Hedviga Schwartz, born in Prague, occupied Czechoslovakia, in 1940 and perished in Auschwitz in 1943.

The *Sarah Sterner Fellowship* in honor of eight-year-old Sarah Sterner, born in Kraków, Poland, and perished in Treblinka.

The *Abraham Tabak Fellowship* in honor of nine-year-old Abraham Tabak, born in Romania in 1935 and perished in Auschwitz in 1944.

Deborah Mitchell Fellowship. Established in memory of Deborah Mitchell, this fellowship is awarded annually to an outstanding doctoral candidate in Politics.

Ira Katznelson Fellowship. The New School Board of Trustees established this fellowship in 1990 in honor of Ira Katznelson, dean of The New School for Social Research (then the Graduate Faculty of Political and Social Science) from 1983 to 1990. This fellowship is awarded annually to one student in the college in recognition of outstanding academic achievement.

Alexander and Ilse Melamid Fellowship. This endowment, established by a gift from Alexander Melamid (PhD in Economics, 1951) and Ilse Melamid, a former registrar of the division, funds one Prize Fellowship and one dissertation fellowship annually.

Jane Evans Fellowship. This endowment, established from the revocable trust of Jane Evans, provides support for Prize and Dean's Fellowships. Dr. Evans, who died in 2004 at the age of 96, established the trust in 1996 with The New School as one of three beneficiaries. She was an advocate for human rights and world peace at all times and a leader in aiding displaced persons and survivors of Nazi persecu- tion. As chairman of the American Jewish Conference's Commis- sion on Displaced Persons during World War II, she led delegations to the United Nations Relief and Rehabilitation Administration.

Chiune Sugihara Fellowship. Established in 1995 with a gift from university trustee Vera G. List, a university trustee, this fellowship honors the memory of Chiune Sugihara, who saved many Jews during the Holocaust.

Alfred and Cecile Mundheim Fellowship. This endowment, established in memory of Alfred and Cecile Mundheim, provides support for Prize, Dean's, and dissertation fellowships.

Fellowships and Scholarships for International Students

In addition to the fellowships and scholarships listed above, The New School for Social Research offers a number of scholarships reserved for international students. Except as indicated, a separate application is not required.

Alvin Johnson–University in Exile Memorial Fellowship Fund. In 2009, to commemorate the 75th anniversary of the University in Exile, established by The New School in 1934 by President Alvin Johnson, the university established this fellowship fund, which is supported by the university's endowment. The fellowship provides full tuition and a living stipend for up to two exceptional German students to study in any graduate program of The New School for Social Research. A German national educational organization nominates candidates from among the German students who have applied for admission; the fellowships are awarded by the division. The first awards were made for the 2010–2011 academic year. For more information, contactVice Dean Robert Kostrzewa at kostrzer@newschool.edu.

Dorothy Hart Hirshon Fellowship. Established by the board of trustees of the university in honor of Dorothy Hirshon, chairman of the board from 1980 to 1985, in recognition of her enduring commitment to the ideals of the University in Exile, the Hirshon Fellowship is awarded annually to support graduate study in any program of The New School for Social Research by a student from a nation in which intellectual freedom is threatened or abridged.

Janey Fellowships. Established in 1991 by the Rothenberg family as part of the Janey Program in Latin American Studies, these fellowships provide financial support for graduate students from Latin America studying in any program at The New School for Social Research.

Katarzyna Kalwinska Fellowship. This fellowship was endowed by university trustee Vera G. List in honor of Katarzyna Kalwinska, a Polish citizen, for her heroism in hiding Jewish concentration camp escapees from the Nazis. When asked why she chose to risk her life for others, Mrs. Kalwinska, a deeply religious Roman Catholic, said: "If God had wanted me to die because I saved Jews, I was ready to go on the cross like Jesus." This fellowship is awarded annually to a student from Poland, so that Mrs. Kalwinska's humanitarian acts would serve as a permanent inspiration to her countrymen and all mankind.

Vera G. List Fellowship. This fellowship, named for late trustee Vera G. List, is awarded annually to a student from the Netherlands. A panel of distinguished scholars from Dutch universities nominates candidates from among their countrymen who have been admitted to any program at The New School for Social Research. For more information or to apply, contact Netherlands America Commission for Educational Exchange, Herengracht 430, 1017 BZ Amsterdam, Netherlands; telephone 31 20 53 15 93 0.

Leo Model Fellowship. Established in 1993 by the Leo Model Foundation and friends of Leo Model, this fellowship is awarded to a student from Israel in any program at The New School for Social Research.

Guna S. Mundheim Fellowship. This fellowship was established in 2003 by a gift from Robert Mundheim, a university trustee, in honor of his wife, Guna, a native of Latvia. It is awarded annually to a student from Latvia to encourage Latvians to study in the United States in the hope that they will use the education acquired at The New School for Social Research to contribute to the development of their homeland.

Raoul Wallenberg Memorial Scholarship. Established in memory of Raoul Wallenberg, a Swede who saved the lives of thousands of Hungarian Jews during World War II, this scholarship is awarded annually to a student in any program of university who is Swedish or of Swedish descent. If the award is made through The New School for Social Research, the scholarship is awarded at the time of admission and provides partial support for one year of study.

Ruth Westheimer Fellowship. This fellowship was established in 1991 by Dr. Ruth Westheimer, in gratitude for the assistance she received as a New School student in the 1950s. The award is made annually to an international student in any program of The New School for Social Research to cover part of the cost of tuition. Preference is given to students who, like Dr. Westheimer, have come to the United States seeking intellectual and personal freedom.

Thanks to Scandinavia Scholarship. This award is made possible by gifts to the Thanks to Scandinavia Organization from late university trustee Vera G. List and others in appreciation for the people in Scandinavian countries who helped rescue Jews from the Holocaust during World War II. Students in any program of The New School for Social Research are eligible. Candidates apply in their home countries through these foundations: Denmark-Amerika Fondet, League of Finnish-American Studies, Sverige-Amerika Stiftelsen, and Norge-Amerika Foreningen.

Frieda Wunderlich Scholarship. Frieda Wunderlich Scholarships are awarded to qualified foreign students in any program at The New School for Social Research. Funds are limited, and awards usually supplement other financial assistance.

Ruth W. Berenda Fellowship. Established by an alumna of The New School for Social Research as a tribute to her beloved professors Max Wertheimer and Wolfgang Kohler, this fellowship is awarded annually to an outstanding doctoral candidate in psychology whose research relates to the central concerns of the Gestalt psychologists— perception, memory, thinking, etc.

Eberstadt Dissertation Fellowships. The Eberstadt Dissertation Fellowship Fund was established in 1994 by members of the Visiting Committee of Graduate Faculty of Political and Social Science in honor of Walter A. Eberstadt, founding chair of the committee from 1983 to 1994, in recognition of his leadership and commitment to The New School for Social Research. One award is made annually to a promising doctoral candidate in any department at NSSR.

Elinor Goldmark Black Fellowship for Advanced Studies in the Dynamics of Social Change. This fellowship was established by Algernon D. Goldmark Black to assist outstanding PhD students at The New School for Social Research whose studies and personal lives demonstrate a commitment to furthering international peace, social equality, and democracy, especially in the United States.

Brecht Dissertation Fellowships. This fellowship, in memory of Arnold Brecht, is awarded every two years to an outstanding doctoral candidate in Politics.

David M. Gordon Dissertation Fellowship. This fellowship, established in memory of the late Professor David M. Gordon, supports students working dissertations in economics, with priority consideration given to those whose topics reflects Professor Gordon's interests.

John R. and Elsie Everett Fellowship. This fellowship was established by the board of trustees in 1982 to honor of Dr. John Rutherford Everett, president of The New School for Social Research from 1964 to 1982, and his wife, Elsie, who generously shared in his burdens. It is awarded annually to a doctoral student who demonstrates not only outstanding academic ability, but also originality of thought that marks the recipient as likely to make a significant contribution to knowledge, the arts, or the community.

Robert Heilbroner Fellowship. The Robert Heilbroner Fellowship honors the memory of the beloved Norman Thomas, Professor Emeritus of Economics, who passed away in 2005. It is awarded annually to support a doctoral candidate in economics.

Hiram J. Halle Fellowship. This fellowship is awarded annually to several doctoral candidates in any field, who, in the opinion of their faculties, show evidence of unusual competence and originality.

Alvin Johnson Fellowships. These fellowships were endowed in 1969 by the generosity of Frank Altschul, of New York City, to honor Alvin Johnson, the first president of The New School. Fellowships are awarded annually to doctoral candidates in any field, at NSSR, who show unusual scholastic promise.

Arthur J. Vidich Dissertation Fellowship. This fellowship was established in 2008 in memory of Professor Arthur J. Vidich to benefit students working on dissertations in sociology, with priority consideration given to those pursuing topics that were of interest to Dr. Vidich, including community studies, modern bureaucracies, and culture and politics, particularly those whose research requires fieldwork.

Janey Summer Research Fellowships. Established in 1991 by the Rothenberg family, these awards, sponsored by the Janey Program in Latin American Studies, support doctoral dissertation research in Latin America.

Other Awards

During their studies at the NSSR, students are eligible to apply for other forms of support aimed at their professional development, such as travel and research awards, conference funds, student fee board awards, as well as special fellowships offered by centers and institutes at the university, such as the Graduate Institute for Design, Ethnography, and Social Thought.

Graduate Assistantships Teaching and research assistantship positions are available to doctoral students and second year master's students. Upon admission to the doctoral program, students are also eligible to teach their own courses as teaching fellows in undergraduate programs at The New School.

External Funding

In recent years, students in The New School for Social Research have successfully competed for awards from the Social Science Research Council, Fulbright Foundation, Guggenheim Foundation, Fulbright-Hays Program, Wenner-Gren Foundation, National Institutes of Health, Javits Fellowship Program, German Academic Exchange Service, American Sociological and Politics Associations, and Association of American University Women, to name a few.

The NSSR Career Services office maintains information on private and public grants and external financial assistance programs. Most of these programs support graduate students' research, although some will support students engaged in coursework.

All students at The New School for Social Research have access to the Community of Science Funding Opportunities, an online database of private and government funding sources for students and faculty. Check out pivot.cos.com.

NSSR students should also refer to the appropriate policies relating to external funding and research in the Financial Aid and Student Accounts portion of the catalog.

Parsons School of Design and Parsons Paris

All undergraduate students, including international students, may be eligible for college and institutional scholarships. International students may apply by completing the online International Student Scholarship Application annually.

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, the office of Study Abroad supports the Fulbright Program by acting as liaison between the academic colleges and IIE, promoting Fulbright U.S. Student Programs and advising students regarding these opportunities for New School students, and coordinating The New School's application process for students applying to Fulbright programs. The Study Abroad office also supports incoming Fulbright recipients to a New School college and liaises with International Student and Scholar Services when needed. IIE holds the immigration records of the incoming Fulbright recipients to The New School have their immigration whom The New School. For more information, contact Study Abroad studyabroad@newschool.edu

Schools of Public Engagement

Undergraduate Students

All undergraduate students, including international students, may be eligible for college and institutional scholarships. International students may apply by completing the online International Student Scholarship Application annually.

Scholarships are available to students in the Bachelor's Program for Adults and Transfer Students enrolled at least halftime 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, newschool.edu/bachelorsprogram.

Graduate Students

Applicants (including international applicants) to a graduate program or graduate certificate indicate their interest in being considered for a competitive,merit scholarship on the application, 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 admission to the program. Merit scholarships are applied toward tuition.

Qualified admitted students are eligible for government and private loans if they are U.S. citizens or permanent residents.

Peace Corps alumni who apply to the Milano School, SGPIA, and the School of Media Studies's MA, MS, or PhD programs may be eligible for a competitive renewable Paul D. Coverdell fellowship that can cover up to 75 percent of tuition and mandatory fees. These are general scholarship funds designated for Peace Corps alumni.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, Student Success supports the Fulbright Program by acting as liaison between the academic colleges and IIE, ordering and posting publicity, application materials, and supplementary information from IIE, organizing an annual meeting with the IIE representative for Fulbright U.S. Student Programs to discuss opportunities for New School students, collecting basic information about potential applicants and transmitting it to the colleges, acting as receiving agent for applications and other forms, and providing logistical support. For more information, email studyabroad@newschool.edu.

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 Bachelor's Program for Adults and Transfer Students 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 Scholarship helps students (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 applicants who have studied at a community college . Both awards are renewable annually provided students maintain satisfactory academic progress.

Phi Theta Kappa Scholarships: Members of PTK who graduated from community college are recognized for academic achievement through a PTK scholarship

New School Academic Opportunity Grants: These scholarships recognize applicants who have studied at community colleges who demonstrate various qualities that The New School believes contribute to the strength and diversity of its student body.

Financial Aid Policies and Procedures

Financial Aid

The Office of Financial Aid administers a variety of assistance programs to help students finance their education, including institutional scholarship support on the basis of merit and demonstrated financial need. Detailed information regarding how to apply for aid and the types of aid available is provided on at www.newschool.edu/financial-aid/

Eligible students may apply for assistance under federal and state programs: studentaid.gov/h/apply-for-aid/fafsa

Federal Undergraduate Grants

There are four types of grants offered by the Federal government. They include:

1. Pell Grant – awarded to undergraduate students who have exceptional financial need
2. Supplemental Educational Opportunity Grant (SEOG)– awarded in addition to the Pell Grant to undergraduate student who have exceptional financial need
3. Iraq and Afghanistan Service Grant – awarded to students whose parent or guardian was a member of the U.S. armed forces and died as a result of performing military service in Iraq or Afghanistan after the events of 9/11

Find more information about Federal Grants at https://studentaid.gov/understand-aid/types/grants

State Undergraduate Grants

- NYS Tuition Assistance Program (TAP) (undergraduate students only)
- NYS Aid for Part-Time Study Program (APTS) (undergraduate students only)
- NYS Scholarships for Academic Excellence

Federal Direct Student Loans

William D. Ford Federal Direct Loan (Direct Loan) Program:

- Subsidized loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a college
- Unsubsidized loans made to eligible undergraduate, graduate, and professional students, but eligibility is not based on financial need.
- PLUS federal loans that graduate (Grad Plus) students and parents (PLUS) of dependent undergraduate students can use to help pay for college.Find more information about Federal Direct Student Loans at https://studentaid.gov/understand-aid/types/loans

Federal Work-Study Program

The Federal Work-Study Program (FWS) provides on and off-campus part-time employment opportunities for students with financial need. An hourly wage is paid to students directly and not applied directly to your balance. Find more information about Federal Work Study at https://studentaid.gov/understand-aid/types/work-study

Private Credit-Based Educational Loans

Students who need additional funds to cover the cost of their education and those who are not eligible for federal loans may be able to borrow money for their education from a private lender. The New School has partnered with Elm Select to help students and their families research and compare private loan products. The lenders listed are based on the historical lending of our students and families over the previous two years. This list is not inclusive of all lenders, nor does it infer any preferences to these lenders. The New School is not affiliated with nor does it endorse particular private loan providers.

Veterans' Benefits

The New School has a long history of welcoming veterans to its various courses and degree programs, recognizing in their unique life experience an exceptional potential only those who have served can claim. This tradition continues with the Student Veteran Services office, which provides guidance to all veterans and dependents from admission to graduation and beyond. Student Veteran Services (SVS) works to ensure that you are getting the support you need to transition smoothly to an academic setting and civilian life.

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 for assistance by a state vocational rehabilitation program must also meet all other entry requirements of The New School.

Tuition and Fees

Below are the tuition and fees for the 2024-25 academic year. All amounts are per semester unless otherwise specified.

An estimated tuition cost can be calculated by locating your degree level (e.g., undergraduate), type of degree (e.g., Bachelor of Arts), and college (e.g., Parsons School of Design). Your tuition charge may be a flat tuition rate or a per-credit rate, depending on your program and registration. Mandatory university and other fees charged by the university can be found in the University Fees section. Continuing and Professional Education costs can be found in the Continuing and Professional Education section.

Reservation of Rights

While we make every effort to anticipate local and national developments and adapt as appropriate to continue delivering educational services for our students, there may be situations where, for the health, safety and/or wellbeing of our community and as determined by the university in its discretion, we will be required to make changes to methods and timing of instruction, delivery of and access to services and course content, etc., including possibly implementing a full or partial campus closure, temporary suspension of classes and services, and/or switching from on-campus learning and delivery of services to distance or remote learning and delivery of services. By signing up for classes or otherwise enrolling in or attending classes offered by the university, you understand and agree that such changes may take place to the extent the university determines such changes are necessary for the health, safety, or well-being of members of the university community or because of other circumstances outside the university's control. You further understand and agree that the university does not in any way guarantee in-person, on-campus education or services or any other particular format of education or services. Finally, you understand and agree that you are responsible for all tuition and fees, regardless of the format in which education and services are provided, and that no refunds or credits for tuition, fees, or other expenses will be provided in the event of such changes, including any changes from on-campus education and/or services to remote services and/or remote learning. Any decision by the university to provide a refund or credit, in whole or in part, of any fee or other charge in the event of a campus closure, suspension, or other change to the delivery format of education and/or services shall be in the university's discretion and shall not create an expectancy that any individual is entitled to such refund or credit or that it will be provided in any other instance.

Undergraduate

Tuition

DEGREE PROGRAM	FULL-TIME TUITION (PER SEMESTER)	FULL-TIME CREDIT RANGE	PER-CREDIT TUITION
AAS, BBA, BFA, BS (Parsons)	$28,989	12-18	$2,416
BA, BS, BM, BFA (Lang, Performing Arts)	$28,013	12-18*	$2,334
BA/BFA Dual Degree (Lang/Jazz, Lang/Parsons)	$28,013	12-21	$2,334
AAS, BA, BFA, BS (Schools of Public Engagement)	N/A	N/A	$1,533
Parsons Paris	$19,814	12-18	$1,651

The credit ranges identified in the Tuition and Fees chart refer only to the related charges as a result of registration and should not be considered recommendations. The expected course load a student needs to carry to make satisfactory progress is determined by individual departments and is based on degree requirements. Please refer to the academic catalogs or consult with your academic advisor for more information.

The Schools of Public Engagement (SPE) does not offer a flat-rate tuition; all students are assessed tuition on a per-credit basis.

* Students enrolled in one of two Mannes BM majors—Orchestral Instruments or Voice—are allowed to register for up to 19 credits without being charged additional tuition fees.

Fees

Fees apply to all programs per term unless otherwise noted.

FEE	AMOUNT	FREQUENCY
BPATS Prior Learning Evaluation (SPE only)	$650	Per portfolio

Graduate

Tuition

DEGREE PROGRAM	FULL-TIME TUITION (PER SEMESTER)	FULL-TIME CREDIT RANGE	PER-CREDIT TUITION	MAINTENANCE OF STATUS
College of Performing Arts				
MA in Arts Management & Entrepreneurship	$27,305	9-15	$2,275	$100
MM Performer-Composer	$27,305	9-17	$2,275	$100
Master of Music	$27,305	9-17	$2,275	N/A
Professional Studies Diploma	$19,354	9-12	$1,613	N/A
School of Drama	$27,306	9-15	$2,275	$100
New School for Social Research				
MA, MS, Certificate	N/A	N/A	$2,440	$100
PhD	N/A	N/A	$2,440	$1,366
Parsons				
MS Strategic Design for Global Leadership	N/A	N/A	$2,511	$100
MFA Photography	N/A	N/A	$1,822	$100
MPS Fashion Management	N/A	N/A	$2,029	$100
MA Fashion Studies	N/A	N/A	$2,029	$100
MA History of Design & Curatorial Studies	N/A	N/A	$2,029	$100
MA Theories of Urban Practice	N/A	N/A	$2,029	$100
MS Strategic Design and Management	N/A	N/A	$2,029	$100
All Other Graduate Programs	$29,730	12-19	$2,478	$100
Parsons Paris				
Master of Arts	N/A	N/A	$1,558	$100
Master of Fine Arts	$22,911	12-19	$1,909	$100
Schools of Public Engagement				
Documentary Media Studies Certificate	$18,189	N/A	N/A	$100
MFA Creative Writing	$18,935	9-15	$1,917	$100
PhD Public Policy & Urban Policy	N/A	N/A	$1,917	$1,366
All Other Graduate Programs	N/A	N/A	$1,917	$100

The credit ranges identified in the Tuition and Fees chart refer only to the related charges as a result of registration and should not be considered recommendations. The expected course load a student needs to carry to make satisfactory progress is determined by individual departments and is based on degree requirements. Please refer to the academic catalogs or consult with your academic advisor for more information.

Fees

Fees apply to all programs per term unless otherwise noted.

FEE	AMOUNT	FREQUENCY
Auditing Fee (Matriculated Students)	$100	Per credit

University Fees

FEE	AMOUNT	FREQUENCY
University Services and Student Senate		
University Services Fee (fall and spring)	$670	Per semester
University Services Fee (summer)	$255	Per semester
Student Senate Fee	$8	Per semester
Other Fees		
Orientation Fee	$165	Once (all new undergraduate and graduate students)
International Student Fee	$105	Per semester (NYC only)
Global Campus Fee	$105	Per semester (Paris only)
Domestic Application Fee	$50	Per application
International Application Fee	$90	Per application
Payment Plan Enrollment Fee	$60	Per semester
International Student Travel Insurance Fee	$60.88	Per semester

University Services Fee
The University Services Fee covers a range of supportive services for students at The New School, including Student Health Services, added conveniences such as lifetime access to e-transcripts and e-diplomas, and one replacement ID card (if their card is lost or stolen). Students needing assistance in other areas should contact Student Accounts.

Student Senate Fee
The Student Senate Fee applies to all matriculated students in all programs.

Orientation Fee
New students at both the New York and the Paris campuses pay a one-time Orientation Fee .

- The fee helps to offset costs associated with beginning studies at The New School and participating in campus and college orientation programs.
- PhD students will not pay an Orientation Fee.

International Student Fee
New York City F1 and J1 international students will be assessed an international fee.

- Students enrolled in a new program as of fall 2019 will be charged the international fee.
- This fee covers required immigration procedures required for international students by the United States government.

Global Campus Fee
Parsons Paris students will be assessed a Global Campus Fee each semester.

- This fee applies to all students studying at the Paris the Campus as of fall 2019.
- The fee covers procedures required for international students by the French government.

International Student Travel Insurance Fee
Students traveling abroad and to Parsons Paris students will be assessed a fee per travel month starting Fall 2024.

- This fee applies to students traveling abroad and to Parson's Paris to cover travel assistance and medical and mental health insurance. This rate is valid through the calendar year 2024. Selected and pre-approved Study Abroad Provider Programs, which include insurance coverage, are exempt from this fee. A list of exempt Provider Programs can be obtained at the university's study abroad office. Students traveling to their home countries are also exempt.

Student Health

FEE	SERVICE	AMOUNT
Health Insurance - Fall	Comprehensive health insurance coverage	$1,761
Health Insurance - Spring	Comprehensive health insurance coverage	$2,582

Health insurance coverage amounts are subject to final state approval with the student health plan insurance carrier, which typically occurs by July each year.

All students are required to have health insurance coverage. Students are automatically charged for the Student Health Insurance Plan and will be enrolled unless a waiver form is submitted by the waiver deadline. If you have comparable health insurance coverage, you can waive the Student Health Insurance Plan.

Meal Plans

All students are eligible to participate in the meal plan program. Students who live in university housing are automatically enrolled in the One plan. See the Meal Plans page for details. All plans are per term.

- One Plan: $1,775
- Two Plan: $3,065
- Three Plan: $3,570
- Express Plan: $885

First-year undergraduate students who live on campus are not eligible to enroll in the One or Express plans.

University Housing

First year students who attend school in New York City are required to live on campus, and enroll in a required meal plan, unless they have an approved exemption. All housing costs are per **academic year.** Please see the Housing site for more information.

RESIDENCE	COST	FIRST YEAR FRESHMAN DEPOSIT	ALL OTHER STUDENTS DEPOSIT
Kerrey Hall			
Single	$23,000	$0	$350
Double	$19,800	$0	$350
Loeb Hall			
Single	$23,000	$0	$350
Double	$19,800	$0	$350
Stuyvesant Park			
Single	$23,000	$0	$350
Double	$19,800	$0	$350
Triple	$17,000	$0	$350
301 Residence			
Single	$23,000	$0	$350
Double	$19,800	$0	$350
Triple	$17,000	$0	$350

Late Fees

FEE	AMOUNT	FREQUENCY
Late Payment Fee	$230	Per Semester
Late Registration Fee	$230	Per semester

It is university policy that late payment fees and late registration fees cannot be appealed or waived. The late registration fee will be charged as a result of initial registration activity after the add/drop period.

Transcripts

Official electronic transcripts are unlimited and free. Official paper transcripts are $10 per copy. Academic transcripts can be ordered in a number of ways. For information on delivery options and fees, visit the registrar's website.

Continuing and Professional Education

STUDENT STATUS	TUITION	UNIVERSITY SERVICES FEE (PER SEMESTER)
Non-Credit and Noncredit Certificate	Charged by course; see course descriptions at Continuing and Professional Education.	$43 + course lab/materials fees if applicable
Summer Intensive (credit)	Charged by course; see course descriptions at Continuing and Professional Education.	$235

NON-MATRICULATED PROGRAM	FULL-TIME TUITION (PER SEMESTER)	FULL-TIME CREDIT RANGE	PER-CREDIT TUITION
Lang	$28,013	12-18 credits	$2,334
Parsons	N/A	N/A	$2,416
SPE	N/A	N/A	$1,533
NSSR	N/A	N/A	$2,440
Parsons Paris	N/A	N/A	$1,651

Academic Standing and Financial Aid

Satisfactory Academic Progress (SAP) is a crucial factor in maintaining eligibility for state, federal, and institutional financial aid. All recipients of financial aid should note that carrying forward incomplete grades (such as I, NP, or N) into future semesters jeopardizes academic progress and can result in disqualification from receiving any form of aid, including federal and state grants and loans. In addition to SAP standards, 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 the Office of Financial Aid 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.

Please see the Academic Policies section for more information on the university's Academic Standing Policies.

Impact of Repeating Coursework on Financial Aid

In accordance with federal program integrity rules, the Office of Financial aid is required to monitor and adjust Title IV funds, including Pell, FSEOG and Direct Loans for courses that are repeated more than once with a passing grade. For purposes of this policy, the Department of Education considers a "D" to be a passing grade, regardless of institutional policies or program of study.

- According to Department of Education regulations, if a student receives a failing grade in a course, Title IV funds may be awarded for the student to retake the course until a passing grade has been earned. However, the student must meet New School academic policy standards, which may limit the number of times that a student is permitted to retake a course. Additionally, students must meet Satisfactory Academic Progress standards in order to continue receiving Title IV funds.
- Department of Education regulations allow for one repetition of a previously passed course. That is, if a student receives a "D" or better in a course, the student is allowed to retake the course **once** to improve the grade. Further attempts to retake the course will not be included in the students eligibility for Title IV funding. New School policy may allow for additional attempts to retake a course to earn a higher grade, however these attempts will **not** be covered by Title IV funds.
- The Office of Financial aid does not advise students in order to determine if a student may repeat a course. For guidance on academic program policies, please contact Student Success Advising.

Financial aid awards will be adjusted when repeat courses are determined to be non-aid eligible. Students will be notified via their New School email accounts. Students are responsible for all payments on coursework that is not aid eligible.

All repeat coursework (whether passed, failed or withdrawn) has an impact on Satisfactory Academic Progress. The New School's Financial Aid Satisfactory Academic Progress policy is provided in this catalog and is available by accessing the Financial Aid Policy page.

Academic Standing and Financial Aid

Satisfactory Academic Progress

Federal regulations (Sections 668.16(e).668.32(f) and 668.34) require that schools monitor the academic progress of each applicant for federal financial assistance and that the school certify that the applicant is making satisfactory academic progress (or SAP) toward completing their program (e.g., their degree). This determination of satisfactory academic progress must be made at least once a year, typically at the end of the Spring semester, and before the Office of Financial Aid awards or disburses any federal student aid funds for the subsequent semester. Please note that decisions for academic probation and institutional scholarship eligibility are separate from this process.

Qualitative SAP Standards (GPA)

Students must meet the following GPA standards, depending on their programs:

A. 2.0 cumulative Grade Point Average for undergraduate students

B. 3.0 cumulative Grade Point Average for graduate students

C. Grades Not Included in GPA calculations:

AP = Approved (noncredit certificate)

GM = Grade Not Reported *

NA = Not Approved (noncredit certificate)

NG= Used for a Lab there are no credits attached to these courses

P = Pass *

TR = Transfer *

U = Unsatisfactory *

W = Withdraw (no academic penalty) *

Z = Unofficial Withdrawal ***

Audit courses do not count as credit and cannot be used for federal student aid purposes including SAP GPA calculations, and they are not reflected on transcripts.

* Grade will be included in credits attempted

** Grade will be included in credits attempted but not completed, but will be included in GPA when/if replaced with a permanent grade

*** Z Grades are no longer awarded. Where they have been awarded in the past, they will not be considered in GPA.

Quantitative SAP Standards

Students must have earned at least 66.67% of their attempted course credits to be considered to be meeting Satisfactory Academic Progress minimum standards. A student's Pace of completion is measured by dividing the cumulative number of successfully completed hours by the cumulative number of hours attempted. All courses counted towards the student's program of study will be included.

● Transfer credits: Transfer credits accepted by The New School will count as attempted credits, toward the maximum timeframe, and as completed hours. Transfer credit hours not accepted by The New School will not count as attempted, toward the maximum timeframe, or as completed hours.

● Repeated Courses: The New School's academic policies permit students to repeat up to three classes with divisional approval if the student earned less than a B- in those classes. Students may receive federal student aid for one repeat of a course in order to attempt to earn a higher grade from a prior passing grade (that is, a grade of D or higher). Courses repeated due to an earlier failing grade are eligible for federal student aid for an unlimited number of attempts if the course is a requirement for the student's program, provided the student has not previously received a passing grade. However, for SAP purposes, each time a course is taken counts as attempted credits and toward the maximum timeframe, but only the last passing grade counts as completed hours.

● Withdrawals: Grades of W (withdrawal) and Z (unofficial withdrawal)*** are counted as attempted credits and toward the maximum timeframe. Attempted W or Z credits are those hours for which students were still officially registered at the conclusion of each semester's Add/Drop period but from which students later withdrew. Withdrawals (W or Z) are not counted as completed hours.

● Incomplete: Temporary Incomplete grades of I are counted as attempted credits and toward the maximum timeframe; they are not counted as completed hours until/unless the I grade is replaced with a permanent passing grade. Permanent Incomplete grades of N are counted as attempted credits and toward the maximum timeframe; they do not count as completed hours. Incompletes may result in a hold on financial aid at the discretion of the Director of Financial Aid.

● Grade Not Reported (GM): Grade not reported grades of GM are counted as attempted credits and toward the maximum timeframe; they are not counted as completed hours until/unless the GM grade is replaced with a permanent grade.

● Audited Courses: Students do not earn any academic credits for audited courses. They do not count as attempted credits, toward the maximum timeframe, or as completed hours.

● Other Noncredit Grades: Grades of AP (approved noncredit certificate), NA (not-approved noncredit certificate), and NG (no-credit lab courses) do not count as attempted credits, toward the maximum timeframe, or as completed hours.

● Fail: Grades of F count as attempted credits and toward the maximum timeframe; they do not count as completed hours.

● Pass: Grades of P count as attempted credits, toward the maximum timeframe, and as completed hours. ● Unsatisfactory: Grades of U count as attempted credits and toward the maximum timeframe; they do not count as completed hours.

● Change in Majors: Students who change their majors will normally be expected to complete all degree requirements before reaching 150% of normal program completion.

*** Z Grades are no longer awarded. Where they have been awarded in the past, they will not be considered in GPA.

Maximum Timeframe

Students are permitted to receive federal student aid only for an amount of credits up to 150% of the amount of credits it normally takes to complete their program (e.g., up to 180 credits for a 120-credit degree program). Students are not eligible to receive federal student aid for terms beyond this point, even if they did not receive aid for all of terms included in figuring whether they have exceeded 150% of the maximum time allowed to complete their program. If at any point it becomes mathematically impossible for a student to complete their degree within the 150% allowance, students will be placed on financial aid suspension.

The following are published lengths for academic programs at The New School for use in determining maximum timeframes for SAP evaluations:

● Associate's degree – Students must complete the degree requirements within five (5) years. ● Bachelor's degree – Students must complete degree requirements within ten (10) years.

● Master's degree – Students must complete degree requirements within five (5) years, unless otherwise specified below.

o Master's program in NSSR economics – NSSR master's program graduate students who have completed 30 credits are no longer permitted to register for courses unless they have been formally accepted into a PhD program.

● PhD – Students must complete degree requirements within ten (10) years at The New School for Social Research and eight (8) years at the Milano School of Policy, Management, and Environment. o PHD students who require more than the time limit above must apply for an extension with their department.

o The ten-year limit applies to the NSSR PhD in Clinical Psychology, but based on departmental internal deadlines, and in order for the program to meet American Psychological Association (APA) guidelines, students in that program may be subject to warnings and probation prior to approaching the ten-year limit.

Frequency of SAP Evaluation

SAP is reviewed annually, following the Spring semester. For students currently on financial aid probation, SAP standing is reviewed each semester, and in coordination with any academic plan in place. Students meeting all minimum SAP standards are packaged for a full academic year. Students not meeting all minimum standards are subject to loss of financial aid eligibility (Financial Aid Suspension) or, with an appropriate and granted appeal, financial aid probation.

Financial Aid Warning

Because The New School evaluates SAP annually, it does not utilize a Financial Aid Warning system.

Financial Aid Suspension

Students who are not meeting SAP will be placed on Financial Aid Suspension. Students on Financial Aid Suspension have lost eligibility to participate in federal student aid programs. Such students can regain that eligibility by enrolling at The New School without federal financial assistance, until they regain the minimum qualifying standards for SAP. Students also have the right to appeal Financial Aid Suspension and, if the appeal is granted, such students may be placed on financial aid probation and receive aid as provided below.

Students who have been academically dismissed from The New School and are subsequently given permission to re-enroll are not automatically eligible to continue to participate in federal, state, or institutional aid programs and must re-establish SAP. Admissions decisions are separate from funding decisions. Students' previous coursework will still be considered as indicated above when determining eligibility for aid.

Notification

The Financial Aid Office notifies a student who The New School determines has failed to meet SAP standards by sending an email via the student's official The New School email account within five business days of the determination. The email contains information about appeal options.

Right to Appeal

Students have the right to appeal any decision of Financial Aid Suspension based on the failure to meet SAP standards. Appeals must be filed within 30 days of notification that a student has been placed on Financial Aid Suspension. An Appeal must be made in writing to the Office of Financial Aid by completing the Satisfactory Academic Progress Request for Review and submitting it along with all required statements and documentation.

An appeal would normally be based upon an unusual situation or condition which prevented the student from passing more of their courses, or which necessitated that the student withdraw from classes and, not, for example, on a simple need for the assistance. Examples of possible situations include documented serious illness, severe injury, or death of a family member. The student must also demonstrate that the conditions that caused the student to fall below SAP requirements can reasonably be expected not to be an issue for subsequent semesters.

If the student does not have grounds for an appeal, or if the appeal is denied, the student will remain on Financial Aid Suspension but may still be able to regain eligibility for future semesters. This is done by enrolling at The New School at the student's own expense -- without federal student aid -- and regaining the Qualitative (GPA) and Quantitative (Pace/Maximum Timeframe) standards listed above.

Appeal Approval Conditions (Academic Plans) & Financial Aid Probation

Appeals can only be approved if the Financial Aid Appeals Committee determines that the student should be able to meet The New School's satisfactory academic progress after a reasonable probationary period or periods.

Students whose appeals are granted will be placed on financial aid probation, will receive aid on a conditional basis for a limited time (usually one semester), and will be placed on an academic plan designed to achieve SAP. The specific criteria of the SAP Academic Plan will be communicated to the student, including the academic requirements and duration of the plan. The student will be required to acknowledge and accept the details of their SAP Academic Plan in order to be placed on probation and receive federal student aid. If a student on an SAP Academic Plan has circumstances that may affect their ability to meet the requirements of that plan, that student should contact the Office of Financial Aid immediately when the situation becomes apparent.

The Financial Aid Appeals Committee will review the student's record at the end of each semester to determine if the student is meeting SAP or the terms of the academic plan and if the student remains otherwise eligible for aid.

● If the student meets SAP at the end of semester, the financial aid probation will end and the student will be restored to Satisfactory Academic Progress status.

● If the student still does not meet SAP but the student is meeting the terms of the academic plan and is otherwise eligible, the Financial Aid Appeals Committee may determine that the student may receive an additional semester of financial aid probation in which the student receives aid on a conditional basis for another semester (without an additional appeal), provided the student continues to comply with the terms of the academic plan (which may be revised by the Financial Aid Appeals Committee) and the student remains otherwise eligible.

● Students who fail to meet either SAP or the terms of their academic plans (or otherwise lose eligibility) at the end of the semester will again be placed on Financial Aid Suspension and will not be eligible to submit a subsequent appeal unless there are new, applicable circumstances. Subsequent appeals for students not meeting the requirements of their SAP Academic Plan will not be accepted.

Billing, Payment, Withdrawal, Refunds, and Appeals

This section of the Academic Catalog describes policies and process related to billing, payment, withdrawal, refunds, and appeals.

Billing & Payment Policies

Billing and Payment Information

Invoices are sent electronically to all students. An email is sent to each student's New School email address notifying them that the invoice is ready to view via the my.newschool.edu student portal. Fall invoices are available for viewing in early July, with a payment (or payment arrangement) due date of August 10.

New and continuing students who register just before the start of classes must pay their tuition, fees, and housing, if applicable, in full, less the anticipated and authorized financial aid awards. Alternatively, they can make approved payment arrangements (degree students only) with Student Accounts at the time of registration.

Accepted Forms of Payment

Tuition payments can be made using a check or electronic check. Foreign checks are not accepted. Checks submitted for payment must be drawn on a U.S. bank. Payments made by wire transfer, money order, traveler's check, and credit card (American Express, Visa, MasterCard, and Discover) are also accepted.

The New School accepts credit card and debit payments only through the online service PayPath. This service is accessible through the “Make a Payment” link on the Student section of my.newschool.edu. Credit card payments are not accepted over the phone or in person. If you choose to use a credit card to pay your bill, you will be assessed a convenience fee of 3 percent for domestic payments (minimum of $3.00) and 4.25 percent for international payments (minimum of $3.00) each time a payment is made.

Making an Online Payment via an International Bank

The New School has partnered with PayMyTuition to make it safe and convenient for international students to pay their tuition using their local currency. Students Log in to MyNewSchool and click the Services tab. Scroll down to the Student Accounts section and click International Payments. On the next screen, click Pay Now and follow the instructions. Family members or other third parties who will be making a payment on a student account can do so by visiting the PayMyTuition site directly.

Returned-Check Fee

All checks returned from the bank are automatically redeposited for payment. If for any reason a check does not clear for payment after being deposited a second time, 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 a certified bank check, or money order; another personal check will not be accepted.

An additional 10 percent penalty is charged if payment for a returned check is not received within five business days. After a third returned check, all future charges must be paid with a certified bank check, or money order. Personal checks will no longer be accepted from the student. If it becomes necessary to forward an account to a collection agency, an additional 10 percent penalty will be charged on the remaining account balance.

Electronic Refunds Deposited in Your Bank Account

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

Monthly Payment Plan

The university offers an interest-free monthly payment plan, accessible through the MyNewSchool student portal. It enables students or their families to pay monthly installments on their account toward tuition, fees, and housing. Many students and families find monthly installments more manageable than a single lump payment each semester. The payment plan is not a loan; therefore, there are no credit checks. It is available for the fall and spring semesters for four or five monthly installments.

Matriculated students taking six or more credits per semester and New School for Social Research students maintaining matriculation are eligible. There is a $62 enrollment fee each term, and students must re-enroll in the plan each semester. If adjustments are made to your account during the semester, the plan will automatically recalculate.

Fall Term

Five-month and four-month plans begin August 1, with subsequent payments being made on the first of the month.

Spring Term

Five-month and four-month plans begin January 1, with subsequent payments being made on the first of the month.

Important Note: Monthly payment plans are based on per semester charges. If a payment plan installment is late, a financial hold will be placed on the account. The hold will be removed once the payment plan is current. No late payment fee will be charged as long as the student is enrolled in a payment plan. For students who enroll after the due date for a given semester, all previously due installments will be due at the time of enrollment.

Deferral of Payment for Employer Reimbursement or Third Party Billing

Students expecting reimbursement from their employer or sponsor can defer payment of tuition and fees by presenting a signed official authorization from their employer or sponsor on company letterhead. The authorization, which should accompany the appropriate form(s), must show a current date and include the student's name, New School ID number, the amount of tuition (and fees, if applicable) to be covered by the employer or sponsor, the semester for which tuition will be covered, and the employer's or sponsor's address, phone number, email address, and the specific terms for payment. Payment cannot be deferred on any portion of the charges that the employer has not agreed to pay. Registered degree students can complete the form online. Non-matriculated students must submit the employer/sponsor forms with their registration.

Students who are deferring because they are expecting reimbursement from their employer or sponsor must submit the employer authorization letter and form(s) to Student Accounts, and credit card authorization form by the appropriate payment due dates in order to avoid the late payment fee.

Registered degree students and non-matriculated students must complete the Third Party/Deferment Billing Form and upload any required sponsor or employer documentation. Any balance not covered by their employer or sponsor must be made before or upon submitting the forms. You can email thirdpartybilling@newschool.edu or call 212.229.8930 with questions about third-party deferment and billing.

Payment for all charges is the responsibility of the student. The student is liable for any and all deferred charges that are not paid by the employer/sponsor. Liability is not contingent on receiving passing grades or completing courses.

Terms of Reimbursement

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

If payment is not contingent on receipt of grades and The New School can bill the employer directly, there is no participation fee. The student submits only the Employer Reimbursement/ Third Party Billing Deferment Form with the employer authorization letter. The New School will send an invoice for payment to the employer/sponsor according to the authorization.

Billing, Payment, Withdrawal, Refunds, and Appeals

Refund Schedule and Policies

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

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

In processing tuition refunds for degree students who drop or withdraw from fall or spring classes, the refund schedule can be found in the back of this catalog and on the Financial Aid website. Please note that fees, including tuition deposits for new students, are non-refundable. Also non-refundable are any convenience fees assessed on credit card payments. Housing fees are subject to the terms stated in the housing contract.

Student financial aid may be affected if a student withdraws or drops credits. Failure to complete payment before withdrawal does not relieve a student of financial liability. Students should contact the Office of Financial Aid with any questions regarding their accounts. Students receiving federal financial aid who (officially or unofficially) withdraw from or stop attending all courses may be required to return a portion of financial aid received. The student is allowed to retain only the amount of Federal Title IV (including Federal Direct Loans, Federal Pell Grants, FSEOG) financial aid that was earned. If a student withdraws or stops participating in classes, a portion of the aid received is considered to be unearned and must be returned to the Title IV programs from which it was received.

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

Refund Policy, Requirements for Withdrawal, and Return of Title IV Financial Aid

Title IV Federal Financial Aid Withdrawal Policy

Per federal regulations, a student who receives Title IV federal financial aid and who fully withdraws from The New School is entitled to keep only the portion of the Title IV federal student aid that he or she has earned to that point. Students who withdraw after the 60 percent point of the term, will be considered to have earned all of their federal student aid for that semester. These regulations apply when a student officially or unofficially withdraws. Official withdrawals include medical withdrawals and any student who has been administratively withdrawn or expelled. The requirements for Title IV program funds when a student withdraws are separate from the New School refund policy. The Return of Title IV Fund policy is available on the Financial Aid website.

In circumstances where the Return to Title IV refund calculation requires that the University to return unearned funds to the federal government, the student may owe a balance to the University. The Return of Title IV Funds calculation is independent of the institution's refund policy.

Unofficial Withdrawal

A student who stops attending classes without officially withdrawing is considered to be 'walking -away.' The federal aid received during the semester will be subject to the federal return calculation based on the effective date of withdrawal, which is determined by the last recorded date of attendance or academically related activity.

Post-Withdrawal Disbursement

Students who withdraw prior to Title IV funds being disbursed may be eligible for a portion of their available aid. Students eligible for Federal Direct Loans will be notified of the percentage of their loans for which they are eligible and will be given 14 days to accept the loan(s) and have it applied to their balance. Loans will not be applied without confirmation. The student has the right to decline some or all of the loan funds so as not to incur additional debt. The University will use all or a portion of the student's post-withdrawal disbursement of grant funds for tuition, fees and room and board charges as contracted with the school. The University needs the student's permission to use the post-withdrawal grant disbursement for all other school charges.

Calculation of Title IV Earned by the Student

The percentage of Title IV assistance earned is equal to the percentage of the payment period completed (number of days attended divided by total number of days in term) as of the withdrawal date. If the withdrawal date occurs after the 60% point, then the percentage of Title IV assistance earned is 100 percent.

This percentage is then applied to the total amount of Title IV grant and loan assistance that was disbursed (and that could have been disbursed) to the student or on the student's behalf in the case of a parent PLUS loan, for the payment period for which it was awarded.

Funds are returned first to Stafford Loans, then to PLUS loans. Once loans are satisfied, remaining unearned funds are distributed to the Pell Grant, then FSEOG, then to other Title IV funds that require a refund (Federal Work-Study funds earned prior to withdrawal can be kept by the student).

Refunds to the student and/or to the federal government will be made within 30 days of the date that the University determines the student has withdrawn. When a Title IV refund is calculated, Financial Aid notifies the student in writing.

Tuition and Aid Percentage Chart for Students Withdrawing*

	% REFUND	TITLE IV % EARNED EOW*
Before semester begins	100%	
Within first week of semester	100%	4%
Within second week of semester	100%	10.50%
Within third week of semester	75%	16%
Wtihin fourth week of semester	50%	22%
Within fifth week of semester	25%	28%
Week 6	0%	35%
Week 7	0%	41%
Week 8	0%	47%
Week 9	0%	53%
Weeks 10-15	0%	60%

*for full-term courses

These percentages are weekly guidelines; actual Title IV refunds are based on calendar days. Final eligibility will be determined by the Office of Financial Aid within 30 days of the student withdrawing from classes. These dates are updated for every academic year. The most recent year's refund schedule can be found on the Student Accounts website.

Students who officially or unofficially withdraw from the university who receive Title IV funding will have their aid recalculated based on the number of days they have attended for the semester. If a student has attended for more than 60% of the semester, their Title IV aid will not be refunded and their tuition charged will become a liability.

Federal Title IV aid will be returned in the order noted below as dictated by federal regulation:

- Federal Direct Unsubsidized Stafford Loans
- Federal Direct Subsidized Stafford Loans
- Federal Direct Graduate PLUS loans
- Federal Direct Parent PLUS loans
- Federal Pell Grant
- FSEOG- Federal Supplemental Opportunity Grant

Example of Title IV Recalculation (please note all amounts are for demonstrative purposes)

An undergraduate student withdrew on February 28, 2022 and was charged $8000 for the spring semester. Federal loans and grants awarded and applied to the student for the spring semester totaled $3722, including:

- $990 Federal Unsubsidized Loan
- $1,732 Federal Subsidized Loan
- $1,000 Pell Grant
- $3,722 Total Awarded

Title IV Recalculation determination:

- The student attended 35 days divided by a total of 108 days in the spring term = 32.4%
- The student earned 32.4% of $3,722 = $1205.93
- 67.6% of the $3,722 will be returned. This is equal to $2,516.07, which must be returned in the order mentioned above. This results in a return of:
- Federal Unsubsidized Loan, $990
- Federal Subsidized Loan, $1526.07

The amount the student earned (and keeps) from the Federal Subsidized loan is $205.93. Of the Federal Pell Grant, $1000 (100%) will remain applied to the student's account.

State Grant Refund Policy

State grants will be refunded according to the regulations of the individual state programs.

Institutional Funding Refund Policy

Institutional funds from The New School, including merit and need-based scholarships will be prorated on the same basis as tuition charges. For example, if a student withdraws during the third week of the semester, they would be charged 25% percent of tuition. The University will allow the student to keep 25% of their institutional funds to be used toward those charges.

In some cases, institutional funding may exceed the total charges. When that occurs, the Institutional fund will be decreased to equal the amount of the charges that the student will incur.

Veterans

Veteran benefits have specific eligibility criteria that apply when a student who is a veteran withdraws from college. We encourage any student receiving veterans benefits to meet with the Assistant Director of Student Veteran Services r before withdrawing from the University. Additional information can be found on the University's Student Veteran Services pages.

Billing, Payment, Withdrawal, Refunds, and Appeals

Refund Policy, Requirements for Withdrawal, and Return of Title IV Financial Aid

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Unofficial Withdrawal

A student who stops attending classes without officially withdrawing or who fails to earn a passing grade for a term is considered an unofficial withdrawal. The federal aid received during the semester will be subject to the federal return calculation based on the effective date of withdrawal, which is determined by the last recorded date of attendance or academically related activity.

Post-Withdrawal Disbursement

Students who withdraw prior to Title IV funds being disbursed may be eligible for a portion of their available aid. Students eligible for Federal Direct Loans will be notified of the percentage of their loans for which they are eligible and will be given 14 days to accept the loan(s) and have it applied to their balance. Loans will not be applied without confirmation. The student has the right to decline some or all of the loan funds so as not to incur additional debt. The University will use all or a portion of the student's post-withdrawal disbursement of grant funds for tuition, fees and room and board charges as contracted with the school. The University needs the student's permission to use the post-withdrawal grant disbursement for all other school charges.

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Veteran benefits, too, have specific eligibility criteria that apply when a student who is a veteran withdraws from college. We encourage any student receiving veterans benefits to meet with the Assistant Director before withdrawing from the University. Additional information can be found on the University's Student Veteran Services pages.

Billing, Payment, Withdrawal, Refunds, and Appeals

Late Registration and Late Payment Fees

Students are expected to read and familiarize themselves with the university's payment policies, as well as what constitutes good financial standing, on the Tuition, Fees and Billing page.

Students registered for the fall semester are required to make arrangements and be in good financial standing, per the payment deadlines on the Student Accounts website. Failure to do so will result in a non-refundable late payment fee of $239 (maximum one per term). For students who add, drop, or withdraw from courses after the designated period, a non-refundable late registration fee of $239 (maximum one per term).

Billing, Payment, Withdrawal, Refunds, and Appeals

University Appeals

The University Appeals Committee is composed of members of the New School community and is charged by the Provost to represent the highest level of shared governance with authority over most academic appellate matters.

The University Appeals Committee is the final arbiter in the process of requesting exceptions to a registration or refund policy, including:

- Retroactive Registration Transactions
- Exceptions to the Grade Mode
- Exceptions to the Refund Policy

The University Appeals Committee DOES NOT consider:

- Academic grievances concerning assigned grades (visit Academic Policies for more information on grade policies)
- Housing Appeals (contact University Housing at universityhousing@newschool.edu)
- Issues related to Health Insurance (contact Student Health Services at shs@newschool.edu)
- Issues related to Financial Aid and Satisfactory Academic Progress (SAP) (see policy and procedures for SAP in this catalog)
- **NOTE:** Financial Aid Appeals can be submitted via the Financial Aid Appeals Form. Please see the Satisfactory Academic Progress policy in this catalog. You may contact the Office of Financial Aid at finaid@newschool.eduif you have questions.
- Issues related to Late Fees (contact Student Accounts at myaccount@newschool.edu)
- Requesting removal of W grades from your record, unless you can document that the W grades resulted from University error (Note: W grades do not impact GPA)

The form must be completed and submitted by the student -- appeals submitted by others (advisors, family members, faculty, etc.) cannot be accepted.

Required Documentation for Appeal

All information relevant to your appeal must be submitted via the form. Qualifying documentation may include, but is not limited to:

- REQUIRED for Retroactive Add requests - Email verification from faculty indicating approval of registration request (pdf of email correspondence/approval is sufficient)
- REQUIRED for Retroactive Drop/Withdrawal Requests - Email verification from faculty indicating last date of attendance (pdf of email correspondence/approval is sufficient)
- Statement from your health care provider on letterhead and including applicable dates of onset or treatment and severity of illness, including hospital admission statements or similar
- Military orders on official letterhead with dates
- Obituary, funeral or memorial service program
- Any other documentation that would support your appeal

The University Appeals Committee reviews each appeal one time. The University Appeals Committee meets once a week throughout the year, with a few exceptions (holidays and office closures). Presuming all information is accurate and all necessary documentation has been submitted, you will receive a written response to your appeal via email, usually within ten (10) business days after the decision. Please be sure to provide an accurate email address to receive notification.

Appeal Restrictions/Conditions

Before proceeding, appeals for the following reasons will NOT BE APPROVED:

- Appeals older than ONE academic year will not be accepted. Please read the university appeals form for the semesters in which the committee is currently accepting.
- Dissatisfaction with instructor, course content, delivery of instruction, or academic progress in the course.
- Failure to attend classes or misunderstanding, misinterpreting, or lack of knowledge of written policies and procedures.
- Non-qualification, late application, or loss of eligibility for financial aid or scholarships.
- Personal errors in judgement involving transportation, availability of finances, academic ability, or time management.
- Voluntary acceptance of employment or other activity impacting the ability to attend classes.

Re-appealing an Appeal Decision

A re-appeal for the same request will not be accepted unless new/additional information is introduced and requires further review. Submission of sufficient documentation, demonstrating adequate justification to support your case, is vital in the review of your appeal. The decision rendered by the University Appeals Committee is considered to be fair, thorough, and final.

Students may find this form on the Registrar's website or may receive the form from their academic advisor.

Tuition Waiver

The New School offers a tuition waiver benefit for courses taken at the university once an employee has completed three months of continuous service. This benefit is available to faculty, staff, and eligible family members (spouse, same- or opposite-sex Qualified Domestic Partner, and children of any age). Tuition waiver benefits applies to tuition and mandatory fees. Please read our Tuition Waiver Overview for detailed information and potential tax implications.

Applying for Tuition Waiver Benefits

A Tuition Waiver Request Form must be completed by the employee and submitted to Human Resources (along with the required supporting documentation if the tuition waiver request is for a dependent—refer to the plan policy) before registering for a course. Once the request is approved by Human Resources, the individual will receive an email regarding the registration process. Otherwise, the employee will be billed by the university for the tuition and mandatory fees.

External Tuition Benefits for Full-Time Faculty

Full-time faculty may receive up to a stated maximum amount of $2,500 per academic year toward the tuition of a dependent child enrolled full-time in a college program. "College program" is defined as a BA, BFA, or other equivalent undergraduate degree. Full-time faculty may receive up to a stated maximum amount of $2,500 per academic year toward the tuition of a dependent child enrolled full-time in a primary or secondary school.

The external tuition benefit is available for tuition only, not for room and board or other expenses that students incurs as part of the cost of their education. If the dependent child attends an institution where the tuition is less than the stated maximum amount available in the benefit, the faculty member will receive only the amount paid for tuition, less any financial aid provided to the student. Reimbursement for other expenses is not part of the terms of this benefit. Please refer to the following policy for more information. This benefit is managed and administered within the Provost's Office; please contact the office directly.

Job-Related Graduate Education Certification Process

The New School provides employees who are using tuition exemption benefits with the opportunity to certify that their graduate-level education at the university is job-related in accordance with IRS tax regulation. That regulation allows the value of job-related graduate programs and courses to be eligible for federal tax exemption.

Procedure

The staff member applying for the graduate education benefit and their supervisor should follow the steps outlined in the Certification Policy to request the tax exemption. Below are the forms that must be completed by the employee and their supervisor. Please email benefitshelp@newschool.edu with any fringe-related questions.

- Employee Form
- Supervisor Form

Center for Military-Affiliated Students

The New School has a long history of welcoming veterans and military-connected students into its dynamic programs. Recognizing the unique life experience and demonstrated potential of those who serve, we have deepened our commitment by establishing our Center for Military-Affiliated Students (CMAS), a resource hub designed to guide and support all veterans, service members, and military spouses and family members from admission to graduation and beyond.

CMAS ensures that veterans and dependents get the support they need to transition smoothly into an academic setting and civilian life. Through individualized resources and in-person social and educational programming, CMAS creates a community that supports military-connected students in identifying and achieving their goals. We offer personalized onboarding to assist with education benefits and tuition assistance, career coaching, academic counseling, and an on-campus Mil/Vet Student Lounge. We encourage military-connected students to take advantage of all we have to offer.


100% Yellow Ribbon Program
Career Services & Professional Development
HONORING YOU WITH LASTING SUPPORT
The New School views veterans, service members and their families as a distinct, diverse population with unique experiences, viewpoints and culture. CMAS offers holistic services and programming to assist our students while helping them navigate and maximize their earned benefits programs.
On-Campus Mil/Vet Student Lounge
Academic & Personal Support
VA Education Benefits & Tuition Assistance
Social & Educational Programming

Student Right to Know Act

The Student Right to Know Act requires institutions that participate in any student financial assistant programs under Title IV of the Higher Education Act of 1965 to disclose information about persistence and graduation rates to current and prospective students.

To view this data and other important information regarding your rights as a student, visit www.newschool.edu/your-right-to-know.

Terms, Conditions and Important Information

1. RENEWAL: Per our new financial aid guarantee, effective Fall 2024 all institutional grants and scholarships will be renewed for the duration of the student's degree at TNS. The Free Application for Federal Student Aid (FAFSA) should be submitted each year in order to provide students with all financial aid options available. Students looking to enroll in the summer will need to complete a summer aid application so that aid can be processed based on planned enrollment.

2. ENROLLMENT: Initial Awards are based on a student's self-reported enrollment status and are subject to change based on actual enrollment. Students should notify the Financial Aid Team, in writing, about any changes in their financial circumstances, marital status, residency, or errors in award amounts. Awards may be adjusted after the end of the drop/add period as a result of changes in enrollment status or the student's receipt of external resources such as scholarships, tuition benefits, or fee waivers. Aid for less than full-time students will be prorated to correspond to actual enrollment and tuition charges. Student financial aid will only apply to credits counted toward the student's degree program.

3. SATISFACTORY ACADEMIC PROGRESS: While institutional aid amounts remain constant, all recipients of federal and state aid must maintain satisfactory academic progress toward a degree to be eligible to receive federal/state financial aid. Information regarding the federal standard for satisfactory academic progress and New York state programs is available online.

4. FEDERAL STUDENT LOAN BORROWERS: To accept your loan offer, you must complete a Direct Loan Master Promissory Note (MPN) and Entrance Counseling at studentaid.gov. Loan funds are disbursed in at least two installments with no installment greater than half the amount of your loan. Your loan funds are applied first to tuition, fees, and room and board. If funds remain, you will receive them by refund check that will be sent to your Official Mailing Address or deposited via electronic means. If you wish refunds to be electronically deposited, you must sign up for Direct Deposit on your my.newschool.edu account. Loans must be originated prior to the end of the final day of class.

5. FEDERAL PARENT PLUS AND GRADUATE PLUS LOAN BORROWERS: Your student account statement will reflect a pending credit for the PLUS loan less the origination and federal default fees. Federal regulations require that refunds owed from the receipt of Parent PLUS proceeds are sent to the parent borrower. Parents wishing for a PLUS refund to be sent directly to the student must provide a written request to myaccount@newschool.edu. Unless otherwise requested, the default loan period for PLUS loans is fall & spring for applications received prior to January 1st of the aid year and spring-only for applications received on or after January 1st.

6. FEDERAL WORK-STUDY RECIPIENTS: For job placement assistance, go to careers.newschool.edu. A Federal Work-Study award is not a guarantee of employment. Federal Work-Study awards must be activated by obtaining a position. Federal Work-Study wages are paid biweekly directly to students based on hours worked and are not deducted from the student's tuition bill. Students may not work more than 20 hours per week while classes are in session. Students must be authorized to work prior to engaging in employment activities.

7. NEW YORK STATE TAP RECIPIENTS: You must be enrolled in at least 12 credits per semester. If you are an undergraduate New York State resident taking less than 12 credits in a degree program, please contact us for information on applying for the Aid for Part-Time Study program.

8. WITHDRAW: If you withdraw from courses, your Title IV federal aid (Pell, ACG, Student and Parent Loans) will be subject to a recalculation of aid eligibility based on the number of days of enrollment in that semester. Institutional scholarships may also be revised. Your revised aid eligibility may result in a balance due. Students employed under the Federal Work-Study program must cease working on the date of withdrawal.

9. RELEASE: Acceptance of your financial aid award implies your consent to permit the university to release information about your progress to any donor or agency that you have received aid from.

10. ADJUSTMENTS: The Office of Financial Aid reserves the right to modify or rescind financial aid awards at any time if there is evidence that the financial aid information provided differs from what was stated in the original application and supporting documents, or if an error or omission occurred in processing the aid.

11. VERIFICATION: Requested verification documents must be submitted to The Office of Financial Aid within 30 days of the request to prevent reduction or cancellation of your federal aid. Check the status of your awards at any time on my.newschool.edu.

12. ACCEPTANCE: Awards are subject to acceptance of the above terms and conditions. Failure to accept these terms and conditions will prevent the disbursement of the aid. By clicking agree, the general terms and conditions apply to all current and future awards for the aid year.

General terms and conditions apply to all current and future awards for the aid year.

2025 - 2026 NYC Academic Calendar

Access a Google calendar version of the NYC campus academic calendar here.

FALL 2025	DATES
Initial Fall Registration	Monday, March 24
Add/Drop Period Begins	Wednesday, July 30
Orientation	Monday, August 18 - Friday, August 22
Welcome Week	Monday, August 25 - Friday, August 29
First Day of Classes	Wednesday, August 27
Labor Day Holiday - University Closed	Saturday, August 30 - Monday, September 1
Last Day Add/Drop Period (Pell Recalculation Date & waive health ins)*	Tuesday, September 9 (for full-term courses)
Withdrawal Period Begins	Wednesday, September 10 (for full-term courses)
Census	Friday, October 3
Initial Spring Registration	Monday, November 3
Last Day to Withdraw	Tuesday, November 18 (for full-term courses)
Thanksgiving Holiday - No Classes	Wednesday, November 26 - Sunday, November 30
Make-Up Days, General	Tuesday, December 16 - Wednesday, December 17
Last Day of Full-Term Classes	Wednesday, December 17
Winter Session	· First Day of Classes: Thursday, December 18 · Last Day of Classes: Sunday, January 18
Winter Break –University closed, no classes	Wednesday, December 24 - Thursday, January 1
Official Last Day of Term	Sunday, January 18
Martin Luther King Jr. Holiday - University Closed	Monday, January 19
Fall 2025 Degree Conferral Date	Saturday, January 31

Spring 2026	DATES
Initial Spring Registration	Monday, November 3
First Day of Classes	Wednesday, January 21
Last Day Add/Drop Period (Pell Recalculation Date & waive health ins)*	Tuesday, February 3 (for full-term courses)
Withdrawal Period Begins*	Wednesday, February 4 (for full-term courses)
President's Day Holiday – University closed, no classes	Monday, February 16
Census	Friday, February 20
Spring Break – no classes	Monday, March 16 – Sunday, March 22
Initial Fall Registration	Monday, April 13
Last Day to Withdraw*	Tuesday, April 14 (for full-term courses)
Make-up Days, General	Wednesday, May 13 - Thursday, May 14
Last Day of Classes	Thursday, May 14
Commencement Activities	TBA
Official Last Day of Term	Friday, May 15
Memorial Day Holiday – University Closed	Monday, May 25
Spring 2026 Degree Conferral Date	Sunday, May 31

SUMMER 2026	DATES
First Day of Classes	Tuesday, May 26
Juneteenth - University closed, no classes	Friday, June 19
Independence Day Observed - University closed, no classes	Friday, July 3
Independence Day – University closed, no classes	Saturday, July 4
Last Day of Classes, Official Last Day of Term	Sunday, August 16
Summer 2026 Degree Conferral Date	Monday, August 31

Religious Observances:

Faculty Guidance: The university has built two make-up days into the fall academic calendar, which can be used if a faculty member cannot hold class because of a religious observance. Faculty may also use Canvas to deliver course content asynchronously if a class cannot meet because of religious observance. Faculty should note any changes to class session dates as part of their syllabi submission process.

Student Guidance: Students may be absent from class for religious observance without being penalized. These absences do not count against the excused absences noted in their syllabi. Students must inform the instructor at the beginning of the course of any anticipated absences due to religious observance. The policy for religious observances can be found in the university's academic catalog.

Current Academic Calendar

2025 - 2026 Paris Academic Calendar

Access a Google calendar version of the Paris campus academic calendar here.

FALL 2025	DATES
Initial Fall Registration	Monday, March 24
Add/Drop Period Begins	Wednesday, July 30
Orientation	Monday, August 18 - Friday, August 22
Welcome Week	Monday, August 25 - Friday, August 29
First Day of Classes	Wednesday, August 27
Last Day Add/Drop Period (Pell Recalculation Date & waive health ins)*	Tuesday, September 9 (for full-term courses)
Withdrawal Period Begins	Wednesday, September 10 (for full-term courses)
Census	Friday, October 3
Fall Break - No Classes	Monday, October 20 - Sunday, October 26
Initial Spring Registration	Monday, November 3
Armistice Day - Building Closed, No Classes	Tuesday, November 11
Last Day to Withdraw	Tuesday, November 18 (for full-term courses)
Make-Up Days, General	Tuesday, December 16 - Wednesday, December 17
Last Day of Full-Term Classes	Wednesday, December 17
Winter Session	· First Day of Classes: Thursday, December 18 · Last Day of Classes: Sunday, January 18
Winter Break –University closed, no classes	Wednesday, December 24 - Thursday, January 1
Official Last Day of Term	Sunday, January 18
Fall 2025 Degree Conferral Date	Saturday, January 31

Spring 2026	DATES
Initial Spring Registration	Monday, November 3
First Day of Classes	Wednesday, January 21
Last Day Add/Drop Period (Pell Recalculation Date & waive health ins)*	Tuesday, February 3 (for full-term courses)
Withdrawal Period Begins*	Wednesday, February 4 (for full-term courses)
Census	Friday, February 20
Work Week - no classes	Monday, March 2 - Friday, March 6
Spring Break – no classes	Monday, April 6 - Sunday, April April 12
Initial Fall Registration	Monday, April 13
Last Day to Withdraw*	Tuesday, April 14 (for full-term courses)
Labor Day - Building Closed	Friday, May 1
Make-up Day, General	Wednesday, May 13
Ascension Day - Building Closed	Thursday, May 14
Commencement Activities	TBA
Make-up Day, Last Day of Classes, Official Last Day of Term	Friday, May 15
Spring 2026 Degree Conferral Date	Sunday, May 31

SUMMER 2026	DATES
First Day of Classes	Tuesday, May 26
Bastille Day - Building Closed, No Classes	Tuesday, July 14
Assumption Day - Building Closed, No Classes	Saturday, August 15
Last Day of Classes, Official Last Day of Term	Sunday, August 16
Summer 2026 Degree Conferral Date	Monday, August 31

Religious Observances:

Faculty Guidance: The university has built two make-up days into the fall academic calendar, which can be used if a faculty member cannot hold class because of a religious observance. Faculty may also use Canvas to deliver course content asynchronously if a class cannot meet because of religious observance. Faculty should note any changes to class session dates as part of their syllabi submission process.

Student Guidance: Students may be absent from class for religious observance without being penalized. These absences do not count against the excused absences noted in their syllabi. Students must inform the instructor at the beginning of the course of any anticipated absences due to religious observance. The policy for religious observances can be found in the university's academic catalog.

Catalog Year

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

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

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

Teach-Out Policy

In the case that a program, program option, or program modality is to be discontinued, the institution is responsible for ensuring that students are sufficiently supported to complete their program requirements in a timely manner. The University will provide the necessary advisement, resources, faculty, and support services for the program to meet all obligations to its existing students, ensuring that:

- the program is reasonably similar in content, structure, and scheduling as it is registered with the New York State Education Department; and
- delivery of the program is consistent with MSCHE accreditation and policies

The program and respective college/unit leadership, in consultation with relevant offices, must develop a teach-out plan. The teach-out plan outlines the subsequent process by which instructional and support services are provided to students to allow them to complete program requirements within a reasonable time. Teach-out plans will be consistent with all regulations, requirements, and expectations of external agencies, including any relevant licensing or accrediting bodies.

Class Standing

Undergraduate class standing is determined as follows:

STANDING	CREDITS
Freshmen	0 to 29 credits
Sophomores	30 to 59 credits
Juniors	60 to 89 credits
Seniors	90+ credits

Class standing is visible on a student's record and may impact a student's registration start time but does not necessarily indicate a student's year-level in the curriculum, nor the estimated time to complete the degree. Those factors are determined by progression in the core major requirements. For instance, a student may attain "junior" level class standing through elective study or transfer credits, while pursuing the second-year level core coursework in the major.

Student Status

Full-Time and Part-Time Status

For undergraduate degree students, for federal aid, immigration, and enrollment reporting purposes, fulltime status is defined as enrollment in a minimum of 12 credits per semester and part-time status is defined as enrollment in a minimum of 6 credits per semester.

For graduate degree students, for federal aid, immigration, and enrollment reporting purposes, full-time status is defined as enrollment in a minimum of 9 credits and part-time status is defined as enrollment in a minimum of 4.5 credits.

Note: Some graduate programs require a minimum of 12 credits per semester for adequate progress toward degree completion. Please see "Program Expectations" chart below.

Students with loans or tuition grants from external sources should be advised that such programs may require 12 credits for full-time status. For example, New York State defines full-time status as 12 credits for the purpose of awarding TAP funds.

It is the student's responsibility to meet the full-time status requirements as defined by each external source of funds.

Program Expectations for Full- and Part-Time Study

DEGREE TYPE	FULL-TIME*	PART-TIME*
AAS	12 credits	6 credits
BA	12 credits	6 credits
BBA	12 credits	6 credits
BFA	12 credits	6 credits
BM	12 credits	6 credits
BS	12 credits	6 credits
M.Arch	12 credits	6 credits
MFA/M.Arch	12 credits	6 credits
MA	9 credits	4.5 credits
MM	9 credits	4.5 credits
MS	9 credits	4.5 credits
MS Design in Urban Ecologies	12 credits	6 credits
MFA	12 credits	6 credits
MPS	9 credits	4.5 credits
PhD	9 credits	4. 5 credits
PDPL	12 credits	6 credits
Advanced Certificate	12 credits	6 credits

**program workload expectations*

Maintenance of Status

Some colleges or schools require degree students to maintain continuous residency. Students who are neither registering to take courses for credit nor on approved leave of absence must register to maintain status. Typically, graduate students working on a thesis or dissertation must register for Maintenance of Status. Students must have permission to maintain status; their registration forms must be signed by the departmental advisor. There is a fee for Maintenance of Status, and the student must pay the University Services Fee and any school fees as well. The Student Health Insurance premium is automatically charged and students are enrolled in the Student Health Insurance Plan unless the insurance coverage and premium are waived by the deadline. Some students registering to maintain status also register for equivalency credits.

Equivalency Credit

Equivalency credit is granted for program requirements that are not course requirements, for example, research, or writing a thesis or dissertation, conducting fieldwork, undertaking foreign language study. The purpose of registering for equivalency credits is to establish an equivalent enrollment status to accurately reflect the non-course requirement work in which the student is engaged as part of their entire semester academic workload. Note that equivalency credit is not granted for completing outstanding coursework, making up grades of Incomplete, retaking courses (in some circumstances; see the Retaking Courses section in this catalog), or simply to maintain a full-time enrollment status for immigration or educational loans. Registration for equivalency credits takes place during the normal registration period. Equivalency courses carry no fees. Audited classes do not count toward establishing equivalency.

New School for Social Research

Matriculated students are required to register for every term of enrollment that is required for their program (fall, spring, and/or summer) until they have met all degree requirements and filed a petition to graduate. Students at The New School for Social Research who have (1) completed their required courses; (2) are unable to register for courses in a semester for some other compelling reason; or (3) wish to only audit courses can remain matriculated by registering for Maintenance of Status. Otherwise, they should apply for a leave of absence. Registration to maintain status requires approval of the student's academic advisor and must be completed during the regular registration period, and the student must have been registered in the previous semester. Late registration policies and penalties apply.

Most graduate students maintaining status also register for equivalency credits to reflect work for noncourse degree requirements.

Note: Maintenance of matriculation status does not establish full- or part-time enrollment status, which is especially important for international students and recipients of Title IV funds. See Equivalency above and the definition of Full-Time and Half-Time Status in this catalog for more information.

Maintenance of Status and Graduation

The maintenance of status requirement can be waived if a student completes all degree requirements (i.e., submits all materials and receives all required faculty approvals) by the last day to drop a course for the semester. In order to qualify, the student must have been registered in the previous semester. Students who wish to waive maintenance of status should contact the Office of Academic Affairs.

Note: A student not taking courses is not registered and has no enrollment status once the maintenance of status requirement is waived. At that point, student loans will go into repayment in accordance with the lender's grace period. An international student may be in violation of visa status for that semester. International students should consult with International Student and Scholar Services before petitioning for a waiver of the maintenance of status requirement.

Schools of Public Engagement

Students enrolled in the PhD in Public and Urban Policy program are expected to remain in continuous residence and are therefore required to register every semester of enrollment required for their program (fall, spring and/or summer) until they have met all degree requirements and filed a petition to graduate. Students who have (1) completed their required courses; (2) are unable to register for courses in a semester for some other compelling reason; or (3) wish to only audit courses can remain matriculated by registering for Maintenance of Status. Otherwise, they should apply for a leave of absence. Registration to maintain status requires approval of the student's academic advisor and must be completed during the regular registration period, and the student must have been registered in the previous semester. Late registration policies and penalties apply.

PhD students maintaining status also register for equivalency credits to reflect work for non-course degree requirements.

Note: Maintenance of matriculation status does not establish full- or part-time enrollment status, which is especially important for international students and recipients of Title IV funds. See Equivalency above and the definition of Full-Time and Half-Time Status in this catalog for more information.

Change of Degree

Students who wish to pursue a degree different from their current program of study should consult with their academic advisor and Admissions to determine next steps since processes vary by college and/or program.

Change of Degree

Change of Campus

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

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

Change of Degree

Change of Major or Program

Students considering a change of major or program can use the "What If" functionality of DegreeWorks (the university's online degree audit tool) to explore how the courses they have taken will apply towards a new program of study. They should also follow policies and procedures for their colleges, as outlined below.

College of Performing Arts

Undergraduate students generally declare a major as part of the admission process. A student who wishes to change major/concentration within the same school and degree program must consult with their academic advisor and may need to apply directly through the Office of Admission.

A student who seeks to enter a different degree program within a college (e.g. from a BM to a BFA) or to enter another college of the university must apply directly through the Office of Admission.

All students admitted to the School of Drama BFA program enroll as majors in Dramatic Arts.

Eugene Lang College of Liberal Arts

Lang students generally declare a major at the end of their second year of study. After this major is declared, students who wish to change their major should work with their advisor to declare the new major. Students pursuing a degree program in another college (e.g. switching from a BA at Lang to a BFA at Parsons) should complete an application through the Office of Admission.

New School for Social Research

Applications for changing a major field of study within the same degree program must be submitted to the Registrar's Office. Forms, available in the Office of Academic Affairs, require written consent of the chair of the new department involved and Academic Affairs. The courses applicable toward the new program are determined at that time.

Parsons School of Design and Parsons Paris

Undergraduate First-Year Students

Students generally apply to a major either as part of the admission process or upon entering their second year of study at Parsons.

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

First-Year students who wish to declare a major for the first time or change their declared major should:

1. Learn about their major options by connecting with Program Leadership and Advising. First-Year Advising hosts a variety of programs designed to help students explore different majors during the academic year, culminating in a series of events in February.
2. Submit a major change application by March 1st for the following fall term for priority consideration. The application consists of a form, a brief statement of intent [maximum of 250 words], and a link to the student's Learning Portfolio. Students who submit by the priority deadline will be notified of their status by April 1.

Requests are reviewed on a rolling basis after the deadline, though students are strongly encouraged to apply by the priority deadline for the greatest possibility of accommodation. Students for whom the change is not approved are placed on a wait list. While every attempt is made to accommodate timely declarations, faculty, space, and safety considerations may constrain the size of some programs. For such programs, a competitive review will be undertaken.

Undergraduate Upperclass Students

Students at grade level sophomore or higher who wish to change their declared major should:

1. Speak with their current advisor and the advisor of the program to which they would like to apply, to ensure they are fully informed about the implications of the change.
2. Submit a major change application by the priority deadlines: March 1st for the following fall term, and October 1 for the following spring term. The application consists of a form, a brief statement of intent (maximum of 250 words), and a link to the student's Learning Portfolio. Applications are reviewed on a rolling basis after the deadline, and students should expect a reply within a month.

Students should not assume that the credits earned or approved for transfer in one program will be applicable to another. Because many programs have sequential, cumulative curricula, program course offerings and requirements may not overlap. Moreover, it is not always possible to change programs in the middle of the year. Therefore, a change in program may require summer study and/or additional time in school. Students should also consult Student Financial Services and International Student and Scholar Services, as relevant for their circumstances.

Schools of Public Engagement

Undergraduate Students

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

Graduate Students

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.

Deferral Policy

Undergraduate Degrees

The New School allows students admitted to bachelor's and associate's degree programs to request a deferral of their admission and enrollment at the University for up to one year. All deferral requests must be approved by the Office of Admission. Once deferral has been approved, the student must submit a $1,000 enrollment deposit to finalize and confirm their deferral. If the student has already paid the $500 enrollment deposit and then requests a deferral, an additional $500 deposit will be required to finalize and confirm the deferral.

Students who are seeking a deferral for financial reasons are advised to speak with the Office of Financial Aid before paying the $1,000 deposit. Applicants approved for deferral will receive the same institutional merit-based scholarship awards offered upon admission. [Note: This does **not** include Federal and State aid or institutional need-based aid, which are evaluated on a yearly basis and may change. Students should contact the Office of Financial Aid for more information.]

The New School considers deferrals like Early Decision students who are required to adhere to strict deadlines to confirm enrollment. Students with approved deferrals will be withdrawn and must reapply for admission if the confirmation, in the form of an additional $1000 deposit, is not received by the stated deadline.

Undergraduate students are not permitted to enroll as degree-seeking students or non-degree-seeking students at another college or university during the period of their deferral. Undergraduate students who enroll in any college-level coursework for credit during their deferral period will invalidate their deferral and will be required to reapply to The New School as a transfer student. This includes students who choose to enroll in a gap year program where college credit is earned.

Students admitted for the Fall term must submit their deferral request by August 1. Students admitted for the spring term must submit their deferral request by January 15. Deferrals are possible for one year only, and after that students will need to reapply to The New School. A limited number of programs have later admission dates and may accept deferral requests past these deadlines. For further information, BPATS students should contact finish@newschool.edu, and AAS students should contact thinkparsonsaas@newschool.edu.

Bachelor's-Master's Program Degrees

The New School permits undergraduate students who have been approved to participate in the Bachelor's-Master's Program and have completed their bachelor's degree to defer their official start in the master's program for up to one academic year. All deferral requests must be approved by the Director of Admission. Applicants approved for deferral will receive the same institutional merit-based scholarship awards offered upon admission. [Note: This does **not** include Federal and State aid or institutional need-based aid, which are evaluated on a yearly basis and may change. Students should contact the Office of Financial Aid for more information.] Students who cannot formally enroll in the master's degree within one year from their semester of admission must file a new graduate application.

Graduate Degrees

Deferrals are rarely offered in the graduate programs at The New School. If you wish to be considered for a future term, you must apply with a new application. Recommendations are kept for one year. Please see the respective Admitted Student Website application deadlines. Please note that admission is not guaranteed and scholarship offers are subject to change if admission is granted. Students reapplying to Parsons and schools within the College of Performing Arts will need to resubmit a portfolio or audition, respectively.

Leave of Absence Policy

Leave Of Absence Policy

The New School expects its students to maintain continuous enrollment, with the exception of summer and winter breaks, unless required for their academic program. However, it is sometimes necessary or desirable for a student to take a leave from enrollment ("Leave of Absence" or "leave") for a period of time. Such leaves will be handled in accordance with The New School's Student Leave Policy. Students must also adhere to any additional college, school and/or program requirements and any other relevant policies that may impact their leave. A Leave of Absence may impact a student's financial aid, visa status, catalog year and/or other areas related to the student's studies at the University. Students should read this entire Policy and related policies and consult with their academic advisor and relevant offices to receive guidance prior to taking a Leave of Absence.

Leave of Absence

The New School recognizes that situations may arise when a student may want to voluntarily interrupt their academic studies. Students who need to leave their program for a period of time may petition for a Leave of Absence. The University is committed to handling reasonable requests for leaves in a responsible manner.

Basis for Leave

1. A Leave of Absence may be requested for national service, serious illness, or for personal or financial reasons. Since colleges, schools and/or academic programs or departments may have additional specific criteria for leaves, students considering a leave should consult with their Student Success or Academic Advisor for information in addition to this policy.
2. Leaves of absence for medical reasons require appropriate documentation. Students taking a leave for health reasons must contact Student Health Services after completing the exit form if they are enrolled in the Student Health Insurance Plan and wish to remain enrolled while on health leave.
3. This policy may not be used in lieu of disciplinary action to address any violations of University rules, regulations, policies, or practices.

4. If a student is not able or willing to take a voluntary Leave of Absence, The student may be Administratively Withdrawn if the University determines that this action is warranted. In such a case, the student would have to submit a University Appeal for a retroactive Leave of Absence to be reinstated in their program or apply for readmission.
5. This policy does not cover separation from the University due to academic standing (academic suspension, probation or dismissal) or disciplinary action.

Timing and Duration of Leave

1. A leave should be requested prior to the semester in which the leave is taken, if possible. However, leaves may be requested during a semester if needed. Leaves requested during or after the semester may require additional approvals. In certain circumstances, retroactive leaves requested after the semester ends may not be granted and do not guarantee the deferment of loans. All associated add, drop, withdrawal, and refund dates and deadlines apply and are determined when the student officially notifies the university of their leave by completing the appropriate paperwork.
2. Except where a leave is mandated by compulsory national service , the duration of the Leave of Absence will be determined by the student's home college. The duration of leaves generally ranges from a minimum of one academic semester to a maximum of four academic semesters.
3. The first semester of leave is counted as the term in which the leave was granted. An extension or (student-requested) reduction of the leave period may be granted for good cause. **If unable to return to study as planned, students must contact their Student Success or Academic Advisor immediately to request an extension of their leave.**
4. A student who is identified as not registered in the semester following the end of the approved Leave of Absence will be withdrawn from the university after the close of the add/drop period, and the student will not be reported as enrolled at the university. If relevant, students should consult the Office of Financial Aid, the Office of International Student and Scholar Services, or Student Health Services to discuss any financial, health insurance and/or immigration ramifications of withdrawal from the university.
5. In addition to parameters set by The New School and the student's home college and program, approved Leaves of Absence are governed by Federal regulatory requirements.
    1. Federal regulations limit leaves of absence to 180 days in any 12-month rolling period. Leaves that exceed this time limit may have financial ramifications. During the approved Leave of Absence, students are considered to be on an "in school deferment." As such, the student's loan repayment/grace period may not go into effect. According to Federal regulations, once the 180 days have passed, if the student is not re-enrolled, the student is considered to have withdrawn, and the effective date of the repayment/ grace period may revert back to the original date of the Leave of Absence.
    2. GI BILL® recipients who separated/retired from the military prior to the year 2013 have a 15-year delineating date to use or lose their benefit from the year they are discharged. Those who separated/retired after 2013 do not have any delineating date.
    3. Federal immigration regulations require termination of immigration records for F1 or J-1 international students on an approved Leave of Absence and that students must remain outside of the U.S. for the duration of the approved leave. Immigration records for international students who have an approved medical leave of absence will remain active and students may remain inside the U.S. Specific documentation must be provided in order for international students to be approved for a medical leave. All international students requesting a Leave of Absence must complete a Leave of Absence E-form in iGlobal.
6. Students may request multiple leaves during the duration of their study.
7. The time a student spends on Leave of Absence does not count toward their degree completion term limits.

During Leave:

1. **F-1 and J-1 International Students:** For a personal leave, student's I-20 or DS-2019 is terminated and the student must remain outside of the U.S. for the duration of the semester. For a medical leave, student's I-20 or DS-2019 will remain active and the student may remain inside the U.S.
2. Students wishing to complete courses at another institution during their leave must obtain approval from their academic program, department or college and must submit an External Credit Approval Form.
3. A student on a leave may not matriculate as a degree-seeking student into another academic institution during the period of leave without prior approval from their academic program, department, or college. Students who matriculate into another academic institution without prior approval will be required to apply for readmission as a transfer student.
4. Students are encouraged to maintain contact with the university during their leave. To support ongoing communication, the student's New School email will remain active during the period of approved leave.
5. During leave, students will have limited access to university facilities and technology, **not** including libraries, computer labs, Making Center, etc.

Returning from Leave

1. **F-1 and J-1 International Students:** These students must complete the Return from Leave of Absence E-form in iGlobal at least 60 days prior to the return date or visa issuance date. The Office of International Student and Scholar Services will advise the student further on issuing a new I-20 or activating the previous I-20 record.
2. **Health-Related Leaves:** A student support hold will be placed on the student's record for the duration of the leave. Students will receive communication from the Office of Student Support and Advocacy (SSA) and must submit required documentation to SSA indicating that they are able to resume study to receive approval to re-enroll.Upon receipt of this documentation, the Office of Student Support and Advocacy will make a decision as to the student's eligibility to return. If unable to return to study as planned, students must contact their academic advisor immediately to request an extension of their leave.
3. Students who take a leave of absence for health reasons and who have been previously insured under the Student Health Insurance Plan for the enrollment period immediately prior to taking the leave of absence are eligible to remain enrolled during the current semester of leave and may opt to remain enrolled in the Student Health Insurance Plan up to a maximum of two consecutive semesters (including dependents if they were already enrolled in the Plan). Interested students should contact Student Health Services by email at studentinsurance@newschool.edu about their eligibility, and will be given instructions to proceed with the application and payment.
4. Students must notify the Office of Housing and Residential Education if they plan to return to on-campus housing when they return. Housing is not guaranteed for students returning from leave.
5. Students are encouraged to consult with their academic advisor to plan for their return from leave.
6. A student who is granted a Leave of Absence while on academic and/or disciplinary status will return to that same status.
7. Interruption to a student's course of study may result in a change of catalog year, as determined by the student's program. Students will be advised of any catalog year implications during exit processes.

8. Late registration fees will not apply to students returning from Leave of Absence.

Leave of Absence Policy

Leave of Absence for Emergency Military Service

The New School recognizes that in times of emergency, students may be required to satisfy military obligations with little notice. This policy covers the process of a military leave of absence, including withdrawing from classes, so as to minimize disruptions and inconveniences for students fulfilling these responsibilities.

Students conscripted or called to active military duty during a semester in which they are registered may either:

1. The student may withdraw from one or more courses and receive a 100% refund of tuition and fees. If the withdrawal is processed after the add/drop period, the grade of W will be assigned with notation that it was for military obligations.
2. The student may receive an incomplete grade for the course(s) and complete the coursework in collaboration with their instructor(s).

Students must make the request for a leave of absence (for a current or future semester) using the Official Exit Form within two weeks of official notification by the military service and will provide a copy of their military orders to the Registrar's Office.

Students receiving financial aid will be subject to refund policies as provided for by the agencies sponsoring the aid.

Students will be eligible to extend their leave for the duration of their service.

Degree Completion Term Limits and Extensions of Time

- For the associate's degree, students must complete degree requirements within five years.
- For the bachelor's degree, students must complete degree requirements within ten years.*
- For the master's degree, students must complete degree requirements within five years.
- For doctoral degrees, students must complete degree requirements within ten years.**

*Degree completion term limits do not apply to students who are enrolled in the Bachelor's Program for Adult and Transfer Students.

**Exceptions to the doctoral term limit are the PhD in Clinical Psychology, which has a degree completion term limit of twelve years, and the PhD in Public and Urban Policy, which has a degree completion term limit of eight years.

Beyond these time limits, students are not permitted to register unless an extension of time is obtained. Extensions of time may be granted based on a petition submitted by the student and assessed by the student's academic department. To petition, the student must outline work completed toward the degree and a plan for completion of the degree. If the extension of time is not granted, the student will be dismissed from the program.

Readmission Policy

Undergraduate: College of Performing Arts, Eugene Lang College of Liberal Arts, Parsons School of Design, Parsons Paris, Schools of Public Engagement

Students who attended The New School as matriculated students and have been absent for an extended period without approval or who were dismissed may be required to apply for readmission. A student seeking to return to the university may be required to apply for readmission if the student

- was matriculated in Eugene Lang College and was absent more than four consecutive semesters (two academic years);
- was matriculated in the College of Performing Arts, Parsons or Parsons Paris and was absent more than two consecutive semesters (one academic year);
- did not complete the official Exit Form before taking a leave or withdrawing;
- was not approved for a leave of absence;
- was approved for a leave of absence but did not return to the university within the approved time frame;
- withdrew from their program; and/or
- was dismissed from the university

Students must adhere to the following guidelines for the readmission process:

- Students must reapply to the program to which they were originally admitted.
- Readmission is only available for current New School programs.
- Students who took classes at other colleges as non-degree students during their absence from The New School must arrange to have official transcripts sent to the Registrar's Office. Transfer credit will be awarded in accordance with The New School's Transfer Credit Policy. Students who enrolled as degree students at another institution during their time away from The New School must apply as transfer students.
- Prior New School coursework may not necessarily be applicable toward degree completion.
- Students may be asked to have a personal interview and submit additional materials.
- Students who have been away for more than five years may be asked to complete the full application process.
- The deadlines for readmission are stated in the application materials.

To apply, visit www.newschool.edu/admission/.

Graduate Students

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 admission to the new major or concentration.

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

Former graduate students seeking to reapply should contact the Office of Admission at admission@newschool.edu for information on how to apply as a reapplicant.

New School for Social Research

Students not currently enrolled but who have completed all requirements for the degree should contact the Director of Academic Affairs regarding procedures for graduation and degree conferral.

Previously matriculated students who fail to register for four semesters or more must apply for readmission if they wish to resume their studies. Readmitted students must meet degree requirements as outlined in the catalog for the year in which they are readmitted. Readmitted students are not exempt from time-limit requirements. Students who have exceeded the time limit for completion of the degree may be required to take additional courses. Students who have not registered for more than ten years are not eligible for readmission. See the link below for more information: www.newschool.edu/nssr/readmission/.

Registration Process and Needs

This section of the Academic Catalog describes policies and process related to registration, including adding, dropping, repeating, retaking, or auditing a course; withdrawing from a course, and independent study registration.

Registration Process and Needs

Registration Procedures

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

All students should note the following:

● Registration dates are posted by the Registrar's Office. Generally, new students register over the summer (for the fall term) or in December (for the spring term). Continuing students generally register in March for the following summer and fall terms and in October for the following winter and spring terms.

● Students must meet minimum prerequisite(s) or receive instructor approval to register for a course with prerequisite(s). Students who do not meet these criteria may be asked to drop the course or may be administratively withdrawn from the course.

● Student Accounts invoices degree students for tuition and fees before the start of each semester, according to the billing dates and deadlines. Students should verify the accuracy of their registration to ensure correct assessment. Registration is not complete until payment or payment arrangements have been made. The institution's payment policy stipulates that students who are not in good financial standing may be dropped from their class schedule at any point through the end of the add/drop period.

● Students who fail to register or fail to make payment by the published deadlines (see below) will incur late fees that are not appealable.

Registration Process and Needs

Registration Holds

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

Registration Process and Needs

Waitlisting

Students may register on the official waitlist for a course that has already reached capacity (i.e., no seats remaining). Should a seat become available, the first student on the waitlist will be notified and provided a 24 hour period to register in the open seat. Should the student not register in the open seat in the allotted time frame, the student forfeits their right to the open seat; the next student on the waitlist will be provided the opportunity to register for the open seat. Waitlists are purged several days prior to the start of a semester to ensure students have the time to make last minute changes to their schedule in the open seats that are available.

Registration Process and Needs

Adding, Dropping, and Withdrawing From Courses

To add, drop, or withdraw from a course, students should complete the transaction through MyNewSchool. Students should review their degree requirements in their degree audit and time status implications before dropping from courses (see also Student Academic Status section).

There may be a financial penalty for dropping courses after a term has begun. See the University Refund Schedule for more information.

Deadlines for adding, dropping, and withdrawing from courses are based on the following rules for the standard length semester (see the Academic Calendar for exact dates for each semester). A standard length (or full-term) course is a course that begins in the first week of the term and ends during or close to the last week of the term. (See below for definitions and guidance for late-starting and short duration courses.)

● Adding a standard length semester course: through second week of semester

○ Note: For courses offered through Eugene Lang College of Liberal Arts, students must receive written instructor permission to join a class after the first week of the semester. Students should copy their Student Success advisor on these requests so that advisors can provide assistance in completing registration before the end of the add/drop deadline. Students who miss the add/drop deadline must submit an appeal to join the class and may incur late registration fees. Students are thus advised to seek instructor approval several days prior to the add/drop deadline and be in communication with their advisor. Please see the appeals section of this catalog for more information.

● Dropping a standard length semester course: through the second week of the semester.

● Withdrawing from a standard length semester course: through the twelfth week of semester. Note: withdrawing from a course results in both financial and academic consequences (W on transcript) Short (or condensed) duration and late-starting courses have different add, drop, and withdrawal deadlines. Please see the refund schedules at the end of this catalog for these courses. A late-starting course is a course that begins after the first week of the term. A short duration (or condensed) course is a course

that is shorter than a standard length or full-term course. Attendance in class or completion of course requirements alone does not constitute formal registration and does not make a student eligible to receive credit for that course. Likewise, failure to attend classes, failure to complete coursework, failure to complete payment, or notifying the instructor does not constitute official withdrawal and may result in a failing grade on the student's record.

Registration Process and Needs

Repeating a Course

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

Registration Process and Needs

Retaking a Course

With approval, graduate students who receive grades of B- or below and undergraduate students who receive grades of F (except where the F grade is due to academic dishonesty) are eligible to retake the course in question and have the original grade removed from the cumulative GPA. Approval for this will be granted up to three times during a single degree program. No individual course may be retaken more than three times. The initial grade will continue to appear on the transcript but will drop out of the cumulative GPA; the grade earned the second time will be used to compute the GPA. Retaken courses will not count twice toward fulfillment of graduation requirements nor for student loan or New York Tuition Assistance Program (TAP) certification. Students who wish to retake a course should contact their advising office to learn the proper procedure before they register to retake a course.

Retaking Courses and Impact on Financial Aid

The New School's academic policies permit students to repeat up to three classes with college approval if the student earned less than a B- in those classes. Federal regulation allows for one course repeat for non-failing grades. The Student Aid Handbook states, "You may award Title IV funds to a student who is repeating a previously passed course in a term-based program that is not subscription-based, and may count that repeated course toward the student's enrollment status, only for one repetition of the course. That is, a student might repeat a passed course more than once, but they can be paid Title IV funds only for one repetition, and only one repetition of the course may be counted toward the student's enrollment status. This includes situations when the student is retaking a passed class due to failing other associated coursework." Courses retaken due to an earlier failing grade are eligible for federal student aid if the course is a requirement for the student's degree program.

Registration Process and Needs

Auditing a Course

Undergraduate students are not permitted to audit.

Actively enrolled graduate students are primarily meant to fulfill their curricular requirements through credit-bearing, graduate-level coursework as outlined in their program requirements. However, there may be limited instances in which a graduate student is permitted to audit coursework in support of their degree learning–no more than one course per semester–with the approval of their advisor or Program Director Please note that no courses in the College of Performing Arts or Lang College are open for auditing. (College of Performing Arts graduate students may audit available courses in other colleges.)

To audit a course, there must be space available in the course. . Students cannot register to audit courses via MyNewSchool, so should contact their advisor, who may need to request the course be set up to accommodate audit registration. Students auditing will be asked to register at a later date, following the registration period for credit-bearing students.

There is a fee for auditing a course, as indicated in the Tuition and Fee Schedule, with the exception of language courses. Graduate students may audit one language course per semester free of charge (please see Studying Languages section below). Students should consult with their Advisor to obtain a fee waiver.

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

Audit registration follows the regular registration schedule and must be completed by the add/drop period.

Registration Process and Needs

Independent Study

Students may participate in independent study as permitted by their college, school or program. Credit for independent study is awarded as follows: 15 contact hours with the instructor and approximately 45 hours of student-directed work equals up to 1 credit.

College of Performing Arts

Students interested in independent study should contact their advisor. Independent studies at the College of Performing Arts are granted on an exceptional basis only.

Eugene Lang College of Liberal Arts

A junior or senior with prior coursework in a specific area may undertake independent study to explore a focused topic not normally offered in the curriculum. The student works with a full-time supervising faculty member who has agreed to supervise the independent project. Proposals for independent study must be submitted prior to the semester in which they are to be carried out. The student must complete an independent study contract, which includes a description of the proposed course of study, a bibliography or reading list, the schedule of planned contacts with the supervising faculty member, and learning outcomes for the project. The contract also requires the signatures of the supervising faculty member, departmental chair, and, only in special circumstances, the Vice Dean. A student may not register for independent study without the written approval of the supervising faculty member and departmental chair. Students can access the contract form from Lang's Current Students webpage or from their Student Success advisor.

The New School for Social Research

NSSR students should consult their program Handbook for information about requirements or options for independent study, independent research, directed dissertation study, and/or mentored research in their program. Students wishing to register for individualized study must obtain approval from the instructor, department chair, and graduate student advisor.

Parsons School of Design & Parsons Paris

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

Schools of Public Engagement

Bachelor's Program for Adults and Transfer Students

Students who have completed at least 12 credits in residence in the Bachelor's Program for Adults and Transfer Students (BPATS) and are in good academic standing are eligible to undertake independent study for credit. Independent study is arranged through the BPATS office in conjunction with an academic department. Independent study is normally set up as a three-credit course to be completed during a single semester, with one full-time faculty member and one student. Students are permitted to take a maximum of two independent study courses for a total of 6 credits while matriculated in the Bachelor's Program for Adults and Transfer Students. In most cases, students use independent study to explore topics of personal interest that are not offered or not covered in-depth in courses offered at The New School.

Application Process: A student who wishes to pursue an independent study must have a project in mind, which should be discussed with an academic or faculty advisor well in advance of the registration period. The proposed project should contribute to the student's overall plan of study and may not duplicate an existing course offering at The New School. If the project is deemed viable by the student's advisor, the student should contact the designee in the Bachelor's Program for Adults and Transfer Students, 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 may download an application form and a description of the independent study process at www.newschool.edu/bachelors-program/independent-study/. Courses of independent study are subject to the same registration deadlines as other courses.

School of Media Studies

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

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

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

Milano School of Policy, Management, and Environment

Environmental Policy and Sustainability Management (EPSM)

At the discretion of the assigned faculty advisor or chair in the EPSM Program, a student who has a defined subject, problem of research or applied project in line with program, academic and career goals, can pursue one three-credit course of Independent Study. Before registering, students must first (a) have completed the first semester in the program, and (b) have had their proposed project for Independent study approved by both a faculty course advisor (instructor) and EPSM program faculty advisor or chair. In order to obtain approval for a proposed Independent Study course, the student must work with an interested faculty who would be the course instructor to elaborate a proposal and plan of study for the course. This proposal should include: (1) the topic to be studied; (2) the issues or problems to be investigated; (3) the materials and methods to be used; (4) work to be completed; (5) projected due dates; (6) how often the student and instructor will meet; and (7) how the students work will be evaluated. Once completed, the proposal must be signed and endorsed by the course instructor and submitted to the EPSM faculty advisor or EPSM Program Director for approval and clearance to register. Proposals must be submitted to the EPSM faculty advisor or chair at least two weeks prior to registration to allow sufficient time for evaluation. Approval is not guaranteed. Independent projects are normally pursued in fall and spring semesters with members of the full-time faculty in the Schools of Public Engagement (SPE).

Independent Studies with part-time faculty and/or with faculty outside of SPE are governed by specific procedures that may require additional assessment and registration procedures. Please consult the director of Student Affairs before developing any proposal to ensure clarity, viability and compliance in relation to all processes and policies governing Independent Study courses.

Julien J. Studley Graduate Programs in International Affairs (SGPIA)

After their first semester, students in good academic standing may register for one three-credit course of Independent Study as part of the degree. Students start with a problem or specific area of interest to investigate in detail, and then design a project based on consultations with an interested faculty member who serves as the course advisor. Students planning to register for Independent Study must have their proposed project approved before registering. They present a Proposal and Plan of Study to the faculty advisor that will contain the following:

(1) the topic to be studied; (2) the issues or problems to be investigated; (3) the materials and methods to be used; (4) work to be completed; (5) due dates (if known); (6) how often the student and instructor will meet; and (7) how the students work will be evaluated.

To receive permission to register for Independent Study, students must submit the Contract for Independent Study, signed by their Independent Study supervisor, to the SGPIA Front Desk or Associate Director of Academic Programs.

Independent studies cannot be approved without the Proposal and Plan of Study attached to this document. Independent Studies receive a letter grade.

Credits

This section of the Academic Catalog describes the academic credit hour policy, equivalency credits, and transfer credit policy.

Credits

Academic Credit Hour Policy

For the purposes of this policy and in accordance with federal regulations and guidelines, along with MSCHE and NYSED guidelines, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. At least 50 minutes of classroom instruction and at least two hours of out of classroom student work each week for approximately fifteen weeks for one semester hour of credit (a minimum of 750 minutes of contact per credit)

or

2. At least an equivalent amount of required work as outlined in item 1 above for other student academic activities as established by the institution including laboratory work, internships, studio work, or other academic work leading to the award of credit hours.

The New School adopts the federal definitions of credit hour as outlined above, regardless of the mode of delivery including, but not limited to, lecture, seminar, laboratory, studio, hybrid, and online.

Credits

Equivalency Credit

Equivalency credit is granted for program requirements that are not course requirements, for example, research, or writing a thesis or dissertation, conducting fieldwork, or undertaking foreign language study. The purpose of registering for equivalency credit is to establish an equivalent enrollment status to accurately reflect the non-course requirement work in which the student is engaged as part of their entire semester academic workload. Note that equivalency credit is not granted for completing outstanding coursework, making up grades of Incomplete, retaking courses, or simply to maintain a full-time status for immigration or educational loans. Registration for equivalency credits takes place during the normal registration period. Equivalency courses carry no fees. The faculty of record must be credentialed and will typically be the student's faculty advisor or thesis/dissertation chair. Equivalency courses will be graded on a P/F basis. For financial aid purposes, equivalency credits count towards Satisfactory Academic Progress (SAP). Curricula registered with NYSED must accurately describe the expected number of credits that students must complete to satisfactorily meet degree requirements.

Credits

Transfer Credit Policy - Undergraduate

Approved Sources for Transfer Credits

- **Higher Education Institutions:** The New School will award transfer credit for college-level study completed at an institution of higher education recognized by the U.S. Department of Education and/or the Council for Higher Education Accreditation or comparable international agency for non U.S. institutions. Additional review and criteria for accepting transfer credits may be required in certain circumstances, as outlined below:
    - **Non-Institutionally Accredited Institutions**: Transfer credits completed at a higher education institution that is not accredited by an institutional accreditor may require additional review by the academic unit responsible for delivering the corresponding curriculum at The New School. Students seeking transfer credit from non-institutionally accredited institutions should provide, at a minimum, a syllabus for each course so that course content, course objectives, learning outcomes, and faculty credentials, may be reviewed for alignment with The New School requirements. Additional documentation may be requested.
    - **Non-U.S. Institutions**: Courses completed at non-U.S. institutions must be certified by their respective country's Ministry of Education or equivalent. All applicants must submit an official transcript and an official translation if the transcript is not in English. Applicants who attended postsecondary institutions outside of the United States may have their transcript(s) evaluated by World Education Services (WES) or by another member of the National Association of Credit Evaluation Services (NACES). A course-by-course evaluation may be prepared for each transcript. The evaluation should examine and equate all course work on a "course-by-course" basis and include grading equivalents to U.S. colleges.
    - **College Credits Completed in Secondary (High) School**: Students who have earned college credit while enrolled in high school may transfer these credits to The New School and apply them to their degree requirements. Courses must be comparable to New School offerings and either taken at an accredited institution or completed at a high school under the oversight of an accredited institution. All college coursework completed while the incoming student was a high school student must be recorded on an official college transcript and must carry a minimum grade of "C."
- **Military Credits**: The New School will award credit for military education based on the guidelines presented by the American Council on Education (ACE). Students must present a military transcript – AARTS (Army), SMART (Navy and Marine), CCAF (Air Force) or Joint Services Transcripts (JST) – credits will be awarded by the Registrar's Office. Military coursework may be equated to equivalent New School courses, but in most cases students will be awarded general, non-liberal arts credit that may be applied to graduation requirements. Students should consult the appropriate department chairperson should they wish to apply military credits toward major and/or minor requirements.
- **Credit by Examination, Advanced Standing, and Prior Learning Assessment:** Students may earn undergraduate transfer credit by examination, advanced standing, or through prior learning assessment according to the following criteria:
    - *AP Examination:* Exams with minimum scores of 4 will be considered for undergraduate transfer credit. For some subjects, higher scores may be required, as determined by each college. Four credits will be awarded for each exam that meets the criteria for transfer.
    - *IB Diploma:* Higher Level (HL) courses with grades 5, 6, or 7 may be awarded 8 undergraduate transfer credits per exam.
    - *Cambridge Exams:* A Level exams for which a student earns a C or higher may be awarded 8 undergraduate transfer credits.
    - *French Baccalaureate:* French Baccalaureate subjects for which a student earns a score of 13 or higher may be awarded 8 undergraduate transfer credits. For subjects with a score of 10-12, a student may receive 4 undergraduate transfer credits.
    - *College Level Examination Program (CLEP)*: Undergraduate transfer credit will be awarded to incoming students based on the CLEP Exam results. Credit is awarded in accordance with the American Council on Education (ACE) recommended guidelines.
        - Students enrolled in Eugene Lang College of Liberal Arts are not eligible to receive transfer credit for CLEP examinations.
    - *Prior Learning Assessment:* Students admitted to the Bachelor's Program for Adult and Transfer Students (BPATS) may be awarded transfer credit for learning in non-course, non-credit, or continuing education if evaluated through The New School's Prior Learning Assessment process.

Transferable Content and Grades

- Transfer credit will only be awarded for content that
    - is relevant to curricula offered by The New School, as determined by program leadership and Deans' offices (as appropriate),
    - fulfills degree requirement(s) for the student's program of study,
    - has been earned at the level (undergraduate or graduate) to which it is being applied at The New School
- Transfer credit will not be awarded for remedial, pre-college, or duplicative coursework.
- *At the graduate leve*l, transfer credit will only be awarded for coursework (see definition below) in which the student has earned a grade of "B" or higher. Courses for which a grade of "Pass" (or equivalent) has been earned may be accepted for transfer provided that the Registrar (or equivalent) of the sending institution provides a statement that a "Pass" grade is equivalent to a grade of "B" or higher. For courses taken during the Spring 2020 term, courses will be evaluated on a case-by-case basis to determine if they qualify for transfer in the following circumstances: (i) without proof of grade equivalency (Pass/Fail courses) or (ii) if a grade of less than "B" was received (for letter-grade courses).
- *At the undergraduate level*, transfer credit will only be awarded for courses in which the student has earned a grade of "C" or higher. Courses for which a grade of "Pass" (or equivalent) has been earned may be accepted for transfer provided that the Registrar (or equivalent) of the sending institution provides a statement that a "Pass" grade is equivalent to a grade of "C" or higher. For courses taken during the Spring 2020 term, students will (i) not be required to provide proof of grade equivalency for Pass/Fail courses and (ii) will be awarded transfer credit for any passing grade for courses in which a letter grade was earned.
- Grades and grade point averages (GPA) are not transferred. Only the course description, name of the sending institutions and number of credits awarded for transfer appears on a student's New School transcript.

Time Limits for Awarding Transfer Credits

- **New Students**:
    - Credits earned more than ten (10) years prior to admission may require additional review to be considered for transfer.
    - Students applying to The New School must submit official transcripts from all previously attended colleges as part of the admissions application process. All transcripts must be submitted no later than at the conclusion of the first term of matriculation.
- **Continuing Students**:
    - Prior approval is required for courses taken at other institutions, via the External Credit Request Form, while a student is enrolled at The New School. All official transcripts must be received by the end of the subsequent semester to be considered. For students who are completing their final semester/final requirements at another institution or are studying abroad in their final semester, the official transcript must be submitted to the Registrar's Office before the degree conferral date. All transcripts received after the degree conferral date will delay the awarding of the degree to the next degree conferral date.

Transfer Credit Limits

Transfer credits include advanced standing, transfer credits earned before matriculation at The New School, and transfer credits awarded after matriculation.

Transfer credit may make up, in total, no more than half of a student's major requirements. Students who have completed experiences in excess of maximum allowable transfer credits may work with program leadership and/or the Dean's Office (as appropriate) to elect which credits to apply to their record, up to the maximum.

Undergraduate Transfer Limits:

- **Advanced Standing for New Matriculated Students:** Students may not exceed the maximum number of credits permitted for advanced standing. Students who have completed experiences in excess of maximum may work with an Admissions Counselor or Student Success Advisor to elect which credits to apply to their record, up to the maximum.
    - **Entering a Bachelor's program:** These students may transfer a maximum of 32 credits to apply toward advanced standing credit.
    - **Entering an Associate's program:** These students may transfer a maximum of 30-31 credits, depending on their program, to apply toward advanced standing credit.
- **Credit Limits for Transfer Students:** Students may not exceed the maximum number of transfer credits permitted for their degree:
    - **Associate of Applied Sciences**: Students in AAS programs may transfer a maximum of 30-31 credits.
    - **Bachelor's Program for Adults and Transfer Students (BPATS)**: BPATS students may transfer a maximum of 84 credits, of which up to 30 credits may be awarded via the Prior Learning Assessment process.
    - **BA/BFA**: Students may transfer a maximum of 42 liberal arts credits and 42 relevant studio credits from another institution.
    - **BFA Jazz and Contemporary Music:** Students may transfer a combined maximum of 64 credits to The New School.
    - **BFA Dramatic Arts:** Students may transfer a combined maximum of 36 credits to The New School.
    - **Bachelor of Music:** Students may transfer a combined maximum of 60 credits to The New School.
    - **Other Bachelors' Programs**: Students in all other Bachelors programs may transfer a maximum of 60 credits from another institution to The New School.

Graduate Transfer Limits:

- **College of Performing Arts:** Transfer credits are not accepted for graduate programs
- **New School for Social Research**
    - *Master's Programs:* At least 27 of the credits required for a master's degree must be earned in residence. Not more than three (3) credits earned at another university may be accepted for transfer.
    - *PhD Programs:* Credits for graduate courses completed at other institutions may be transferable up to a maximum of 30 credits at the discretion of the department. Individual departments may have slightly different rules, possibly more restrictive, regarding transfer credit, but the ten-year rule [see C(1)(a)], grade minimum [see B(3)], and all other parts of this policy apply to all transfer credits.
- **Parsons and Parsons Paris**
    - No credits may be transferred toward the following programs:
        - Fashion Design and Society MFA (60 credits must be earned in residence)
        - Fashion Design and the Arts MFA- Parsons Paris (60 credits must be earned in residence)
        - Interior Design MFA (60 credits required in residence)
        - Photography MFA (60 credits required in residence)

        - Communication Design MPS (30 credits required in residence)
        - Strategic Design and Management MS (36 credits required in residence)
        - Fashion Management MPS (30 credit required in residence)
    - A maximum of six credits may be transferred toward the following programs:
        - Fashion Studies MA (36 credits required in residence)
        - History of Design and Curatorial Studies MA (36 credits required in residence)
        - Theories of Urban Practice MA (30 credits required in residence)
        - Design and Technology MFA (54 credits required in residence)
        - Fine Arts MFA (54 credits required in residence)
        - Lighting Design MFA (54 credits required in residence)
        - Textiles MFA (54 credits required in residence)
        - Transdisciplinary Design MFA (54 credits required in residence)
        - Data Visualization MS (24 credits required in residence)
        - Design and Urban Ecologies MS (54 credits required in residence)
    - A maximum of nine credits may be transferred toward the Industrial Design MFA (51 credits required in residence)
    - Candidates for the MArch must complete at least 90 credits in residence except those granted advanced standing, who must complete at least 60 credits in residence. Students granted Advanced Placement in the Master of Architecture may be waived a maximum of 30 credits.
    - MFA candidates in the Interior Design and Lighting Design double-major must complete at least 90 credits in residence.
- **Schools of Public Engagement**
    - **MA in Teaching English to Speakers of Other Languages:** Students may transfer a maximum of 6 credits earned in another graduate program to meet MA TESOL elective requirements.
    - **International Affairs:** Students may transfer up to 9 credits toward the 42-credit MA in International Affairs and 6 credits toward the 30-credit MS in International Affairs.
    - **MFA in Creative Writing:** Transfer credits not permitted
    - **Milano School of Policy, Management, and Environment**
        - *Master's Programs:* Students may transfer up to 9 credits for a 42-credit program (MS in Environmental Policy and Sustainability Management, MS in Public and Urban Policy).
        - *PhD Programs:* The transfer of credits is determined by the director of the PhD program based on the following policy:
            - Students with masters degrees from another institution or another division of The New School can transfer a maximum of 30 credits.
            - Students with masters degrees earned at the Milano
            - School can transfer a maximum of 36 credits.
            - Students with a masters degree and at least one full year of doctoral coursework from another institution can transfer a maximum of 42 credits.
        - *Advanced Certificates*: Credits may not be transferred.
    - **School of Media Studies**
        - *Master's Programs***:** Students in the MA in Media Studies or the MS in Media Management can apply for the transfer of up to nine graduate credits from outside the School of Media Studies to be used toward their degree credit requirements. A maximum of nine credits can be transferred from other graduate programs at The New School, and up to six of these nine credits can be transferred from another graduate institution (including institutions attended prior to The New School). These credits can be applied to seminar, production, or methods course requirements, depending on the nature and content of the course.
        - *Advanced Certificates:* Credits may not be transferred

Residency Requirements

Students must meet the residency requirements for their program.

- **Associate of Applied Science Students**: Must earn at least 30 credits in residency at The New School.
- **All Bachelor's Students (unless otherwise specified)**: Must earn at least 60 credits in residency at The New School.
    - Once senior status is attained (minimum of 90 credits), courses may not be taken off campus without the written approval of the Program Director and the school or college dean.
- **All College of Performing Arts Undergraduate Degrees (BFA/BM):** Require full-time study. Students in their last semester of undergraduate study are permitted part-time study if the total remaining required program credits are under the threshold needed for full time study (12 credits). Matriculated students must request permission to take courses elsewhere during their course of study.
    - **BFA Dramatic Arts:** In addition to the above policy statement, students transferring into the BFA Dramatic Arts program must be in residence for seven semesters of full-time study. Transfer students may receive permission to complete the degree program in six semesters. This permission is granted upon admission in conjunction with review of credits transferred from other institutions and will not be granted after matriculation into the program.
- **Bachelor's Program for Adults and Transfer Students (BPATS)**: must earn at least 36 credits in residency at The New School.
- **Individual Academic Programs**: may require more credits in residence than this policy requires.
- **Study Abroad Credits**: Do not count towards the residency requirement unless the institution or program abroad has a pre-approved standing agreement with The New School or by written exception by the appropriate member of the college's dean's office before the student embarks on the curricular experience.

General Requirements for Residency and Transfer Credit Limits

- Credits earned via an articulation agreement are considered "in residency" if specified in the agreement or by written permission of the appropriate member of the program or dean's office, before the student embarks on the curricular experience. If not specified in the articulation agreement, the decision to award credits "in residency" will be made via the college processes that are used to determine "in residency" status for new articulation agreements. These decisions will apply to all students who earn credits under the same circumstances.

- Individual academic programs determine their residency requirements and transfer credit limits. Students should consult the relevant program pages in the Academic Catalog for this information.
- Transfer credit will not be awarded for Continuing and Professional Education students.

Displaced Persons and Other Extenuating Circumstances

- **Extreme Events**: If a student cannot provide the appropriate copies of official transcripts or other documentation from their previous institutions due to sudden or extreme events such as the loss of diplomatic relations between the United States and another country, the rise of an unstable government, civil war, ongoing intense crime or violence, or violent events, The New School will accept unofficial copies of documents until said events have been resolved. If the student is found to have falsified documentation or credentials, consequences for such actions will follow those outlined in the Student Code of Conduct, Academic Integrity and Honesty Policy and any other applicable University Policy.
- **Natural Disasters**: In cases of natural disaster, students will have one year following the event to obtain copies of appropriate or required documentation. Extension can be granted in extenuating circumstances, at the discretion of the Registrar's Office. If said documentation is permanently lost to the student, The New School will first address legal obligations required within guidelines provided by state and federal entities. Second, The New School will follow national or international best practice.
- **Stateless Persons or Refugees**: A unique pathway will be developed for each displaced person or refugee if an alternative pathway to completing their education is needed. The following steps may be implemented to assess a student's academic history and develop a completion pathway:
    - An application for admission
    - A sworn or personal statement from the applicant
    - A personal interview with faculty and staff
    - Assembling a portfolio of available background and evidence including: any available transcripts (including partial and non-formal transcripts; past student identifications; class lists; proof of tuition payments; admittance to or proof of state examinations; copies of license or certificates; copies of diplomas; or copies of professional identification

Family Educational Rights and Privacy Act (FERPA)

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; birth date and place of birth.

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

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

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

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

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

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

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

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

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

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

Addendum to FERPA Regulations

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

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

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

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

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

Name and address of the office that administers FERPA:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

Records

This section of the Academic Catalog describes the way The New School collects and holds academic records and transcripts, and the processes by which students may update, obtain, or authorize release of them.

Records

Academic Transcripts

An official transcript carries the Registrar's (or agent of the Registrar's) signature and The New School seal. The official transcript documents a student's permanent academic record at the university. Students may have a transcript mailed to the address of their choosing (including other colleges and institutions) by submitting an official request to the Registrar's Office. This can be done online at my.newschool.edu. For additional information visit www.newschool.edu/registrar/transcripts

Records

Updating Your Records

The Office of the Registrar maintains addresses and telephone numbers for currently enrolled students. It is important for all students, especially international students, to keep their home and local addresses and phone numbers current in the university's records. You can view and update your contact information, including your official, local, and permanent addresses, in my.newschool.edu.

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), only the enrolled student may make changes to their academic record, including contact information and name.

Change of Legal Name

You can request a change in your legal name by completing the Change of Legal Name form and submitting it to the Registrar's Office by fax or email or in person. The form must be submitted with at least one of the following supporting documents: a certified court order, marriage license, divorce decree, social security card, passport, etc. reflecting your new legal name. All supporting documentation must be in English or be submitted with a certified English translation.

All official university documents, including but not limited to transcripts, verification letters, and diplomas, will reflect a student's legal name (as it appears on a legal or government-issued document such as a birth certificate, Social Security card, court order, or passport) after the change has been approved. Current or former students wishing to obtain replacements for their university documents with their changed legal name will need to so by requesting new copies or replacements of those documents (charges may apply).

Disclaimer: This policy does not stipulate a contract. The New School reserves the right to modify, change, alter, or rescind our policy at any time.

Change of Pronoun, Gender & Preferred Name

You can update your pronouns, gender, and preferred name at any time. You will see a pronoun, preferred name, and gender link in MyNewSchool when you click on the Services tab. This link will open up to a Banner self-service page where you'll see a field in which you can select your pronouns and gender and update your preferred first name. You can edit these fields at any time. You can find detailed instructions for making these updates here.

Please note that a preferred name will not be displayed on any legal documentation, including transcripts, bills or receipts of payment, tax documentation, financial aid paperwork, diplomas, verification letters, or I-20 documents.

If you are an alum who wishes to change their preferred name, please contact Alumni Relations at alumni@newschool.edu.

Update Your Address & Phone Number

Update your address and phone number in my.newschool.edu.

Official Mailing Address
All students must have an official mailing address on file. The official mailing address is where all university mailings, including diplomas, are sent. Graduating students must submit an updated official mailing address if their address will change upon graduation, or they will not receive their diploma.

Permanent Address
All students must have a permanent address on file. For many students, the official and permanent address will be the same. Those who live at one address but have all university mailings (e.g., billing or diploma) sent to another address shoul use the permanent address as their home address and the official mailing address for all university mailings.

Local Address
The local address is considered a campus address. The U.S. government requires all international students, regardless of status, to report or update their local residential address within ten days of a move while attending The New School.

Update Your Personal Email Address

To update your personal email address, send a written request from your New School email to the Registrar's Office at regandrecords@newschool.edu.

Update Your SSN & Date of Birth

Students can bring original legal documents in person to the Registrar's Office at 72 Fifth Avenue, second level, or submit a copy by fax to 212.229.5648.

The following are acceptable forms of documentation:

- Social Security card
- State ID
- Driver's license
- Birth certificate
- Passport

Update Your MyNewSchool Account

Students can change or reset their MyNewSchool password online. For assistance with all other MyNewSchool password issues, contact the University IT Service Desk at 212.229.5300 x4357.

Records

Verify Enrollment or Degree

The New School automatically notifies the National Student Clearinghouse that a student is enrolled in classes. This information is available to financial aid lenders at the beginning of each academic term, and you should not have to provide any other verification to them.

If your lender specifically asks you to provide verification before the university has notified the clearinghouse, or if you believe the lender has received inaccurate information from the clearinghouse, you can obtain an enrollment verification letter online.

There may be other circumstances under which you are asked to verify your enrollment, and we have various methods to provide this information. All options below are available each academic term beginning one week before classes start and then throughout the term.

Enrollment Verification Letter

This option is used for parties that require proof on letterhead and is available for currently registered students online at my.newschool.edu. Use the Academics tab, look in the Enrollment Verification menu, and click the link for the letterhead option.

Official Enrollment Verification Certificate

This printed certificate can be presented to health insurance providers, housing authorities, banks, and other institutions. Important note: These certificates are NOT accepted by financial aid lenders.

Available for currently registered students online at my.newschool.edu. Use the Student tab, look in the Enrollment Verification menu and click the link for the certificate.

Use a Third-party Form to Verify Enrollment or Graduation

Submit the form for the Registrar's Office to complete; mail, fax, or bring in person. You can also email your request from your newschool.edu account to reghelp@newschool.edu. The completed form can be picked up in person at 72 Fifth Avenue, 2nd floor, or mailed to any return address provided. Please allow five business days for processing.

Third-Party Verification of Your Degree or Certificate

The National Student Clearinghouse is our authorized agent for degree verification. If a prospective employer or other interested party wishes to verify your degree or certificate, direct them to the website, www.degreeverify.org. The registrar does not provide this service directly.

Records

Notarization & Certification

Sometimes students are asked to present a certified and notarized copy of a document. The Registrar's Office can provide certification and notarization free of charge for any documents issued by our office, such as transcripts, enrollment verifications, and diplomas, including photocopies of your original diploma.

Certification is the addition by our office of a signed statement to the document indicating that it is an original document (or a true and correct copy) issued by the university.

Notarization is a process in which a staff member signs a statement on the document in the presence of the notary, who then places an official stamp or seal near the signature. This tells the recipient of the document that a representative of The New School has signed the statement and that the document is authentic.

Apostille is the authentication of a document by the Department of State. If you are an international student and/or plan to work outside the United States, you may need to have your documents legally recognized by a foreign country in order to be used there. In many countries, this is done by acquiring an apostille.

The notary public is not an attorney licensed to practice law and may not give legal advice about immigration or any other legal matter or accept fees for legal advice.

If you have any questions about the certification, notarization, and/or apostille process, please contact us at reghelp@newschool.edu.

Certification & Notarization

Request Online

Complete the Notarization Request Form. After your request form has been submitted, you will be contacted by the Registrar's Office if we need further information. The next scheduled notarization date will be posted on the form.

Request in Person

By appointment only. You can schedule an appointment in Qless to bring your document(s) into our office. If you need it notarized, please allow five to seven business days for processing. If you are not on campus, you can arrange to have a friend bring in your documents on your behalf.

Request by Mail
You can also mail your documents to us. Be sure to include a cover letter requesting that we certify and/or notarize the documents and indicate the address to which they should be returned.

Apostille

How to Request

1. Bring or mail the document(s) notarized by the Registrar's Office to *either* the Queens County Clerk, at 88-11 Sutphin Boulevard, Room 106, Jamaica, NY 11435, *or* the New York County Clerk at 60 Centre Street, Room 141B, New York, NY 10007. The county clerk will authenticate our notary public's signature. Please consult the county clerk's website to obtain information about how to process the signature authentication, their office hours, and fees.
2. Drop off the document(s) with the authenticated notary signature at the Department of State's New York City location at 123 William Street, New York, NY 10038. The Department of State will affix the apostille. Please consult the Department of State's website to obtain detailed information about how to request an apostille, their office hours, and fees.
   If you have any questions about the apostille process, please contact us at reghelp@newschool.edu.

Records

Release of Academic Information for Deceased Students

Reports of deaths that are received by the University are routed through the office of the Vice Provost for Student Success. The VP will coordinate the University's response to ensure the personal and administrative needs of the student, family, and institution are met (Student Death Protocol). Upon official verification of death, the Registrar's Office will update the student information system to indicate that the individual is deceased, thus closing the student's education record.

While the education record of a deceased student is closed, a transcript or student file may be released or disclosed, upon written request, to a spouse, parent, executor of the estate, surviving children, surviving siblings, and surviving descendants, or pursuant to a court order or subpoena. The person requesting a deceased student's transcript or student file must request the record in writing to the Office of the University Registrar and provide the following information:

1. Student's name while enrolled (include former names, if applicable)

2. Student's date of birth

3. Death certificate (photocopy is preferred) or obituary notice

4. Reason for request

5. Documentation of the relationship of the requestor to the deceased*

If possible, the following information should also be provided:

1. Student's ID number (if known), or last four digits of the Social Security Number

2. Student's dates of enrollment

*Example: Birth certificate, marriage certificate, executor statement, tax return etc.

Unless required by law, final determinations regarding the disclosure of the student education records or other information pertaining to deceased students or former students is at the discretion of the University

Records

Posthumous Degrees

Policy Summary:

This policy sets forth guidelines under which it is appropriate for the university to recognize the achievements of a student who has not completed all requirements for his or her degree prior to his or her death. With advisement from the college Dean, the Provost will determine if a student has completed enough program requirements to warrant granting a posthumous degree from The New School. If so, the President and Provost will make a recommendation to the Board of Trustees to confer the posthumous degree.

For a student who dies in his or her final term: If instructors can give grades in all courses and all other requirements are satisfied, then the degree will be awarded as earned. In this case, the transcript does not carry any special notation of posthumous award. The procedure in this case will follow the standard degree certification process by the Registrar's Office, with the usual approvals, accompanied by a memorandum of explanation from the department.

The posthumous degree policy detailed below is invoked when a student cannot be certified as having completed all required academic work. This policy applies only to currently matriculated students or students who are on official leave of absence or other university-approved hiatus from their studies.

1. **Policy Statement**

It may be requested of the University that academic recognition be bestowed posthumously to a deceased student who did not complete degree requirements and who did not meet the prescribed criteria for an honorary degree. To initiate the process, the deceased student's family, spouse, significant other, or a New School faculty or staff member, with agreement from the student's family, may request this recognition through the Dean of the College; the Provost's Office will notify the college that the department has authority to initiate the certification process for the posthumous degree. The request should give in writing the rationale for awarding the degree posthumously, and it must indicate the Dean's approval on behalf of the faculty in the student's major department that any remaining credits required for the degree be waived.

Special consideration may be given for terminally ill students.

2. **Qualifications**

Students must have spent, at minimum, one academic year (two semesters) as a matriculated student at The New School.

Undergraduate Students

To be eligible for this University recognition, a deceased student who, at the time of termination of study, was pursuing a Bachelor's Degree, shall normally have completed a minimum of 60 credits with a 2.0 cumulative average or higher. A student pursuing an Associate's degree must have completed at least 30 credits with a 2.0 cumulative average or higher.

Graduate Students

To be eligible for this University recognition, a deceased student who, at the time of termination of study, was pursuing a Master's Degree, shall normally have completed a minimum of 65% of the required graduate credits with a 3.0 or higher. A student who was pursuing a Master of Philosophy should, additionally, have successfully passed his or her qualifying exam(s). Doctoral candidates must have completed a substantial draft of their dissertation such that it can be reviewed by faculty in their field of study.

Who should read this policy?

- Academic Advisors
- College Deans
- Student Success Office

Issuing Authority: Provost

Responsible Officer: Registrar

Please see procedures document for more information.

Canvas

The New School uses Canvas as a "learning management system." This online resource is where students access important course information like syllabus, course resources, and announcements.

In Canvas, students can view courses in which they are actively enrolled. Both on-site and online courses use Canvas, though online courses will often utilize it as a virtual classroom.

Log in by visiting my.newschool.edu and selecting Canvas from the sidebar on the left. Be sure to visit Canvas frequently, and follow your instructor's guidance on how Canvas will be used in each particular course.

DegreeWorks

DegreeWorks is an online tool that enables students to see which degree and/or certificate requirements have been completed and which requirements remain for completion of the student's degree and/or certificate. The university uses the degree audit as a guide when confirming program requirements that have been completed by the student. The information in the degree audit, in conjunction with the degree requirements specified in the university's academic catalog, are used as part of the determination to formally award the degree and/or certificate. The official transcript, however, is the official record and indicates confirmation of degree and/or certificate completion status.

It is expected that students will use the degree audit report as a guide for planning completion of their degree requirements and to ensure they understand their degree requirements and progress toward their degree. The student's academic advisor may be contacted for assistance in interpreting this report as well as understanding degree requirements and progress.The degree audit report is not a student's academic transcript and is not official notification of completion of degree or certificate requirements. For an official record of completed degree or certificate requirements, a student should request a transcript through the University Registrar's website: www.newschool.edu/registrar/trascripts-verification/.

DegreeWorks is accessible through the sidebar in my.newschool.edu.

Starfish

Starfish, our Student Success Network, connects students with faculty, staff, advisors, and a number of support services across campus. Use Starfish to monitor your attendance in credit-bearing courses, find contact information for members of your Success Network, and make appointments with your advisor, instructors, tutors, and others.

Visiting and Exchange Students

Visiting students are degree-seeking students at another college or university who enroll at The New School for a semester or year, but plan to return to their home institution afterward. Visiting students are charged full New School tuition and relevant fees and are not eligible for financial aid or scholarships. Students should check with their home institutions regarding eligibility to transfer credits earned at The New School toward their degree. Requirements for admission as well as the application are available on the Visiting Students admission webpage.

Priority Deadlines:

- Fall semester, New York campus (late August to mid-December): May 15 priority deadline; application closes June 15
- Fall semester, Parsons Paris campus (late August to mid-December): April 26 priority deadline
- Spring semester, New York and Paris campuses (late January to mid-May): October 15 priority deadline

Exchange students participate in an exchange program established by mutual agreement between The New School and a partner institution. Students take classes at the host institution of the exchange program to earn credit toward their degree at their home institution. Exchange students may enroll in classes approved for the exchange program only, unless otherwise permitted. Exchange students register for a full course load of study for a semester or possibly an academic year and are charged tuition by their home institution. Exchange students must be nominated by their home institution in order to be invited to apply for admission into an exchange program. Students should check with their home institution regarding their eligibility and suitability for participation in an exchange program as well as eligibility of transfer credits earned at the host institution toward their degree at the home institution.

A student who wishes to matriculate into The New School as a degree-seeking student after attending as a visiting, exchange, or non-degree student must file the appropriate application. Enrollment as a visiting, exchange, or non-degree student does not guarantee future admission to The New School.

Undergraduate Visiting, Exchange, and Non-degree Program Availability:

UNDERGRADUATE	VISITING	EXCHANGE	
College of Performing Arts - Drama	No	Yes	
College of Performing Arts - Jazz	No	Yes	
College of Performing Arts - Mannes	No	No	
Eugene Lang College of Liberal Arts	Yes	Yes	
Parsons Paris	Yes	No	
Parsons School of Design	Yes	Yes	
Bachelor's Program for Adult & Transfer Students (BPATS)	Yes	No	

Graduate Visiting and Exchange Program Availability

GRADUATE	VISITING	EXCHANGE	
College of Performing Arts	No	No	
The New School for Social Research	Yes	Yes	
Parsons School of Design			
Architecture MArch	No	Yes	
Architecture & Lighting Design MArch/MFA	No	No	
Communication Design	No	No	
Data Visualization	No	No	
Design & Technology	No	Yes	
Fashion Design & Society	No	No	
Fashion Studies	No	No	
Fine Arts	No	No	
History of Design & Curatorial Studies	No	No	
Industrial Design	No	No	
Interior Design	No	No	
Interior Design & Lighting Design	No	No	
Lighting Design	No	No	
Photography	No	No	
Textiles	No	No	
Strategic Design & Management	No	No	
Transdisciplinary Design	No	No	
Parsons Paris	Yes	No	

University Housing and Residential Education

New York Campus

The New School has four residence halls downtown, offering space for undergraduate and graduate students with amenities to suit individual needs and tastes. All residences are fully furnished and staffed by professional residence hall staff and student resident assistants. Each residence hall offers kitchenette access, study rooms, art studios, music practice spaces, and exercise rooms. All residence halls have 24-hour security coverage, and our staff is on call 24/7 and is trained in handling emergencies should the need arise. The Residence Hall Handbook details housing services and residence hall policies essential to creating safe, supportive, and respectful communities.

Please note: For more information about on-campus housing and policies for the 2025-2026 academic year, please visit newschool.edu/housing.

All first-year students enrolled full-time in an undergraduate program at our New York City campus will be automatically assigned on-campus housing for their first year.

Upperclassmen, transfer, and graduate students who are interested in living on campus are encouraged to apply for housing through the Housing Portal. On-campus housing is guaranteed for all students in these categories who submit a completed housing application.

Parsons Paris

The New School Parsons Paris is partnering with Academic Programs International (API), our preferred housing provider, to offer housing to students in Paris. Please visit the API website for additional information.

There are many other ways students can secure housing within Paris, including choosing independent student residence facilities and consulting agencies that assist with apartment rentals. Parsons Paris may provide limited referrals to students seeking independent housing in Paris.

University Housing and Residential Education

Residence Hall Handbook

https://drive.google.com/file/d/1N2rFsDpf2VyoWILFQ0D0tE1qfw54Qzd7/view?usp=drive_link

One Stop

The One Stop Student Service Center helps to make the administrative part of going to college easier for students and their guardians. It serves as a single point of contact for the Office of Financial Aid, the Registrar's Office, and the Student Accounts Office, ensuring that students receive accurate and timely information without needing to visit multiple offices.

The One Stop assists students with:

- Their bill/invoice
- How to make payment
- A hold on their account
- Their scholarships
- Their loans
- Transcript requests
- Enrollment verification
- Problems with course registration
- How to find a New School resource

Students may seek assistance from the One Stop in four ways:

- Visit the One Stop team in person at 72 Fifth Avenue, 2nd floor.
  Monday, Wednesday, and Thursday, 9:00 a.m.–5:00 p.m.
  Tuesday, 11:00 a.m.–5:00 p.m.
- Call the One Stop team at 212.229.5150.
  Monday, Wednesday, Thursday, and Friday, 10:00 a.m.–4:00 p.m.
  Tuesday, 11:00 a.m.–4:00 p.m.
- Email us at onestop@newschool.edu.
- Engage with the Digital Assistant 24 hours a day. To begin, select the "May I Help You?" pop up at the lower right corner of New School website pages. Students may communicate with the Digital Assistant in more than 240 languages. Learn how to use the Digital Assistant.

International Student and Scholar Services

New York Campus

International Student and Scholar Services (ISSS) supports international students and scholars who are responsible for following U.S. federal regulations to maintain their F-1 or J-1 status. ISSS guides students and scholars through the visa application process and advises them on the maintenance of their immigration status, employment, internships, program changes, and other immigration-related matters. ISSS also advises incoming students and scholars regarding higher education practices in the U.S. and other cultural adjustment issues. Please review the ISSS website for answers to questions related to maintaining status, international travel, and employment in the U.S., as well as for information on ISSS Office phone hours, drop-in hours, and scheduling an appointment with an ISSS Advisor. Students may also email questions to ISS@newschool.edu.

Parsons Paris

Students who are members of the Schengen Area do not need a visa to enter France or study at Parsons Paris.

Students who are not European Union (EU) citizens must apply for and obtain a student visa for their program at Parsons Paris before departing for France. The student visa process involves multiple steps and must be started early.

Parsons Paris will provide all students requiring a visa with the appropriate visa support letter and proof of medical insurance letter shortly after their tuition deposits are received. Additional support for students is provided throughout the visa application process.

The entire visa process from start to finish can take three to four months. Please follow visa application instructions carefully.

Students who cannot show proof of citizenship of a Schengen Member state, or a valid student visa issued by French immigration authorities, prior to their arrival in France will have a hold placed on their account. This hold will prevent registration for classes and making changes to class schedules.

A tourist visa is not an acceptable type of visa and cannot be accepted as proof.

Student Disability and Accommodation Policies

This section of the Academic Catalog describes the work of the Student Disability Services office, as well as the Assistance Animal, Grievance, Housing Accommodation, and Priority Registration policies.

Student Disability Services

The New School is committed to ensuring that students with disabilities/disabled students receive equal access to academic and programmatic services. Student Disability Services(SDS) assists students who may need academic or residential accommodations, as required by federal, state, and local laws, including the Americans with Disabilities Act as Amended (2008) (ADAAA,) and Section 504 of the Federal Rehabilitation Act (1973). If you are a student who has had accommodations in the past and want to continue to utilize those supports, or if you have never had any accommodations before but are interested in learning what might be available to you, please head to the SDS website and complete the Disability Self Identification form as soon as possible, ideally before you start your degree program. After completing the Self ID form, utilize Starfish and schedule an appointment with Nick Faranda (Director,) or Gaby Royzen (Assistant Director) at a time of mutual convenience. At the intake appointment, the staff will advise you on policies and procedures, and discuss available support and accommodations. While it is SDS' recommendation that students complete the registration/accommodation process before the start of their program, students may register and seek accommodations at any point during their time at The New School. For more information, including how to self-identify, visit www.newschool.edu/student-disability-services.

If you are planning on living on campus for subsequent semesters, it is highly recommended to reach out to SDS (studentdisability@newschool.edu) to confirm your desire to continue to utilize your housing accommodations prior to the start of the Housing Selection process, which generally occurs in the Spring semester. Please understand that all accommodations continue to be based on availability, and are first-come, first serve. Notification of a desire to renew housing accommodations later in the housing process may result in not being able to secure your current housing accommodation(s).

Student Disability and Accommodation Policies

Assistance Animal Policy

(Effective: 06/01/18)

The New School recognizes the importance of Assistance Animals, including Service Animals (SAs) and "Emotional Support Animals" (ESAs), providing physical and/or emotional support to individuals with disabilities under the Americans with Disabilities Act As Amended (ADAAA) and the Fair Housing Act (FHA). The New School is committed to allowing individuals with disabilities the use of Assistance Animals on campus and in residence to facilitate their full participation and equal access to the University's programs, housing, and activities. This policy explains the specific requirements applicable to a student's use of an SA or an ESA on University property or in housing.

1. **Definitions**

Assistance Animals

Under the FHA and Section 504 of the Rehabilitation Act of 1973 (504), the term "Assistance Animal" includes certified "Service Animals," "Emotional Support Animals" and any other personal animal that "works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability."

Note that while some Service Animals also perform the role of Emotional Support Animals, only a small minority of Emotional Support Animals perform the role of a Service Animal.

Furthermore, as the ADAAA limits the species of animals that may be categorized as "Service Animals" to dogs, the term "Assistance Animal" may include personal animals other than dogs, such as cats, that perform tasks similar or identical to those performed by a "Service Animal."

Finally, "Assistance Animal" is a general category that also includes personal animals, including dogs that work, provide assistance or perform physical tasks that alleviate one or more of the identified symptoms of an individual with a psychological or psychiatric disability. Such varieties of "Assistance Animals" are commonly known as "Emotional Support Animals."

Before an Assistance Animal is permitted in University housing, it must be determined if a) the Assistance Animal is necessary to afford an individual an equal opportunity to use and enjoy University housing and b) its presence in University housing is reasonable because of the individual's disability. However, even if the individual with a disability establishes the necessity of an Assistance Animal and it is allowed in University housing, said animal is not permitted in other areas of the University (e.g., dining facilities, libraries, academic buildings, classrooms, and other facilities) unless that Assistance Animal has also been classified as a Service Animal.

No Assistance Animal may be kept in University housing at any time prior to the Assistance Animal's approval and registration with Student Disability Services (SDS) as a reasonable accommodation pursuant to this policy.

Wild and other animals prohibited by §161.01 (b) of the Health Code of the City of New York may not be kept on campus as assistance animals as a matter of local law.

Service Animals

According to the ADAAA, **Service Animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities**, including but not limited to: guiding individuals with impaired vision, alerting individuals with impaired hearing, providing minimal rescue or protection work, pulling a wheelchair or fetching dropped items. The service that the animal is providing must be directly related to the individual's disability. If the animal meets these requirements, the animal is considered a Service Animal under the ADA regardless of whether or not it has been licensed or certified by a state or local government.

Emotional Support Animals

The term "Emotional Support Animal" refers to a category of animals that work, provide assistance or perform physical tasks for individuals with disabilities and/or provide necessary emotional support to individuals with mental or psychiatric disabilities that alleviates one or more identified symptoms of said disability, but which are not considered Service Animals under the ADAAA.

Some Emotional Support Animals are professionally trained, but in other cases, ESAs provide the necessary support to individuals with disabilities without any formal training or certification. Dogs are commonly used as Assistance Animals, but any personal animal may serve a person with a disability as an ESA.

A Therapy Animal is distinct from an Emotional Support Animal, and this policy should not be construed as endorsing the presence of Therapy Animals on University property.

Owner

The "Owner" is the individual who has requested the accommodation and has received approval to bring an Assistance Animal onto campus.

Student Disability Services

The Office of Student Disability Services (SDS) collaborates with individuals, faculty and staff to ensure that students with disabilities have equal access to all The New School programs and activities.

2. **Owners' Responsibilities as Related to Assistance Animals**

General Responsibilities

If the University grants the Owner's request to live with an Assistance Animal, the Owner is solely responsible for the custody and care of the animal and must meet the following general responsibilities:

1. The Owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the Owner's responsibility to know and understand these ordinances, laws, and regulations. The University has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. The University reserves the right to request documentation showing that the animal has been licensed.
2. The Owner is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner.
3. The Owner is required to ensure the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the animal and/or discipline for the Owner.

4. The New School does not require a student with a disability to pay a fee or surcharge for an approved Assistance Animal.
5. Students with disabilities may be charged for any damage caused by his, her, or their Assistance Animal beyond reasonable wear and tear to the same extent that the University charges other individuals for damages beyond reasonable wear and tear. The Owner's living accommodations may also be inspected for fleas, ticks, or other pests if necessary as part of the University's standard or routine inspections. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a University-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The University shall have the right to bill the individual's account for unmet obligations under this provision.
6. The Owner must fully cooperate with University personnel with regard to meeting the terms of this University and developing procedures for care of the animal (e.g., cleaning the animal, feeding/watering the animal, disposing of feces, etc.).
7. Assistance Animals may not be left overnight in University Housing to be cared for by any individual other than the Owner. Owners anticipating absences from their assigned residence halls of one night or longer must make arrangements to have their animals accompany them. The Owner is responsible for ensuring that the animal is contained, as appropriate, when the Owner is not present during the day while attending classes or other activities.
8. The Owner agrees to abide by all equally applicable residential policies that are unrelated to the individual's disability such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside there.
9. The animal is allowed in University housing only as long as it is necessary because of the Owner's disability. The Owner must notify SDS in writing if the Assistance Animal is no longer needed or is no longer in residence. To replace an Assistance Animal, the new animal must be necessary because of the Owner's disability and the Owner must follow the procedures outlined herein when requesting a different animal.
10. No New School community member shall be required to provide care or food for any Assistance Animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.
11. The Owner must provide written consent for SDS to disclose information regarding the request for and presence of the Assistance Animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Office of Housing and Residential Education personnel and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability.

Procedure for Requesting Assistance Animals in University Housing

It is generally the policy of The New School that students are prohibited from having animals of any type in University housing. However, an individual with a disability may submit a request for an Assistance Animal through the Office of Student Disability Services as a reasonable accommodation associated with said disability. Such a request may be handled through the regular accommodation process.

Removal of Assistance Animals

The University may require the Owner to remove any Assistance Animal from University housing if:

1. The animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others, including University Housing ;
2. The animal's presence results in a fundamental alteration of a University program;
3. The Owner does not comply with the Owner's Responsibilities set forth above; or
4. The animal or its presence creates an unmanageable disturbance or interference with the University community.

The University will base such determinations upon the consideration of the behavior of the Owner and/or the particular animal at issue and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with the directors of the offices of Student Disability Services, Housing and Residential Education and, where applicable, Student Conduct and Community Standards. Such decisions may be appealed to the Assistant Vice President for Student Equity and Access, Jennifer Francone, who oversees ADAAA and Section 504 compliance, and may be reached at:

72 Fifth Ave.

Room 402

New York, NY 10011

212-229-5900 x3656

The Owner will be afforded all rights of due process and appeal as outlined in The New School Student Handbook.

3. **Service Animal Policy**

Students with Service Animals are permitted to have their animals with them at all times In order to ensure a smoother experience for students with Service Animals, we strongly encourage all such students to notify SDS of their Service Animal's presence on campus. This will allow us the opportunity to notify the appropriate campus safety officials and other staff members and significantly decrease the likelihood of a situation where students are questioned about their animals.

Students wishing to bring Service Animals to live with them in any of The New School's residence halls are required to register and meet with Student Disability Services (SDS). Students should contact Nicholas Faranda, Director of Student Disability Services, at (212) 229-5626, or email him at farandan@newschool.edu. *At this meeting, Student Disability Services will inquire as to whether the requested animal is a Service Animal that is required because of a disability and what work or tasks the animal is trained to perform relating to the individual's disability.* After the meeting, SDS will coordinate with the Office of Housing and Residential Education and Campus Safety personnel to ensure a smooth transition to on-campus living and learning.

Service Animals that demonstrate behavior posing a direct threat to the health or safety of others or are disruptive to The New School community may be excluded, regardless of training or certification.

Requirements of Service Animals and Their Owners

- **Control**: Owners must be in full control of Service Animals at all times. The care and supervision of a Service Animal is solely the responsibility of its Owner.
- **Leash**: Service Animals must be leashed at all times.
- **License and Tags**: Service Animals must have owner identification tags as well as current licenses and tags from local authorities. Service Animals must wear current rabies vaccination tags.
- **Vest:** We strongly encourage the Owner to have a professional "**vest**" on the animal during all working hours.
- **Health**: Service Animals must be in good health. Animals to be housed in campus housing must have an annual clean bill of health from a licensed veterinarian. Service Animals must have current vaccinations and immunizations against diseases common to that type of animal.

Owner Conditions for Having a Service Animal on The New School property

- **Clean-up Rule**: Owners must (1) always carry equipment sufficient to clean up their animals' feces whenever the animal and Owner are on the property of The New School; and (2) be responsible for the proper disposal of their animals' feces and for any damage caused by their waste or its removal.
- **Disruption**: Owners of Service Animals that are unruly or disruptive (e.g., barking, running around, nipping, bringing attention to themselves) may be asked to remove their animals from University facilities. If the improper behavior happens repeatedly, the Owner may be required to take significant steps to mitigate the behavior before bringing the animal into any University facility. Mitigation may include muzzling a barking animal, obtaining refresher training for both the animal and the Owner or any other appropriate measures. Service Animals may be restricted from areas where an animal's presence may be reasonably expected to compromise the integrity of research or instruction or the safety of campus stakeholders or the animal itself.

Owner Conditions for Having a Service Animal living in The New School housing

Owners living in The New School Housing:

- **Must provide Student Disability Services (SDS) with a formal emergency plan regarding the removal and care of their Service Animals should they become unable to care for their animals. This must include the name, current telephone number, physical address and email address of an emergency contact as well as a plan for removal of the Service Animal.**

The New School Faculty and Staff policies regarding student/visitor Service Animals

Faculty and staff should:

- Allow Service Animals to accompany their Owners at all times and everywhere on campus, except where Service Animals are specifically prohibited due to health, environmental, or safety hazards (e.g., certain research laboratories, mechanical rooms,
- custodial closets, areas where protective clothing is necessary or areas where there is a danger to the animal). Please notify SDS of any concerns.
- Always speak to Owners before approaching or interacting with Service Animals. Remember, Service Animals are working and **are not pets**.
- Refrain from petting, feeding, or deliberately startling Service Animals. Resist the temptation to offer treats to Service Animals.
- Immediately report any disruptive behavior of Service Animals to Campus Safety. No attempt should be made to separate Owners from their Service Animals.

Any questions regarding Service Animals or their Owners should be directed to Student Disability Services (for students) or Human Resources (for faculty/staff).

4. **Emotional Support Animal Policy**

Procedure for Requesting Emotional Support Animals in University Housing

Requests for ESAs will be handled through the regular accommodation process. The University reviews all specialized housing requests through Student Disability Services in conjunction with the Office of Housing and Residential Education.

1. The first step in making any request for special housing accommodations is to self-identify as a student with a disability through the submission of the University's Disability Self-Identification Form and Request for Special Housing Accommodations Form, both of which are available on the SDS website. The Request for Special Housing

Accommodations form is to be completed in addition to, and not instead of, the Housing Application.

2. Upon submission of these forms, a detailed clinical summary of the student's disability from a qualified healthcare provider, such as a psychologist, psychiatrist, psychotherapist or counselor, must be provided to the Student Disability Services office. The clinical summary should include documentation of the nature of the student's disability (including its severity and duration), the functional limitations that may be experienced as a result of the disability and the recommendation of the use of an ESA as a necessary and appropriate accommodation associated with these limitations. Detailed guidelines for submitting documentation of a disability may be found online.

3. Documentation received will be treated as confidential and will not become part of the student's permanent record. This information will be shared within the University on a need-to-know basis only and with the sole intent of providing the student with related services.

4. Upon receipt of the appropriate forms and documentation, the student will be contacted by the Student Disability Services office to schedule an intake meeting with the Director of Student Disability Services. During the intake meeting, the student's request to house an ESA on campus will be discussed, and the student will be timely informed as to whether any additional information will be required to make a final determination as to the student's request.

5. A committee consisting of the Director of Student Disability Services, the Director of Medical Services and the Assistant Vice President of Student Health and Support Services will make a final determination as to the approval or disapproval of any specialized housing request, including a request for an ESA.

6. If the request is approved, the Director of Student Disability Services will contact the appropriate Office of Housing and Residential Education professional to communicate adequate and appropriate details regarding the student's accommodation, and an Office of Housing and Residential Education (OHRE) professional will assign the student to an appropriate residence hall or room. SDS and OHRE will identify potential roommates amenable to the presence of ESAs in their rooms or suites.

7. If the request is denied, the Director of Student Disability Services will contact the student directly and provide the student with the basis of the denial along with information on how to appeal the Committee's decision.

Criteria for Determining If Presence of the Emotional Support Animal is Reasonable

A. University housing is unique in several aspects, including the mandatory assignment of roommates for many individuals and the mandate that individuals must share a room or suite in certain residence halls.

B. However, for all requests for ESAs, Student Disability Services shall nonetheless consult with Office of Housing and Residential Education in making a determination on a case-by-case basis as to whether the presence of an Emotional Support Animal is reasonable. A request for an Emotional Support Animal may be denied as unreasonable if the presence of the animal: (1) imposes an undue financial and/or administrative burden; (2) fundamentally alters University housing policies; and/or (3) poses a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including University property.

C. The New School may consider the following factors, among others, as evidence in determining whether the presence of the animal is reasonable or in the making of housing assignments for individuals with Emotional Support Animals:

1. The size of the animal is too large for available assigned housing space;
2. The animal's presence would force another individual from their individually assigned housing (e.g., by aggravating serious allergies);
3. The animal's presence otherwise violates another individual's right to peace and quiet enjoyment;
4. The animal is not housebroken or is unable to live with others in a reasonable manner;
5. The animal's vaccinations are not up-to-date;
6. The animal poses, or has posed in the past, a direct threat to the individual or others, such as aggressive or injurious behavior toward the individual or others; or
7. The animal causes or has caused excessive damage to housing beyond reasonable wear and tear.

The New School will not limit room assignments for individuals with Emotional Support or any other Assistance Animal to any particular building or buildings because the individual needs an Assistance Animal due to disability.

Access to University Facilities by Emotional Support Animals

A. Emotional Support Animals

An ESA must be contained within the Owner's privately assigned individual living accommodations (e.g., room, suite, apartment) except to the extent the Owner is taking the animal out for natural relief. When an ESA is outside the private individual living accommodations, it must be in an animal carrier or controlled by a leash or harness. ESAs are not allowed in any University facilities other than University residence halls (e.g. dormitories, suites, apartments, etc.) to which the individual is assigned.

B. Dominion and Control

Notwithstanding the restrictions set forth herein, the ESA must be properly housed and restrained or otherwise under the dominion and control of the Owner at all times. No Owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from University housing.

Should any ESA be removed from the premises for any reason, the Owner is expected to fulfil any existing housing obligations for the duration of the housing contract.

V. Non-retaliation Provision

The New School will not retaliate against any person because that individual has requested or received a reasonable accommodation in University housing, including a request for an Assistance Animal.

Student Disability and Accommodation Policies

Grievance Policy

Currently not available from SDS; under revision

Student Disability and Accommodation Policies

Housing Accommodations Policy

(Effective: 06/15/18)

The New School recognizes the importance of maintaining residence halls that are accessible to and supportive of individuals with disabilities pursuant to the Americans with Disabilities Act As Amended (ADAAA) and the Fair Housing Act (FHA). The New School is committed to the full accessibility of all campus facilities and the entire school community's participation and equal access to the University's programs, housing, and activities. This policy explains the specific procedures in place to ensure the accessibility of university housing to individuals with qualifying disabilities.

The Office of Student Disability Services (SDS) collaborates with individuals, faculty and staff to ensure that students with disabilities have equal access to all The New School programs and activities. SDS, through the Office of Student Success, oversees and effectuates the implementation of the procedures contained herein.

1. **Criteria for the Assignment of Housing Accommodations**

A. University housing is unique in that it is a communal living environment wherein most individuals reside in shared spaces with assigned roommates and/or suitemates.

B. However, where, pursuant to the ADAAA and FHA, an individual initiates a housing accommodation request in order to accommodate a need related to or ameliorate the symptoms of a protected disability, Student Disability Services (SDS) shall nevertheless consult with Housing and Residential Education (HRE) along with Student Health Services (SHS) in making a case-by-case determination as to whether the requested accommodation is reasonable.

C. A housing accommodation request includes, but is not limited to, requests: for "single" rather than roommate or suitemate residential housing assignments; for housing in proximity of certain campus facilities; for housing equipped with certain features, including accessibility features; for permission to house an assistance animal on campus; or for any other reasonable request with a direct relation to an individual's documented or apparent need.

D. Both SDS and HRE shall collectively limit requests for information and documentation to those that are necessary: to verify the disability to be accommodated; to evaluate the reasonableness of the accommodation itself; and to verify that the accommodation is necessary for the requesting individual to enjoy equal use and access to the University's programs, housing or activities.

E. An accommodation is unreasonable if it imposes an undue financial and/or administrative burden; fundamentally alters university housing policies; presents a violation of federal, state or New York City laws or ordinances; poses a direct threat to the health and safety of others; may foreseeably cause substantial property damage to private property, including that of the University; or is otherwise unreasonable to the operation of the University.

2. **Procedures**

Generally, an individual with a protected disability requesting special housing accommodations shall complete the following steps:

A. **Request accommodations.** The individual shall register with SDS and formally initiate the request for specialized housing by completing the Disability Self-Identification Form and the Housing Accommodations Request form. These forms shall be completed in addition to, rather than in lieu of, the housing application. Pursuant to federal law, these and all forms related to the provision of reasonable student accommodations shall be available online or in alternatively accessible formats upon request.

B. **Submit documentation.** The individual shall submit reasonably sufficient documentation to verify the named disability and its symptoms and support the accommodation request. Documentation shall come from a qualified healthcare professional and be directly responsive to the following:

1. What is the patient's name and date of birth?
2. What is the DSM 5 classification, learning disability, and/or medical condition?
3. What historical data was taken into account in making the patient's diagnosis?
4. What were the assessment or evaluation procedures used to make this diagnosis?
5. What are the major symptoms of the disability currently manifested by the student, including level of severity (mild, moderate, or severe)?
6. What medications are currently prescribed? Are there any side effects, and if so, how severe?
7. What are the current functional limitations imposed by the disability or medication side effects (e.g., difficulty: switching modalities, managing time or deadlines, formulating or executing a plan of action, taking notes, focusing during timed tests, tolerating interruptions, or focusing for extended class period; ready distractibility/poor concentration; panicking in crowded conditions/surroundings; inability to share spaces in close proximity with others; inability to ingest gluten, etc.)
8. Between which dates has the patient been under the provider's care?
9. **If a single room is being recommended for the patient:**
    1. Which symptoms may be reduced as a result of a single room assignment?
    2. Is there evidence that a single room has helped the patient in the past or currently?
    3. How important is it to the patient's well-being to be placed in a single room?
    4. Insofar as symptomatology is concerned, how might disapproval impact the patient's disability?

Documentation may be submitted electronically to studentdisability@newschool.edu or mailed to to Student Disability Services, 63 5th Avenue, Room 419, New York, NY 10003.

E. **Schedule an intake meeting.** The individual requesting the accommodation or an authorized guardian shall, upon or before submission of reasonably sufficient documentation, schedule an intake meeting with the director of Student Disability Services or a designate. The intake meeting may be conducted in person or telephonically, and its purpose is to determine if and whether any additional documentation is required to verify the disability or the necessity of the individual's requested accommodation and to clarify the nature of the individual's request and how, if approved, it may be effectuated by the University or through the use of its facilities.

Upon completion of these steps, the Housing Accommodation Committee, a panel consisting of the Assistant Vice President for Student Health and Support Services, the Director of Medical Services and the Director of Student Disability Services, shall within fifteen days time complete the following steps:

A. **Convene to determine the reasonableness of the individual's requested accommodation.** The committee may consider any number of factors including: the nexus of the requested accommodation to the individual's disability; any evidence that the requested accommodation presently or, has in the past, supported the individual; the importance of the accommodation to the individual's well-being; and any consequences, including a manifestation or exacerbation of symptoms, that may result if the accommodation is not approved.

B. **Inform the student of the result of the Committee's determination.** The disposition, whether an approval, a denial or the formal offer of an alternative accommodation, shall be forwarded to the student in writing, typically through electronic mail.

Grievances and appeals are handled pursuant to the SDS Grievance Procedure and presided over by The New School's 504 coordinator. Pursuant to this policy, the 504 coordinator shall strive to complete the process relayed therein within fifteen days.

3. **Cost Differentials**

Individuals approved for a required accommodation shall not incur any additional cost above the standard double rate for the assigned building. The housing rates for each individual building can be found here. (e.g., If a student is assigned a single at Kerrey Hall, they will be charged the standard double rate for Kerrey Hall) Accordingly, should an individual elect to pursue a housing assignment with associated costs in excess of the Committee's recommended assignment, the individual will be responsible for paying any additional charges associated with the preferred assignment in accordance with the University's published housing assignment rates (e.g., the single room rate for the preferred building assignment when assigned a double).

4. **Non-retaliation Provision**

The New School shall not retaliate against any person because that individual has requested or received a specialized housing accommodation.

Student Disability and Accommodation Policies

Priority Registration Policy

I. Priority registration as a reasonable academic accommodation for qualifying disabilities

Given appropriate notice to the University, students with certain disabilities who have registered with the Student Disability Services office of The New School and qualified for accommodations are, as a matter of Institutional policy, may be eligible for priority [early] course registration as a reasonable academic accommodation. The objectives of priority registration include, but is in no way limited to: improving the student's ability to navigate or traverse campus to attend a certain class or schedule of classes due to a temporary or permanent disability; reducing the static or intermittent limitations produced by the effects of a student's treatment regimen (including the student's prescribed course of medications); ameliorating the physical or psychological effects of the symptoms of a student's disability or disabilities and their foreseeable progression over an academic day or period of time; or any combination of the above. Those granted priority registration will be allowed to register one day in advance of other students of the same level and type, pursuant to the registration dates schedule published by the Registrar's Office.

For general questions about disabilities and eligibility for accommodations, please visit SDS' website at: https://www.newschool.edu/student-disability-services/students/

II. Qualifying disabilities

Qualifying neurodevelopmental disabilities include, but are not limited to: attention-deficit/hyperactivity disorder (ADHD); attention-deficit disorder (ADD); autism spectrum disorder (ASD); degenerative brain disease (such as chronic traumatic encephalopathy (CTE) or Parkinson's disease); dyspraxia or related disorders (such as developmental coordination disorders or motor difficulty); migraines; cerebral palsy; or sleep disorders.

Qualifying sensory disabilities include, but are not limited to: physical disabilities including or associated with blindness; low vision; deafness; or hearing impairment. They also may include sensory disorders (such as sensory processing disorder or photosensitivity).

Qualifying psychological/psychiatric disabilities include, but are not limited to: bipolar disorder; post-traumatic stress disorder (PTSD); borderline personality disorder (BPD); schizophrenia; schizoaffective disorder; or other emotional disturbances or mood disorders.

Qualifying physical disabilities include, but are not limited to: physical or mobility impairment; cancer; chronic pain disorder or related disorders (such as fibromyalgia); chronic obstructive pulmonary disease; diabetes; digestive disease (such as Crohn's disease); immunodeficiency or thyroid dysfunction (such as lupus); kidney disease; inherited blood disorders, such as sickle cell disease; and contracted blood disorders, such as human immunodeficiency virus (HIV).

Students with disabilities not listed above may be eligible for priority registration, but these students must request and meet with the Director of SDS to discuss their request. SDS will determine the reasonableness and appropriateness of the request.

III. Identification of qualifying students and approval deadline

The administrative nature of priority registration as an academic accommodation requires that its approval be revisited regularly. As such, the determination of student need for priority registration will be made on a semester-by-semester basis. In order to qualify for priority registration for the subsequent semester, a student must request and utilize their approved accommodations during the current semester.

Administrative constraints prevent student eligibility for priority registration during their first semester of enrollment. Whether a student is eligible for priority registration during subsequent semesters will be contingent upon whether the student has registered with the Student Disability Services office and been approved for this and any other appropriate accommodations by the priority registration approval deadline. A student will have met the spring priority registration approval deadline by completing the Student Disability Services intake process by September 30 of the preceding fall semester. A student will have met the fall priority registration approval deadline by completing the Student Disability Services intake process by February 28 of the preceding spring semester. Students who miss the priority registration approval deadline will nevertheless remain eligible to receive any or all of their remaining approved accommodations.

IV. Effect of interruptions to student enrollment on access to priority registration

A student's leave of absence or exit from and subsequent readmission to the University may have a practical effect on the University's ability to offer the student priority registration even if the student was previously approved for the accommodation.

V. Questions and clarifications

Questions or clarifications related to The New School's priority registration policy for students with disability should be directed to the Student Disability Services office at:

Student Disability Services

63 5th Avenue

Fourth Floor

New York, NY 10003

studentdisability@newschool.edu.

Student Health Services

New York Campus

Student Health Services provides counseling and medical services and promotes student wellbeing.

Counseling Services offers the opportunity to talk to someone who will listen in a supportive and non-judgmental manner. Counselors help students clarify issues, explore feelings and discuss problem-solving strategies. We offer short-term individual treatment, psychiatry for students seeing one of our counselors, and a wide variety of support groups. During the initial visit, the student and the counselor will decide on a treatment plan together. Sometimes long-term or specialized treatment is indicated and the counselor will help the student find appropriate referrals in the community. Support groups, drug and alcohol harm reduction counseling, ear acupressure, problem management plus, and individual mindfulness practice sessions are also offered.

Medical Services provides evaluation and treatment for illness and injury, gynecological consultation, reproductive health care and treatment, prescriptions, medications, immunizations, and other acute care and preventive services.

Appointments are available in-person and via telehealth. All services are strictly confidential.

All students are required to be enrolled in a health insurance plan that can be used to cover the costs of diagnostic tests, X-rays, lab tests, and other outside services while studying in NYC. Medical Services providers will make referrals to community specialists as needed. Medical Service providers follow up with students and with specialists, hospitals, and agencies to ensure proper communication and continuity of care.

All programs and services are structured to encourage and help students work toward optimal health and well-being in a non-judgmental and supportive environment. We recognize that health and social justice are inextricably linked and support student work that promotes health in our diverse communities.

For a complete list of health and wellness offerings, visit www.newschool.edu/health-services. Students can schedule appointments online at shsportal.newschool.edu, or by calling Student Health Services at 212.229.1671.

Immunization Requirements

New York State requires that matriculated students enrolled in classes that meet in person and 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 on the Meningococcal Response Form, which is located in the Medical Clearances section of the SHS Portal. All new students must upload their immunization records to the SHS Portal and complete the Meningococcal Response Form prior to registering for classes. Students who do not complete the immunization requirements will not be allowed to register.

Students living in campus housing are required to show proof of immunity to measles, mumps, and rubella, and must have received the meningitis ACWY vaccine within the past five (5) years.

Information about the measles, mumps, rubella, and meningitis ACWY immunization requirements is posted by the university at newschool.edu/health-services/medical-immunizations/.

Student Health Insurance Plan (SHIP)

The university offers students a comprehensive health insurance plan that includes coverage for emergencies, hospitalization, and regular medical and mental health outpatient visits. The Student Health Insurance Plan (SHIP) is an integral part of the university's efforts to promote the well-being of our students, and provides easy access to health care services locally, nationally, and globally. All eligible students are automatically charged for insurance at registration. Students must choose to enroll in the plan or waive the student health insurance coverage before the waiver/enrollment deadline each school year at www.universityhealthplans.com/tns.

Students who want to enroll in the SHIP should submit the enrollment form at least two weeks before the coverage begins (which is August 20 for the fall semester) to ensure their insurance ID card is ready by the start date of the plan. Students with their own comparable health insurance coverage must submit a waiver form to decline the student health insurance coverage. The waiver deadline for fall 2025 is September 9, 2025. If you do not submit an enrollment or waiver form by September 9, you will be default-enrolled in the SHIP after the deadline has passed and will be responsible for payment of the health insurance fees. The health insurance waiver deadline for new spring students is February 3, 2026.

To learn more about the student health insurance plan, the enrollment and the waiver request process, and your financial responsibility if you do not waive the insurance, visit www.newschool.edu/health-services/insurance.

Parsons Paris

Medical Care in France

Even if you don't have an illness or medical condition before leaving for France, it is important to be familiar with France's medical system in case of an accident or sudden illness.

Health Insurance and Reimbursements

Students studying in France are required to have health insurance that covers them in France. French Sécurité Sociale is available to any students studying in France, but only mandatory if a student plans on working or doing an internship during his/her time in France. The national health insurance is of very high quality and reimburses about 60% of medical expenses. Students are also able to purchase a private supplementary health insurance called a "mutuelle" if they wish. French Sécurité Sociale covers approximately 60-70% of healthcare related costs. Alternatively, students may choose to submit any unreimbursed costs to their private insurance plans in their home country.

Mobility students with TNA-AETNA are required to maintain enrollment in their healthcare plan and we recommend that students with private insurance maintain enrollment in their healthcare plans while abroad, even if they do not have any pre-existing medical conditions. Should any major illness or injury abroad require an early return home, students would want to have access to healthcare coverage in their home country.

Important: If a student has waived their TNA-AETNA insurance, it is his/her responsibility to ensure that his/her private health insurance will cover the student abroad. If not, the student must purchase additional insurance that will.

Additionally, mobility and visiting students have the right to enroll in the French Sécurité Sociale. While all students who possess a student visa can enroll in the French Sécurité Sociale, it is not recommended unless the student plans to work or do an internship because the waiting time to be processed and receive a temporary social security number can take months.

European Union students will not be required to register with the Sécurité Sociale if they have obtained a European Health Insurance card (EHIC) in their home country before arriving in France, but it is still strongly recommended that they enroll in the Sécurité Sociale (it is also free to enroll).

Center for Student Engagement (CSE)

The Center for Student Engagement fosters an inclusive and dynamic community by empowering students to explore their passions, build meaningful connections, and develop lifelong skills. Through Orientation, Campus Activities, Student Organizations, Recreation, and Commuter Affairs, we host opportunities for individual growth, leadership development, and establishing a sense of belonging. Our mission is to inspire students to engage fully in their college experience, embrace diversity, and contribute to a vibrant and connected campus culture. For more information about CSE's offerings, visit newschool.edu/sli.

CSE also sponsors over 100 university-recognized student organizations, offering New School students a platform to explore their pre-professional and academic interests, engage with intercultural and international themes, participate in political action and advocacy, and more. These organizations provide a unique opportunity to network, develop skills, and contribute to the community. For information about joining or starting a recognized student organization or for a list of current organizations, visit narwhalnation.newschool.edu/organizations.

Center for Student Engagement (CSE)

Student Organizations

https://narwhalnation.newschool.edu/organizations

Center for Student Engagement (CSE)

At-home Entertainment

Student Support and Advocacy

New York Campus

Student Support and Advocacy works with New School students who are struggling with non-academic challenges, distressing experiences, crisis situations, and other challenges that may affect university life. Its services TEST EDIT

- Providing support and advocacy to students experiencing non-academic challenges such as food, housing, and financial insecurity, interpersonal issues (conflict with roommates, classmates, and others), mental and physical health concerns that are impacting academics, and more, through case management
- Connecting students to supportive resources on and off campus
- Supporting students who report of incidents of sexual violence, domestic/intimate partner violence, sexual harassment, and stalking
- Managing the CARE Team, a team that accepts community referrals and provides holistic support to students dealing with complex issues.

- Managing the health leave process to ensure that students receive personalized support and information that allows them to successfully return to the university
- Training faculty and staff to recognize and respond to students in distress.
- Operating the Food Pantry, Scholarship Advising, and the Student Emergency Assistance Program.

For more support resources, visit www.newschool.edu/student-support/students or email studentsupport@newschool.edu.

University Ombuds Office

The University Ombuds Office is a safe, off-the-record space where you can bring any issues or concerns that you have associated with your life at the university. Because **it is confidential and informal,** it is a good place to start when confronted with a problem with which you would like some help. The Ombuds will partner with you to find a way forward by:

- Identifying and clarifying your concerns
- Offering a sounding board to assess your options
- Preparing you for a difficult conversation
- Suggesting resources
- Gathering information and clarifying policies
- Helping to navigate the bureaucracy
- Providing informal mediation
- Facilitating conversations

The office is dedicated to helping forge an equitable, respectful, and inclusive environment for all members of the community. You can make appointments (virtual or in-person) by emailing **Ann-Louise Shapiro:**

ombuds@newschool.edu

Student Support and Advocacy

Student Support and Advocacy

Parsons Paris

The Parsons Paris Office of Student Success works with New School students who are struggling with non academic challenges, distressing experiences, crisis situations, and other challenges that may affect university life. Its services include:

- providing support and advocacy to students
- connecting students to supportive resources on and off campus
- taking student reports of incidents of sexual violence, domestic/intimate partner violence, sexual harassment, and stalking
- responding to and managing critical incidents involving students
- managing the health leave process to ensure that students receive personalized support and information that allows them to successfully return to the university, and
- training faculty and staff to recognize and respond to students in distress.

For support, please email studentsuccessparis@newschool.edu.

University Learning Center Policies & Procedures

During the fall and spring semesters, the University Learning Center's services are available by appointment and on a walk-in basis. During the summer and intersession periods, such as spring or winter break, all sessions are by request.

Current degree-seeking students book both online and in-person appointments on WCONLINE, or they can email learningcenter@newschool.edu to request a walk-in session or an appointment at a time not shown on the schedule. Once booked, an email is automatically sent confirming appointment details and joining instructions.

New School alumni, faculty, staff, and continuing education students are also welcome to use our services. For the definition of each of these groups and how to request appointments, please look in the "Appointments" section on the main page.

All sessions start on the hour and are approximately 50 minutes long.

Students must join online sessions using a laptop or desktop computer. We cannot accommodate appointments that take place on phones or tablets.

You may only bring your work to your appointments, not anyone else's. You can only schedule or attend an appointment using your own account.

Appointments are typically for one person; however, group appointments (two students maximum) can be requested (at least 24 hours in advance) and we will do our best to accommodate the request.

If you bring in potentially offensive or violent subject matter or content that could be perceived as disturbing in any way, we require that you give your tutor a warning in advance.

Our tutors and staff reserve the right to terminate a tutoring session for reasons including, but not limited to, any of the following:

- Written content perceived as offensive or disturbing
- Speech or behavior perceived as hostile or abusive
- Lack of cooperation or participation

By registering for WCONLINE and/or by scheduling an appointment with the ULC, students are agreeing to these above policies.

No-Shows

Students will receive a no-show if they do not log on or arrive within the first 20 minutes of their appointment time.

During the fall and spring semester, after three no-shows, students are limited to walk-in appointments for the rest of the semester, and any appointments they have scheduled, including weekly appointments, are canceled.

During by-request periods, after two no-shows, students cannot book appointments for the rest of the semester, and any appointments they have scheduled, including weekly appointments, are canceled.

Students may also receive a no-show if they are not prepared for the session and show up to an appointment to do less than ten minutes' worth of work or to say they cannot attend the session.

Cancellations

During the fall and spring, students must cancel an appointment at least two hours before the appointment time; otherwise, the missed session will count as a no-show.

During by-request periods, students must cancel an appointment at least 24 hours before the appointment time; otherwise, the missed session will count as a no-show.

Number of Scheduled Appointments

Current degree-seeking students may book one appointment per day and three appointments per week (appointments can be booked up to two weeks in advance). Additionally, they may request up to two walk-in appointments during a given week (depending on availability).

Alumni, faculty, and staff can request up to two appointments per week. Continuing education students can request one appointment per week. Please note that appointments are not guaranteed and appointments during the final two weeks of the semester are limited to current degree-seeking students. All other groups are accommodated based on availability and number of requests.

Editing and Proofreading

Our goal with writing sessions is to help students become better writers and develop the skills they need to work independently. Tutors generally point out areas that could be improved upon and work together with students to make changes. Tutors will ask questions, either to develop or expand upon ideas or to clarify unclear points. Tutors make edits or additions not for you, but rather with you. If you are seeking a proofreader, our services may not be right for you.

Programs and Services

The Center for English Language Studies (CELS) supports the academic experience of our linguistically diverse student body with the goal of creating the most successful learning environment for all.

Through our programs and services, we provide language-supported curriculum, faculty training, language proficiency assessment and policy, and English language preparation pathways.

CELS is dedicated to removing the barriers to linguistic equity, effectively integrating English language support into the university curriculum and pedagogy, in order to forge an inclusive model of higher education for our globalized student body.

Certificates and Courses

The Center for English Language Studies offers a range of courses and certificates, including an accredited Intensive English Program with four discipline-specific tracks, credit-bearing ESL curriculum for Parsons undergraduate and graduate students, and a Certificate in Teaching English as Second Language.

- ESL + Programs
- Parsons
- Certificate in TESOL

Services

Center for English Language Studies (CELS) offers the following university-wide services to ensure that international and multilingual students are integrated, prepared and supported throughout their academic career at the The New School.

- Assessment
- Faculty Development
- Consulting Curriculum
- Research
- Pronunciation Help

Related Resources

- University Learning Center
- International Student and Scholar Services
- International Applicants and Admission
- The Faculty Center for Innovation, Collaboration and Support
- Office of Equity, Inclusion & Social Justice
- Global Partnerships
- Student Disability Services
- Inclusive Teaching Practices in Guide to Online Teaching and Learning
- Institutional Research

Initiatives and Additional Study Options

This section of the Academic Catalog describes specialized study opportunities including the First Generation initiative, the Higher Education Opportunity Program, Orientation and Transition, Study Abroad, Study Away, Consortia, and Summer Study programs.

New School Firsts; First Generation Initiative

At The New School, we define first-generation students as any of the following:

- Has a parent that went to college in adulthood
- Has a parent who enrolled but never obtained a post-secondary degree
- Has a parent who never enrolled in a post-secondary education
- Is the first person in their family to complete an undergraduate or graduate degree in the United States
  If you identify with any of these, welcome to our New School Firsts family! The initiative offers resources and events to help first-generation students navigate university life and strives to create a community where students can share their experiences, concerns, and successes. To learn more, students should email nsfirsts@newschool.edu or visit https://www.newschool.edu/firsts/

Initiatives and Additional Study Options

Higher Education Opportunity Program, Student Services

The New School Arthur O. Eve Higher Education Opportunity Program (HEOP) is a partnership between the New York State Education Department and The New School. This program is designed for students with the potential and drive to further their education but, due to limited academic and financial resources, would not otherwise have the opportunity to attend college. The goal of HEOP is to retain and graduate talented students who will succeed at the college level and beyond.

HEOP is available to all incoming first year students in Parsons School of Design, Eugene Lang College of Liberal Arts, and College of Performing Arts who meet the eligibility criteria. To learn more about the services and events offered by HEOP, students should visit the website and email HEOP@newschool.edu.

Initiatives and Additional Study Options

Orientation and Transition Programs

New York Campus

From welcoming both fall and spring admits to the New School community to sending them off into the world after the completion of their degrees, Orientation and Transition Programs both prepares students for and celebrates the major changes that bookend their time at The New School. This office connects new students with the resources they need, coordinates the events of orientation, class year programming, and commencement, and keeps families connected to all of the exciting activities happening on campus. To find out more about resources available to new students, visit newschool.edu/new-students. For graduation information, see newschool.edu/commencement.

Parsons Paris

From welcoming both fall and spring admits to the Parsons Paris community to sending them off into the world after the completion of their degrees, the Office of Student Success prepares students for and celebrates the major changes that bookend their time at The New School. This office connects new students with the resources they need and coordinates the events of orientation and commencement. To find out more about resources available to new Parsons Paris students, visit: www.newschool.edu/parsons-paris/new-student-information.

Initiatives and Additional Study Options

Study Abroad, Study Away and Consortia

Connecting with the world is an integral part of a New School education. The New School's Office of Education Abroad & Global Engagement promotes the academic and personal growth of students through international education. Students who are considering studying abroad should first meet with their advisor and then attend an information session with the Office of Education Abroad & Global Engagement to ensure they have all the information they need to begin the study abroad process. Students should refer to www.newschool.edu/studyabroad/ for the most up-to-date information program offerings and requirements.

Program cost and fees vary by program type. Students should meet with the Office of Financial Aid to speak individually about their financial aid package and its portability for study away, if applicable. Also visit www.newschool.edu/studyabroad/financing/ for additional resources to finance study abroad.

Undergraduate Programs

College of Performing Arts

School of Drama

BFA Drama students may study away during the second semester of their second year. Students may apply for permission to go abroad in the first semester of their second year. Students must have a minimum GPA of 3.4. There are a limited number of Study Away program spaces. Please note that an additional audition is sometimes required by the receiving institution. The School of Drama currently has exchange programs at Rose Bruford College in London, and University of Galway in Ireland.

School of Jazz and Contemporary Music

BFA Jazz & Contemporary Music students may participate in an Exchange Program with the Amsterdam Conservatory of Music. There are also study abroad options provided by the University in which students can participate. Students should work with their Academic Advisor and the Study Abroad office to determine the best fit program.

Mannes School of Music

There is no formal study away option for undergraduate students in Mannes School of Music. Study Abroad has been facilitated in the past, on an exceptional basis. Students can often find summer study abroad opportunities that fulfill program requirements.

Eugene Lang College of Liberal Arts

Study Abroad

Each year, many Lang students study abroad for one semester at one of more than 100 pre-approved programs. Students can attend an exchange program with Lang-selected institutions abroad, or deepen their academic experience with a study abroad provider program vetted and approved by Lang.

Although study abroad is normally undertaken in the sophomore or junior year, students may begin to think about study abroad in their first year. Learning more about studying abroad and deciding whether to apply and where to study is an important part of the sophomore year. In the second semester of the sophomore year (before completing 60 credits), sophomores are expected to declare a major and determine a good time to incorporate study abroad into their path of study. When declaring the major, sophomores will meet with the departmental faculty advisor for their declared major and continue consulting with their Student Success advisor. Discussing an intention to study abroad during these consultations provides valuable additional guidance. Lang students who are considering studying abroad should first meet with their Student Success Advisor and then attend an information session with the Office of Education Abroad Global Engagement to ensure they have all the information they need to make a decision. Lang programs are described below.

*Faculty-Led Programs**

Several summer study abroad programs are generally led by Lang faculty each year. The programs are an excellent choice for students who wish to deepen their intellectual inquiry through sustained scholarly guidance from Lang faculty in an international location. In the past, Lang faculty-led programs have examined avant-garde theater at an international fringe festival; contemporary music history with a study tour to a techno music parade; educational and therapeutic use of visual arts; and classical European literature and music.

Recent Study Destinations:

- Berlin, German
- Paris, France
- Edinburgh, Scotland
- Verona, Italy

*Please note that these programs are not running during the summer 2024 semester. Please see an academic advisor for more information.

Exchange and Partner Programs

Lang has formal exchange agreements with a few select institutions abroad and in the United States. To uphold the spirit of the exchange, students should understand that if they are approved and nominated to study at the exchange partner institution, they are accepting a place in the program and must make a commitment to attend, provided that they are accepted by the institution.

Current Exchange Partner Institutions:

- Italy: John Cabot University
- Japan: Sophia University
- UK, England: King's College, London
- Spain: Pompeu Fabra University
- The Netherlands: University of Amsterdam
- United States: Spelman College

Lang-Approved Study Abroad Provider Programs

Study Abroad provider programs offer a wide range of available locations, types of programs, and academic content. We approve programs by location and academic alignment with Lang liberal arts curricula. Please also note that some approved programs may include particular programs, tracks, and course clusters outside of the liberal arts. Students may not take those courses.

Current approved study abroad providers:

- IES Abroad
- API Abroad
- SIT Study Abroad
- CIEE
- Syracuse University Abroad
- SAI Programs
- CIS Abroad
- Semester at Sea
- DIS Abroad

Application to Study Abroad & Eligibility Policy

Typically, Lang students apply for Study Abroad during the sophomore year and embark on study abroad during the junior year. With the encouragement of faculty advisors and Student Success Advisors, students may receive permission to apply as first-year students for study abroad in their sophomore year. Students applying for Study Abroad are expected to have, and to maintain, a minimum cumulative and major GPA of 3.0 and to be making good progress towards their degree. Students with GPAs below 3.0 may still be approved, subject to determination that they are making good academic progress and are well-qualified for their desired program abroad.

Credit Transfer

Students wishing to transfer credit back to the New School may only study at a program that has been reviewed and approved by Lang. This restriction also applies to summer study abroad. Students must consult with the Registrar about course eligibility for study abroad enrollment and transferability of course credit.

Parsons School of Design | Parsons Paris

Undergraduate students may enroll at another institution for one semester, or at the other Parsons campus for up to one academic year. Program options and semester of study are determined by major. Most often, study abroad occurs during the junior year of study. For BA/BFA students, study abroad typically coincides with the junior level courses in the BFA curriculum (which may be pursued at different times for different students). Guidelines may be found on the study abroad website at www.newschool.edu/parsons/study-abroad. With approval from the home college, and consistent with the student's program requirements, credit for courses taken at the host school is accepted by Parsons or Parsons Paris as transfer credit, unless otherwise noted in partnership agreements.

Applicants must meet these minimum requirements:

- Be in good academic standing with no academic or disciplinary warnings
- Minimum cumulative grade point average (GPA) of 3.0, with some programs requiring a higher GPA

- Be making satisfactory progress toward degree completion
- Complete the application process
- Successfully complete all courses in progress at the time of application

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

Students who participate in Study Abroad should register for "mobility" credit at Parsons. Students who spend a semester or a year at Parsons Paris follow the same registration procedures followed in New York. Where tuition is paid depends on The New School's agreement with the host institution and other factors. Financial aid awards **may** be applicable to courses taken as part of an exchange or study abroad program, depending on the terms of the agreement. Students should consult with the Office of Financial Aid prior to study away in order to determine the applicability of financial aid awards for their specific circumstances. Students should refer to www.newschool.edu/parsons/study-abroad for current information and deadlines.

Schools of Public Engagement

Bachelor's Program for Adults and Transfer Students

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

- The student must have completed at least 12 credits in residence in the Bachelor's Program for Adults and Transfer Students prior to applying.
- The student must be in good academic standing, with a cumulative GPA of 2.95 or higher.
- The maximum number of credits that can be earned is 24, which count toward the maximum allowance of 84 transfer credits out of the 120 credits needed to complete a bachelor's degree.
- A student may study abroad during any New School term (fall, spring, summer) as well as during summer and winter breaks.
- While the Bachelor's Program for Adults and Transfer Students can provide some information about external study abroad programs and make suggestions, each student must research and select their own program, subject to approval by the Bachelor's Program for Adults and Transfer Students office. Approval depends on course selection, accreditation of the institution, and more.
- Upon completion of the study abroad program, the student must arrange for a transcript to be sent for evaluation to the Registrar's Office. If the original transcript is not in English, it is the student's responsibility to have it translated.
- BPATS students can search for a program through one of our affiliated providers:
    - API Abroad
    - IES Abroad
    - API Abroad
    - SIT Study Abroad
    - CIEE
    - Syracuse University Abroad
    - SAI Programs
    - CIS Abroad
    - Semester at Sea
    - DIS Abroad

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

Graduate Programs

The New School for Social Research

New School for Social Research students may study overseas for one or two semesters or pursue language study for a summer. They can also participate in summer programs coordinated by the Transregional Center for Democratic Studies.

Students from partner institutions — including Humboldt University in Berlin, Johann Wolfgang Goethe University in Frankfurt, the University of Bremen, and the Technical University of Dresden — can study at The New School for Social Research for one year. These partner institutions may also invite advanced New School for Social Research doctoral students with demonstrated classroom experience to teach while conducting dissertation research.

The New School is a member of a doctoral consortium with the arts and sciences divisions of Columbia University (including Teachers College), CUNY Graduate Center, Fordham University, New York University, Princeton University, Rutgers University at New Brunswick, and Stony Brook University. Students in approved doctoral programs at these institutions are permitted to take courses relevant to their areas of study at any other participating institution. The student should be in a PhD track and the courses must be unavailable at the student's home institution. For New School students, registration requires approval of the student's academic advisor, the dean (or designated representative) of the student's school, the course instructor, and the dean (or designated representative) of the host institution. At The New School for Social Research, the dean has designated the Office of Academic Affairs to approve consortium arrangements. MA students must obtain prior approval from the coordinator for student advising; first-year MA students are not allowed to participate. Summer courses are not available through this agreement. Students cross-registered in the inter-university consortium may use the libraries of a host institution while enrolled in any of its courses. For more information visit:

www.newschool.edu/nssr/inter-university-doctoral-consortium/

College of Performing Arts, Parsons School of Design and Parsons Paris

There is no formal study away option for graduate students at the College of Performing Arts, Parsons School of Design, or Parsons Paris. Study Abroad has been facilitated in the past, on an exceptional basis.

Schools of Public Engagement

SPE participates in some exchange programs that are open to certain graduate student populations. Please be in touch with your advisor for more information.

SUMMER STUDY

Please see the Transfer Credit Policy in the Academic Policies section of this catalog for guidance on transferring credits earned during Summer study at another institution. Also, students should consult with the Office of Financial Aid about tuition and institutional aid as it pertains to Summer study.

Eugene Lang College of Liberal Arts

Each summer, students can earn a maximum of 12 credits for summer courses offered by Lang or other colleges in The New School and up to 9 credits for courses taken at other colleges and universities. Students may not exceed the maximum allowable transfer credits and must have received prior approval by their Student Success advisor that the courses will apply as transfer credit.

College of Performing Arts

For the Mannes BM, Mannes MM, Mannes PDPL, SCJM BFA, School of Drama BFA and MFA degrees, the Summer and Winter terms are not considered residency terms, and, as such, are reserved for curricular activities that occur in addition to those taken during the semesters in which a student is in residency.

For the MM Performer / Composer degree, the Summer semester is considered a residency term, but the Winter term is not.

Required major lessons are only available during residency terms. Major lessons will only be made available in a non residency term in those situations in which the student is behind in completing the quantity of major lesson semesters required based on the total number of semesters in which the student will be in residency, and when taking major lessons during the summer will not lead to a student's taking more than eight semesters of major lessons prior to degree completion. In these instances, the student will be charged the regular per-credit fee for lessons.

Parsons School of Design

Parsons offers summer courses for degree students in two intensive sessions. Students typically pursue electives during the summer sessions, as most required core courses are not offered. However, the AAS programs, the School of Art and Design History and Theory, and the Parsons First-Year Program often offer some required courses in the summer, although not necessarily in both sessions.

Certain students may be required to take summer courses, in particular those who were admitted mid-year or who otherwise did not complete first-year requirements during the regular school year.

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

The New School for Social Research

NSSR offers a range of summer seminar opportunities. Each June, the Institute for Critical Social Inquiry hosts intensive workshops, open by application to scholars from around the globe. Each July, the Transregional Center for Democratic Studies' Democracy and Diversity Institute offers full-credit seminars in Poland, open by application. The Department of Psychology generally offers seminars to continuing students; offerings vary from summer to summer, depending on faculty availability. Across NSSR, faculty may be available for selected course electives and independent studies over the summer. Students can also complete internships through various programs.

Parsons Paris

Parsons Paris offers summer courses for degree students in two intensive sessions. Most courses required by degree programs are not available during the summer.

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

Summer Study at Another College or University

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

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

Summer Study

Please see the Transfer Credit Policy in the Academic Policies section of this catalog for guidance on transferring credits earned during Summer study at another institution. Also, students should consult with the Office of Financial Aid about tuition and institutional aid as it pertains to Summer study.

Eugene Lang College of Liberal Arts

Each summer, students can earn a maximum of 12 credits for summer courses offered by Lang or other colleges in The New School and up to 9 credits for courses taken at other colleges and universities. Students may not exceed the maximum allowable transfer credits and must have received prior approval by their Student Success advisor that the courses will apply as transfer credit.

College of Performing Arts

For the Mannes BM, Mannes MM, Mannes PDPL, SCJM BFA, School of Drama BFA and MFA degrees, the Summer and Winter terms are not considered residency terms, and, as such, are reserved for curricular activities that occur in addition to those taken during the semesters in which a student is in residency.

For the MM Performer / Composer degree, the Summer semester is considered a residency term, but the Winter term is not.

Required major lessons are only available during residency terms. Major lessons will only be made available in a nonresidency term in those situations in which the student is behind in completing the quantity of major lesson semesters required based on the total number of semesters in which the student will be in residency, and when taking major lessons during the summer will not lead to a student's taking more than eight semesters of major lessons prior to degree completion. In these instances, the student will be charged the regular per-credit fee for lessons.

Parsons School of Design

Parsons offers summer courses for degree students in two intensive sessions. Students typically pursue electives during the summer sessions, as most required core courses are not offered. However, the AAS programs, the School of Art and Design History and Theory, and the Parsons First-Year Program often offer some required courses in the summer, although not necessarily in both sessions.

Certain students may be required to take summer courses, in particular those who were admitted mid-year or who otherwise did not complete first-year requirements during the regular school year.

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

The New School for Social Research

NSSR offers a range of summer seminar opportunities. Each June, the Institute for Critical Social Inquiry hosts intensive workshops, open by application to scholars from around the globe. Each July, the Transregional Center for Democratic Studies' Democracy and Diversity Institute offers full-credit seminars in Poland, open by application. The Department of Psychology generally offers seminars to continuing students; offerings vary from summer to summer, depending on faculty availability. The Office of NSSR Academic Affairs offers a summer Dissertation Writers' Workshop. Across NSSR, faculty may be available for selected course electives and independent studies over the summer. Students can also complete internships through various programs.

Parsons Paris

Parsons Paris offers summer courses for degree students in two intensive sessions. Most courses required by degree programs are not available during the summer.

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

Summer Study at Another College or University

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

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

Internships

An internship is a temporary work experience designed to help a student learn by doing, usually in a field that complements the student's academic program. Internships are normally undertaken during semesters. Many academic programs at The New School strongly encourage or require an internship experience, and students can often earn academic credit for an approved internship. Internships can be unpaid, paid, or include a stipend for expenses.

Because internships are experiential in nature, they count as non-liberal arts credits. Students seeking to earn credit for an internship must submit an Experience Form (ELA) on Handshake for advance review and approval. Students may search for internship opportunities and document internships for credit through Handshake, which is accessible online at https://newschool.joinhandshake.com .

Visit www.newschool.edu/career-services for contact information, internship policies, and career resources. Please also refer to the Student Success section of this catalog for additional information.

Please note: International students who wish to undertake an internship must discuss their eligibility with an International Student and Scholar Services (ISSS) advisor before they begin searching for a position.

College of Performing Arts

Students at the College of Performing Arts can pursue internships to complement their academic program. In order to maintain a balance between coursework and the internship experience, students cannot work more than 15 hours per week during the fall or spring semester without the approval of their dean or program director. Students may work up to full-time during the summer semester.

Students must work a minimum of 60 hours total to receive credit for a one-credit internship and a minimum of 120 hours to receive credit for a two-credit internship. Supervisors will be asked on the final evaluation to verify that the student has worked the agreed-upon number of hours for the semester.

A student cannot work more hours than the number specified on the experience learning agreement.

Master of Arts in Arts Management and Entrepreneurship

Students in the MA in Arts Management and Entrepreneurship are required to complete a 1 credit internship. The internship requirement is intended to provide an opportunity to develop the student's enterprise, management, or administrative skills and experience. Students are expected to pursue and secure internships on their own. The MAAME program office maintains a list of organizations/positions MAAME students have interned in the past, and can be a reference when students are applying for internships. These are the requirements and guidelines:

- Students must spend a minimum of 60 hours on the internship over the course of the term; however, the internship may not exceed 15 hours per week without written approval.

- Students who already hold a position connected to arts administration, arts management or arts entrepreneurship may be able to use this position to fulfill their internship requirement, though the MAAME Program Director or Dean may require additional work to ensure the curricular benefit of this experience. Students interested in this possibility should speak to the Program Director.
- Students must have a supervisor / mentor assigned from the start of the internship.
- Students must gain approval for their internship from the Program Director by submitting the following: the total number of hours he/she/they will work and over what period of time, the name and email of the supervisor, and the nature of the work.

Eugene Lang College of Liberal Arts

Internships and civic engagement are invaluable components of the undergraduate liberal arts program at Lang. Student interns receive professional guidance, gain hands-on experience, develop confidence, and establish a network of professional contacts. Students need to complete 60 hours of internship work per academic credit. Depending on the amount of hours the student will complete at the internship, several course options are available, which are defined as Internship (0 credits), Internship Seminar (1-4 credits), and Advanced Internship Seminar (2-4 credits). Some options require a graded internship seminar with scheduled group meetings during the semester or individual meetings with internship staff. Information is available online at www.newschool.edu/career-services/internships/.

Students can earn academic credit for most internships. Note, however, that internship credit is not applicable to any major or guided area of study requirements unless specifically approved by the program chair or director. Internships can be taken for credit by sophomores and above who are in good academic standing. Internship credit can be earned during the fall, spring, or summer term.

The New School for Social Research

NSSR students should consult their program Handbook for information about internship requirements or options in their program.

Parsons School of Design and Parsons Paris

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

Complete information about internship eligibility, processes, and work and academic requirements is available at the following links:

Parsons: www.newschool.edu/parsons/internships

Parsons Paris: www.newschool.edu/parsons-paris/career-services

Schools of Public Engagement

Bachelor's Program for Adults and Transfer Students

To apply for an internship, a student must be in good academic standing and have earned at least 12 credits in residence at The New School. The proposed internship should also contribute to the student's overall plan of study. To register for an internship for credit, students can submit an Experience Form (ELA), which is available in MyNewSchool. For more information, students may contact academic advising or experience@newschool.edu.

Internships are determined pass or fail by the internship coordinator in the Bachelor's Program for Adults and Transfer Students office, based on (1) a four- to seven-page essay from the student, detailing the experience and (2) an evaluation of the student's work from the internship supervisor. Students may take up to 6 credits.

Milano School of Policy, Management, and Environment

Milano strongly encourages adding either credit or non-credit internship experiences to your classroom learning. The Center for Graduate Career and Professional Development works with students to find an appropriate internship. Many internships lead to valuable contacts for future employment and some offer a stipend.

Julien J. Studley Graduate Programs in International Affairs

Students in the Julien J. Studley Graduate Programs in International Affairs are strongly encouraged to explore doing an internship to connect their academic work with practice..The program awards up to three credits for completion of an approved internship.

School of Media Studies

Students may earn up to six credits toward the master's degree for internships: three credits for a production internship and three credits for a research internship. Internships can be taken for zero, one, two, or three credits and are available to students who have completed 15 credits of graduate coursework. Opportunities are provided weekly on the my.newschool.edu Media Studies Student Announcements portal and the School of Media Studies Blog.

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

Libraries, Collections, and Academic Services

The New School Libraries

The New School Libraries consist of three separate locations, which provide resources and services for the entire New School community. The spaces offer a variety of seating options, including bookable collaboration rooms and quiet study areas; computer workstations and printing, scanning and copying services; and on-site collections of highly-used materials. See Hours & Locations for more details.

The Libraries' website with our 'Books & More' search tool is the best way to discover and request content of all types. The collection consists of both digital and physical formats. These items include books and journals, scores, photographs and images, and audio-visual materials. Electronic resources, such as our databases, are available to enrolled students 24/7.

Many services, like our research guides, video tutorials, FAQs, and electronic Course Reserves are available anytime.

Virtual services also include chat and text messaging research assistance [Ask Us] with your subject librarian liaisons. One-on-one research consultations may be scheduled for online or in-person.

As members of a consortium with NYU, Cooper Union and PALCI, most New School patrons also have access to materials from our partner libraries.

For more information, visit library.newschool.edu or Ask Us [libhelp@newschool.edu].

The New School Archives and Special Collections

The Archives and Special Collections (ASC) is open to all researchers interested in discovering history through primary sources.

The Archives and Special Collections include a rich array of artists' books and other special collections, and archival materials documenting the histories of all divisions of The New School, including work created by its extended community. The ASC also holds materials not directly connected to New School history that cover a wide range of formats and subjects, representing the work of designers, musicians, scholars, and more. Particular strengths include twentieth century fashion, interior, and graphic design practices.

The ASC provides academic support to New School students at all levels from pre-college to graduate programs, offering orientations, class instruction, and one-on-one consultations. The ASC collaborates with faculty to tailor class visits to learning objectives, creating assignments that incorporate archival and special collections resources. The ASC also hosts one-on-one and group workshops for faculty and administrators who desire an introduction or refresher on conducting archival research, as well as departmental and university history.

In addition to accommodating research on site, the ASC offers a robust slate of remote services that include synchronous and asynchronous online orientations, in-class instruction, and one-on-one consultations via Zoom.The ASC's Digital Collections lend themselves to remote learning and research. The Histories of The New School website provides short articles contributed by students, faculty, alumni, and staff.

University Learning Center

The University Learning Center (ULC) provides academic support to New School students in the following areas: general and graduate writing, software, computer programming, ESL services, math and economics, oral presentations, time management and ADHD coaching. Students are served through one-on-one tutoring sessions by trained and experienced tutors.

Sessions are highly interactive, with tutors providing constructive feedback and guidance on a wide range of projects and at any stage in the process. Common focus points include helping students to clarify and strengthen their ideas; improve organization, style, and flow; evaluate outside sources and citations; and ultimately, to help students build new strategies and strengthen their skills.

Students can schedule appointments via WCONLINE and they may also try for a "walk-in" session by emailing learningcenter@newschool.edu prior to or up to 15 minutes past a given hour. The ULC also offers weekly sessions for students looking to make steady progress by working with the same tutor at the same time every week or biweekly.

For more information, visit www.newschool.edu/learning-center.

Campus Card Services

Please submit your picture at the Card Services online portal. This picture submission will help us expedite the creation of your newcard. If you have any questions, please contact Campus Card Services at newcard@newschool.edu.

On-campus resident students whose picture is approved in advance will receive their ID cards upon check-in at their dorms. All other cards will be available for pickup when you arrive on campus. If you have a New School ID card (newcard) issued to you from any previous program please bring that card with you. As a safety precaution, we do not mail ID cards.

If you discard or misplace your card and need a new one, a $25 replacement fee will apply.

For more information please visit our website at https://www.newschool.edu/card/.

Location: 39 W 13th Street Room 200 New York, NY 10011

Updating your Legal Name

Students

To change your legal sex, transcript name, diploma name, alumni name, or Social Security number in your official New School record following a legal name change, you need to contact the Registrar's Office and share your legal documentation and staff will provide instructions. If you have already graduated and are requesting the change as an alum, the university charges a diploma duplication fee. For more information on how to obtain a legal name change, see the Legal Resources section below.

Documents accepted for the purpose of a legal name change:

- Birth certificate
- Court order legalizing the change
- Valid Social Security card, driver's license, or passport
- For international students: comparable paperwork approved by their consulate

Faculty, Staff, and Student Workers

Staff, faculty, and student workers can update their legal name in MyDay on their own. Before the name change can be approved and processed, however, original documentation must be shared with the Human Resources office.

Documents accepted for the purpose of a legal name change:

- Social Security card or passport showing your new name
- A final court decree indicating the granting of the new name

Original documents must be presented. Photocopies are not acceptable.ubpage content

Dining at The New School

Sustainability is a core value of The New School and New School Dining's program is a critical component of The New School's social justice initiatives. Our mission is to provide farm-to-table real food promoting the health of our students, community and planet. Our vision is to create an integrative and interactive relationship between food producers and consumers to foster trust, build community and address the issues facing our world. We wish to use food as the entry point to discuss issues of social justice, environmental stewardship, our carbon footprint, food insecurity, immigration,, health and the role of industry in advancing solutions.

For more information about our program, please visit dineoncampus.com/newschooldining/

Communications with Students

MyNewSchool

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

Student Email Accounts

The university administration and academic departments routinely communicate with students through New School email. The university provides every degree or credit-seeking student with a New School email account. Official communications are sent to New School email addresses 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 the Student Information portlet in MyNewSchool. University correspondence is mailed to the address designated as "official" or emailed to the student's New School email address. If you are a Parsons Paris student, you must also communicate these changes to the Office of Student Success at studentsuccessparis@newschool.edu.

Starfish: The Student Success Network

Starfish, the Student Success Network, is a platform that connects students to faculty and staff at The New School, while also helping students access such as medical and counseling services, scholarship advising, and career services Starfish enables students to:

- View their Success Network of instructors and campus support
- Schedule appointments with course instructors and advisors who have posted office hours
- Connect to resources and services
- Receive referrals, concerns, kudos, and other messages from instructors and advisors
- Use the "Request Help" button to alert University staff of a specific concern or issue

To learn more, visit www.newschool.edu/starfish or email starfish@newschool.edu.

Facilities and Equipment

This section of the Academic Catalog describes New School facilities, equipment, and information technology available to students

Facilities and Equipment

Policy on the Use of University Facilities

POLICY ON THE USE OF UNIVERSITY FACILITIES

Facilities and Equipment

Equipment Center

The Equipment Center (EQC) offers reservation and checkout of audio and video production equipment for field and studio use. A list of available field and in-house (studio) production equipment can be found on the Equipment Center Kit Details (PDF).

Getting Started

To make a reservation you must first fill out the online contract, access will be granted within 48 hours. Reservations are made online via WebCheckout. Carefully review the guidelines and policies before agreeing to the terms and proceeding to the reservation system. You will need to login with your NetID in all lowercase and your usual New School password and then select "EQC - Arnhold Hall 9th Floor". For more information please visit the Equipment Center FAQ.

Additional Info

- A New School ID is required and is the only ID accepted.
- The EQC does not provide consumable batteries (AA, AAA, or 9v Batteries)
- You are fully responsible for all equipment. Check all items and test them thoroughly before signing the contract. If any item is missing or problematic, alert the staff, who will replace it or make a note on the contract.
- Failure to comply with EQC policies may result in fees, restrictions to your equipment access, or a hold on your university student account. For more information please visit the Equipment Center FAQ.

Facilities and Equipment

Information Technology Central

Computing Facilities

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

- Mac and Windows open labs with printers
- Computer-equipped presentation classrooms
- Advanced video, audio, Web, print design, 2D and 3D modeling and animation programs
- Research, statistics, and Microsoft Office software

- Private editing suites, an AV recording studio, and a voiceover studio
- Black and white, color, and large format printing, including wireless printing, standard and photographic quality. ● Specialty scanners (oversized, slide, film, and drum)

Questions about labs, the equipment center, the print output center, and presentation classrooms should be directed to the Information Technology staff by emailing itcentral@newschool.edu or calling 646-909-HELP (4357).

Wireless

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

IT Central

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

Telephone: 646.909.HELP (4357)

Email: itcentral@newschool.edu

Facilities and Equipment

Parsons Making Center

Parsons Making Center is a collection of more than 70,000 sq.ft. of labs, shops, studios, and open work spaces that provide curricular support for making across a broad range of mediums and disciplines, and supports experimentation and interdisciplinary collaboration. In order to gain access to certain spaces, orientations and authorizations are needed.

Housed within the Making Center are multiple equipment/tool checkout centers, a printmaking studio, a book arts studio, shooting studios, a motion capture studio, alternative and traditional process darkrooms, a Durst Theta 76 Digital CPrinter, a ceramics "wet lab", wood shop, metal shop, 3D printing technologies, and a laser cutting lab, in addition to whiteboards, pin-up areas, and configurable work spaces for developing and sharing ideas.

For a complete list of available campus tools, including those in other university buildings, visit the Facilities webpage or the Parsons Making Center Resources website at resources.parsons.edu.

Student Veterans

In the post-WWII era, The New School became a hub for veterans utilizing the GI Bill, significantly influencing the cultural and intellectual landscape of Greenwich Village. Continuing its commitment to military-affiliated students, The New School established the **Center for Military-Affiliated Students** (CMAS) in the fall of 2023. CMAS offers individualized resources, including personalized onboarding, academic advising, career counseling, and an on-campus student lounge, to support U.S. military service members, veterans, and their dependents throughout their educational journey.

Students as Workers

This section of the Academic Catalog describes student employment at The New School and the Maximum Student Work Hour policy.

Students as Workers

Student Employment

Student employment enables students to gain professional experience and develop connections with our faculty and staff, enriching our community. Whenever possible, this employment should complement and reinforce students' educational program. Positions that students can hold at The New School include but are not limited to Student Assistants, Student Advisors, Resident Advisors, Teaching Assistants, and Course Assistants.

Student Employment Titles and Rates

Student Employment Titles and Rates (STAR Chart)

Types of Employment

Federal Work Study

The federal work study (FWS) program subsidizes part-time employment opportunities for undergraduate and graduate students with financial need, allowing them to earn money to help pay their costs of attendance at a participating college or university. In order to receive FWS assistance, students must be enrolled at least half-time (six credits) in a degree or professional certificate program and must file the Free Application for Federal Student Aid. At The New School, FWS is administered by the Office of Financial Aid.

If you receive a federal work study award, please note that your award amount is not guaranteed. You must first find and secure an on-campus work study position. You must obtain a position by October 31 if you received an FWS award for the academic year or you will lose your award. You cannot begin receiving pay from your FWS award until all hiring steps are completed and your supervisor informs you of the first day of your employment. Visit the Financial Aid website for more information on work study awards and how to find an FWS job.

On-Campus Student Employment

Students must be matriculated or enrolled full-time in a certificate program to be considered eligible for on-campus student employment, and they must also meet all federal requirements for working in the United States.

On-Campus Student Employment is a program that is 100 percent funded through departmental funding within The New School. Students do not need to demonstrate financial need in order to qualify for employment. On-Campus Student Employment differs from the federal work study program in that all of students' wages are paid by the university department employing them, and any wages earned are considered income for the purposes of financial aid need assessment in subsequent years. Students working in the On-Campus Student Employment program are paid at least the current New York City minimum wage and receive bi-weekly payment. The funds are not applied to the students' university accounts with the Office of Financial Aid.

Graduating Students

Graduating students can continue in their student positions until the end of the month in which they graduate except for those working in federal work study positions. The last day for those students is the last official day of classes of the semester in which they graduate.

Students who will continue to work need to be transferred from their student positions (including federal work study) to temporary positions by the first of the following month (for example, a student who graduates on May 14 can work until May 31 and be transferred to a temporary position as of June 1).

International students on F-1 or J-1 immigration status whose immigration records are held by the New School: If you are graduating in the current semester, your on-campus employment must end the last day of the month in which you complete your final program requirement. If you have any questions about your I-20 or DS-2019, please contact ISSS at iss@newschool.edu.

Students as Workers

Maximum Student Work Hours

Full- and part-time undergraduate and graduate students may not exceed 20 hours of work per week as New School student employees during periods when classes are in session and a maximum of 40 hours per week in the summer and during intersession (assuming the student is not enrolled in classes during summer and/or intersession sessions).

Students working in roles with irregular weekly hours, such as Research Assistants, Event Ushers, Exam Proctors, Orientation Leaders, etc. will have some flexibility with respect to the 20-hour per week limit but must not work more than an average of 20 hours per week during periods when classes are in session.

Additional requirements and restrictions may be applicable to Federal Work Study positions and international students. Students in Federal Work Study positions must adhere to all limitations and requirements related to their Federal Work Study employment. International students must adhere to all limitations and requirements related to New School student employment required by their immigration status and obtain work authorization from the relevant university office in New York or Paris, if required. In the event of conflict(s), Federal policies for work-study and international students supersede this policy.

Students working more than one New School job may not exceed the maximum number of hours for all jobs combined. Work-hour limits apply to both hourly and stipend positions.

Doctoral Students

In recognition of the relevance of academic jobs in research and teaching to a student's successful academic degree completion and future job prospects, doctoral students who have completed coursework, (not including dissertation research credits or internship credits) and have begun working on their dissertations may be allowed to work in academic positions above the 20-hour limit (up to a maximum of 25 hours per week), upon approval by their Dean (in consultation with their faculty advisor) during periods when classes are in session. All other conditions in this policy apply to doctoral students.

Annual Work Hour Limits

No student is permitted to exceed a total of 960 hours per year in all New School student employment, which is measured both in terms of a calendar year (January through December) as well as within the one-year anniversary of the date the student first commences working in any position.

Labor Relations

For nearly 50 years, The New School has worked closely and collaboratively with the unions that represent some of its employees. Today there are unions representing nine groups of faculty and staff on our campus, and we strive to have productive and collaborative relationships with each of them. Jointly reached contracts are in place or collective bargaining is underway with each of these unions, and we provide exceptional benefits to our employees. Negotiations and other discussions with our labor groups are guided by clear, consistent principles.

Latest from Labor Relations

Stay up to date on all things related to our partnership with our union employees. ~~**Successor agreements have been reached with the following unions on our campus in recent months:** SHENS-UAW Local 7902 (December 2023); AFM Local 802 (April 2023); ACT-UAW Local 7902 (December 2022); Teamsters Local 1205 Professional (October 2022); SEIU 32BJ—Security (September 2022); and Teamsters Local 1205 Clerical (January 2022).~~ Read more.

Fairness and Transparency

We are open and honest in discussions with our labor groups, in the sharing of information and perspectives, and in related communications to the university community and other stakeholders.

Responsiveness

We are responsive to requests, questions, and concerns from our unionized workforce and are committed to timely resolution of issues raised.

Doing What Is Right for Students, Faculty, and Staff

We stay constantly focused on reaching outcomes that improve the education and support the success of all of our students and that benefit the full New School community.

Commitment to Equity, Inclusion and Social Justice

We are committed to ensuring an equitable, inclusive, and socially just environment for all students, staff, and faculty.

Maintaining a Long-Term View

We remain continuously focused on outcomes that improve the education and support the success of our students—and that benefit The New School community. We seek to find the balance between near-term educational and operational priorities and the goal of strengthening the long-term interests of the university to ensure that The New School will be able to build on its legacy and serve students and its entire community for generations to come.

Respect for the Collective Bargaining Process

We respect the collective bargaining process and view the negotiating table as a safe space for the free and open exchange of ideas and proposals.

Students' Bill of Rights

All students have the right to:

1. make a report to local law enforcement and/or state police;
2. have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. access to at least one level of appeal of a determination;
10. be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

Introduction

As an institution of higher learning committed to protecting intellectual freedom and creating engaged, informed citizens, The New School affirms and upholds principles and standards of behavior that underlie this purpose. At the core of these principles are the recognition and preservation of basic human dignity, equal opportunity, freedom of expression, and civil discourse.

The New School's Student Code of Conduct is designed to protect and promote these principles and standards of behavior. As members of the university community, all students are responsible for contributing to a sustained atmosphere of safety, promoting the collective wellbeing of the university and its neighbors, and cultivating an engaged, accountable student body, as outlined in the Student Code of Conduct. Violation of the Student Code of Conduct shall be grounds for disciplinary action.

The Office of Student Conduct and Community Standards has primary responsibility for adjudication of the Student Code of Conduct violations, in conjunction with Housing and Residential Education. Disciplinary authority is vested in the Associate Provost for Student Affairs and Dean of Students as the designee of the President of the university.

The University Non-Academic Disciplinary Procedures are designed to facilitate fact-finding and to review incidents involving violations of the University policies governing student conduct or behavior and other non-academic policy violations where the responding party is a student, including the Sexual Misconduct & Violence Policy. Students are encouraged to familiarize themselves with the code and other policies applicable to students. These policies can be found on the Student Conduct and Community Standards website as well as the university's Policies website.

Narwhal Pledge

In accordance with its mission, The New School strives to prepare students to be active and participatory members in a diverse and global society. This requires New School students to intentionally cultivate, through words and actions, a learning environment that is dynamic and inclusive. These principles will guide the ways our community works with, cares for, and engages its members from diverging backgrounds, perspectives, and experiences.

To support our educational community, students who have chosen to join The New School agree to abide by

the following principles:

• **Dignity:** We affirm that recognizing the inherent dignity of all students is necessary to maintain a climate of justice and safety.

• **Empowerment:** We strive to consciously create empowered spaces both inside and outside of the classroom for people of all races, ethnicities, sexual orientations, gender identities, socio-economic statuses, ages, abilities, and beliefs.

• **Anti-Discrimination:** We agree that discrimination of any kind has no place at The New School.

• **Expression:** We acknowledge that each member of our community has the right to freely express their thoughts, ideas, and beliefs with an understanding that disagreement and unpopular or controversial opinions are a part of an enriching learning experience.

• **Responsibility:** We understand that each of us is accountable for our words, choices, and actions and the impact they may have on the large community.

Student Bill of Rights

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;

5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these code crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one Level of appeal of a determination
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

Definitions

1. **Administrative Conduct Review** - A student conduct hearing where up to two administrators from the Office of Student Conduct or designee will preside over the hearing process and impose sanctions when appropriate. Incidents deemed appropriate are heard as an Administrative Conduct Review
2. **Advisor-** Students may select an advisor of their choice to accompany them during any portion of the Conduct Process. Advisors will offer support, assistance, and guidance to students. Advisors may not actively engage in any Administrative Conduct Review or Panel Conduct Review, except for cases adjudicated with the Title IX policy. Attorneys may serve as advisors to any party, subject to the same limitations and conditions outlined in this code.
3. **Affirmative Consent-** Affirmative consent to engage in sexual activity is a knowing, voluntary and mutual decision among all participants to engage in sexual activity.

- Consent can be given by word or action, as long as those words or actions create clear permission to engage in the sexual activity.
- Silence or the lack of resistance, in and of itself, does not demonstrate consent.
- The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression.
- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs or alcohol. Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by a lack of consciousness, being asleep, being involuntarily restrained or if the individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of coercion, intimidation, force or threat of harm.
- An individual under the age of 17 cannot consent to sexual activity in New York.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

4. **Chairperson-** A person(s) authorized by the University Code Administrator to chair the conduct review panel at the discretion of Student Conduct & Community Standards.
5. **Complainant-** Any member of the university community who puts forth a complaint or an allegation of a code violation.
6. **Conduct Review Panel -** A panel of authorized and trained university officials will review the allegations, hear responses, ask questions, and make decisions of responsibility for each charge. The panel will also provide recommendations for sanctions where appropriate. All recommendations will be reviewed by the Dean of Students and appropriate changes will be applied if necessary. The Dean's Office and/or the Office of Student Conduct will determine if and when this process is appropriate to follow.
7. **Informal Resolution Process -** The Informal Resolution process is a voluntary procedure that operates independently from the University's formal student conduct investigation and resolution process. For this process to commence, all parties must be in agreement to participate. By choosing to participate in the informal resolution process, the student takes responsibility for their actions and does not dispute the facts of what occurred. The case is resolved if the student accepts responsibility and agrees to complete mutually agreed upon outcomes. This process may involve 1 or more students and the Office of Student Conduct. Once a resolution is reached and both parties have agreed to the outcome, the formal process cannot be re-initiated.
   The Informal Resolution process is available for student-related matters at the discretion of the Office of Student Conduct and Community Standards. Through this process, no disciplinary action will be taken against the Respondent, and the resolution will not be recorded in the Respondent's disciplinary history unless both parties agree during the resolution. Parties may have an Advisor and/or a Support Person present at any meetings associated with the Informal Resolution process.
   An informal resolution can be used when a formal process is not being considered by the Office of Student Conduct. The Office of Student Conduct manages this process and determines if it is productive and actively working towards an agreed upon responsibility level and outcome. This process may be canceled by the Office of Student Conduct if all parties involved cannot come to a mutual agreement between all parties.
8. **Preponderance of Evidence-** standard applied to determine whether it is "more likely than not" that a policy was violated.
9. **Respondent-** Any university student or student organization charged with an alleged violation of the code.
10. **Residence Hall-** Any building, room, facility, or premises owned and operated by the university for use as a dormitory, whether by lease or by contract, to students enrolled at the university.
11. **Student Conduct and Community Standards-** The designated university office charged with addressing allegations of violations of the code, referred to as SCCS, here within.
12. **Student Conduct Administrator -** A university official authorized by the University Code Administrator to manage the disciplinary process. The student conduct administrator can serve as a sole decision-maker or member of the conduct panel review, and can be referred to as a hearing officer. The university staff member was charged with administering the code during a conduct panel review.
13. **University Code Administrator-** The individual designated by the university president or vice provost of student success responsible for administering the Student Code.

Application and Jurisdiction of the Student Code

All student members of the New School are expected to uphold the standards of this community. This includes students who have been notified of admission to the university, who have matriculated, enrolled or registered in any academic program or activity, at the graduate and undergraduate level (including student in adult education and certificate programs).

The university standards also apply to recognized and unrecognized student organizations, groups, or clubs.

The scope of the university's jurisdiction includes reports that prohibited conduct occurred:

- On any university premise or in any University facility
- Within 500 yards of university premises or facilities
- On any shuttle buses or other vehicles used by or under the control of the university
- While participating in any University-sponsored event or activity, including study abroad and international programs

The code may also be applied to off-campus incidents or conduct that adversely affect the university community and the pursuit of its objectives. The Director of Student Conduct and Community Standards shall decide whether the Student Code shall be applied to conduct occurring off-campus on a case-by-case basis.

Reports of academic integrity will be directed to the Office of Academic Standards. If an academic integrity report also involves Code of Conduct violations, the two offices may partner in addressing the allegations, or address the reports separately. d Community Standards shall decide whether the Student Code shall be applied to conduct occurring off-campus on a case-by-case basis.

Rights and Expectations of The New School

1. The university reserves the right to notify parents of a student's violation of the Student Code of Conduct or other non-academic policy where appropriate.
2. The university reserves the right to hold students financially responsible for all losses and damages to university property.
3. The university expects each student to be responsible for securing personal property. The university will not be responsible for the loss, theft, or damage to students' personal effects and their guest(s).
4. The university expects students to comply with any instruction from an identified university official, performing their duties in the enforcement of university policy application.
5. Students are expected to show their university identification card upon request to any Residence Hall staff person and other appropriate university officials, performing their duties in the enforcement or application of university policy.
6. The university reserves the right to amend the Student Code of Conduct and the Non-Academic Disciplinary Procedures at any time. All students are expected to familiarize themselves with the Student Code of Conduct. Any updates made to the Student Code of Conduct will be sent out to the university community.

The New School Amnesty Policy

The health and safety of every student at The New School is of utmost importance. The university recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The New School strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to university officials. Students or bystanders who in good faith report instances of sexual violence/misconduct will not be subject to alcohol and/or drug use policy violations occurring around the time of the alleged incident(s).

1. **Amnesty Policy**

The Amnesty Policy can provide immunity from campus disciplinary action in situations of a medical emergency related to alcohol or drug use.

2. **Philosophy**

It is imperative that someone call for medical assistance when an individual experiences severe intoxication or a serious injury after consuming alcohol or other drugs (AOD). Because these emergencies are potentially life-threatening, the Amnesty Policy seeks to reduce barriers to seeking assistance.

The Amnesty Policy represents the university's commitment to increasing the likelihood that community members will call for medical assistance when faced with an AOD emergency. The Amnesty Protocol also promotes education for individuals who receive emergency medical attention related to their own use of alcohol or other drugs in order to reduce the likelihood of future occurrences.

The Amnesty Policy does not preclude disciplinary action regarding other violations, including but not limited to:

- Causing or threatening physical harm
- Hazing
- Sexual violence and/or misconduct
- Damage to property
- Fake identification or false information provided to University responders
- Unlawful provision of alcohol or other drugs to others
- Harassment
- Other code violations at the discretion of the Associate Provost for Student Affairs and Dean of Students or designee

3. **Provisions**

The Amnesty Protocol will not be granted where there was no active call for medical assistance and/or waiting for police or University personnel to arrive before seeking medical assistance.

In order for this protocol to apply, the assisted student must agree to timely completion of assigned alcohol and/or drug education activities, assessment, and/or treatment as assigned by the university. The follow-up must be completed within seven (7) business days after meeting with the Office of Student Conduct and Community Standards. Failure to complete recommended follow-up will normally result in revocation of conduct amnesty.

Organizations involved in an incident must agree to take recommended steps to address concerns, such as educational follow up. Multiple incidents may result in revocation of an organization's recognition.

This policy does not protect students who repeatedly violate University policies. Once a student receives immunity from the Amnesty Policy, future applications of the policy are at the discretion of the university. The university also has the discretion to determine that this policy does not apply in more serious situations, including the criminal possession of drugs, property damage, violence, etc.

4. **Disclosure of Amnesty Incidents**

The university may disclose amnesty incidents to outside parties with the student's consent. The university also may disclose an incident if a student is applying for campus student employment or a leadership position and or opportunity within Housing and Residence Education, Student Conduct and Community Standards, Orientation, and Student Leadership and Involvement if an incident occurred within one year of application, or if the university has received subsequent alcohol or drug related incidents involving the student.

Student Code of Conduct

Student Conduct Policies

A. University-wide Violations

The following actions are considered violations of the Student Code of Conduct and are subject to sanctions imposed under the Non-Academic Disciplinary Procedures of the University. Attempts to commit an act prohibited by the code or assisting in the facilitation and planning of acts prohibited by the code may also be considered a violation.

1. General Misconduct

General misconduct is conduct inconsistent with standards of behavior of a student member of the university community.

2. Disorderly Conduct

Disorderly conduct includes, but is not limited to, lewd, indecent, or obscene behavior; conduct that is unreasonable in the time, place, or manner in which it occurs; and obstruction or disruption of university-sponsored activities; or conduct which adversely affects the student's suitability as a member of the university community or which is inconsistent with the mission of the university.

3. Bias Related Conduct

a. Bias related harassment or discrimination believed to be motivated by a consideration (real or perceived) based on race, color, age, religion, national origin, disability, sexual orientation, gender identity or other protected characteristics such as a. , written, graphic or physical conduct relating to an individual's race, color, gender identity, national origin (including an individual's ancestry, country of origin, or country of origin of the student's parents, family members or ancestors) or other protected characteristics that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the College programs or activities.

b. Threatening, intimidating or fear provoking behavior directed towards another believed to be motivated by a consideration (real or perceived) of race, color, age, religion, national origin, disability, sexual orientation, gender identity or other protected characteristics such as oral, written, graphic or physical conduct relating to an individual's race, color, gender identity, national origin (including an individual's ancestry, country of origin, or country of origin of the student's parents, family members or ancestors) or other protected characteristics that is sufficiently severe , pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the College programs or activities.

4. Harassment

Harassing includes, but is not limited to, verbal, written, or electronic actions that are abusive to any person; conduct which threatens or endangers the health or safety of any person; inappropriate touching or physical contact with another person. Sex or gender-based harassment falls under the Sexual Misconduct and Violence Policy. Harassing conduct based on an individual's protected category or perceived protected category falls under the Discriminatory Harassment Policy.

This violation also includes the act of Doxing or Doxxing. Doxing (or doxxing) is the malicious act of publicly revealing someone's private or personally identifiable information online or public locations without their consent. This information can include, without limitation, someone's private email address, phone number, home address, family address, financial details or sensitive documents.

5. Disruptive, Threatening, and Abusive Behavior

a. Unreasonable and Excessive Noise

Creating noise as deemed unreasonable or excessive by university staff on university-owned or controlled property is prohibited. Unreasonable and excessive noise includes, but is not limited to, noise that can be heard beyond a student's room or suite. The playing of musical instruments in areas other than those deemed appropriate by the university for such activities is prohibited.

b. Safety of Others

No person shall create conditions that endanger or threaten others or their property or create a health and safety hazard, including but not limited to physical actions, verbal or written statements. Additionally, tampering with, disabling, covering or blocking campus security cameras is prohibited.

c. Bullying

Behaviors that are repetitive, pervasive, and egregious and intended to intimidate, harass, frighten, insult, threaten, or otherwise harm an individual psychologically or physically. Bullying behaviors can also occur in virtual settings, which include but are not limited to, texts, emails, and online posts.

d. Physical Violence

Intentionally inflicting bodily harm upon any person; taking reckless action that results in harm to any person; or threatening by any means of transmission the use of force to harm or injure any person.

e. Camping/Blocking Entries or Exits

Temporary structures, such as tents are prohibited in all campus buildings. Similarly, camping or sleeping overnight in any publicly accessible area of campus, including outdoor space controlled by the New School, whether in vehicles, tents, or otherwise is also prohibited. Blockage of entryways and exits are prohibited at any locations owned and managed by The New School.

6. Alcohol

Use, possession, or distribution of alcohol, on university-owned or controlled property or at university-sponsored functions, is prohibited, except when granted prior approval from the university for a particular function. Furthermore, the sale, distribution, or procurement of alcoholic beverages for anyone under the age of 21; the use of false identification to procure alcohol; and the on-campus possession of any type of paraphernalia associated with the excessive consumption of alcohol is prohibited.

7. Drug

The illegal use, possession, distribution, sale, or manufacture of narcotics, dangerous drugs or controlled substances is prohibited on university-owned or controlled property or at a university-sponsored function. Consistent with TNS' obligations under Federal law, marijuana possession or use is not permitted on university-owned or controlled property or at university-sponsored functions.

8. Drug Paraphernalia

Students are prohibited from possessing any paraphernalia associated with the use, manufacture, distribution, or sale of illegal drugs, including, but not limited to, bongs and pipes on university-owned or controlled property or at university-sponsored functions.

9. Intoxication

Public disruption due to intoxication from use or consumption of alcohol, narcotics, inhalants, or other drugs.

10. Smoking

Smoking, tobacco products, or any substance, including medicinal marijuana, using any device including but not limited to, e-cigarettes, cigars, vaping, hookah, etc. is prohibited in all university buildings. If a student has a valid New York State medical prescription for marijuana, they cannot consume the marijuana in any form (whether through a smoking fashion, via edibles, or through other means) on any university property or controlled facility or at university-sponsored functions.

11. Theft

The stealing of property belonging to another member of the university community and/or the possession of said property is prohibited.

12. Damage to Property

Intentional or reckless damage, destruction, or defacement of property of the university, or that of a member of the university community or campus visitor, while on university property or at university-sponsored activities.

13. Hazing

Hazing is recklessly subjecting any person to the risk of bodily harm, or severe emotional distress, or causing or encouraging any person to commit an act that would be a violation of law or university regulations, to initiate, promote, foster, or confirm any form of affiliation with a student group or organization. The express or implied consent of the victim(s) is irrelevant in determining whether or not there has been a violation.

14. Non-Compliance

Non-compliance is the failure to comply with directions of university officials acting in the performance of their duties; failure to abide by or fulfill the terms of a sanction, interim measure or disciplinary outcome issued through the conduct process.

15. Restricted/Unauthorized Areas

Students are not permitted on any roof, ledges, balconies, or fire escapes of any university building or residence hall, except during cases of emergency. Trespassing; staying in a university building or facility after closing hours and failing to leave; occupation of any room, building, area of campus, or other space controlled by the University in a manner not permitted by the standard rules or policies governing operation for that space; or being in an area where the student has no appropriate access or does not have permission to access is prohibited. Additionally, refusal to leave an area at the request of a University official is considered unauthorized use of space.

16. Unauthorized Access

Unauthorized possession, duplication, or use of keys or key cards to university facilities, including residence halls, is prohibited. Sharing keys and key cards with another individual, including other residents and guests and providing access to an individual who is otherwise prohibited from entering a facility or accessing a restricted area is also prohibited.

17. Weapons

Possession, display, storage, use, or distribution of any items used to inflict harm or threaten to inflict harm are prohibited on university-owned or controlled property or at functions. Any object used to threaten someone may be considered a simulated weapon.

18. Fire Safety Regulations

a. Interference of Fire Safety

Tampering with or misuse of fire alarms, fire exits, fire-fighting equipment, smoke/heat detectors, sprinkler systems, and other safety devices on university grounds; and the use of all open flame devices such as, but not limited to, sternos, incense, kerosene lamps, and barbecue grills; failure to evacuate a building at the sound or activation of the fire alarm system; and the use of any fireworks are prohibited.

b. Arson

Intentionally or recklessly starting a fire or attempting to start a fire on any university-owned or controlled facility, university property, or property belonging to another member of the university community.

19. Misrepresentation

a. University Identification

This includes but is not exclusive to, the transfer of university identification to gain entry to university buildings, and to procure any university services. Failure to obtain and provide an up-to-date, official student ID for entry to university buildings is also prohibited. University identification includes a New School ID card, N number, and NetID.

b. Misuse of Information

This includes, but is not exclusive to, the use of another person's identity, password(s), identification number, university identification card or any other form of identification. This may also include the dissemination of another's property without their consent.

c. False Information

False information includes, but is not limited to, knowingly furnishing false information to the university community, administration, faculty, or staff; alteration or misuse of university documents, records, or information; intentionally filing and/or sharing of knowingly false information about another member of the university community.

20. Gambling

Gambling for money or valuables in any form anywhere on any University property or on-campus facility is prohibited, including but not limited to online betting and casino websites, sports pools, and lotteries.

21. Pets

All pets are prohibited on university property, including residence halls, except as outlined in the Assistance Animal Policy. Any student requiring an Assistance Animal must have authorization from Student Disability Services.

22. Unauthorized Posting

Posting of announcements and other publicity items by student organizations at the university that are not in accordance with the guidelines set forth by the office of Student Leadership and Involvement (SLI) or the appropriate department within the school or division is prohibited. Announcements and publicity items to be posted on Residence Hall bulletin boards must be submitted to the Residence Hall Director for approval before posting. Approved items may only be posted in designated locations. This includes online platforms, for guidance please refer to Information Security Policies and Standards.

23. Unauthorized Recording

It is prohibited for a student to make or attempt to make an audio or video recording of private, non-public conversations while on University premises without the knowledge and consent of all persons subject to the recording. The use of hidden or undisclosed recording devices is prohibited as is the transmission and/or distribution of any such recordings. This provision does not extend to the recording of public events or virtual learning activities.

24. Unauthorized Solicitation or Canvassing

Soliciting or canvassing on University-Owned or controlled property without prior approval is prohibited. Authorization for canvassing in the Residence Hall is given only to recognized university groups or organizations. Solicitation is not permitted in the Residence Hall without the advance written permission of Housing and Residence Education.

25. Unauthorized Business and Professional Services

Students are not allowed to conduct businesses on campus or in the residence halls. As defined by the Student Code of Conduct, businesses pertain to any service or goods provided in exchange for compensation, services, or any other form of benefits. Performing professional services on university owned or controlled property is strictly prohibited. Professional services are defined as services that would require a license/contract, permit certificate, or other forms of authorization permitting the individual to perform such services, including but not limited to tattooing, massages, and haircuts. The university reserves the right to prohibit any behaviors that are not in keeping with the general health and safety of the university community.

26. Misuse of Information Technology

Use of the university's information technology resources must be consistent with IT policy and all other applicable laws, policies, and guidelines.

27. Retaliation

Retaliation by individual students, groups of students, or student groups is prohibited. Retaliation is an adverse action or threat of adverse action taken against an individual or group for reporting behavior that may be prohibited by law or policy or participating in an investigation or resolution process related to an allegation of misconduct.

General University Policies

Students are responsible for abiding by all university policies available via hard copy or posted on the university website.

B. Housing and Residential Education Violations

All violations listed in Section A. apply to students residing in residence halls as well as their guests. The following additional actions are also considered violations of the Student Code of Conduct and are subject to sanctions imposed following the Non-Academic Disciplinary Procedures of the university. Residents are encouraged to review the Housing and Residential Education website for more information about university housing, https://www.newschool.edu/housing

1. Violation of the residential guest policy

a. Failure to follow published guest registration procedures.

b. Failure to accompany your guests in University Housing at all times.

c. Failure to adhere to the established time parameters for overnight guests.

d. Registering a guest who has restricted access to the University or University Housing.

e. Failure to inform guests of University Housing standards and policies. Intentional neglect to manage guest behavior or actions.

f. Misuse of guest privileges.

2. Alcohol in Housing

a. Use, possession, manufacture, distribution, public intoxication, and/or being in the presence of alcoholic beverages in the Residence Hall where alcohol is prohibited and/or in residential common spaces (lounges, hallways, laundry rooms, etc.)

b. Drinking games, including the simulation of drinking games, are prohibited.

c. Empty bottles used for decoration, academic projects, or other purposes are prohibited.

3. Quiet Hours

Engaging in behavior that violates quiet hours and/or courtesy hours; any behavior that is disruptive and is likely to disturb other neighbors and community. Such behaviors include but are not limited to loud music/entertainment.

4. Health and Safety

a. Intentional interference with the rights, safety, and reasonable comfort of one's roommate(s) or other students.

b. Residents are prohibited from participating in any kind of sport of physically active game inside the residence halls, including but not limited to football, basketball, soccer, hockey, golf, rollerblading, skateboards, hoverboards, frisbee, bowling, wrestling, etc.

c. Cooking in prohibited locations such as bedrooms Possession of prohibited appliances with exposed hearing elements including but not limited to hot plates, indoor grills, toasters, etc.

d. Possession of flammable liquids including fixatives, gasoline, or other hazardous chemicals in restricted areas including bedrooms, kitchens, bathrooms, etc.

e. Possession of candles, incense, or other open flames.

5. Residence Hall Property and Furnishings

a. Failure to keep bedrooms and common areas free of excessive trash and debris.

b. Stealing, burning, destroying, defacing, or otherwise damaging university provided furniture or equipment is prohibited.

c. Possession of unauthorized furniture is prohibited.

d. Possession of any water filled devices, including but not limited to fish tanks and waterbeds, is prohibited.

6. Failure to vacate University Housing

a. Within 24 hours of the resident's last examination of the academic semester, or by the beginning date and time of each scheduled vacation/academic recess period, whichever comes first.

b. Within 24 hours (unless the university stipulates a different time for the student's removal/dismissal from the university) of a student's withdrawal/dismissal from the university, this includes taking a leave of absence.

c. During emergency evacuation and/or when an alarm system is activated.

7. Failure to abide by the Housing Handbook

Rights and Expectations of The New School

• The university reserves the right to notify parents of a student's violation of the Student Code of Conduct or other non-academic policy where appropriate.

• The university reserves the right to hold students financially responsible for all losses and damages to university property.

• The university expects each student to be responsible for securing personal property. The university will not be responsible for the loss, theft, or damage to students' personal effects and their guest(s).

• The university expects students to comply with any instruction from an identified university official, performing their duties in the enforcement of university policy application.

• Students are expected to show their university identification card upon request to any Residence Hall staff person and other appropriate university officials, performing their duties in the enforcement or application of university policy.

• The university reserves the right to amend the Student Code of Conduct and the Non-Academic Disciplinary Procedures at any time. All students are expected to familiarize themselves with the Student Code of Conduct. Any updates made to the Student Code of Conduct will be sent out to the university community.

C. Bias Related Incidents and Hate Crimes

The New School is committed to maintaining a living, learning, and work environment free from harassment, discrimination, and sexual misconduct. Please view the University Policy on Harassment, Discrimination, Prohibited Relationships, and Title IX and Non-Title IX Sexual Harassment and Misconduct on the university's Title IX website.

Bias Definition

Bias pertains to attitudes, beliefs, or actions that unfairly favor one individual or group over others due to protected categories or perceived social identities. These biases can appear consciously or unconsciously and potentially result in discriminatory behaviors.

Bias incident definition

In accordance with the New York State Penal Law, A bias incident is any offense or unlawful act that is motivated in whole or substantial part by a person's, a group's or a place's identification with a particular race, color, religion, ethnicity, gender identity, age, disability, ancestry, national origin, or sexual orientation.

Bias related and/or hate crimes are a violation of the New York Penal Law and other laws of the State of New York, as well as our university policy.

How to report:

To make reporting easy for students, the university has several ways students, faculty and staff can report incidents of bias, discrimination, or harassment. These incidents could be direct, indirect, or unintentional discrimination on the basis of someone's social identity. This includes, but is not limited to, perceived race, ethnicity, religious affiliation, socio-economic status, sex and gender-based harassment. The following options are available for reporting :

Other reporting methods at The New School include:

- Students can raise the Bias Flag in Starfish
- Filing an online report (with an option to report anonymously)
- Scheduling an appointment with Counseling Services (Confidential)
- Emailing titleixcoordinator@newschool.edu (Not anonymous)
- Emailing Student Equity, Accessibility & Title IX at seat@newschool.edu
- Making a formal complaint with Campus Security

D. Sexual Misconduct & Harassment Violations

The following actions are considered violations of the Student Code of Conduct and are subject to sanctions imposed under the Non-Academic Disciplinary Procedures of the University or the Title IX Procedures. The full University Policy on Harassment, Discrimination, Prohibited Relationships, Title IX and Non-Title IX Sexual Harassment and Misconduct can be found on the Title IX website.

1. **Harassment**
   e. Discriminatory Harassment
   Discriminatory harassment is unwelcome conduct that creates an intimidating, hostile or abusive work, academic, student residential or co-curricular environment; alters the conditions of employment or education or unreasonably interferes with an individual's work or academic performance on the basis of the individual's actual or perceived membership in a protected class. Harassment may include, but is not limited to:

- verbal abuse, epithets, slurs, or negative stereotyping
- threatening, intimidating or hostile acts
- denigrating jokes
- obscene comments or gestures
- offensive or derogatory displays or circulations (including electronic) in the work, academic or student residential environment
- written or graphic material that disparages or shows hostility or aversion toward an individual or group

Determinations of whether conduct is intimidating, abusive or hostile will be based on objective and subjective factors, including the totality of the circumstances, as well as the nature of the conduct. A reasonable person in the complainant's position is the standard that determines whether the conduct created a hostile environment.

2. **Sexual Harassment**

Sexual harassment is a form of discrimination that includes harassment on the basis of sex, gender, gender identity or expression, sexual orientation or the status of being transgender. Sexual harassment includes unwelcome conduct of a sexual nature or which is directed at an individual because of that individual's sex, gender, gender identity or expression, sexual orientation or the status of being transgender. It includes visual, verbal, non-verbal or physical conduct and when:

- Submission to such conduct is implicitly or explicitly a term or condition of the individual's academic, co-curricular, student life or employment status or used as a basis for academic, co-curricular, student life or employment decisions affecting the individual ("quid pro quo"), or
- The conduct has the purpose or effect of unreasonably interfering with the individual's academic, social, student residential or work performance by creating a hostile environment, regardless of whether the conduct is directed toward that or any specific individual, or
- Such conduct is intentional, serves no legitimate purpose and involves contact with parts of another person's body and which causes the person to feel degraded or abused or is committed for the purpose of gratifying the other person's sexual desire.

3. **Hostile Environment**

A hostile environment occurs when the unwanted and objectionable conduct is based upon the individual's actual or perceived membership in a protected class and limits or denies or unreasonably interferes with an individual's work or academic experience (including student residential, campus life or co-curricular). A single or isolated incident of harassment or discrimination may create a hostile environment.

Examples of conduct that can constitute harassment include but are not limited to:

- Verbal or non-verbal unwelcome sexual advances, innuendos or propositions, racial or sexual epithets, derogatory slurs, offensive or denigrating jokes.
- Derogatory visual posters, cartoons or drawings, suggestive objects or pictures, graphic commentary, leering or obscene gestures.
- Threatening, intimidating or causing physical harm or other conduct that threatens or endangers the health or safety of any person on the basis of their actual or perceived membership in a protected class.
- Bullying, defined as repeated and/or aggressive conduct, including speech, likely to intimidate, humiliate or intentionally hurt, control or diminish another person physically or mentally, regardless of whether that conduct is based on their actual or perceived membership in a protected class.

2. **Sexual Harassment and Misconduct**
   a. Sexual Assault
   Sexual assault is sexual activity, including sexual acts and/or sexual contact, which occurs without affirmative consent (defined within) to engage in the activity.

<u>Sexual Act</u>

- Contact, however slight, between the penis and vagina or the penis and the anus without affirmative consent, or
- Contact between the mouth and the penis, the mouth and the vagina, the mouth and the anus or genital to genital contact without affirmative consent, or
- Penetration, however slight, of the anal or genital opening of another by hand, finger or any object, with the intent to abuse, humiliate, harass, degrade or gratify the sexual desire of any person and without affirmative consent.

<u>Sexual Contact</u>

- The intentional touching, either directly or through clothing, of the genitals, anus, groin, breast, inner thigh or buttocks of any person without affirmative consent and with the intent to abuse, humiliate, harass, degrade or gratify the sexual desire of any person.

b. Sexual Exploitation
Sexual exploitation is non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, humiliation, harassment or any illicit purpose.

3. **Relationship Violence**
   a. Dating Violence
   Dating violence is the use of physical violence, coercion, threats, intimidation or other forms of emotional, psychological or sexual abuse directed toward an individual, who is or has been in a social relationship of a romantic or intimate nature with the accused. It includes behaviors that intimidate, manipulate, humiliate, isolate, frighten, coerce, threaten or physically injure the individual. A romantic or intimate relationship may exist whether the relationship is sexual

or not. Dating violence can be a single act or a pattern of behavior, depending upon the severity of the conduct. The existence of a dating relationship shall be determined based upon the complainant's statement, as well as such factors as the length of the relationship, the type of the relationship and the frequency of interactions between the parties involved in the relationship

b. Domestic Violence

Domestic violence is the use of physical violence, coercion, threats, intimidation or other forms of emotional, psychological or sexual abuse directed toward a current or former spouse, intimate partner, person with whom one shares a child or a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner, or anyone protected from the accused's acts under the domestic or family violence laws of New York. To categorize as domestic violence, the relationship between the complainant and the accused must be more than two people living together as roommates and must be the type of relationship as noted above. Domestic violence includes behaviors that intimidate, manipulate, humiliate, isolate, frighten, coerce, threaten or physically injure the individual. Domestic violence can be a single act or a pattern of behavior, depending upon the severity of the conduct.

c. Stalking

Stalking is a course of unwanted and repeated conduct directed at an individual or group of individuals, designed for no legitimate purpose and which causes a reasonable person to be in fear for their safety or the safety of others or to suffer substantial emotional distress. Stalking can take many forms and may include conduct where the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person or interferes with a person's property.

Student Code of Conduct

Interim Measures

There may be circumstances in which the Associate Provost Student Affairs and Dean of Students and/or University Code Administrator, or their designee must take immediate action on a student or registered student organization, prior to a formal disciplinary outcome.

1. Interim measures are imposed only when the Associate Provost for Student Affairs and Dean of Students and/or University Code Administrator determines, in consultation with university officials as appropriate, that the measure meets the below criteria:

a. To ensure the safety and well-being of the university community

b. To ensure the students own safety and well-being: and/or

c. The student poses an ongoing threat or, disruption of, or interference with, the regular operations of the university.

2. Interim measures include the following:

a. Interim suspension

b. Interim restriction

c. Interim class restriction

d. Interim Housing suspension, restriction and relocation

e. Persona non grata (university ban)

f. No contact orders

3. When an interim measure is issued, the student shall be afforded the opportunity to meet with the Director of Student Conduct and Community Standards or designee to request reconsideration of the interim measure. At the university's discretion alternative coursework options may be pursued to ensure minimal academic disruption.

4. The interim measure and any review of this status does not replace the regular hearing process. Interim measures may remain in effect until the student is informed of the outcome of the conduct review process. The interim measure may be lifted earlier by action of the Associate Provost for Student Affairs and Dean of Students, or designee, however other sanctions can/will remain.

5. SCCS will work to adjudicate cases where interim measures have been issued in an expeditated and prompt manner.

6. Interim measures can be put in place for all types of conduct processes. This includes but is not limited to:
   a. Informal Resolutions
   b. Educational Conferences
   c. Administrative Conduct Reviews
   d. Conduct Panel Reviews

Student Code of Conduct

Disciplinary Process and Procedures

*For incidents of sexual harassment and misconduct, please see ***Sexual Misconduct and Violence*** section.

Student Conduct Process Overview

The New School's student conduct process is not a legal process. Our process is designed to provide a learning experience that will provide healthy approaches to daily challenges faced in and outside our community. Based on the complaint received, SCCS, Residential Education, and/or the Dean of Students will determine the appropriate process to follow.

The Dean of Students or their designee will evaluate and may impose an interim suspension or expulsion where warranted based on the severity or the risk to the health and safety of the University community of the alleged violation. It is at the discretion of SCCS, Residential Education, and/or Dean of Students to determine if an administrative hearing, conduct review panel or an alternative approach is appropriate.

Standard of Review:

All disciplinary actions will be determined using the preponderance of the evidence standard. This means that if it is determined that a policy violation was more likely than not to have occurred, the student will be held responsible and sanctioned accordingly. A disciplinary hold preventing readmission, registration, and transcript retrieval will be placed on the account of any students who withdraw from the university pending the outcome of the conduct process.

Filing an Incident Report:

An incident report is a detailed, written description of an alleged violation. Any member of the university community may report an alleged violation of the Student Code of Conduct or behavior in writing to Student Conduct and Community Standards (SCCS). Complaints should be filed as soon as possible; later filing can impact the ability to investigate. Community members can report incidents via email to studentconduct@newschool.edu or through the online portal.

Preliminary Review of Complaint:

Upon receipt of the incident report, SCCS is authorized to conduct a preliminary review of the complaint. SCCS will determine where the complaint falls under. SCCS may refer the complaint to an informal resolution process to address the report through an alternative manner.

1. **Informal Resolution:**

The Office of Student Conduct & Community Standards (or a trained administrator from another designated office) will review the matter and work with the student(s) toward a resolution. Outcomes in informal resolution may include, but are not limited to, informal discussion, mentoring and coaching, conflict mediation, restorative resolution, non-disciplinary intervention, and no contact directives.

2. **Educational Conference**

If the situation is concerning but doesn't appear to be a violation (e.g., an incident that occurs outside of the University's jurisdiction, or repeated low-level behaviors), there may still be an institutional response without formal conduct charges.

3. **Dismissal of a Complaint**

If SCCS find insufficient information or basis to support the complaint, SCCS is authorized to dismiss the complaint. The decision to dismiss a complaint by SCCS is final. SCCS may refer the complaint to an informal resolution process to address the report through an alternative manner. However, if additional information becomes available, SCCS reserves the right to investigate a complaint that had previously been dismissed.

4. **Interim Measures**

The Associate Provost for Student Affairs and Dean of Students or their designee, will review the complaint to determine whether interim measures are appropriate or necessary. If it is determined that either interim suspension is appropriate or necessary, the process outlined in the Interim Measures section will be followed.

Review of Complaint:

The SCCS will investigate the complaint by interviewing persons thought to have knowledge of the particular incident, including the responding party. Both reporting and responding parties are allowed to suggest witnesses and provide any supporting materials to the office for consideration.

Notification of Complaint:

If SCCS finds that there is sufficient information or basis to support the complaint, they will notify the responding party of the complaint and provide the student with information about the procedures. If a person alleged to have violated the policies governing student conduct or behavior is questioned, the student must be informed that they are being investigated and of the nature of the related incident. SCCS will notify the responding party of the complaint in writing (by email, mail, certified mail, or hand-delivered letter).

Investigation:

After the student has been given notice of the complaint, SCCS may begin an investigation, which may include a meeting with the student alleged to have violated the student code of conduct and the person submitting the incident report, if necessary, to determine all the facts surrounding the incident. SCCS will meet with all parties on a one-on-one basis and may also meet with the alleged student without meeting with the person filing the complaint. Failure to respond and/or participate in either an Administrative Conduct Review or Panel Conduct Review may result in a decision being made in the student's absence.

Level 1 (Administrative Conduct Review)

If in the judgment of SCCS the nature of the alleged violation is unlikely to result in the suspension or expulsion of the student from the University, SCCS or Housing and Residential Education is authorized to review and adjudicate the matter. SCCS may refer incidents to the Associate Provost for Student Affairs and Dean of Students or their designee.

Level 2 (Conduct Panel Review)

If, in the judgment of SCCS, the nature of the alleged violation could result in the suspension or expulsion of the student from the university or falls under the Sexual Misconduct and Violence Policy, the office will forward the matter to the President, Vice Provost, Associate Provost for Student Affairs , or their designee for review. The matter will be referred to a Conduct Review Panel, unless the responding party accepts responsibility.

a. The conduct review panel will consist of a minimum of three (3) and no more than five (5) members of the university community to be selected by SCCS or Associate Provost for Student Affairs. There will be every attempt to have the conduct panel composed of at least one faculty member, one staff member, and one student. The faculty member and student shall not be from an academic program of any of the parties involved.

b. If the matter is referred to a conduct review panel for its review, the panel shall meet and review the complaint, materials provided by the parties, and meet with all individuals involved, both the responding and reporting parties, and witnesses if appropriate. Both parties will be present for the duration of the hearing with no direct communication. The Panel will make a determination of responsibility and a recommendation of sanction(s), which will be sent to the Associate Vice Provost. The Associate Vice Provost will review the sanctions for appropriateness to findings and communicate the outcome to the responding party. If the allegations fall under the Sexual Misconduct and Violence Policy, responding and reporting parties will be notified of the outcome and have the opportunity to appeal.

Waiver of Disciplinary Review:

If the responding party does not contest the allegations and accepts responsibility for violating the code or other non-academic policy violation(s), the student may waive the disciplinary review by the Conduct Review Panel. In which case the Associate Provost for Student Affairs , or their designee, will review the complaint and make a determination of responsibility and sanctioning, if appropriate.

Review of Documents:

The student has a right to review the case file with a support person or advisor. SCCS will determine the procedures to be used in reviewing the matter and will give the responding party a reasonable opportunity to comply with the process. Files can be viewed with SCCS or via an authorized secure electronic platform. Physical copies of files will not be distributed to parties. Support persons or advisors may only view files in the presence of the student.

Advisors:

Students may bring an advisor/ support person. Advisors, including attorneys, may not represent students or otherwise act on behalf of a student during the review process. Students can request an advisor from SCCS. Any requests for accommodations should be discussed with the Director of SCCS or designee.

Records:

1. **Student Conduct Records**
   Any student who goes through the student conduct process will have a student conduct record created. Records will be maintained by The Office of Student Conduct and Community Standards for seven (7) years. Records that relate to the following will be kept indefinitely:
   i. Suspension
   ii. Expulsion
   iii. Title IX
   iv. Non-Title IX Sexual Misconduct

2. **Accessing Records**
   Student Conduct records are protected under FERPA. SCCS will not release information about student conduct records without explicit permission from the student or through a court ordered subpoena. Students can contact The Office of Student Conduct and Community Standards to discuss accessing records.
3. **Conduct Review Panel Files**
   Students who would like to review a conduct review panel file, after the completion of the Conduct Review Panel and appeals process, may submit that request in person or in writing to The Office of Student Conduct and Community Standards. Conduct review panel files are viewed electronically through a secure server and students will be granted access for 48 hours. Files cannot be shared, duplicated, photographed, or printed.
4. **Transcript Notations**
   Students found responsible for a violation of Sexual Misconduct and Violence Policy or another "crime of violence" as defined by the Clery Act will receive a notation on their transcript of their suspension or expulsion from the university. The notation will state: "Suspended (or Expelled) after a finding of responsibility for a code of conduct violation." Students who withdraw from the university while the investigation of a complaint of Sexual Misconduct or another "crime of violence" as defined by the Clery Act will receive a notation stating that the student withdrew with disciplinary action pending. The notation will state: "Withdrew with conduct charges pending." A student may file an appeal in order to remove a transcript notation of suspension or expulsion by following the steps outlined in Section VII.
5. **New School Expungement Policy**
   Students have the right to request that their disciplinary record(s) be expunged after one full year from completing their sanction(s) Students can fill out the online request form by visiting the Office of Student Conduct and Community Standards (SCCS) website. Students will be required to submit a short statement explaining why the violations should be expunged and a short statement reflecting on the incident and how decisions around their behavior choices have changed. Students may be required to meet with a representative from the office and students will be notified in writing of the decision. Decisions made are final and are not subject to appeal. Expungement requests may not be considered for violations of Sexual Misconduct. Requests will also be denied if the student has not yet successfully completed the terms of their sanction(s). Full details of the Expungement Request process, including information on eligibility and other requirements are outlined in the Expungement Policy.

OTHER CONSIDERATIONS

Recording:

No individual involved in the process other than the investigator or appeal officer may audio or video record any investigation or resolution meetings or other portions of the process without prior authorization from the Director of Student Conduct and Community Standards.

Privacy:

SCCS must seek to determine the facts of the case to make a fair determination and finding in as private a manner as practical. The designated officials/designees reviewing a case shall not discuss a case except in formal sessions dedicated to that purpose. University officials will respect the privacy of both parties insofar as possible. Thus the office cannot discuss or divulge the outcome of complaints or investigations without the appropriate party's consent unless the incident falls under the Sexual Misconduct and Violence Policy.

Witnesses and Supportive Measures:

Complainants and respondents may submit a list of witnesses who may have information relevant to the incident or direct material to the facts of the incident. SCCS will not consider character witnesses during the fact-finding portion of the investigation process. SCCS has the discretion to determine a witness's participation in the hearing process. Complainants and respondents may also submit supporting materials deemed relevant to the incident and related to the facts of the incident. Supporting materials, or evidence, can include but are not limited to photographs, text messages, emails, online posts, voice messages, notes, or letters. SCCS also has the discretion to determine the relevance of supportive materials that have been submitted.

Protection from Retaliation:

All individuals involved in consideration of a complaint will be protected from retaliation, such as threats, false countercharges, punitive use of grades, arbitrary dismissal, or denial of promotion by the party or another acting on their behalf. Individuals are protected from retaliation both while and after a complaint is considered. Either party should promptly report any indication of retaliation to SCCS. The office will review the facts and determine the appropriate actions to address concerns of retaliation.

Sanctions

Sanctions are determined by the administrative hearing officer or the conduct review panel. Sanctions are not intended to be solely punitive, as such they are issued with the educational philosophy of encouraging reflection on one's decisions and the impact on self, others, and community as well as the importance of continued education in and out of the classroom. Sanctions are determined with the seriousness of the conduct, corrective and learning opportunities of the student, prior conduct of the individual, as well as striving for consistency between other similar cases. Below are additional considerations:

• The university recognizes the sanctions listed in this document below in holding students accountable for violations of the policies governing student conduct or behavior.

• The Hearing Officer may review previous violations that may be considered in determining sanctions.

• Students are held responsible for the actions of their guests while on campus. Sanctions may be issued to the host when a guest is not a student of the university.

• Failure to comply with imposed sanctions subjects the student to further disciplinary action.

A. Verbal Warning: Verbal notification to the student that repetition of the wrongful conduct may be cause for more severe sanctions, and a clear instruction to desist.

B. Written Warning: Written notification to the student that continuation or repetition of the wrongful conduct may be cause for more severe disciplinary action. A copy of the written warning letter will be placed in the student's file.

C. Disciplinary Probation: Disciplinary probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the Student is found to violate any institutional regulation(s) during the probationary period. If the student does not complete any other sanction imposed, the disciplinary probation will extend until that sanction is completed.

D. Restrictions: Alteration, limitation, or revocation of the use of certain university facilities, equipment, or the right to participate in certain activities of privileges for a specific period of time.

E. Restrictions of Housing Privileges: When a sanction of housing restriction is imposed, a student living in a residence hall may be subject to the restriction of guest privileges and specified residence halls. Housing relocation is also a restriction; if a student is relocated, SCCS may impose additional restrictions.

F. Suspension of Housing: When a sanction of suspension from University Housing is imposed, the Student is denied the opportunity to enter, even as a guest, or live in University Housing for a specified period of time. Students removed from University Housing shall remain liable for all housing and meal plan fees and are not eligible for any refunds for the full occupancy period of the Housing License or Dining Agreement.

G. Educational Project: Educational project or program which may include alcohol and drug education, research/reflection assignments, action plans, referrals to campus resources or offices, or other assignments intended to help students evaluate their behavior choices and understand community expectations.

H. Restitution: Compensation for loss or damage to university property. This may include the restoration or replacement cost of the lost or damaged property.

I. Suspension: Partial or complete exclusion from class, exams, property, and functions of the university for a stated period of time. Suspension may require petition for readmission. A suspended student may be prohibited from accessing campus without expressed prior permission from the university. Violation of the terms of suspension may result in expulsion. A student suspended from the university in the midst of the semester will be subject to the university's tuition refund schedule. No exceptions will be made. NOTE: Suspension as a result of violating the Sexual Misconduct and Violence Policy will result in a notation on the 'student's transcript.

Expulsion: Dismissal from the University. The student may not attend classes or take any examinations and must vacate university property by the effective date of expulsion. Readmission will not be considered nor admission to any other university programs or activities. Students expelled for disciplinary reasons are not entitled to a refund of any deposits, tuition, or fees paid. NOTE: Expulsion as a result of violating the Sexual Misconduct and Violence Policy will result in a notation on the 'student's transcript.

Other: The university code administrator, or their designee reserves the right to add or amend to any of the above sanctions to appropriately address behavioral actions.

Student Code of Conduct

Appeals Process

A. Grounds for Appeal

1. The existence of new facts that were not available throughout the investigation and adjudication process, and may have materially affected the decision if they had been available at the time of the investigation and adjudication.

2. Evidence that procedures set forth here were not followed, and that the failure to follow these procedures may have materially affected the decision

B. Timing for Appeals

1. Once review proceedings are completed and a sanction imposed, the sanctioned student has the right to appeal on the established grounds.

2. Appeals must be filed in writing to SCCS within five (5) business days from receipt of a decision letter

i. Appeals for Administrative Conduct Review violations will be reviewed by the Associate Provost for Student Affairs and Dean of Students or designee.

ii. Appeals for Conduct Review Panel violations and appeals for cases of ***Sexual Misconduct and Violence Policy*** will be reviewed by the appeals panel, if grounds for appeal are determined appropriate Sanctions imposed will go into immediate effect pending the appeal.

iii. A request may be made to the Associate Provost for Student Affairs and Dean of Students or their designee to delay implementation of the sanctions until the appeal is decided.

iv. Individuals may submit an appeal after the 5 business days only if new information came to them after that time.

a. The individual must explain in the appeal why they did not have the information prior to that timeframe in order for the appeal to be considered.

3. The appeal shall specify the basis of the reasons for appeal and supporting facts.

4. Failure to file a timely written appeal shall constitute a waiver of any right to appeal.

i. If new, previously unavailable information is brought forward that might have had a substantial bearing on the decision, the matter may be referred back to the Conduct Review Panel for consideration of the new information

C. Appeal Determinations-The appellate reviewer(s) may make the following determinations:

1. Deny the appeal and make no modifications

2. Accept the decision but modify the sanction(s) imposed

3. Remand the case for further review.

D. The appeal determination is final.

Important information:

• Students are responsible for strict adherence to all deadlines and procedures for the filing of appeals.

• No new information shall be considered on an appeal unless it was not available at the time of the disciplinary review process.

• Documents filed in an appeal shall constitute a part of the record.

• All documents relating to the proceedings from which the student is appealing shall be available to the Assistant Dean of Students or their designee.

• Sanctions imposed go into immediate effect pending an appeal.

Student Code of Conduct

Student Organizations, Groups, and Clubs

Student organizations, which include groups and clubs, shall be prohibited from engaging in, or authorizing its members to engage in, any actions which are considered violations of the policies governing student conduct or behavior. A student organization refers to a group or club formed by students in an educational institution for a specific purpose, such as promoting social causes, engaging in extracurricular activities, or advocating for certain issues. or the following are definitions of our types of Student Groups.

Types of Student Groups:

- Student Group: An independent or general collective, led and organized by students, that has yet to begin (or chooses not to engage with) the university registration process.
- Provisional Student Organization: A student group that has submitted their registration or re-registration request, but has not completed all of the requirements.
- Registered Student Organization (RSO): A student group that has completed all of the requirements of registration as determined by the University. Organizations, based on certain eligibilities, have levels of privileges and permissions through a Tier system ranging from Tier 3 to Tier 1

Procedures

• Student Conduct and Community Standards is authorized to investigate complaints against student organizations and, if necessary, charge the organization with violating the policies governing student conduct or behavior.

• Charges will be served on the principal officer(s) of the organization. Officers must meet with SCCS in a timely manner, and the organization must respond in writing within five (5) school days of receipt of the notice.

• The charged organization may request an extension in the response period. Such a request must be in writing and must be received by SCCS within five (5) school days of the receipt of the notice. The length of the extension will be determined by SCCS.

• SCCS may suspend the activities of the charged organization pending the review of the complaint.

• SCCS will review the charges and response from the charged organization to determine whether or not the organization violated the policies governing student conduct or behavior. Where it has been found that the organization violated the policies governing student conduct or behavior, SCCS will determine the appropriate sanction.

Sanctions

• Any student organization found in violation of the policies governing student conduct or behavior shall be subject to dissolution of the organization and revocation of their charter to operate. SCCS may impose a lesser sanction as deemed appropriate.

• Disciplinary sanction of a student organization will not preclude disciplinary action for an individual student if he/she is specifically charged in the same incident. Charges against individual students will be adjudicated under the process as outlined in Section IV.

Appeal

The Associate Provost for Student Affairs, or their designee, shall hear appeals for the decisions made regarding student organizations using the procedures described in Section V for more detail.

Student Code of Conduct

Sexual Misconduct and Violence

Processes described below are applicable to reports of sexual misconduct and harassment involving students. To review the full university Sexual Misconduct and Harassment policy here.

Reporting

Any individual may make a report of alleged Sexual Harassment/Misconduct whether they are directly involved in the harassment/misconduct or as a third-party reporter. Reports can be made in person, via phone, or via email.

For incidents involving students contact:

Cassita Charles-Bowie, Student Title IX Investigator, at Charlesc@newschool.edu

Student Conduct and Community Standards, studentconduct@newschool.edu

Student Support and Advocacy, studentsuppoert@newschool.edu

Anonymous Portal, www.pavesuite.com/Newschool/PublicPortal/AcademicMisconductIncident

In emergency situations or if you need immediate assistance, please contact Campus Security at 212-229-7001.

For incidents involving faculty and staff contact:

Rhonnie Jaus, Vice President for Equal Employment Opportunity, Affirmative Action, Compliance and Title IX Coordinator, at Jausr@newschool.edu

The Harassment/Discrimination Reporting Form here:

https://docs.google.com/forms/d/e/1FAIpQLSdAn8yvtaEWUOI7ybYa1RdBn7adl7sY6M3eYXorMl1p-IxBSw/viewform

Supportive Measures

Supportive measures will be offered to parties regardless of whether a formal complaint is filed. Supportive measures include, but are not limited to:

• Counseling

• Course related adjustments

• Modification of work or class schedule

• Campus escort services

• No Contact Orders

• Changes in work or housing locations

• Leave of Absence

• Increased security and monitoring of certain campus areas

Formal Complaint

If any student would like to move forward with a formal grievance procedure, a formal complaint must be submitted to the Title IX Coordinator, or designee. A formal complaint is a signed document that details the alleged harassment/misconduct and requests the university begin an investigation. A formal complaint may be made to the Title IX Coordinator, or designee, in person, via phone, mail, or e-mail. In certain circumstances, the Title IX Coordinator may file a Formal Complaint.

Notice

Upon receipt of a formal complaint, the university will provide written notification to both parties with information to help prepare for the investigation process. The notice shall include:

1. A description of the investigation and adjudication processes

2. The evidentiary standards used to determine responsibility is "preponderance of the evidence"

3. Information about advisors. Parties may have an advisor of their choice, who may, but is not required to be, an attorney. If either party does not have an advisor of choice, the university will provide one, free of charge.

4. Parties and their respective advisors may review reports and evidence gathered by the university during the investigation process.

5. Reference to the university's provision in the code that prohibits knowingly making false statements or knowingly submitting false information during the process.

Prior to meetings where a party's participation is expected, the university shall provide written notice to that party of the date, time, location, participants, and purpose of the meeting (for example: an investigative interview, hearings, or other meetings) with sufficient time for the party to prepare for the meeting.

Investigations of Title IX Sexual Harassment/Misconduct Cases

- The university will conduct an investigation of the allegations, which may include speaking with the parties, other witnesses and considering evidence.
- All parties have the opportunity to present evidence and request that witnesses be interviewed.
- The university cannot use privileged records of any witness/party without the consent of the witness/party.
- All parties will be provided with written notice of meeting dates and times, as well as the right to attend meetings with an advisor of choice. The advisor of choice may act only in an advisory capacity at these meetings. Sufficient notice will be provided to prepare for meeting requests.
- The university has the burden of gathering evidence during the investigation.
- The university cannot restrict the right of either party to discuss the evidence in the case.
- If, in the course of the investigation, the university decides to investigate allegations/ conduct that was not included in the original notice to the parties, the university shall provide notice of the additional allegations to the appropriate parties.

Dismissal of a Formal Complaint

The university shall dismiss a formal complaint of the Sexual Harassment/Misconduct Process under the following circumstances:

1. The allegations would not constitute Sexual Harassment/Misconduct as set forth in the Sexual Harassment/Misconduct Policy.
2. The allegations did not occur within the university's jurisdiction as stated in the Sexual Harassment/Misconduct Policy.
3. The complainant informs the Title IX Coordinator in writing that they wish to withdraw the formal complaint
4. If the respondent is no longer enrolled at the university.
5. The inability to gather sufficient information in order to reach a determination.

The university may, in its sole discretion, transfer reported misconduct that has been dismissed from the Sexual Harassment/Misconduct process to the Student Conduct procedures as outlined in section IV.

Written notice of the university's decision and rationale to dismiss a Formal Complaint will be sent to both parties.

Parties will have the opportunity to appeal the decision to dismiss a Formal Complaint.

Investigative Report

Parties and their advisors will have the opportunity to review all relevant evidence and reports prior to the completion of the investigation. Parties will have the opportunity to respond in writing within ten (10) days of review. The Investigator will consider written responses prior to the completion of their report.

The Investigator will prepare a report of all relevant evidence, interviews, and reports. Parties will be provided the report for review at least ten (10) days prior to a hearing. Parties will have an opportunity to provide a written response to the report, no later than ten (10) days after receiving the report.

Formal Grievance Process for Title IX Sexual Harassment/Misconduct

- The university will not issue a disciplinary sanction arising from an allegation of covered sexual harassment without holding a live hearing. The university reserves the right to hold a hearing virtually in real time.
- No party can waive the right to a live/virtual hearing. The university can still proceed with the live hearing in the absence of a party and may reach a determination of responsibility in their absence, including through evidence that does not constitute a statement of that party. A decision maker cannot draw an inference about the determination of responsibility based solely on a party's absence from the live hearing or refusal to answer cross examination questions.
- The hearing will be conducted live/virtually in real time.
- A panel of decision makers will render the decision in the hearing.
- Each party must be accompanied to the hearing by an advisor of choice which may be an attorney.
- If either party does not have an advisor of choice, the university will provide one at no cost to the party. Advisors provided by the University have been trained. There is no requirement that the university provide an attorney.
- The complainant and respondent will have the opportunity to provide opening and closing statements to the panel of decision makers. Direct examination of parties by their own advisors is not permitted.
- The advisor can ask the party (or parties) or witnesses relevant questions on cross examination. Questions may only be asked by a party's advisor. Parties are not permitted to ask questions of witnesses or other parties themselves during the hearing.
- The Panel Chair will determine whether the advisor's proposed question is relevant prior to the advisor being permitted to ask the party or witness the question. The decision maker must explain any decision to exclude a question.
- If a party or witness refuses to submit to cross examination, the decision maker cannot rely on any statement they have made in determining responsibility.
- The standard of evidence used at the hearing is the preponderance of the evidence (see definition above).
- Complainants cannot be asked questions about their sexual history, unless it goes directly to the issue of consent to the alleged conduct or the identity of the accused.
- Privileged evidence of a party/witness may not be used during the hearing without the consent of the party/witness. Privileged information includes but is not limited to, medical history, psychological records, and attorney/client communique.
- Both parties will receive a written outcome determination letter of the proceedings that includes findings of fact, conclusions of policy violations, the rationale for the decision, as well as any disciplinary sanction or recommendation, if any. The letter will also contain information about how to file an appeal.
- For the range of possible sanctions for student cases see SANCTION section in the Student Code of Conduct.
- The university will maintain a recording of the proceedings.

Non-Title IX Sexual Harassment/Misconduct Cases

1. **Investigations For Non-Title IX Allegations**

Upon receipt of a complaint (or notice) of discrimination, harassment, or retaliation, an investigation of the allegations will be commenced. The investigation will be conducted in a prompt, thorough and impartial manner, and may include:

• Interviews with the complainant and the accused

• Interviews of witnesses

• Consideration of relevant evidence, including information submitted by either party

• Either party may be accompanied to the interview by an advisor of choice. The advisor of choice may appear only in an advisory capacity and may not actively participate in the proceedings.

• The investigator will make every effort to keep the complainant informed about the status of the investigation.

2. **Grievance Process for Non-Title IX Allegations**

Upon completion of an investigation, the Title IX Investigator will prepare a report for review by the Vice Provost for Student Success, Associate Provost for Student Affairs , and Director of Student Conduct and Community Standards to determine if the evidence and information is sufficient to move forward with a Conduct Panel Review or if the incident will be dismissed.

• A formal notice of charges will be sent to the respondent and complainant.

• The university will proceed with the live hearing in the absence of any party and may reach a determination of responsibility

• The hearing will be conducted live/virtually in real time

• A panel of decision makers will render the decision in the hearing

• Parties may choose to be accompanied by an advisor or support person of choice. The advisor/support person cannot actively participate in the hearing. Students may request an advisor from The Office of Student Conduct and Community Standards.

• Both parties will be present for the duration of the hearing but will not communicate with each other.

• Each party will give opening statements and closing statements to the panel.

• Relevant witnesses will be questioned by the panel.

• Both parties will receive a written outcome determination letter of the proceedings that will include a finding of fact, conclusion of policy violation, rationale for decisions, any disciplinary sanctions or outcomes, and appeal information.

• The respondent and complainant has the right to submit an appeal based on the outcome determination letter.

• The university will maintain a recording of the proceedings.

Appeals

Either party may appeal a responsibility decision in accordance with the Appeal Procedures in section VI of this code. Additionally, either party involved in a Non-Title IX Sexual Harassment/Misconduct matter may appeal a responsibility determination reached at the conclusion of the grievance process due to:

i. A conflict of interest and/or bias for or against the individual Complainant or Respondent that affected the outcome of the matter; and/or

ii. A conflict of interest and/or bias for or against complainants or respondents in general (i.e. an individual's status as a complainant or respondent) that affected the outcome of the matter.

A written result of the appeal, and the rationale for the decision, shall be provided simultaneously to both parties.

Student Prevention and Education Training

- Annual online Sexual Assault Training for all new and transfer students during the Fall and Spring semesters
- Presentations to the new and transfer students during Fall/ Spring orientation
- Presentations/ trainings to student leaders:
    - Resident Advisors (RAs)
    - Executive Board of student organizations
    - Orientation Leaders
    - First Year Fellows

Communication, Speech, and Expression

This section of the Academic Catalog describes The New School's academic freedom policy, demonstration guidelines, external blog and website policy, posting and social media guidelines.

Communication, Speech, and Expression

Academic Freedom Policy

The University's Policy on the Free Exchange of Ideas states that, "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 University's responsibility for and dedication to securing the conditions in which freedom of expression can flourish extend to all forms of artistic expression, including the fine arts, design, literature, and the performance of drama, music and dance.

The opportunity to display or perform works of art at the University is made available through several academic processes and procedures in which faculty members and other duly appointed individuals exercise their best professional judgment. Among these procedures is the selection of: 1) student artwork by faculty, 2) selection of gallery shows by gallery committees, 3) selection of works of art by the Committee on the University Art Collection, and 4) display or performance as part of an approved course curriculum. Such authorized display or performance, regardless of how unpopular the work might be, must be unhindered and free from coercion. Members of the University community and guests must reflect in their actions a respect for the right to communicate ideas artistically and must refrain from any act that would cause that right to be abridged. At the same time, the University recognizes that the right of artists to exhibit or perform does not preclude the right of others to take exception to particular works of art. However, this latter right must be exercised in ways that do not prevent a work of art from being seen and must not involve any form of intimidation, defacement, or physical violence. The University rejects the claim of any individual or outside agency to dictate on the appropriateness or acceptability of the display or performance of any work of art in its facilities or as part of its educational programs.

As university citizens, faculty have special obligations that derive from membership in a community of scholars. While defending freedom of speech, they show respect for the opinions of others. They also accept a fair share of responsibility for institutional governance to contribute to the larger New School community.

Faculty must seek above all to be effective teachers, scholars, and practitioners. Although they observe the stated policies of the institution, provided they do not violate academic freedom, they maintain their right to criticize and seek revision. Consistent with university policies, they determine the amount and character of the work they do outside their institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of their service, they recognize the effect of their decision upon the program of the institution and give due notice of their intentions. As members of their community, faculty have the rights and obligations of any citizen of the United States of America. They measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression that they speak or act for their school or university. As citizens engaged in a profession that depends upon freedom for its health, integrity, and efficacy, faculty have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Communication, Speech, and Expression

Demonstration Guidelines

The New School is committed by tradition and by its defining values to the freedom of speech, thought, inquiry, and artistic expression for all members of its community. It is equally committed to protecting the right of free speech of all individuals authorized to use its facilities or invited to participate in the educational activities of any of the university's academic divisions. The University vigorously reaffirms both its Policy on the Free Exchange of Ideas, adopted by the Board of Trustees on January 21, 1987, and the Statement on Freedom of Artistic Expression, adopted by the Board on October 4, 1989. The Policy on the Free Exchange of Ideas points out that:

"A university in any meaningful sense of the term is compromised without unhindered exchange of ideas, however unpopular, and without the assurance that both the presentation and the confrontation of ideas take place freely and without coercion. In this context and because of its distinctive, educational role as a forum for public debate, the university has deep concern for preserving and securing the conditions which permit the free exchange of ideas to flourish."

The exercise of free speech, including demonstrations, marches, rallies, leafleting and picketing and equivalent activities ("demonstrations"), has long been recognized as a legitimate form of self-expression in the university community. The University encourages exercise of free speech recognizing that at times the exercise of free speech and expression in a university community will result in exchanges that are heated, controversial, deeply passionate and even uncomfortable for members of the university community. The establishment of parameters for such activities does not arise from any desire by the University to control such activities or impose a civility code but, rather, is derived from the consonant principle that such activities must not materially disrupt other university functions or interfere with the freedom of others, or otherwise violate the rights of others.

Demonstrations that take place inside university facilities, including all university buildings and the enclosed courtyard areas they bound, always have great potential to disrupt normal functions. Hence, it is necessary to give particular attention to the rights of all members of the university community when demonstrations take place in these facilities.

As such, these Guidelines on Demonstrations in University Facilities establish rules for carrying out demonstrations – understood as speech activities and expression enjoying the basic protection of the right to free expression – in university facilities. They also establish procedures for supervising such demonstrations, protecting the rights of demonstrators, and protecting the rights of others and the University. These Guidelines are structured to balance the University's desire to strongly encourage the exercise of free speech as well as political and community activism by its students, faculty and staff with the desire to prevent or minimize incidents that result in suspensions, expulsions, arrests and/or significant disruption of university operations.

The Elements of Time, Manner, and Place

The exercise of the freedom of expression does not mean its unlimited expression at all times, in all possible manners, in all places. Universities are large communities whose many members cannot all simultaneously exercise the right of free expression. How it is exercised at a given time and place can significantly affect the ability of others to make use of their right.

The elements of time, manner and place are particularly relevant to speech and other expression when demonstrations are carried out in university facilities. The University's concern with these elements does not arise from a concern with demonstrations per se. Rather, it springs from the recognition that (1) the rights of individuals belonging to the university community or the public may well collide at such times, (2) the University has the responsibility to carry out its educational and administrative functions as well as to protect the rights of all members of the community, and (3) without prior content-neutral rules, any intervention to protect those involved in the demonstration, others in the university community, or the institution, may appear biased.

Hence, the regulation of the elements of time, manner and place of demonstrations is a legitimate and necessary concern of The New School. The following are intended to clarify the conditions that make possible the exercise of free expression for all members of the university community:

1. Members of the university community and outside guests shall have the right to peacefully protest any speaker, meeting or event, so long as the event being protested is able to continue without significant or material disruption. Any disruption including utterances of vocal dissent that, due to its repetitive or prolonged nature, inhibits the ability of the speaker(s) or other persons in attendance from speaking will be deemed significant and material for the purpose of this policy.
2. Classes or other scheduled activities shall not be significantly or materially disrupted. A faculty member has discretion in determining what constitutes a significant or material disruption. For example, one faculty member may view a disruption that continues for 15 minutes as insignificant and immaterial due to the length of the class or activity whereas another instructor may view a disruption lasting only 5 minutes to be significant and material because it prevented the class or activity from continuing.
3. No person may enter or remain in a university owned or operated facility beyond that facility's normal operating hours.
4. Persons may not block or otherwise disrupt ingress and egress into and out of any facility that is owned or operated by the University or significantly impede the movement of people or disrupt regular or authorized activities in classrooms, offices, hallways, lobbies, studios, and laboratories.
5. Persons may not engage in any conduct that threatens the safety and well being of the campus community and must refrain from any conduct that involves any form of physical violence or physical intimidation.
6. Persons may not engage in any conduct that violates fire and building codes or any other code and regulation for public safety. Similarly, persons may not engage in any conduct that violates the University's policies and procedures, including the Code of Conduct, as well as any federal, state or local laws.
7. Many of the University's facilities abut public streets which are under the sole jurisdictional control of the New York City Police Department (NYPD) and not the University. It is the responsibility of those engaging in demonstrations on public sidewalks and streets to obtain the appropriate permits from NYPD.
8. Similarly, persons engaged in demonstrations alongside public streets and sidewalks should refrain from blocking or otherwise interfering with the free flow of pedestrian, vehicular or bicycle traffic.
9. Organizations or persons sponsoring or organizing demonstrations, leafleting or equivalent activities will be responsible for compliance with these Guidelines and any related violation of applicable university policies and procedures. Each individual participating in a demonstration or other equivalent event is accountable for compliance with these Guidelines and other applicable university policy or procedure.
10. A substantiated complaint of a violation of these Guidelines and other university policy or procedure by a member of the University community may be grounds for discipline against individuals, the sponsoring or participating organizations, and/or organizing officers. The procedures for handling such disciplinary issues will be described below.
11. Any person who fails to identify him/herself to a university delegate or fails to heed to the warning from a university delegate that his/her conduct violates these Guidelines will face disciplinary action as outlined in Section V.
12. Persons unaffiliated with the University who engage in conduct that violates these Guidelines after being warned by a university delegate will be escorted off university premises and may be subject to civil or criminal prosecution.

Judicial Proceedings Following Violations of the Guidelines

Violations of these Guidelines are also violations of the University Code of Conduct. The Code of Conduct indicates that when members of the university community are alleged to have committed a violation, "they will be accorded the due process to which they are entitled. Members of the university community are granted a fair hearing: they are fully advised of any charges against them, they are afforded ample opportunity to respond to accusations, and they are given a clear explanation of the right to an appeal."

Individuals who are found to have violated these Guidelines or other university policies bearing on freedom of expression will be subject to a range of penalties. For students, the penalties indicated in the Code of Conduct are:

- A warning that repetition of the wrongful conduct may be the cause for more severe sanctions following a clear instruction to desist
- Restitution for damage or loss to either university or individual property
- Placing the student on probation, so that a further violation of university rules and regulations while on probation may result in suspension or expulsion
- Restriction in the use of certain university facilities or the right to participate in certain activities or privileges for a specified period of time
- Suspension from all functions of the University for a stated period, and the possible requirement of a petition for readmission
- Expulsion from the University for violations judged to be so serious that the student is informed that readmission will not be considered

For faculty and staff members found to have committed a serious violation of university policy, the range of applicable penalties include: a written warning, probationary status, suspension (including suspension of salary), or the termination of appointment.

The above listed penalties may be in addition to, and separate from, any penalties or liabilities pursuant to the laws of the United States, State of New York, or City of New York. The University may, at its discretion, depending on the gravity of the violation, file a criminal or civil complaint with the appropriate public official.

Communication, Speech, and Expression

External Blog and Website Policy

The New School does not support externally-created websites and blogs not hosted on the university server. Members of The New School community who intend to create websites and blogs hosted outside of the university server BUT link it to The New School name or activities are advised to refer to the Policy described below.

Linking of Official Content Items

Externally-hosted websites may not replicate certain official content items from The New School website. This is because Marketing and Communication (M&C) may approve the linking of the official content of The New School's site to externally-hosted websites or blogs. This will be done on a case-by-case basis.

Externally hosted websites may not replicate content or official content from the New School website. The following are examples of official content items on www.newschool.edu that should be directly linked to by externally-hosted websites or blogs:

- Course listings and descriptions
- Tuition and fees
- Registration deadlines
- Curriculum charts
- Faculty biography
- Admission/application information
- University-level news and event information

The following are examples of content items on www.newschool.edu that should be directly linked to by externally-hosted websites or blogs:

- Policies
- Events
- Fees
- Staff biography
- Descriptions of services, activities or groups etc.

Clear Identification of External Site's Affiliation with The New School

M&C also requires that the connection or link of externally-hosted websites or blogs to the New School's site is intuitive by using language that clearly links it back to The New School website, parent College/School and to their Program's official landing page (where applicable).

This can be done in the following ways:

1. Clear links in the header or footer of the website, usually attached to the New School or College/School logo.
2. Clear links in the page copy. This is done by linking the first reference of the words - for example, "The New School" to the New School homepage, "College or School' to the college or school homepage, and "Program" to the official program landing page.
3. Creating a dedicated "Links" or "About" page or section on the external website or blog that describes the website's affiliation with The New School, its College/School/Program, as well as following the recommendations outlined in items 1 and 2 above. This can also be content found on the website's homepage.

Site Integrity and Handling of Complaints

While the university does not support or supervise externally-created websites and blogs, it reserves the right to take appropriate action such as removal of the link of an external site to the New School website when a complaint is lodged and it is determined that any material on the external site is inaccurate, illegal, obscene, defamatory, threatening, infringing on intellectual property rights, invasive of privacy, or otherwise injurious or misleading.

Submitting your new or existing External Websites and Blogs

All external websites and blogs are required to be vetted for any possible compliance and university branding or information privacy issues prior to site launch (in the the case of new sites).

Please inform M&C of any existing sites, new sites or those that are in under-construction or in-planning stages by filling out the Website Registration Form for any blog or external website your oversee or administer. These should include any site that resides either within the New School suite of sites (newschool.edu) or outside a service URL/purchased domain.

Making a Request

If you would like your externally-hosted website or blog to be linked to The New School site, please have the relevant Dean or Officer review this policy and the website or blog in question.

The linking request should be emailed to Chris Bate, Director of Online Strategies at batec@newschool.edu.

Communication, Speech, and Expression

Poster Policy

Introduction

The New School ("TNS" or "university") encourages free expression and protects academic freedom, which are central principles to the mission of higher education and New School values. Students, faculty, staff, registered student organizations, academic, and administrative units may desire to display posters that promote an event, exhibit, or activity, recruit, or express an opinion. As such, this policy sets forth the criteria and responsibilities for the temporary display of posters on university owned or leased property. The term "posters" for purposes of this policy includes, but is not limited to, banners, sandwich boards, leaflets, chalking, digital easels and displays, The New School website, and projections onto walls and similar surfaces. This policy does not include posters produced by the Office of Marketing and Communications.

Scope

- The below are governed by this Policy:
- Students
- Student organizations
- Faculty
- Staff
- Academic or administrative units
- Third-parties including contractors

Policy

Posters are displayed for multiple reasons such as promoting or marketing an activity, recruiting others with shared interests, or expressing an opinion. Consistent with all applicable policies, posters may be put up on university-owned or leased property by students, faculty, staff, registered student organizations, or academic and administrative units, provided the posters display the sponsoring unit.

Students, faculty, and staff acting in their personal capacity unrelated to New School activities are prohibited from displaying posters. Non-university individuals, organizations, and groups are also prohibited from displaying posters on university-owned or leased property unless sponsored by a recognized TNS student organization, or academic or administrative unit. Content on posters reflects the views of the respective individual, organization, or unit and not the university.

The New School's residential, academic, support, administrative or leased buildings may have their own procedures for displaying posters, including posting locations. These procedures shall not conflict with this policy but may be more stringent and must be followed by students, staff, faculty, recognized student organizations, academic and administrative units interested in hanging posters in those spaces.

This policy establishes the following **time**, **place**, and **manner** parameters in the displaying of posters. The university's staff responsible for building operations are authorized to remove posters that violate this policy immediately and without notice.

Time

Since there is limited space on campus to accommodate posters that members of the university community may want to post, posters may only be displayed temporarily in order to facilitate varied participant engagement. All posters must include the date that the poster was first displayed. If advertising an event, exhibit, or activity with a designated date, the poster may be displayed at the earliest 15 days before the event and must be removed by the student, faculty, staff, recognized student organization, academic or administrative unit within two business days after the conclusion of the event, exhibit or activity. Posters not related to an event, exhibit, or activity must be removed by the student, staff, faculty, recognized student organization, academic, or administrative unit at the latest 17 days after the date the poster was first displayed[AP1] [MD2] . As stipulated above, posters that violate this policy may be immediately removed without notice but generally, The New School's staff responsible for building operations will remove posters on a routine basis in compliance with the stipulated time limitations and at the start of each month and at the conclusion of a semester.

Placement

The hanging of posters on exterior and interior locations on university owned or leased property is restricted to identified display areas (See Section "**Designated Display Areas for Posters**"). Chalking on university or leased property may only be done on horizontal, concrete, granite, or asphalt surfaces where the rain will wash away the residue completely. There may be no promotion of an event, exhibit, or activity, recruitment, or expression of opinion written on any organic surface (grass/soil). Posters are prohibited in corridors (not including bulletin boards in corridors), common walls, entryway doors (excludes office doors and residential doors if all residents in the room agree to the posting), windows (on windows facing inside or outside, hanging out of windows), and stairwells and may not cover, obfuscate, or change in any way campus signage or wayfinding. Posting of signage on the interior of elevator cabs is prohibited by the NYC building code and will be immediately removed by Buildings and Campus Operations.

Glue, poles, stakes, ropes, cable, or permanent fixtures are prohibited to hang a poster unless authorized in writing. Students, faculty, staff, registered student organizations, academic or administrative units will be responsible for any damage caused by their poster. Posting is limited to one poster on any allowed posting location and may not overlay other materials. Any banners must be mounted by Buildings and Campus Operations or their contracted vendor.

Manner

Posters are prohibited that display true threats, discrimination, harassment, intentional false advertising, invasion of privacy, or any other message that violates or encourages violation of law or university policy and codes of conduct[AA3] [AP4] [AP5] . The name and contact information for the staff, faculty, staff member, or student organization, academic or administrative unit responsible for the poster is required on the poster and must be visible to the reader.

All uses of The New School's name, wordmarks, logos, seal, and colors must comply with the university's visual identity policy. The following are the allotted size dimensions for printed materials:

- No larger than 8.5" by 11" for posters
- No larger than 18" by 24" for sandwich boards
- No larger than 24" by 24" for banners

While the university encourages and supports free expression and academic freedom, staff, faculty, students, recognized student organizations, and academic and administrative units are encouraged to consider the impact that their posters may have on The New School culture and the experience of their fellow university community members.

Enforcement

Failure to comply with this policy may result in disciplinary or conduct action up to and including removal from the university community. Additional consequences include, but are not limited to, denial of permission to display a poster, or the removal of a poster. All posters that do not abide by this policy will be removed.

The university does not have jurisdiction over posters displayed on non-university owned or leased property. As such, concerns related to posters displayed on non-university owned or leased property, feedback, and complaints should be reported to the New York Police Department.

Responsible University Officials

- Vice Provost for Student Success and Engagement
- Vice President of Buildings and Constructions

Responsible Office

- Student Success and Engagement
- Buildings and Campus Operations

Additional Information

See also Registered Student Organization Posting Policy.

Contacts

Contact	Phone Number	Email Address
Student Leadership, Involvement, and Transition Experiences	212.229.5687	sli@newschool.edu
Buildings and Campus Operations	212.229.5456	facilitiesmanagement@newschool.edu

Designated Display Areas for Posters

Generally, posters may be hung on bulletin boards or pin-up surfaces within TNS residential, academic, support, administrative or leased buildings unless otherwise stipulated by the individual area. Postings on sheetrock walls, wood, glass, or other non-bulletin board surfaces will be removed by Buildings and Campus Operations. More specific area guidance is listed below; if a respective unit is not listed, generally identified areas like bulletin boards in those spaces are included in the scope of this policy.

Building A: 66 W 12th Street

- C502 Corridor: wall by Men's bathroom
- C601 Corridor: wall by the short stairs up
- C700 Elevator lobby: wall by the stairwell

Building B: 65 W 11th Street

- C000 Corridor
- 100 Lang Café: columns, wall near entrance
- C201 Corridor
- C200 Lobby
- C303 Corridor
- C400 Corridor

Building D: 79 Fifth Avenue / 6 E 16th Street

- C600 Elevator Lobby
- C702 Corridor: wall at entrance to room 707
- C800 Lounge
- 801 Café
- C801 Corridor
- L900 Lobby
- C900 Corridor
- L1000 Lobby
- C1000 Corridor
- L1100 Lobby
- C1100 Corridor
- 1204 Collaboration Area: wall adjacent to 1205 classroom

Building E: 25 E 13th Street

- C507 corridor

Building G: 80 Fifth Avenue

- All administrative and faculty offices

Building H: 72 Fifth Avenue

- 300 Lobby: wall by main elevator/ stair
- 400 Lobby: wall by main elevator/ stair
- 500 Lobby: wall by main elevator/ stair
- 600 Lobby: wall by main elevator/ stair
- 700 Lobby: wall by main elevator/ stair

Building I: 55 W 13th Street

- C100B Elevator Lobby
- C300 Elevator Lobby
- C301 Corridor: in front of window into stairwell
- C400A Lounge

- C402 Corridor: in front of window into stairwell
- C505 Lobby
- C507 Elevator Lobby
- C507A Lounge
- C511 Corridor
- C523 Corridor
- C600 Elevator Lobby
- C602 Corridor
- C604 Corridor
- C700 Elevator Lobby
- C701 Corridor
- C703 Corridor
- C801 Elevator Lobby
- C905 Corridor
- C904 Corridor

Building JJ: 39 W 13th Street

- All pinup surfaces in open areas are considered classroom/ studio spaces

Building L: 2 W 13th Street

- C102 Elevator Lobby
- C301 Corridor
- C302 Corridor
- C303 Corridor
- C304 Corridor
- C404 Corridor
- 406 Collaborative Workspace
- C501 Corridor
- 600 Open Workspace
- C601 Corridor
- C700 Lobby
- C701 Corridor
- C801 Corridor
- C803 Corridor
- C903 Corridor
- C1001 Corridor: wall in front of 1010 offices
- C1003 Corridor
- C1100 Corridor
- C1101 Corridor
- C1102 Corridor
- C1104 Corridor
- C1200 Corridor
- C1201 Corridor

Building N: 66 Fifth Avenue

- 200 Open Workshop Making Center
- C500 Corridor
- C501 Elevator Lobby
- C801 Corridor

Building UV: 63 Fifth Avenue, University Center

- Lower Level 2 - L205 Fitness Room: walls outside of entrance door, level 2
- Lower Level 2 - CL206 Elevator Lobby
- Lower Level 2 - CL208 Corridor: Wall next to lockers
- Lower Level 1 – L103 Events Café: one wall off double door entrance
- Lower Level 1 – C008 Corridor: column wall
- C206 Corridor: columns in dining hall
- C201 Corridor: drinking fountain niche
- C304 Corridor: walls by locker
- 309 Bloom Student Lounge
- C402 Corridor: Wall by Smith Student Resource Center 407
- C403 Lockers Corridor
- C404 Corridor: Wall by stair
- S400: wall by Stair 1
- C501 Corridor: wall adjacent to classroom 500, and around columns
- C502A Lockers
- C503 Lockers Corridor
- 505 Schwartz Concourse Student Lounge

- C601 Corridor in front of circulation desk
- C603 Elevator Lobby
- C604 Corridor: column in front of 616A & 616B

Building Z: 151 Bank Street

- 100 Lobby: around 1 column, wall by 103 faculty lounge
- C200 Corridor
- C201 Elevator Lobby

Electronic Bulletin Board Locations

- 55 West 13th Street Lobby
- 66 West 12th Street Lobby
- University Center Academic Lobby
- 6 East 16th Street Lobby
- 2 West 13th Street Lobby

Communication, Speech, and Expression

Guidelines for Social Media

Social media platforms, such as Instagram, Facebook, TikTok, LinkedIn, and others, are valuable platforms for telling the New School story and celebrating our community.

These guidelines below are for staff who manage or oversee college, department, student life, and other university-branded social media accounts on behalf of The New School. (For guidelines on personal social media usage, please refer to the HR policy)

- Use university social media channels to tell the New School story by showcasing our vibrant community, supporting our academic mission, and providing a space for individual connection.
- Create welcoming and inclusive content that represents our community members and is inviting to potential students, faculty, and friends of the university.
- Act as a resource for students, staff, and faculty seeking information or support.
- Maintain the safety of our online communities by removing hate speech, violent rhetoric, bullying, harassment, or other violations of the university codes of conduct.
- Avoid using university channels or resources to further personal or political viewpoints or imply a university position on local, national, or global issues that has not already been established by leadership.

For more how-to guides and best practices on social media content creation, visit M&C Tools and Training.

Academic Freedom and Social Media Content

Social media is naturally a place where people seek to have difficult conversations about many topics, including current events. While the university supports academic freedom and the full expression of ideas, including those which may be sensitive or confrontational, New School social media accounts should be first and foremost welcoming and inclusive spaces for all community members.

Because social media platforms are public, and anyone inside or outside the community has the opportunity to comment without respect to university Codes of Conduct, we must reduce the opportunities for harm or harassment. This may mean, at times, moderating more assertively or removing content that creates those opportunities. These decisions are made not to reduce academic freedom or freedom of expression, but with a commitment to maintain a community environment that is free from harassment and harm.

Political Advocacy and Organizing

It is especially prohibited to advocate for or against political candidates using university channels or resources. As a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, the university is absolutely prohibited from participating or intervening, directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office (federal, state, or local). This includes activity on social media channels owned or managed by the university.

Intellectual Property

At The New School, we respect the work of other artists and creatives and do not use their material without proper attribution and licensing. All content—whether photo, video, graphic, or written—must comply with legal policies of The New School.

Before uploading content anywhere it can be publicly viewable, remember that many social media platforms scan content automatically for copyrighted material. The platform may red-flag the post, add advertising, or remove content if any infringement is detected. Penalties could also include legal and financial action against the university or termination of the account.

To avoid these possibilities, please work with the faculty, students, event coordinators, and/or production companies that are producing your content to make sure that all third-party materials are properly licensed. Be especially careful with performances that include music or video not owned by the university itself or shared with The New School by a student or faculty member who has provided the appropriate release documentation.

Student-Generated Content and Takeovers

The New School celebrates every student and often showcases their achievements and experiences. Official university channels must always follow a set of rules when students share content they've made:

- Artwork, performances, or other student-created content must have documented consent to be used in any official social media channel.
    - If this material will be used for paid advertisement, the consent MUST be written and releases kept on file.
    - Artwork or creative projects by students must be credited, first with their full name, program and graduation year (for example, Jane Doe, MFA Fashion Design and Society, '24), as well as student's social media handles.
- However, content produced by student workers as part of their official job duties, when those job descriptions include social media content generation, is considered intellectual property of the university.

- When students are doing a “social media takeover” of a university channel, whether they are paid student workers or volunteers, content must follow all the guidelines stated in this document and meet requirements set forth by the university’s handbook.
    - Students may share their opinions but cannot use university platforms or resources to advocate or organize in any way that violates university policies, particularly those with respect to our tax-exempt 501(c)(3) status.
- During student takeovers, each post (video, photo, story, and/or caption) should be reviewed by the university staff member in charge of the official account with several days' notice before posting.
    - If there are any concerns about the content not meeting university guidelines, or that the content touches on sensitive political subjects or current events, please reach out to the M&C social team for a secondary review prior to posting.
- During takeovers, full-time staff should handle community moderation of comments and DMs, according to the Community Guidelines established here. Students who are doing the takeover should not moderate responses on their own content.

Moderation and Community Guidelines

The New School does not tolerate hate speech, bullying, harassment, or attacks on individuals on the basis of their race, gender, age, religion, nationality, ethnicity, sexuality, appearance, or other protected characteristics. This is also true on social media, and comments that fall into this category or are otherwise in violation of Title IX policies (see below) should and will be removed. Criticisms of the university are not typically deleted, unless they also violate the community guidelines.

- Managers should keep these guidelines in mind when planning content or responding to comments and DMs:
- Maintain the safety of our online communities by removing hate speech, violent rhetoric, or other violations of the university codes of conduct.
- Act as a resource for students, staff, and faculty seeking support.
- Avoid making definitive statements or posts that would imply university alignment with political candidates or partisan platforms.
    - It is, however, appropriate to share New School-sponsored or hosted opportunities for the community that may relate to political issues, such as events, academic opportunities, and classes.
- Political commentary in comments does not always require removal, but if it is aggressive to other users or includes hate speech, it should be deleted. Some of these scenarios may be more complicated than others, so please don’t hesitate to reach out for assistance moderating.
- Bot activity or spam: If you see an uptick in repetitive comments from the same account(s) across multiple posts, you may be dealing with a bot. You should remove those comments and block those accounts. Same goes for obvious spam.

When a comment is deleted, it’s always good policy to reply to the person you’re deleting with a justification before removing it, so they get a notification. You can also post this as a comment, using language like *“We don’t delete comments unless they violate our community guidelines against hate speech, bullying, harassment, or attacks on individuals on the basis of their race, gender, age, religion, nationality, ethnicity, sexuality, appearance, or other protected characteristics. We will remove those comments.”*

If a comment thread is getting out of control, it is acceptable to close comments on a particular post.

Title IX

The New School is committed to creating and sustaining an environment where students, faculty and staff can study, work and thrive unhampered by discrimination or harassment. The University strives to maintain a welcoming and collegial environment for employees, students, guests and visitors, who are expected to treat each other with respect and professionalism. The University will not tolerate discrimination or harassment based on an individual’s race, creed, color, national origin, sex, gender, gender identity or expression, age, mental or physical disability, ethnicity, sexual orientation, genetic predisposition or carrier status, religion, pregnancy, veteran status, marital or partnership status, caregiver status or any other basis protected by applicable local, state or federal laws. Nor does the University tolerate unprofessional or bullying behavior among members of the campus community.

To see the full policy, review this document.

Threats of Violence or Illegal Activity

If you see a comment that threatens violence to a named or unnamed member of The New School community, threatens illegal activity done on campus or to campus buildings, or threatens self harm, please follow these steps:

1. Take a screenshot of the comment that includes the username or handle. Save the screenshot in a folder.
2. Note the time that you discovered the comment and the time that it would have been posted.
3. Share this information directly and immediately with the Director of Campus Safety.
4. Remove the comment.

Crisis Events and Emergency Protocols

If there is an immediate emergency that affects or threatens our campus community, refer to Emergency Communications Protocols or reach out to M&C.

Other events may impact the community, such as foreign conflict, natural disasters, or internal disagreements, but are not an immediate threat. In those cases, further guidance on posting will be provided by the central university social media team in M&C, with as much speed as possible. This ensures that all public-facing New School-branded accounts are consistent in messaging, community support, and moderation.

In these cases, additional documentation may be provided with specific information about:

- Comments or DMs that may need moderation or response
- Any additional considerations to be made prior to posting
- Critical contact information for resources
- Guidance on when and how to share leadership messaging

For events and issues that have not been addressed by leadership and/or when resources are not shared by Student Success, it is likely that the guidance will be to continue posting content as usual.

The university will remove any posts on New School accounts which are not in compliance with these guidelines.

Responsible Conduct of Research

The Office of Research Support (ORS) provides researchers with resources to ensure that they meet the appropriate training requirements in research integrity in the conduct of research, as guided by applicable federal regulations. The New School assumes responsibility for investigating and resolving allegations of research and scholarly misconduct by its faculty, staff, and students, regardless of whether the activity is connected to internal or external funding. See the Responsible Conduct of Research (RCR) webpage for more information.

Conflicts of Interest

The objectivity of research is of paramount importance and the basis for obtaining and maintaining public trust. Financial conflicts of interest (FCOI) in research may occur when outside financial interests compromise, or have the appearance of compromising, the professional judgment of a researcher when designing, conducting, or reporting research. Federal agencies have specific requirements regarding PI disclosure, and institutional review of disclosures, to determine whether a conflict of interest may exist and what conditions, actions or restrictions, if any, should be imposed to manage, reduce, or eliminate such a conflict of interest. The process of reporting FCOI in sponsored research supplements the general university policy on conflicts of interest for employees, with additional requirements for individuals involved in research.

Immigration Resources

International Student & Scholar Services runs events and programs designed to help our international students and scholars understand the responsibilities that arise and benefits they can receive from their visa status and generally adjust to life at The New School. Some of our ongoing events and programs are listed below.

For updates to event schedules and announcements of new programs and resources, always check the ISSS newsletters. All international students and scholars are automatically registered to receive the ISSS newsletters in their New School email accounts. For questions related to ISSS events and programs, contact iss@newschool.edu.

Events for J-1 Professors and Scholars

The New School is proud to sponsor a talented group of J-1 professors and scholars each semester. To help these professors and scholars adapt to life in New York City and understand the requirements of their J-1 status, ISSS hosts special events throughout the year, including international scholar orientations, social gatherings, and networking events. For more information on these and other events, be sure to check your New School email for event updates and invitations from ISSS or contact iss@newschool.edu with any questions.

One To World

ISSS is a registered member of One To World, a private New York–based not-for-profit organization that brings Americans and international students face-to-face to share their experiences and perspectives in life-changing ways.

Dedicated to the promotion of global understanding, One To World creates opportunities for cultural, social, and intellectual interchange between international visitors — students, Fulbright scholars, trainees, and their families — and residents of the New York metropolitan area. Check out One To World's program calendar for upcoming events and activities taking place in and around New York City.

Student Disability and Accommodation Policies

This section of the Academic Catalog describes the work of the Student Disability Services office, as well as the Assistance Animal, Grievance, Housing Accommodation, and Priority Registration policies.

Student Disability Services

The New School is committed to ensuring that students with disabilities/disabled students receive equal access to academic and programmatic services. Student Disability Services(SDS) assists students who may need academic or residential accommodations, as required by federal, state, and local laws, including the Americans with Disabilities Act as Amended (2008) (ADAAA,) and Section 504 of the Federal Rehabilitation Act (1973). If you are a student who has had accommodations in the past and want to continue to utilize those supports, or if you have never had any accommodations before but are interested in learning what might be available to you, please head to the SDS website and complete the Disability Self Identification form as soon as possible, ideally before you start your degree program. After completing the Self ID form, utilize Starfish and schedule an appointment with Nick Faranda (Director,) or Gaby Royzen (Assistant Director) at a time of mutual convenience. At the intake appointment, the staff will advise you on policies and procedures, and discuss available support and accommodations. While it is SDS' recommendation that students complete the registration/accommodation process before the start of their program, students may register and seek accommodations at any point during their time at The New School. For more information, including how to self-identify, visit www.newschool.edu/student-disability-services.

If you are planning on living on campus for subsequent semesters, it is highly recommended to reach out to SDS (studentdisability@newschool.edu) to confirm your desire to continue to utilize your housing accommodations prior to the start of the Housing Selection process, which generally occurs in the Spring semester. Please understand that all accommodations continue to be based on availability, and are first-come, first serve. Notification of a desire to renew housing accommodations later in the housing process may result in not being able to secure your current housing accommodation(s).

Assistance Animal Policy

(Effective: 06/01/18)

The New School recognizes the importance of Assistance Animals, including Service Animals (SAs) and "Emotional Support Animals" (ESAs), providing physical and/or emotional support to individuals with disabilities under the Americans with Disabilities Act As Amended (ADAAA) and the Fair Housing Act (FHA). The New School is committed to allowing individuals with disabilities the use of Assistance Animals on campus and in residence to facilitate their full participation and equal access to the University's programs, housing, and activities. This policy explains the specific requirements applicable to a student's use of an SA or an ESA on University property or in housing.

1. **Definitions**

Assistance Animals

Under the FHA and Section 504 of the Rehabilitation Act of 1973 (504), the term "Assistance Animal" includes certified "Service Animals," "Emotional Support Animals" and any other personal animal that "works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability."

Note that while some Service Animals also perform the role of Emotional Support Animals, only a small minority of Emotional Support Animals perform the role of a Service Animal.

Furthermore, as the ADAAA limits the species of animals that may be categorized as "Service Animals" to dogs, the term "Assistance Animal" may include personal animals other than dogs, such as cats, that perform tasks similar or identical to those performed by a "Service Animal."

Finally, "Assistance Animal" is a general category that also includes personal animals, including dogs that work, provide assistance or perform physical tasks that alleviate one or more of the identified symptoms of an individual with a psychological or psychiatric disability. Such varieties of "Assistance Animals" are commonly known as "Emotional Support Animals."

Before an Assistance Animal is permitted in University housing, it must be determined if a) the Assistance Animal is necessary to afford an individual an equal opportunity to use and enjoy University housing and b) its presence in University housing is reasonable because of the individual's disability. However, even if the individual with a disability establishes the necessity of an Assistance Animal and it is allowed in University housing, said animal is not permitted in other areas of the University (e.g., dining facilities, libraries, academic buildings, classrooms, and other facilities) unless that Assistance Animal has also been classified as a Service Animal.

No Assistance Animal may be kept in University housing at any time prior to the Assistance Animal's approval and registration with Student Disability Services (SDS) as a reasonable accommodation pursuant to this policy.

Wild and other animals prohibited by §161.01 (b) of the Health Code of the City of New York may not be kept on campus as assistance animals as a matter of local law.

Service Animals

According to the ADAAA, **Service Animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities**, including but not limited to: guiding individuals with impaired vision, alerting individuals with impaired hearing, providing minimal rescue or protection work, pulling a wheelchair or fetching dropped items. The service that the animal is providing must be directly related to the individual's disability. If the animal meets these requirements, the animal is considered a Service Animal under the ADA regardless of whether or not it has been licensed or certified by a state or local government.

Emotional Support Animals

The term "Emotional Support Animal" refers to a category of animals that work, provide assistance or perform physical tasks for individuals with disabilities and/or provide necessary emotional support to individuals with mental or psychiatric disabilities that alleviates one or more identified symptoms of said disability, but which are not considered Service Animals under the ADAAA.

Some Emotional Support Animals are professionally trained, but in other cases, ESAs provide the necessary support to individuals with disabilities without any formal training or certification. Dogs are commonly used as Assistance Animals, but any personal animal may serve a person with a disability as an ESA.

A Therapy Animal is distinct from an Emotional Support Animal, and this policy should not be construed as endorsing the presence of Therapy Animals on University property.

Owner

The "Owner" is the individual who has requested the accommodation and has received approval to bring an Assistance Animal onto campus.

Student Disability Services

The Office of Student Disability Services (SDS) collaborates with individuals, faculty and staff to ensure that students with disabilities have equal access to all The New School programs and activities.

2. **Owners' Responsibilities as Related to Assistance Animals**

General Responsibilities

If the University grants the Owner's request to live with an Assistance Animal, the Owner is solely responsible for the custody and care of the animal and must meet the following general responsibilities:

1. The Owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the Owner's responsibility to know and understand these ordinances, laws, and regulations. The University has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. The University reserves the right to request documentation showing that the animal has been licensed.
2. The Owner is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner.
3. The Owner is required to ensure the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the animal and/or discipline for the Owner.
4. The New School does not require a student with a disability to pay a fee or surcharge for an approved Assistance Animal.
5. Students with disabilities may be charged for any damage caused by his, her, or their Assistance Animal beyond reasonable wear and tear to the same extent that the University charges other individuals for damages beyond reasonable wear and tear. The Owner's living accommodations may also be inspected for fleas, ticks, or other pests if necessary as part of the University's standard or routine inspections. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a University-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The University shall have the right to bill the individual's account for unmet obligations under this provision.
6. The Owner must fully cooperate with University personnel with regard to meeting the terms of this University and developing procedures for care of the animal (e.g., cleaning the animal, feeding/watering the animal, disposing of feces, etc.).
7. Assistance Animals may not be left overnight in University Housing to be cared for by any individual other than the Owner. Owners anticipating absences from their assigned residence halls of one night or longer must make arrangements to have their animals accompany them. The Owner is responsible for ensuring that the animal is contained, as appropriate, when the Owner is not present during the day while attending classes or other activities.
8. The Owner agrees to abide by all equally applicable residential policies that are unrelated to the individual's disability such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside there.
9. The animal is allowed in University housing only as long as it is necessary because of the Owner's disability. The Owner must notify SDS in writing if the Assistance Animal is no longer needed or is no longer in residence. To replace an Assistance Animal, the new animal must be necessary because of the Owner's disability and the Owner must follow the procedures outlined herein when requesting a different animal.

10. No New School community member shall be required to provide care or food for any Assistance Animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.
11. The Owner must provide written consent for SDS to disclose information regarding the request for and presence of the Assistance Animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Office of Housing and Residential Education personnel and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability.

Procedure for Requesting Assistance Animals in University Housing

It is generally the policy of The New School that students are prohibited from having animals of any type in University housing. However, an individual with a disability may submit a request for an Assistance Animal through the Office of Student Disability Services as a reasonable accommodation associated with said disability. Such a request may be handled through the regular accommodation process.

Removal of Assistance Animals

The University may require the Owner to remove any Assistance Animal from University housing if:

1. The animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others, including University Housing ;
2. The animal's presence results in a fundamental alteration of a University program;
3. The Owner does not comply with the Owner's Responsibilities set forth above; or
4. The animal or its presence creates an unmanageable disturbance or interference with the University community.

The University will base such determinations upon the consideration of the behavior of the Owner and/or the particular animal at issue and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with the directors of the offices of Student Disability Services, Housing and Residential Education and, where applicable, Student Conduct and Community Standards. Such decisions may be appealed to the Assistant Vice President for Student Equity and Access, Jennifer Francone, who oversees ADAAA and Section 504 compliance, and may be reached at:

72 Fifth Ave.

Room 402

New York, NY 10011

212-229-5900 x3656

The Owner will be afforded all rights of due process and appeal as outlined in The New School Student Handbook.

3. **Service Animal Policy**

Students with Service Animals are permitted to have their animals with them at all times In order to ensure a smoother experience for students with Service Animals, we strongly encourage all such students to notify SDS of their Service Animal's presence on campus. This will allow us the opportunity to notify the appropriate campus safety officials and other staff members and significantly decrease the likelihood of a situation where students are questioned about their animals.

Students wishing to bring Service Animals to live with them in any of The New School's residence halls are required to register and meet with Student Disability Services (SDS). Students should contact Nicholas Faranda, Director of Student Disability Services, at (212) 229-5626, or email him at farandan@newschool.edu. *At this meeting, Student Disability Services will inquire as to whether the requested animal is a Service Animal that is required because of a disability and what work or tasks the animal is trained to perform relating to the individual's disability.* After the meeting, SDS will coordinate with the Office of Housing and Residential Education and Campus Safety personnel to ensure a smooth transition to on-campus living and learning.

Service Animals that demonstrate behavior posing a direct threat to the health or safety of others or are disruptive to The New School community may be excluded, regardless of training or certification.

Requirements of Service Animals and Their Owners

- **Control**: Owners must be in full control of Service Animals at all times. The care and supervision of a Service Animal is solely the responsibility of its Owner.
- **Leash**: Service Animals must be leashed at all times.
- **License and Tags**: Service Animals must have owner identification tags as well as current licenses and tags from local authorities. Service Animals must wear current rabies vaccination tags.
- **Vest:** We strongly encourage the Owner to have a professional "**vest**" on the animal during all working hours.
- **Health**: Service Animals must be in good health. Animals to be housed in campus housing must have an annual clean bill of health from a licensed veterinarian. Service Animals must have current vaccinations and immunizations against diseases common to that type of animal.

Owner Conditions for Having a Service Animal on The New School property

- **Clean-up Rule**: Owners must (1) always carry equipment sufficient to clean up their animals' feces whenever the animal and Owner are on the property of The New School; and (2) be responsible for the proper disposal of their animals' feces and for any damage caused by their waste or its removal.
- **Disruption**: Owners of Service Animals that are unruly or disruptive (e.g., barking, running around, nipping, bringing attention to themselves) may be asked to remove their animals from University facilities. If the improper behavior happens repeatedly, the Owner may be required to take significant steps to mitigate the behavior before bringing the animal into any University facility. Mitigation may include muzzling a barking animal, obtaining refresher training for both the animal and the Owner or any other appropriate measures. Service Animals may be restricted from areas where an animal's presence may be reasonably expected to compromise the integrity of research or instruction or the safety of campus stakeholders or the animal itself.

Owner Conditions for Having a Service Animal living in The New School housing

Owners living in The New School Housing:

- **Must provide Student Disability Services (SDS) with a formal emergency plan regarding the removal and care of their Service Animals should they become unable to care for their animals. This must include the name, current telephone number, physical address and email address of an emergency contact as well as a plan for removal of the Service Animal.**

The New School Faculty and Staff policies regarding student/visitor Service Animals

Faculty and staff should:

- Allow Service Animals to accompany their Owners at all times and everywhere on campus, except where Service Animals are specifically prohibited due to health, environmental, or safety hazards (e.g., certain research laboratories, mechanical rooms,
- custodial closets, areas where protective clothing is necessary or areas where there is a danger to the animal). Please notify SDS of any concerns.
- Always speak to Owners before approaching or interacting with Service Animals. Remember, Service Animals are working and **are not pets**.
- Refrain from petting, feeding, or deliberately startling Service Animals. Resist the temptation to offer treats to Service Animals.
- Immediately report any disruptive behavior of Service Animals to Campus Safety. No attempt should be made to separate Owners from their Service Animals.

Any questions regarding Service Animals or their Owners should be directed to Student Disability Services (for students) or Human Resources (for faculty/staff).

4. **Emotional Support Animal Policy**

Procedure for Requesting Emotional Support Animals in University Housing

Requests for ESAs will be handled through the regular accommodation process. The University reviews all specialized housing requests through Student Disability Services in conjunction with the Office of Housing and Residential Education.

1. The first step in making any request for special housing accommodations is to self-identify as a student with a disability through the submission of the University's Disability Self-Identification Form and Request for Special Housing Accommodations Form, both of which are available on the SDS website. The Request for Special Housing

Accommodations form is to be completed in addition to, and not instead of, the Housing Application.

2. Upon submission of these forms, a detailed clinical summary of the student's disability from a qualified healthcare provider, such as a psychologist, psychiatrist, psychotherapist or counselor, must be provided to the Student Disability Services office. The clinical summary should include documentation of the nature of the student's disability (including its severity and duration), the functional limitations that may be experienced as a result of the disability and the recommendation of the use of an ESA as a necessary and appropriate accommodation associated with these limitations. Detailed guidelines for submitting documentation of a disability may be found online.

3. Documentation received will be treated as confidential and will not become part of the student's permanent record. This information will be shared within the University on a need-to-know basis only and with the sole intent of providing the student with related services.

4. Upon receipt of the appropriate forms and documentation, the student will be contacted by the Student Disability Services office to schedule an intake meeting with the Director of Student Disability Services. During the intake meeting, the student's request to house an ESA on campus will be discussed, and the student will be timely informed as to whether any additional information will be required to make a final determination as to the student's request.

5. A committee consisting of the Director of Student Disability Services, the Director of Medical Services and the Assistant Vice President of Student Health and Support Services will make a final determination as to the approval or disapproval of any specialized housing request, including a request for an ESA.

6. If the request is approved, the Director of Student Disability Services will contact the appropriate Office of Housing and Residential Education professional to communicate adequate and appropriate details regarding the student's accommodation, and an Office of Housing and Residential Education (OHRE) professional will assign the student to an appropriate residence hall or room. SDS and OHRE will identify potential roommates amenable to the presence of ESAs in their rooms or suites.

7. If the request is denied, the Director of Student Disability Services will contact the student directly and provide the student with the basis of the denial along with information on how to appeal the Committee's decision.

Criteria for Determining If Presence of the Emotional Support Animal is Reasonable

A. University housing is unique in several aspects, including the mandatory assignment of roommates for many individuals and the mandate that individuals must share a room or suite in certain residence halls.

B. However, for all requests for ESAs, Student Disability Services shall nonetheless consult with Office of Housing and Residential Education in making a determination on a case-by-case basis as to whether the presence of an Emotional Support Animal is reasonable. A request for an Emotional Support Animal may be denied as unreasonable if the presence of the animal: (1) imposes an undue financial and/or administrative burden; (2) fundamentally alters University housing policies; and/or (3) poses a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including University property.

C. The New School may consider the following factors, among others, as evidence in determining whether the presence of the animal is reasonable or in the making of housing assignments for individuals with Emotional Support Animals:

1. The size of the animal is too large for available assigned housing space;
2. The animal's presence would force another individual from their individually assigned housing (e.g., by aggravating serious allergies);
3. The animal's presence otherwise violates another individual's right to peace and quiet enjoyment;
4. The animal is not housebroken or is unable to live with others in a reasonable manner;
5. The animal's vaccinations are not up-to-date;
6. The animal poses, or has posed in the past, a direct threat to the individual or others, such as aggressive or injurious behavior toward the individual or others; or
7. The animal causes or has caused excessive damage to housing beyond reasonable wear and tear.

The New School will not limit room assignments for individuals with Emotional Support or any other Assistance Animal to any particular building or buildings because the individual needs an Assistance Animal due to disability.

Access to University Facilities by Emotional Support Animals

A. Emotional Support Animals

An ESA must be contained within the Owner's privately assigned individual living accommodations (e.g., room, suite, apartment) except to the extent the Owner is taking the animal out for natural relief. When an ESA is outside the private individual living accommodations, it must be in an animal carrier or controlled by a leash or harness. ESAs are not allowed in any University facilities other than University residence halls (e.g. dormitories, suites, apartments, etc.) to which the individual is assigned.

B. Dominion and Control

Notwithstanding the restrictions set forth herein, the ESA must be properly housed and restrained or otherwise under the dominion and control of the Owner at all times. No Owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from University housing.

Should any ESA be removed from the premises for any reason, the Owner is expected to fulfil any existing housing obligations for the duration of the housing contract.

V. Non-retaliation Provision

The New School will not retaliate against any person because that individual has requested or received a reasonable accommodation in University housing, including a request for an Assistance Animal.

Student Disability and Accommodation Policies

Grievance Policy

Currently not available from SDS; under revision

Student Disability and Accommodation Policies

Housing Accommodations Policy

(Effective: 06/15/18)

The New School recognizes the importance of maintaining residence halls that are accessible to and supportive of individuals with disabilities pursuant to the Americans with Disabilities Act As Amended (ADAAA) and the Fair Housing Act (FHA). The New School is committed to the full accessibility of all campus facilities and the entire school community's participation and equal access to the University's programs, housing, and activities. This policy explains the specific procedures in place to ensure the accessibility of university housing to individuals with qualifying disabilities.

The Office of Student Disability Services (SDS) collaborates with individuals, faculty and staff to ensure that students with disabilities have equal access to all The New School programs and activities. SDS, through the Office of Student Success, oversees and effectuates the implementation of the procedures contained herein.

1. **Criteria for the Assignment of Housing Accommodations**

A. University housing is unique in that it is a communal living environment wherein most individuals reside in shared spaces with assigned roommates and/or suitemates.

B. However, where, pursuant to the ADAAA and FHA, an individual initiates a housing accommodation request in order to accommodate a need related to or ameliorate the symptoms of a protected disability, Student Disability Services (SDS) shall nevertheless consult with Housing and Residential Education (HRE) along with Student Health Services (SHS) in making a case-by-case determination as to whether the requested accommodation is reasonable.

C. A housing accommodation request includes, but is not limited to, requests: for "single" rather than roommate or suitemate residential housing assignments; for housing in proximity of certain campus facilities; for housing equipped with certain features, including accessibility features; for permission to house an assistance animal on campus; or for any other reasonable request with a direct relation to an individual's documented or apparent need.

D. Both SDS and HRE shall collectively limit requests for information and documentation to those that are necessary: to verify the disability to be accommodated; to evaluate the reasonableness of the accommodation itself; and to verify that the accommodation is necessary for the requesting individual to enjoy equal use and access to the University's programs, housing or activities.

E. An accommodation is unreasonable if it imposes an undue financial and/or administrative burden; fundamentally alters university housing policies; presents a violation of federal, state or New York City laws or ordinances; poses a direct threat to the health and safety of others; may foreseeably cause substantial property damage to private property, including that of the University; or is otherwise unreasonable to the operation of the University.

2. **Procedures**

Generally, an individual with a protected disability requesting special housing accommodations shall complete the following steps:

A. **Request accommodations.** The individual shall register with SDS and formally initiate the request for specialized housing by completing the Disability Self-Identification Form and the Housing Accommodations Request form. These forms shall be completed in addition to, rather than in lieu of, the housing application. Pursuant to federal law, these and all forms related to the provision of reasonable student accommodations shall be available online or in alternatively accessible formats upon request.

B. **Submit documentation.** The individual shall submit reasonably sufficient documentation to verify the named disability and its symptoms and support the accommodation request. Documentation shall come from a qualified healthcare professional and be directly responsive to the following:

1. What is the patient's name and date of birth?
2. What is the DSM 5 classification, learning disability, and/or medical condition?
3. What historical data was taken into account in making the patient's diagnosis?
4. What were the assessment or evaluation procedures used to make this diagnosis?
5. What are the major symptoms of the disability currently manifested by the student, including level of severity (mild, moderate, or severe)?
6. What medications are currently prescribed? Are there any side effects, and if so, how severe?
7. What are the current functional limitations imposed by the disability or medication side effects (e.g., difficulty: switching modalities, managing time or deadlines, formulating or executing a plan of action, taking notes, focusing during timed tests, tolerating interruptions, or focusing for extended class period; ready distractibility/poor concentration; panicking in crowded conditions/surroundings; inability to share spaces in close proximity with others; inability to ingest gluten, etc.)
8. Between which dates has the patient been under the provider's care?
9. **If a single room is being recommended for the patient:**
    1. Which symptoms may be reduced as a result of a single room assignment?
    2. Is there evidence that a single room has helped the patient in the past or currently?
    3. How important is it to the patient's well-being to be placed in a single room?
    4. Insofar as symptomatology is concerned, how might disapproval impact the patient's disability?

Documentation may be submitted electronically to studentdisability@newschool.edu or mailed to to Student Disability Services, 63 5th Avenue, Room 419, New York, NY 10003.

E. **Schedule an intake meeting.** The individual requesting the accommodation or an authorized guardian shall, upon or before submission of reasonably sufficient documentation, schedule an intake meeting with the director of Student Disability Services or a designate. The intake meeting may be conducted in person or telephonically, and its purpose is to determine if and whether any additional documentation is required to verify the disability or the necessity of the individual's requested accommodation and to clarify the nature of the individual's request and how, if approved, it may be effectuated by the University or through the use of its facilities.

Upon completion of these steps, the Housing Accommodation Committee, a panel consisting of the Assistant Vice President for Student Health and Support Services, the Director of Medical Services and the Director of Student Disability Services, shall within fifteen days time complete the following steps:

A. **Convene to determine the reasonableness of the individual's requested accommodation.** The committee may consider any number of factors including: the nexus of the requested accommodation to the individual's disability; any evidence that the requested accommodation presently or, has in the past, supported the individual; the importance of the accommodation to the individual's well-being; and any consequences, including a manifestation or exacerbation of symptoms, that may result if the accommodation is not approved.

B. **Inform the student of the result of the Committee's determination.** The disposition, whether an approval, a denial or the formal offer of an alternative accommodation, shall be forwarded to the student in writing, typically through electronic mail.

Grievances and appeals are handled pursuant to the SDS Grievance Procedure and presided over by The New School's 504 coordinator. Pursuant to this policy, the 504 coordinator shall strive to complete the process relayed therein within fifteen days.

3. **Cost Differentials**

Individuals approved for a required accommodation shall not incur any additional cost above the standard double rate for the assigned building. The housing rates for each individual building can be found here. (e.g., If a student is assigned a single at Kerrey Hall, they will be charged the standard double rate for Kerrey Hall) Accordingly, should an individual elect to pursue a housing assignment with associated costs in excess of the Committee's recommended assignment, the individual will be responsible for paying any additional charges associated with the preferred assignment in accordance with the University's published housing assignment rates (e.g., the single room rate for the preferred building assignment when assigned a double).

4. **Non-retaliation Provision**

The New School shall not retaliate against any person because that individual has requested or received a specialized housing accommodation.

Student Disability and Accommodation Policies

Priority Registration Policy

I. Priority registration as a reasonable academic accommodation for qualifying disabilities

Given appropriate notice to the University, students with certain disabilities who have registered with the Student Disability Services office of The New School and qualified for accommodations are, as a matter of Institutional policy, may be eligible for priority [early] course registration as a reasonable academic accommodation. The objectives of priority registration include, but is in no way limited to: improving the student's ability to navigate or traverse campus to attend a certain class or schedule of classes due to a temporary or permanent disability; reducing the static or intermittent limitations produced by the effects of a student's treatment regimen (including the student's prescribed course of medications); ameliorating the physical or psychological effects of the symptoms of a student's disability or disabilities and their foreseeable progression over an academic day or period of time; or any combination of the above. Those granted priority registration will be allowed to register one day in advance of other students of the same level and type, pursuant to the registration dates schedule published by the Registrar's Office.

For general questions about disabilities and eligibility for accommodations, please visit SDS' website at: https://www.newschool.edu/student-disability-services/students/

II. Qualifying disabilities

Qualifying neurodevelopmental disabilities include, but are not limited to: attention-deficit/hyperactivity disorder (ADHD); attention-deficit disorder (ADD); autism spectrum disorder (ASD); degenerative brain disease (such as chronic traumatic encephalopathy (CTE) or Parkinson's disease); dyspraxia or related disorders (such as developmental coordination disorders or motor difficulty); migraines; cerebral palsy; or sleep disorders.

Qualifying sensory disabilities include, but are not limited to: physical disabilities including or associated with blindness; low vision; deafness; or hearing impairment. They also may include sensory disorders (such as sensory processing disorder or photosensitivity).

Qualifying psychological/psychiatric disabilities include, but are not limited to: bipolar disorder; post-traumatic stress disorder (PTSD); borderline personality disorder (BPD); schizophrenia; schizoaffective disorder; or other emotional disturbances or mood disorders.

Qualifying physical disabilities include, but are not limited to: physical or mobility impairment; cancer; chronic pain disorder or related disorders (such as fibromyalgia); chronic obstructive pulmonary disease; diabetes; digestive disease (such as Crohn's disease); immunodeficiency or thyroid dysfunction (such as lupus); kidney disease; inherited blood disorders, such as sickle cell disease; and contracted blood disorders, such as human immunodeficiency virus (HIV).

Students with disabilities not listed above may be eligible for priority registration, but these students must request and meet with the Director of SDS to discuss their request. SDS will determine the reasonableness and appropriateness of the request.

III. Identification of qualifying students and approval deadline

The administrative nature of priority registration as an academic accommodation requires that its approval be revisited regularly. As such, the determination of student need for priority registration will be made on a semester-by-semester basis. In order to qualify for priority registration for the subsequent semester, a student must request and utilize their approved accommodations during the current semester.

Administrative constraints prevent student eligibility for priority registration during their first semester of enrollment. Whether a student is eligible for priority registration during subsequent semesters will be contingent upon whether the student has registered with the Student Disability Services office and been approved for this and any other appropriate accommodations by the priority registration approval deadline. A student will have met the spring priority registration approval deadline by completing the Student Disability Services intake process by September 30 of the preceding fall semester. A student will have met the fall priority registration approval deadline by completing the Student Disability Services intake process by February 28 of the preceding spring semester. Students who miss the priority registration approval deadline will nevertheless remain eligible to receive any or all of their remaining approved accommodations.

IV. Effect of interruptions to student enrollment on access to priority registration

A student's leave of absence or exit from and subsequent readmission to the University may have a practical effect on the University's ability to offer the student priority registration even if the student was previously approved for the accommodation.

V. Questions and clarifications

Questions or clarifications related to The New School's priority registration policy for students with disability should be directed to the Student Disability Services office at:

Student Disability Services

63 5th Avenue

Fourth Floor

New York, NY 10003

studentdisability@newschool.edu.

Student Right to Know Act

The Student Right to Know Act requires institutions that participate in any student financial assistant programs under Title IV of the Higher Education Act of 1965 to disclose information about persistence and graduation rates to current and prospective students.

To view this data and other important information regarding your rights as a student, visit www.newschool.edu/your-right-to-know.

University Policy on Harassment, Discrimination, Prohibited Relationships, Title IX and Non-Title IX Sexual Harassment and Misconduct (Effective 10/5/2023)

1. **POLICY STATEMENT**

The New School is committed to creating and sustaining an environment where students, faculty and staff can study, work and thrive unhampered by discrimination or harassment. The University strives to maintain a welcoming and collegial environment for employees, students, guests and visitors, who are expected to treat each other with respect and professionalism. The University will not tolerate discrimination or harassment based on an individual's race, creed, color, national origin, sex, gender, gender identity or expression, age, mental or physical disability, ethnicity, sexual orientation, genetic predisposition or carrier status, religion, pregnancy, veteran status, marital or partnership status, caregiver status or any other basis protected by applicable local, state or federal laws. Nor does the University tolerate unprofessional or bullying behavior among members of the campus community.

Discrimination and harassment can be detrimental to the academic, creative and work experience, and have no place in our community. The New School will take all action necessary to prevent, correct and discipline behavior that violates this standard of conduct. Due diligence will be used to ensure that such action is taken as expeditiously as possible. The University will make every effort to provide assistance, resources and support to complainants (the individual making the complaint) of this behavior in a thorough and sensitive manner.

Those members of the University community found responsible for discriminatory, harassing or retaliatory behavior, as described below, will be subject to the full range of institutional disciplinary actions, up to and including termination from the University. Non-members of the community such as guests or visitors, who engage in such behavior on campus, at campus events or within campus programs, may be barred from campus property and/or referred to the institutions or employers with whom they are affiliated. Guests and visitors of the University impacted by discrimination and harassment are protected by these policies and procedures.

A reported violation of any University policy, which is motivated by the actual or perceived membership of an individual in a protected class may be investigated and remedied under this policy. Misconduct related to or coinciding with an investigation into a violation of this policy, may also be investigated under this policy. However, misconduct that does not violate this policy, will be resolved and remedied under the appropriate University policy.

This policy is designed to comply with applicable legal requirements including Title IX of the Education Amendments of 1972, relevant provisions of the Violence Against Women Reauthorization Act of 2013, Title VII of the Civil Rights Act of 1964, The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, ADA 504, NY Education Law Article 129 B, other relevant NYS and NYC Human Rights Laws, as well as the 2020 Title IX Final Rule Regulations.

2. **SCOPE OF THE POLICY**

This policy applies to students, employees, visitors, volunteers, guests, recipients and/or providers of The New School programs or services, participants in internships and field placements, subcontractors and applicants for employment. The policy also pertains to The New School sponsored events that occur off campus, as well as off campus incidents that have a substantial on campus impact or effect on members of the University community. This policy also applies to off campus and online speech or conduct that causes a substantial disruption to University operations and/or its mission or substantially and negatively impacts members of the campus community. The University reserves the right to invoke disciplinary proceedings against a member of the campus community who is charged with violating local, state or federal law for conduct occurring off campus.

Pursuant to NY Education Law Article 129B, this policy also applies to cases involving allegations of sexual assault, dating violence, domestic violence or stalking against students that have a reasonable connection to the University, whether the alleged conduct occurred on campus, off campus or while studying abroad. When such conduct involves students from other institutions, the institutions may work collaboratively, while maintaining compliance with the Family Educational Rights and Privacy Act (FERPA).

See attached policy addendum for jurisdiction of Title IX Sexual Harassment.

3. **INDIVIDUAL SPEECH GUIDELINES AND ACADEMIC FREEDOM**

The New School is strongly committed to encouraging the free flow of thoughts and ideas essential to higher education (see University Policies on Freedom of Artistic Expression and Free Exchange of Ideas in the Institutional Policies and Procedures Manual). Although The New School does not encourage offensive or insensitive speech, the principles of free speech and academic freedom may limit the University's ability to restrict speech that is academically germane or pedagogically appropriate. However, speech that rises to the level of discrimination and/or harassment, as defined in this policy, may not be protected by academic freedom and/or free speech, and may be considered a violation of this policy.

4. **DISCRIMINATION**

Discrimination is any action that deprives or tends to deprive individuals of educational or employment access, benefits or opportunities on the basis of the individual's actual or perceived protected status, as described above, or practice that adversely impacts members of one protected class more than others.

5. **DISCRIMINATORY HARASSMENT**

Discriminatory harassment is unwelcome conduct that creates an intimidating, hostile or abusive work, academic, student residential or co-curricular environment; alters the conditions of employment or education or unreasonably interferes with an individual's work or academic performance on the basis of the individual's actual or perceived membership in a protected class. Harassment may include, but is not limited to:

- verbal abuse, epithets, slurs or negative stereotyping
- threatening, intimidating or hostile acts
- denigrating jokes
- obscene comments or gestures
- offensive or derogatory displays or circulations (including electronic) in the work, academic or student residential environment
- written or graphic material that disparages or shows hostility or aversion toward an individual or group

Determinations of whether conduct is intimidating, abusive or hostile will be based on objective and subjective factors, including the totality of the circumstances, as well as the nature of the conduct. A reasonable person in the complainant's position is the standard that determines whether the conduct created a hostile environment.

Non-Title IX Sexual Harassment

Non-Title IX Sexual harassment is a form of discrimination that includes harassment on the basis of sex, gender, gender identity or expression, sexual orientation or the status of being transgender. Sexual harassment includes unwelcome conduct of a sexual nature or which is directed at an individual because of that individual's sex, gender, gender identity or expression, sexual orientation or the status of being transgender. It includes visual, verbal, non-verbal or physical conduct and when:

- Submission to such conduct is implicitly or explicitly a term or condition of the individual's academic, co-curricular, student life or employment status or used as a basis for academic, co-curricular, student life or employment decisions affecting the individual ("quid pro quo"), or
- The conduct has the purpose or effect of unreasonably interfering with the

individual's academic, social, student residential or work performance by creating a hostile environment, regardless of whether the conduct is directed toward that or any specific individual, or

- Such conduct is intentional, serves no legitimate purpose and involves contact with parts of another person's body and which causes the person to feel degraded or abused or is committed for the purpose of gratifying the other person's sexual desire.

See policy addendum for the definition of Title IX Sexual Harassment.

Non-Title IX Hostile Environment

A hostile environment occurs when the unwanted and objectionable conduct is based upon the individual's actual or perceived membership in a protected class and limits or denies or unreasonably interferes with an individual's work or academic experience (including student residential, campus life or co-curricular). A single or isolated incident of harassment or discrimination may create a hostile environment.

Examples of conduct that can constitute harassment include:

- Verbal or non-verbal unwelcome sexual advances, innuendos or propositions, racial or sexual epithets, derogatory slurs, offensive or denigrating jokes.
- Derogatory visual posters, cartoons or drawings, suggestive objects or pictures, graphic commentary, leering or obscene gestures.
- Threatening, intimidating or causing physical harm or other conduct that threatens or endangers the health or safety of any person on the basis of their actual or perceived membership in a protected class.
- Bullying, defined as repeated and/or aggressive conduct, including non-verbal conduct and speech,which is likely to intimidate, humiliate or intentionally hurt, control, silence, exclude,isolate or diminish another person physically or mentally, regardless of whether that conduct is based on their actual or perceived membership in a protected class.

Prohibited Relationships

The relationship between faculty and students is central to the mission of The New School. Although we do not wish to discourage collegial relationships between faculty and students, given the fundamentally asymmetrical nature and power differential inherent in these relationships, even the appearance of voluntary consent to a romantic, dating or sexual relationship by the student, may be questionable.

These risks are also inherent in romantic, dating or sexual relationships between University staff in unequal positions, like supervisors and subordinates or senior and junior faculty members. The power dynamics of these relationships may also impact other members of the campus community. Personal ties of this nature should not be allowed to interfere with the academic or work environment. In light of the above:

- All romantic, dating or sexual relationships between staff or faculty (those in instructional positions, including Teaching Assistants, Teaching Fellows and Tutors) and students (graduate and/or undergraduate) are prohibited by this policy.
- All employees (faculty and staff) are prohibited from entering into a newly formed (i.e., commencing subsequent to starting employment at The New School) romantic, dating or
  sexual relationship with any employee for whom they have direct or indirect supervisory or evaluative responsibility.
- All employees (faculty and staff) who have a pre-existing1 (i.e., commencing prior to assuming the supervisory or evaluative responsibilities) romantic, dating or sexual relationship with an individual for whom they subsequently assume supervisory or evaluative responsibilities (directly or indirectly) are required to report this relationship immediately to their Chief/Dean. The Chief /Dean in concert with the Chief Legal and Human Resources Officer shall determine whether, in the best interests of the University, a change in supervisory or evaluative responsibilities can be made to accommodate this relationship.
- All employees (faculty and staff) who have a pre-existing (i.e., commencing prior to the student's association with the University) romantic, dating or sexual relationship with any student (graduate and/or undergraduate) are required to report this relationship immediately to their Chief/Dean. The Chief/Dean in concert with the Chief Legal and Human Resources Officer shall determine whether, in the best interest of the University, a change in responsibilities is necessary to accommodate this relationship.

Failure to abide by any of the requirements described above is a violation of this policy and will result in serious disciplinary sanctions up to and including termination of employment.2

Notwithstanding the above, collegial, academic and/or professional meetings, interactions and one-on-one discussions occurring on or off campus between faculty, staff and students are an integral and acceptable part of the academic environment of the University. Relationships that fall outside the parameters of professional, collegial or academic interactions can be problematic. Whether a relationship is romantic, dating or sexual will be evaluated on a case by case basis and analyzed through the lens of a reasonable person in the complainant's position.3 Examples include, but are not limited to, the following:

- Having lunch or dinner with a student to discuss an academic issue may be appropriate. However, having lunch or dinner with a student in furtherance of an intention to make a sexual overture to or initiate a romantic, dating or sexual relationship with the student is prohibited.
- Meeting with a student in your office to discuss an academic issue may be appropriate. However, arranging with the student to meet you in a restaurant in furtherance of an

1 Any romantic, dating or sexual relationship between an employee (faculty or staff) and an individual for whom the employee has supervisory or evaluative responsibilities that exists prior to the effective date of this policy will be considered a "pre-existing" relationship and should be reported in the manner described above.

2 Exceptions may be made in cases involving lack of knowledge of the student's status or other extenuating circumstances. The absence of an academic, supervisory or other power relationship will be an important factor in determining the appropriate sanction.

3 Romantic, dating and sexual relationships may exist on the basis of a single interaction. Physical contact is not a required element of a romantic or dating relationship.

intention to make a sexual overture to or initiate a romantic, dating or sexual relationship with the student is prohibited.

6. **SEXUAL MISCONDUCT**

Sexual Assault

Sexual assault is sexual activity, including sexual acts and/or sexual contact, which occurs without affirmative consent4 (defined within) to engage in the activity.

Sexual Act

- Contact, however slight, between the penis and vagina or the penis and the anus without affirmative consent, or
- Contact between the mouth and the penis, the mouth and the vagina, the mouth and the anus or genital to genital contact without affirmative consent, or
- Penetration, however slight, of the anal or genital opening of another by hand, finger or any object, with the intent to abuse, humiliate, harass, degrade or gratify the sexual desire of any person and without affirmative consent.

Sexual Contact

- The intentional touching, either directly or through clothing, of the genitals, anus, groin, breast, inner thigh or buttocks of any person without affirmative consent and with the intent to abuse, humiliate, harass, degrade or gratify the sexual desire of any person.

Sexual Exploitation

Sexual exploitation is non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, humiliation, harassment or any illicit purpose. Acts of sexual exploitation may include, but are not limited to:

- Streaming, sharing or distributing images, photography, video or audio recordings of sexual conduct, nudity or state of undress when there is a reasonable expectation of privacy and without the knowledge and affirmative consent of all participants.
- Observing, photographing, videotaping or making any other visual or audio recording of sexual conduct or nudity or state of undress when there is a reasonable expectation of privacy and without the knowledge and affirmative consent of all participants.
- Exposing one's genitals in non-consensual circumstances.
- Inducing incapacitation without the participant's consent for the purpose of sexual activity.
- Knowingly transmitting a sexually transmitted infection or HIV to another person.

4 There can be no consent to a prohibited relationship given the fundamentally asymmetrical power differential.

- Engaging in forced prostitution related activity involving a member of the campus community.
- Knowingly tampering with birth control or condoms without the consent of the participants.

Affirmative Consent

Affirmative consent to engage in sexual activity is a knowing, voluntary and mutual decision among all participants to engage in sexual activity.5 Consent can be given by word or action, as long as those words or actions create clear permission to engage in the sexual activity. Silence or the lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act. Consent is required regardless of whether the person initiating the act is under the influence of drugs or alcohol. Consent may be initially given but withdrawn at any time.

Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by a lack of consciousness, being asleep, being involuntarily restrained or if the individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs or other intoxicants may be incapacitated and therefore unable to consent. Consent cannot be given when it is the result of coercion, intimidation, force or threat of harm. An individual under the age of 17 cannot consent to sexual activity in New York. When consent is withdrawn or can no longer be given, sexual activity must stop.

7. **RELATIONSHIP VIOLENCE**

Dating Violence

Dating violence is the use of physical violence, coercion, threats, intimidation or other forms of emotional, psychological or sexual abuse directed toward an individual, who is or has been in a social relationship of a romantic or intimate nature with the accused. It includes behaviors that intimidate, manipulate, humiliate, isolate, frighten, coerce, threaten or physically injure the individual. A romantic or intimate relationship may exist whether the relationship is sexual or not. Dating violence can be a single act or a pattern of behavior, depending upon the severity of the conduct. The existence of a dating relationship shall be determined based upon the

complainant's statement, as well as such factors as the length of the relationship, the type of the relationship and the frequency of interactions between the parties involved in the relationship.

5 See note 4 on page 6

Domestic Violence

Domestic violence is the use of physical violence, coercion, threats, intimidation or other forms of emotional, psychological or sexual abuse directed toward a current or former spouse, intimate partner, person with whom one shares a child or a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner, or anyone protected from the accused's acts under the domestic or family violence laws of New York. To categorize as domestic violence, the relationship between the complainant and the accused must be more than two people living together as roommates and must be the type of relationship as noted above.

Domestic violence includes behaviors that intimidate, manipulate, humiliate, isolate, frighten, coerce, threaten or physically injure the individual. Domestic violence can be a single act or a pattern of behavior, depending upon the severity of the conduct.

8. **STALKING**

Stalking is a course of unwanted and repeated conduct directed at an individual or group of individuals, designed for no legitimate purpose and which causes a reasonable person to be in fear for their safety or the safety of others or to suffer substantial emotional distress. Stalking can take many forms and may include conduct where the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person or interferes with a person's property.

9. **RETALIATION**

Retaliation is an intentional adverse action or threatened action taken by an accused individual or allied third party that harms or attempts to harm another individual as reprisal for filing a complaint, supporting a complainant or otherwise participating in a proceeding pursuant to this policy. Retaliation includes intimidating, threatening, disparaging, coercing or in any way discriminating against an individual as reprisal for the individual's complaint or participation in an investigation or proceeding.

Retaliation is an offense separate and apart from the underlying policy violation and will be considered and acted upon independently. The New School will not tolerate any retaliation against an individual or group for making a complaint of harassment or discrimination in good faith under this policy or for participating in an investigation.

10. **INTENT**

Failure to recognize that one's behavior is harassing or discriminatory to an individual or group is not an acceptable defense to discrimination, harassment or retaliation. Differences in perception will be resolved based upon the standard of a reasonable person in the complainant's position.

11. **COOPERATION**

All members of the University community including students, faculty and staff are expected to assist and cooperate in the application of this policy and in investigations conducted pursuant to this policy. Any person who knowingly misrepresents the truth or whose willful action or inaction obstructs the application of these procedures will be subject to disciplinary action.

12. **REPORTING**

Required Reporting for Responsible Employees

All employees of the University, with the exceptions of those designated as confidential resources (Counseling Services, Student Health Services and the Faculty/Staff /Student Ombuds) are considered **Responsible Employees** of the University and are required to report all allegations of harassment or discrimination for which they have notice. Reports should be made as follows:

For incidents involving students contact Cassita Charles-Bowie, Student Title IX Investigator, at Charlesc@newschool.edu.

For incidents involving faculty and staff contact Rhonnie Jaus, Vice President for Equal Employment Opportunity, Affirmative Action, Compliance and Title IX Coordinator, at Jausr@newschool.edu

You may utilize the Harassment/Discrimination Reporting Form here: https://docs.google.com/forms/d/e/1FAIpQLSdAn8yvtaEWUOI7ybYa1RdBn7adl7sY6M3eYXorMl1p-IxBSw/viewform

Student employees (both graduate and undergraduate) are not **Responsible Employees** under this section. However, students employed as Resident Advisors, Resident Housing Directors, Teaching Assistants, Teaching Fellows, Peer Advisors and Orientation Leaders are **Responsible Employees** of the University and required to report as indicated above.

Reports Involving Minors

The New School is committed to the prevention of child abuse. All employees who have reasonable cause to suspect abuse or maltreatment of an individual under the age of 18 are directed to inform Campus Safety, who will report this information to the NY State Child Abuse and Maltreatment Hotline. Reports can also be made directly to the hotline at 800-342-3720. See Policy on Minors on Campus in the Institutional Policies and Procedures Manual.

Confidentiality and Privacy in the Reporting Process

Confidentiality will be maintained to the greatest extent possible under the law and pursuant to the obligations of the policy. However, even offices and employees that cannot guarantee complete confidentiality will maintain the privacy of all parties to the greatest extent possible. Information provided to a non-confidential resource will only be relayed as necessary to individuals with a need to know or to seek a resolution in the case.

The University will evaluate a request for confidentiality or to refrain from acting on a report, in accordance with the responsibility to provide a safe and non-discriminatory environment for the entire campus community. While absolute confidentiality cannot be maintained, the University will treat all complaints with sensitivity and respect.

Confidential Resources and Support

The New School strongly encourages all members of the campus community to report allegations of discrimination or harassment under this policy. However, individuals who do not wish to make a formal report, but wish to speak with someone confidentially, can utilize the confidential on-campus resources of the Student Counseling Services, Student Health Services or the Faculty/Staff /Student Ombuds. Individuals can also utilize off campus confidential resources listed in the Appendix. Confidential resources will not release information without the express consent of the individual.

Student Amnesty

The health and safety of every student at The New School is of the utmost importance. The New School recognizes that students who have been drinking and/or using drugs (whether voluntary or involuntary) at the time of the violence, including but not limited to dating violence, domestic violence, stalking or sexual assault, may be hesitant to report such incidents due to fear of potential consequences for their conduct. The New School strongly encourages students to report dating violence, domestic violence, stalking or sexual assault to University officials. A bystander (witness) acting in good faith or a complainant acting in good faith, who discloses an incident of dating violence, domestic violence, stalking or sexual assault to University officials or law enforcement will not be subject to student conduct action for violations of alcohol or drug use occurring at or near the time of the commission of the dating violence, domestic violence, stalking or sexual assault.

Hate Crimes

The New School is committed to the prevention of hate crimes and strongly encourages all members of the community to report them. A hate crime is defined as an offense that either (a) intentionally selects the person against whom the offense is committed or intended to be committed because of a belief or perception regarding the protected class of the person, regardless of whether the belief or perception is correct, or (b) intentionally commits the act or acts constituting the offense because of a belief or perception regarding the protected class of the person is correct.

13. **THE REPORTING PROCESS**

All students, employees and third parties who believe they have observed or been subjected to discrimination, harassment, including sexual assault, dating violence, domestic violence, stalking or retaliation are strongly encouraged to report this to the University in accordance with the procedures set forth in this policy.

- For complaints involving students contact: Cassita Charles-Bowie, Student Title IX Investigator at Charlesc@newschool.edu.
- For complaints involving faculty/staff or third parties or for any question regarding this policy contact: Rhonnie Jaus, Vice President for Equal Employment Opportunity, Affirmative Action, Compliance and Title IX Coordinator at Jausr@newschool.edu.
- You may report anonymously online to https:// www.pavesuite.com/Newschool/PublicPortal/AcademicMisconductIncident
- In case of emergency or if you need immediate assistance contact Campus Safety at 212-229-7001.
- You may utilize the Harassment/Discrimination Reporting Form here: https://docs.google.com/forms/d/e/1FAIpQLSdAn8yvtaEWUOI7ybYa1RdBn7adl7sY6M3 eYXorMl1p-IxBSw/viewform.

Notice

Regardless of whether a complainant files a complaint or requests action, if the University has notice of discrimination or harassment, as outlined in this policy, a prompt, thorough and impartial investigation of the allegations will be commenced.

Reports to the Police and Other External Proceedings

A complainant may contact the local or state police directly, whether or not a complaint has been filed with the University. The University can provide assistance in notifying law enforcement.

Reports to local police should be made to the precinct of occurrence or to the Special Victims Report Line at 646-610-7272.

The University's investigation is independent of any criminal or civil investigation or proceeding. The University's investigation and related proceedings may be carried out prior to, simultaneously with or subsequent to, any related criminal or civil proceeding and will not be subject to challenge or delay based on the grounds that criminal or civil proceedings involving the same incident have been dismissed, reduced or pending. Short delays in University proceedings may be allowed for law enforcement to conduct their investigation.

Timing of the Investigation

There is no time limit for when a complaint may be brought to the attention of the University. However, significant delays in reporting may impair the University's ability to investigate the allegation.

The University will make every effort to investigate and resolve a case within 120 days from the time notice is received. However, depending upon the complexity of the case and/or the nature of the allegations, as well as other factors, this time period may be extended at the discretion of the University.

14. **INVESTIGATIONS FOR NON-TITLE IX ALLEGATIONS**

Upon receipt of a complaint (or notice) of discrimination, harassment or retaliation, an investigation of the allegations will be commenced. The investigation will be conducted in a prompt, thorough and impartial manner, and may include:

- Interviews with the complainant and the accused
- Interviews of relevant witnesses
- Consideration of relevant evidence, including information submitted by either party
- If the accused is a member of any bargaining unit, they are entitled to have a union representative accompany them to the interview. The union representative may appear only in an advisory capacity and may not actively participate in the proceedings.
- Either party may be accompanied to the interview by an advisor of choice.6 The advisor of choice may appear only in an advisory capacity and may not actively participate in the proceedings.
- The investigator will make every effort to keep the complainant informed about the status of the investigation.

Interim Measures

At any time during the investigation, the investigator may recommend reasonable interim protections or measures for the parties involved. These measures may include separating the parties, placing limitations or restrictions, no-contact orders, suspension, alternative workplace schedules, student residential housing adjustments, transportation or academic accommodations or adjustments.

These measures are available regardless of whether the complainant pursues a complaint under this policy. Efforts will be made to minimize the burden on the complainant whenever practicable. Upon reasonable request, the accused and/or complainant will be afforded a prompt review of the interim measures, including potential modification. Either party will be permitted to submit evidence in support of such request.

6 Limitations may be placed on the selection of the advisor of choice due to such factors as the reporting structure of the parties or the nature of the case.

15. **DETERMINATIONS AND RESOLUTIONS FOR NON-TITLE IX CASES**

The investigator/s will complete the investigation in a timely fashion and render a determination based upon the preponderance of the evidence. The preponderance of the evidence means that what is sought to be shown, is more likely than not to have occurred. All parties to the investigation (complainant and accused) will receive a written determination of the outcome of the investigation.

In cases involving faculty and staff, the University reserves the right to take summary disciplinary action pursuant to the University Code of Conduct and/or existing University employment procedures, including those contained in applicable Collective Bargaining Agreements, the Institutional Policies and Procedures Manual and the Full-Time Faculty Handbook.

Faculty and staff have the right to appeal outcome determinations pursuant to the guidelines set forth in the Full-Time Faculty Handbook, the Institutional Policies and Procedures Manual or the applicable Collective Bargaining Agreement.

Allegations of non-Title IX offenses against student respondents (individuals who are accused) will be handled under the Student Code of Conduct. Students in those cases have the right to appeal the outcome determinations pursuant to the procedures set forth in the Student Non- Academic Disciplinary Procedures

16. **FALSE COMPLAINTS**

A complainant who knowingly makes false allegations against a member of the University community in bad faith will be subject to disciplinary action. An inquiry into a false complaint may be resolved through a separate investigation.

17. **POLICY REVIEW**

This policy may be reviewed for possible revision every three years or as otherwise deemed necessary.

18. **DISCLOSURE**

Notwithstanding the above, the University reserves the right to disclose the outcome of an investigation unless prohibited by law.

New Procedures for Title IX Sexual Harassment and Misconduct

Only incidents that fall within the below definition and jurisdiction of Title IX sexual harassment and occur on or after August 14, 2020, the effective date of the regulations, will be handled under the procedures listed below. Alleged misconduct that falls outside the scope of this definition and jurisdiction or prior to the effective date, will be handled under existing University policies and procedures.

Jurisdiction of Title IX Sexual Harassment

The jurisdiction for Title IX sexual harassment includes allegations of sexual harassment (as defined below) occurring in the University's education program or activity in the United States, including any on campus premises, any off campus premises over which the University has substantial control, as well as buildings or property owned or controlled by a recognized student organization. It also includes activity occurring within computer and internet networks, digital platforms and computer hardware or software owned or operated by, or used in the operations of University programs and activities over which the University has substantial control

Definition of Title IX Sexual Harassment

Title IX sexual harassment includes any conduct that satisfies one or more of the following:

- Quid pro quo sexual harassment involving allegations that an employee conditioned educational benefits on participation in unwelcome sexual conduct;
- Unwelcome conduct on the basis of sex that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies a person equal access to the University's education programs or activities;
- Sexual assault (as defined in the Clery Act) which includes any sex act directed against another person without consent, including where the victim is incapable of giving consent. It includes offenses that meet the following definitions:

Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration of a sex organ of another person without consent.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification and without the consent, including instances where the victim is incapable of giving consent because of age or temporary or permanent mental incapacity. Incest: Sexual intercourse between persons related to each other within the degrees wherein marriage is prohibited by New York law.

Statutory Rape: Sexual intercourse with a person under the age of sexual consent in New York (seventeen).

- Dating Violence, Domestic Violence and Stalking (as defined in the Violence Against Women Act (VAWA) Amendments to the Clery Act). See definitions of these terms in Sections VII and VIII of above policy.

Actual Notice in Title IX Sexual Harassment Cases

Upon receipt of actual notice of an allegation of Title IX sexual harassment, the University must respond in a manner that is not deliberately indifferent, meaning not unreasonable under known circumstances. Actual notice is defined as written or oral notice from any source, including anonymous reports or information, provided to the Title IX Coordinator or any University official with authority to institute corrective measures on behalf of the University. Officials with authority to institute corrective measures on behalf of the University include Deans and Department Heads.

Responding in a manner that is not deliberately indifferent includes:

- Promptly contacting the complainant.
- Apprising the complainant of available supportive measures, which may include academic adjustments, support and accommodations, counseling resources, housing resources, work schedule adjustments, increased security and no-contact orders, regardless of whether a formal complaint is filed.
- Providing the complainant with an explanation of the grievance process for Title IX sexual harassment cases and how a formal complaint can be filed.

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Formal Grievance Process for Title IX Sexual Harassment Cases

Only a formal complaint signed by the complainant (or other indication that the complainant is the person filing the complaint) or the Title IX Coordinator can initiate the formal grievance process for Title IX sexual harassment cases. The formal complaint must be in writing- including electronic submissions- and allege conduct constituting Title IX sexual harassment under the above definition and jurisdiction by a respondent and request initiation of the Title IX grievance procedures. At the time of the filing of the formal complaint the complainant must be participating in or attempting to participate in the education programs or activities of the University.

Dismissal of the Formal Complaint in Title IX Sexual Harassment Cases

The University must dismiss a formal complaint of Title IX sexual harassment if:

- The alleged conduct does not meet the above definition of Title IX sexual harassment;
- The alleged conduct did not occur in the University's education program or activity, or in the United States.

The University may dismiss a formal complaint of Title IX sexual harassment if:

- The complainant informs the Title IX Coordinator or designee in writing that they wish to withdraw the complaint;
- The respondent is no longer enrolled or employed at the University;
- There are circumstances which prevent the University's ability to gather evidence sufficient to reach a determination.

Written notice of a dismissal of the formal complaint, along with an explanation for the dismissal, must be provided to both parties. Dismissal of the formal complaint is appealable and does not preclude the University from addressing this conduct under another University policy.

Notice In Title IX Sexual Harassment Cases

- After the filing of a formal complaint, the University will send written notice of the allegation of Title IX sexual harassment to both parties as soon as practicable. The notice must include sufficient details known at the time the notice is issued, such as the identity of the parties involved in the incident, if known, including the complainant, the conduct allegedly constituting the covered sexual harassment, and the date and location of the alleged incident, if known. The notice must apprise the parties of their right to have an advisor of choice present at the proceedings and the right to inspect and review all the evidence before the conclusion of the investigation.
- The notice must also include a statement that the respondent is presumed not responsible until a determination of responsibility is made at the conclusion of the formal grievance process, and that knowingly making false statements or submitting false information during the grievance procedure is prohibited.

Emergency Removals

During the pendency of the proceedings, the respondent can be removed from an educational program or activity if:

- After conducting an individualized safety and risk analysis, there is a determination that the respondent poses an immediate threat to the physical health or safety of an individual.
- The threat must arise from the allegations of sexual harassment.
- The respondent must have the opportunity to challenge the removal immediately thereafter.
- Employee respondents can be placed on administrative leave.

Informal Resolution for Title IX Sexual Harassment Cases

After a formal complaint is filed, the University can initiate an informal resolution at any time prior to reaching a determination regarding responsibility that does not require a full investigation and adjudication provided that:

- Both parties are given written notice of the allegations and the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
- Both parties voluntarily agree in writing to participate in the informal resolution process;
- At any time prior to agreeing to the informal resolution, a party has the right to withdraw from the informal resolution process and resume formal grievance proceedings on the formal complaint.
- The University has discretion to utilize various forms of informal resolutions, including mediation and restorative justice.
- Informal resolution is not available in cases where an employee is alleged to have sexually harassed a student.

Investigation of Title IX Sexual Harassment Cases

- The University will conduct an investigation of the allegations, which may include speaking with the parties, other witnesses and considering evidence. The University has the burden of proof and the burden of gathering evidence during the investigation.
- All parties have the opportunity to present evidence and request that witnesses be interviewed.
- The University cannot use privileged records of any witness/party without the consent of the witness/party.
- All parties will be provided with written notice of meeting dates/times, as well as the right to attend meetings with an advisor of choice. The advisor of choice may act only in an advisory capacity at these meetings.
- Prior to the completion of the investigation, the University will send each party and their advisor, if any, all evidence (in hard copy or digital form) directly related to the allegations raised in the formal complaint for inspection and review. The parties will have up to 10 calendar days to submit a written response to this evidence, which the investigator will consider before completing the investigative report.
- The University will send the completed investigative report which fairly summarizes the evidence to each party and their advisor, if any, for review at least 10 calendar days prior to the hearing. If a party wishes to submit a written response to the investigative report, the party must submit the report at least 2 calendar days prior to the scheduled start of the hearing.

Hearings in Title IX Sexual Harassment Cases

- The University will not issue a disciplinary sanction arising from an allegation of covered sexual harassment without holding a live/virtual hearing.
- No party can waive the right to a live/virtual hearing. The University can still proceed with the live hearing in the absence of a party and may reach a determination of responsibility in their absence, including through any evidence gathered that does not constitute a “statement” of that party. A decision maker cannot draw an inference about the determination of responsibility based solely on a party’s absence from the live hearing or refusal to answer cross examination questions.
- The hearing will be conducted live/virtually in real time.
- A decision maker or panel of decision makers will render the decision in the hearing.
- Each party must be accompanied to the hearing by an advisor of choice.
- If either party does not have an advisor of choice, the University will provide one free of charge to the party. There is no requirement that the University provide an attorney or advisor of equal competence, as long as the advisor has received training.
- The advisor can ask the party or witnesses relevant questions on cross examination. Parties are not permitted to ask questions of witnesses or other parties during the hearing.
- The decision maker or hearing officer will determine whether the proposed question is relevant prior to the advisor being permitted to ask the question. The decision maker or hearing officer must explain any decision to exclude a question.
- If a party or witness does not submit to cross examination, the decision maker cannot rely on any statement they have made in determining responsibility, but may reach a determination regarding responsibility based on evidence that does not constitute a “statement” by that party.
- The standard of evidence used at the hearing is preponderance of the evidence (see definition above).
- Complainants cannot be asked questions about their sexual history, unless it goes directly to the issue of consent to the alleged conduct or the identity of the accused.
- Privileged evidence of a party/witness may not be used during the hearing without the consent of the party/witness.
- Both parties will receive a written outcome determination letter of the proceedings that includes findings of fact, conclusions of policy violations, rationale for the decision, as well as any disciplinary sanction or recommendations. The letter will also contain information about how to file an appeal.
- For the range of possible sanctions for student cases see attached appendix. In employee matters disciplinary sanctions range up to and including termination of employment.
- The University will maintain a record of the proceedings.

Right to Appeal in Title IX Sexual Harassment Cases

Both parties have the right to appeal (1) the determination of responsibility at the hearing, and

2. dismissals of a formal complaint or any allegations therein, on one of the following grounds:
    - A procedural irregularity occurred that affected the outcome of the matter;
    - New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
    - The Title IX Coordinator, investigator, decision maker or hearing officer had a conflict of interest or bias against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

All appeal requests must be sent in writing to the Appellate Decision Maker within 5 calendar days of being notified of the determination of responsibility or dismissal of the formal complaint. The opposing party will be notified in writing when an appeal is filed. Each party can submit a written statement in support of or challenging the responsibility determination or dismissal of the complaint within 10 calendar days of the notification of the appeal. The Appellate Decision Maker will then issue a written decision on the outcome of the appeal to both parties within 10 business days, which will be final.

If no appeal request is filed within 5 calendar days—the determination of responsibility or dismissal of the complaint will be final.

Retaliation in Title IX Sexual Harassment Cases

Retaliation (as described above in Section IX) is prohibited against any individual for bringing or refusing to bring a complaint of Title IX sexual harassment or for participating in the investigation of such a case.

Time Frames for the Title IX Sexual Harassment Grievance Process

Upon the filing of a formal complaint of Title IX sexual harassment, the University will conclude the grievance process within 120 business days, subject to limited extensions supported by good cause. If good cause is established, written notice of the extension will be provided to the parties. The University has discretion to grant or deny requests for limited extensions. The 120-day period does not include the time allotted for the appeals process.

Engaging in an informal resolution process tolls the time period for completion of the formal grievance process. If either party subsequently withdraws from the informal resolution process, the grievance process clock restarts from the point when the parties entered the informal resolution process.

14. **APPENDIX**
    1. **Student Bill of Rights**
    2. **On Campus Resources**
    3. **Off Campus Resources**
    4. **Medical Care and Evidence Collection**
    5. **Legal Options**
    6. **Student Disciplinary Sanctions**
    7. **Stop Sexual Harassment Act Factsheet**
    8. **Stop Sexual Harassment Act Notice**
    9. **Rights for Students in Sexual Assault, Dating Violence, Domestic Violence and Stalking Cases**
    10. **Legal Protections and External Remedies for Sexual Harassment**

1. **STUDENT BILL OF RIGHTS**



B. ON CAMPUS RESOURCES

FOR STUDENTS:

Student Health and Counseling Services

80 Fifth Avenue, 3rd floor New York, NY 10011

212.229.1671 (Nurse Response will answer the phone after hours) SHS@newschool.edu

Walk-in Hours for both counseling and medical are available on the SHS website

Student Support and Crisis Management

72 Fifth Avenue, 4th floor New York, NY 10011 212.229.5900 x3656

studentsupport@newschool.edu

Student Conduct and Community Standards

72 Fifth Avenue, 4th floor New York, NY 10011 212.229.5900 x3701

studentconduct@newschool.edu

Title IX Investigator for Students

Cassita Charles-Bowie
79 Fifth Avenue, 5th floor 212.229.5900 x4088
charlesc@newschool.edu titleixcoordinator@newschool.edu

Campus Security Office
68 Fifth Avenue, Mezzanine Level 212.229.7001 (24 hours)

FOR EMPLOYEES
Human Resources
Rhonnie Jaus
VP for Equal Employment Opportunity, Affirmative Action, Compliance and Title IX 80 Fifth Avenue, 8th floor
212.229.5671
jausr@newschool.edu
titleixcoordinator@newschool.edu

Employee Assistance Program
888.238.6232 (24 hours)
Resourcesforliving.com HR website
Faculty and Staff Ombuds
Ann-Lou Shapiro
66 West 12th Street, Room 714 shapiroa@newschool.edu ombuds@newschool.edu 646.830.0530

C. OFF CAMPUS RESOURCES
Hospitals and Treatment Centers:
Bellevue Hospital Center—Sexual Assault Response Team
462 First Avenue, CD Building, room CD408 (at East 26th Street) 212.562.3435 or 212.562.3755

Beth Israel Rape Crisis and Domestic Violence Intervention Program
Beth Israel offers a variety of services to survivors of sexual abuse and domestic violence, including medical care, counseling, and information and referral, as well as information, training, and advocacy.
Department of Social Work
317 East 17th Street (between First and Second Avenues) 212.420.5632

Crime Victims Treatment Center (CVTC)
www.cvtcnyc.org
CVTC is the largest and most comprehensive hospital-based victim assistance program in New York State.
Mount Sinai West: 1000 Tenth Ave (between 58th and 59th Streets)
Mount Sinai St. Luke's: 1111 Amsterdam Avenue (between 114th and 115th Streets)

Lenox Health Greenwich Village
32 Seventh Avenue (between 12th and 13th Streets) New York City Domestic Violence Hotline
dial 311, 24 hours per day, 7 days per week
Additional Resources:
New York State Domestic Violence Hotline
1.800.942.6906
24 hours per day, 7 days per week

New York City Gay and Lesbian Anti-Violence Project
212.714.1141
24 hours per day, 7 days per week

Safe Horizon
866.689.HELP (4357) Crime Victims' Hotline 800.621.HOPE (4673) Domestic Violence Hotline 212.227.3000 Sexual Assault Hotline www.safehorizon.org

St. Luke's Roosevelt Crime Victims Treatment Center

www.cvtc-slr.org

Midtown Office

432 West 58th Street, ground floor New York, NY 10019 212.523.8200

Uptown Office

411 West 114 Street, suite 2C New York, NY 10025 212.523.4728

Rape, Abuse, and Incest National Network (RAINN)

RAINN is a national anti–sexual assault support and advocacy organization. The website includes resources and information on sexual violence, abuse, and assault.

800.656.4673

New York City Alliance Against Sexual Assault

The alliance website serves as a source for locating hospitals, treatment, prevention, and police intervention. It also contains emergency response information for victims of rape and sexual assault.

D. MEDICAL CARE AND EVIDENCE COLLECTION

Anyone who believes they have been a victim of sexual misconduct, relationship violence or any other form of violence is strongly encouraged to seek medical attention as soon as possible. In case of sexual assault be mindful of preserving all possible evidence. Do not change clothes, shower, douche, comb your hair, brush your teeth, eat or drink. Place any relevant evidence (i.e. sheets, towels) in a paper bag and bring it with you to the hospital or give it to the police.

If the incident occurred within 96 hours of the hospital examination, a medical professional will administer a sexual assault evidence collection kit at the hospital. Medical care and preventive treatment will also be provided. The following nearby hospitals provide advocates 24 hours per day, 7 days per week, to assist victims of sexual assault:

Lenox Hill Healthplex

30 Seventh Avenue (between 12th and 13th Streets) 646.665.6000

Mount Sinai-Beth Israel Hospital Emergency Room 16th Street (between 1st and 2nd Avenues 212.420.2000

Mount Sinai-Roosevelt Hospital Emergency Department

1000 Tenth Avenue (near 59th street) 212.523.4000

Please note that going to the hospital does not require an individual to make a report to the police. It is the individual's decision to report to the police. To learn more about the evidence collection procedure please visit https://www.health.ny.gov/professionals/safe/docs/evidence_collection_kit_guidelines.pdf

E. LEGAL OPTIONS

Victims of sexual misconduct, relationship violence or any other form of violence are strongly encouraged to report these incidents to the local/state police and/or to campus safety. Reports to the police can be made to the precinct where the incident occurred or to the NYPD Special Victims Report line at 646.610.7272. A report to the police may lead to an arrest and criminal prosecution. Criminal proceedings are independent of campus disciplinary proceedings. The Office of Student Support and Crisis Management, as well as Campus Safety are available to aid in contacting the police.

Individuals may also pursue civil remedies which are independent of the criminal or campus proceedings. Legal assistance may be obtained by contacting the New York City Bar Association at 212.382.6600.

Applicable NYS Laws and Penalties

CRIME	CLASS	MAXIMUM PENALTY
Sexual Misconduct	A misdemeanor	1 year
Rape 3rd Degree	E felony	4 years
Rape 2nd Degree	D felony	7 years
Rape 1st Degree	B felony	25 years
Criminal Sexual Act 3rd Degree	E felony	4 years
Criminal Sexual Act 2nd Degree	D felony	7 years
Criminal Sexual Act 1st Degree	B felony	25 years
Forcible touching	A misdemeanor	1 year
Sex Abuse 3rd Degree	B misdemeanor	3 months
Sex Abuse 2nd Degree	A misdemeanor	1 year
Aggravated Sex Abuse 4th Degree	E felony	4 years
Aggravated Sex Abuse 3rd Degree	D felony	7 years
Aggravated Sex Abuse 2nd Degree	C felony	15 years
Aggravated Sex Abuse 1st Degree	B felony	25 years
Facilitating a Sex Offense with a controlled substance	D felony	7 years

F. STUDENT DISCIPLINARY SANCTIONS

The New School's student conduct process is founded on educational ideals that reflect the University's mission. The New School is committed to educating students and encouraging respect for all members of our community. The New School has no tolerance for violations of the attached policy. Penalties for those found responsible are noted below:

Offense	Range of Penalties
Sexual Exploitation	From Disciplinary Probation up to Suspension
Stalking	From Disciplinary Probation up to Suspension
Dating/Domestic Violence	From Disciplinary Probation up to Suspension
Non-Consensual/Forced sexual contact without intercourse	From Disciplinary Probation up to Expulsion
Non-Consensual/Forced sexual contact with intercourse	From Suspension up to Expulsion

In cases of repeat offenders, the minimum sanction will be one-year suspension regardless of the violation.

G. STOP SEXUAL HARASSMENT ACT FACTSHEET

STOP SEXUAL HARASSMENT ACT FACTSHEET

All employers are required to provide written notice of employees' rights under the Human Rights Law both in the form of a displayed poster **and** as an information sheet distributed to individual employees at the time of hire. This document satisfies the information sheet requirement.

The NYC Human Rights Law

The NYC Human Rights Law, one of the strongest anti-discrimination laws in the nation, protects all individuals against discrimination based on gender, which includes sexual harassment in the workplace, in housing, and in public accommodations like stores and restaurants. Violators can be held accountable with civil penalties of up to $250,000 in the case of a willful violation. The Commission can also assess emotional distress damages and other remedies to the victim, can require the violator to undergo training, and can mandate other remedies such as community service.

Sexual Harassment Under the Law

Sexual harassment, a form of gender-based discrimination, is unwelcome verbal or physical behavior based on a person's gender.

Some Examples of Sexual Harassment

- unwelcome or inappropriate touching of employees or customers
- threatening or engaging in adverse action after someone refuses a sexual advance
- making lewd or sexual comments about an individual's appearance, body, or style of dress
- conditioning promotions or other opportunities on sexual favors
- displaying pornographic images, cartoons, or graffiti on computers, emails, cell phones, bulletin boards, etc.
- making sexist remarks or derogatory comments based on gender

Retaliation Is Prohibited Under the Law

It is a violation of the law for an employer to take action against you because you oppose or speak out against sexual harassment in the workplace. The NYC Human Rights Law prohibits employers from retaliating or discriminating "in any manner against any person" because that person opposed an unlawful discriminatory practice. Retaliation can manifest through direct actions, such as demotions or terminations, or more subtle behavior, such as an increased work load or being transferred to a less desirable location. The NYC Human Rights Law protects individuals against retaliation who have a good faith belief that their employer's conduct is illegal, even if it turns out that they were mistaken.

Report Sexual Harassment

If you have witnessed or experienced sexual harassment inform a manager, the equal employment opportunity officer at your workplace, or human resources as soon as possible.

Report sexual harassment to the NYC Commission on Human Rights. Call 718–722–3131 or visit NYC.gov/HumanRights to learn how to file a complaint or report discrimination. You can file a complaint anonymously.

State and Federal Government Resources

Sexual harassment is also unlawful under state and federal law where statutes of limitations vary.

To file a complaint with the New York State Division of Human Rights, please visit the Division's website at **www.dhr.ny.gov**.

To file a charge with the U.S. Equal Employment Opportunity Commission (EEOC), please visit the EEOC's website at **www.eeoc.gov**.

YouTube @NYCCHR

NYC.gov/HumanRights

NYC Commission on Human Rights

BILL DE BLASIO
Mayor

CARMELYN P. MALALIS
Commissioner/Chair

H. STOP SEXUAL HARASSMENT ACT NOTICE

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To file a complaint with the New York State Division of Human Rights, please visit the Division's website at **www.dhr.ny.gov**.

To file a charge with the U.S. Equal Employment Opportunity Commission (EEOC), please visit the EEOC's website at **www.eeoc.gov**.

https://www1.nyc.gov/assets/cchr/downloads/pdf/materials/SexHarass_Notice-8.5x14.pdf

AVISO SOBRE LA LEY PARA DETENER EL ACOSO SEXUAL

Todos los empleadores deben proporcionar un aviso por escrito sobre los derechos de los empleados de conformidad con la Ley de Derechos Humanos de la Ciudad de Nueva York mediante un afiche exhibido y una hoja de información distribuida a cada empleado en el momento de la contratación. Este documento cumple con el requisito del afiche.

La Ley de Derechos Humanos de la Ciudad de Nueva York

La Ley de Derechos Humanos de la Ciudad de Nueva York, una de las leyes más rigurosas contra la discriminación del país, protege a todas las personas contra la discriminación debido al género, lo que incluye el acoso sexual en el lugar de trabajo, la vivienda y espacios públicos, como tiendas y restaurantes. Quienes infrinjan esta ley pueden ser responsables de sanciones civiles de hasta $250,000 en el caso de una infracción intencionada. La Comisión también puede evaluar concederle a la víctima una indemnización por daños y perjuicios debido a angustia emocional y otros recursos, exigirle al infractor asistir a una capacitación y ordenar otras medidas, como servicio comunitario.

El acoso sexual según la ley

El acoso sexual, una forma de discriminación en función del género, es el comportamiento físico o verbal no deseado en relación con el género de una persona.

Algunos ejemplos de acoso sexual

- Tocar a los empleados o clientes de manera inapropiada.
- Amenazar o actuar de manera adversa luego de que una persona rechaza una insinuación sexual.
- Hacer comentarios lascivos o sexuales sobre el aspecto, cuerpo o la forma de vestir de una persona.
- Condicionar ascensos u otras oportunidades en función de favores sexuales.
- Mostrar imágenes, dibujos o grafitis pornográficos en computadoras, correos electrónicos, teléfonos celulares, tableros de anuncios, etc.
- Hacer comentarios sexistas o despectivos en función del género.

La ley prohíbe las represalias

Es contrario a la ley que un empleador tome medidas en su contra por oponerse o expresarse en contra del acoso sexual en el lugar de trabajo. La Ley de Derechos Humanos de la Ciudad de Nueva York prohíbe a los empleadores tomar represalias o discriminar "de cualquier forma a una persona" por oponerse a una práctica discriminatoria ilegal. Las represalias pueden manifestarse a través de acciones directas, como descensos o despidos, o a través de comportamientos más sutiles, como un aumento en la carga de trabajo o la transferencia a un lugar menos deseable. La Ley de Derechos Humanos de la Ciudad de Nueva York protege contra las represalias a las personas que creen de buena fe que el comportamiento de su empleador es ilegal, incluso si resultan estar equivocadas.

Denuncie el acoso sexual

Si cree que es víctima de acoso sexual, infórmele lo antes posible a un gerente, al representante de igualdad de oportunidades laborales de su lugar de trabajo o al Departamento de Recursos Humanos.

Denuncie el acoso sexual ante la Comisión de Derechos Humanos de la Ciudad de Nueva York. Llame al 718–722–3131 o visite NYC.gov/HumanRights para saber cómo presentar una queja o denunciar un acto de discriminación. Usted puede presentar una queja de forma anónima.

Recursos del gobierno estatal y federal

El acoso sexual también es ilegal en virtud de la ley estatal y federal.

Para presentar una queja ante la División de Derechos Humanos del Estado de Nueva York, visite el sitio web de la División en **www.dhr.ny.gov**.

Para presentar cargos ante la Comisión para la Igualdad de Oportunidades en el Empleo (EEOC) de los EE. UU., visite el sitio web de la EEOC en

I. RIGHTS FOR STUDENTS IN SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING CASES

Pursuant to NYS Ed Law 129 B, students reporting allegations of sexual assault, dating violence, domestic violence or stalking to University personnel shall be apprised of the following rights at the time of their initial disclosure:

- The right to make a report to campus safety, the local or state police or to choose not to report.
- The right to report the incident to the University and be protected by the University from retaliation for reporting.
- The right to receive assistance and resources from the University.
- The right to 24/7 emergency access to the Title IX Coordinator or appropriate designee, who can provide information on options on how to proceed, preserve evidence and obtain a sexual assault exam, as well as the differences between the criminal justice system and University proceedings, confidentiality and other reporting options.

Additional Rights Provided to Students in Sexual Assault, Dating Violence, Domestic Violence and Stalking

- If the accused is an employee, the right to disclose the incident to a confidential or private employee in Human Resources
- The right to receive assistance from an appropriate University employee in initiating legal proceedings in family or civil court
- The right to withdraw a complaint or involvement with University proceedings at any time. The University may still have obligations to proceed.
- The right to a "no contact order" in cases where the accused is a student.
- The right to assistance from campus safety in obtaining an order of protection or restraining order from the courts.
- The right to receive a copy of the order of protection and assistance in understanding it.
- The right to receive assistance from campus safety in effecting an arrest when the order of protection is violated on campus.
- The right to request interim measures when the accused is a student who presents a continuing threat to the health and safety of the community.
- The right to request interim measures when the accused is not a student but is a member of the University community and presents a continuing threat to the health and safety of the community, in accordance with applicable collective bargaining agreements and the policies of the University.
- The right to request student conduct proceedings be filed against an accused student. Both parties have the right to present witnesses and evidence at these proceedings and be accompanied by an advisor of choice to all meetings, who will act in an advisory capacity

only. Both parties have the right to review the record and receive notice of the final determination in the case and the right to appeal.

- The right to have all complaints investigated promptly and impartially by individuals who have received annual training.
- Both parties have the right to exclude their own sexual history with persons other than each other from the proceedings. They also have the right to exclude their mental health history from the proceedings. However, past findings of domestic violence, dating violence, sexual assault or stalking may be admissible at the sanction stage
- If a student is found responsible for sexual assault, domestic violence, dating violence or stalking, a sanction of suspension or expulsion will result in a notation on the student's transcript. Students may request removal of a suspension notation no sooner than one year after the conclusion of the suspension, while notations for expulsion may not be removed. Should a student withdraw from the University while such charges are pending and decline to participate in the disciplinary process, a notation will be added to the student's transcript.

J. Legal Protections and External Remedies for Sexual Harassment

Sexual harassment is prohibited by The New School, as well as by state, federal and local law. In addition to the internal process at The New School, employees may choose to pursue legal remedies with the following governmental entities.

New York State Division of Human Rights (DHR)

The Human Rights Law (HRL) applies to employers in New York State and protects employees, paid or unpaid interns and non-employees regardless of immigration status against sexual harassment. A complaint alleging a violation of the HRL may be filed either with DHR or in the New York Supreme Court. Complaints with DHR may be filed any time within one year of the harassment. If an individual does not file with DHR, they can sue directly in state court under the HRL, within three years of the alleged discrimination. An individual may not file with DHR if they have already filed an HRL complaint in state court. Complaining internally to The New School does not extend the time to file with DHR or in court. The one year or three years commences from the date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR and there is no cost.

DHR will investigate the complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies, but may include requiring the employer to stop the harassment or redress the damage

caused, including paying monetary damages, attorney's fees and civil fines.

Contact DHR at NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458 (718)741-8400, (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded. The website also contains contact information for DHR's regional offices.

United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act. A complaint can be filed with the EEOC within 300 days of the harassment. There is no cost to file a complaint. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred. The EEOC will then issue a Right to Sue letter which permits an individual to file a complaint in federal court. The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. If an employee believes they have been a victim of workplace discrimination they can file a "Charge of Discrimination." The EEOC has district and field offices where complaints can be filed. Contact the EEOC at 800-669-4000, (800-669- 6820 (TTY)) www.eeoc.gov or info@eeoc.gov. If an administrative complaint is filed with DHR, they can file the complaint with EEOC to preserve the right to proceed in federal court.

Local Protections

Contact the New York City Commission on Human Rights to file a complaint of harassment. Contact: Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th floor, New York, NY or call 311 or 212- 306-7450 or www.nyc.gov/html/cchr/html/home/home.shtml

Local Police Department

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department

Where to Find Support

The following organizations provide resources and services related to sexual harassment and

discrimination. This is not a comprehensive list of New York service providers related to sexual harassment and discrimination:

NOW NYC Helpline

NOW NYC offers referrals for callers needing help with employment discrimination, divorce and custody, financial empowerment, intimate partner violence, and sexual assault. http://nownyc.org/service-fund/get-help/

212.627.9895

A Better Balance

Free, legal helpline offers confidential information about workplace rights, including sexual harassment, pregnancy discrimination, breastfeeding, and work-family issues. info@abetterbalance.org

212.430.5982

New York State Bar Association

Lawyer Referral and Information Service www.nysba.org

800.342.3661

Law Help NY

Legal information for New Yorkers who cannot afford an attorney www.LawHelpNY.org

Legal Momentum Equality Works Program

Litigation against employers who have maintained or practiced discrimination www.legalmomentum.org 212.925.6635

City Bar Justice Center

http://www.citybarjusticecenter.org 212.626.7373 or 7383

Lambda Legal

www.lambdalegal.org 866.542.8336

Time's Up Legal Defense Fund

https://nwlc.org/legal-assistance/

Safety and Health

This section of the Academic Catalog describes The New School's role in preventing violent, abusive, and intimidating behavior, as well as its policies on alcoholic beverages and illegal drugs, smoke and electronic cigarette use, and missing students.

Safety and Health

Statement on the Prevention of Violent, Abusive, and Intimidating Behavior

The New School is committed to providing an educational environment that is conducive to the health and well-being of students and employees. In keeping with this commitment, abusive or intimidating behavior by and towards members of the university community will not be tolerated. Violent, abusive, and intimidating behavior may involve women being harassed by men, men being harassed by women, or harassment between persons of the same sex, and can take place across all gender identities. Members of the community are encouraged to report any incidents of such behavior. Reports will be investigated expeditiously and appropriate action taken pursuant to applicable university policies and procedures. In addition, support services are available as well as educational resources.

Dating and Domestic Violence

Dating violence is violence committed by a person who is or has been in a social, romantic, or intimate relationship with the victim. Domestic violence is violence committed by a current or former spouse, an intimate partner, a person who shares a child with the victim, or a person who is cohabitating with or has cohabitated with the victim.

Dating and domestic violence includes but is not limited to:

- Threats
- Physical abuse
- Psychological abuse
- Sexual abuse
- Forced isolation from family and friends
- Withholding of finances
- Preventing access to resources

NY State Domestic Violence Law:

Domestic violence is a crime in New York State. Anyone who commits domestic violence is subject to criminal prosecution. For a complete description of Domestic Violence offenses in New York State, please see NYS Domestic Violence Laws. While there is no specific statute for “dating violence,” anyone who commits dating violence may be subject to criminal prosecution under various penal codes.

Facts:

According to DoSomething.org:

- 85 percent of domestic violence victims are women
- 1.3 million women annually are physically assaulted by an intimate partner
- Domestic violence is the leading cause of injury to women

According to the National Coalition for Domestic Violence:

- 16% of adult men who reported being raped or physically assaulted were assaulted by a spouse or partner, or while on a date
- 40% of gay and bisexual men reported abuse at the hands of an intimate partner

Bullying

Bullying is behavior that intimidates, harasses, frightens, abuses, insults, threatens, or otherwise harms an individual psychologically or physically. Bullying can be verbal, non-verbal, written, or physical. Cyber-bullying occurs via e-mails, texts, and on-line posts, as well as through the use of social media. Bullying can be a one-time incident or a series of incidents.

Bullying includes but is not limited to:

- Verbal abuse such as name calling, taunts, and threats
- Written abuse via texts, emails, and on-line posts
- Unwanted sharing of embarrassing pictures or videos
- Maintaining an on-line presence while pretending to be the victim
- Invasion of privacy such as reading private emails or text messages
- Unsolicited surveillance
- Physical abuse such as pushing, shoving, and blocking a person’s way

NY State Bullying Laws:

Bullying is a crime in New York State. Anyone who commits bullying is subject to criminal prosecution. For a complete description of bullying offenses in New York State, please see NYS Anti-Bullying Laws.

Facts:

According to study conducted at Indiana State University:

- 22% of college students reported being cyberbullied
- 15% of college students reported being bullied in person
- 38% of college students know someone who has been cyberbullied

Stalking

Stalking is a course of unwanted conduct which causes the targeted person to fear for their personal safety and sometimes for the safety of those close to them. Stalking has a negative impact on the victim's sense of security and emotional health.

Stalking behavior includes but is not necessarily limited to:

• Persistent, unwanted contact such as unwanted texts, e-mails, or phone calls

• Showing up unwanted at a person's home, school, or job

• Sending unwanted gifts, cards, or letters

• Unwanted posting or presence on social networking sites

• Unwanted contact with victim's friends, family, classmates, or co-workers

NY State Law:

Stalking is a crime in all states including New York. Anyone who commits stalking behavior is subject to criminal prosecution.For a complete description of stalking offenses in New York State, please see NYS Penal Law Article 120.

Facts:

According to The National Center for Victims of Crime, stalking effects 6.6 million

people annually, with 18 to 24 year-olds representing the highest group of victims.

Reporting Violent, Abusive, or Intimidating Behavior

Students can file reports of violent, abusive, or intimidating behavior to any of the

following university offices:

Student Support and Crisis Management

72 Fifth Avenue, 4th floor

212.229.5900 x3189 or x3710

studentsupport@newschool.edu

Campus Security

55 West 13th Street, mezzanine level

212.229.7001 (24 hours)

Student Rights and Responsibilities

72 Fifth Avenue, 4th floor

212.229.5349

SRR@newschool.edu

Once a report is filed, the university official receiving the report will provide the following information:

• Clear explanation of the university's investigative procedures;

• Information on or assistance with contacting the police; and

• A list of support services on and off campus

Reported incidents of violent, abusive, or intimidating behavior are violations of the Student Code of Conduct and are investigated and adjudicated under the Non-Academic Disciplinary Procedures. Reported incidents of sexual assault are investigated and adjudicated under the Sexual Assault Policy.

Support Services

The New School is committed to supporting victims of violent, abusive, or intimidating behavior by providing the following support services:

Student Health Services

80 Fifth Avenue, 3rd floor

New York, NY 10011

212.229.1671

SHS@newschool.edu

Student Support and Crisis Management

72 Fifth Avenue, 4th floor

212.229.5900 x3189 or x3710

Studentsupport@newschool.edu

Student Rights and Responsibilities

72 Fifth Avenue, 4th floor

212.229.5349

SRR@newschool.edu

Campus Security

55 West 13th Street, mezzanine level

212.229.7001 (24 hours)

Local Support Services

In addition to on-campus support services, the following local support services are available:

NYC Domestic Violence Hotline

dial 311

24 hours per day/7 days per week

NYS Domestic Violence Hotline

1.800.942.6906

24 hours per day/7 days per week

NYC Gay & Lesbian Anti-Violence Project

212.714.1141

24 hours per day/7 days per week

Safe Horizons

866.689.HELP (4357) Crime Victim's Hotline

800.621.HOPE (4673) Domestic Violence Hotline

212.227.3000 Sexual Assault Hotline

www.safehorizon.org

St. Luke's Roosevelt Crime Victims Treatment Center

www.cvtc-slr.org

Midtown Office

432 West 58th Street, ground floor

New York, NY 10019

212.523.8200

Uptown Office

411 West 114 Street, suite 2C

New York, NY 10025

212.523.4728

Safety and Health

Policy on Alcoholic Beverages and Illegal Drugs

At The New School, we seek to foster the intellectual, artistic, and social development of our diverse student body and to create and maintain a community in which principles of fairness, civility, and diversity are upheld. We recognize that some members of the community will choose to use alcohol, thus these guidelines serve as a way to help ensure that when alcohol is consumed it is done so responsibly, with respect to others in the community and in adherence to university policies and rules as well as federal, state and local law.

Additionally, the university seeks to promote a drug-free campus that respects the community at large. We expect members of the university community to adhere to university policies and rules, as well as federal, state, and local law concerning drugs.

Alcohol

The university has established a policy on the use of alcoholic beverages at university-sponsored and sanctioned events. The policy has been formulated out of concern for the well-being of faculty, students, and staff and is designed to promote and maintain an environment conducive to the educational values, principles, and objectives of the university, as well as to cultivate awareness among all members of the university community in regard to alcohol abuse problems. It is also intended to encourage individuals to be sensitive to and considerate of the needs and feelings of other persons, including those who lead a substance- or alcohol-free lifestyle.

HEALTH RISKS

The National Council on Alcoholism and Drug Dependence cites "alcohol-related problems or impairment in such areas as . . . liver disease, gastritis, anemia, neurological disorders . . . impairments in cognition, [and] changes in mood or behavior." Alcohol consumption also presents serious health risks to pregnant women.

Additionally, alcohol abuse, including excessive or "binge" drinking, can seriously affect academic, athletic, and work performance while leading to behaviors that are destructive, violent, or asocial. In particular, there is a strong relationship between alcohol consumption and instances of wrongful or inappropriate sexual behaviors.

The university provides a variety of counseling and educational programs to identify and help those who experience difficulty with alcohol. These programs and related resources are listed in the resources section at the end of this policy.

LAWS, REGULATIONS, AND SANCTIONS

The university strictly adheres to federal, state, and local laws that restrict and regulate the sale, service, and consumption of alcoholic beverages. The following is a summary of the applicable New York State laws:

- It is illegal in the State of New York for any person under the age of 21 years to possess or consume any alcoholic beverage.
- The sale of alcoholic beverages to persons under the legal New York State purchase age is prohibited. No one may "sell, deliver, or give away; cause, permit or procure to be sold, delivered or given away any alcoholic beverages" to anyone underage. Legal consequences may include both fines and imprisonment.
- It is illegal in the State of New York for any minor to use false identification to obtain alcohol. Legal consequences may include a fine of up to $100 and/or up to 30 hours of community service.
- In New York State, the sale, gift, or delivery of alcoholic beverages to a "visibly intoxicated person"is prohibited.
- Under New York State's Zero Tolerance Law: Persons under age 21 who are caught driving with a Blood Alcohol Content (BAC) of .02 of 1% or more but not more than .07 of 1% will lose their driver's license for at least 6 months and may have to pay civil penalties and suspension termination fees.
- Driving While Intoxicated (DWI) is the operation of a motor vehicle while having a BAC of .08% or higher. Legal consequences may include fines, imprisonment, and a revoked or suspended driver's license.

All members of the university community are encouraged to familiarize themselves with these and other laws related to alcohol use.

The university's policy is meant to ensure legal use of alcoholic beverages and responsible conduct by individuals at on-campus events sponsored or sanctioned by the university, and at off-campus events hosted by members of the university community when such events are held as an extension of university programs or activities. Members of the university community who violate the policy on alcoholic beverages will be subject to university disciplinary procedures. Further, members of the university community should be advised that they may also be subject to prosecution in accordance with federal, state, and local laws.

APPROVAL OF ALCOHOL USE AT STUDENT EVENTS

In accordance with the university's Policy on Alcoholic Beverages and Illegal Drugs, alcohol is prohibited in all spaces being used for academic activity including, but not limited to, classrooms, studios, offices, lounges, and computer labs. This policy applies to faculty, staff, and students. Events where students are present and where alcoholic beverages will be served are subject to approval by the Assistant Dean of Students, regardless of the age of the students. Alcohol is not to be served during classes, including end-of-semester parties. Students cannot be required to attend events where alcohol will be served.

The Assistant Dean of Students can be contacted at 646.909.8302 or at merritts@newschool.edu. In conformance with the university's policy, alcoholic beverages may be sold, distributed, served, or consumed only by individuals who have attained the minimum legal New York State purchase age of 21. Groups sponsoring events intended primarily for persons under the age of 21 are strongly encouraged to hold alcohol-free events.

Approval is contingent upon demonstration by the sponsoring group or organization that it is able to comply with the following:

- A faculty or staff member needs to serve as the Alcohol and Beverage Supervisor and must be present for the duration of the event. Students, whether undergraduate or graduate, may not serve in this role.
- Visible signage is required that reads, "Alcoholic beverages may only be served to and consumed by persons 21 years of age or older."
- The availability of alcoholic beverages cannot be used in advertisements for the event.
- Quantities of alcohol to be served at an event must be established in advance and must not encourage intoxication.
- When alcoholic beverages are served, food and non-alcoholic beverages must be provided in sufficient quantities and in a manner commensurate with the availability of alcoholic beverages to discourage intoxication.
- Appropriately trained bartenders must be used to serve alcoholic beverages. Staff or faculty may serve as bartenders provided specific approval is obtained from the Office of the Assistant Dean of Students.
- Bartenders will request proof of age in compliance with New York State laws. If staff or faculty serves as bartenders, they must request proof of age in compliance with New York State laws.
- The use of a wristband or ticket system to limit the number of alcoholic beverages served to each individual is strongly recommended and may be required at the discretion of the Office of the Assistant Dean of Students.
- Alcoholic beverages must not be sold or served to anyone who seems to be intoxicated or is known to the seller or server to be a problem drinker.

ILLEGAL DRUGS AND OTHER SUBSTANCES

The Drugs and Alcohol-Free Workplace Policy

In addition to the university-wide Policy on Alcoholic Beverages (to which all members of the university, including employees, are subject), the university, pursuant to the federal Drug-free Workplace Act of 1988, has developed the following policy:

- The unlawful manufacture, distribution, dispensing, possession or use of a prohibited controlled substance in the workplace is prohibited.
- In addition to any other applicable civil or criminal penalty, any university employee convicted of the illegal manufacture, distribution, dispensing, possession or use of a controlled substance shall be subject to disciplinary action which may include termination of employment or an employee may, at the university's discretion, be required to satisfactorily participate in a program for the treatment of drug abuse.
- Employees working on grants covered by the Drug-free Workplace Act of 1988 are hereby given notice that as a condition of their employment they must obey the prohibitions set forth in paragraph one (1) of the Drug-free Workplace Policy and notify the university within five days of a conviction for violating any criminal drug law.
- Upon receiving actual notice of an employee's criminal drug conviction, the university, pursuant to the Drug-free Workplace Act of 1988, within 10 days shall so notify the federal agency which issued the grant under which the employee was working.
- Within 30 days of receiving notice of a drug offense conviction, the university shall take appropriate disciplinary action.
- The university advises members of the university, including employees, of the dangers of drug abuse in the workplace and of any available drug counseling, rehabilitation and employee assistance programs.
- Employees are hereby informed of the university's policy on maintaining a drug-free workplace and the penalties that may be imposed upon employees for drug abuse violations.

DRUG POLICY AS IT RELATES TO STUDENTS

Students are required to familiarize themselves and adhere to the drug policy as outlined in the Student Code of Conduct. The policy prohibits the "[u]se, possession, distribution or the manufacture of narcotic or dangerous drugs or of any illegal or controlled substances, except as expressly permitted by law, on university-owned or -controlled property or at university-sponsored functions." Furthermore, students are prohibited from the on-campus possession of any type of paraphernalia analogous with the use, distribution, or sale of illegal substances/narcotic drugs (i.e., scales, bongs, pipes, etc.)." Students found in violation of the drug policy will be subject to sanction under the Student Code of Conduct. Sanctions may include but are not limited to:

- Oral warning, i.e., verbal notification to the student that repetition of the wrongful conduct may be cause for more severe sanctions, and a clear instruction to desist.
- Written warning, i.e., written notification to the student that continuation or repetition of the wrongful conduct may be cause for more severe disciplinary action within the period of time stated. A copy of the written warning letter will be placed in the student's file.
- Fines, i.e., sum to be paid by the student to the university or another specified body. Failure to pay fines will result in the withholding of a student's transcript and/or denial of either graduation or continued enrollment at the university.
- Restitution, i.e., reimbursement for damage or loss to either university or individual property. Failure to make restitution will result in the withholding of a student's transcript and/or denial of either graduation or continued enrollment at the university.
- Community work, i.e., assignment of a specific number of hours of community service work to be accomplished within a specific time.
- Disciplinary probation, i.e., written notification to the student that he/she is in official jeopardy. A further violation of the Student Code of Conduct while on disciplinary probation may result in suspension or expulsion.
- Restriction, i.e., denial of the use of certain university facilities or the right to participate in certain activities or privileges for a specified period of time.
- Suspension and/or termination of a student's housing privilege, including being banned from entering one or more of the university's residence halls.
- Suspension, i.e., exclusion from class, exams, and all functions of the university for a stated period of time. Suspension may require petition for re-admission.
- Expulsion, i.e., dismissal from the university. The student may not attend classes or take any examinations and must vacate university property by the effective date of expulsion. Re-admission will not be considered.

CONTROLLED SUBSTANCES AND DRUG PARAPHERNALIA

With the exception of medication as legally prescribed, it is illegal in the State of New York for any person to possess or traffic in any controlled substances and/or drug paraphernalia including, but not limited to, the following:

- Narcotics: opium, morphine, codeine, heroin, etc.
- Depressants: barbiturates, benzodiazepines, methaqualone, rohypnol, etc.
- Hallucinogens: LSD, mescaline, peyote, ecstasy, etc.
- Inhalants: nitrous oxide, butyl nitrate, propyl nitrate, etc.
- Precursors: chemical compounds
- Prescription drugs: steroids, Ritalin, etc.
- Drug paraphernalia: packing materials, scales and balances, hypodermic needles, etc.

Legal consequences for the possession or criminal sale of controlled substances and/or drug paraphernalia may include fines and imprisonment.

Marijuana

It is illegal in the State of New York to possess, use, or traffic in marijuana. The legal consequences for the possession or criminal sale of marijuana may include fines and imprisonment. The Student Code of Conduct prohibits the possession and/or use of marijuana in any amount on campus and/or at university- sponsored functions.

Prescription Drugs

The possession and/or use of prescription medication, other than as legally prescribed, is in violation of the Student Code of Conduct as well as federal, state, and local laws. The distribution of such medications without proper licensure and/or in a manner other than specified under federal, state, and local law is prohibited. The use of over-the-counter medications in a way that is deemed by the university as misuse, or the possession of quantities of such medications as deemed excessive by the university, will be considered a violation of the Student Code of Conduct.

Driving While Ability Impaired by Drugs (DWAI)

Driving While Ability Impaired by Drugs (DWAI) is the operation of a motor vehicle while impaired by the use of a drug as defined in the New York State Vehicle and Traffic Law. Legal consequences may include fines, imprisonment, and a revoked or suspended driver's license.

ALCOHOL AND DRUG ABUSE REFERRAL SERVICES AND ASSISTANCE PROGRAMS

The university is committed to providing information, education, support and referrals for faculty, students, and staff who have concerns or problems with alcohol and drug use and abuse. Students, faculty, and staff are encouraged to utilize the many university and community resources available to them.

Resources currently available for those in need of assistance include the following:

At The New School:

- Human Resources: 212.229.5671
- Employee Development Center: 1.800.327.9092 Student Health Services: 212.229.1671
- Security (24-hour): 212.229.5165
- Student Disability Services: 212.229.5900 x3656
- Student Support and Crisis Management: 212.229.5900 x3189

In New York City – Treatment Programs:

- Realization Center: 212.627.9600
- Greenwich House: 212.691.2900
- Lower East Side Service Center: 212.343.3520
- Lower East Side Harm Reduction Center: 212.226.6333 Smither's/C.O.P. E.: 212.523.8285

- Roosevelt Hospital: 212.523.5825

In New York City – Self Help Programs:

- Alcoholics Anonymous: 212.647.1680
- Narcotics Anonymous: 212.929.6262
- Al-Anon (for friends and relatives of alcoholics): 212.941.0094
- Marijuana Anonymous: 212.459.4423
- Pills Anonymous: 212.874.0700

24-hour Hotlines:

- Emergency – Police/EMS: 911
- National Hopeline Network – Suicide Prevention: 1.800.SUICIDE
- Samaritans Suicide Prevention Hotline: 212.673.3000
- Oasis – Substance Abuse, Domestic Violence, and General Outreach: 1.800.522.5353
- National Suicide Prevention Lifeline: 1.800.273.TALK
- National Clearinghouse for Drug and Alcohol Information: 1.800.662.HELP

Safety and Health

Policy on Smoke and Electronic Cigarette Use- Free Workplace

Purpose

A smoke free policy has been developed to comply with the New York City Smoke-Free Air Act (Title 17, Chapter 5 of the Administrative Code of the City of New York) and New York State Clean Indoor Air Act (Article 13-E of the New York State Public Health Law), and to protect all employees and visitors from secondhand smoke, an established cause of cancer and respiratory disease. The policy set forth below is effective March 30, 2003 for all The New School locations.

Smoke- Free Areas

All areas of the workplace are now smoke-free without exception. Smoking and electronic cigarette use are not permitted anywhere in the workplace, including all indoor facilities and company vehicles with more than one person present. Smoking is not permitted in private enclosed offices, conference and meeting rooms, cafeterias, lunchrooms, employee lounges or Lang Courtyard.

Signage Requirement

"No Smoking and Electronic Cigarette Use" signs must be clearly posted at all entrances and on bulletin boards, bathrooms, stairwells and other prominent places. No ashtrays are permitted in any indoor area.

Compliance

Compliance with the smoke-free workplace policy is mandatory for all employees and persons visiting the company, with no exceptions. Employees who violate this policy are subject to disciplinary action.

Any disputes involving smoking should be handled through the company's procedure for resolving other work-related problems. If the problem persists, an employee can speak to the Human Resources department at 212-229-5671 or lodge an anonymous complaint by calling the New York City Department of Health and Mental Hygiene's complaint line, 1-877-NYC-DOH7 (1-877-692- 3647) or on the web at nyc.gov/health. DOHMH's enforcement staff will take appropriate action to resolve the problem.

The law prohibits employers from retaliating against employees who invoke the law or who request management's assistance in implementing it in the workplace.

Smoking Cessation Options

The New School encourages all smoking employees to quit smoking. The new School's Health Center offers a number of services for employees who want to quit. Smoking cessation information is available from the New York Smokers' Quit Line at 1-866 NY QUITS (1-866-697-8487).

Questions

Any questions regarding the smoke-free workplace policy should be directed to 212-279-543

Safety and Health

Missing Student Policy

Updated October 30, 2014

The New School has implemented procedures to ensure that reports of missing students are properly investigated.

When students enter the university, they are asked to provide a permanent home address and phone number, as well as emergency contact information. In addition, email and telephone information is automatically entered into New School Alerts, a campus-wide emergency notification system. Each academic year, students are reminded by email of the importance of updating this information. Students may update this information at any point during the academic year by logging into MyNewSchool. In addition, residential students are asked to provide contact information for an individual the university will reach out to if the student is thought to be missing from campus. An individual listed as the missing-person contact should be someone with whom a student maintains regular contact and who is likely to know where that student is and how to contact him or her.

Any member of the university community who believes that a student is missing should **immediately** notify the director of Security at 212.229.7001 or ilicetot@newschool.edu and the assistant vice president for Student Health and Support Services at 212.229.1671 or robint@newschool.edu and provide all pertinent information.

If the university officials, after investigation, determine that an on-campus residential student has been missing for 24 hours, the university will, within 24 hours of making such a determination, notify the student's emergency contact person and the local law enforcement that the student is missing. If such student is under the age of 18 and not an emancipated individual, the university will also notify the student's parent or legal guardian within the 24-hour period after the university officials have determined that the student is missing. Reports of students missing from off-campus residences will be referred to the police precinct having jurisdiction over the student's local residence, if known, or the student's permanent address if a local residence cannot be determined, and the student's emergency contact person will be notified. University Security and Student Health and Support Services will assist local law enforcement in all ways prescribed by law.

Whistleblower Policy

It is the intent of The New School that its academic and administrative activities conform to applicable legal, ethical and professional standards and the University expects its trustees, faculty, administrators, staff, students and volunteers ("Members of the University community") to conduct their activities in accordance with applicable Federal, State and local laws as well as University policies and procedures as set forth in the Employee Handbook, Student Handbook and Full-Time Faculty Handbook.

This policy is intended to encourage Members of the University community to disclose conduct that they believe violates applicable law and/or University policies and the overarching principle that the University's resources are not to be used for personal gain ("misconduct or suspected misconduct"). The University expects that reports of misconduct or suspected misconduct will be made in good faith, and will reflect a real and legitimate concern that must be promptly investigated and addressed. The University will strive to keep disclosures confidential unless disclosure is required by applicable law or the failure to disclose would impede the University's investigation of the reported misconduct or suspected misconduct.

This policy prohibits Members of the University community from retaliating against those who disclose misconduct or suspected misconduct pursuant to this policy. Any Member of the University community who reports a misconduct or suspected misconduct in good faith will be protected from harassment, retaliation or other adverse employment, academic or educational consequences. Anyone who harasses, intimidates or otherwise attempts to retaliate against a reporter will be subject to disciplinary action, up to and including termination of employment and possible referral for other civil and/or criminal sanctions.

REPORTING:

Internal Mechanisms

Members of the University community are encouraged to report misconduct or suspected misconduct to their immediate supervisor. If this is not a feasible option, the University has designated the following persons to receive, investigate and resolve complaints of misconduct or suspected misconduct as appropriate:

A. Academic Misconduct (faculty or student)
Michael Schober, Senior Vice Provost for Faculty Affairs
schober@newschool.edu
66 West 12th Street, NYC, NY 10011
Phone: 212-229-5727 ext. 3110

B. Misconduct related to the University's Personnel Practices
Sonya Williams, Vice President for Human Resources
williasy@newschool.edu
80 Fifth Ave, NYC, NY 10011
Phone: 212-229-5600 ext. 3803

C. Fiscal Misconduct
Loretta Ferrari, Vice President of Financial Operations and Budget and Chief Financial Officer
ferraril@newschool.edu
66 West 12th Street, NYC, NY 10011
Phone: 212-229-5600 ext. 3713

D. All Other Misconduct
Alex Perez, General Counsel
Alex.perez@newschool.edu
66 West 12th Street, NYC, NY 10011
Phone: 212-229-5671 ext. 4900

and/or;

Jane DeFlorio, Chair of the Board of Trustees Audit and Risk Committee
auditchair@newschool.edu
Phone: 212-229-5432

External Mechanism

Members of the University community who wish to report their concerns anonymously, may contact **EthicsPoint**, a third-party provider of confidential reporting services retained by the University to accept anonymous reports. Contact them at tnssecure.ethicspoint.com.

INVESTIGATIONS/CORRECTIVE ACTIONS:

The designated persons will be responsible for investigating reports made to them or to **EthicsPoint**, unless one of the members is the subject of the report; in those cases the Chair of the Board of Trustees Audit and Risk Committee will conduct the investigation.

Corrective actions in response to a report will be made to the President and Provost for approval and implementation.

The designated persons will make annual reports to the Board of Trustees Audit and Risk Committee of all reports made and corrective actions, if any, taken.

Information Technology Policies

This section of the Academic Catalog describes Information Technology policies.

Information Technology Policies

Acceptable Use Policy

Introduction

The New School maintains and provides IT Resources to support the educational, instructional, research, and administrative activities of the university. The use of these resources is a privilege that is extended to members of the New School community. Users of these services and facilities have access to valuable university resources, to sensitive data, and to internal and external networks. Consequently, it is important for all users to behave in a responsible, ethical, and legal manner.

Purpose

This policy establishes guidelines for the acceptable use of New School IT Resources based on the following principles:

1. The New School community is encouraged to make innovative and creative use of IT Resources in support of educational, scholarly, and administrative purposes. The university supports access to information representing a multitude of views for the interest, information, and enlightenment of students, faculty, and staff. Consistent with this policy, The New School supports the use of IT Resources in a manner that recognizes both the rights and the obligations of academic freedom.
2. The New School recognizes the importance of copyright and other protections afforded to the creators of intellectual property. Users are responsible for making use of software and other information resources in accordance with copyright and licensing restrictions and applicable university policies. Using IT Resources in a manner violating these protections, or furthering the unauthorized use or sale of protected intellectual property, is prohibited.
3. The New School cannot fully protect individuals against the receipt of potentially offensive material. Those who use electronic communications may occasionally receive material that they might find offensive. Those who make personal information available about themselves through the Internet or other electronic media may expose themselves to potential invasions of privacy.
4. IT Resources are provided to support The New School's academic, research, and public service mission. IT Resources are limited, and should be used wisely and with consideration for the rights and needs of others.

This policy is intended to:

- promote the mission of The New School by encouraging responsible conduct and use of university IT Resources;
- protect the instructional and operational integrity of the university and the rights of individuals;
- prevent the misuse of, or damage to, IT Resources and Institutional Information; and
- support compliance with contractual, legal, and regulatory obligations.

Scope

This policy applies to all university Institutional Information and IT Resources, irrespective of whether they are maintained by The New School or a third party on the university's behalf or whether they are accessed from on-campus or off-campus locations, and to any individual who accesses or in any way makes use of them, regardless of affiliation. This includes, but is not limited to, Workforce Members, students, and alumni.

Definitions

Special terms used in this document will be Capitalized and underlined, signifying that they have special meaning. A comprehensive glossary of terms, with examples, can be found at https://ispo.newschool.edu/glossary/.

General rules for all users

Users of The New School's IT Resources must comply with state, federal, and international laws and regulations, university policies and rules, and the terms of applicable contracts including software licenses while using those resources. Examples of applicable laws, policies, and rules include, but are not limited to:

- the U.S. Electronic Communications Privacy Act, U.S. Computer Fraud and Abuse Act, French Law No. 2004-575 regarding Confidence in the Digital Economy (Parsons Paris users), and Article 156 of the New York Penal Code, which prohibit "hacking," "cracking," and similar activities;
- laws governing identity theft, privacy, libel, copyright, trademark, right of publicity, obscenity, and child pornography;
- the university's Policy on Harassment, Discrimination, Prohibited Relationships, and Title IX and Non-Title IX Sexual Harassment and Misconduct;
- the university's Policy on the Free Exchange of Ideas and its Statement on the Freedom of Academic Expression;
- the university's Academic Honesty and Integrity Policy and Intellectual Property Rights Policy;
- the university's Student Code of Conduct and Employee Code of Conduct;
- the university's Social Media Policy;
- the university's Privacy and Data Protection Policy; and
- the university's Information Security Policy.

Users who engage in electronic communications with persons in other states or countries or make use of systems and networks located in other states or countries may also be subject to the laws of those jurisdictions and the policies and rules of those other systems and networks.

All users of New School IT Resources are required to have a valid, authorized account (typically a username and password) or other form of officially approved access, and may use only those IT Resources for which they have been specifically authorized. Use of another person's account, password, or other access control device to access an IT Resource without official approval or authorization is prohibited.

Users are responsible for any activity originating from their accounts that they can reasonably be expected to control, and are expected to take reasonable precautions including password security and file protection measures to prevent use of their accounts and files by unauthorized persons. Sharing of accounts, passwords, or other access control devices with others is prohibited. Users who disclose their passwords to others are solely responsible for all consequences arising from such disclosure. In cases when unauthorized use of accounts or resources is detected or suspected, the account owner should change the account password immediately and report the incident to IT Central or the Information Security and Privacy Office.

Personal, commercial, and political use

Authorized users may make incidental personal use of New School IT Resources, provided that such use is subject to and consistent with this policy. Incidental personal use of university IT Resources by New School Workforce Members may not interfere with the fulfillment of their job responsibilities or disrupt the work environment. Incidental personal use that inaccurately creates the appearance that the university is endorsing, supporting, or affiliated with any organization, product, service, statement, or position is prohibited.

Users making personal use of New School IT Resources do so at their own risk. The university is not responsible for the security, integrity, availability, or backing up of personal data stored on university IT Resources. The university does not guarantee that users will be able to retrieve personal data stored on university IT Resources upon graduation, transfer, resignation, or termination.

Commercial activities may be conducted using New School IT Resources only under the auspices of officially recognized and sanctioned campus organizations or academic and administrative programs. Personal use of university IT Resources may not result in commercial gain or private profit, except as allowed under the university Intellectual Property Rights Policy.

As a 501(c)(3) organization, The New School is prohibited from participating or intervening in any political campaign on behalf of or in opposition to a candidate for public office, and no substantial part of the university's activities may be directed to influencing legislation. Individuals may not use university IT Resources for political purposes in a manner that suggests the university itself is participating in campaign or political activity or fund raising, or for influencing legislation. Any other use with respect to political activity must be permitted by applicable university policy and consistent with applicable laws.

Prohibited and inappropriate use

Users of The New School's IT Resources are prohibited from engaging in any activity that is illegal under local, state, federal, or international law or in violation of university policies or rules. Users may not knowingly or intentionally engage in activities that could negatively affect the functionality, security, integrity, or legitimate use of New School IT Resources. Examples of activities in this category include, but are not limited to:

- attempting to disable, alter, or circumvent physical or logical protections, user authentication and access control mechanisms, or other restrictions placed on computers, networks, software, applications, or files, including university-installed anti-malware programs;
- attempting to develop or use any mechanism to alter or avoid charges or fees levied by the university;
- attempting to intercept network communications for purposes of rerouting packets, forging packets, packet "sniffing," or reading communications content;
- attempting to intercept, compromise, or tamper with user account passwords and other access methods;
- launching attacks, probes, scans, or other attempts to identify security vulnerabilities, subvert security, or overload capacity of any system or network (including systems and networks not owned or operated by The New School);
- introducing, creating, or propagating any malicious programs, including, without limitation, viruses, worms, Trojans, spyware, ransomware, or other malicious code;
- sending unsolicited email messages, including "spam," "chain letters," and other mass mailings, or posting similar messages to discussion forums, website/blog comment sections, or collaborative document comment areas, except as approved by Marketing and Communications;
- using unauthorized file sharing applications or illegally downloading or sharing copyrighted, licensed, or otherwise protected intellectual property, including, without limitation, movies, music, books, applications, and other software; or
- allowing unauthorized access to New School IT Resources through any computer or network device, including wireless access points.

Above all, users are expected to use New School IT Resources in a legal, ethical, responsible, and civil manner at all times.

Additional rules for Workforce Members

In addition to general-purpose IT Resources to which all members of the New School community have access, New School Workforce Members have access to "administrative" IT Resources that are used to conduct official university business. Examples of administrative IT Resources include, but are not limited to, systems such as `Banner`, `Workday`, `Canvas`, and `Starfish`, and Institutional Information such as student records, employee records, and financial records. The use of administrative IT Resources is subject to additional rules and prohibitions.

Ownership and classification of Institutional Information

The New School Information Security Policy establishes information security roles and responsibilities for all individuals with access to New School IT Resources. It also requires that Institutional Information be identified, Classified, and protected with appropriate security controls.

Key Institutional Information datasets must have an assigned Data Owner. Data Owners must assign a Classification to each Institutional Information dataset for which they are responsible. The Classification reflects the information security and privacy safeguards needed to protect the dataset and dictates the procedures to follow when acquiring, storing, using, transmitting, archiving, and destroying that information. The Standard for Handling Institutional Information and the Data Protection Handbook describe these safeguards and procedures in detail.

State, federal, and international laws and regulations, as well as certain industry regulations, often require specific safeguards and procedures (in addition to those required by university policies) to be implemented when working with protected categories of information. Protected information categories include, but are not limited to, student Education Records, Personal Financial Information, Protected Health Information, Social Security Numbers, and Cardholder Data. Laws and regulations protecting these information categories include the European Union General Data Protection Regulation (GDPR), Family Educational Rights and Privacy Act (FERPA), Gramm-Leach-Bliley Act (GLBA), Health Insurance Portability and Accountability Act (HIPAA), New York State General Business Law, and the Payment Card Industry Data Security Standard (PCI DSS).

Access to administrative Institutional Information datasets is authorized by Data Owners subject to an individual's job-related need-to-know. Data Owners are responsible for communicating the information security safeguards and handling procedures that apply to these datasets, via documentation, training, or other means, to the users they have authorized to access them. Users of these datasets are responsible for applying the safeguards and handling procedures specified by the Data Owner.

Institutional Information, regardless of where it is stored, how it is used, or who may access it, is the property of The New School. Users with access to Institutional Information Classified above Protection Level PL-1 may not publish, give away, sell, or disclose that information to unauthorized persons without proper authorization or use that information for personal or non-university purposes.

Use of email

The New School-branded version of Gmail (reachable through `MyNewSchool` or `mail.newschool.edu`) is the official university email system. Google provides this version of Gmail to The New School under a specially negotiated end-user license agreement designed to protect the privacy and security of information owned by The New School and the members of its community. This license agreement also includes special protections for information subject to the Family Educational Rights and Privacy Act (FERPA). Workforce Members should use their official university email address for all university business-related email (provided it does not contain Institutional Information Classified at Protection Levels PL-3 or PL-4—see below).

The New School secure file transfer service (reachable through `securesend.newschool.edu`) is the official university system for sending Institutional Information Classified at Protection Levels PL-3 and PL-4. PL-4 information must never be sent through regular email; `securesend` must be used instead (see the Standard for Handling Institutional Information for details, including certain exceptions to this rule). In certain circumstances, when specifically authorized by the Data Owner, PL-3 information may be sent internally through New School Gmail (from one `@newschool.edu` address to another) when operationally necessary and there is no better alternative, but `securesend` should be used whenever feasible.

External email service providers, including Google's consumer Gmail platform (`@gmail.com`), do not provide legal protection or accountability for New School administrative information, and they generally do not comply with the information security and privacy safeguards required by state, federal, and international laws and regulations or university policies. ***New School Workforce Members may not automatically forward or redirect messages from an official university email address (containing*** `@newschool.edu`) to a non-university email address (containing anything other than `@newschool.edu`). Doing so may put that individual and The New School at risk of violating GDPR, FERPA, GLBA, HIPAA, or other laws and regulations. Workforce Members may manually forward individual messages (i.e., one at a time) only if they do not contain Sensitive Institutional Information and such forwarding is permitted by applicable laws and regulations.

Use of cloud storage and collaboration providers

The New School-branded version of Google's G Suite (formerly Google Apps) applications (reachable through `MyNewSchool` or `{calendar,drive,docs}.newschool.edu`) is the official university general-purpose cloud storage and collaboration platform. `Canvas` and `Starfish` are the official university learning management system and student success network, respectively. The companies offering these services provide them to The New School under specially negotiated end-user license agreements designed to protect the privacy and security of information owned by The New School and the members of its community. These license agreements also include special protections for information subject to the Family Educational Rights and Privacy Act (FERPA). Most other cloud services offered through The New School (including, for example, Office 365 and Adobe Creative Cloud) do not include these protections.

Generally, the New School G Suite platform is acceptable for use with Institutional Information Classified at Protection Levels PL-1 and PL-2. The other two platforms are only acceptable for use with Institutional Information Classified at Protection Level PL-1. Additionally, all three platforms may be used with FERPA-protected PL-3 (but not PL-4) information, provided that information is not also subject to other laws and regulations. Information subject to other laws and regulations (GDPR, HIPAA, GLBA, PCI DSS, etc.) should not be stored, processed, transmitted, or shared through any of these platforms. See the Standard for Handling Institutional Information for details.

Before using any other cloud service offered through The New School to store, process, transmit, or share Institutional Information Classified at Protection Level PL-3 or PL-4, Workforce Members are responsible for ascertaining whether that service is appropriate for such use by consulting with IT Central or the Information Security and Privacy Office.

The license agreements for external cloud services not offered through The New School do not provide legal protection or accountability for New School administrative information, and they generally do not comply with the information security and privacy safeguards required by state, federal, and international laws and regulations or university policies. Commonly used services in this category include, but are not limited to, Dropbox.com, Box.com, Apple iCloud, Microsoft OneDrive, and the consumer Google G Suite platform. New School Workforce Members may not use these services to store, process, transmit, or share Institutional Information Classified above Protection Level PL-1, because doing so may put that person and The New School at risk of violating GDPR, FERPA, GLBA, HIPAA, PCI DSS, or other laws and regulations.

Additional rules for users with privileged access

Because of their job responsibilities, certain individuals ("privileged users") may be granted privileged access to IT Resources, including computing systems, applications, databases, network monitoring tools, and other equipment, that may contain records and information that are private and confidential in nature. Typically, but not exclusively, privileged users are either technical system administration or programming personnel, or administrative employees with access to the university's main databases and systems of record.

The New School requires all privileged users to respect the sensitive and confidential nature of information concerning New School employees, students, alumni, donors, vendors, and/or other members of the New School community to which they may have access, and to disclose such information only with proper authorization and in the exercise of their designated job duties. Privileged users may not use any access or information available to them in the course of their duties to engage in any activity that conflicts with the interests of The New School or use any access available to them to provide information to others engaged in any activity that conflicts with the interests of The New School.

Specifically, with respect to university computing systems, networks, records, files, email, and other information, privileged users agree to treat all confidential information as such by respecting the privacy of individuals, the integrity of the systems, and the related physical resources, and that they will:

1. access, copy, or store data solely in performance of their job responsibilities, limiting perusal of contents and actions taken to the minimum necessary to accomplish the task;
2. when providing direct services to others, copy or store data or information only with the user's consent and only to complete a specified task, and only to copy and store user data for long enough to complete the specified task;
3. not seek personal benefit or permit others to benefit personally from any data or information that has come to them through their work assignments;
4. not make or permit unauthorized use of any information in the university's information systems or records;
5. not enter, change, delete or add data to any information system or file outside of the scope of their job responsibilities;
6. not intentionally or knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry;
7. not intentionally or knowingly alter or delete or cause to be altered or deleted from any record, report, or information system, a true and correct entry;
8. not release university data other than what is required for the completion of their job responsibilities;
9. not exhibit or divulge the contents of any record, file, or information system to any person except as required for the completion of their job responsibilities;
10. take every reasonable precaution to prevent unauthorized access to any passwords, user identifiers, or other information that may be used to access university information systems or records;
11. limit access to information contained in or obtained from the systems to authorized persons;

12. not make any changes to system hardware, software, or configuration settings that have not been reviewed and approved through relevant change management processes; and
13. report any incidents of non-compliance with these rules to their supervisor or other appropriate university official.

Monitoring

The New School considers the data processed by and stored on administrative computer systems (both those operated locally and those hosted by a third party) to be the property of the university. The personal contents of user accounts are considered to be the property of the authorized user, subject to applicable university copyright and intellectual property policies and applicable state, federal, and international laws and regulations.

Individuals should be aware that their privacy is not guaranteed when using university IT Resources, including accessing the Internet or using university-provided electronic mail, telephone, or voice mail. While The New School does not routinely monitor individual usage of its IT Resources, the normal operation and maintenance of these resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the provision of service. Additionally, system and application administrators may become aware of the contents of communications or stored information while dealing with specific operational problems. Furthermore, the university may use automated tools to detect, alert, and respond to improper storage, sharing, or transmission of Personal Data or other confidential information that could result in such information being disclosed to unauthorized persons. The university may also specifically monitor the activity and accounts of individual users of university IT Resources, including individual login sessions, the content of individual communications, and the contents of stored information, with or without notice, when:

- it reasonably appears necessary to do so to protect the integrity, security, or functionality of university IT Resources or to protect the university from liability;
- a written complaint has been received, or there is reasonable cause to believe, that the individual has violated or is violating this policy;
- an account appears to be engaged in unusual or unusually excessive activity; or
- it is otherwise required or permitted by law.

Any such monitoring of communications or stored information, other than what is made accessible by the individual, required by law, or necessary to respond to perceived emergency situations, must be authorized in advance by the Provost and Chief Academic Officer, the Chief Legal and Human Resources Officer, the Chief Enrollment and Success Officer, or the Chief Information Officer, as appropriate, in consultation with the Office of the General Counsel. The university, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications or stored information, to appropriate university personnel or law enforcement agencies and may use those results in appropriate university disciplinary proceedings. The university may also, from time to time, be required to comply with the lawful orders of courts, such as subpoenas and search warrants. Such compliance may include providing, when required, copies of monitoring data, system and/or user files, email content, or other information ordered by the court.

Compliance and review

Failure to comply with this policy, whether deliberate or due to careless disregard, will be treated as serious misconduct and may result in actions including (but not limited to) disciplinary action, dismissal, and civil and/or criminal proceedings.

This policy is reviewed on a periodic basis and updated as necessary by the Information Security and Privacy Office to ensure it remains accurate, relevant, and fit for purpose.

Information Technology Policies

Use of Email

The New School-branded version of Gmail (reachable through `MyNewSchool` or `mail.newschool.edu`) is the official university email system. Google provides this version of Gmail to The New School under a specially negotiated end-user license agreement designed to protect the privacy and security of information owned by The New School and the members of its community. This license agreement also includes special protections for information subject to the Family Educational Rights and Privacy Act (FERPA). Workforce Members should use their official university email address for all university business-related email (provided it does not contain Institutional Information Classified at Protection Levels PL-3 or PL-4—see below).

The New School secure file transfer service (reachable through `securesend.newschool.edu`) is the official university system for sending Institutional Information Classified at Protection Levels PL-3 and PL-4. PL-4 information must never be sent through regular email; `securesend` must be used instead (see the Standard for Handling Institutional Information for details, including certain exceptions to this rule). In certain circumstances, when specifically authorized by the Data Owner, PL-3 information may be sent internally through New School Gmail (from one `@newschool.edu` address to another) when operationally necessary and there is no better alternative, but `securesend` should be used whenever feasible.

External email service providers, including Google's consumer Gmail platform (`@gmail.com`), do not provide legal protection or accountability for New School administrative information, and they generally do not comply with the information security and privacy safeguards required by state, federal, and international laws and regulations or university policies. ***New School Workforce Members may not automatically forward or redirect messages from an official university email address (containing*** `@newschool.edu`) to a non-university email address (containing anything other than `@newschool.edu`). Doing so may put that individual and The New School at risk of violating GDPR, FERPA, GLBA, HIPAA, or other laws and regulations. Workforce Members may manually forward individual messages (i.e., one at a time) only if they do not contain Sensitive Institutional Information and such forwarding is permitted by applicable laws and regulations.

Information Technology Policies

Identity Theft

Pages 125-very top of 129 from here https://drive.google.com/drive/u/0/folders/14utV3IKbei7GLsiIsklhadtTKTUnxPhG

Information Technology Policies

Privacy and Data Protection Policy

Introduction

The New School is committed to privacy by design and by default and supports the privacy rights of individuals with whom it works including students, faculty, staff, visitors, alumni, donors, and research participants.

Purpose

This policy establishes The New School's approach to privacy and data protection based on the principle that handling Personal Data appropriately and in compliance with applicable laws and regulations:

- is the right thing to do,
- enhances trust, and
- protects the university's relationship with its stakeholders.

This policy is intended to set forth the responsibilities of the university, its Workforce Members, and its students to comply with the provisions of applicable privacy and data protection laws and regulations. It is accompanied by a Data Protection Handbook (the "Handbook") that provides information and guidance on different aspects of privacy and data protection. This policy and the Handbook form the framework that anyone Processing Personal Data at or on behalf of The New School should follow to ensure compliance.

The New School's approach to privacy is guided by the National Institute of Standards and Technology (NIST) Privacy Framework, which has been widely adopted by both public and private sector organizations throughout the United States. The NIST Privacy Framework provides a framework for privacy risk management, including data processing identification, data processing safeguards, data management, data subject notification, and incident response. The university's approach is also informed by the data protection policies and standards of European universities, which have operated under comprehensive data protection regulatory compliance frameworks for more than two decades.

Scope

This policy applies to all Workforce Members and students in all cases where The New School is a Data Controller or a Data Processor of Personal Data. The policy applies in these cases regardless of who created the data, where it is held, or the ownership of the systems and software used in its Processing.

Definitions

Special terms used in this document will be Capitalized and underlined, signifying that they have special meaning. A comprehensive glossary of terms, with examples, can be found at https://ispo.newschool.edu/glossary/.

Policy statement

When acting as a Data Controller The New School has a responsibility to implement and comply with applicable privacy and data protection laws and regulations. When Processing Personal Data, the university must abide by seven principles of data protection:

1. lawfulness, fairness, and transparency;
2. purpose limitation;
3. data minimization;
4. accuracy;
5. storage limitation;
6. integrity and confidentiality; and
7. accountability.

Details of these principles can be found in the Handbook.

Data security

All New School users of Personal Data must ensure that such data is always held securely and not disclosed accidentally, negligently, or intentionally to any unauthorized third party. The Information Security Policy, the Acceptable Use Policy, and the Standard for Handling Institutional Information must be read in conjunction with this Privacy and Data Protection Policy.

More information can be found in the Data security section of the Handbook.

Privacy notices

When The New School collects Personal Data from individuals, the requirement for "fairness and transparency" must be adhered to. More information can be found in the Privacy notices section of the Handbook.

Conditions of processing / lawfulness

In order to meet the "lawfulness" requirement, the Processing of Personal Data must meet at least one the following conditions:

1. the Data Subject has given consent to the Processing of their Personal Data for one or more specific purposes;
2. the Processing is necessary for the performance of a contract to which the Data Subject is party;
3. the Processing is necessary for compliance with a legal obligation to which The New School is subject;
4. the Processing is necessary in order to protect the vital interests of the Data Subject or of another natural person;
5. the Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in The New School; or
6. the Processing is necessary for the purposes of the legitimate interests pursued by The New School or by a third party.

For Special Categories of Personal Data, at least one of the following conditions must also be met:

1. the Data Subject has given explicit consent to the Processing of their Special Categories of Personal Data for one or more specific purposes;
2. the Processing is necessary for the purposes of employment, social security, and social protection law;
3. the Processing is necessary to protect someone's vital interests;
4. the Processing is carried out by a not-for-profit body;
5. the Processing is manifestly made public by the Data Subject;
6. the Processing is necessary for legal claims;
7. the Processing is necessary for reasons of substantial public interest;

8. the Processing is necessary for the purposes of medicine, the provision of health or social care or treatment, or the management of health or social care systems and services;
9. the Processing is necessary for public health; or
10. the Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes, or statistical purposes subject to certain safeguards.

More information can be found in the Lawfulness section of the Handbook.

Data retention

Personal Data must not be kept longer than necessary for the purposes for which it was originally collected. This applies to all Personal Data, whether held on core systems, local desktops, laptops or mobile devices, or held on paper. If the data is no longer required, it must be securely deleted or destroyed.

More information can be found in the Retention section of the Handbook.

Privacy by design and by default

The New School has an obligation to consider the impact Processing activities may have on data privacy. This includes implementing appropriate technical and organizational safeguards to minimize the potential negative impact Processing can have on the Data Subjects' privacy, both at the time of the determination of the means for Processing and at the time of the Processing itself.

More information can be found in the Privacy by design and by default section of the Handbook.

Data Protection Impact Assessment

When contemplating new Processing activities or setting up new procedures or systems that involve Personal Data, privacy issues must always be considered at the earliest stage and a Data Protection Impact Assessment (DPIA) must be performed. The DPIA is a mechanism for identifying and examining the impact of new initiatives and putting in place measures to minimize or reduce risks during the design stages of a process and throughout the life cycle of the initiative. This will ensure that privacy and data protection control requirements are not an afterthought.

More information can be found in the Data Protection Impact Assessment Guide.

Anonymization and pseudonymization

To further reduce the risks associated with handling Personal Data, Anonymization or Pseudonymization should be applied to the data. Wherever possible, Personal Data must be Anonymized or, where that is not possible, Pseudonymized.

More information can be found in the Anonymization & Pseudonymization guidance.

Data subject rights

The New School, when acting as a Data Controller, endeavors to provide Data Subjects with privacy rights that include:

1. the right of access;
2. the right to rectification;
3. the right to erasure ("right to be forgotten");
4. the right to Restriction of Processing;
5. the right to be informed;
6. the right to data portability;
7. the right to object; and
8. the right not to be subject to a decision based solely on automated Processing, including Profiling.

Data subject access requests and the right to data portability

Individuals have the right to request to see or receive copies of any Personal Data The New School holds about them, and in certain circumstances to have that data provided in a structured, commonly used and machine readable format so it can be forwarded to another Data Controller.

Workforce Members receiving a data subject access request must follow the data subject access request procedures contained in the Data subject rights section of the Handbook.

Right to erasure, to restrict processing, to rectification, and to object

In certain circumstances Data Subjects have the right to have their Personal Data erased. This only applies

- where the data is no longer required for the purpose for which it was originally collected, or
- where the Data Subject withdraws consent, or
- where the data is being Processed unlawfully.

In some circumstances, Data Subjects may not wish to have their Personal Data erased but rather have any further Processing of the data restricted.

If Personal Data is inaccurate, Data Subjects have the right to require The New School to rectify inaccuracies. In some circumstances, if Personal Data is incomplete, the Data Subject can also require the university to complete the data, or to record a supplementary statement.

Data Subjects have the right to object to specific types of Processing such as Processing for direct marketing, research, or statistical purposes. The Data Subject must demonstrate grounds for objecting to the Processing relating to their particular situation except in the case of direct marketing, where it is an absolute right.

Workforce Members receiving any of these requests should not act or respond but instead should contact the Information Security and Privacy Office immediately.

More information can be found in the Data subject rights section of the Handbook.

Rights in relation to automated decision making and profiling

In the case of automated decision making and Profiling that may have significant effects on Data Subjects, they have the right to either have the decision reviewed by a human being or to not be subject to this type of decision making at all. These requests must be forwarded to the Information Security and Privacy Office immediately.

More information can be found in the Data subject rights section of the Handbook.

Data sharing

When Personal Data is transferred internally from one New School organizational unit to another, the receiving unit must only Process the data in a manner consistent with the original purpose for which it was collected. If Personal Data is shared internally for a new and different purpose, a new privacy notice must be provided to the Data Subjects.

When Personal Data is transferred externally, a legal basis must be determined and a data sharing agreement between the university and the third party must be signed, unless disclosure is required by law or the third party requires the data for law enforcement purposes.

More information can be found in the Data sharing section of the Handbook.

Transfers of personal data outside the EEA

Personal Data may only be transferred out of the European Economic Area when there are safeguards in place to ensure an adequate level of protection for the data. For transfers of Personal Data to a receiving party in the United States, the Privacy Shield Agreement between the European Union and the United States of America provides sufficient protection. Before transferring data, the Privacy Shield website should be consulted to determine whether the receiving party is on the Privacy Shield List.

If the receiving party is not on the Privacy Shield list, then the contract between the receiving party and The New School must include a Data Processing Addendum that incorporates the European Commission's Standard Contractual Clauses for data transfers between EU and non-EU countries (either the controller-to-controller or controller-to-processor clauses, as appropriate).

Workforce Members involved in transferring Personal Data to other countries must ensure that appropriate safeguards are in place before agreeing to any such transfer.

More information can be found in the Data transfer outside the EEA section of the Handbook.

Direct marketing

Direct marketing covers not only the communication of material about the sale of products and services to individuals, but also the promotion of aims and ideals. For The New School, this includes notifications about events, fund raising, and offering of goods or services regardless of whether a payment by the Data Subject is required. Marketing covers all forms of communications, such as contact by post, fax, telephone, and electronic messages. The university must ensure that it always complies with relevant legislation every time it undertakes direct marketing and must cease all direct marketing activities if an individual requests it to stop.

More information can be found in the Direct marketing section of the Handbook.

Websites

All websites and web applications operated by or on behalf of The New School must include:

1. A prominent link, on every page, to a privacy notice that describes how the website collects Personal Data and how that data is used, stored, transferred, and protected.
2. A prominent message, displayed when a user first visits the site and every time thereafter until the user affirmatively acknowledges it, seeking the user's consent to store "cookies" on the user's computer.

More information can be found in the Websites section of the Handbook.

Training

Any individual within the scope of this policy must complete the Privacy and Data Protection Training.

Breaches

The New School is responsible for ensuring appropriate and proportionate security for the Personal Data that it holds. This includes protecting the data against unauthorized or unlawful Processing and against accidental loss, destruction, or damage. The university makes reasonable efforts to avoid privacy and data protection incidents, however, it is possible that incidents will occur on occasion. For example, Personal Data Breaches might occur through:

- Unauthorized or accidental disclosure, modification, or deletion
- Theft or loss of data or equipment
- Unauthorized access
- Hacking attack
- Human error

If a Personal Data Breach occurs, the university may be required to notify relevant authorities in a timely manner. Any member of the university community who encounters something they believe may be a Personal Data Breach must report it immediately to IT Central and the Information Security and Privacy Office.

Details of how to report a breach and the information that will be required are included in the Personal Data breaches section of the Handbook.

Roles and responsibilities

The Information Security and Privacy Office and the Privacy and Security Compliance function within the Information Technology department monitor and advise on compliance with applicable privacy and data protection laws and regulations. However, responsibility for compliance and the consequences of any breaches remains with the President's Leadership Team and the Data Owners in individual organizational units. Information and advice can be obtained from the Information Security and Privacy Office and the Office of the General Counsel.

President's Leadership Team

The members of the President's Leadership Team are accountable for exercising due diligence in protecting Personal Data used within their area of responsibility by ensuring compliance with this policy and applicable privacy and data protection laws and regulations. They are also accountable for compliance in any subsidiary unit within their management (e.g., institutes, centers, research groups, and multi-disciplinary organizations).

Data Owners

Data Owners are responsible for maintaining the protection of datasets containing Personal Data by ensuring compliance with this policy and applicable privacy and data protection laws and regulations, and by developing and encouraging good information handling practices among their datasets' communities of users.

Data users

All users of Personal Data within the university have a responsibility to ensure that they Process the data in accordance with the principles of data protection and the other conditions set forth in applicable privacy and data protection laws and regulations.

Handling research data

Before beginning any research that will involve obtaining or using Personal Data and Special Categories of Personal Data, researchers must give proper consideration to this policy and the guidance contained in the Handbook and how these will be properly complied with. Researchers must ensure that the fairness, transparency, and lawfulness principle is adhered to and that privacy by design and by default is applied. This means, among other things, that wherever feasible, research data must be Anonymized or Pseudonymized at the earliest possible time.

More information can be found in the Research section of the Handbook.

Handling of research data by students

The use of Personal Data by students is governed by the following:

- Where a student collects and Processes Personal Data in order to pursue a course of study with the university, and this course of study is not part of a university-led project, the student rather than the university is the Data Controller for the Personal Data used in the research. If the data are extracted from a database already held by the university, the university remains the Data Controller for the database, but the student will be the Data Controller for the extracted data.
- Once a thesis containing Personal Data is submitted for assessment, the university becomes the Data Controller for that Personal Data.
- Where a research student Processes Personal Data while working on a project led by a university research group, the university is the Data Controller.

Academic and academic-related staff must ensure that students they supervise are aware of the following:

- A student should only use Personal Data for a university-related purpose with the knowledge and express consent of an appropriate member of academic staff (normally, for a postgraduate, this would be the supervisor, and for an undergraduate the person responsible for teaching the relevant class/course).
- The use of university-related Personal Data by students should be limited to the minimum consistent with the achievement of academic objectives. Wherever possible data should be Anonymized so that students are not able to identify the Data Subjects.

More information can be found in the Student research section of the Handbook.

References

- National Institute of Standards and Technology. *NIST Privacy Framework: A Tool for Improving Privacy Through Enterprise Risk Management*. January 16, 2020. Available from https://www.nist.gov/system/files/documents/2020/01/16/NIST%20Privacy%20Framework_V1.0.pdf.
- European Parliament and the Council of the European Union. *Regulation (EU) 2016/679 of the European Parliament and the Council of the European Union of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing directive 95/46/EC (General Data Protection Regulation)*. Adopted April 27, 2016. Effective May 25, 2018. Available from https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN.

Compliance and review

Failure to comply with this policy or its supporting standards, whether deliberate or due to careless disregard, will be treated as serious misconduct and may result in actions including (but not limited to) disciplinary action, dismissal, and civil and/or criminal proceedings.

This policy is reviewed on a periodic basis and updated as necessary by the Information Security and Privacy Office to ensure it remains accurate, relevant, and fit for purpose.

Information Technology Policies

Information Security Policy

Introduction

The New School is committed to protecting information that is critical to teaching, research, the university's many activities, its business operations, and the communities it supports, including students, faculty, staff, visitors, alumni, donors, and the public. These protections may be governed by legal, regulatory, contractual, or university policy considerations.

Purpose

This policy establishes The New School's approach to information security based on the generally accepted principles of

- **confidentiality**—information is not made available or disclosed to unauthorized individuals, entities, or processes;
- **integrity**—the accuracy and completeness of information is maintained and assured over its entire lifecycle; and
- **availability**—authorized users are able to access information and information systems when they are needed.

Adherence to these principles will ensure that university Institutional Information and IT Resources remain properly protected while they are being used in the pursuit of The New School's academic, research, and public service mission.

This policy is intended to:

- promote the proactive assessment, reduction, and management of risk in a manner that enables Data Owners, IT personnel, and the larger New School community to be more aware of the risks to information, identify controls to reduce those risks, and understand the risks that remain after controls have been implemented;
- improve the security of critical system and network services through enterprise-wide, defense-in-depth approaches to reduce risks commonly associated with hybrid cloud computing environments;
- enhance crisis and information security incident response and management to enable the university to quickly recover its Institutional Information and IT Resources in the event of a catastrophic event and to manage information security events and data breaches more efficiently and effectively, thereby reducing or minimizing the damages to the New School community;
- encourage a "security aware" culture across the university and advocate that information security is everyone's responsibility;

- support compliance with contractual, legal, and regulatory obligations concerning information security; and
- provide assurance to other parties that The New School deals with information security in a proactive manner and has a robust control environment in place.

The New School's approach to information security is guided by the National Institute of Standards and Technology (NIST) Cyber Security Framework (CSF), which has been widely adopted by both public and private sector organizations throughout the United States. The NIST CSF provides a framework for cybersecurity management, including asset identification, information and system protection, threat detection, incident response, and recovery. The university's approach also leverages NIST Special Publication 800-53, which provides a catalog of security and privacy controls for information systems and organizations and a process for selecting controls to protect organizational operations, organizational assets, individuals, and other organizations from a diverse set of threats including hostile cyber attacks, natural disasters, structural failures, and human errors (both intentional and unintentional).

Scope

This policy and its supporting standards apply to all university Institutional Information and IT Resources, irrespective of whether they are maintained by The New School or a third party on the university's behalf or whether they are accessed from on-campus or off-campus locations, and to any individual who accesses or in any way makes use of them, regardless of affiliation. This includes, but is not limited to, Workforce Members, students, and alumni.

Definitions

Special terms used in this document will be Capitalized and underlined, signifying that they have special meaning. A comprehensive glossary of terms, with examples, can be found at https://ispo.newschool.edu/glossary/.

Policy statement

The New School manages and produces information that is private, confidential, or sensitive in nature, together with information that is regarded as being readily available for general sharing. The university recognizes that it is imperative that all information is protected from compromise of confidentiality, integrity, and availability. All individuals within the scope of this policy must therefore ensure that:

1. Institutional Information is identified, Classified, and protected. Any security controls that are implemented must be proportionate to the assigned Classification. Key information assets are governed by an appointed Data Owner in accordance with the key responsibilities described under Roles and responsibilities.
   Supporting standards: Standard for Information and System Classification, Standard for Handling Institutional Information, Data Protection Handbook
2. All processes, technology, services, and facilities are protected through information security controls.
   Supporting standards: Standard for Information and System Security Controls
3. University Institutional Information and IT Resources are used responsibly, ethically, and in a manner consistent with both the law and the rights of others.
   Supporting standards: Standard for Handling Institutional Information, Data Protection Handbook
   Related policies: Acceptable Use Policy, Privacy and Data Protection Policy
4. Information security incidents and data breaches are identified, contained, eradicated, investigated, and reported.
   Supporting standards: Standard for Incident and Breach Response
5. Where appropriate, a risk assessment is carried out on all processes, technology, services, and facilities to manage risk. This includes situations in which a third-party service provider is used to provide services that involve access to Institutional Information.
   Supporting standards: Standard for Security and Privacy Risk Management
6. Back-up and disaster recovery plans, processes, and technology are in place to mitigate risk of loss or destruction of information and/or services and to ensure that contingency arrangements are in place to maintain availability of data and services.
   Supporting standards: (under development)
7. Where off-site working takes place, appropriate security controls are implemented.
   Supporting standards: (under development)

In addition, all individuals within the scope of this policy must:

8. Complete the Information Security Awareness Training.
9. Take reasonable care to protect the university's Institutional Information and IT Resources from accidental or unauthorized access, modification, or destruction.

The supporting standards referenced above represent the "baseline," or minimum acceptable, requirements for information security at The New School. In some situations it may be necessary to augment the baseline with additional information security controls to meet specific legal, regulatory, or contractual requirements. The Information Security and Privacy Office can provide advice and assistance in selecting and implementing these additional controls when required.

Roles and responsibilities

Every person at The New School has a responsibility to protect the Institutional Information and IT Resources that they use or are otherwise within their control. These responsibilities vary based on the functional role of the individual. Depending on those functions, some individuals may have more than one role.

President's Leadership Team

The members of the President's Leadership Team are accountable for exercising due diligence in protecting Institutional Information and IT Resources used within their area of responsibility by ensuring that adequate and effective information security controls are in place that comply with this policy, its supporting standards, and applicable laws and regulations. They are also accountable for compliance in any subsidiary unit within their management (e.g., institutes, centers, research groups, and multi-disciplinary organizations).

Data Owners

Data Owners are responsible for maintaining the security of Institutional Information datasets by:

- maintaining records of where the dataset (including copies) is stored, what it is used for, who has access to it, and with whom it is shared;
- determining and documenting the policies, guidelines, and business rules by which others are granted access to the dataset or portions thereof;
- reviewing and approving ad-hoc requests for access to the dataset (e.g., view access, data feeds, or copies);

- working with the Information Security and Privacy Office to:
    - determine the security Classification of the dataset;
    - perform a risk assessment and identify an acceptable level of risk for the dataset; and
    - specify and document security controls to protect the dataset from unauthorized disclosure, modification, loss, or destruction;
- reviewing access granted to the dataset on a regular basis and adjusting user access permissions as necessary;
- ensuring that authorized data users understand their responsibilities with regard to their approved access; and
- reporting any possible breach in security or misuse of the dataset to the Information Security and Privacy Office.

Application Owners

Application Owners are responsible for maintaining the security of IT Resources by:

- maintaining records of where the resource (including development and test instances) is hosted, what it is used for, and who has access to it;
- determining and documenting the policies, guidelines, and business rules by which others are granted access to the resource;
- reviewing and approving ad-hoc requests for access to the resource;
- working with the Information Security and Privacy Office to:
    - determine the security Classification of the resource;
    - perform a risk assessment and identify an acceptable level of risk for the resource; and
    - specify and document security controls to protect the resource from unauthorized access and loss of availability;
- reviewing access granted to the resource (or the business rules that grant access automatically based on user role) on a regular basis and adjusting user access permissions as necessary;
- ensuring that authorized resource users understand their responsibilities with regard to their approved access; and
- reporting any possible breach in security or misuse of the resource to the Information Security and Privacy Office.

Workforce Members

Workforce Members are responsible for protecting the university's Institutional Information and IT Resources and for complying with this policy and its supporting standards.

Workforce Members are responsible for promptly reporting any material violation of this policy and its supporting standards to the Information Security and Privacy Office.

Students

Students must accept responsibility for their use of university facilities, and must take reasonable steps to protect the university's IT Resources. Students are expected to comply with the requirements of this policy.

Alumni

Alumni are expected to comply with the requirements of this policy.

References

- National Institute of Standards and Technology. *Framework for Improving Critical Infrastructure Cybersecurity*. April 16, 2018. Available from https://doi.org/10.6028/NIST.CSWP.04162018.
- National Institute of Standards and Technology. *Security and Privacy Controls for Federal Information Systems and Organizations*. Special Publication 800-53, Revision 5. September 2020. Available from https://doi.org/10.6028/NIST.SP.800-53r5.

Compliance and review

Failure to comply with this policy or its supporting standards, whether deliberate or due to careless disregard, will be treated as serious misconduct and may result in actions including (but not limited to) disciplinary action, dismissal, and civil and/or criminal proceedings.

This policy is reviewed on a periodic basis and updated as necessary by the Information Security and Privacy Office to ensure it remains accurate, relevant, and fit for purpose.

Information Technology Policies

The New School Student Privacy Notice

This privacy notice describes how **The New School** collects and processes personal data about you at The New School; how we use, store, transfer, and protect this personal data; and your rights in relation to this personal data. This notice applies to The New School, with global headquarters at 66 West 12th Street, New York, NY 10011 USA, as well as to its affiliated legal entities and branches (collectively "we," "us," or "our"):

- **TNS Parsons** ("Parsons Paris") of 45 rue Saint-Roch, 75001 Paris, France is the European branch of Parsons School of Design. Parsons Paris works closely with our US-based operations and certain information is shared between entities, so for purposes of this privacy notice, both The New School and Parsons Paris are data controllers. For more information on how your information is shared with third parties, please refer to Section 3 of this notice.

This privacy notice applies to all personal data we collect or process about you (i) from the information you provide to us when you interact with us before applying (e.g., when you express your interest in studying at The New School); (ii) when you apply to study at The New School and complete enrollment forms or other admissions documentation; (iii) when you communicate with us by telephone, email, or via our website (e.g., in order to make inquiries or raise concerns); (iv) when you interact with us during your time as a student at The New School; and (v) from third parties (e.g., from recruitment organizations, government agencies in connection with financial aid or student visas, or from your previous or current school, university, or employer(s), who may provide records or a reference about you, or who may sponsor or pay for your studies). This notice will inform you of:

- Personal data we collect and use;
- How we use your personal data and the basis on which we use it;
- Who has access to your personal data;
- How your personal data is protected and stored;
- International transfer of your data;
- How to exercise your rights;

- How to contact us; and
- Changes to the privacy notice.

1. Personal data we collect and use

We collect and use certain personal data about you. Personal data is information about you through which you can be identified (including where you can be identified by combining the information with other information).

Note that we may be required by law to collect certain personal data about you, or as a consequence of our contractual relationship with you. Failure to provide this personal data may prevent or delay the fulfilment of these obligations. We will inform you at the time your personal data is collected whether certain data is compulsory and the consequences of the failure to provide such personal data.

1.1 Personal data we collect directly from you

We collect some personal data directly from you. Personal data that is collected directly from you includes the following:

1. Personal details, such as your name(s), date of birth, and place of birth;
2. Contact details, such as your phone number, personal email address, mailing address, and social media handles;
3. Demographic details, such as your age, marital status, languages spoken, national origin, and current nationality;
4. Citizenship status;
5. Military or veteran status;
6. Identification numbers, such as your Social Security number or other government-issued identification number;
7. Authenticating information, such as user names, passwords, and security questions and answers;
8. Passport and visa information;
9. Financial information, such as your bank account information related to direct deposits;
10. Information relating to financial aid, scholarships, and immigration status, such as information collected in connection with financial aid applications, financial aid and scholarship eligibility, immigration applications, and information about your or your family's or your sponsor's financial situation;
11. Information about your location while on break from your studies;
12. Information you submit in connection with your application for admission, including your personal essay, portfolio, academic transcript, test scores, disciplinary records, work history, and other information submitted with your résumé;
13. Information about your preferences;
14. Photographs for use in identification;
15. Your emergency contact details, such as names of your emergency contacts and their contact information;
16. Communications you send us, including your requests and information provided by you in the form of feedback or complaints about the program, housing, or other matters; and
17. Information about your family, including the names of relatives who have attended The New School and education information.

1.2 Personal data generated by us

In addition, the following categories of personal data about you may be generated by The New School in the course of our relationship with you:

1. Student identifiers, such as your student ID number, NetID (user name for university systems), and other internal identification numbers;
2. University email address;
3. Employment details if you are employed by The New School as a student, such as work-study or other employment details, including salary or pay information, performance evaluations, and job actions;
4. Travel information, including a log of travel excursions;
5. Information about your computer and other devices, including your IP address, MAC address, and information about your browser and operating system;
6. Records of emergency incidents;
7. Student and education information, including your academic transcript, attendance records, grades, recommendations or feedback from teachers, and current and prior course schedules;
8. Student conduct records;
9. Audio and visual information captured by lecture capture systems, videoconferencing systems, web-based meeting applications, and similar technologies;
10. Visual information captured by security cameras;
11. Information regarding financial aid and eligibility for financial aid and scholarships;
12. Federal immigration documents; and
13. Information regarding building and cafeteria access.

1.3 Personal data we obtain from other sources

The New School may also obtain the following categories of personal data about you from third parties:

1. Contact and demographic information, including publicly available information, which we collect from third parties who provide us information about prospective students who may be interested in attending The New School. We may also collect this contact information from students about their parents, family members, and legal guardians;
2. Feedback and information from your teachers, school faculty, and others;
3. Information about your or your family's or your sponsor's financial status and ability to pay tuition or school expenses;
4. Academic performance, test scores, student conduct (including complaints brought by you, about you, or to which you may be a witness), and attendance information from other institutions; and
5. Non-academic performance information and feedback from organizations with which you have participated.

1.4 Sensitive data we collect and use

Some of the categories of personal data that we collect are considered special categories of personal data under European Union law. In particular, we may process the following types of sensitive data:

1. Health and medical information, including your medical history, information about your health during your time studying with The New School, information about disabilities or related accommodations, information about allergies or dietary restrictions, and health insurance information;
2. Information about your racial or ethnic origin;
3. Information about your gender identity, sex assigned at birth, and preferred pronoun (if you choose to disclose it for purposes of matching with roommates) and information about the facts and circumstances surrounding instances or allegations of sexual misconduct (which may be collected in the context of investigations into or adjudications of allegations of sexual misconduct, assault, or unlawful activity); and
4. Information about criminal convictions.

2. How we use your personal data and the basis on which we use it

The New School uses your personal data in connection with your engagement with and your enrollment at The New School for the following purposes:

- Considering your applications for admission and financial aid. Our basis for doing so is the performance of the pre-contractual relations we have with you and to serve our legitimate interests in selecting a diverse and qualified student body;
- Contacting you about our academic programs, events, related opportunities, or other updates about The New School. This processing is necessary to serve our legitimate interests in marketing and student outreach. Where required by law, we will obtain your consent before sending you marketing communications.
- Communicating with applicants throughout the application process. This processing is necessary to serve our legitimate interests in responding to applicant requests and efficiently managing the application process.
- Carrying out our contractual obligations to you and exercising our rights in this respect, including provision of academic and support services, travel accommodations, insurance, housing, and related services associated with The New School academic program. Our basis for doing so is the performance of the contract we have with you.
- Identifying students, including for creating a student identification card that includes your photo. This processing is necessary to serve our legitimate interests in keeping our campus and associated facilities safe and secure.
- Supporting teaching, learning, and staff development using audio and/or video recording of lectures, presentations, or training events. Our bases for doing so are the performance of the contract we have with you and serving our legitimate interests in delivering educational services to students and enabling professional development for our faculty and staff;
- Responding to emergencies, such as contacting you or your family in the event of an incident. This processing is necessary to serve our legitimate interests in supporting the health and well-being of our students;
- Program development, travel planning, student development, tracking of academic progression, and commencement exercises. This processing is necessary to serve our legitimate interests in the efficient management and administration of our academic programs and extracurricular activities;
- Keeping our campus and associated facilities safe and secure. This processing is necessary to serve our legitimate interests in protecting our students, property, and facilities;
- Operating our information technology systems. This processing is necessary to serve our legitimate interests in supporting your use of the systems, understanding usage and performance of the systems, investigating information security or data integrity incidents, and providing evidence in disciplinary procedures;
- Maintaining our alumni records. This processing is necessary to serve our legitimate interests in fostering relationships with alumni, maintaining alumni networks, and supporting our fundraising efforts;
- Meeting the obligations of private organizations with oversight over The New School, such as accreditation organizations. This processing is necessary to serve our legitimate interests in maintaining accreditation;
- Keeping our records accurate and up-to-date. This processing is necessary to comply with legal obligations and to serve our legitimate interests in efficient management and administration; and
- Complying with legal obligations to which we are subject, including to defend your and our rights in legal proceedings and to cooperate with regulators, law enforcement, and governmental or other competent bodies. This processing is necessary to comply with legal obligations and to serve our legitimate interests in complying with the laws to which we are subject.

2.1 How we use sensitive data

- **Health and medical information.** To the extent we process health and medical information, we do so to support your health and wellbeing while attending The New School and to respond to medical and mental health issues and emergencies. In the case of information relating to disability or other accommodations, we process such data to provide learning assistance, mobility, and other necessary accommodations. Our basis for doing so is compliance with social obligations laws or where there is a substantial public interest in providing such services or accommodations. Additionally, in some contexts we may rely on your prior consent to process such data.
- **Information revealing an individual's racial or ethnic origin.** To the extent we process information revealing racial or ethnic origin, such information is voluntarily disclosed during the application process for purposes of statistical reporting related to diversity. We rely on your prior consent for such processing.
- **Information about an individual's gender identity, sex assigned at birth, and preferred pronoun.** To the extent we process information about an individual's gender identity, sex assigned at birth, and preferred pronoun, such information is voluntarily disclosed to help facilitate matching with roommates for student housing purposes. Students are not required to provide such information, and where they do we rely on the student's prior consent to process the information.
- **Information about the facts and circumstances surrounding instances or allegations of sexual misconduct.** To the extent we process such data, we do so only in the context of investigations into or adjudications of allegations of sexual misconduct, assault, or unlawful activity. Our basis for doing so is that the processing is necessary for the initiation, exercise, substantiation, or defense of legal claims and that processing of sensitive information in this context serves a substantial public interest. To the extent such investigations do not specifically involve special categories of data as defined by applicable law, our basis for processing is that it is necessary to serve our legitimate interests in complying with our legal obligations.
- **Information about an individual's criminal convictions.** Where permissible under law, we may process this information in the context of the admissions process.

3. Who has access to your personal data

We treat your personal data with care and confidentiality. Your personal data will be available for the purposes mentioned above and only to employees on a need to know basis and to the extent reasonably necessary to perform their functions. We may share your personal data with third parties under the following circumstances:

- Service providers and business partners. We may share your personal data with our service providers and academic or business partners that perform services for us. For example, we may partner with other companies or entities to provide services for you in relation to our academic programs or affiliated study abroad programs (for example, our mobility program), such as learning management system providers, information technology providers, emergency service providers, study abroad providers or other foreign institutions involved in our study abroad programs, homestay facilitators, tour operators, or other academic institutions. We may also partner with companies or other employers to provide internship opportunities to interested students; The New School may transmit your personal data or provide a recommendation for you to these organizations.
- The New School's global headquarters and branch campuses. The New School's branch campuses are a part of The New School, whose global headquarters is located in the United States. The branch campuses work closely with our US-based operations and, from time to time, with each other. As a result, we may share certain personal data about you collected or used in the context of our academic programs with other New School personnel located at our main campus in the United States or other branch locations.
- Law enforcement agencies, courts, regulators, government authorities, or other third parties. We may share your personal data with these parties where we believe this is necessary to comply with a legal or regulatory obligation, or otherwise to protect our rights or the rights of any third party.
- Private organizations with oversight over The New School. We may share your personal data to the extent necessary to meet the obligations of private organizations with oversight over The New School, such as accreditation organizations.

Because we operate internationally, the recipients referred to above may be located outside the jurisdiction in which you are located (or in which we provide the services). See the section on "International transfer of your data" below for more information.

4. How your personal data is protected and stored

We implement physical, technical, and organizational measures designed to safeguard the personal data we process. These measures are aimed at ensuring the ongoing integrity and confidentiality of personal data.

We will retain your personal data for as long as we have a relationship with you (throughout the duration of your studies and in many cases afterwards, as part of the alumni community). Once our relationship with you has come to an end, we will retain your personal data for a period of time that enables us to:

- Maintain academic records;
- Comply with record retention requirements under applicable law;
- Defend or bring any existing or potential legal claims; and
- Resolve or otherwise address any complaints or queries relating to our programs.

Please note that personal data about admitted students is retained beyond graduation (or after your studies otherwise end), and the data is added to our permanent alumni records.

5. International transfer of your data

Your personal data may be transferred to, stored, and processed in a country that is not regarded as ensuring an adequate level of protection for personal data under the data protection laws of your locale.

We have put in place appropriate safeguards (such as contractual commitments) in accordance with applicable legal requirements to ensure that your personal data is adequately protected. For more information on the safeguards in place, please contact us at the details below.

6. How to exercise your rights

You have certain rights regarding your personal data. You have the right to access personal data The New School holds, and in some situations you have the right to have that personal data corrected or updated, erased, restricted, or delivered to you or a third party in a usable electronic format (the right to data portability). You may also object to how The New School uses your personal data if the legal basis for processing that information is our legitimate interest.

Where we are using your personal data on the basis of your consent, you have the right to withdraw that consent at any time. You also have the right to register a complaint to the applicable supervisory data protection authority.

If you wish to exercise these rights, or notify us of a change in your details, please visit our Data Subject Access Rights webpage at https://ispo.newschool.edu/dsar/.

7. How to contact us

If you have questions or concerns regarding the way in which your personal data has been used, please contact us at privacyoffice@newschool.edu or:

The New School
Office of Information Security and Privacy
71 Fifth Avenue, 9th Floor
New York, NY 10003 USA

Our representative in the European Union is TNS Parsons, of 45 rue Saint-Roch, 75001 Paris, France.

We are committed to working with you to obtain a fair resolution of any complaint or concern about your privacy. If, however, you believe that we have not been able to assist with your complaint or concern, you have the right to make a complaint to the applicable supervisory data protection authority:

- For Parsons Paris, the supervisory data protection authority is the Commission Nationale de l'Informatique et des Libertés – CNIL, 3 Place de Fontenoy, TSA 80715 – 75334 Paris, Cedex 07, https://www.cnil.fr/.

8. Changes to the privacy notice

You may request a copy of this privacy notice from us using the contact details set out above. We may modify or update this privacy notice from time to time.

Where changes to this privacy notice will have a fundamental impact on the nature of the processing or otherwise have a substantial impact on you, we will notify you of the changes and give you sufficient advance notice so that you have the opportunity to exercise your rights (for example, to object to the processing).

REVISED NOVEMBER 11, 2020

REVISED JUNE 24, 2020

REVISED APRIL 3, 2020

ADOPTED SEPTEMBER 4, 2019

Use of Photographs by the University

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

Prohibition of On-Campus Credit Card Marketing to Students

Introduction

The New School ("University") policy on the **Prohibition of On-Campus Credit Card Marketing to Students** ("Policy") bars the marketing of credit cards to the student body on University grounds and/or with University property.

Purpose

Pursuant to Article 129-A of the New York State Education Law § 6437 (Prohibition on the marketing of credit cards), the advertising, marketing, or merchandising of credit cards to students by vendors is prohibited on university property, except those published in newspapers, magazines, or similar publications, or in accordance with the following guidelines detailed in this policy.

Scope

This policy applies to all employees and students of The New School, as well as outside entities who promote their products on University property.

Responsibilities

Office of Finance & Business: Responsible for communicating policy to outside vendors, business partnerships and other outside entities.

Student Leadership, Involvement and Transition Experience: Will serve as support for students, parents/families and colleagues navigating the policy.

Policy

Promoting or advertising credit cards to students is prohibited on University grounds. This prohibition includes setting up credit card promotional booths on campus, as well as displaying or distributing applications, flyers, posters, handbills, and signs (both electronic and physical) within University facilities. Additionally, the University's email system and web pages may not be used for credit card advertising directed at students.

Banks, credit unions, and approved businesses participating in student orientations, school opening weeks, or campus events are prohibited from distributing credit card applications to students during these occasions. Furthermore, no University employee, student group, or department is permitted to receive financial support or other benefits from credit card companies or vendors in exchange for promoting credit cards to students.

Policy Administration

Responsible University Official: VP for Financial Operations & Budget

Responsible Office: Office of Finance & Business

Contact Information: finance@newschool.edu

Policy History

Effective Date: July 23, 2024

Last Reviewed Date: July 23, 2024

Next Review Date: July 23, 2027

Anthropology (ANT) Department

The anthropology department info goes here if you want to display in your academic catalog.

https://www.newschool.edu/lang/anthropology-faculty/

Programs

Graduate Minor: Anthropology and Design

General

College
New School for Social Research

Free Form Requirements

Subject Area	Course options	Credits
Required Course: Anthropology + Design	GANT 6405: Anthropology + Design: Objects, Sites + Systems (gener him ally offered in fall)	3 Credits
Anthropology elective	VARIES	3 Credits
Design Research + Practice Design History + Theory elective	VARIES	3 Credits
		9

Bachelor of Arts: Anthropology

General

College
Eugene Lang College Lib Arts

CIP Code
450204

Free Form Requirements

Course	Title	CR	Fall	Spring
First Year Courses (18 Credits):				
LFYW 1000	Writing the Essay I	4	X	
LFYW 1500	Writing the Essay II	4		X
LNGC 1400	First Year Seminar	4	X	X
ULEC Xxxx	Two ULEC Courses	6	X	X
Non-Major Electives (54-66 Credits)				
VARIES	Electives outside Major	54-66	X	X
Required courses (33-44 credits):				
LANT 2xxx or LANT 3xxx	Four (4) 2000- or 3000- level Anthropology courses* (at least two courses must be 2000-level)	12-16	X	X
LANT 3xxx or 4xxx	Six (6) 3000- or 4000-level courses in Anthropology*(at least one course must be 4000-level)	18-24	X	X
VARIES	2000- or 3000-level Foreign Language or Area of Study	3-4	X	X
Senior Capstone (3-4 Credits):				
LANT 49xx	Senior Capstone (or Graduate-Level Course by Advisement)	2-4	X	X
TOTAL CREDITS		**120**		
*Students may take up to (3) NANT courses to satisfy these requirements.				

Dual Degree: Product Design BFA/Anthropology BA

General

CIP Code
500404,450204

Free Form Requirements

Fall Year 1				Spring Year 1		
Requirement (Course Name/# or Req Info)	Degree	Credits		Requirement	Degree	Credits
PUFY 1000 Integrative Studio 1	BFA	3		PLHT 1000 Objects as History	BFA	3
PUFY 1010 Integrative Seminar 1	BFA	3		PUFY 1001 Integrative Studio 2	BFA	3
PUFY 1020 Space/Materiality	BFA	3		PUFY 1011 Integrative Seminar 2	BFA	3
PUFY 1030 Drawing/Imaging	BFA	3		PUFY 1040 Time	BFA	3
Lang FY Seminar	BA	4		Lang Seminar/Elective	BA	4
Semester Credit Total		16		Semester Credit Total		16
Fall Year 2				Spring Year 2		
Requirement	Degree	Credits		Requirement	Degree	Credits
PUPD 2010 Design Studio 1	BFA	3		PUPD 2011 Design Studio 2	BFA	3
PUPD 2020 Process Draw & Digital Present.	BFA	3		PUPD 2030 Materials & Manu. Proc: Lecture	BFA	3
PUPD 2027 Models, Mockups and Prototypes	BFA	3		PUPD 2031 Materials & Manu Proc. Recitation	BFA	0
ULEC	Both	3		PUPD 2090 Computer-Aided Industrial Design	BFA	3
Lang Course	BA	4		Lang Course	BA	4
				Lang Course	BA	4
Semester Credit Total		16		Semester Credit Total		17
Fall Year 3				Spring Year 3		
Requirement	Degree	Credits		Requirement	Degree	Credits
PUPD 3010 Design Studio 3	BFA	3		PUPD 3011 Design Studio 4	BFA	3
PUPD 3050 Human Fac., Ergo. and Interface	BFA	3		PUPD 3080 Portfolio, Pub. and Dynamic Media	BFA	3
PLXX Art/Design History 2000	BFA	3		PLXX Art/Design History 3000	BFA	3
Lang Course	BA	4		PX Program Elective	BFA	3
Open Elective (Liberal Arts)	Both	3		Lang Course	BA	4
				Open Elective (Liberal Arts)	Both	2
Semester Credit Total		16		Semester Credit Total		18
Fall Year 4				Spring Year 4		
Requirement	Degree	Credits		Requirement	Degree	Credits
PUPD 4010 Design Studio 5: Project(s)	BFA	6		PUPD 4011 Design Studio 6: Capstone	BFA	6
PX Program Elective	BFA	3		PX Program Elective	BFA	3
Lang Course	BA	4		Lang Course	BA	4
Lang Course	BA	4		Lang Course	BA	4
Semester Credit Total		17		Semester Credit Total		17

Fall Year 5				Spring Year 5		
Requirement	Degree	Credits		Requirement	Degree	Credits
Lang Course or Capstone	BA	4		Lang Capstone	BA	4
Lang Course	BA	4		Lang Course	BA	4
PLXX Art/Design History 4000	BFA	3		Lang Course	BA	4
PX Program Elective	BFA	3		PX Program Elective	BFA	3
PX Program Elective	BFA	3		PX Program Elective	bfa	3
Semester Credit Total		17		Semester Credit Total		18

Master of Arts: Anthropology

General

College
New School for Social Research

CIP Code
450204

Free Form Requirements

GANT 5010	Anthropology Workshop

Course	**Title**	**CR**	**Fall**	**Spring**
GANT 6051	Critical Foundations of Anthropology	3	X	
GANT 6065	Problems in Anthropology	3	X	
GANT Xxxx	Four Anthropology Electives by Advisement	12	X	X
VARIES	Four Graduate courses, any department, by Advisement	12	X	X
Non-Course Degree Requirements:				
GANT 5010	Anthropology Workshop	0	X	X
M.A.Thesis Portfolio		0		X
TOTAL CREDITS		**30**		

*Students assemble a portfolio as their MA thesis in consultation with members of the faculty. Details on development and submission of the thesis can be found in the department student handbook.

Doctor of Philosophy: Anthropology

General

College
New School for Social Research

CIP Code
450204

Free Form Requirements

Course	Title	CR	Fall	Spring
GANT 7005	PhD ProSeminar I: Methods	3		X
GANT 7006	PhD ProSeminar II: Project Conceptualization	3	X	
GANT 7007	PhD ProSeminar III: Grant Writing	3		X
VARIES	History or Ethnography Course in the area/region of planned doctoral research (By Advisement)	3	X	X
VARIES	Six Graduate Electives by Advisement	18	X	X
Non-Course Degree Requirements:				
MA Portfolio or Exam Equivalent		0		
Language Proficiency		0	X	X
PhD Qualifying Exam/Proposal Defense		0	X	X
Dissertation		0	X	X
TOTAL CREDITS		**60**		

MPhil in Anthropology: The degree of master of philosophy in anthropology is conferred upon a matriculated student who has fulfilled all the requirements, including the oral examination but not the dissertation, of the PhD degree in anthropology.